

# ADMISSION AND REGISTRATION PROCEDURES

## ADMISSIONS STAFF



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## CAMPUS VISIT

Selecting a school for graduate theological education is an important decision. You should consider academic quality, range of degree programs, theological orientation, location, job and housing markets and local church options. A great way to gather information for your decision is to visit the campus. The campus visit is designed to maximize your contact with faculty, administrative staff and current students. Grand Rapids Theological Seminary offers a number of Preview Events each year designed to give you a look at what God is doing at GRTS. If your schedule does not allow you to attend a Preview Event, we would be happy to schedule an individual visit for you. Contact the Admissions office at 800.697.1133 to schedule an individual visit or register for a Preview Event.

Grand Rapids Theological Seminary offers accommodations free of charge to prospective students and their families during scheduled campus visits.

Come and see for yourself why Grand Rapids Theological Seminary is an excellent choice for your graduate theological education. To arrange your campus visit, request additional literature or ask a question, please contact:

**Grand Rapids Theological Seminary (GRTS)**  
**1001 E Beltline Ave NE**  
**Grand Rapids, MI 49525-5897**  
**800.697.1133 | [seminary@cornerstone.edu](mailto:seminary@cornerstone.edu)**  
**[Cornerstone.edu/GRTS](http://Cornerstone.edu/GRTS) | [cornerstone.edu/blog/talking-points](http://cornerstone.edu/blog/talking-points)**

## ADMISSION REQUIREMENTS

Grand Rapids Theological Seminary will consider for admission students with bachelor's degrees and a minimum 2.5 G.P.A. from the following types of schools:

1. All regionally accredited institutions.
2. All Association of Theological Schools (ATS) institutions.
3. All Association for Biblical Higher Education (ABHE) institutions.
4. Select schools accredited by the Transnational Association of Christian Colleges and Schools (TRACS).
5. Non-accredited institutions, if those institutions supply to the Director of Admissions three letters of acceptance from regional, ATS or ABHE accredited institutions.
6. Non-accredited institutions approved on a case-by-case basis.

### **Application Process**

Grand Rapids Theological Seminary admits qualified persons without regard to denomination or association, race, national or ethnic origin, age, sex or disability.

The seminary operates a "rolling" admissions process for all master's degree programs. Individuals may apply to begin a program during an academic term - fall, spring, J-term or summer. Application for admission is encouraged 4-8 months in advance of the anticipated enrollment date.

The application due dates for the upcoming semesters are as follows:

- Fall 2018 semester: August 24, 2018
- Spring 2019 semester: January 11, 2019

- Fall 2019 semester: August 23, 2019

Acceptance for admission will be considered upon receipt of the following items:

1. Application for admission, located in the back section of the academic catalog or free of charge online at [www.cornerstone.edu/grts](http://www.cornerstone.edu/grts)
2. Official academic transcripts from each undergraduate and graduate school attended
3. One Personal Reference Form
4. One Ministry Reference Form
5. Affirmation of the Statement of Faith and Lifestyle Statement (page 59), by checking the appropriate box in the Autobiographical Information section of the application form.

### **Transfer Students**

Students who wish to transfer to Grand Rapids Theological Seminary should submit transcripts of all credits previously earned along with their application for admission. Credit is given for comparable work taken at other accredited seminaries, graduate programs or universities. By approval of the Dean, a maximum of 50 percent of the particular degree program requirements may be fulfilled through transfer credit. See paragraph on “Transfer of Credit” on page 73 for more information.

### **Readmission**

Any former student who has not been enrolled for one semester or more must apply for readmission. The application for readmission should be submitted at least 30 days prior to the opening date of the semester enrollment. Official academic transcripts of all studies that have been completed in the interval must be submitted. Updated reference forms may also be required. Any student who has not been enrolled for more than 3 academic semesters will be required to submit a full application with all necessary supporting documents.

### **Non-Degree Enrollment**

Grand Rapids Theological Seminary permits the enrollment of students seeking advanced education in Bible, theology, counseling or ministry, without a specific degree objective. These students are required to complete a Non-Degree Application, submit official academic transcripts from all previous undergraduate and graduate schools, and sign a general statement of Christian faith. Non-Degree students who possess an accredited undergraduate degree may take courses for graduate credit, while those without a baccalaureate degree will be limited to enrollment by audit. Students are permitted to take a maximum of 12 credits under the non-degree enrollment status. A maximum of 12 credits achieved under the Non-Degree enrollment status can be utilized in fulfillment of the requirements for a specific degree program.

