



SOUTHEASTERN UNIVERSITY

INFO PACKET

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SOUTHEASTERN UNIVERSITY

Southeastern is a private Christian college and Bible university based in Lakeland, Florida. Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Southeastern University.

ACCEPTANCE REQUIREMENTS

1. No GPA minimum.
 - a. Students with a low GPA may be required to take preparatory courses or to complete placement exams.
2. No SAT or ACT minimum.
 - a. Students with no SAT or ACT score are required to take the COMPASS placement test.
 - b. Students with low SAT or ACT scores are required to complete remedial courses prior to enrolling in entry-level college courses.

WHAT DEGREES ARE OFFERED?

1. Associate of Arts
 - a. Total Program Requirement: 61 Credit Hours
2. Associate of Arts of Ministerial Leadership
 - a. Total Program Requirement: 61 Credit Hours
3. Bachelor of Science of Ministerial Leadership
 - a. Total Program Requirement: 121 Credit Hours

WHEN DO COURSES START?

The SEU fall semester at Atlanta Leadership College begins in October. The spring semester begins in January.



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COURSE INFORMATION

WHAT COURSES WILL I TAKE DURING YEAR ONE?

FALL SEMESTER	SPRING SEMESTER
Christian Spirituality (PMIN 2123): 3 credits <i>*On-site ALC curriculum course.</i>	Christ, Culture, and The University (THEO 1503): 3 credits <i>*On-site ALC curriculum course.</i>
Ministerial Practicum Course: 3 credits <i>*Typically transfers as an elective course. Transference of credit is not guaranteed.</i>	Ministerial Practicum Course: 3 credits <i>*Typically transfers as an elective course. Transference of credit is not guaranteed.</i>
Additional 3 credit hour course of student's choosing <i>*If no previous college credit, English Composition I is highly recommended.</i>	Additional 3-credit hour course of student's choosing <i>*If no previous college credit, English Composition II recommended.</i>
Student Success (SEU 1001) 2 credits	

HOW DO I KNOW WHICH ADDITIONAL COURSES TO CHOOSE?

Once you notify ALC of your decision to enroll in SEU, you will receive a call from our Academic Department. During this call, the Academic Department will assess your current academic credits, academic goals, and offer advice regarding the courses you should pursue.

For ALC students with no previous college experience, we highly recommend students select ENG 1133: English Composition I as their third course of the fall semester.

You will also have access to a SEU Admissions Counselor upon completing your SEU application, if you desire further insight and counsel.



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COURSE INFORMATION

WHAT ADDITIONAL COURSES DO I HAVE TO CHOOSE FROM?

All of the courses listed below are included in the degree plans for the Associate of Arts, Associate of Arts in Ministerial Leadership and Bachelor of Science in Ministerial Leadership at Southeastern University.

General Education Core

Arts of Communication

- COMM 1433: Fundamentals of Speech
- ENG 1133: English Composition I
- ENG 1233: English Composition II

Behavioral Sciences and Social Sciences

- HIST 2013: American History to 1877
- SSCI 2133: Introduction to Sociology
- PSYC 1133: Introduction to Psychology

Business

- BUSI 1903: Personal Financial Stewardship

Humanities and Fine Arts

- ENGL 2233: Introduction to Humanities
- ENGL 2133: Introduction to Literature

Mathematics

- MATH 1313: Topics in Mathematics

Natural Sciences with Lab

- NSCI 1034: Life Science Lecture and Lab

Biblical and Theological Studies

- BIOT 1133: Old Testament Survey
- BINT 1233: New Testament Survey
- THEO 1503: Christ, Culture, and the University
- PHIL 2003: Principles of Ethics



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APPLICATION INSTRUCTIONS

HOW DO I APPLY?

1. Go to <http://partners.seu.edu/alc/>
 - a. Click "Application" under "Application Process" header.
 - b. Your application as an extension site student is **FREE**. If it asks for payment, you are on the **WRONG PAGE!**
 - c. In the Select Extension Site drop down menu, select "**Atlanta Leadership College.**"
 - d. Once you submit your SEU application you will be contacted by a SEU Admissions Counselor to help you complete your admissions process for the fall.
2. Mail the following documents to Southeastern University, Attn: Admissions, 1000 Longfellow Blvd., Lakeland, FL 33801.
 - a. Transcript
 - i. If you have completed any college credit, you need to mail in your high school transcript and any college transcripts.
 - b. SAT or ACT scores
 - i. Please check with your school to see if this information is included in your high school transcript. If it is not, you will need to order your scores from [College Board](#).
3. Complete the following:
 - a. Biographical essay
 - i. Two-page essay answering, "Describe the beginning and present growth of your relationship with God and how you see yourself as a good match for Southeastern's academic and spiritual environment."
 - ii. Submit your completed essay at <http://www.seu.edu/myessay/>.
 - b. Christian character reference
 - i. <http://www.seu.edu/ccrf/>



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FINANCIAL INFORMATION

HOW MUCH DOES SOUTHEASTERN COST?

