

Southern Methodist College

541 Broughton Street, Orangeburg, SC 29115

(803) 534-7826

(Revised 4/13/10)

APPLICATION GUIDE TO SOUTHERN METHODIST COLLEGE

The application packet consists of the following:

- ◆ Application for Admission
- ◆ Pastor/Church Leader Reference Form
- ◆ Employer/Supervisor Reference Form
- ◆ Biblical Foundations & Code of Conduct Statement
- ◆ 2 General Reference Forms
- ◆ Transcript Request Form
- ◆ Financial Fee Schedule

Application for Admission

Please fill out the Application for Admission completely and return to the Office of Admissions at least 30 days prior to the registration date with the applicable non-refundable processing fee. The application should include a recent photo of the applicant, as well as the 2-3 page Christian Experience Essay, as described on page 3 of the application.

Biblical Foundations & Code of Conduct Statement

This is an overview of the doctrinal beliefs of Southern Methodist College, as well as the Code of Conduct that all faculty, staff, and students are expected to demonstrate. We ask that all **applicants** read over this statement in order to better understand the doctrinal beliefs of Southern Methodist College.

Reference Forms

The enclosed reference forms should be given to the references you have listed on page 3 of the Application Form. References should be someone who knows you well, such as a teacher, employer, guidance counselor, friend, etc. Note: Do not use family members or relatives as references. Please make sure that your references send the reference form directly to the Office of Admissions in the enclosed envelopes. Reference forms received by the applicant will not be considered.

Transcript Request Form

This form is to be filled out and submitted to the applicant's high school in order for The Office of Admissions to receive your official high school transcript. You may also use this form to request your transcripts from any colleges or universities. We must receive the transcripts directly from the institution, in a sealed envelope. Note: Most colleges and universities will charge a small fee to send transcripts, so please be sure to check with the institution and enclose a check with your request.

Questions?

Please contact Office of Admissions at (803) 534-7826. For more information, please visit our website at www.smcollege.edu.

Application Materials

for

Southern Methodist College



Please return completed application with all completed application materials to:

**Office of Admissions
Southern Methodist College
541 Broughton Street
Orangeburg, SC 29115**

ENROLLMENT PLANS

I am applying as a day student an evening student (*must be 21 years of age or older to apply for the evening program*).

Are you applying for a dormitory reservation? Yes No

Note: All students under twenty-one years of age must live in the College dormitories unless they are married or live nearby with close relatives.

When do you expect to begin?

- July (evening classes) August January March (evening classes) 20_____

What is your educational objective? (Please check only one box below).

BACHELOR of ARTS DEGREE in BIBLE

With a Minor in:

- Pastoral Studies (*Pre-seminary*) (Day Program)
- Missions (Day Program)
- Christian School Education (Day Program)
- Christian Ministries

With a Double Major in:

- Leadership & Ethics (Evening Program)

ASSOCIATE of ARTS Degree in:

- General & Religious Education

SPECIAL Certificate Programs:

- One Year Certificate in Biblical Studies
- Basic Certificate in Pastoral Education (MAP)
- Advanced Certificate in Pastoral Education (MAP)

CHRISTIAN LIFE AND VOCATION

Have you made a commitment and profession of faith in Jesus Christ as Savior and Lord? _____

Do you agree with Southern Methodist College's Bible Foundations and Code of Conduct? Yes No

What church do you call home? _____ Pastor _____

Address (Church) _____

Mailing

City

State

Zip Code

Attendance Status: (Please check one) Member Associate Member Regular Attendee Occasional Attendee

What is your current place of employment? _____

CHRISTIAN EXPERIENCE ESSAY

Using a separate sheet of paper, give the details on the following phases of your Christian life: (1) personal history; (2) conversion to Christ; (3) personal spiritual development; (4) past involvement in Christian service; (5) current involvement in Christian service; (6) educational and career objectives; (7) how you believe Southern Methodist College will benefit you personally and professionally (two to three pages in length).

