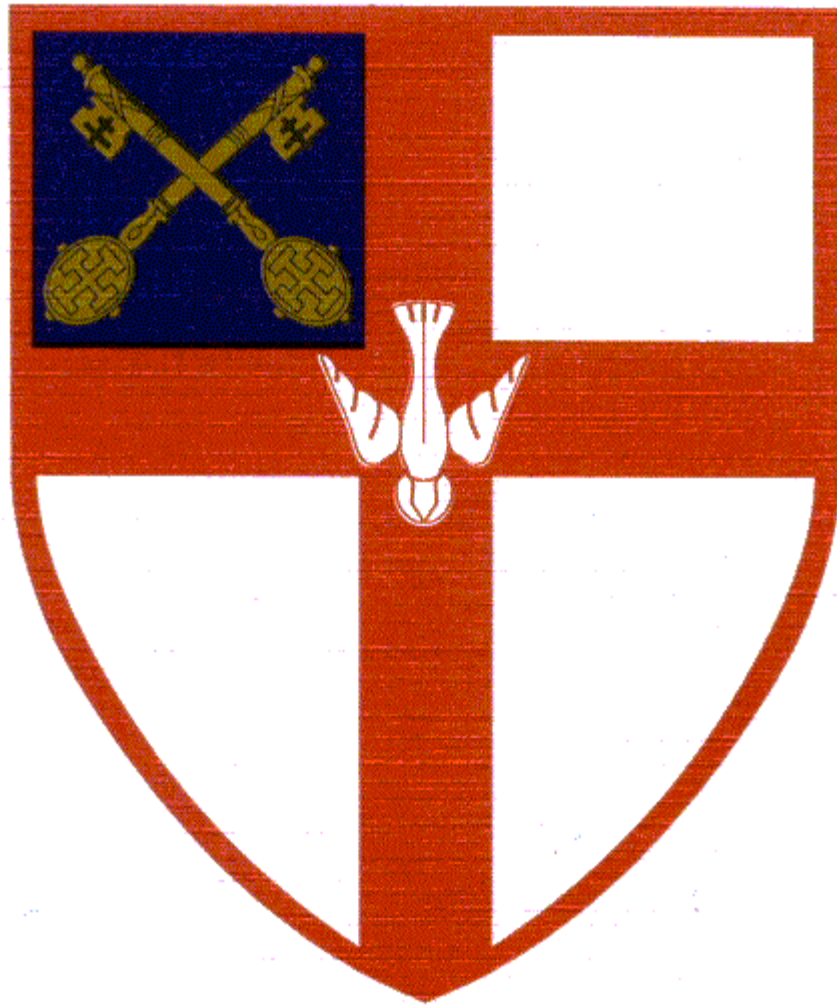


St. Michael's Seminary



CATALOG

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St. Michael's Seminary



Dear Prospective Student,

Thank you for your interest in St. Michael's Seminary. Established in November 1994 by our House of Bishops, St. Michael's Seminary is responsible for the theological, vocational and spiritual training of God's people for service in Holy Orders (men) or in Commissioned Ministries (men or women) within the Charismatic Episcopal Church.

St. Michael's allows the student to gain a complete, yet focused, advanced education in preparation for service to this denomination. The course work emphasizes all three streams of the ancient Faith (the charismatic, the evangelical and the sacramental/liturgical).

Upon admission, students may complete the various programs in one of two ways:

1. Satellite campuses allow students to gather for intensive semesters. Under this plan, students complete extensive reading assignments in preparation for several 8-hour intensive classroom sessions per course. During these intensive sessions, students exchange and debate ideas and complete projects developed for the group. Group discussion is led and moderated by the course instructor. Students are closely observed and evaluated on their comprehension, understanding and performance.
2. In rare and special cases, when no satellite facility is available in a geographical area, students may be assigned a correspondence mentor and the readings to be accompanied by the completion of written assignments and other interaction with their mentor.

The complete program of academic preparation for the priesthood is 44 semester hours. Completion of this program takes approximately three to six years. Academic work in preparation for the diaconate or for a commissioned ministry is less, and will be determined through a cooperative evaluation between the student's bishop and the academic committee of St. Michael's Seminary.

