

SPECIAL STUDENT ADMISSION & REGISTRATION INFORMATION
DEADLINE FOR SPECIAL STUDENT APPLICATIONS FOR
SPRING 2019 IS JANUARY 23, 2019.

The 2019 Spring term begins on Monday, February 11 and ends on Friday, May 17.

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 only.

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 2018-2019 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 | \$230.00 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 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).
- All applicants, including Special Students, are required to complete a criminal history check, including driving records, through Castlebranch.com. To grant Austin Seminary access to your background check, enter our institution's package code (AU33) when you submit your information on-line. 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 or email 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 or registrar@austinseminary.edu) to verify status on Tuesday, January 29rd between the hours of 9:00 AM and 12:00 PM or between 1:30 PM and 4:00 PM.**
5. **Payment of fees** - Payment of all fees must be made by Friday, February 1. Any questions or concerns regarding payment of fees may be addressed through the Business Office at 512-404-4812.
6. **Classes begin** on Monday, February 11. Classroom assignments will be posted on the doors to the McMillan building.