

ADMISSIONS

Making the decision to attend seminary is an important step. The Office of Student Services is ready to help each individual decide what course of study is best for his or her needs, interests and abilities.

PROCEDURES AND REQUIREMENTS

A person applying for a degree program at CTS should contact the Office of Student Services, where staff can discuss goals for seminary study, provide application materials and guide the application process. Student services also offers information about financial aid and seminary housing, and can arrange a campus visit that allows the applicant to become more familiar with the features and benefits of CTS.

All applicants must submit a completed application, personal statement of purpose, \$30 application fee and two recent photographs to the student services office. All official academic transcripts and letters of reference must be sent directly to the student services office by the appropriate institutions or individuals. Additional application requirements are listed below for each degree program.

PREFERRED APPLICATION DEADLINES

There are preferred application deadlines for most degrees, and the student services office will assist applicants in meeting them. Deadlines for most degree programs may be flexible according to the school calendar. Specific information about deadlines is available in the Office of Student Services and on our web site at www.cts.com. The preferred application deadline for the Master of Divinity, Master of Arts in Educational and Arts Ministries, and Master of Theological Studies degree programs is July 15 for fall admission and November 15 for spring admission. There are application deadlines for the Master

of Arts in Marriage and Family Therapy and Master of Arts in Psychotherapy and Faith degree programs set in conjunction with the group interview. Please contact student services for those dates. The application deadline for the Doctor of Ministry degree program is March 1 of each year for summer admission. Applicants who wish to receive first consideration for merit scholarships should complete their application files by February 1. To qualify for other financial aid, applicants should complete their application files by April 1. Applicants completing their files after those dates will be considered according to availability of funds.



APPLICATION REVIEW

Applications to the Master of Divinity, Master of Arts in Educational and Arts Ministries and Master of Theological Studies degree programs are reviewed by the seminary's Admissions Committee. Applicants are notified of the committee's action as soon as possible. Applications to the Master of Arts in Marriage and Family Therapy, Master of Arts in Psychotherapy and Faith degree, and Doctor of Ministry in Pastoral Care and Counseling programs are reviewed by members of the counseling faculty. Selected applicants are then invited to participate in an interview process. Following those interviews, recommendations are made to the Admissions Committee, which makes the final decision concerning which applicants to admit to the degree programs. Applications to the Doctor of Ministry degree program are reviewed by faculty in that program area. After review, recommendations are made to the Admissions Committee, which makes the final decision concerning admission.

ELIGIBILITY

To be considered for admission, applicants should submit the following:

- ▶ A baccalaureate or its educational equivalent, certified on complete and official transcripts, from a college or university accredited by a regional accrediting association. Superior students whose college is not regionally accredited may be considered for conditional admission.
- ▶ A grade point average of at least 2.5. Students with grade point averages of less than 2.5 may be considered for conditional admission.
- ▶ Four letters of reference written by persons from categories specified on the application form and submitted on forms supplied by the seminary.
- ▶ A personal statement of purpose for seminary study.

Applicants to the Master of Divinity program must also submit a letter of acknowledgment from the denominational body responsible for ordination. Applicants for the Master of Arts in Psychotherapy and Faith and the Master of Arts in Marriage and Family Therapy must also take the Miller Analogies Test (MAT) or Graduate Record Examinations (GRE) general test.

Applicants to the Doctor of Ministry program should meet the following requirements:

- ▶ A Bachelor of Divinity or Master of Divinity degree, certified on complete and official transcripts, from an accredited seminary.
- ▶ A grade point average of at least 3.0.
- ▶ Ordination and ministry standing as defined by the applicant's ecclesiastical tradition and a letter of endorsement from the applicant's religious community.
- ▶ Prior experience in ministry (usually at least three years after completion of the B.D. or M.Div. degree). Applicants having fewer than three years experience in ministry subsequent to their B.D. or M.Div. degree may be considered when they demonstrate several years of experience in ministry prior to seminary studies.
- ▶ Four letters of reference submitted on forms supplied by the seminary.
- ▶ A personal statement of purpose of approximately five pages describing how the applicant hopes the program will strengthen his or her intellectual and professional competency as a minister.
- ▶ Additional requirements for the D.Min. degree program in pastoral care and counseling:
 - ▶ A basic unit of Clinical Pastoral Education in an approved center. The applicant must submit a copy of his or her Clinical Pastor Education evaluation.
 - ▶ A course equivalent to P-500: Basics of Pastoral Care and Counseling.
 - ▶ A course equivalent to P-531: Personality, Human Development and Christian Faith.
 - ▶ An interview with a member of the pastoral care and counseling faculty.

