Congratulations on your acceptance to Southwestern! General Orientation will be on Tuesday, August 25, 2015. The information below is for the Fort Worth campus orientation. The goal of new student orientation is to help you get a head start as a student at Southwestern. During orientation, you will have the opportunity to meet Southwestern faculty and staff, get to know other students, and accomplish many of the tasks that will help you make the transition to life as a Southwestern student. At orientation, you will receive your student ID card, parking decals, information about student insurance, payment arrangements, and campus technology. This packet is designed to give you the essential forms you will need in advance. In order to expedite the process, please read, print, and complete the forms below and bring them with you to orientation.

ORIENTATION CHECKLIST

1. New Student Orientation Luncheon at 11:00 am in Riley Center Lane
2. Attend your school's breakout session at 1:00 pm.
3. Complete Academic Advising (Immediately following the school breakout session)
4. Register for classes at the Registrar’s Office
   (If already completed, please move to step 4)
5. Pay for classes in the Cashier’s Office
   Scarborough 103
   www.swbts.edu/paymentoptions
6. Register your vehicle for a parking decal online
   www.swbts.edu/parking
   Pick up decal in Scarborough 103
7. Get your Student ID Card made
   Southwestern Outfitters | Naylor Student Center
8. Attend Information Breakouts from 2:00 - 5:00 pm
STUDENT FINANCIAL SERVICES
The Business Office of Southwestern Baptist Theological Seminary is located in Scarborough 109 and manages student accounts for housing rent, dormitory rent, tuition, and other fees. The Business Offices seeks to provide multiple payment options for tuition and fees to help students plan for the cost of education, avoid borrowing, and maintain flexibility for ministry. Student account information is available through WebAdvisor. Payment options are summarized below.

CASHIER’S OFFICE
You may make payment by cash, check, or credit/debit card in the Cashier’s Office (Scarborough 103).
• A drop box is provided at S-205 for your convenience.
• Make checks payable to SWBTS.
• Include your Southwestern ID# on the check.

Payment made at the Cashier’s Office for rent or registration payments must be made in full. Partial payments are not accepted. Credit/debit card options include VISA, MasterCard, Discover, and American Express. There is a service fee of 2.5% for all credit/debit card transactions.

MAIL
You may mail payment by check to:
Southwestern Seminary Business Office
P.O. Box 22480
Fort Worth, TX 76122-0480
*Be sure to include the student’s name, student ID# and the purpose for which the payment is being made (e.g. rent, tuition, etc...).

ONLINE PAYMENT PLANS
Payment plans provide students the opportunity to spread the cost of tuition and fees over the semester. For more information about payment plan arrangements, visit www.swbts.edu/paymentplans.

HELPFUL LINKS
Tuition and Fees – www.swbts.edu/tuition
Student account information – www.swbts.edu/webadvisor
OPC Payment Plans – www.swbts.edu/paymentplans

CONTACT INFO
Southwestern Seminary Business Office
P.O. Box 22480
Fort Worth, TX 76122-0480
817.923.1921 ext. 2400
STUDENT ID CARD

Your Student ID Card serves as your primary identification at Southwestern and grants you access to the Recreation Aerobics Center and records chapel attendance. To have your Student ID card made, please visit Southwestern Outfitters, located in the Naylor Student Center. The hours of operation are: Monday - Friday: 8:00 a.m. - 5:00 p.m. Dependents who would like to obtain a card should complete the form as well. Your Student ID photo will also be used in the online student directory. Please remember to dress appropriately for the photo.

First Name:________________________________________________________

Middle Initial:_______________________________________________________

Last Name:__________________________________________________________

Address:___________________________________________________________

City:_______________________________________________________________

State:______________________________________________________________

Zip Code:__________________________________________________________

SWBTS Student ID Number:__________________________________________