

Admissions Policy and Procedures Manual

2021-2022



**MOUNT ST. MARY'S SEMINARY
& SCHOOL OF THEOLOGY**

CINCINNATI + OHIO

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MOUNT ST. MARY’S SEMINARY & SCHOOL OF THEOLOGY MISSION STATEMENT

Mount St. Mary’s Seminary & School of Theology, the center for ecclesial formation sponsored by the Archdiocese of Cincinnati, forms men and women to faithfully follow Christ and serve His mission by fulfilling their vocations in the Church.

OFFICE OF ADMISSIONS MISSION STATEMENT

The mission of the Office of Admissions is to recruit, admit, and enroll academically excellent students for the School of Theology who are eager to faithfully follow Christ and serve His mission by fulfilling their vocations in the Church. The goal of the Office of Admissions staff is to provide excellent professional services and educate prospective students as they navigate the admissions process and determine if Mount St. Mary’s Seminary & School of Theology is the right fit.

ADMISSIONS REPORTING CHAIN

1. Academic Dean
 - a. Director of Admissions
 - b. Registrar

QUICK FACTS

- History – 1829 – Bishop Edward D. Fenwick established St. Francis Xavier Seminary on Sycamore Street in Cincinnati. With four seminarians and six preparatory students studying Latin, classes began in the simple frame building that had been the first Catholic parish founded in the city.
- History - 1928 – Archbishop McNicholas incorporated all archdiocesan institutions of higher learning, including Mount St. Mary’s Seminary and St. Gregory’s Seminary, under the name Athenaeum of Ohio.
- History - 1929 – St. Gregory’s Seminary dedicated a second building on the Mount Washington site (today’s east wing). 10,000 attend the dedication.
- History – Early 1960’s – The dedication of the west wing and chapel.

- History - 1975 – Lay Pastoral Ministry program, one of the first programs for lay ecclesial ministry formation in the U.S., began with 21 participants.
- History – 2019 – Mount St. Mary’s Seminary dedicates a new building – Fenwick Hall – to house additional seminarians and provide additional conference space.
- History – 2020 – The Athenaeum of Ohio is reorganized under two divisions: Mount St. Mary’s Seminary and the School of Theology.
- Type – Catholic theological and pastoral education.
- Enrollment – 76 Students Enrolled in our School of Theology Programs.
- Accreditation – Higher Learning Commission (HLC) and Association of Theological Schools (ATS)
- Class Sizes – 5 to 10 students.
- Student/Faculty Ratio – 8:1
- Admissions Deadline – Rolling Admissions, although priority deadline for receipt of applications is November 1 (Spring Students) and June 1 (Fall Students).
- Academic Calendar – Fall, Spring, Summer Semesters and Terms.
- Main Campus – An attractive 75-acre community.
- Financial Assistance – Mount St. Mary’s School of Theology is offers a limited financial aid. Funds are reserved for students who are fully admitted to a degree or certificate program or students currently in the application process. Awards are based on demonstrated financial need and do not have to be repaid. To apply, return the financial aid application and your most recent Federal Income Tax Return (2020) to the Office of the Deans no later than August 1st. No late applications will be accepted. Awards will be determined by August 15th. Ordinarily, the maximum award will not exceed one half of the tuition and/or mentoring expenses per semester, and many awards fall below that amount. In no case will financial aid cover all of the expenses for a student. Financial aid may be applied to tuition, mentoring, or project fees. They may not be used for application fees, MBTI testing, books, travel or other student expenses. We encourage students to be proactive in locating outside sources of financial aid. Students may wish to discuss tuition needs with their pastor as some parishes assist parishioners with tuition or book fees. Catechists may contact the Archdiocese of Cincinnati Office for Evangelization and Discipleship (513-421-3131) for information about the Gabrielle Bouscaren Fund, which offers support for the continuing education of catechists. Some courses may be reimbursed by

your place of employment. Members of fraternal, social or civic organizations should explore the possibility of scholarships via their organizations.