CONDITIONAL ADMISSIONS

When a student is granted "conditional admission" to a degree program, the student may enroll for a maximum of 9 credit hours per semester. Upon the student's completion of 9 graded hours, the academic dean decides whether the student can be fully admitted to the degree program. The student must have maintained a grade-point average of at least 2.3. Work satisfactorily completed during the period of conditional admission automatically applies toward the degree once the academic dean has confirmed full admission status.

INTERNATIONAL STUDENT ADMISSIONS

International students admitted to a degree program generally are required to begin their studies in the fall semester. Applications must be submitted by February 1 for the following fall semester.

Admitted students must notify the Office of Student Services before May 1 that they intend to enroll on schedule for the fall semester and confirm that they have secured adequate non-CTS funds to support themselves during the period of their study. Failure to meet the deadlines and the funding requirement may be cause to cancel or delay admission. International students are expected to have earned a basic ministerial degree in their native country.

NON-DEGREE AND AUDIT ADMISSIONS

Admissions as a non-degree or auditing student requires a one-page application, which is signed by the dean. Classes taken for credit require that the student hold a baccalaureate or its educational equivalent from a college or university accredited by a regional accrediting association.

NON-BACCALAUREATE ADMISSIONS

CTS occasionally admits applicants to degree programs who do not hold a baccalaureate or its educational equivalent. In lieu of the baccalaureate, an applicant must complete a series of requirements before being considered for admission. Those requirements are available from the Office of Student Services. Prospective students may apply online at our web site: www.cts.edu



TUITION AND FEES

REGULAR TUITION AND FEES

Tuition per hour *	\$490
Application fee	.30
Deferred-payment fee	.75
Late registration	.100
Incomplete	.30
Student Association fee (per semester)	.15
Technology fee (per semester)	.75
Graduation fee**	.125
Binding thesis, two copies (each additional copy)	.30 .15
Registration for X-999: Thesis, Project (no credit)	.70
Registration for D-999: D.Min. Project (6 SH)	.300
DMIN Project Fee	.150
Counseling practicum training fee***	.475
D.Min. continuation fee (X-998, per semester)	.150
M.T.S. continuation fee (X-826, per semester)	.150

*2009-2010 year
 **Includes fee for cap, gown and hood.
 ***The counseling practicum training fee for 2009-2010. The fee is billed each semester there is practicum registration. The fee is adjusted if the practicum registration is for less than 3 semester hours.

AUDIT CHARGES

Audit fee per course	\$245
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Students who are full time (9 semester hours or more) and/or their spouses may audit additional hours during the same semester without paying an audit fee.

OFF-CAMPUS COURSES

Academic registration and credit for off-campus courses including CPE and travel seminars, e.g., P-800-805, X-725, X-726, P-810, 811, 818, 819, M-650, M-751, 752, 753, 754, (per semester hour) \$50

TUITION AT OTHER INSTITUTIONS

Students taking work at Butler University or other approved educational institutions in conjunction with a CTS degree register and pay tuition through that institution. The student must have pre-approval from his or her faculty advisor and the academic dean. Students receiving financial aid from CTS who are required to complete coursework at the other institutions receive assistance towards that tuition equal to their CTS financial aid. Students on full-tuition scholarships from CTS who are required to complete coursework at the other institution receive assistance equal to the CTS hourly tuition rate. Students must bring the invoice to the business office. Any difference in tuition charges between CTS and the other institution is paid by the student.

SPECIAL CLASS FEES

Cantors and Gospel Choir (per semester hour) \$75

SENIOR CITIZENS

Senior citizens (62 years and older) are charged one-half of the normal tuition or audit rate.