

AMBASSADOR BAPTIST COLLEGE REGISTRATION INFORMATION

The new semester is rapidly approaching with all of its many blessings and challenges. By now you may be wondering, "What should I take to college? What will I need for registration?" The purpose of this mailing is to answer those questions. After reading this information, if you have additional questions, do not hesitate to call the college.

*** WHAT TO DO UPON ARRIVAL ***

All students should report to the Administration Building.

*** FINANCIAL INFORMATION ***

Be prepared by having your social security number and, if you will have a car or other motor vehicle on campus, the insurance company, year, make, and license number of your vehicle.

Enclosed is a copy of your tentative class schedule and bill. Avoid registration day lines and make your payment according to one of the following guidelines:

1. Take advantage of PREPAY incentive and pay the entire bill by December 15, 2012.
2. Send payment in full prior to January 1, 2012.
3. Send first monthly payment January 1, 2012.

We accept Visa, MasterCard, and Discover.

Payments are due the first of each month. However, all accounts must be paid in full as of April 28, 2012 to take finals.

There is no student accident and health insurance plan currently available. All students are encouraged to provide their own private insurance protection to cover accidents and illnesses.

*** SUPPLIES ***

PERSONAL: Each student is responsible for all personal supplies.

CLASSROOM: Textbooks, notebooks, paper, pens, pencils, folders, etc. are available in the Bookstore.

All required textbooks for undergraduate classes will be available for purchase in the college Bookstore. A list of required textbooks is also available on the college website.

SPIRITUAL: Bring a King James Bible.

*** SPECIAL INFORMATION FOR DORMITORY STUDENTS ***

CLOTHING STORAGE: There is adequate space to store a reasonable amount of clothing for a semester. However, there is not an abundance of storage for unnecessary items.

BEDDING: Students provide their own twin-size mattress covers, sheets, blankets, pillows, and bedspreads.

HYGIENE: Students provide their own soaps, shampoos, towels, washcloths, and laundry detergent. Laundry facilities are located in the dorms.

COMPUTERS/LAPTOPS: Students may bring personal computers. These may be set up in individual dormitory rooms or in dormitory study rooms depending upon the space available. Each student is personally responsible for the security of his or her computer; the College accepts no responsibility should the computer be damaged in any way.

AUDIO-VISUAL ITEMS: You may bring radios (no earphones), small tape/cd recorders, cd/ tape players, and musical recordings (to be approved upon arrival). No TV's or stereos are permitted.

TRAVEL ARRANGEMENTS

If you need transportation from the Charlotte Airport or from the Greenville-Spartanburg Airport, call the College Shuttle Service at least one week in advance to give your flight information.

Travel Directions to

AMBASSADOR BAPTIST COLLEGE
101 Stockton
Lattimore, NC

(Ambassador Baptist College is located one mile north of US Highway 74, midway between Shelby and Forest City, North Carolina; approximately one hour west of Charlotte and ninety minutes from Greenville, South Carolina.)

From the Midwest:

- From I-40, near Asheville, North Carolina, take I-26 South toward South Carolina.
- Shortly before reaching the South Carolina line, exit onto Highway 74 east toward Forest City.
- Continue on this route past Rutherfordton and Forest City.
- About three miles after entering Cleveland County, turn left at Westlee Street (Exxon station and convenience store are on the right).
- Follow this road to the stop sign and turn left.
- You will see the college parking lot and Administration Building on the right (about one-half block).
- Mooresboro Road and Peachtree Road will also lead you into Lattimore.

From Charlotte and points east:

- Follow I-85 to the Kings Mountain and Shelby exit--Highway 74.
- Follow Highway 74 west through Shelby.
- Approximately six miles west of Shelby, turn right onto Westlee Street. (See large Exxon station and convenience store on the left.)
- Go to the stop sign at the fire station. Turn left.
- The college parking lot and Administration Building are approximately one-half block on the right.

From Greenville and points south:

- Exit off I-85 at Exit 90. Turn left at the stoplight at the end of the exit ramp.
- Continue until the road comes to a dead end. Turn right, and continue on this road through a stoplight, and a stop sign. The road will again dead end.
- Turn right and immediately turn left onto Highway 150.
- Follow Route 150 north into Boiling Springs, North Carolina.
- Continue straight through Boiling Springs (**no turns**) to Highway 74. (In Boiling Springs, you leave highway 150. This route turns right to go to Shelby. **Do Not Turn Right.**)
- Go straight across 74 and continue north into Lattimore.
- Immediately after crossing the railroad tracks, turn right and follow this street past the Town Hall.
- The college parking lot and Administration Building are on the left at the corner of Main Street and Stockton Road.

For additional information, please call 704-434-0303. After 5 p.m. call 704-473-1922.