We at St. Michael's Seminary are committed to achieving and maintaining the highest academic standards in teaching, research and writing. We are dedicated to graduating the most qualified candidates called to ministry in the Charismatic Episcopal Church. St. Michael's is a rigorous educational environment. If you are up to the challenge, we look forward to evaluating your application for admission. As with all prospective students, we hope to welcome you into our seminary community.

Sincerely,

The Most Reverend Douglas Kessler, Ph.D.
Academic Dean

Introduction

From the Academic Dean

Recognizing the wide disparity of academic backgrounds and current circumstances of those seeking ordination within the CEC and the importance of concurrent ministry in the local body by those engaged in pursuing a theological education, St. Michael's Seminary has been formulated in a manner to best meet those conditions while still maintaining unity and excellence. The home campus here in San Clemente is thoroughly integrated into the ministry of the local parish. Similarly, the satellite campuses are integrated into the ministry of their local parish, usually the diocesan cathedral parish.

Seminary Information

Purpose

St. Michael's Seminary is an educational institution, whereby men may receive academic and practical training necessary to fulfill the requirements for Holy Orders with the Charismatic Episcopal Church. Such work may also culminate in the receiving of a graduate degree (M.Min.) should the candidate possess an undergraduate degree and complete all the necessary requirements for the granting of such a degree. A Licentiate in Theology (L.Th.) will be given to those without a formal undergraduate degree.

Courses are taken from a satellite campus or, rarely on exception, courses may be taken by extension under the supervision of an approved mentor. All courses focus upon the ability of the student to apply and use the information learned rather than the ability to remember facts. The courses also emphasize practice and offer vital real life application for the concepts taught.

Accreditation

St. Michael's Seminary is endorsed by the International Communion of the Charismatic Episcopal Church for the theological education of its clergy and registered with the Bureau for Private Postsecondary and Vocational Education (BPPVE) of the State of California. Completion of this course of study fulfills the basic academic requirements for ordination in the CEC. Students are to inquire of their bishop for any additional academic requirements.

Degree Programs

Degrees offered

St. Michael's Seminary offers an Undergraduate Diploma, a Masters Degree in Ministry, and a Licentiate in Theology to those who complete the proper course requirements. Generally they are as follows:

THE ST. MICHAEL'S INSTITUTE DIPLOMA PROGRAM

SEMESTER 1:

BS-101 BIBLE: Torah and History	3 hrs
CH-101 HISTORY: The Early Church through the Pre-Reformation Period	3 hrs
TH-101 THEOLOGY: Introduction to Theology	3 hrs
ENG-101 ENGLISH COMPOSITION: Communicating the Faith	3 hrs

SEMESTER 2:

BS-102 BIBLE: Writings and Prophets	3 hrs
CH-102 HISTORY: The Reformation to Present	3 hrs
PH-101 PHILOSOPHY: Your Christian Worldview	3 hrs
ENG-102 SPEECH: Debate and Verbal Logic	3 hrs

SEMESTER 3:

BS-103 BIBLE: Gospel and Acts	3 hrs
CH-110 HISTORY: Church and Culture	3 hrs
TH-110 THEOLOGY: The Sacramental Faith	3 hrs
SF-101 SPIRITUAL FORMATION: An Introduction	3 hrs

SEMESTER 4:

BS-104 BIBLE: Epistles and Revelation	3 hrs
CH-120 HISTORY: The History of Worship	3 hrs
TH-120 THEOLOGY: Three Streams and the Introduction to Pastoral Care	3 hrs
CA-101 CHURCH ADMINISTRATION AND CANONS	<u>3 hrs</u>

TOTAL HOURS: 48 hours

Degree Offered: Undergraduate Diploma

THE ST. MICHAEL'S SEMINARY GRADUATE COURSES

BIBLICAL STUDIES:

- BS-501 Biblical Theology: The Old Testament (3 hrs)
- BS-510 Biblical Theology: The New Testament (3 hrs)
- BS-550 Theoretical Hermeneutics and Theoretical Homiletics (3 hrs)
- BS-601 Unity of the Bible (4 hrs)

LITURGICS:

- LS-501 Practical Liturgics and Prayer Book Worship (2 hrs)
- LS-550 Practical Hermeneutics and Practical Homiletics (3 hrs)
- LS-601 Development of Liturgy and Sacramental Theology (3 hrs)