ADMISSIONS

1.1 GAINING ADMISSION INTO MTSM SCHOOL OF THEOLOGY

Admission into Mount St. Mary's School of Theology is on a "rolling basis." However, the priority deadline for receipt of applications is June 1 (fall students) and November 1 (spring students). To be considered for admission, applicants must submit a completed and signed application. For the student's file to be considered complete, one must turn in official transcripts, references, autobiography (if applicable), and interview (if applicable).

When documentation (e.g., application, inquiry card, email, etc.) is received in the Office of Admissions, it is entered into Populi, the admissions student database system. Populi then generates an electronic applicant file. Once a prospective student's applicant file has been generated, and supporting documents have been received the Director of Admissions is issued the file and begins a review to ensure that all of the required documentation has been submitted.

If the applicant has not submitted all the required documentation, a letter or email is issued to the applicant requesting the information be sent to the Office of Admissions as soon as possible. Once the information is received, the Director of Admission reviews the applicant's file again; a decision to accept or deny the applicant is rendered based upon whether or not the applicant has met the criteria for admissions (see 1.2, Admissions Requirements).

An applicant may be admitted into MTSM School of Theology with unofficial documentation for all programs (see 1.3, Admission Status - Probation Missing Documentation). The Office of Admissions will, under certain circumstances, accept faxes or photocopies of transcripts that have been submitted by the applicant. If the applicant has only one original, a representative of the Office of Admissions may make a copy of the original and have it signed by the admissions director if the document is the original sealed envelope.

Transcripts are considered official when sent directly to Mount St. Mary's School of Theology from the institution(s) the applicant has attended or received in the original sealed envelope with the institution's seal or electronic parchment.

Information Admission Officers should look for in reviewing files:

Lay Ecclesial Ministry Applicant: All official transcripts (graduate program only), references, interview, and autobiography.

Graduate Applicant: All official transcripts from each institution attended prior to attendance at Mount St. Mary's Seminary & School of Theology are required and completed references.

Certificate Applicant: High School Diploma or GED, and letters of reference.

1.2 ADMISSIONS REQUIREMENTS

All graduate applicants must have an official transcript from previous institution(s) sent to Mount St. Mary's Seminary & School of Theology.

The minimum criteria for consideration by the Admissions and Degrees Committee are:

1. Minimum, GPA of 3.0 (on a 4.0 scale).
2. Two references.
3. Certificate programs need a high School diploma or GED

Applicants must meet the above requirements to be considered for admission. Applicants with lower credentials are considered on a case-by-case basis by the Admissions Degree Committee with special emphasis on their cumulative Grade Point Average. Documents become the sole property of Mount St. Mary's Seminary & School of Theology and cannot be forwarded to another institution or returned to the applicant.

Students interested in applying to Mount St. Mary's may contact the Office of Admissions directly at the address below or online at athenaeum.edu/admissions/

Mount St. Mary's School of Theology
Office of Admissions
6616 Beechmont Avenue
Cincinnati, OH 45230
Phone: 513-233-6116

APPLICATION DEADLINES

Admission to the School of Theology is on a “rolling” basis. Prospective students entering may apply any time. However, there is a priority deadline of June 1 for the Fall semester and November 1 for the Spring semester. Applications after the priority deadline will be considered for admission. Students should be aware of deadlines when applying for financial aid and to avoid late fees for registration. The Office of Admissions will review applications upon receipt of all required documents.

APPLICATION PROCESS

Applicants must submit the following information directly to the Office of Admissions:

1. Free application athenaeum.edu/apply
2. Certificate programs only: Indicate on the application that they have graduated HS and have a HS diploma.
3. Graduate Programs Only: Official transcripts from all colleges and universities attended. These documents should be sent directly from the issuing institution to the Office of Admissions.
4. Two References

Lay Formation Programs must also submit and do the following information:

1. Interview
2. Autobiography
3. Pastor Reference
4. Two Additional References

NON-DEGREE SEEKING STUDENT

Non-Degree student status is for those who wish to take courses as a non-degree seeking student. The Non-Degree Seeking Application must be completed and submitted to the Office of Admissions. These students are not eligible for financial aid assistance. Such students who subsequently decide to formally work toward a Mount St. Mary’s School of Theology degree are subject to the same admission requirements and conditions applicable to all other candidates.

