



# Student Services

## Academic Advising

At the time of admission, the Director of Admissions provides academic advisement. Students are given a Course Checklist showing what courses are needed to graduate and what courses may have been transferred in from other institutions. Each student is assigned an advisor by the Registrar. Academic Advisors help with course choice, scheduling, planning and general academic direction. The Admissions Office, Academic Dean, and Program Directors also provide general academic advisement as well as career advisement and direction.

## Financial Advising

- a. The Business Office does regular financial counsel and advisement.
- b. The Financial Aid Director does regular financial aid advisement.

## Program Checklist

After acceptance, the student receives the appropriate Program Checklist. A Program Checklist is the list of courses required 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.

## Course Registration

Prior to the beginning of each semester, students are required to complete the registration process online through Populi. 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. The Seminary limits the total number of credits a student may register for in any given semester to a maximum of eighteen semester credit hours (a total of six, three credit courses).

## Add/Drop Procedures

It is the student's responsibility to add or drop courses during the add/drop period. Adding or dropping courses is done through the Course Add/Drop Form available through the Files link at the top left corner of any page in Populi. No classes may be added after the second week of class. When a student drops a course, FTS will follow

the Refund Policy. To drop a course after the add/drop period, students must follow the Course Withdrawal procedure. Failure to attend class does not constitute a drop.

## Course Cancellations

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

## Course Withdrawal

The student is responsible to complete a Course Withdrawal Form in order to withdraw from a course after the add/drop period has ended. The Course Withdrawal Form is available through the Files link at the top left corner of any page in Populi. It must be signed by the Professor as either Withdraw Passing (WP) or Withdraw Failing (WF) and signed by the Registrar and the Business Manager. Failure to comply with this requirement may impact a student's Financial Aid, tuition refund, and GPA.

## Transcript Requests

The student may order transcripts by using the Transcript Request Form on the FTS website in the Student Services tab or through the Files link at the top left corner of any page in Populi. A completed Transcript Request Form must be submitted to the Business Office with the request fee. After the fee is received, the Business Office will forward the request to the Registrar for processing. There is a seven day turn-around time after transcripts are requested and the fee is paid.

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 through a Transcript Request Form. Official transcripts must remain sealed in the envelope to be considered official.

## Library Services

### The John Norris Library

The John Norris Library of FTS is located on the Main Campus and 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.
- 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 Patron 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

### Main Campus

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

### Catonsville Teaching Site

The Faith Theological Seminary Catonsville Teaching Site is located at Grace Bible Baptist Church 1518 N. Rolling Road, Catonsville, MD 21228.

### John Norris Library

The library at FTS is named in honor of former President of the Board of Directors, Dr. John H. Norris. It is located on the Lower Level of the Main Campus.

### Parking

Free parking is available for students at both the FTS Main Campus and Teaching Site.

### 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

- The Seminary is not presently licensed to dispense food, although there is a Student Lounge where refrigeration and food-heating are available, as well as seating for students to eat and congregate both inside and outside.
- Students who wish to bring their lunches may utilize the refrigerator in the Student Lounge for temporary storage. Old items will be discarded. Please do not leave items overnight.
- A microwave oven is available in the Student Lounge.
- Students are welcome to use the tables outside the Student Lounge for eating meals or snacks.

### 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.