REGISTRATION WEEK SCHEDULE SPRING 2012

Tuesday, January 3	RA's and Kitchen Crew arrive
Wednesday, January 4	
7:30 a.m.	Breakfast for RAs and Kitchen Crew
5:00 p.m.	Supper for RAs and Kitchen Crew
6:00 p.m.	New students needing to take the ACT test may check into the dorms.
Thursday, January 5	
7:30 a.m.	Breakfast for RAs and new students
8:00 a.m.	ACT for all NEW STUDENTS who have never taken the test. (AD-6S)
12:00 noon	Dorms open to NEW STUDENTS AND RETURNING STUDENTS NEEDING TO REGISTER.
	Lunch
5:00 p.m.	Supper
Friday, January 6	
7:30 a.m.	Breakfast
9:00 a.m.	English Placement Exam for NEW STUDENTS (List of students needing to take this test will be posted on the door of classroom AD-6S)
10:00 a.m.	REGISTRATION for New and *Returning Students. Pick up information packets at the front of the auditorium. (*required for all returning students who did not complete pre-registration in November or all returning students whose first payment was not received in the Business Office by January 1.)
12:00 noon	Lunch
	Registration closes for returning students. All returning students not finished with registration by this time will be charged an additional late registration fee of \$120.00.
1:00 p.m.	NEW STUDENT ORIENTATION (required for all new students)
	Registration closes for new students. All new students not finished with registration by this time will be charged an additional late registration fee of \$120.00.
5:00 p.m.	Supper
Saturday, January 7	
9:00 a.m.	Brunch
12:00 noon	Dorms open to returning students who have completed registration
5:00 p.m.	Supper
Sunday, January 8	
7:15 a.m.	Breakfast
2:00 p.m.	Lunch
9:00 p.m.	Supper
9:45 p.m.	Returning students need to be checked into the dorms.

Monday, January 9

Classes begin

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Returning students whose pre-registration has been approved by the Academic Office, who are making no changes in their pre-registrations, and whose **registration payments have been received by January 5**, will not be required to attend the registration session.

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***RETURNING STUDENTS: DO NOT ASSUME THAT YOU ARE REGISTERED SIMPLY BECAUSE YOU PRE-REGISTERED.**

You will **not** receive an I.D. card or be permitted to attend classes until all three of the following conditions have been met:

1. All paperwork has been completed (white information sheet).
2. Your class schedule has been approved by the Academic Office.
3. You have made the required registration payment in the Business Office.

***** SPECIAL INFORMATION FOR DORMITORY STUDENTS *****

DORMS: In order to avoid confusion, dormitory students may not check in before the scheduled time. Students desiring to check in early due to extenuating circumstances must first obtain permission from the Dean of Students Office. Students who are allowed to check in early will be charged a fee of \$10.00 per night which must be paid in advance before moving into the dorms.

MEALS: Meals will be served at no extra charge for dormitory students who arrive at the scheduled time. Students who must come before their appointed times will be charged for all extra meals.

RA'S, ARA'S, AND WORK-AID STUDENTS who have been required to come early for meetings will not be charged extra for dorms or meals.

Financial Information For Spring 2012

1. **Tuition**

A. Full-time student (12-18 semester hours)	\$ 2,964.00	per semester
B. Cost per hour (over 18 hours)	\$ 115.00	per semester hour
C. Part-time student (less than 12 hours)	\$ 247.00	per semester hour
D. Audit (undergraduate) - no credit	\$ 105.00	per semester hour
E. Graduate credit	\$ 250.00	per semester hour
F. Audit (graduate) - no credit	\$ 150.00	per semester hour

2. **Room and Board**

\$2,300.00 per semester

3. **Fees**

A. Application fee	\$ 50.00	non-refundable
B. Dorm reservation fee	\$ 100.00	non-refundable
C. Registration fee	\$ 75.00	per semester
D. Late registration fee	\$ 120.00	per semester
E. Student activity fee: dorm	\$ 160.00	per semester
Student activity fee: commuting	\$ 80.00	per semester
F. Library fee	\$ 60.00	per semester
G. Drop, add, or transfer course fee	\$ 50.00	per course
H. Office machines/computer lab fee	\$ 35.00	per semester
I. Instrument class fee	\$ 25.00	per semester
J. Private music lessons	\$ 125.00	per semester
K. Vehicle registration fee	\$ 20.00	per semester
L. Graduation fee	\$ 100.00	undergraduate
	\$ 215.00	graduate
M. Books	\$180-\$250.00	per semester
N. Transcript fee	\$ 8.00	per copy
O. Finance charge	\$ 50.00	per semester
P. Arts and Crafts supply fee	\$ 20.00	per semester
Q. Non-sufficient funds	\$ 35.00	per returned check
S. ACT test	\$ 32.50	

Refunds

- A. Fees are never refundable.
- B. Room and Board refunds are pro-rated on a daily basis.
- C. Tuition refunds are computed as follows if the student drops a class, withdraws, or is expelled:

1. Registration week	90%
2. First/second week	80%
3. Third/fourth week	60%
4. Fifth/sixth week	40%
E. Beyond the sixth week, no refund is given since the college has already made financial commitments for the entire academic year based upon the student's enrollment.	

When a student owing money to the college leaves the college, his account will be assessed an interest charge of one percent per month (12% per annum) on the unpaid balance until the debt is paid in full. This will begin 30 days after his withdrawal from school. However, if the student will make a minimum payment of \$100.00 per month toward his debt, the interest charge will be forgiven for the month in which the payment is made. The interest will also be forgiven if, in the opinion of the administration, extenuating circumstances prevail.