As a student at the SEU ALC extension site, your base SEU tuition and fees cost is **\$4,050*** for the year. Possible additional fees paid directly to SEU are listed below. The only other cost is your textbooks, which will be included in your ALC tuition.

FALL SEMESTER	SPRING SEMESTER
11 CREDITS: \$2,200	9 CREDITS: \$1,650
TECHNOLOGY FEE: \$100	TECHNOLOGY FEE: \$100
SEMESTER TOTAL: \$2,300	SEMESTER TOTAL: \$1,750

*Additional fees may apply.

POSSIBLE ADDITIONAL FEES

MATH 1313 Materials Fee	\$178.50
MATH 1323 Materials Fee	\$178.50
NCSI 1034 Lab Tuition	\$275

IS THERE AN APPLICATION FEE?

When you apply for SEU as a part of the ALC extension site, there is no application fee!

IS MY SOUTHEASTERN TUITION INCLUDED IN MY ALC TUITION COSTS?

No. It is not. Although ALC is an extension site of SEU, the tuition departments remain separate. All SEU tuition must be paid directly to the SEU financial office on a semester basis, and all ALC tuition must be paid directly to ALC in accordance with your chosen payment plan.



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FINANCIAL INFORMATION

ARE MY SOUTHEASTERN TEXTBOOKS INCLUDED IN MY ALC TUITION COSTS?

Yes, they are. Once you have registered for your classes, before each semester starts, you will communicate with the ALC Academic Department to ensure all of your textbooks are ordered in a timely fashion.

WHEN IS MY SOUTHEASTERN TUITION DUE?

You will need to pay your Southeastern tuition when you register for your classes. This means your fall semester payment will be due at the end of September and your spring semester payment will be due in late December / early January. Payment plans are available through the SEU financial office, if needed.

HOW DO I GET FINANCIAL AID?

You will need to apply for FAFSA (Free Application For Federal Student Aid). You can complete the FAFSA application either before or after completing your SEU application.

1. Get a copy of your tax forms.
 - a. If your parents claimed you as a dependent, you will need to get a copy of THEIR tax forms.
 - b. If you claimed yourself for taxes this year, you will need a copy of YOUR tax form.
 - c. If you used a website such as turbotax.com for your taxes you should be able to access your form by logging into your account there.
 - d. If you did not use a website, you can request a copy of your tax “transcript” by going to <http://www.irs.gov> and looking for their online tool called “Order A Transcript.”
2. Go to <https://fafsa.ed.gov/>
3. Submit the FAFSA application.
 - a. Include Southeastern University (Federal School Code "001521") as one of your universities.

If you accept any financial aid in grants or loans it will be applied to the amount due to Southeastern when you are asked to make your payment for the semester. Your financial aid funds will go directly to Southeastern and any excess amount, if applicable, will be mailed to you after the total due for the current semester’s courses is deducted.



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FINANCIAL INFORMATION

WHAT AWARDS ARE AVAILABLE TO ME AS AN EXTENSION SITE STUDENT?

The most common financial aid awards are a federal Pell grant, Subsidized and Unsubsidized student loans, a Parent Plus loan, and for Florida residents, the Florida Resident Access Grant (FRAG). You will receive a Tentative Award Letter from Student Financial Services that outlines your expected financial aid for the year once your FAFSA has processed successfully.

WHERE CAN I FIND OUT HOW MUCH FINANCIAL AID I AM RECEIVING?

Students must log in to [Net Partner](#) to check their status and complete their financial aid award process. If it's your first time logging in, you'll need to choose "First Time User," and then use your student ID to set up your password. Otherwise, use your ID and password to sign in and explore your financial aid information.

(<https://powerfaids.seu.edu/NetPartnerstudent/Logon.aspx>)

HOW DO I TAKE OUT STUDENT LOANS?

To take out student loans, sign in at studentloans.gov with your student FAFSA PIN. Complete the student entrance counseling section, and then sign the Master Promissory Note.

To take out parent loans, sign in at studentloans.gov with your parent FAFSA PIN, and complete the PLUS request process. Once your credit is approved, endorse the PLUS loan in order to take out the parent loan.

DOES SEU OFFER A PAYMENT PLAN?

Southeastern partners with Tuition Management Systems to offer a payment plan for school expenses in a given year that can be spread over 10 or 12 months, depending on the first date of payment. The plans do not charge interest, only a \$65 annual fee to enroll. For more details about payment plans, visit seu.afford.com or call 800.722.4867.



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FINANCIAL INFORMATION

HOW DO I SEE WHAT MY ACCOUNT BALANCE IS / HOW MUCH I OWE?

Visit www.seu.edu and click Login at the top of the page. Log in with your username and password. Select JICS, then click on the Student Finances tab. Click on My Account Info, then My Account Balances. This will show you at a glance what your current account balance is. For a detailed breakdown, click on Course and Fee Statement. The option to make a payment is on the left-hand side.