1.3 ADMISSION STATUS AND CATEGORIES

- **Full Admit** – An applicant who has met the admissions standards specified herein, and has submitted official documentation to the Office of Admissions.
- **Probational Admit** – An applicant who does not meet the admission requirements for clear admission, but who does show promise for successful graduate study, may be granted probationary admission. Any student admitted probationally is evaluated after completion of the first year of study. Probationary status is typically removed if a student achieves at least 3.0 at the end of the first year of study, or the first 12 semester credits, whichever comes last, and a cumulative grade point average of at least 3.25 at the end of each semester thereafter.
- **Conditional Admit** – An applicant who meets the admissions standards is admitted for one semester on the basis of unofficial documentation, pending receipt of official documentation (e.g., transcript, etc.)
- **Re-Admit** – An applicant who has been previously admitted to Mount St. Mary’s School of Theology but who did not complete the degree or certificate within a period of five years. The applicant must request an extension from the Dean of the School of Theology, which will then be formally considered by the Admissions and Degrees Committee. A re-admitted applicant who has attended another institution while he/she was not a MTSM student must also submit transcripts from that institution to be re-admitted into MTSM. All students re-entering MTSM are bound by the policies dictated by the current catalog. Additionally, a re-admitted applicant may be on probation, if he/she has a GPA of 2.9 or lower.
- **Deny** – An applicant that has been determined by the Office of Admissions or the Admissions and Degrees Committee as being incapable of meeting the demands of the courses study at this time. In these cases, the applicant is sent a letter indicating why their application for admission was not approved and provide a cordial expression of best wishes for their future endeavors
- **Pending/ Submitted**– Applicant is missing documents from his/her applicant file. As a result, the applicant file is considered incomplete.
- **Admissions and Degrees Committee (ADC)/ Pending Decision** – Applicants who have less than a 3.0 GPA are referred to the Admissions Review Committee for admission consideration (see 1.18, Admissions Review Committee).

1.4 ENROLLMENT FUNNEL – DEFINITIONS:

Inquiries – Prospective students who have made direct contact with Mount St. Mary’s Seminary & School of Theology through personal office visits, telephone, written communications, email, internet, parish visits, media sources, etc.

Leads – Qualified inquiries that Admissions Officers have determined are receptive to seeking additional information regarding Mount St. Mary’s, attentive to a marketing message, and worth their time and effort.

Applicants – Any eligible student who has submitted an application for admission to Mount St. Mary’s.

Admits – An applicant who has met the admissions standards set by Mount St. Mary’s School of Theology.

Enrollees or Matriculates – Admitted students who register for classes at Mount St. Mary’s School of Theology.

1.5 CAMPUS VISITS

When a prospective student contacts Mount St. Mary’s School of Theology and expresses an interest in visiting, he/she should be transferred to the Admissions Director, if available. The Admissions Director is then responsible for coordinating the campus visit. Every attempt is made to schedule a campus visit during a time when the Admissions Director is readily available. A prospective student visiting Mount St. Mary’s will receive:

- A warm welcome by the Admissions Office.
- An information session by the Admissions Director regarding the admissions process and issues related to financing their education.
- An opportunity to meet with a faculty member based on the applicant’s academic interest.
- An opportunity to sit in on a class.
- Lunch, depending upon the applicant’s time of arrival.
- A meeting with the Registrar, if available.
- A wrap-up session with the Director of Admissions, Dean of the School of Theology, or Director of Lay Ecclesial Formation to address the applicant’s questions or concerns.

* The Seminarian Guest Master is encouraged to conduct the campus tour. If the Guest Master is unavailable, the Admissions Director will conduct the tour.

