

UNDERGRADUATE PROGRAM

Traditional Undergraduate Admission

800.422.4101
574.807.7600
574.807.7650 (fax)
admissions@BethelCollege.edu

Institutional Codes
SAT — 1079
ACT — 1178
TOEFL — 1079

Bethel College encourages applicants whose characteristics indicate a desire and ability to work in accordance with the Christian liberal arts and sciences concept described in our objectives. Students should present an academic record of achievement that indicates intellectual capacity and initiative, and be motivated toward responsible citizenship and Christian commitments.

In evaluating students' credentials, the admission committee strives to determine potential for success in Bethel's rigorous academic program. Skill in reading, thinking and communication, and a solid foundation in the natural and social sciences are highly desirable. The admission committee takes the following criteria into account in evaluating applicants:

- Academic achievement in high school (GPA, class rank and course selection)
- SAT and/or ACT scores (TOEFL scores for International Students)
- Personal statement
- Recommendations from pastors, teachers or high school guidance counselors
- Leadership experience and community involvement

Prospective students, regardless of major, are expected to have the following academic preparation:

- Four years of English
- Three years of math and laboratory science
- Three years of history or social studies
- Two years of foreign language

Bethel College strongly urges all Indiana students to complete the CORE 40 curriculum in high school for admission to the college. Candidates for the Honors Diploma from an Indiana high school should indicate this on the application for admission.

How to Apply

Students may apply online at *www.BethelCollege.edu/apply*, download an application at the same site, or contact the office of admission to receive a copy of the application. Bethel accepts the common application in place of its own application and gives equal consideration to both.

An application for admission may be submitted upon completion of the sixth semester of high school. Students who have completed college course work following high school graduation will be considered for transfer admission.

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Students attending high school in the United States or a similar institution overseas should submit the following to the office of admission:

- A completed application for admission with a \$25 nonrefundable application fee. Apply online at www.BethelCollege.edu/Apply.
- Official transcripts
 - Official high school transcript showing coursework completed at least through the junior year.
 - Transfer students need to submit an official final high school transcript indicating the date of graduation prior to enrolling.
 - Home school students – please see transcript information in the home school section below.
- A personal reference as indicated on the application for admission.
- Official score reports from the SAT and/or ACT should be sent directly to Bethel College.
- A personal statement as indicated on the application for admission.

When all admission materials are on file, a decision regarding the applicant's admission is made by the admission committee and the student is notified by the admission office—usually within three weeks of the file being completed. Some academic programs also require separate application and admission to the academic program following enrollment to the college. Acceptance to Bethel College does not guarantee later admission to a specific academic program. See the descriptions of specific programs in this catalog for applicable details.

- All credentials for admission must be in the office of admission before the student's application can be processed. It is the student's responsibility to see that all required documents are submitted.
- The SAT or ACT should be taken in the junior year or in the fall of the senior year of high school. The applicant should register for a test date as early as possible and request that the scores be sent to Bethel College. Register for the SAT at www.collegeboard.com and the ACT at www.act.org.
- New students can begin any semester or session.
- Admission decisions are made on a rolling basis throughout the year beginning October 1 for the following fall term of entry.
- Admitted students may elect to defer their enrollment for one year by notifying the office of admission.
- All application materials are kept on file for one year and become the property of Bethel College.
- Transcripts received from other institutions will not be returned to the student or released to another institution or third party.
- Students should be 17 years of age by the date of full-time enrollment.

Home School Students

Bethel welcomes candidates who have received a home school–based education. Home school candidates should follow the application process indicated above and will be considered on an individual basis to determine an appropriate admission decision.

As part of the process, documentation must be provided to verify completion of a comparable high school curriculum. This may be established through one of the following:

- An academic record/transcript of high school level courses completed, including the course name, individual course grades and cumulative grade point average. The transcript must be signed and dated by the primary home educator. A transcript template is available on the Bethel admission web page under the home school link.
- A transcript through an agency or association recognized by Bethel College that as a part of its function issues transcripts.
- Successful passage of the GED test.