WHO CAN I CONTACT REGARDING MY ADDITIONAL SEU FINANCIAL QUESTIONS?

During the admissions process you are able to have most questions answered by your SEU Financial Counselor. You may also contact SEU's representative Katie Sadowski at sitesupport@seu.edu or (863) 667-5403.

For financial aid questions, email sfs@seu.edu.



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ENROLLMENT REQUIREMENTS

WHAT ARE THE REQUIREMENTS OF BEING ENROLLED IN SEU AT ALC?

1. Maintain a passing grade of 70% or higher in all SEU courses.
 - a. If students drop below a 70% in their courses during a semester, they will attend additional study hall sessions.
2. Verify completion of each semester's courses with a passing grade of 70% or higher.
 - a. SUBMISSION OPTIONS
 - i. Add "Amy Sliwinski," ALC's Academic Director to student's FERPA Form.
 1. This is recommended, but OPTIONAL.
 2. Adding the Academic Director to the FERPA Form allows ALC's Academic Department to provide greater and quicker support to the student in their studies should they face any issues or struggles.
 - ii. Submit screenshots of final grades for current semester's courses to ALC at the conclusion of the semester.
 - iii. Submit screenshots of grade status in current semester's courses to ALC weekly.
 1. Submitting grade status updates weekly allows ALC's Academic Department to provide greater and quicker support to the student in their studies should they face any issues or struggles.

WHAT HAPPENS IF I DO NOT MEET ALC'S SEU ENROLLMENT REQUIREMENTS?

1. If a student does not pass their courses in a particular semester with a cumulative passing grade of 70% or higher, the student will be dismissed from ALC.
 - a. ALC requires students to achieve a passing grade of 70% or higher in all academic endeavors to be eligible for continued enrollment and graduation.



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NEXT STEPS CHECKLIST

- Complete Southeastern Application
 - www.seu.edu/apply/ext
- Complete FAFSA Application
- Complete ALC/SEU Financial Acknowledgement Form
 - Send to: Atlanta Leadership College, Attn: Tuition Department, 5995 Financial Dr., Norcross, GA 30071
- Mail transcript to Southeastern
 - Send to: Southeastern University, Attn: Admissions, 1000 Longfellow Blvd., Lakeland, FL 33801
- Mail SAT or ACT scores to Southeastern
 - Send to: Southeastern University, Attn: Admissions, 1000 Longfellow Blvd., Lakeland, FL 33801 (Note: This may be included in your high school transcript. Check with your school to verify.)
- Complete Southeastern Christian Character Reference Form
 - <http://www.seu.edu/ccrf/>
- Complete and submit Southeastern Biographical Essay
 - <http://www.seu.edu/myessay/>
- Complete ALC Financial Award Information Form
 - Send to: Atlanta Leadership College, Attn: Tuition Department, 5995 Financial Dr., Norcross, GA 30071



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ALC / SEU FINANCIAL ACKNOWLEDGMENT

Please check the box that applies to you:

- I, _____, am choosing to NOT take classes through Southeastern University while attending year one at Atlanta Leadership College.
- I, _____, am choosing to take classes through Southeastern University while attending year one at Atlanta Leadership College.

If choosing to take classes through SEU, please read the following, initial the points, and sign and date the bottom.

- _____ 1. I understand that enrolling in SEU courses is a completely optional additional opportunity. All SEU tuition expenses are the responsibility of me, the student, not ALC.
- _____ 2. I understand that SEU tuition is paid directly to SEU, not to ALC.
- _____ 3. I understand that if I, the student, am late on or do not pay SEU tuition costs, I will not be able to enroll in SEU courses the following semester until the balance is paid.
- _____ 4. Due to the optional nature of SEU at the first year level, there are no consequences from ALC for incomplete SEU tuition payments.
- _____ 5. I understand that after paying for my SEU tuition, any leftover grant money or leftover student loan money awarded by FAFSA can be used to pay for my ALC tuition, but it is my responsibility to pay those funds to ALC.

Student Name

Student Signature

Date

Parent/Guardian Name
**If student is under 18.*

Parent/Guardian Signature
**If student is under 18.*

Date



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ALC FINANCIAL AWARD FORM

Please complete this form after SEU has notified you of your financial award for the academic year.

Name: _____

Tuition Owed SEU: _____
**for FALL AND SPRING SEMESTERS*

Approved Grant Amount: _____
**for FALL AND SPRING SEMESTERS*

Approved Loan Amount: _____
**for FALL AND SPRING SEMESTERS*

Tuition Owed SEU After Grant Is Deducted: _____
**for FALL AND SPRING SEMESTERS*

Do you plan on taking out a loan for any amount? Yes No

If so, how much?: _____

Do you plan on using any portion of your loan to pay for ALC tuition? Yes No N/A

If so, how much?: _____
**for FALL AND SPRING SEMESTERS*

Signature: _____ Date: _____

MAIL COMPLETED FORM TO:
ATLANTA LEADERSHIP COLLEGE, 5995 FINANCIAL DR., NORCROSS, GA 30071