FINANCIAL INFORMATION

Are you a veteran? Yes No G.I. Bill? Yes No

Ministerial Student? Yes No If so from which Church? _____

Are you a legal dependent? Yes No *Legal dependents for these purposes are those whose parents claim them on Form 1040 or equivalent.*

Who will be responsible for the student's account?

Name _____

Address _____ City _____ State _____ Zip _____

Signature of person responsible for account _____ Date _____

The person responsible for the student's account may desire reports of the student's academic progress. The applicant's signature below authorizes Southern Methodist College to release grade reports and similar information to the party listed above as responsible for the student's account.

Applicant's signature _____ Date _____

REFERENCES

References may not be immediate relatives or family members.

	NAME	ADDRESS	CITY/STATE	ZIP
Pastor/Church Official	_____			
Teacher/Employer	_____			
General	_____			
General	_____			

Special Note: According to the public law you have the right to review the reference forms received by Southern Methodist College after your enrollment, if you so desire. However, in order to obtain a more accurate evaluation of the applicant, Southern Methodist College requires that this information remain confidential and that you waive this right by signing the following statement:

I understand that I am waiving my right under public law to review any of my reference forms.

Signature of Applicant _____ Date _____

FOR OUR INFORMATION

How did you hear about Southern Methodist College? Check the appropriate one(s):

- Radio/Television ad
 Newspaper ad
 College Fair
 Guidance Counselor
 Brochure
 Friend
 SMC Student
 SMC Personnel
 Alumnus
 Pastor/Church Bulletin
 Other _____

Please give the names and relationship of any immediate family who have been or are now students at Southern Methodist College:

Please check application carefully—all questions must be answered and processing fee must be submitted before the application can be considered or processed.

Have you:

- | | | | |
|--|------------------------------|-----------------------------|----------------------------------|
| Answered all questions and reviewed application? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Will do |
| Requested your high school transcript be sent to Southern Methodist College? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Will do |
| Requested any college transcripts be sent to Southern Methodist College? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Will do |
| Applied for Veterans Educational Benefits? (If applicable) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Will do |
| Completed and submitted Christian Experience Essay with application? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Will do |

Signature of Applicant Date

The parent or guardian of the student making application must sign in the space provided below unless the applicant is over twenty-one years of age or is entering the institution under Veterans benefits.

Signature of Parent or Guardian Date

If signature is that of legal guardian, the following information is necessary:

Name _____ Phone (____) _____ - _____

Address _____ City _____ State _____ Zip _____

Southern Methodist College

Biblical Foundations and Code of Conduct Statements

I. Biblical Foundations: A Doctrinal Statement

A. SCRIPTURE

The Holy Scriptures contain all things necessary to salvation so that whatever is not read therein, or is not proved thereby, is not to be required of anyone, and is not to be believed as an article of faith, or thought requisite or necessary to salvation. The sixty-six canonical books of the Old and New Testament constitute the Holy Scriptures. The Scriptures are the inspired and infallible written Word of God, fully inerrant in their original manuscripts, and the final authority in all matters of faith and conduct.

B. CREATION AND HISTORICITY

The Genesis account of creation and early human history is to be accepted literally. God created man, animals, and plant life, and that none of these were the result of an evolutionary process. God completed the creation process in six days and rested on the seventh day. God created man in His image and likeness, making man a unique creation and distinct from the rest of His creation.

C. THE TRINITY

There is one living and true God, eternally self-existent; and in the unity of the Godhead are three persons of the same essence, attributes, and power: the Father, the Son, and the Holy Spirit.

D. THE FATHER

God the Father is infinite Spirit, sovereign, eternal, and unchangeable in all of His attributes. He is worthy of honor, adoration, and obedience.

E. JESUS CHRIST

Jesus Christ is the only begotten Son of God, conceived by the Holy Spirit, born of the Virgin Mary, very God and very man, two whole and perfect natures; He truly suffered, was crucified, died, was buried, and arose bodily and victoriously over sin and death.