PASTORAL STUDIES:

- PS-501 Life in the Spirit: Spiritual Formation and Direction (4 hrs)
- PS-510 Foundations in Pastoral Care (3 hrs)
- PS-550 Church Administration and Canons (4 hrs)

CHURCH HISTORY:

- CH-601 History and Theology of the Ancient-Ecumenical Orthodox Traditions: Roman, Orthodox, Anglican (3 hrs)

THEOLOGY:

- TH-501 Systematic Theology:
Catholic, Evangelical, and Charismatic (3 hrs)
- TH-550 Ministry and Government (3 hrs)
- TH-601 Ethics and Moral Theology (3 hrs)

Total: 44 hours

The Local Diocesan Commission on Ordained Ministry determines the appropriate course required for the Diaconal Level.

**Degrees Offered: Masters Degree in Ministry or
Licentiate in Theology (for those not possessing an undergraduate degree)**

Enrollment requirements

Students intending to receive a degree must 1) Maintain continuous enrollment {summer session excepted} until conferral of the degree (unless written authorization is given) and 2) Complete all the course requirements within a seven (7) year period from the start of the first class to the end of the last class.

Academic Advisement

Seminary education advisement is available on an appointment basis only. Those interested in setting up an appointment should contact the Seminary. Those at satellite campuses should contact their local satellite mentor for advisement.

Location

St. Michael's Seminary is located in San Clemente, California, at the cathedral of the archdiocese of the International Communion of the Charismatic Episcopal Church. Satellite campuses of the Seminary are located strategically throughout the Denomination.

St. Michael's Seminary
107 West Marquita Avenue
San Clemente, California 92672
(949) 366-9480 (949) 492-7238 facsimile

Registration

Application for admission to the Seminary and class registration is normally accomplished through the satellite campus mentor. Recommendation by the rector, and acceptance by the satellite mentor and the diocesan bishop or his appointed representative are necessary before final acceptance is given by the Academic Dean for enrollment.

Payment of Fees and Tuition

Requirements

Payment in full of all fees and tuition is required at the time of registration unless otherwise provided for by the satellite mentor.

Costs

Per course cost:	\$300
Per course (audit)	\$150
First transcript ordered:	\$10
Additional transcripts:	\$5
Dishonored checks:	\$15
Matriculation fee:	\$100
Late Registration fee:	\$10
Diploma fee:	\$50

Non payment

The Board of Regents has authorized the withholding of certain services for nonpayment of debts owed the university. Debts include, but are not limited to, unpaid obligations for tuition, books and fees. Services which may be withheld include permission to register in a subsequent term and the right to receive transcript service.

Book Purchases

Students are responsible for purchasing all required course texts. Many satellite campuses provide for the group purchase of texts for the convenience of the students. The purchase of all required texts is considered an essential part of the seminary. The seminary graduate will then have a valuable library for ministry.

General Policies

St. Michael's Seminary offers courses in a semester format: Spring (January 1 – May 31); Fall (August 1 – December 31). Check with your local satellite for their formats, dates and times.

Class attendance

Class attendance is essential. During normal semesters, only one (1) absence from an intensive day is allowed, although not recommended. One (1) absence lowers the grade one letter; two (2) absences result in automatic withdrawal. Written make up for the covered project/questions/class work for the missed session is required before the end of the following trimester. During the summer intensive trimester no absences are allowed.

Auditing

Permission to audit a course may be granted by the instructor. Auditing students may attend classes, but are not permitted to participate in class discussions as this is the main form of

evaluating those taking the course for credit. The fee for auditing a course is **\$125**, payable to the satellite prior to the first class. Students who wish to convert the audited class for credit, may do so by notifying the satellite mentor, submitting the Seminary application, completing all course work and readings and paying all applicable fees within eighteen months from the first day of class.

Student Ethics

The student's application requires a signed vow to adhere to ethical conduct, Christian cooperation and financial responsibility.

ST. MICHAEL'S SEMINARY SATELLITE CAMPUSES

The following are authorized mentors of St. Michael's Seminary.

Please consult the satellite mentor to ensure that the course offerings will fall in line with your study time frame.