If you have registered with your state department of education, the registration number and name of the home educator registered should be indicated on documents.

International Students

A student who is not a United States citizen or a United States permanent resident must submit the following items:

- Completed application for admission. Apply online at www.BethelCollege.edu/Apply
 - \$25 USD nonrefundable application fee.
 - A personal statement, in English, as indicated on the application.
 - Official transcripts and/or certificates from all secondary and post-secondary schools. Students must have completed the secondary level (equivalent to high school in the United States) and must submit an official transcript of their secondary level courses.
 - All academic transcripts must be submitted in their original language along with official certified translations in English. Official certification and evaluation (a comprehensive course by course evaluation) must be completed by World Education Service, www.wes.org or a Bethel approved accredited agency.
 - Official score reports from the SAT, ACT, Test of English as a Foreign Language (TOEFL) and/or International English Language Testing System (IELTS) should be sent directly to Bethel College. Only one of the tests is required provided your score has met the minimum requirements. Students pursuing college athletics are encouraged (but not required) to take an SAT or ACT exam to assist in NAIA (National Association of Intercollegiate Athletics) eligibility certification.
 - Bethel's institutional code for the TOEFL is 1079. Register for the TOEFL at www.toefl.org
 - The minimum required TOEFL score:
 - Internet based exam: 76
 - Paper based exam: 540
 - Computer based exam: 207
 - The minimum band score for the IELTS is a 6.5.
 - Bethel's institutional code for the SAT is 1079 and the ACT is 1178.
 - CSS PROFILE. (<http://profileonline.collegeboard.com>) The CSS PROFILE is a financial aid application that Bethel and other colleges use to determine a student's eligibility for financial aid. This form is required for the first year of entry to the college and does not have to be renewed each year. The CSS PROFILE costs \$25 for the initial application and one school report. Bethel's institutional code for the CSS PROFILE is 1079.
 - A personal reference as indicated on the application for admission.

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- Transfer student information form. If you are transferring from a college or university within the United States, you will need to have the international advisor at your current school complete the transfer student information form and provide a copy of your current I-20 and I-94 card.

International student applications are not considered complete and will not be evaluated until all documents, including the CSS Profile, are received. All students must show ability to meet financial costs to travel to the United States, complete their education and return home.

The I-20 form for obtaining an F-1 student visa will not be issued to admitted students until the student has demonstrated financial ability to pay for all college and living expenses and the enrollment deposit is submitted to Bethel College. The enrollment deposit is equal to any remaining balance on the student's account after all Bethel financial assistance has been applied. If the balance is not paid, and I-20 will not be issued. All but \$300 of this deposit may be refunded after an I-20 has been issued if a student cancels or has their visa denied before they enroll at Bethel.

Transfer Students

Students who have completed any college coursework following high school graduation are considered for admission as transfer students. In evaluating the transfer student's application for admission, the college takes into account the accreditation and the general quality of previous course work. Any transfer applicant whose high school record would not have qualified him or her for admission as a freshman is required to demonstrate a strong record on his or her college transcript after a minimum of one year of college level study (a minimum of 24 credit hours). The admission of transfer students is on a selective basis. The following should be submitted to the office of admission:

- A completed application for admission with a \$25 nonrefundable application fee. Apply online at www.BethelCollege.edu/Apply.
- Official high school transcript indicating date of graduation and official transcripts from all post-secondary institutions attended.
 - A high school transcript is not required if more than 30 transferable hours of college course work have been completed.
- A personal reference as indicated on the application for admission.
- Official score reports from the SAT and/ or ACT should be sent directly to Bethel College. Our institutional codes are SAT - 1079 and ACT - 1178.
 - Test scores are not required if more than 30 transferable hours of college course work have been completed.
- A personal statement as indicated on the application for admission.

To be considered for admission, a student must present a record of academic achievement in previous studies. A transfer student must have earned at least a "C" average (2.0/4.0) in previous study to be considered for entrance to a degree program and be qualified to pursue the chosen field of study. Transcript evaluations to determine courses that will transfer to Bethel are completed after students have been admitted.

