Welcome to Montreat College

You’re here because you’re dedicated to growth. To a life of connection and clear purpose. And because you’re ready for learning experiences that are as impactful as they are accommodating, all guided by a commitment to Christ. We welcome you to a life of passion, enthusiasm, and intention.

New Student Orientation

The School of Professional and Adult Studies offers accelerated programs. Our students are challenged and rewarded both academically and spiritually. The faculty and staff of Montreat College are delighted and encouraged by your decision to further your education and we are dedicated to helping you achieve your educational goals.

This “New Student Orientation” is the first step you will take during your initial registration process with the College. Read through this document and learn all about YOUR college. Next, download the acknowledgement form and send a signed copy over to your Admissions Specialist in the Enrollment Office. They will forward it on to your assigned Academic Advisor who will soon be contacting you to schedule your registration meeting. At this meeting you will receive your individualized degree plan and transfer credit evaluation. You will also choose your classes for your first term with Montreat College at this appointment.

Should you have any questions about the contents of this document, please be prepared with any questions for your Academic Advisor at your registration meeting. Of course, you are always more than welcome to contact your advisor with questions, concerns, etc. during your educational journey with Montreat.

Again, we welcome you to Montreat College and the School of Professional and Adult Studies!
General Information

Although students do not need to be of the Christian faith, we ask that students have an openness to the College’s mission: Christ-centered, Student-focused, Service-driven.

Academic Catalog

Students are expected to familiarize themselves with the academic policies contained in the Montreat College Catalog. Failure to do so does not excuse students from the requirements and regulations outlined within the catalog. The academic catalog can be viewed at any time on the Montreat College website.

Undergraduate Courses

There are 3 academic terms (spring, summer, and fall) each comprised of 3 sessions. Sessions 1 and 2 are 5 weeks each and session 3 is 6 weeks long.

Online courses run from the Sunday start date of the session through the Saturday end date of the session.

Study group participation in an online environment may be required and will be determined by each instructor.

Course Registration

Registration is held for each term (fall, spring, and summer: all 3 sessions). Students may take up to 2 courses per session. Each session has a drop/add period.

Registration for your first term will be done during the registration meeting with your Academic Advisor. Subsequent term registrations are available and completed online by the student.

Drop/Add Policy -

Adding a course: Students may add courses no later than the Friday prior to the start of the session for online courses.

Dropping a course:
*If a student withdraws from a course during the first week of the session, the course will be dropped with no notation on the academic record.
*If the student withdraws from a course during the second week of the session, a grade of W will be recorded on the transcript. This shows as attempted hours, but does not affect the GPA.
Continued...

Course Registration continued

*If a student withdraws after the second week of the session, a grade of WF will be recorded on the transcript, which will impact the GPA as an F grade.

NOTE: If students attend a course or session for which they are not officially registered, they will not receive credit for the work.

Class Attendance

The Department of Education requires Montreat College faculty to adhere to a strict policy for class attendance to maintain Title IV funding. The SPAS programs emphasize group interaction in the course as well as in online study groups. If students are absent, they do not gain the benefit of learning from their peers, nor do they have the opportunity to contribute to other students’ learning. Signing into and completing course work in a timely manner is essential to your success in the program.

Students will need to sign in by the date the course starts in order to be prepared for the first week’s assignments (usually due mid-week). The instructor must turn in attendance records of class meetings each week through our course management system.

Montreat College SPAS allows one absence from class without grade penalty. If a student misses a second class, the final grade can be lowered a letter grade at the discretion of the instructor. Instructors may have a stricter policy, but they must clearly indicate any other specific consequences for absences in their course syllabus. If it is not indicated, it is assumed that the penalty will occur according to the policy above.

Administrative Withdrawal

If an enrolled student does not attend class during the first 3 weeks of a course and does not contact their Academic Advisor regarding an academic plan, the College will assume the student no longer wishes to attend the College. The student will be dropped from that course and any other pre-registered courses and withdrawn from the program. If the student wishes to continue his/her education at Montreat College, he/she will need to subsequently contact their Academic Advisor in order to be readmitted and registered for future courses. Students will be charged in full for any courses they were administratively withdrawn from.
Continued...