St. Michael's Seminary

107 W. Marquita Avenue
San Clemente, CA 92672
(949) 366-9480 V
(949) 492-7238 F
smsregistrar@hotmail.com

Office of the Academic Dean

The Most Rev. Douglas Kessler, Ph.D.

Office of the Registrar

Mrs. Audrey Stracener

**St. Michael's Seminary at
San Clemente (A)**

2604 B El Camino Real #349
Carlsbad, CA 92008-1205
(760) 431-8485 V
(760) 454-4515 F
cngary@adventcec.org

Office of Academic Standing

The Reverend Canon Gary Heniser, D. Min.
Diocese of San Clemente

**St. Michael's Seminary at
Asheville, NC (I-1)**

11 Vail Court
Asheville, NC 28806
(828) 251-5455
(828) 691-5455 cell
cotresur@juno.com

The Venerable Bill McLoughlin
The Rev. Fr. Nick Henderson
Diocese of the Carolinas

**St. Michael's Seminary at
Jacksonville, FL (I-6)**

9000 Regency Square Blvd.
Jacksonville, FL 32211
(904) 434-1973 cell
(904) 745-3311-ext 111
canonrick@yahoo.com

The Reverend Canon Rick Hatfield
Diocese of Florida

**St. Michael's Seminary at
Miramar, FL (I-7)**

6701 SW 25th Street
Miramar, FL 33023
(954) 983-5808
(954) 830-6783 cell
canondsimpson@cs.com

The Most Reverend David Simpson
Diocese of Florida

**St. Michael's Seminary at
Malverne, NY (N)**

50 St. Thomas Place
Malverne, NY 11565
(516) 599-3780 V
(516) 599-5075 F
InterNY@aol.com

The Most Rev. Craig Bates
The Rev. Canon Mark Pearson
Mrs. Nan Klampert, Administrator
Diocese of the Northeast

**St. Michael's Seminary at
Olathe, KS (E)**
895 E. Oakview St.
Olathe, KS 66061
(913) 390-0200 V
(913) 390-0086 F
Standintl@hotmail.com

The Most Reverend Michael Davidson
Central Diocese

**St. Michael's Seminary at
Selma, AL (H-1)**
2029 Valleydale Rd.
Pelham, AL 35244
(205) 982-8598
(205) 919-7932 Cell
canonglenn@bellsouth.net

The Most Rev. Chuck Jones
The Rev. Canon Glenn Davis
Diocese of Alabama

**St. Michael's Seminary at
Thomaston, GA (I)**
P.O. Box 10
Thomaston, GA 30286
vanguardcec@netzero.net

The Most Rev. John Holloway
The Rev. Canon Bob Wills
Diocese of Georgia

**St. Michael's Seminary at
Westminster, MD.**
c/o 600 Braeside Rd.
Baltimore, MD. 21229
Meppard600@comcast.net

The Rev. Canon Martin Eppard
Central Diocese

Student Information

Application and Admission

Before Application

Seminary is a major commitment: time and finances. Prerequisites for entrance into St. Michael's Seminary are: born-again Christian; home in order; pastoral consent and recommendation; careful financial preparation. In addition, pre-enrollment college course work or other reading may be required.

Each applicant is required to write an essay entitled "**The Vision of the Charismatic Episcopal Church and My Role in It.**" This essay will be examined by the local mentor and sent to the Academic Dean for review along with the application fee. The purpose of the essay is to determine the ability of the applicant to write a graduate level essay. If there are deficiencies in the applicant's abilities, then a basic course in English composition would be required before admission to St. Michael's Seminary.

Transfer course credit

Transcripts are reviewed by the Office of Academic Standing, overseen by the Rev. Canon Gary Heniser, D. Min., for applicability to the required course work. Course work determined to be compatible and not credited or applied to another degree may be credited toward the St. Michael's program at the discretion of the Office of Academic Standing.

Student records and transcripts

Original student records and transcripts must be forwarded to the Office of the Registrar, St. Michael's Seminary directly by the other academic institutions attended. They will be used to evaluate the suitability of transfer courses. Photocopies are not permitted.

Grading Policies

Grade Policy

Grade Point Averages (GPA's) are calculated based on a 4.0 system as shown below. Students must maintain a 3.0 Grade Point Average.

