welcome to sioux falls seminary!

Sioux Falls Seminary is committed to developing servants for their participation in the kingdom mission. We are excited to welcome you and walk alongside you on this journey!

preparations for the semester
The start of the fall 2016 semester is quickly approaching! Monday, August 29, is the official start of the semester. To help you prepare for study at Sioux Falls Seminary, we have enclosed a new student information packet and a checklist. The new student packet contains detailed academic and campus information to assist you as you begin your seminary journey. The checklist contains a short list of items you’ll need to complete. It should be signed and returned to the seminary, no later than Friday, September 16, by dropping it off at the front desk reception area or returning it in the enclosed envelope.

theology and culture (becoming readiness for seminary) class
Theology and Culture, becoming Readiness for Seminary, is a required course for all incoming students. Students are expected to take this course their first semester. This fall, the course will take place on Monday mornings from 8:30-11:20 a.m. An online section is also available. If you have not already registered for this course, please contact the Enrollment Management office as soon as possible.

If you have questions as you prepare for the start of the semester or if you need to register for Theology and Culture, please contact us by calling 800.440.6227 or e-mailing admissions@sfseminary.edu.

Sincerely,

Dustin Brouwer
Director of Enrollment Management
new student information
need-to-know information

Welcome! Classes begin soon. Below is some important information you should know before the new semester at Sioux Falls Seminary (SFS) begins.

Registering for Class
Students are encouraged to register shortly after being accepted to Sioux Falls Seminary. To register, either call 800.440.6227 or e-mail registrar@sfseminary.edu to schedule an appointment. Registering early will give you a better idea of your schedule before the semester begins. Doing so allows you plenty of time to notify employers and buy books. Registering for class also serves as the first step toward receiving financial aid.

Receiving Financial Aid
In order to be considered for institutional grants and scholarships, you must first register for class. Financial aid awards are based on the number of credits you take. After you’ve registered, simply fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Have copies of last year’s tax information and Sioux Falls Seminary’s school code, G04056, available. *(Only students who complete a FAFSA will be eligible for federal and seminary aid.)*

It is very important that you complete the FAFSA as soon as possible, especially if you plan to utilize federal loans. Once you have completed the above steps, you will receive a letter from the seminary’s Financial Aid Office detailing your financial aid award for the semester. It will list any scholarships or grants you have received from Sioux Falls Seminary as well as an approximation of any student loans you may need. If changes or corrections need to be made, instructions will be included.

If you have already started the financial aid process, please remember to follow through on all details to help avoid any delays in receiving your aid for the fall. If you have not talked with someone about financial aid or have questions about the process, please contact us at 1.800.440.6227 or info@sfseminary.edu.

Paying Your Bill
Within the first two weeks of the semester, your student bill will become available on the portal (my.sfseminary.edu). To discuss alternate arrangements, such as payments plans, contact us at 1.800.440.6227 or info@sfseminary.edu. Note: students who miss a payment or carry a balance on their account will be blocked from paying bills, viewing unofficial transcripts, or registering through the student portal until they visit with a seminary representative regarding the balance.

Purchasing Textbooks
Course textbooks are available for purchase or rent through Augustana University’s campus and online bookstore in addition to a number of other online booksellers. If you’d like to compare prices and availability at various online discount booksellers, visit www.dealoz.com.

Instructions for Purchase at Augustana’s Online Bookstore:
To access the online bookstore, visit sfseminary.edu/current-students and click on the “Bookstore” quick link. Once at the Augustana Bookstore site, go to “Textbooks” at the top left and click either “Find Textbooks” or “Textbook Rentals.” Be sure to select “SFS” (which represents Sioux Falls Seminary) as your department.

Completing the New Student Checklist
Entering students are required to complete a few simple tasks before the second week of the semester. Some of the tasks included on the checklist are getting a student ID card, parking permit, and mailbox key and setting up your Moodle profile. The checklist should be returned to the seminary by mail or by dropping off at the front desk.

Getting Familiar with the Student Portal and Moodle

**Student Portal** - The portal, located at my.sfseminary.edu, gives you access to view your student bill, semester schedule, grades, and transcripts. When you register for classes, you will be assigned a login and password to access the portal.