Dual Enrollment Program - High School Students

Bethel College offers two ways for high school students to earn college credits:

- REACH (Register Early to Achieve College Hours) program
- Enroll as an Early Admission/Special Student

REACH Program (Register Early to Achieve College Hours)

High school students may take certain Bethel College courses at a discounted tuition rate earning college credit.

Program Overview

- \$75 per credit hour – up to 12 credits
 - Fall and Spring semesters only
 - Discounted REACH tuition rate does not apply to May or Summer courses; or private lesson and private tutorials / independent study.
 - Any course work beyond the 12 credit hours will be at the current tuition rate.
- Must be a high school junior or senior from public, private or home school setting.
- Have at least a 3.0/4.0 GPA through Sophomore year
- Freshman and sophomore level courses offered
 - Students must meet course prerequisites.
- Class options are on a space available basis
- Parking and Student Activity fees waived
- Students who apply to become a full-time student upon graduation from high school will have their application fee waived.
- Students will be issued a student ID card. The ID card will allow the student to participate in any of the general student activities on campus and use the library.

Submit the following to be considered for REACH admission:

- Application for admission. No application fee is required. Apply online at www.BethelCollege.edu/Apply.
- High school transcript
- Personal statement
- Letter of support from principal, guidance counselor or primary educator.
- SAT or ACT Scores (*optional, however for Math, Science and English courses test scores establishing proficiency are required*).

Items not covered (students must pay/furnish their own)

- Books/Workbooks
- Additional Class fees (ie: lab or art fees)
- Normal Classroom Supplies
- Transportation
- Any Optional/Incidental Costs

Early Admission/Special Student

Admitted high school students may register for classes at the full tuition rate. Tuition is charged at the regular tuition rates for all semesters and is not limited to the space available rule. Private lessons or tutorials would fall in this category.

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Program Overview

- Must be a high school junior or senior from public, private or home school setting.
- Have at least a 3.0/4.0 GPA through Sophomore year
- Students who apply to become a full-time student upon graduation from high school will have their application fee waived.
- Students will be issued a student ID card. The ID card will allow the student to participate in any of the general student activities on campus and use the library.

Submit the following to be considered for admission:

- Application for admission. No application fee is required.
- High school transcript
- Personal statement
- Letter of support from principal, guidance counselor or primary educator.
- SAT or ACT Scores (*optional, however for Math, Science and English courses test scores establishing proficiency are required*).

Items not covered (students must pay/furnish their own)

- Books/Workbooks
- Additional Class fees (ie: lab or art fees)
- Normal Classroom Supplies
- Transportation
- Any Optional/Incidental Costs

Re-Enrollment

All students returning after a semester of absence (not including summer) will complete a Re-enrollment Form in the registrar's office. The registrar's office will check to be sure there is no business office hold. If there is a business office hold, the student will be sent to the student accounts manager to make financial arrangements. When financial arrangements are set, the student accounts manager will sign the form indicating they are cleared to register. Student development will also be contacted to be sure there are no impediments to attendance in their office. Any student who was dismissed for academic performance, or had been on academic probation will need to submit the re-enrollment form. This will generally require an appointment with the dean of the school of their major.

The non-traditional programs office will check to be sure that the student is cleared to re-enroll. Graduate Studies will do the same. When the re-enrollment process is complete, students will be able to meet with their academic advisor to select courses.

OM and graduate students do not need to re-enroll until after an absence of two semesters.

Students will be cleared to register with their advisor if/when there are no business office holds on the students account, and if/when there are no issues with the student

development office, or with the non-traditional studies office in the case of adult students.

Special/Nondegree Students

Students pursuing a program not leading to a degree or certification may be considered for admission by presenting an application for admission, application fee, evidence of high school graduation and academic eligibility. Admitted students may select any courses for which they qualify.

Guest Students

Students from another institution desiring to work on a program at Bethel need to submit an application for admission, application fee, college transcript or letter of good standing from the registrar or dean of their home institution to the Bethel College office of admission.