A	Superior	4	<u>Grading Scale</u>
B	Excellent	3	A = 94-100
C	Average	2	B = 86-93
D	Marginal	1	C = 78-85
F	Fail	0	D = 70-77
G	Granted	0	F = 69 and less
U	Unauthorized Incomplete	0	
W	Withdrawal Passing	none	
I	Incomplete	none	
SP	Satisfactory Progress	none	
RD	Report Delayed	none	
AU	Audit	none	

Unauthorized Incomplete (U) Grade

Indicates that a student did not withdraw from the course, but failed to complete course requirements. This grade may be petitioned by the student if a serious reason for the withdrawal can be substantiated.

Students who discontinue course participation without formally notifying the instructor are considered to have withdrawn unofficially from the course and will be issued a "U" grade. Students may petition for retroactive withdrawal from individual courses or from an entire trimester, provided that they can document both the serious and compelling reasons or circumstances that require the withdrawal and the date of such withdrawal. Such petitions must be filed within 30 days after the first class day of the following trimester. If it is determined that retroactive withdrawal is justified, a grade of "W" will be assigned to the course and the grade "U" removed. In each case, the student is responsible for all applicable fees.

Incomplete Grade

Indicates required course work for a class has not been completed and evaluated in the prescribed time period owing to unforeseen but fully justified reasons, and there is still a possibility of earning credit. This grade is not included in the evaluation of GPA. However, if work is not completed at the end of the semester following the term in which it was assigned, the incomplete is changed to an "F". It is the responsibility of the student to bring pertinent information to the instructor and to reach an agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated. In each case, the student is responsible for all applicable fees.

Satisfactory Progress (SP) Grade

Used in connection with thesis, project or similar courses that extend beyond one academic term. SP indicates that work is in progress and has been evaluated and found satisfactory, but the assignment of a final grade must await completion of additional course work. This grade is not included in the evaluation of GPA.

Audit (AU) Grade

Students may be enrolled to audit a course in order to attend classes, but not graded. No participation in class discussions is permitted because this is the primary means of evaluating credit students. Auditing students are not required to participate in any graded activities such as tests, papers, sermons. In each case, the student is responsible for all applicable fees.

Auditing students, who later wish to receive credit, have *twelve (12) months* from the beginning of the course to complete the coursework and reading assignments and to pay all applicable fees. An auditing student must complete an application to the Seminary, including the requirement to write an essay entitle, "*The Vision of the Charismatic Episcopal Church and My Role in It*" and that essay must be reviewed by both the local mentor and the Academic Dean. A student who has not had his application evaluated by the Office of Academic Standing is not considered a **student with standing**. The student may, however, enter courses prior to formal acceptance with this understanding of his status.

Course Repetition Policy

Students may only repeat courses for which a "U" or "W" grade is received. The original grade on the academic record is not changed or eradicated. In the computation of Grade Point Averages all earned grades and grade points are used.

Transcripts

A single copy of a transcript requires a fee of \$10 paid in advance. (Additional transcripts are \$5 each.) Check or money order payable to St. Michael's Seminary. Requests are to be made in writing to: The Office of the Registrar, St. Michael's Seminary, 107 W. Marquita Avenue, San Clemente, CA 92672. Three to six weeks should be allowed for requests to be processed. Immediate, over-the-counter transcript service cannot be provided except on an emergency basis.

Writing and Reading Requirements and Prerequisites

For those applying for admissions to St. Michael's Seminary without appropriate formal college training, courses in English grammar and composition, as well as world history or western civilization, are highly recommended. There may be a requirement for such studies, either prior to enrollment, or if the student is later deemed inadequate in their understanding of these areas.

Comprehensive Examinations

The mentor and instructors of the local satellite extension, along with invited guests, will participate in administering Comprehensive Examinations. Examinations will include both written and oral responses to essay questions. Comprehensive Examinations are a requirement of graduation.

Graduation

Upon fulfillment of all academic requirements and fees applicable to the desired program of study, records review by the Registrar and the approval of the Academic Dean, the seminary student may graduate from St. Michael's Seminary.

Diplomas are issued solely by St. Michael's Seminary in San Clemente, California. Requests for diplomas are submitted by the satellite mentor, in writing, accompanied by appropriate diploma fees and require six to eight weeks to fulfill. Requests should be made to the Office of the Registrar.

