

Prestonwood Orientation Information:

ADDRESS: Prestonwood Baptist Church
6801 W. Park Boulevard
Plano, TX 75093

CONTACTS: Sara Gurley, Special Events Coordinator sgurley@prestonwood.org
972-820-5257

EXTENSION EDUCATION OFFICE:

Dr. Deron J. Biles, Dean
dbiles@swbts.edu
817-923-1921 ext. 6701
www.swbts.edu/extensioncenters

Tara Beene, Administrative Assistant
tbeene@swbts.edu
817-923-1921 ext. 6700

Course Schedule: Fall 2009

| Campus | Day | Time | Course Number | Section | Title | Professor | Credit |
|-------------|-----|-------------|---------------|---------|------------------------------------|-----------------|--------|
| Prestonwood | M | 9:00-11:50 | HEBRW 4313 | XP | Elementary Hebrew I | Heater, Homer | 3 |
| Prestonwood | M | 9:00-11:50 | FOUND 4303 | XP | Principles of Teaching | Kim, Jonathan | 3 |
| Prestonwood | M | 12:00-12:50 | SPFRM 3101 | XP | Spiritual Formation I | Kim, Jonathan | 1 |
| Prestonwood | M | 1:00-3:50 | SYSTH 3003 | XP | Systematic Theology | Alfaro, Gerardo | 3 |
| Prestonwood | M | 4:00-6:50 | PASMN 3313 | XP | Foundations for Christian Ministry | Baldwin, Wesley | 3 |
| Prestonwood | M | 4:00-6:50 | PASMN 3000 | XP | Christian Ministry Practicum | Baldwin, Wesley | 0 |

ON-CAMPUS HOURS REQUIREMENT POLICY

- Students are required to complete the equivalent of one year toward their degree at either the Fort Worth or Houston campus.

- MDIV and MACE students will need 30 on-campus hours.

- These hours may be taken anytime during the regular semesters at either the Fort Worth or Houston campus, in Winter or May terms (Fort Worth only), Summer school (Fort Worth only), or applied ministry classes.

- Compressed video and online classes **DO NOT** count as on-campus classes.

2009-2010 MASTER OF DIVINITY DEGREE PLAN

Biblical Studies

| Department | Course Number | Title | Hours |
|-----------------------|---------------|------------------------------------|-------|
| Biblical Hermeneutics | BIBST 3203 | Biblical Hermeneutics | 3 |
| Old Testament | OLDTS 3313 | Basic Old Testament I | 3 |
| | OLDTS 3323 | Basic Old Testament II | 3 |
| New Testament | NEWTS 3313 | Basic New Testament I | 3 |
| | NEWTS 3323 | Basic New Testament II | 3 |
| Greek | GREEK 3313 | Elementary Greek I (prerequisite) | 3 |
| | GREEK 3323 | Elementary Greek II (prerequisite) | 3 |
| | GREEK 4313 | New Testament Greek I | 3 |
| | GREEK 4323 | New Testament Greek II | 3 |
| Hebrew | HEBRW 4313 | Elementary Hebrew I | 3 |
| | HEBRW 4323 | Elementary Hebrew II | 3 |

| | | |
|------------|--------------------------|---|
| HEBRW 5003 | Hebrew Exegetical Method | 3 |
|------------|--------------------------|---|

Theological Studies

| Department | Course Number | Title | Hours |
|--|---------------|----------------------------|-------|
| Church History and Historical Theology | CHAHT 3103 | History of Christianity I | 3 |
| | CHAHT 3113 | History of Christianity II | 3 |
| | BPTST 3203 | Baptist Heritage | 3 |
| Systematic Theology | SYSTH 3003 | Systematic Theology I | 3 |
| | SYSTH 3013 | Systematic Theology II | 3 |

Ethics and Philosophical Studies

| Department | Course Number | Title | Hours |
|------------------------|----------------------------------|--|-------|
| Christian Ethics | ETHIC 4313 or | Basic Christian Ethics | 3 |
| | ETHIC 4323 or | The Bible & Moral Issues | (3) |
| | ETHIC 4333 (Choose one of the 3) | Development of Christian Character and Decision Making | (3) |
| | ETHIC 4303 | The Christian Home | 3 |
| Philosophy of Religion | PHILO 4313 or | Philosophy of Religion | 3 |
| | PHILO 4373 | Christian Apologetics | (3) |