F. SALVATION

Jesus Christ is the only and the sufficient mediator between God and man, who by the sacrifice of Himself on the cross, provides atonement for the sins of the human race. Whoever believes on Him as personal Savior will be pardoned, forgiven and saved, and will have direct access to God through prayer.

G. THE HOLY SPIRIT

The Holy Spirit is of one essence, majesty, and glory with the Father and Son, very and eternal God. He operates upon the sinner to bring conviction and gives assurance to the believer that he has passed from death to life. He regenerates, sanctifies, indwells, guides, instructs, and empowers those who yield to Him. He gives spiritual gifts to believers and enables them to live a holy life.

H. MAN

Man was created in the image of God, but through transgression fell from that holy state and thus incurred spiritual death and depravity. As the offspring of Adam, man's nature is inclined to evil continually. He cannot turn and prepare himself by his own natural strength nor through good works without the prevenient grace of God in Christ; but by the grace of God working in man and with man, he may by faith in the merit of our Lord Jesus Christ and repentance for sin be regenerated by the Holy Spirit and be justified, so that he is delivered from the power of sin and enabled to love and serve God with the will and the affections of the heart.

I. ETERNAL LIFE

There is a conscious existence after death, either in heaven, an everlasting happiness in the presence of the Lord for the saved, or in hell, an everlasting torment separated from the very presence of God for all who reject salvation by grace through faith in the Lord Jesus Christ.

J. THE SECOND COMING

After Jesus Christ arose from the dead and appeared on earth in a glorified body, He ascended into heaven and is seated at the right hand of God to make intercession. He will return literally, bodily, and personally to earth at God's appointed time to judge and purge sin, to establish His reign on earth, and to fulfill His purposes in creation and redemption. This blessed hope of His Second Coming is a powerful incentive to holy living.

K. THE CHURCH

The universal church is all true believers regardless of church affiliation. The visible church is ordained as a congregation of the faithful in which the Word of God is preached, the sacraments of baptism and the Lord's Supper are duly administered, believers are built up in the faith, and the outreach ministry of the Great Commission is duly practiced.

L. SATAN

Satan is a literal, personal being who is opposed to God's work. He is the Author of evil, the Tempter of man, the Accuser of the saints, and the power behind all apostasy.

M. HOLINESS

God is holy by reason of His glory, His purity, and His exaltation above all others. His purpose in the believer is to purify the heart from sin and to renew His own moral image. By faith in Christ the believer is pardoned from the guilt of sin. In sanctification the Holy Spirit continues that transforming work of grace begun in regeneration, enabling the believer to live as one separated to God thereby loving Him with his whole being, and separated from the sinful conduct of this world thereby fulfilling the command, "Be ye holy, for I am holy."

This doctrinal statement was established by the Board of Directors, is based on the Southern Methodist book of *Discipline*, and is consistent with doctrinal statements of other Bible-believing denominations. An expanded statement of Biblical foundations is in the Southern Methodist *Discipline* and is available upon request at the Lynn Corbett Library.

II. Code of Conduct

Statement of Standards

Southern Methodist College is a Christian community devoted to academic study and spiritual nurture. Recognizing our dependence upon God and in acceptance of the absolutes of His Word, we expect that all members of the College family will abide by the following code of conduct.