**Moodle** - Moodle, moodle.sfseminary.edu, is an online classroom platform that gives access to class recordings, presentations, and syllabi in addition to the ability to submit assignments. Use your portal login and password to access Moodle.
Accessing the Mikkelsen Library
Sioux Falls Seminary houses all of its resources and books in the Mikkelsen Library at Augustana University. Most of the seminary’s books are in the lower level, but all of the items and resources in the library are available for your use. In addition, access to the Norman B. Mears Library at the University of Sioux Falls campus is available. To learn more, contact the Mikkelsen Library at 605.274.4921 or the Mears Library at 605.331.6660.

In Omaha, library access is offered at Creighton and Grace Universities and the University of Nebraska Omaha libraries. Students must present a Sioux Falls Seminary ID card. If you are in the Omaha area and need a seminary ID card, please contact the Enrollment Management office at 800.440.6227 or admissions@sfs.seminary.edu to have one mailed to you.

Copiers and Printers for Students:
Access to printers and copiers is provided to students at the Mikkelsen Library.

campus information

Parking
Parking stickers are needed to park in the seminary’s parking lot in Sioux Falls. Instructions for registering your vehicle and getting a parking permit are included on the new student checklist. If you choose to park in the seminary parking lot, park in the two rows closest to the building. Only those who meet the necessary qualifications should park in the hybrid and carpool spaces.

A note about parking on the street: When the city of Sioux Falls issues a snow alert, they will issue parking tickets to vehicles that are parked on the streets being plowed. The seminary makes an effort to let students know which streets are being plowed. However, it is each student’s responsibility to park outside of the plowing zone to avoid a ticket.

Dining
On-campus students may utilize Augustana Dining Services, located in the Morrison Commons building. Meals can be purchased and placed on a student ID card or can be paid for with cash at either the 2nd floor Ordahl Dining Hall or 1st floor Huddle. To purchase and place meals on your ID card, visit the Dining Services Office near the dining hall.

At the seminary, a small kitchenette and a larger main floor kitchen are available to students who bring their own lunches or meals. Individuals are asked to wash and put away dishes as well as wipe off counters, tables, and microwaves.

Elmen Center
Free access to the Elmen Center at Augustana University is provided to students and their families with a seminary ID card or student family card. Included is access to the weight room, exercise machines, pool, racquetball courts, basketball courts, volleyball courts, fitness classes, and locker rooms. Use your student ID card to access these facilities. Learn more at 605.274.4637 or visit www.augie.edu/campuslife/rec. Open hours change often and you are encouraged to call for hours, as they are not always accurately listed online. To get a family card, present your Sioux Falls Seminary student ID card to the Campus Safety Office in the Morrison Commons building at Augustana University.

SFS Showers and Lockers
The Sioux Falls campus has showers and lockers located in the lower level for those who exercise while on campus or at the Elmen Center or who bike and walk to campus. A key is available for check-out at the seminary’s front desk.

Prayer Room
The Grace Prayer Room provides space for prayer and reflection. It’s located near the second floor fireplace.

Food Pantry
An on-campus food pantry, located near the elevator on the main floor of our building, is available to students. The food pantry is routinely stocked with fresh food, pantry items, and supplies. It is open during regular business hours.
student life information

Prayer
An informal prayer time will take place in Room 102 on most Wednesdays at 11:30 a.m. during the fall and spring semesters. Exceptions include reading weeks and holiday breaks.

Seminary Events and Student Life Activities
Looking for ways to interact with fellow seminary students or stay on top of news and announcements? Check out the following resources: Sioux Falls Seminary Facebook page (facebook.com/SiouxFallsSeminary), student life bulletin board near the prayer room on the second floor of the Sioux Falls campus, or the website at www.sfseminary.edu.

Jobs and Ministry Positions
Students looking for open ministry positions can visit the ministry jobs page at www.sfseminary.edu/ministryjobs. In addition, a variety of jobs are available to students in their local communities. Local newspapers, such as the Argus Leader and the World Herald, serve as a great resource for finding open positions in your area. Local career centers, such as the One Stop Career Center in Sioux Falls, serve as another job connection for students. LinkedIn.com/jobs and other online sites offer access to a number of different areas of service, including ministry, on a regional, national, and global scale.