Textbooks

Students are required to order their textbooks and should have them before class starts. For your first course (GE250: Foundations of Adult Program Success) a voucher will be provided by the College so that you may order them through MBS Direct, a virtual bookstore. Textbooks for all other undergraduate courses can be ordered easily and conveniently from MBS Direct. The voucher is provided for the GE250 books because the cost of those books is included in the cost of tuition. All other books costs are not included in the tuition price.

Montreat College has its own bookstore site on the MBS Direct website. MBS Direct fills textbook orders within 24 hours and ships them according to the students’ instructions. Students are given access information when they enroll. Ordering can also be done by telephone, fax, or by mail.

Course Materials

Students will have access to their course guide upon logging into the course in Moodle.

NOTE: There are often assignments due mid-week of the first week of each course.

Computer Requirement

Ask your Academic Advisor for the SPAS Student Computer Policy for the minimum specifications for all courses in your degree program.

Enrollment Verification

Students, for various reasons, may need official written proof that they are currently enrolled. Montreat College is a member of the National Student Clearinghouse, which acts as an agent for all verifications of student enrollment. Please visit the Clearinghouse online or contact them by phone at (703) 742-4200 to obtain an official enrollment verification certificate at any time.
Continued...

Graduation

All candidates for graduation must submit a formal application for graduation to the Records and Registration Office. Graduation application deadlines are March 1 for spring, June 1 for summer, and October 1 for fall. There are 3 conferral dates per year; May, August, and December. There are 2 commencement ceremonies per year; May and December.

Disability Services

The College will provide reasonable accommodations for known disabilities whether visual, hearing, mobility, medical, learning, or for other qualified applicants and students. Eligible students should complete the following steps.

1) Identify yourself to your Academic Advisor and submit current documentation of your disability.

2) Be willing to participate in additional evaluation to confirm the disability, if requested.

3) Provide clear recommendations for accommodations from a professional care provider.

4) Request in writing the specific accommodations needed to enable your academic success.

Your Academic Advisor, in conjunction with Student Health Service and other appropriate personnel, will access the documentation and determine the reasonableness of the requested accommodations. This group of personnel serve as liaisons between students and faculty/staff, working individually with students to develop and implement a plan for academic accessibility.

Rights Reserved

The College reserves the right to add or delete courses, to change academic policies, practices and requirements or to alter the academic catalog at any time. Courses with fewer than seven students may be canceled due to low enrollment.
Program Details

Associate of Science in Business or General Studies

The Associate of Science degree offered at Montreat College provides a solid foundation in the arts and sciences in addition to introductory courses in a chosen concentration in either business or general studies. The business concentration prepares students for work in a global economy and the general studies concentration provides students a well-rounded liberal arts education. Program graduates leave Montreat with developed critical thinking skills, in additional to effective oral and written communication techniques.

This program prepares students to pursue baccalaureate degrees in varies fields, including business and psychology.

AS Courses

AR 211: Introduction to Music and Art
BB 101: Survey of the Old Testament
BB 102: Survey of the New Testament
*BS 101: Introduction to Business
*BS 103: Introduction to Economics
*BS 206: Principles of Accounting
*BS 209: Principles of Management
*BS 230: Principles of Marketing
CS 101: Computer Applications and Concepts
EN 111: Writing and Research for Adults
EN 112: Writing and Literacy Analysis
EN 211: Masterpieces of Literature
EN 231: Public Speaking and Presentations
ES 111: Overview of Environmental Science
GE 250: Foundations for Adult Program Success
HD 211: Human Growth and Development
HS 111: Major Issues in World Civilization
HS 211: Early American History
IS 202: Modern Christian/Secular Worldviews
MT 102: Mathematics for Management
MT 122: Elementary Statistics
PC 111: Matter and Energy
PE 110: Healthful Living

*Business concentration courses. General studies concentration students are required to fulfill five elective courses.

Degree Requirements

General Education = 45
Required Electives = 8
Business Concentration OR General Electives = 15

Total Hours Required = 68 semester hours

*A minimum of 24 semester hours must be earned with Montreat College with a minimum GPA of 2.0
Degree Information

Concentrations

There are 2 Associate of Science degree concentrations available through the School of Professional and Adult Studies.

