



# Student Services

## Registrar Services

### Course Registration

Prior to the beginning of each semester, students are required to complete the registration process online through the FTS website. No person is registered until all tuition and appropriate fees are paid. Specific dates are assigned for registration each semester. Students registering for classes after the deadline must pay a Late Registration Fee. No student may register after the second week of class.

### Add/Drop Procedures

All changes in a student's class load, including dropping or adding courses or changing credit/audit status, must be done on an Add/Drop Form available from the Business Office or online. This form requires the class instructor's signature before the student submits it to the Business Office and is forwarded to the Office of the Registrar.

Students are required to officially drop a course to be withdrawn. Notifying the professor of the intended drop does not withdraw one from the course officially. When a student drops a course, FTS will follow the Refund Policy. No classes may be added after the second week of class. Courses dropped after the second week will be recorded as "WP" (Withdraw Passing) or "WF" (Withdraw Failing), depending on the student's grade at the time the course is dropped.

### Course Cancellations

FTS will notify students at least one week before a class begins if the course is to be cancelled. No late fee will be charged to replace the cancelled class with another class. Students will be allowed to register for another course within one week. All tuition and course-related fees will be refunded if no replacement course is chosen. Textbook refunds are the student's sole responsibility.

### Program Checklists

After acceptance, the student receives the appropriate Program Checklist. A Program Checklist specifically expresses the requirements for graduation for each degree program. Understanding its usefulness is basic in planning and fulfilling an ordered program of studies. Students are required to maintain their updated Program Checklist throughout their degree program. It reflects the total hours and courses required for the degree as well as any transferred credits.

## **Transcripts**

The student may order transcripts by using the Transcript/Document Request Form on the FTS website by clicking on the Student Services tab.

Students may request two types of transcripts, official and unofficial. Transcripts will be provided for a fee of \$10 per copy.

Transcripts are released only to the student or to another institution at the student's written request. Transcripts released to any other entity require the written permission of the student. Official transcripts must remain sealed in the envelope to be considered official. There is a seven day turn-around time after transcripts are requested and the fee is paid.

## **Ability-to-Benefit Policy**

Faith Theological Seminary does not admit Ability-to-Benefit students. Faith Theological Seminary does not participate in Ability-to-Benefit. Applicants must have graduated high school, have a GED, and/or have 24 transferrable credits from an accredited college/university in order to be considered for admission.

## **Academic Advisement Services**

All students may contact their designated Advisor for academic advisement. The advisors are available to guide and counsel students throughout their academic program. It is the student's responsibility to fulfill the requirements of the degree program.



## Library Services

### The John Norris Library

The FTS Library has approximately 25,000 volumes on Biblical exegesis, theology, missions, and related subjects. Periodicals contain articles of interest on the church, missions, and theology, as well as archeology and Biblical studies. Some of this collection contains highly prized and rare volumes.

The mission of the John Norris Library of Faith Theological Seminary is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary for the academic training of men and women for Christian ministry. FTS develops collections, catalogs, services, policies, and facilities to support this task.

- High speed wireless Internet access is available for student use.
- FTS provides access to the Galaxie Software Theological Journals on the Library section of the website.
- The John Norris Library is open from 9:00 am – 9:00 pm, Monday through Saturday.
- In order to borrow books from the library, students must present their FTS Student ID Card. All non-student library users must have a Library Guest ID Card.
- A librarian, or staff member, is on duty to assist students during hours of operation.

### External Borrowing Privileges

FTS also has borrowing privileges with the St. Mary's Seminary Marion Burk Knott Library (five minutes' drive from FTS). FTS students with an FTS ID card may obtain a Marion Burk Knott Library card for borrowing privileges for a \$20 fee per semester. FTS students have full access to the Marion Burk Knott Library's extensive electronic databases and periodicals. Marion Burk Knott Library also has reciprocal borrowing privileges with Baltimore Hebrew University which allows students access to interlibrary loan services for a small fee. The Marion Burk Knott Library also has catalog access to Johns Hopkins University and the Catholic University of America.

FTS has borrowing privileges through the Friends of the Loyola program with Loyola Notre Dame University Library. FTS students with an FTS ID card may get a Loyola Notre Dame University Library card for borrowing privileges at a fee of \$25 per year.

With these libraries, FTS students can access some 550,000 volumes and on-site electronic databases in addition to the FTS collection.

## Facilities

### Campus

The Faith Theological Seminary campus is located at 529 Walker Avenue, Baltimore, MD 21212.

### John Norris Library

The library at FTS is named in honor of former President of the Board of Directors, Dr. John H. Norris.

### Parking

FTS provides ample student parking.

### Student Housing

FTS does not own or provide dormitories or other living quarters for students and their families. Students are responsible for securing their own living quarters.

### Food Services

Numerous eating establishments are near the campus. Light refreshments are available at the Student Lounge.

### Facilities for the Disabled

FTS supports the tenets and spirit of the Americans with Disabilities Act (ADA). Accommodations include reserved parking spaces, ramped entrances, and restroom facilities. It is the responsibility of the student to inform the institution of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. FTS will make reasonable accommodation to meet the needs of any student with a disability.



*Group of FTS students*