



Dear Minister in the Vicinity Applicant:

Thank you for your interest in the Minister in the Vicinity (MIV) Program.

What is a MIV? An ordained person (full-time or bi-vocational) working in (or retired from) a traditional local church ministry, chaplaincy, or judicatory setting. In some cases, an MIV may be a lay leader in a church-supported ministry. He or she must be a paid staff member, at least half-time. In such cases, written support is required from their pastor in order to register for courses at Andover Newton as an MIV, subject to the understandings and regulations of the school. Ordinarily, persons wishing to take courses as MIVs do not need the permission of the instructor. However, some courses may not be open to MIV participation, or may require previous consultation with the instructor. Applicants should consult the catalog descriptions of the courses they wish to attend and abide by such restrictions as may be noted there. MIVs are welcome to attend classes and audit only. However, in some cases, depending upon the wishes of the instructor, MIVs may also be expected to meet certain class requirements (reading, discussions, etc.). MIVs may enroll for no more than two courses each semester. Courses taken as an MIV do not carry academic credit and cannot be renegotiated for credit at a later time.

MIV students must adhere to the School calendar and deadlines as stated in the Academic Calendar. The following are registration and class dates:

August 8-20	Registration for Fall 2011 Classes
September 12	Fall 2011 Classes start
October 18 – Nov 4	Registration for Winterim 2012 Classes
December 5 – 16	Registration for Spring 2012 Classes
January 2-13	Winterim 2012 Classes Session 1
January 7-21	Winterim 2012 Classes Session 2
January 30	Spring 2012 Classes start
April 10-27	Registration for Summer 2012 Session classes
June 4-8	Summer 2012 Classes Session 1
June 11-22	Summer 2012 Classes Session 2

Please note that **all registrations must be completed and postmarked on the last day of the registration period** or a \$175 late fee will be charged. Registrar's Office hours are: Monday - Friday, 9:00 am –12:30 and 1:00 – 4:00pm. *Please call ahead if traveling a distance as hours are subject to change.*

The following names/numbers may be of help to you:

* Admissions Office	617- 831-2430
----- -Academic Catalogs/Course listings and Admissions information	
* Nayda Aguila, Registrar	617- 831-2435
* Academic Dean's Office	617- 831-2432
* Housing Office	617- 831-2453

We look forward to having you join our community! If you have any further questions, please do not hesitate to contact us.

Sincerely,

Nayda Aguila, Registrar



Minister in the Vicinity Program Application/Registration

Applications/Registrations must be completed and received by the close of each term's registration period (see catalog for dates).

Please type or print legibly.

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: () _____ **Work Phone:** () _____ **e-mail:** _____

Denomination: _____ **Date of Birth:** _____

Current Position: _____

Church affiliation/Local Congregation: _____

Body with which you have ministerial standing: _____

(Please check) Ordained _____ **Licensed** _____ **Other** _____

***If you are a lay person in a paid professional ministry (at least 1/2 time), please have supervising pastor complete:**

Describe the church-supported ministry in which applicant is currently engaged: _____

Number of weekly contracted hours: _____

Pastor's Signature _____ Date _____

Education (beyond High School)

Please list institutions, years attended degrees.

OVER

Please explain briefly why you wish to take courses at Andover Newton.

Please check the semester in which you are registering.

Fall 20 _____
 Winterim 20 _____
 Spring 20 _____
 Summer 20 _____

Please list the course(s) for which you are registering.

1. _____
(Course Code) (Course Title)

2. _____
(Course Code) (Course Title)

Please note all regular Andover Newton deadlines and fees apply. Payment in full is required at time of application/registration. (MIV's can take up to two (2) courses per semester)

Fee: **\$325.00** per course _____

Andover Newton Alumni/ae MIV Fee: **\$125** per course _____

Registration Fee: \$105 _____

(MIV fees does not apply to E-Learning courses)

Late fee if applicable \$175.00 _____

Total: _____

You have the option of paying by credit card. Please charge \$ _____ to my

MasterCard/Visa# _____ **Exp. Date** _____

Card Holder's Authorized Signature _____

I have read the information and regulations concerning MIV status and will abide by them.

Applicant's signature _____

Date _____