1.6 CAMPUS TOURS

When the Admissions Director meets with applicants, he will arrange for the visitor to take tour of the campus. The aim is to allow prospective students to see as many of the facilities as possible.

When the Admissions Director is off campus recruiting, the director should emphasize the campus visit. Statistical research has proven that 70% of prospective students who visit campus matriculate. Thus, the Admissions Director has a greater likelihood of enrolling a prospective student who visits the campus.

The following are some important items the Admissions Director should take into consideration when scheduling campus visits:

- Scheduling a tour – Prospective students will contact the Office of Admissions to schedule a campus visit. The Admissions Director will set up a time and date for the visit.
- Taking a tour – Prospective student-guided tours are offered year round, Monday through Friday, from 8 a.m. through 4 p.m., weekday evenings upon request, and Saturday mornings from 10am to noon upon request. Campus tours start at the Admissions Office and cover the institution’s campus.

Additional Information

Following the tour, a packet of information containing a recruitment flyer and other publications will be given to the prospective student. In addition, the Admission Director should provide a business card to the prospective student for future contact. **The Admissions Director needs to ensure that the guest has been entered in Populi** so the prospective student will receive future correspondence. Subsequent to a prospective student’s visit, the Admission’s Director will also contact the student.

1.7 MTSM BUILDINGS/FACILITIES

- Our 75-acre campus provides preparation for ordination to the priesthood and permanent diaconate as part of Mount St. Mary’s Seminary. In addition, our School of Theology offers classes for graduate, non-degree and certification programs for laity, clergy and religious.
- The **Business Office/ HR** is located on the main level in the Administration offices.

- The **Admissions & Registrar Office** are located on the main level in the Academic Offices. Services offered include academic advising, admission into the institution, and retention.
- The **Lay Ecclesial Formation Offices** is located on the main level. Services offered here include academic advising and admission interview.
- The **Chapel of St. Gregory the Great** is located on the main level and has become the focal point for the Mount St. Mary's community.
- The **Eugene H. Maly Memorial Library**, which is located on the main level (3floors), has a collection size: approximately 117,000-118,000 items (books, bound periodicals, audio-visuals, microforms), is home to 40,000 E-journals, 340,000 E-books, 160 databases, and a consortia memberships through which our students have access to additional print and digital resources: OPAL (<https://opal-libraries.org/about>), Ohio (https://www.ohiolink.edu/content/about_ohiolink)
- **Immaculate Conception Chapel** is located north of the Library.
- The **Classrooms** are located on the main and lower level.

1.8 PRESENTATIONS

The Admissions Director should have informational brochures on the institution, admissions, financial aid, and carry with him promotional items to be distributed to student prospects, applicants, and/or pastors within our primary and secondary markets. Also, the Admissions Director should be prepared to answer questions about Mount St. Mary's, its academic programs and student support services. In the event that the Admissions Director is unable to answer a particular question, please make note of the question and respond back to the person in a timely manner.

When the Admissions Director works with prospective students, he must provide accurate information about the institution, especially the degree programs, course offerings, financial aid assistance, and the institution's student services.

The Admissions Director should have basic information about financial aid. That is, he needs to know the current costs for tuition, fees, and other indirect expenses.

Presentations should cover admissions requirements, graduate and certificate programs, student support services, institution costs, and a general presentation regarding financial aid and scholarships resources.

1.9 SCHEDULING VISITS

The Admissions Director will be responsible for contacting local parishes/churches to set up a time for visits. Once a time has been established, the Admissions Director should follow up with a confirmation email designating the appropriate details, such as the time and date of the scheduled visit. In addition, the Admissions Director is advised to address parishes personnel with the proper salutation and title (e.g., Fr., Dcn. Sr., Mr., Mrs., Miss., Dr., etc.).

1.10 PUNCTUALITY

Much of the Office of Admissions is centered on marketing and image. Therefore, it is important that the Admissions Director project not only the right message, but also one that is positive and professional. The Office of Admissions will likewise focus on punctuality regarding its communications, meetings, and visits with prospective students and other shareholders.