Evangelism and Missions Studies

| Department | Course Number | Title | Hours |
|------------|---------------|-------------------------------|-------|
| Evangelism | EVANG 3303 | Contemporary Evangelism | 3 |
| | EVANG 3000 | Personal Evangelism Practicum | 0 |
| Missions | MISSN 3363 | Introduction to Missiology | 3 |
| | MISSN 3100 | Missions Practicum | 0 |

Preaching and Pastoral Studies

| Department | Course Number | Title | Hours |
|-------------------|---------------|---|-------|
| Pastoral Ministry | PASMN 3313 | Foundations for Christian Ministry I <i>(female students can substitute WOMST 4003)</i> | 3 |
| | PASMN 3000 | Christian Ministry Practicum | 0 |
| Preaching | PRCHG 3313 | Introduction to Expository Preaching <i>(female students can substitute WOMST 4043)</i> | 3 |
| | PRCHG 3323 | Advanced Expository Preaching <i>(must be completed by students preparing for a ministry that includes preaching; otherwise it is an elective)</i> | (3) |
| | PRCHG 3000 | Preaching Practicum | 0 |

Additional Requirements

| Department | Course Number | Title | Hours |
|--|---------------|---|--------|
| Spiritual Formation | SPFTH 3101 | Spiritual Formation I | 1 |
| | SPFTH 3111 | Spiritual Formation II | 1 |
| Applied Ministry | APLMN 4011 | Applied Ministry (1 st semester) | 1 |
| | APLMN 4021 | Applied Ministry (2 nd semester) | 1 |
| Ministry of Education | EDMIN 3003 | Ministry of Education | 3 |
| Concentration* | | | 12-24* |
| Students seeking a concentration take specific courses in lieu of elective hours | | | |
| Free Elective | | | 0-6 |

Total: 91-99*

*Those who choose a concentration in church planting will have 20 hours of concentration study for an overall MDiv program total of 95 hours

2009-2010 MASTER OF ARTS IN CHRISTIAN EDUCATION

DEGREE PLAN

Biblical Studies

| Department | Course Number | Title | Hours |
|-----------------------|---------------|------------------------|-------|
| Biblical Hermeneutics | BIBST 3203 | Biblical Hermeneutics | 3 |
| Old Testament | OLDTS 3313 | Basic Old Testament I | 3 |
| | OLDTS 3323 | Basic Old Testament II | 3 |
| New Testament | NEWTS 3313 | Basic New Testament I | 3 |
| | NEWTS 3323 | Basic New Testament II | 3 |

Theological Studies

| Department | Course Number | Title | Hours |
|---------------------|---------------|------------------------|-------|
| Systematic Theology | SYSTH 3003 | Systematic Theology I | 3 |
| | SYSTH 3013 | Systematic Theology II | 3 |

Evangelism and Missions Studies

| Department | Course Number | Title | Hours |
|------------|---------------|-------------------------------|-------|
| Evangelism | EVANG 3303 | Contemporary Evangelism | 3 |
| | EVANG 3000 | Personal Evangelism Practicum | 0 |

School of Educational Ministries Core

| Department | Course Number | Title | Hours |
|-----------------------|------------------------------|--|-------|
| Ministry of Education | EDMIN 3003 | Ministry of Education | 3 |
| | ADMIN 3313 | Administrative Leadership for Ministry | 3 |
| | FOUND 4303 | Principles of Teaching | 3 |
| | | FOUND or ADMIN elective | 3 |
| | | FOUND or ADMIN elective or concentration hours | 3 |
| | FOUND or ADMIN 5902, 5912 | Field Experience (Any 2 hours) | 2 |

Additional Requirements

| Department | Course Number | Title | Hours |
|------------------------------|---------------|---|-------|
| Spiritual Formation | SPFTH 3101 | Spiritual Formation I | 1 |
| | SPFTH 3111 | Spiritual Formation II | 1 |
| Human Growth and Development | HUMGR 3013 | Biblical Perspectives on Human Growth and Development | 3 |
| Psychology and Counseling | PSYCH 3003 | Relationships in Ministry | 3 |
| Electives | | Educational Ministries Electives or Concentration | 12 |
| | | Free Elective in Any School | 3 |

Total: 64

LIBRARY ACCESS AT PRESTONWOOD:

- Log on to www.swbts.edu/students and click on the link “Library Knowledge Portal” to access online library resources.
- Library resources available at the Prestonwood Library.