Spouses
For a one-time application fee of only $25, spouses of full-time students can audit any courses offered at Sioux Falls Seminary and spouses of part-time students can audit the courses their spouses take. To learn more, contact the Office of Enrollment Management at 800.440.6227 or registrar@sfseminary.edu.

other resources

Sioux Falls Psychological Services
Sioux Falls Seminary operates Sioux Falls Psychological Services, a counseling center committed to meeting the emotional, relational, and spiritual needs of individuals and families. Students are welcome to utilize the services of Sioux Falls Psychological at the cost of $25/session or by running it through insurance.

Health Insurance
Sioux Falls Seminary does not require students to have health insurance. However, the business office can provide the names of agents who can assist in the process of finding a carrier.

Prayer and Announcements
Sioux Falls Seminary hosts a private Facebook page where students and seminary community members can post prayer requests and announcements. To join the group, visit facebook.com/groups/sfsprayer.

Questions about getting started should be directed to Enrollment Management at 605.336.6588.
Please complete the checklist and return by the second week of the semester.
Please sign and return by delivering to the front desk at Sioux Falls Seminary or by mailing in the enclosed envelope.

☐ Student ID Card
Student ID cards serve as library cards and give access to Augustana’s Elmen Center. They are issued at the Campus Safety Office in Augustana University’s Morrison Commons building. You will need to provide your student ID number (issued when you register for your first class) to receive an ID card. If you have not registered, call Enrollment Management at 605.336.6588.
I am an online or Omaha student and will get a student ID card when on campus ___ or I request that one be mailed to me ___.

☐ Parking Permit and Vehicle Registration
To receive access to the seminary’s parking lot, you must register your vehicle at the seminary’s reception area. You will need your student ID number, your vehicle make, model, year, color, and license plate number in order to receive a student parking permit.
___ I am an online, Omaha, or on-campus student who does not plan to park in the seminary’s lot. I will get a permit if I decide to use the parking lot.

☐ Mailbox Key
On-Campus Students Only: stop by the seminary’s reception area to pick up your student mailbox key during the first week of class.
___ I am an online student, Omaha student, or auditor and understand that I will not receive a student mailbox.

☐ Emergency Text List
To enroll in the emergency text list used for weather closings and emergencies, please provide your cell number and the name of your carrier (AT&T, Sprint, Verizon, etc.). You are responsible for informing the seminary of number and/or carrier changes by e-mailing info@sfseminary.edu. (Note: our texts, sent via e-mail, don’t always work with smaller third-party carriers such as Tracfone.)
Cell Phone Number with Area Code ____________________________ Carrier ____________________________
___ Please exclude me from your emergency text list. I choose to learn of weather closings and emergencies in another way.

☐ Student Portal and Moodle User Profiles
Visit moodle.sfseminary.edu and my.sfseminary.edu and complete your profiles by uploading your photo (Moodle) and adding current contact information. If you can’t remember your login and password, either follow the steps on the Moodle homepage or call the help desk at 605.274.5331. Logins are issued when you register for class. If you have not registered, call 605.336.6588.

☐ Photo and Video Waiver
Sioux Falls Seminary may occasionally take promotional photos and/or videos on campus or during seminary-related events or activities. Signing below gives permission for Sioux Falls Seminary to use photos/videos in which you appear for promotional or other lawful purposes.
I hereby give Sioux Falls Seminary the right and permission to publish, reproduce, or otherwise use my name, photographs, and video footage from seminary events and classes in which I appear for single or multiple use in advertising, promotion, and other lawful purposes.

First and Last Name (Please Print) ____________________________________________
Date __________________ Signature ____________________________________________
New Student Checklist, continued

Please sign and return by delivering to the front desk at Sioux Falls Seminary or by mailing in the enclosed envelope.

☐ Notice Regarding FERPA (Family Educational Rights and Privacy Act)
Information regarding the Family Rights and Privacy Act is made available to you on the Sioux Falls Seminary website at: www.sfseminary.edu/ferpa.

☐ Sexual Harassment Video
Incoming students are required to watch a short presentation on sexual harassment. View at moodle.sfseminary.edu by logging in and going to: Student Tutorials/New Student Orientation and enrolling yourself in the course. Note: Access to view the recording may take up to one business day. When the recording is available, click “Completed Recordings” in the top-right corner.

Verification of Checklist Completion

I, ____________________________, have completed, or signed off on, the items above. I’ve also read the SFS student handbook (sfseminary.edu/handbook) and will comply with the policies stated within.

First and Last Name (Please Print) _____________________________________________________________

Signature ___________________________________________ Date ____________________________