1.11 APPOINTMENT MATERIALS AND INFORMATION COLLECTED

When conducting visits general information brochures, academic brochures, catalogs, and most importantly, inquiry cards, will be distributed to the prospective student or other interested parties.

1.12 RECRUITMENT AND TRAVEL PROCEDURES

The Admissions Director and will be responsible for follow-up (e.g., phone calls, e-mails and written correspondence) with prospective students.

The Office of Admissions will advise prospective students about completing applications. Students may wish to complete an application at the time of the meeting or visit. If time does not permit, prospective students will be encouraged to apply online at home and complete the application in a timely fashion.

1.13.1 Local Travel and Reimbursement “Car Expense”

The Admissions Director will be reimbursed for expenses incurred in the performance of job-related duties. Local transportation to and from meetings, etc., will be reimbursed at the rate established by the Internal Revenue Service each year and according to the respective line items in the School of Theology Budget. Local transportation does not include traveling to and from home to work.

With prior approval of the supervisor, the cost of attending meetings, conferences, or other official business also will be reimbursed. Original receipts are required for reimbursement of expenses. For mileage reimbursement, travel to/from the location needs to be clearly identified on the expense reimbursement form along with the business reason for the travel and the number of miles driven.

For example, if the Admissions Director were to travel from home to a work engagement outside of the “home-base” office, he/she would first subtract the mileage of his/her normal work commute, and he/she would then be eligible for a reimbursement on any excess miles.

1.12 ACADEMIC PROGRAMS

Mount St. Mary’s School of Theology has 4 graduate programs, 2 graduate certificate programs, and 2 certificate programs.

- Master of Arts in Biblical Studies
- Master of Arts in Catholic Studies
- Master of Arts in Pastoral Ministry
- Graduate Certificate in Catholic Theology
- Graduate Certificate in Pastoral Ministry
- Certificate in Catholic Theology
- Certificate in Pastoral Ministry

1.14 REGISTRATION

The Office of the Registrar is located on the main level in the academic offices. The Office of Admissions is responsible for assisting prospective students in scheduling their advising session with their program director.

Academic Advising

The Admissions Office is not an advising center. We do not provide academic advisement to applicants entering the institution or to current students. Advising is an academic function. The Admissions Director should refer all students seeking academic advising.

In addition, if a student needs a signature to register for courses or obtain an override, the Admissions Director will need to refer the student to the Office of the Registrar for further assistance.

1.15 REVIEW OF APPLICATIONS

Transcripts: Graduate Programs Only – As noted earlier, official transcripts are required for full-admission, but unofficial transcripts will be accepted for conditional admission. **In order to be accepted, transcripts must be delivered or sent directly to the Office of Admissions from all previous institutions. These transcripts must be signed and sealed; otherwise, the student may bring in the official transcript signed and sealed.** Unofficial transcripts are accepted under certain circumstances, with the understanding that the applicant's official copy must be received by the end of the entering semester. If not received

within this time frame, students will not be accepted into the degree program until their official copy has been forwarded to the Office of Admissions.

In the event that an applicant is only provided with one original document or transcript. The Office of Admissions will have the discretion to accept said document as an original if sealed. A notation on the photocopy or scanned document will be made indicating that an original/official document was received in the presence of an Admissions Officer and returned to the applicant.

Reference Letter(s) – References are required. The Admissions Director is responsible for reviewing the applicant’s references. Letters of recommendation assist in providing an understanding of the applicant. Usually, these letters highlight the applicant’s overall character and involvement in community activities. Letters of recommendation may also explain issues that may hamper the applicant’s academic performance.

Personal Statement and Spiritual Autobiography – Personal statements or spiritual autobiographies are required as supporting admission documents for the Lay Ecclesial Formation degree and certificate programs. A personal statement is a biographical sketch or history of the applicant.