Biblical Absolutes

The Bible frequently repeats the command, "Be ye holy for I am Holy" (Lev. 20:7; I Pet. 1:15,16). Thus Southern Methodist College believes that there are direct commands and requirements that God has established based upon His own character and that He has revealed these in His inerrant Word, the Bible. These universal absolutes are non-negotiable, timeless, unchanging and applicable to all cultures. They prescribe Christ-like behavior such as love for God (Deut. 6:5), love for one's neighbor (Lev. 19:18), love for the brethren (John 13:34), submitting to God's Word (Deut. 6:16-17; Matt. 4:4) and to those in authority (Rom. 13:1-7), and having self-control (Gal. 5:22-23; Col. 3:12-17). They also forbid practices such as murder (Exod. 20:13), stealing (Exod. 20:14), dishonesty (Col. 3:9), taking bribes or kickbacks (Exod. 23:8), profanity (Eph. 5:4), drunkenness (Gal. 5:21), occult involvement (Deut. 18:9-13), gossip (2 Cor. 12:20), adultery (Exod. 20:14), sex outside of marriage (Eph. 5:3), homosexuality (Rom. 1:27), rebelliousness (1 Sam. 15:23), and revenge (Lev. 19:18). All members of the College family must let these absolutes govern their lives both on and off campus.

Principles of Christian Living

In Romans 12:1,2 the Scripture summarizes the standard for Christian lifestyle. Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God -- this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is -- His good, pleasing, and perfect will. Southern Methodist College desires that each member of the College family make it a matter of personal commitment to live a life pleasing to the Lord.

The Christian lifestyle is a matter of making day by day choices to live a life pleasing to the Lord. Involvement in or preparation for Christian work requires a personal commitment to be an example to the believers in word, in conduct, in spirit, in faith, in purity (1 Tim. 4:12 NKJV). Believers should refrain from using tobacco, drinking alcoholic beverages, using illegal drugs, abusing prescription drugs, and gambling. The College family lives in an imperfect world where many practices, while not forbidden by Biblical absolutes, may be detrimental to spiritual growth and academic endeavor. Therefore, every employee must recognize his solemn obligation to uphold his personal Christian testimony and the testimony of the College.

The philosophy of Southern Methodist College is based upon the traditional teachings of Methodism, and the College strives to incorporate this philosophy into the lives of students and employees. As a Methodist institution, Southern Methodist College models the three *General Rules of Methodist Societies* which are: 1) do no harm avoiding evil of every kind, 2) do good of every possible sort to all men, and 3) attend upon all the ordinances of God. Since Methodism has traditionally regulated all phases of the lives of its followers to the Christian ideal, and since education is preparation for life, the College, holding to these ideals, states reasonable regulations for its students and employees in various phases of campus life in order to establish an environment that encourages them to conform to the image of Christ.

Southern Methodist College

FINANCIAL INFORMATION

2009-2010 Academic Year

Effective 7/1/2009

(Updated 4/13/2010)

Southern Methodist College desires that the opportunity of a Christian education be given to worthy, motivated men and women. By keeping expenses at a minimum, the College provides an educational opportunity for many students who otherwise may not be financially able to attend college. The testimony of Southern Methodist College depends upon the power and grace of our Lord Jesus Christ, and on all those who are committed to the College, both financially and spiritually.

A student will not be allowed to begin attending classes at the beginning of the new semester until his /her account is satisfied with the Business Office. Nor will a student with an unpaid account be allowed to receive a degree or a certificate or to receive a transcript.

Special payment arrangements, if needed, must be made through and approved by the Business Manager. All privileges provided by the Student Services fee are forfeited if the student withdraws for any reason during the semester.

All fees are subject to change. This fee schedule is effective July 1, 2009 for the 2009-2010 academic year.

FEES FOR FULL-TIME DAY STUDENTS

The minimum full-time course load is twelve semester credit hours. Although a dormitory student may occasionally be given special permission to carry fewer hours, all dormitory students are classified as full-time financially as well as academically.

Tuition per semester**\$2,400**

The tuition rate of **\$2,400** is based on a minimum load of twelve semester hours and a maximum load of sixteen hours. The tuition rate of **\$2,400** for the day program is based on a maximum load of sixteen hours. Any student who is permitted to enroll for additional hours above this maximum will be charged at a rate of **\$165** per additional semester hour. Reduction in the cost of tuition per semester for more than one full-time student in the same family is **\$260** for the second member, **\$326** for the third member, and **\$390** for the fourth member.