♦ Business Concentration - this concentration has 5 required business elective courses: BS101, BS103, BS206, BS209, and BS230 (or the equivalent)

♦ General Studies Concentration

If students are transferring in credit they must complete a minimum of 24 credit hours at Montreat College to receive an associate's degree. Please discuss with your Academic Advisor for the Associate of Science degree concentrations. Students who earn an associate’s degree (68hrs) and wish to pursue a bachelor degree (126hrs) will have additional elective hours to complete in addition to the bachelor core courses.

General Education Competencies

In addition to the above core requirements, all undergraduate students must demonstrate competency in the following areas: mathematical computation, oral expression, reading, writing, and computer literacy. Competency in these areas may be demonstrated as follows.

Mathematical Computation -

Minimum grade of a C in Math 102 or above or equivalent OR passing a comprehensive math test covering material in any MT course (form available in the course module), 102 or above OR appropriate CLEP or AP scores.

Oral Expression/Communication -

Specifically, students will give extemporaneous oral presentations that either inform or persuade. Competency will be achieved when students demonstrate in the context of oral presentations clarity of thoughts, originality of ideas, organizational techniques, appropriate diction, critical thinking, supporting strategies, and effective delivery. Competency may be demonstrated as follows: minimum grade of C in EN231 or EN371 or the equivalent OR appropriate DANTES scores.

Reading -

Competency may be demonstrated as follows: grade of C or above in a literature course (EN211, 251, 252, or the equivalent) OR appropriate CLEP or AP scores.
Continued...

General Education Competencies continued

Writing -

Competency may be demonstrated as follows: grade of C or above in both EN111 and 112 or the equivalent OR appropriate CLEP or AP scores with essay included.

Computer Literacy/Skills -

All students enrolled at Montreat College must demonstrate computer competency by the end of the sophomore year. Computer competency is understood to include the following skills:

1) Word Processing: this includes basic formatting and layout skills, including footnotes and endnotes, headers and footers, and integrating pictures and graphs in the text.

2) Spreadsheet: this includes organizing data, formatting, basic calculations, and developing charts and graphs.

3) Presentation: this includes incorporating text graphs, pictures, and hyperlinks into a presentation.

4) Internet: this includes conducting online research and identifying and evaluating credible websites.

5) E-Learning: this includes accessing an e-learning program, participating in a discussion group, and posting assignments.

6) Email: this includes sending and receiving email, sending attachments, and receiving and accessing attachments.

Competency may be demonstrated by the following: completing CS101 with a C or above OR by earning a C or above on the computer competency exam (CS102E). Students who pass the exam will earn 3 credits recorded as a P on the academic transcript.

Health & Wellness -

All undergraduate students who enroll before their 24th birthday are required to complete PE110 or the equivalent.
Online Course Information

Course Access

Online students can access their courses and course materials through http://online.montreat.edu.

Follow the link at the red arrow below to access your online courses.

Follow the links at the pink arrow below to access your email, Self Service, and the Library.

Course Access continued...

Students taking online courses at Montreat College will be using the Moodle Course Management System. Moodle is an easy-to-navigate, learn-as-you-go, intuitive system that is used by educators at all levels around the world.

Students can access their online courses via Moodle one week prior to the official course start date (the session start date). **Students must log in for the first time by the course start date.** This will give you a chance to become acclimated with all course materials and acquainted with your classmates. This will also let the professor know you are engaged and ready to learn.
Online Course Information

Course Access continued...

Students taking online classes are subject to the same attendance policies as students enrolled in classroom-based classes. Students who do not log into their online course can be counted absent after the first Wednesday of the course. If you do not initially log in by the course start date, financial aid cannot be dispersed to those receiving financial aid funds.

During your first time being logged in, you should preview all course modules, schedules, assignments, etc. Having a firm idea early in week one of all course expectations and objectives will help you to stay on top of your work and avoid unnecessary stress.

Technical Problems and Issues -

Should you have any access issues or technical problems, contact your Academic Advisor as soon as possible (preferably before the course officially begins). Many problems are easily resolved without assistance from the Montreat IT department or the Learning House Help Desk Staff.