In addition to providing personal background information, personal statements may provide other information on the applicant such as some family, educational and work background, significant experiences and influences in the applicant’s discipleship journey, and his or her reason for seeking lay formation and theological education. Personal statements or essays provide admissions representatives with additional information such as an applicant’s command of the English language. Also, these documents provide insight into personal situations or circumstances that the applicant has gone through. The personal statement or essay serves to assist in the admissions decision.

1.17 ADMISSIONS AND DEGREE COMMITTEE (ADC)

The Admissions and Degrees Committee is composed of The Dean of The Athenaeum, the Director of the Lay Ecclesial Formation Program, the Seminary Dean, the Dean of the School of Theology, the Director of Admissions, and two teaching faculty members elected annually by the Faculty Senate.

The committee meets on an as-needed basis to admit students to both degree and certificate programs; to propose to the Senate, on the recommendation of the Dean of the Athenaeum, candidates for graduation; and to approve, when necessary, exceptions to degree requirements or prerequisites.

ADMISSIONS APPLICATIONS

2.1 APPLICATIONS

Students are invited to apply on-line, with no application fee involved.

Once the application is received by the institution's information system (Populi) the Admissions Director sends the applicant an email stating that the institution has received the application, and advises the applicant of the additional information needed to complete his/her file.

- **As documents are received (e.g., transcripts, letters of recommendation, autobiographies, etc.), Admissions Director ensures that these documents are removed from the applicant's list of pending items, and marks items as received.**
- **When the applicant file nears completion, the file is auto admitted.**
- **Methods in dealing with applicant files vary among Program Coordinators:**

The Director of the Lay Ecclesial Formation Program contacts the applicant to set up an interview.

The Admissions Director reads these applicant files at or near the completion of the application process to confirm that all necessary items have been provided or completed. The Office of Admissions notifies the Dean of the School of Theology and the Director of Lay Ecclesial Formation of the applicant's completed file through Populi and/or email.

- **The Admissions Director contacts all pending/incomplete applicants during the application process. Applicant contact continues periodically to encourage completion of the admissions process.**

2.2 STEPS FOR READING AN APPLICANTS FILE

- **Make sure all the sections of the application are completed.**
- **Check the application to see all of the colleges/universities the applicant has attended.**

- Read references.
- Make sure that official copies of all transcripts are included in the file. In order for an applicant to be considered for Full Admit status, all official transcripts must be in the file.
- Check transcripts carefully to make sure that the applicant did not transfer any credits into a college/university from another institution that was not mentioned on the application for admission to Mount St. Mary's School of Theology. If so, a request must be made to the applicant to amend their application as well as have the institution in question forward an official copy of his/her transcript. This request must be made even if the applicant neglected to mention the college/university on the application form.
- Once all of the applicant's transcripts have been received, calculating the GPA of all schools attended generates a cumulative GPA. If the student attended only one school, then we use the GPA from that school.
- Once transcripts are received, they are sent to the Registrar's office for official/unofficial evaluation. At this time the student will be notified of what credits may transfer to their program at Mount St. Mary's.
- If the applicant has less than a 3.0 GPA, the Admissions Director will not make an admissions decision. Instead, the applicant's file will be sent to the Admissions and Degrees Committee (ADC) for evaluation and admissions consideration.

2.3 CREDIT EVALUATION

Credit will not be granted for transfer courses in which the applicant has earned a grade of D or below.

Ordinarily only 6 semester credits of graduate work at an accredited institution, for which a student has not already received a degree, can be accepted as transfer credit toward a degree. In some circumstances more than 6 semester credits can be accepted. No more than half of a program's required number of credit hours can be granted through transfer credit. Course credits more than ten years old may not be accepted. In any degree program, a minimum of one year of academic work must be undertaken at Mount St. Mary's.

Once an applicant is admitted to Mount St. Mary's School of Theology his/her file is sent to the Registrar's Office for an official credit evaluation.

The institution will provide a course-by-course comparison of previous coursework to those offered at Mount St. Mary's for applicants who have been accepted to the school.