Room and Board per semester **\$2,320** (double occupancy)

Room and Board per semester **\$2,730** (single occupancy)

Student Services fee per semester (day program, non-refundable)..... **\$316**

The Student Services Fee covers but is not limited to the cost of matriculation, library services, computer services, and College-sponsored social programs.

Dormitory Room Deposit (refundable)**\$200**

The dormitory deposit is due at the time of admission into the College dormitory and is refunded at the end of the semester once the student's room has been inspected by the Dean of Students for cleanliness and damage. The cost of any cleaning or repairs deemed necessary by the Dean of Students will be deducted from the deposit. A student may leave the deposit in the Business Office if planning to return to the dormitory the next semester.

FEES FOR FULL-TIME EVENING STUDENTS

Tuition per semester (12 semester hours).....**\$2,400**

The tuition rate of **\$2,400** is based on a minimum load of twelve semester hours. Any student who is permitted to enroll for additional hours above this maximum will be charged at a rate of **\$165** per additional semester hour or **\$490** per three semester hour course. Reduction in the cost of tuition per semester for more than one full-time student in the same family is **\$260** for the second member, **\$326** for the third member, and **\$390** for the fourth member.

Student Services fee per semester..... **\$316**

(OVER)

FEES FOR PART-TIME STUDENTS (Day or Evening)

Tuition per three semester hour course	\$600
Tuition per semester hour	\$200
Student Services fee per semester (9-11 hrs.)	\$238
Student Services fee per semester (6-8 hrs.)	\$158
Student Services fee per semester (3-5 hrs.)	\$80
Student Services fee per semester (1-2 hrs.)	\$27

SPECIAL FEES

Application fee (non-refundable).....	\$35
International student application fee (non-refundable).....	\$50
Late registration fee.....	\$25
Transcript fee (after the first copy).....	\$5
Change of course fee.....	\$50* (after grace period)
Drop/Add fee.....	\$50*
Proficiency credit (CDC).....	\$60 (+ \$50 per semester hour)
Validation examination fee per examination	\$25
Re-scheduled final examination fee.....	\$10
Instructional Media fee (Min 409/Ed 409).....	\$25
Music fee for private piano or voice lessons per semester (non-credit).....	\$240
Guest room per night (meals not included).....	\$10

The cost for auditing a class is one-half of regular course tuition plus the student services fee. Senior Citizens (60 years or older) may audit a course for a charge of **\$40** per course (with no student services fee) or may enroll in a course for credit for half of the regular tuition plus the student services fee. Classes designated as special “community interest classes” may be audited for a charge of **\$115** (with no student services fee). A pastor may audit any class for a charge of **\$115** (with no student services fee).

*After registration, students are allowed one week to make any necessary adjustments to their schedules without charge. After that time, a course may be added or dropped, contingent upon the provisions of academic policy, for a fee of **\$50.00**. Any course dropped after five weeks (day courses) or after two weeks (evening courses) will receive a grade of "WF" or "W" according to the ruling of the Academic Committee. The student must follow procedures for dropping a course to avoid academic penalty.

GRADUATION FEE

Degree or Certificate.....	\$75
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The graduation fee includes the cost of the diploma, the first copy of a student transcript, and commencement related expenses, and is payable in full whether the candidate receives the degree in person or *in absentia*. The cost of the academic regalia is included in the graduation fee.

Southern Methodist College

541 Broughton Street, Orangeburg, SC 29115

(803) 534-7826

GENERAL REFERENCE FORM

(References may not be immediate relatives or family members)

Revised 4/13/2010

Applicant's Name: _____

NOTE -- The applicant has waived the right to review this reference form; it will remain strictly confidential.