WHERE TO ORDER TEXTBOOKS?

- Purchase textbooks from the Prestonwood bookstore.

INCLEMENT WEATHER POLICY:

It is the seminary’s policy not to close due to inclement weather. However, extension centers are subject to the policies and practices of the locations in which they meet.

When weather conditions at an extension center are such that classes at that center are canceled by the host institution, the local extension coordinator will notify the Dean of Extension Education who will, in turn, advise the affected faculty members regarding changes in schedule and/or travel.

Students may contact the extension education office or check the extension center website (<http://www.swbts.edu/extensioncenters>) regarding any delayed opening details or changes due to inclement weather.

All extension center professors should be at their scheduled classes whenever possible. However, professors should use good judgment regarding their individual situation.

Additionally, should weather prohibit a professor from traveling to an extension center, the professor should contact the Dean of Extension Education as soon as possible. The Dean of Extension Education will contact the local coordinator, who will in turn notify students in those classes. The professor will be encouraged to notify students by email through Blackboard with instructions and assignments.

GRADING POLICY:

Grading at Southwestern Seminary is by letter. A numeric scale serves as a guide for each letter grade. Grades are reported to students from the Office of the Registrar. Grades cannot be reported orally from any office on campus.

Grades are designated as follows:

| | | | | | |
|-------------|--------------|--------------|--------------|----|------------------------|
| A+ (100-98) | Excellent | C - (72-70) | Satisfactory | I | Incomplete |
| A (97-93) | Excellent | D+ (69-68) | Low Passing | IP | In Progress |
| A- (92-90) | Excellent | D (67-63) | Low Passing | IU | Grade not reported |
| B+ (89-88) | Good | D- (62-60) | Low Passing | W | Withdrawal |
| B (87-83) | Good | F (Below 60) | Failure | NF | Non-Attendance failure |
| B- (82-80) | Good | E | Conditional | NP | Non Passing |
| C+ (79-78) | Satisfactory | P | Passing | | |
| C (77-73) | Satisfactory | | | | |

A grade of "E" (conditional) is earned only in continuing courses. This grade can be raised to a "D" by doing "C" grade work in the remainder of the course; otherwise, it becomes an "F":

The "I" (incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within eight weeks of the end of the semester, it becomes an "F".

Students are permitted to withdraw from courses and receive a "W" only during the first half of any course. Students desiring an exception to this rule must petition through the Registrar's Office. "W" will not be calculated in the grade point average.

The grade of "NF" (non-attendance failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of "F."

Grade point averages at Southwestern Seminary are determined on a 12-point scale. The grade point value of each letter grade is as follows:

| | | |
|--------|-------|--------|
| A+ 4.3 | A 4.0 | A- 3.7 |
| B+ 3.3 | B 3.0 | B- 2.7 |
| C+ 2.3 | C 2.0 | C- 1.7 |
| D+ 1.3 | D 1.0 | D- 0.7 |
| F 0.0 | I 0.0 | IU 0.0 |

With the 12-point grading system, a student could possibly graduate with above a 4.00 average. However, 2.00 will continue to be the lowest passing average for probation/suspension purposes (except for degrees with specific minimum GPA requirements).

ROTATION OF CLASSES

At Prestonwood, the core courses towards the MDiv and the MACE are offered on a 3-year cycle.

HOW TO REGISTER:

To view course listings visit the online course schedule at <http://www.swbts.edu/courses>. There is also a copy of the class schedules on the respective Extension Center websites. An online catalog is available for your convenience at <http://www.swbts.edu/catalog>.