Audit Students

This program is for those interested in not-for-credit learning experiences for personal or professional enrichment. Audit students do not receive a grade or transcript record of course work, and they are not considered to be admitted or enrolled as regular students at Bethel College, and are therefore eligible for neither enrollment verification nor co-curricular or extracurricular services and programs. Students can be admitted by submitting the application for admission, application fee and paying the audit fee for undergraduate courses or graduate courses. Audit students are not active participants in the class, which may limit course options. Admittance is contingent upon available space in the class and the consent of the instructor. A student must have completed an undergraduate degree in order to audit a graduate level course.

Enrolling in the College

All newly admitted full-time students will be asked to submit an enrollment deposit. The enrollment deposit will be applied to the student's account and is refundable until May 1 prior to the fall term of enrollment, and December 1 prior to the spring term of enrollment.

All admitted students will receive the community life covenant housing and health forms. All new students are required to read and sign the community life covenant prior to enrolling. Students planning to live on campus will be required to make a housing deposit which is refundable until May 1 for fall enrollment and December 1 for spring enrollment. Housing assignments cannot be made until this deposit is received. The deposit is returned when the student follows proper checkout procedures and leaves his/her room in good condition. For more information see the Residence Life section.

The health form is very important and must be completed and returned by all full-time students by July 15 for fall term of entry or prior to your registration session, whichever comes first. Students will not be allowed to move on campus or attend classes until completed health records are on file. All immunizations must be current and the health record must be signed by a licensed physician. The health form is maintained confidentially within our Wellness Center. It is on file to assist medical personnel in providing for student health needs and in case of emergencies. All students must also have health insurance coverage and keep a copy of their insurance card.

GED testing

The GED requirement to be considered for admission is a composite score of 500 (for students tested prior to 2002 a composite score of 50 is required). Students with GED scores below 500/50 may be considered for admission to Bethel if each of the following conditions is met:

- Student has completed at least 12 semester hours at a regionally accredited college or university with a cumulative grade point average of at least 2.0.
- GED composite score is at least 460 or 46 for students tested prior to 2002.

Admission to the College

Program Admission

Certain majors or programs require special admission to the program subsequent to admission to Bethel College. Consult the program areas of this catalog for further information. Among the programs which require special admission are education, engineering, music and nursing.

Admission With Distinction

An honor awarded to those students who present a record of academic achievement. Students granted admission "With Distinction" may be eligible for scholarships. The scholarship committee reviews admitted traditional student files for academic scholarship consideration, typically within two to three weeks of the admission decision. See the Financial Information section of this catalog for more details on scholarships and financial assistance.

Regular Admission

Standard admission with no restrictions.

Provisional and Probation Admission

Applicants may be admitted with a provisional or probation status if they do not meet the requirements for regular admission and it appears they could benefit from a program of study available at Bethel College. There will be restrictions on course work and students will be required to develop an academic plan with the Life Calling and Student Enrichment Center.

Bethel requires academic proficiency in English, reading and math. Standardized test scores (see minimum requirements below), or successful completion of equivalent college level course work, are used for establishing academic proficiency.

English: SATW – 450 and SATCR – 450; or
ACT English – 17 and ACT Reading – 17
Math: SAT Math – 450; or ACT Math – 17

Advanced Placement

Bethel offers advanced placement opportunities through several programs including AP, CLEP and International Baccalaureate (IB). Please see the Academic Policies and Procedures section of this catalog for more details.

Visiting Campus

Students and their families are encouraged to visit the campus. Students will develop a better understanding of the college setting after taking advantage of opportunities to attend a class and interact with current students and faculty. Individual appointments are generally scheduled between 9 a.m. and 4 p.m. weekdays with student guided tours offered at various times during the day. Appointments are also available on Saturday mornings and select weeknights.

In addition, several campus visitation programs are scheduled throughout the year. The updated schedule is available on the Bethel Web site. To make arrangements for a visit, call the office of admission or contact us online at www.BethelCollege.edu/visit approximately two weeks in advance of your planned visit.