Suggestions and Guidance for Online Students

Believe in the online learning process. Research clearly demonstrates that online learning is a valid and effective way to learn. It is a widely used and almost universally accepted mode of pursuing and completing a formal education. It is in no way, “less than.”

Online learning is not easier or less rigorous than classroom learning. Like all forms of effective learning, it requires focus, commitment, and sustained effort.

Online learning provides students and their family members with a great degree of flexibility as to when studies may be pursued and coursework accomplished. However, students in online courses must still be very deliberate and intentional about when they will complete assignments.

As with any degree program or educational venture, online students should determine the real reason why they are enrolled in an online course or degree program. Be honest with yourself about what you expect to achieve or accomplish.

Establish and adhere to high standards for yourself, your fellow students, and your professors. At the same time, empathize with your classmates, who are often adult learners with full time careers and/or families. Reasonability and courtesy should be extended by all, to all.
Continued...

Suggestions and Guidance for Online Students continued...

Focus on learning new concepts, theories, and practices, rather than recycling commonly known ideas in order to meet minimal standards.

Be prepared to do group work! While the amount and methods of group work assigned will be at the individual instructor’s discretion, most online courses involve some work to be accomplished by teams. This approach serves as a real academic purpose, and it directly reflects how work is frequently accomplished in the world of work—virtually and by teams.

Students who have a conflict or grievance with a fellow student or instructor in an online course should always attempt, in good faith, to resolve any issues directly with the student or instructor involved. If doing so is not feasible, the student should contact his or her Academic Advisor for guidance. Sharing grievances with students or instructors not directly involved is unprofessional and often ineffective.
Financial Aid

If a student chooses financial aid as a method of meeting the financial obligations of a SPAS program, all forms must be completed and returned to the Financial Aid Office prior to the start of their first course. All financial aid funds are posted directly to student accounts.

Getting Started -

To start the financial aid application process, students must first be accepted into Montreat College and have completed the Free Application for Federal Student Aid online at [www.fafsa.gov](http://www.fafsa.gov).

Students who are interested in borrowing to finance their education should complete a Master Promissory Note (MPN) and Entrance Counseling for the William D. Form Direct Loan through the Department of Education at [www.studentloans.gov](http://www.studentloans.gov).

Students will be notified on an individual basis of any additional forms needed to complete their financial aid file. You are encouraged to reach out to our office to start the financial aid process or that we may answer any questions you might have.

Eligibility Criteria -

To maintain financial aid, students must remain in at least six credit hours per semester in order to remain eligible for student loans. Eligibility for Pell Grant may also be affected by any changes in enrollment. Students must maintain satisfactory academic progress (refer to policy for details) and must reapply each academic year for financial aid. To be considered full time, an undergraduate student should be enrolled a minimum of 30 weeks (15 per semester) of instructional time and a minimum of 24 credit hours (12 per semester) attempted.

Students who are in default on federal student loans will not be eligible for any financial aid until the default is cleared through the National Student Loan Database System, or proof is submitted and accepted that the default has been cleared.

Satisfactory Academic Progress -

Students receiving financial aid must maintain satisfactory academic progress. This determination of progress is made at the end of each semester including the summer semester, and before the Financial Aid Office disburses any federal aid funds for the subsequent semester. To be eligible to receive Title IV federal funds, Pell Grants, SEOG, Federal College Work Study, Federal Perkins Loans, Federal Direct Loans or state and institutional aid, students must maintain satisfactory progress.
Continued...

Student Loan Grace Period

Students must maintain at least ½ time enrollment or 6 credit hours per semester in order to qualify for the Federal Student Loan program. All student enrollment status is reported monthly to the National Clearinghouse, who then submits this information to student loan lenders. Lenders receive this information regardless of whether or not the loans are received at Montreat College.

Each student loan has a six (6) month grace period associated with both subsidized and unsubsidized student loans. When a student’s enrollment status drops below ½ time for the semester, regardless of what point in the semester it happens, this information is reported to the lenders. Dropping below ½ time in any given semester initiates the grace period. Each time period of enrollment where a student drops below ½ time counts toward the overall grace period on each loan. To prevent using all of the grace period prior to graduation, it is recommended that students maintain at least ½ time enrollment each semester.

