



## Current Student FAQs

Caskey Scholarship Recipients: LA, MS, AL

### **How many classes do I have to take each semester?**

-You must be registered for at least one regular semester course plus the Caskey Practicum each semester. Your class(es) can be in any of the available formats (on campus, extension center, online, mentoring, or workshop that take place during the semester).

### **Do I register myself for the Practicum course?**

-No. The registrar's office will place you in the Practicum each semester. You are required to take the Practicum every semester (except for graduate students the semester they take Supervised Ministry 1. In this situation, you will still be added to the Practicum automatically but will be removed from the class after the drop/add period).

### **Who should I contact for questions concerning the Practicum course?**

-Your professor or grader will be able to assist you with questions concerning the class.

### **When are thank-you notes due?**

-Each year thank you notes are due August 31<sup>st</sup>. Students entering Caskey for the Spring, must also submit a thank you note by January 25<sup>th</sup> for their first semester only.

### **Do I need to reapply for the Caskey Scholarship each semester?**

-Students must fill out the *Update Form* for each Academic Year (due April 30).

### **How do I receive my Logos and RightNow Media account?**

-You will receive emails from Logos and RightNow Media to set up your account after the drop/add deadline. Please check your spam folder for these emails. For any questions or troubleshooting on setting up your Logos account please contact FaithLife: 1-800-875-6467. Tell them you are a Caskey student with NOBTS and they will direct you to our account manager.

-If you are still a Caskey recipient when you graduate, Logos will send you an email to transfer the account to your name. This will happen after the drop/add date of the semester after you graduate.

**Who is responsible for keeping up with my remaining allotment?**

-You! We are happy to assist you calculate your remaining allotment, but you are ultimately responsible for keeping up with your remaining funds and paying for any overages. Please be mindful of your remaining funds when planning classes for the Spring and Summer terms. Contact our Account Manager in the Business office for assistance in calculating your remaining balance: studentaccounts@nobts.ed)

**Does Caskey cover summer courses?**

-Yes (if you have funds remaining in your allotment)! For any course that is outside the normal semester schedule, students must fill out the form “Course Registration Form” on our website under the “Current Recipients” tab. This form notifies us and the business office to apply the appropriate funds to your student account.

**What happens if I fail a course?**

-Caskey only pays for courses once. If you fail a class, you will be responsible for paying for the tuition and related fees when you re-take the class.

**Does Caskey pay for Drop/Add fees? What happens if I need to withdraw from a course after the drop/add date?**

-No, you are responsible for any drop/add fees.

-Students must fill out the “Course Withdrawal Notification” form on our website under the “Current Recipients” tab. Withdrawn classes are treated as a failed class for the scholarship. Caskey will cover the cost the first time, but when you re-take the class, you will be responsible for the tuition and related fees.

**Does Caskey cover my stays at PGH for classes?**

-We cover 1 night stay for out of town students doing once-a-month hybrid courses or for a 1 week intensive. Please fill out the form “Providence Guest House Request” under the “Current Recipients” tab on our website.

**Does Caskey pay for books?**

-No, the Caskey Scholarship only covers tuition and tuition related registration fees.

**What do I need to do the semester before I graduate?**

-You will need to fill out the “Graduation Form” under the “Current Recipients” tab on our website. The forms are due February 29<sup>th</sup> for May graduation and September 30<sup>th</sup> for December graduation. You will also need to fill out the appropriate graduation forms with the registrar’s office.

**I am about to graduate Leavell College. Will Caskey automatically transfer with me to my Masters Degree?**

-No. You must reapply through the normal application process. Please plan ahead and fill out the Caskey Scholarship Application the semester before you graduate Leavell. (Deadlines: June 15<sup>th</sup> for Fall and November 15<sup>th</sup> for Spring).