INTERNATIONAL RECRUITING

3.1 REVIEW OF APPLICATIONS

- Admissions provide international applicants with the necessary information regarding admission into academic programs:
 - International applicants will be informed by admissions of the special requirements for admissions.
 - International applicants will also be provided accurate information on the requirements for legal entry into the United States for the purpose of academic study.
- For those applicants who already are in the United States under a legal immigration status that allows for study, admissions will obtain photocopies of the passport identification page, visa page, and applicant's I-94 card. Copies of this information will be forwarded to the Registrar's Office upon the applicants' admission to Mount St. Mary's School of Theology.
- Admissions and the Registrar Office will provide information on obtaining the I-20 to international applicants who are required to request a student visa (F-1).
- Once the requirements for admission have been met, the registrar will request copies of the applicant's I-20 Request Form, application form, admission letter, and financial guarantee forms.
- International students will be notified by admissions of the requirement to report to the Registrar upon registration.

3.2 ADMITTED STUDENTS

- **Certificate of Eligibility for Nonimmigrant Student Status (I-20 forms)** – I-20 forms are created through SEVIS. The I-20 is forwarded to the applicant only after he/she has been admitted to Mount St. Mary's Seminary & School of Theology.

United States Citizen and Immigration Services Requirements

Most international students require a student visa (F-1) to study in the United States. Some international students may already have an immigration status, which allows them to pursue studies in the United States without having to fulfill any other special visa requirements. International applicants are solely responsible for obtaining the appropriate information concerning U.S. immigration requirements in order to pursue their studies in the United States. Applicants who need to obtain a student visa (F1) should allow sufficient time to process their application for admission and acquire their student visa.

3.3.1 Scholarships for International Priests

Mount St. Mary's Seminary and School of Theology has offered two full-tuition scholarships for international priests to pursue master's degrees (Master of Arts in Theology; Masters of Arts in Bible; Master of Arts in Catholic Studies).

If one or more scholarships are available, the institution's Admissions and Degrees committee will consider applications from international priests on a rolling basis (with a deadline of March 1 for admission in August).

Candidates for the scholarship must present at the time of application a:

- Letter from his bishop/religious superior indicating that he has his superior's permission to study full-time at the Mount St. Mary's School of Theology for a period of two years.
- Letter of good standing/letter of suitability from his bishop/religious superior.
- Transcripts of previous academic course work.
- Completed application (and application supplement), selecting which degree he will study for.
- Sufficient command of the English language to enable him to pursue graduate-level studies at the School of Theology.

*Note that the Mount St. Mary's School of Theology does not provide housing or meals to non-seminarians. The scholarship candidate must obtain housing on his own; some area parishes have provided room and board in the past. Whether or not room and board may be provided by a parish in exchange for sacramental help depends on the type of visa obtained. The candidate is responsible for securing the appropriate visa from the United States Government.

The scholarship is limited to tuition. It does not include books or travel which are the student's responsibility. It is expected that the student upon arrival will obtain means of transportation from his residence to and from the seminary.

ADMISSIONS OVERVIEW

4.1 INQUIRIES

- Inquiries – Inquiries for information concerning studies at Mount St. Mary’s come to the Office of Admissions through several means:
 - Telephone calls
 - Walk-ins
 - Emails
 - Online Inquiry Form
- The online inquiry enables the Office of Admissions to collect information about the prospective student and electronically entered it into our database system. This information allows the Office of Admissions to contact the prospective student through a variety of methods.
- The Office of Admissions ensures that all the information needed to fulfill the request for information is obtained. This includes requesting the applicant’s name, address, phone number(s), email address, program of interest, start term, and how the inquirer heard about MTSM.
- All inquiry forms and information received through other means listed above are forwarded to the admissions office, in which the data is entered into the institutions database and ensures that the corresponding information concerning the program of interest is sent to the inquirer.
- Admissions has brochures, academic program information sheets, etc. to be sent to inquiries.

4.2 ADMISSION DECISIONS

The manner in which admission recommendations are communicated to admissions varies by program:

- If the student is applying for a lay ecclesial formation program, the Director of Lay Ecclesial Formation sends the result of the interview and the admission recommendation to the Office of Admissions via email. The Director of Admissions place the interview forms in the applicant’s file and sign off on the file for the Director of Lay Ecclesial Formation. Admissions review the recommendations and render admission decisions.