Graduation ceremonies are held at the satellite under the direction of the satellite mentor.

Organization and Staff

Organization

St. Michael's Seminary is jurisdictionally overseen by the International Agency on Education of the ICCEC. Day to day oversight of academics, administration and finances for St. Michael's Seminary is the responsibility of the Academic Dean and Chief Executive Officer, The Most Rev. Douglas Kessler, Ph.D.

Course design, curriculum development and text selection are carried out by persons assigned by the Academic Dean with the supervision of the Curriculum Coordinator.

Staff

The Most Rev. Douglas Kessler, Academic Dean

The Rev. Cn. Gary Heniser, Office of Academic Standing

Mrs. Audrey Stracener, Registrar

The Ven. William McLoughlin, Curriculum Coordinator

Forms

Application for Admittance (attached)

Personal Information

Ministerial Experience Information

Recommendation

Educational Programs

Application Requirements

Enrollment Agreement

Course Registration Form (attached)

Student Information

Requested Course

Comprehensive Examination Form

Comprehensive Examination (attached)

Request for Transcripts

St. Michael's Seminary

From The Office Of The Academic Dean

107 West Marquita Avenue • San Clemente, California, 92672

(949) 366-9480 • Facsimile (949) 492-7238

Application for Admittance

Personal Information

Please print: (fill in all blanks--n/a if not applicable)

Name _____ Home phone (____) _____
(last) (first) (mi)

Address _____
(number and street) (city) (state) (zip)

Birthday:(mm/dd/yy) _____ SSN#: _____

Marital status: single married widowed divorced

Spouse's name _____ Children: _____

Occupation _____ Organization _____

City _____ State _____ Zip _____ Phone _____

Ministerial experience information

Have you ever served in full-time or part time ministry?

If yes, indicate how long and in what capacity below:

# yrs	date of yrs	type of ministry	full time	part time	city, state
_____	19 ___ to 19 ___	_____	_____	_____	_____
_____	19 ___ to 19 ___	_____	_____	_____	_____
_____	19 ___ to 19 ___	_____	_____	_____	_____
_____	19 ___ to 19 ___	_____	_____	_____	_____

Educational Programs

Select the program of study you are interested in applying for:

_____ Diploma Program

_____ L.Th. Licentiate in Theology

_____ M.Min. Master of Ministry*

*Awarded if qualifying Bachelor's degree already awarded.

Recommendation

Local Parish _____ Rector's name _____

City _____ State _____ Zip _____ Phone (____) _____ - _____

I recommend the above named candidate to admission in St. Michael's Seminary.

(Signature of Rector) *required* _____ (Date)

Acceptance

I accept the above named candidate to admission in St. Michael's Seminary.

(Signature of Mentor) *required* _____ (Date)

Printed Name of Mentor

(Signature of Diocesan Bishop) *required* _____ (Date)

Printed Name of Diocesan Bishop

Comments _____

Educational Information

High School Education: Diploma GED Highest grade completed: ____

List All The Post-Secondary Schools You Have Attended.

Name Of College	City & State	Credits	Degree
_____	_____	____ (Sem/Qtr)	_____
_____	_____	____ (Sem/Qtr)	_____
_____	_____	____ (Sem/Qtr)	_____
_____	_____	____ (Sem/Qtr)	_____
_____	_____	____ (Sem/Qtr)	_____

Write To Each School You Have Attended and Request An Official Transcript. Transcripts must be forwarded directly to the Office of the Registrar, St. Michael's Seminary, 107 W. Marquita Avenue, San Clemente, CA 92672. Photocopies are not acceptable.

Application Requirements

Initial in the blanks provided below to indicate that you understand what is required for application.

_____ I understand that completion of any of the academic programs offered by St. Michael's Seminary does NOT imply or guarantee ordination in the Charismatic Episcopal Church.

_____ I understand that a Master of Ministry will not be granted without proof of a previously awarded Bachelor's degree on file with the Seminary.

_____ I understand that in addition to mandated course work, the completion of each degree program is contingent upon successfully passing the comprehensive examination given after course work is completed.

_____ I understand that in addition to classroom course work, I will be expected to submit to on-going spiritual direction under a CEC-approved spiritual director during the course of my studies at St. Michael's Seminary.

