Registrar

Mrs. Rose Mink serves as Registrar
Office Hours: 8:00 a.m. to 4:30 p.m., Monday - Friday
Phone: (901) 751-3023
Fax: (901) 751-3090
Email: registrar@mabts.edu

2014-2015 Registration Dates
Final Exam Schedule

Registrar’s Office

Located on the Administration Hall, on the first floor of the seminary, the Registrar’s Office oversees registration at the Seminary and provides support services for students, faculty, and staff. Services include assisting students with online registration, graduation degree audits, transfer credit requests, transcript requests, and enrollment and degree verifications. The Registrar’s Office also manages student academic records, and advising of international students.

Academic Advising

Advising students regarding their academic schedule and other related issues is the responsibility of the student’s academic advisor. The Registrar and the academic records staff will direct students to speak with their advisors regarding any matters relating to their course schedules or other academic concerns. For instructions on how to schedule and prepare for academic advising, please click here.

Degree Audit Worksheets

Students may use the worksheets below to help plan their course schedules. When the student is one semester away from graduation, he should ask his academic advisor to sign and date a completed Degree Audit Worksheet. The student should then take the worksheet to the Registrar. When the Registrar receives a signed and dated Degree Audit Worksheet, she will place the student on the graduation list for the next semester.

Associate of Church Ministries
Associate of Divinity
Bachelor of Arts in Christian Studies
Forms regarding services offered by the Registrar's Office may be accessed from the links below.

- Official Transcript Request Form
- Academic Advising
- Audit Registration Form
- Online Registration Instructions
- Administrative Action Request Form
- Instructions on Transferring Credit
- Transfer Credit Form
- Transfer Credit Request (Current Student)
- Advanced Standing Application
- Withdrawal Form
- Withdrawal Form/Northeast Campus
- Founder's Days Absence Report
- Diploma Request Form