1. **To register for courses:** Call the Office of the Registrar:

1-888-320-3832

2. **Payment of Fees:** New students registering at the off-campus locations have two options for payment:
 - a. Full payment/ FACTS settlement is **due immediately** upon enrollment. Payments may be mailed to the Business Office:

Mailing address:

SWBTS- Business Office
P.O. Box 22480
Fort Worth, TX 76122-0480

- b. Payment made through on-line payment options using e-Cashier. New students may sign up for e-Cashier payment options after registration. See <http://www.swbts.edu/ecashier> for deadlines, fees, and policies.
 - c. For any questions involving payment or e-Cashier, contact the Business Office (contact information found on the last page of this packet).
3. **Accessing Login Information:** Refer to the following page for information on how to login to your student email account, BlackBoard, and WebAdvisor. Normally you will receive this information within 24 hours from the time you register for classes.
 4. **Obtaining your Student ID Card (Gold Card):** Instructions will be posted at later date.
 5. **Secure a copy of The Southwestern Manual of Style and a StyleEase Software CD:** You will need both of these resources for writing papers, and you can get your copy from Sara Gurley at Prestonwood Baptist Church.
 6. **Finally:** Log onto www.swbts.edu/studentcomputer to complete the **required** New Student Essentials and E-License process.

*** If you do not complete step 6 by **September 14th** you will be locked out of BlackBoard.***

Accessing your login information:

Each account has a link you can follow if you do not know your user ID and password

- Blackboard and Student Email will show your user IDs and passwords on the screen
- Web Advisor will show your user ID, but your password will be emailed to your student email account

****NOTE—Your email and Web Advisor accounts should be set up within 24 hours of your initial registration.**

1. **Student Email:** <http://elearning.swbts.edu/>

- Official means of communication between SWBTS and students
- Used to communicate:
 - Announcements
 - Important dates for the semester
 - Information from your professors

ID: can be accessed through help provided on email site

Password: 7 digit student ID number

2. **Web Advisor:** <http://www.swbts.edu/webadvisor/>

- Student information system that allows students to:
 - View class schedules for upcoming semester using personalized search parameters
 - Register and drop classes
 - View their current class schedule
 - Access their registration bill
 - View any financial aid awarded
 - View transcripts and final grades from each semester
 - Update their contact information (address, phone)
 - View their chapel attendance
 - Check your degree audit
- It is important to become familiar with this system because SWBTS will not be mailing bills and grades

ID: use the first part of your student email account (EX: tbeene@swbts.edu would use tbeene)

Password: same password you use for your student email account

3. Blackboard: <http://blackboard.swbts.edu/>

- Used by professors to post syllabi, important class documents, instructions, and announcements. It can also be used for submitting papers and giving tests and quizzes. Other tools include a discussion board, roster, and the ability to email the professor and other students in the class.

ID: 7 digit student ID number

Password: 7 digit student ID number

HELPFUL CONTACT
INFORMATION:

Business Office
817-923-1921, ext. 2400
<http://www.swbts.edu/ecashier>
Questions regarding tuition, bills, and
payment

Web-Based Education
817-923-1921, ext. 6808
<http://bbsupport.swbts.edu>
Questions regarding online classes

Extension Education
817-923-1921, ext. 6700
<http://www.swbts.edu/extensioncenters>
Questions regarding classes at extension
campuses

Financial Aid
817-923-1921, ext. 3080
<http://www.swbts.edu/financialaid>
Questions regarding financial assistance

Guest Housing
817-921-8800
<http://www.swbts.edu/center/guesthousing.cfm>
Questions regarding hotel rooms for short-
term stays in Fort Worth

Registrar's Office
888-320-3832
<http://www.swbts.edu/registrar>
Questions regarding registration for classes,
obtaining transcripts, change of personal
information

School of Educational Ministry- Advising
817-923-1921, ext. 3819
Questions regarding Master of Arts in
Christian Education degree (MACE)

School of Theology- Advising
817-923-1921, ext. 6960
Questions regarding Master of Divinity
degree (MDiv)