1. My relationship to the applicant is: employer supervisor teacher friend
 commanding officer other: _____

2. The length of my relationship with the applicant is:
 less than 1 year 1-3 years 3-5 years more than 5 years

3. I know the applicant: extremely well rather well casually

4. The applicant's marital status is:
 single married divorced other: (please explain) _____

5. I believe that the applicant's ability to do college work is:
 exceptional good fair poor no basis for opinion

6. The applicant is mature enough to adjust to a college community:
 agree disagree no basis for opinion

7. Please check any of the following the applicant currently uses:
 tobacco alcohol habit-forming drugs do not know

If you checked any of these, please explain _____

8. Please check any of the following that may apply to the applicant:
 dropped from school in trouble with a law enforcement officer or agency
 disciplined involved in questionable moral conduct

If you check any of these, please explain: _____

9. I have no reservations concerning the applicant's honesty or integrity:
 strongly agree agree disagree

10. I believe that the applicant shows particular ability in, has won awards, or exhibited high achievement in _____

11. I would rate the applicant's dedication to God and devotion to religious interests as:
 extremely high higher than most others about average
 low, but improving weak and inconsistent
12. I would rate the applicant's commitment to a career in vocational Christian service as:
 very definite highly probable uncertain, but willing improbable

In order to give us a better profile of the applicant as a person, please rate the applicant in each of the following areas. Circle the number which, in your opinion, best represents where the applicant fits on the scale given for each category.

HOME BACKGROUND	Poor	1	2	3	4	5	6	7	8	9	10	Superior	Do not know
PERSONALITY	Withdrawn	1	2	3	4	5	6	7	8	9	10	Outgoing	Do not know
RELATIONSHIPS	Abrasive	1	2	3	4	5	6	7	8	9	10	Congenial	Do not know
EMOTIONS	Unstable	1	2	3	4	5	6	7	8	9	10	Very Stable	Do not know
INITIATIVE	Never Initiates	1	2	3	4	5	6	7	8	9	10	Completely Self-motivated	Do not know
LEADERSHIP	Never Leads	1	2	3	4	5	6	7	8	9	10	Consistent, Capable Leader	Do not know
DEPENDABILITY	Irresponsible	1	2	3	4	5	6	7	8	9	10	Extremely Dependable	Do not know
JUDGMENT	Poor	1	2	3	4	5	6	7	8	9	10	Very Discerning	Do not know

FURTHER COMMENTS:

Name: _____ Position: _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

Phone: (____) _____ - _____ SMC Alumnus? Yes (years attended _____) No

Signature: _____ Date: _____

Return the completed form in the enclosed envelope. Please accept our thanks for the time and effort you have given to assist us in the consideration of the applicant.

Southern Methodist College

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PASTOR/CHURCH OFFICIAL REFERENCE FORM

(References may not be immediate relatives or family members)

Revised: 4/13/2010

Applicant's Name: _____

NOTE -- The applicant has waived the right to review this reference form: it will remain strictly confidential.

1. The length of my relationship with the applicant is:
 less than 1 year 1-3 years 3-5 years more than 5 years
2. I know the applicant: extremely well rather well casually
3. The applicant's marital status is: single married divorced other: (please explain) _____
 - A. Is the applicant's relationship to family members a credit to his/her Christian witness?
 yes no Comments: _____
 - B. If married, is the applicant's spouse fully in accord with the plan to train for vocational Christian work? yes no Comments: _____
4. How long has the applicant been a Christian? _____
5. Is the applicant living a consistent Christian life? yes no Comments: _____

6. I would rate the applicant's attitude toward authority and instruction as:
 excellent acceptable inconsistent Poor
7. I believe that the applicant's ability to do college work is:
 exceptional good fair poor no basis for opinion
8. The applicant is mature enough to adjust to a college community:
 agree disagree no basis for opinion
9. Please check any of the following the applicant currently uses:
 tobacco alcohol habit-forming drugs do not know
If you checked any of these, please explain _____
10. Please check any of the following that may apply to the applicant:
 disciplined or dropped from school
 in trouble with a law enforcement officer or agency
 involved in questionable moral conduct