- If not auto admitted, the application is reviewed by the Admissions and Degrees Committee for a decision.
- If admitted, the admissions office prepares the admission letter and mails and emails it out to the applicant. Copies are stored in Populi.

4.3 RECRUITMENT

All activities that relate to the recruitment of new graduate students are the responsibility of the Admissions Office. These activities include, but are not limited to:

- Open Houses
 - Marketing/Advertising
 - Local Catholic School Staff and Administration
 - Parish Festivals and other Archdiocesan Events
- Open House Events
 - The Dean of the School of Theology or Director of Lay Ecclesial Formation selects the dates for the open house events.
 - The Office of Admissions is responsible for advertising the event.
 - Pertinent members of the School of Theology are requested to participate in all open house events (e.g., academic departments, faculty, current students).
 - All open houses are coordinated by the Office of Admissions.
 - Marketing/Advertising
 - Parish/Corporate Visits
 - Schools and parishes are contacted in an attempt to schedule information sessions to present information on academic programs at Mount St. Mary's School of Theology.
 - Admissions will maintain a positive and effective working relationship with appropriate personnel within each corporate entity.

Assessment and Effectiveness Reports will be made by the office of admissions to the Dean of the School of Theology.

ADMISSIONS PROCESSING PROCEDURES

5.1 COMMUNICATIONS MANAGEMENT

Letters and emails are generated by the Populi for inquiries. The first email is generated the day after the inquiry is entered into the system. These are generalized emails from the Director of Admissions.

- **Thank you for inquiry**
- **Thank you for submitting your application.**
- **Congratulations you have been admitted.**

5.2 Populi

This is a web-based database used to enhance the Communications Management. Email is sent to students based upon the application status, academic level, entry term etc. of each student.

ADMINISTRATIVE PROCEDURES

6.1 ORDERING OFFICE SUPPLIES

Mount St. Mary's Seminary and School of Theology's Business Department orders all office supplies from JanSan from Vie-Ability-
<https://www.vie-ability.org/> They are part of Cincinnati Association for the Blind and Visually Impaired; an organization that helps place blind or visually impaired people gain meaningful employment. Their pricing usually beats Staples. On the occasion that they do not, we use Amazon. Order today and it is delivered tomorrow. These are the same products that you can get from Staples only less expensive and it helps those with disabilities hold meaningful work.

6.2 RECORDS RETENTION

The Office of Admissions maintains a variety of records, files, and other forms of documentation that are relevant to the achievement of the department's mission statement (see Appendix – Records Retention Form). The retention of each document will vary depending upon the nature of the document. For example, it is generally the policy of the Office of Admissions that applicant files of

prospective students who have withdrawn from the admissions process or are no longer interested in admission to Mount St. Mary's School of Theology be maintained for a period of one year. After which, files of applicants that have either "withdrawn" or expressed "not interested" will be destroyed.

Other documentation may be held for a period of up to three years. This documentation includes student letters and emails, and other supporting applicant documentation such as student demographic information. Also, marketing brochures should be reviewed and/or revised during this time frame.

However, there are occasions for documentation to be reviewed periodically and/or maintained indefinitely. The following are a few examples:

- Department Policy and Procedures Manual
- Department Master Calendar
- Department requisitions and purchase orders
- Department staff meeting minutes
- Strategic Long Range Plans and Goals
- Enrollment analysis data
- Admissions Review and Degrees Committee minutes
- Institutional memberships
- Internal budget requests and reports
- Internal statistical reports
- Publications materials.)
- Newsprint and magazine ads
- Broadcast media ads
- Financial Aid Applications

Hyperlinks of Admissions Information

<https://athenaeum.edu/wp-content/uploads/MTSM-Catalog-2021-2022.pdf>

<https://athenaeum.edu/resources/about/directory/>