



Seminary Extension  
901 Commerce St., Suite 500  
Nashville, TN 37203-3631  
Phone: (615) 242-2453  
Fax: (615) 782-4822  
E-mail: [se@seminaryextension.org](mailto:se@seminaryextension.org)  
<http://www.seminaryextension.org>

#### Enrollment Fact Sheet:

The following fact sheet provides quick information about enrolling with Seminary Extension. Since our students often choose to enroll in individual courses for personal growth and development, it is important to know the difference between enrolling in a course and enrolling in a program.

#### **For Individual Course Enrollment**

- Enrolling in individual courses is not the same as enrolling in a program
- Courses taken prior to enrolling in a program may be transferred into a program at a later date-for information on this possibility, you will need to contact a Seminary Extension student counselor
- Students are not required to enroll in a program in order to take Seminary Extension classes
- To enroll in a course, students must be 16 years old or older
- If a student wants the possibility of transferring credits in the future, they must submit a copy of their High School transcript, GED, or demonstrate their Ability to Benefit from the course
- Students must sign and date a Course Application for each course and they must initial the Disclosure of Transferability of Credit form attached to the application

#### **For Program Enrollment**

- Students who have taken individual courses are encouraged to enroll in a program
- Students who want to enroll in a program must complete a Program Pre-enrollment Agreement and Checklist
- Students must submit a copy of their High School transcript, GED, or demonstrate their Ability to Benefit prior to enrollment
- Students who complete a Program Pre-enrollment Agreement and Checklist must enroll in courses within one year

For more information on enrollment, contact Seminary Extension using the information provided below. You may call us during general office hours or email us at anytime.

Seminary Extension  
901 Commerce St., Suite 500  
Nashville, TN 37203

General Office hours: 7:00 AM Central to 4:00 PM Central  
Phone #: (615) 242-2453  
Fax #: (615) 782-4822  
Email: [se@seminaryextension.org](mailto:se@seminaryextension.org)