

# Shawnee Orientation Information:

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ADDRESS: Oklahoma Baptist University  
500 W. University  
Shawnee, OK 74801

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CONTACTS: Dr. Clyde Cain, Coordinator [ckcain@att.net](mailto:ckcain@att.net)  
Tanya Ritchie, Administrative Assistant [Tanya.Ritchie@okbu.edu](mailto:Tanya.Ritchie@okbu.edu)  
405-878-2377

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## EXTENSION EDUCATION OFFICE:

Dr. Deron J. Biles, Dean

[dbiles@swbts.edu](mailto:dbiles@swbts.edu)

817-923-1921 ext. 6701

[www.swbts.edu/extensioncenters](http://www.swbts.edu/extensioncenters)

Tara Beene, Administrative Assistant

[tbeene@swbts.edu](mailto:tbeene@swbts.edu)

817-923-1921 ext. 6700

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## Course Schedule: Fall 2009

Campus	Day	Time	Course Number	Section	Title	Notes	Professor	Credit
Shawnee	M	8:15-11:00	GREEK 3313	O	Elementary Greek I	CV Course	Gonzalez, Rudy	3
Shawnee	M	9:00-11:50	ETHIC 4303	O	The Christian Home		Cain, Clyde	3
Shawnee	M	12:00-12:50	SPFRM 3101	O	Spiritual Formation I		Cain, Clyde	1
Shawnee	M	1:00-3:50	ADMIN 3313	O	Administrative Leadership for Ministry		Partrich, Dennis	3
Shawnee	M	1:00-3:50	PRCHG 3323	O	Advanced Expository Preaching		Fisher, Todd	3
Shawnee	M	1:00-3:50	PRCHG 3000	O	Preaching Practicum		Fisher, Todd	0
Shawnee	M	4:00-6:50	NEWTS 3313	O	Basic New Testament I		Fisher, Todd	3
Shawnee	M	4:00-6:50	SYSTH 3003	O	Systematic Theology I	CV Course	Phillips, Benjamin	3

Campus	Day	Time	Course Number	Section	Title	Notes	Professor	Credit
Shawnee	F/S	***	WOMIN 3313	O	Reaching and Discipling Women	WebEx	Stovall, Terri	3

\*\*\*Dr. Stovall's class will meet Fridays from 12:00pm-7:00pm and Saturdays from 9:00am-3:00pm on the following dates: **September 11 & 12, October 2 & 3, and October 23 & 24** via WebEx (online).

### 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 students 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 <sup>st</sup> semester)	1
	APLMN 4021	Applied Ministry (2 <sup>nd</sup> 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 SHAWNEE:

- Log on to [www.swbts.edu/students](http://www.swbts.edu/students) and click on the link “Library Knowledge Portal” to access online library resources.
- Visit the OBU library (Mabee Learning Center) on campus.

## WHERE TO ORDER TEXTBOOKS?

- Purchase textbooks at the OBU Bookstore on campus.

## 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 Shawnee, 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 Tanya Ritchie at OBU.
  6. **Finally:** Log onto [www.swbts.edu/studentcomputer](http://www.swbts.edu/studentcomputer) to complete the **required** New Student Essentials and E-License process.

\*\*\* If you do not complete step 6 by **September 14<sup>th</sup>** 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](mailto: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)