### **Guest Students**

GRTS welcomes guest students from other institutions for limited enrollment. A Non-Degree/Guest Application with authorization from the

home institution is required for admission. It is the applicant’s responsibility to ensure that the home institution will accept the transfer credits. Upon the completion of a given course, an academic transcript can be requested from the Registrar’s Office for the transfer of credits to the home institution.

## **ADMISSION STATUS**

### **Full Admission**

An applicant is given full admission to Grand Rapids Theological Seminary when the criteria for application and admission have been fulfilled. Applicants are notified concerning full admission on a rolling basis throughout the year.

In some cases, students can be admitted pending receipt of official documentation to complete their application file. The student’s admission status is complete when all documentation arrives at the Seminary Admissions Office and meets all admission and degree program standards. The University reserves the right to reverse an admission decision if the documentation is inconsistent or the admission and degree program standards are not fully met.

### **Conditional Admission**

A limited number of students whose cumulative undergraduate grade point average does not meet the minimum degree program admission standard (2.5/4.0) may be granted conditional acceptance upon the recommendation of the GRTS Admissions Committee. In such cases, the conditions of the conditional acceptance and terms for the removal of this status will be provided to the student in writing during the admission process and monitored by the Academic Office. Students enrolled on a conditional admission basis will be limited to a maximum of nine hours per semester. Those students admitted on a conditional admission basis must achieve a minimum 2.5 grade point average. See the section “Academic Probation, Suspension and Dismissal” on page 65 for more information.

## **REGISTRATION**

The registration process provides seminary students with the opportunity to meet with their faculty advisor, to select and register online for courses in the upcoming enrollment period, and to plan how they will complete the remaining requirements of their particular degree program. For continuing students, online course registration occurs each semester on the published dates (see “Academic Calendar”). The Seminary Admissions Office staff will assist new students in course selection and registration during their initial period of enrollment.

Once registered, each student will receive a tuition bill. Each student should then settle his or her financial obligations by doing one of the following: paying in full at the Cornerstone University Accounting and Finance Office, partially paying according to the payment plan or coordinating

financial arrangements with the Cornerstone University Student Financial Services Office. Students will be permitted to attend classes when course registration and financial balances have been finalized.

## NEW STUDENT ORIENTATION

At the beginning of each fall and spring semester, the Admissions Office hosts New Student Orientation for all first-time students. This orientation provides students the opportunity to meet staff, faculty, and students, and to gain information about campus technology resources, student identification cards, and more. Each student will also be able to meet with his or her faculty advisor individually. Every student should attend orientation in order to make the start of his or her seminary experience as smooth as possible. Please contact the Admissions Office for details. The Admissions Office will work with students beginning in the J-term or summer sessions to complete the orientation process. There will also be an orientation tailored for students starting in online classes.

## INTERNATIONAL STUDENTS

Grand Rapids Theological Seminary values the presence and contribution of students from the various cultures, countries and continents of the world. In an effort to improve our service to international students and to facilitate a smooth transition, international students are encouraged to begin their degree programs in the fall semester, which begins in September.

### **Application Process**

1. Pre-Application – Complete the pre-application form and submit it to the GRTS Admissions Office. After GRTS receives and approves your pre-application form, you will be prompted to continue the application process.
  2. Official Application – Once your pre-application form has been approved, complete the official application for admission and all supporting documents including:
    - a. Ministry Reference
    - b. Personal Reference
    - c. Seminary Scholarship Application – all international students will be considered for the Timothy Scholarship, which would cover a portion of your costs.
    - d. Certification of Finances Form – This form will serve as evidence of financial support for the duration of your degree program. You will also need to submit letters of support from each group or individual that will provide financial assistance. Each supporter will need to submit 3 months worth of bank statements demonstrating their ability to meet their commitment. Bank statements should be from the three most recent months.
  - e. Transcripts – Official transcripts must be sent directly from your undergraduate institution to GRTS. Transcript equivalency will be determined by GRTS. GRTS may require students to submit transcripts from outside the United States to Educational Credential Evaluators (ECE) for a comparison to U.S. standards. A course evaluation may be required.
  - f. English Language Proficiency: GRTS accepts scores from TOEFL or IELTS. TOEFL – International students who are not lifetime residents of Australia, Canada (other than Quebec), Ireland, New Zealand, United Kingdom, or the United States (other than Puerto Rico) are required to demonstrate their proficiency with the English language by submitting TOEFL (Test of English as a Foreign Language) scores taken within one year of the admission application date. GRTS requires a minimum TOEFL score of 577 written, 90 internet based, or 233 computer based for admission. Information about the TOEFL may be obtained from <http://www.ets.org/toefl>. The Grand Rapids Theological Seminary TOEFL institution code is 1253. International students can choose to submit IELTS (International English Language Testing System) scores instead of a TOEFL score. GRTS requires a minimum score of Band 7 for admission. Information about the IELTS test may be obtained from [www.ielts.org](http://www.ielts.org).
3. Registration – After you have been accepted to GRTS, the admissions staff will register you for classes (provided registration has begun).
  4. Tuition Deposit – Once you have been accepted for admission, you will be required to send a tuition deposit of at least the cost of your first semester's tuition and fees. This will be approximately \$6,000 for the 2018-2019 academic year. If for any reason you do not enroll as planned, all of the funds will be returned to you and your supporters immediately.
  5. Student Visa – After receiving your tuition deposit, we will send you a Certificate of Eligibility for Non-immigrant Student Status. This form is more commonly called the I-20. You will then apply for your student visa at your country's consulate office. You will also need to take the following to the consulate:
    - a. A valid passport – must be valid for a period that extends six months past the last date you expect to be in the USA (which will be your expected date of graduation).
    - b. Proof of sufficient finances – your completed Student Financial Support form, letters of support from each supporter and copies of bank statements verifying that those funds are available.