If you check any of these, please explain: _____

11. I have no reservations concerning the applicant's honesty or integrity:
 strongly agree agree disagree
12. I would rate the applicant's dedication to God and devotion to religious interests as:
 extremely high higher than most others about average
 low, but improving weak and inconsistent
13. I would rate the applicant's commitment to a career in vocational Christian service as:
 very definite highly probable uncertain, but willing improbable
14. Please rate the applicant as to:
- A. Attendance at services of the church:
 consistent frequent occasional seldom Comments: _____
- B. Participation in activities of the church:
 consistent frequent occasional seldom Comments: _____
- C. Involvement in ministry or service:
 consistent frequent occasional seldom Comments: _____
15. List any specific abilities you have observed in the applicant which would enhance his/her effectiveness in Christian service: _____
16. I recommend this applicant for study at Southern Methodist College:
 unreservedly with reservations do not recommend
17. If needed, our church would seek to provide financial assistance for the applicant:
 yes no uncertain

ADDITIONAL COMMENTS:

NAME: _____ POSITION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ - _____

PHONE: (____) ____ - _____ SMC Alumnus? Yes (Years Attended _____) No

SIGNATURE: _____ DATE: _____

Return the completed form in the enclosed envelope. Please accept our thanks for the time and effort you have given to assist us in the consideration of the applicant.

Southern Methodist College

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TEACHER/EMPLOYER REFERENCE FORM

Revised 4/13/2010

Applicant's Name: _____

NOTE -- The applicant has waived the right to review this reference form; it will remain strictly confidential.

1. My relationship to the applicant is: employer supervisor teacher friend
 commanding officer other: _____

2. The length of my relationship with the applicant is:
 less than 1 year 1-3 years 3-5 years more than 5 years

3. I know the applicant: extremely well rather well casually

4. The applicant's marital status is:
 single married divorced other: (please explain) _____

5. I believe that the applicant's ability to do college work is:
 exceptional good fair poor no basis for opinion

6. The applicant is mature enough to adjust to a college community:
 agree disagree no basis for opinion

7. Please check any of the following the applicant currently uses:
 tobacco alcohol habit-forming drugs do not know

If you checked any of these, please explain _____

8. Please check any of the following that may apply to the applicant:
 dropped from school in trouble with a law enforcement officer or agency
 disciplined involved in questionable moral conduct

If you check any of these, please explain: _____

9. I have no reservations concerning the applicant's honesty or integrity:
 strongly agree agree disagree

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11. I would rate the applicant's dedication to God and devotion to religious interests as:
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 low, but improving weak and inconsistent
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 very definite highly probable uncertain, but willing improbable

In order to give us a better profile of the applicant as a person, please rate the applicant in each of the following areas. Circle the number which, in your opinion, best represents where the applicant fits on the scale given for each category.

HOME BACKGROUND	Poor	1	2	3	4	5	6	7	8	9	10	Superior	Do not know
PERSONALITY	Withdrawn	1	2	3	4	5	6	7	8	9	10	Outgoing	Do not know
RELATIONSHIPS	Abrasive	1	2	3	4	5	6	7	8	9	10	Congenial	Do not know
EMOTIONS	Unstable	1	2	3	4	5	6	7	8	9	10	Very Stable	Do not know
INITIATIVE	Never Initiates	1	2	3	4	5	6	7	8	9	10	Completely Self-motivated	Do not know
LEADERSHIP	Never Leads	1	2	3	4	5	6	7	8	9	10	Consistent, Capable Leader	Do not know
DEPENDABILITY	Irresponsible	1	2	3	4	5	6	7	8	9	10	Extremely Dependable	Do not know
JUDGMENT	Poor	1	2	3	4	5	6	7	8	9	10	Very Discerning	Do not know

FURTHER COMMENTS:

Name: _____ Position: _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

Phone: (____) _____ - _____ SMC Alumnus? Yes (years attended _____) No

Signature: _____ Date: _____

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