Types of Financial Assistance -

*Federal Pell Grant:* Grant eligibility is based on the student’s expected family contribution (EFC) from the FAFSA and their hours of enrollment each semester.

*William D. Ford Federal Direct Student Loan Program:* Federal Direct Loans (subsidized and unsubsidized) are low-interest loans available to assist eligible students. Completion of the Direct Loan Entrance Counseling Interview and Master Promissory Note are required to receive federal loan funds.

*North Carolina Need-Based Scholarship (NCNBS):* Scholarship provided by the state of North Carolina for the Fall and Spring semesters for students who have been a North Carolina resident for the last 12 months, be registered for at least three quarter time (9 hours) per semester, pursuing a first bachelor’s degree, and meet financial aid eligibility.

*Educational Benefits through the Veterans Administration or Vocational Rehabilitation:* Veterans benefits are applied for directly through the Veterans’ Administration. To check on the status of benefits, students can contact the Veterans Administration at 1-800-827-1000. You can reach the Montreat College School Certifying Official at va@montreat.edu.

*Employer Reimbursement:* Many employers offer tuition reimbursement to employees in academic programs. Students should contact their employer for more information and notify the Financial Aid Office of any awards made.

Contact Information -

SPAS Financial Aid Office
Email: spasfinancialaid@montreat.edu
Phone: 1-800-545-4656
Student Accounts

The payment of all tuition and fees becomes an obligation upon registration at Montreat College. Students may view their accounts online using Self-Service on the main page under Current Students. Instructions on how to use Self-Service are available on the Student Accounts Office web page.

Forms -

All Student Financial Services forms are available for download on the SFS Forms web page.

Payment of Tuition and Fees -

Students who anticipate that all or part of their expenses will be paid by employer tuition reimbursement are expected to pay at least two weeks prior to the start of each course with their own funds.

Students that will be using VA benefits and do not receive 100% coverage from the VA are expected to pay their portion of the tuition at least two weeks prior to the start of each course.

Self-Pay student’s tuition and fees are due at least two weeks prior to the start of each course.

A $50 late fee is charged each time a payment is received after the due date. All outstanding balances must be cleared before future course or program registrations will be approved. The College reserves the right to withdraw students from current and all future courses for failure to meet financial obligations.

Receipt Requests -

Students may request receipts for reimbursement purposes by submitting a receipt request form to spasstudentaccounts@montreat.edu. Students who receive financial aid will only be able to receive a receipt after the posting of the grade.

Withdrawal/Refund Policy -

The following Withdrawal/Refund Policy will be in effect for each student enrolled in standard terms:

- If the student drops a course before the first week of class or during the drop/add period, the student will not be charged for tuition or fees.

- If a student drops a course after the last drop/add date, the student will be charged the full tuition rate and fees for that course.
Continued...

Withdrawal/Refund Policy continued -

The following Withdrawal/Refund Policy will be in effect for students in non-standard terms.

- If the student drops a course before the second class meeting, the student will not be charged tuition, but will be charged a $50.00 drop/add processing fee.
- If a student drops a course after the second class meeting, the student will be charged the full tuition rate and fees for that course.

Credit Balance/Refund Process -

Students may receive a distribution of a credit balance from their account during the term, though not prior to the conclusion of the first week of the term or the actual receipt of funds. The Funds Request form can be emailed to your Montreat email by request or obtained from the Montreat College website on the Student Accounts web page. Pell Grant recipients can request a book voucher for upcoming courses by filling out a Bookstore Charges Authorization form for continuous book vouchers.

Contact Information -

SPAS Student Accounts Office

Email: spasstudentaccounts@montreat.edu

Phone: 704-357-3390 or 828-669-8012 ext. 1019.

Fax: 828-419-2298

Next Steps

You’re almost there! Your next step is to download, print, sign, and return the New Student Orientation Acknowledgement Form to your Admissions Specialist.

Once your acknowledgement form is received, it will be sent to your assigned Academic Advisor and she will contact you at the email address and/or phone number on file to schedule your registration meeting.

This meeting needs to be completed at least 2 weeks before the start of classes, so don’t delay! Send in your form today!