- c. Proof of English proficiency – citizenship in English-speaking country or TOEFL examination scores.
6. Travel – If you are planning to begin class in the fall, you should plan to arrive in Grand Rapids, Mich., between Aug. 21 – Sept. 1, 2018. This will give you time to get acquainted with the school and the city. It will also allow you to get settled before the beginning of classes. You should plan to attend New Student Orientation on Tuesday, Sept. 4, 2018.

### **Employment**

International students are allowed to apply for on-campus jobs when available. Students will not be able to work more than a total of 20 hours per week (even if employed in more than one job) and will only be allowed to work if they will not displace a U.S. citizen according to U.S. ICE regulations. The Admissions Office will assist in applying for a U.S. Social Security number which will be needed to begin working. International students are not permitted to work off-campus without authorization.

### **Recommended Web sites**

US Government Sites

[www.ice.gov](http://www.ice.gov)

[uscis.gov/portal/site/uscis](http://uscis.gov/portal/site/uscis)

Association of International Educators

[www.nafsa.org](http://www.nafsa.org)

About the City of Grand Rapids

[www.experiencegr.com](http://www.experiencegr.com)

Test of English as a Foreign Language

[www.toefl.org](http://www.toefl.org)

International Students Incorporated

[www.internationalstudents.org](http://www.internationalstudents.org)

International English Language Testing System

[www.ielts.org](http://www.ielts.org)

## **STATEMENT OF NON-DISCRIMINATION**

Cornerstone University does not discriminate on the basis of race, national origin, sex, age or disability in any of its policies and programs. The Vice President of Student Development is designated as the university's Title IX coordinator. The Vice President of Student Development may be contacted with any inquiries pertaining to the university's policy prohibiting discrimination or Title IX requirements at 1001 E. Beltline Ave NE, Grand Rapids, MI 49525 or by phone at 616-222-1423.

## **CONSUMER INFORMATION**

### **Graduation Rate Information**

Available upon request from the Registrar's Office.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act of 1974 requires institutions to obtain written consent

from a student prior to releasing information from the student's education record to most sources outside the university. Schools are allowed to release directory information that includes name, address, e-mail address, phone number, date and place of birth, major field of study, dates of attendance, degrees and awards, cumulative hours, participation in officially recognized sports and weight and height of athletes. As an enrolled student, you have the right to restrict the release of directory information. To restrict the release of directory information, contact the Registrar's Office.

### **Equity in Athletics Disclosure**

To view Cornerstone University's Equity in Athletics Disclosure report, go to

<http://ope.ed.gov/athletics/>. Simply enter Cornerstone University in the "Institution Name" field once you are on the selection screen.

### **Campus Security Report**

To view the Cornerstone University crime statistics page, visit <https://www.cornerstone.edu/campus-safety>.

### **Third-Party Servicers**

Cornerstone University has contracted with several third-party servicers for various aspects of the Title IV aid process. Below is a list of those servicers and their responsibilities:

- Heartland ECSI – performs Perkins loan billing, servicing and NSLDS reporting functions
- National Student Loan Clearinghouse – reports enrollment data to the NSLDS
- Advanced Education Services – provides payment options for students in traditional programs
- National Enterprise Systems – collects delinquent Perkins loans, institutional loans and student accounts
- RMA – collects delinquent Perkins loans, institutional loans and student accounts
- West Michigan Document Shredding – destroys student information that is no longer required to be retained
- Williams and Fudge – collects delinquent Perkins loans, institutional loans and student accounts.
- LexisNexis Risk Solutions – provides background checks.

### **Drug and Alcohol Abuse Prevention Information**

Available in the student handbook.