_____ I understand that I must write to all the post-secondary schools I have attended and request that they send official transcripts to: The Office of the Registrar, St. Michael's Seminary, 107 W. Marquita Avenue, San Clemente, CA 92672.

_____ I understand that I may not enroll in any course or be admitted to the Seminary without written authorization from my Bishop.

A full academic evaluation will be completed after your transcripts are received. This academic evaluation is required before the student can be admitted to any St. Michael's Seminary Graduate programs. The applicant may not enroll in any seminary courses until admitted unless written authorization is received from the applicant's diocesan bishop and satellite mentor.

(Signature) *required*

(Date)

Enrollment Agreement

St. Michael's Seminary believes in personal integrity, and we expect the same from our students. As a token of good faith, the student is required to sign the following statements of integrity, acknowledging that he has read them carefully and will abide by them.

A. Ethical Conduct

It is understood that studying with other students is highly beneficial, yet I realize I am expected to personally do all the course work for which I expect to receive academic credit. I will not allow anyone else to do any of my studying, research, or creative writing, nor will I permit anyone to copy my course work for credit from St. Michael's Seminary.

(Initials)

B. Christian Cooperation

By becoming a student of St. Michael's Seminary, I promise to abide by Christian principles in my scholastic endeavors. I will abide by all policies of the local campus, to the extent that they do not conflict with St. Michael's Seminary stated policies.

(Initials)

C. Financial Responsibility

I am aware that the total tuition of each course in which I enroll is due at the time of enrollment, with all appropriate fees, unless payment arrangements are authorized by the local campus, in compliance with the Office of the Academic Dean. I agree to be responsible for the total cost incurred, whether I finish the course or not.

(Initials)

(Signature) *required*

(Date)

Please include your \$100 Matriculation Fee payment with this application as well as your essay entitled

“The Vision of the Charismatic Episcopal Church and My role in It”.

Deliver your completed application and your essay to the satellite mentor.

Do not mail it into St. Michael's Seminary.

St. Michael's Seminary

From The Office Of The Academic Dean

107 West Marquita Avenue • San Clemente, California, 92672

(949) 366-9480 • Facsimile (949) 492-7238

Course Registration Form

Student Information

Please print: (fill in all blanks--n/a if not applicable)

Name _____ Home phone (____) _____
(last) (first) (mi)

Address _____
(number and street) (city) (state) (zip)

Requested Course*

Number	Title:	Date:	Instructor
_____	_____	_____	_____
<i>LS601</i>	<i>Sacramental Theology</i>	<i>Fall/94</i>	<i>The Most Rev. Douglas Kessler</i>

**Only one course per form. Example:*

For Completion by Course Mentor

Method of payment: _____

Final Grade: _____

Remarks: _____

(Signature of Instructor)

(Date)

Mentor: Upon completion, forward one original to the Office of the Registrar (accompanying the Course Roster and all appropriate fees) and one copy to the student. Please retain one copy for your satellite files.

St. Michael's Seminary
From The Office Of The Academic Dean
107 West Marquita Avenue • San Clemente, California, 92672
(949) 366-9480 • Facsimile (949) 492-7238

Comprehensive Examination Form

Student Information

Please print: (fill in all blanks--n/a if not applicable)

Name _____ Home phone (____) _____
(last) (first) (mi)

Address _____
(number and street) (city) (state) (zip)

For Completion by Course Mentor

Date of Examination: _____

Final Grade: _____

Remarks:

Signature of Instructor _____ Date _____

_____ Satellite Name
(example: St. Michael's Seminary at San Clemente, CA)

Forward completed form (accompanied by transcribed written and oral examinations) to:

*Office of the Registrar,
St. Michael's Seminary
107 West Marquita Avenue,
San Clemente, CA 92672.*

Request for Transcripts

Requests for transcripts should be submitted in writing to:

St. Michael's Seminary
Office of the Registrar
107 W. Marquita Avenue
San Clemente, CA 92672
(949) 366-9480 Voice (949) 492-7238 Facsimile

The fee for this service is \$10.00 for each original request and \$5.00 for each additional copy. Allow six weeks for completion. Please make your checks payable to St. Michael's Seminary.