

SPECIAL STUDENT ADMISSION & REGISTRATION INFORMATION
DEADLINE FOR SPECIAL STUDENT APPLICATIONS FOR
FALL 2015 IS AUGUST 17th, 2015.

The 2015 fall term begins on Tuesday, September 8th and ends on Friday, December 18th.

Austin Seminary provides educational opportunities for persons to enroll in seminary course work for academic credit. Individuals who desire to pursue such studies may do so by completing a Special Student Application/Registration Form. A bachelor's degree is strongly encouraged prior to applying as a Special Student and required if you are interested in eventually applying to a degree program.

1. **Definition:** A Special Student is a person not enrolled in a degree program at Austin Presbyterian Theological Seminary but who desires to enroll in Austin Seminary course work for academic credit. Admission is for a specific term of an academic year and the total number of credits allowed is no more than 30 credits in the fall and spring terms and 6 credits in the summer and January terms.

Enrollment is permitted only in those courses open to Special Students. In courses with an enrollment limit, Special Students will be admitted on a **first come, first serve basis**.

2. **Fees** for the 2015-2016 Academic year:
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|-------------------------|---------------------------------|
| Application Fee | \$25.00 (one-time fee) |
| Student Activity Fee | \$30.00 (per semester) |
| Annual Registration Fee | \$60.00 (once an academic year) |
| Tuition | \$215.00 per credit |

3. **Application Procedure** (as indicated on the Special Student Application)

- A one-time application fee of \$25.00 (check or money order) must accompany initial application. (If you are a returning Special Student the application fee is not necessary.)
- An annual registration fee of \$60.00, together with tuition charges and student activity fee of \$30.00, must be paid in full at the time of registration AND prior to the beginning of the term.
- Each term, **ALL** Special Student applicants must attach a brief explanation (one or two paragraphs) of why they wish to enroll in the course(s) indicated.
- FIRST TIME** Special Student applicants must complete a brief admissions conference (20 minutes) with the Vice President for Admissions. Call Martha Lynn Coon to schedule an appointment at 512-404-4827 or 1-800-241-1085. Admissions conferences will be done after the receipt of your application and all interviews must be completed by Thursday, August 20th.
- All applicants, including Special Students, are required to complete a criminal history check, including driving records, through Certifiedbackground.com. To grant Austin Seminary access to your background check, enter our institution's package code (AU33) when you submit your information online. The cost for this service is the responsibility of the student. Note that charges and past offenses do not automatically disqualify an applicant. All records will be evaluated in context. Contact the Office of Admission for more information.

4. **Registration** - If all application criteria are met, the registration process is completed by contacting the Registrar by phone to verify your status. If a course you have selected is open, you can be registered for the course. **In order to be registered, you must contact the registrar (Jacqueline Hefley, 512-404-4826) to verify status on Tuesday, August 25th between the hours of 9:00 AM and 12:00 PM or between 1:30 PM and 4:00 PM. This and payment of fees by Tuesday, September 1st are the final required steps.**
5. **Payment of fees** - Payment of all fees must be made by Tuesday, September 1st. Any questions or concerns regarding payment of fees may be addressed through the Business Office at 512-404-4812.

6. **Classes begin** on Tuesday, September 8th, 2015. Classroom assignments will be posted on the doors to the McMillan building.

7. Occasionally, a Special Student decides to seek admission in the Master of Arts (Theological Studies), Master of Arts in Ministry Practice, or the Master of Divinity degree program as either an MDiv or a Dual degree candidate. In such an instance, a Special Student must complete the admissions process for the appropriate degree program. Up to 48 credits may be applied toward the MATS or MAMP degree requirements; up to 84 credits may be applied toward the MDiv requirements. These credits include those earned as a Special Student at Austin Seminary and those earned at other theological institutions. Credits earned as a Special Student seven years prior to matriculation into a degree program cannot be applied toward degree requirements.