

DIRECTORY OF FREQUENT CONTACTS
(Area Code for all numbers is 920)



Academic Affairs	206-2320	Food Services	206-2330
Dr. Thomas Graham, Vice President for Academic Affairs thomas.graham@mbu.edu		diningservices@mbu.edu	
Admissions & Recruitment	206-2396	Health Services	206-2384
Timothy McPhillips, Vice President for Institutional Advancement admissions@mbu.edu timothy.mcphillips@mbu.edu		Birgitta Donovan, Campus Nurse studenthealth@mbu.edu	
Rob Thompson, Assistant Vice President of Enrollment rob.thompson@mbu.edu	206-2328	Registrar's Office	206-2342
Karrie Flegal, Director of Guest Relations karrie.flegal@mbu.edu	206-2370	Lance Saxon, Registrar lance.saxon@mbu.edu	
Athletic Director	206-2376	Residence Life	206-2332
Paul Brown paul.brown@mbu.edu		Dr. Andrew Goodwill, Dean of Students andrew.goodwill@mbu.edu	
Business Affairs	206-2314	Rob Fuller, Dean of Men robert.fuller@mbu.edu	206-2332
Donald Donovan donald.donovan@mbu.edu		Emily Haynes, Dean of Women emily.haynes@mbu.edu	206-2332
Executive Office	206-2310	Passes and Permissions studentlife@mbu.edu	206-2332
Dr. Matt Davis, Chief Executive Officer matthew.davis@mbu.edu		Office of Student Activities	206-2347
Dr. David Anderson, President davidm.anderson@mbu.edu	206-2310	Luke DeWald, Director of OSA osa@mbu.edu luke.dewald@mbu.edu	
Financial Aid	206-2318	Academic Success Center	206-2340
John Brandt financialaid@mbu.edu john.brandt@mbu.edu		Kathleen Price, Director of Learning Assistance kathleen.price@mbu.edu	
		College Switchboard	261-9300
		College FAX	261-9109

Office hours are: 8:00 a.m. to 5:00 p.m., Monday–Friday, except holidays.

Summer hours: 8:00 a.m. to 4:30 p.m.

The Admissions 800 number is for Admission questions only.

Please reference the above directory to contact offices.

Summer 2024

Dear Parents,

Thank you for the privilege of working with your child. We take our stewardship seriously and prayerfully. Our prayer is that the Lord will use this year as a milestone in the life of each student. The Student Life Office (SLO) seeks to help each student develop the godly character and habits that enable them to go with purpose, serve with passion, and lead with integrity “To the Praise of His Glory.”

We created this Parent’s Guidebook as a resource for you to use in the days to come. It includes general information about campus life, calendar details, and Watertown-area resources. We also hope it will help you to develop a sense of belonging to Maranatha’s extended family.

For this Parent Guidebook to be as helpful as possible, your comments, questions, and suggestions are encouraged for improving future editions. Please contact us anytime you have questions about policies or procedures.

On behalf of the Student Life Office,

A handwritten signature in blue ink that reads "Andrew Goodwill". The signature is written in a cursive style and is positioned above a thin horizontal line.

Dr. Andrew Goodwill
Dean of Students

SUPPORTING YOUR FIRST-YEAR STUDENT

What can you do to help your student in their first year?

1. Pray regularly for your student and their time at MBU.
2. Encourage your student to seek help whenever they have a difficulty.
3. Encourage your student to choose friends who will help them to do right, live for God, and encourage good study habits.
4. Encourage your student to balance well the opportunities they have here with their responsibilities to learn.
5. Contact the Student Life Office when you have questions or comments.

2024-2025 ACADEMIC CALENDAR

The entire Academic Calendar, which is regularly updated, may be viewed on MyMaranatha (my.mbu.edu) on the [Calendars](#) page. The calendar contains important information regarding break and final exam schedules. Please help your student make travel plans accordingly.

Students may leave for Christmas Break after their last exam. Open Exams are Monday, December 16th – Wednesday, December 18th. The dorms close at 5:00 p.m. on Wednesday, December 18th.

The Milwaukee Airport (MKE) is used frequently by MBU students, faculty, and staff. Other airports are nearby (Madison, 1 hour; O'Hare or Midway, 2.5 hours), but it is often harder to find a ride to those airports.

Residence hall students may leave for summer break after their last exam. Some student employees may need to stay until after Commencement on Friday, May 9th, 2025. Open Exams are Monday, May 5th – Wednesday, May 7th. Residence Hall students should check out with the residence hall supervisor before leaving campus.

Finals exams may not be rescheduled to accommodate travel arrangements.

ACADEMIC LIFE

The academic year at Maranatha Baptist University consists of two semesters of 16 weeks each. The fall semester usually begins late in August and ends in mid-December. The spring semester begins in mid-January and continues through early May.

For answers to the following questions, about Academic Life, reference the Maranatha Catalog [online](#) or the Academics page on [MyMaranatha](#).

Academically at Risk
Activities Eligibility
Attendance and Absences
Audits

Make-up Examination Policy
Summer School
Withdrawal
Vacations

FINANCIAL INFORMATION

Business Office Contacts

<i>Questions regarding</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
School bills, payment plans	Scott Henderson	206-2317	scott.henderson@mbu.edu
Payments/Cashier	Tracey Roth	206-2316	cashier@mbu.edu
Health Insurance	Eliana Bixby	261-9300	eliana.bixby@mbu.edu

Business Office Services

- Check cashing
Up to \$60 per day in checks can be cashed Monday–Friday from 8 a.m.-3 p.m.
- FAX Machine (920-261-9109)
A nominal fee (\$1.00 per page) is charged for personal use of the FAX machine.

Tuition & Costs

Information about tuition & costs is available on mbu.edu.

Additional information regarding class fees and other charges is detailed in the catalog. All rates are subject to change without advance notice. Due to FERPA regulations, Maranatha can send statements to parents only if authorized to do so by the student. Students may grant FERPA permissions on MyMaranatha→Academics→Registration Forms.

Students may also grant access for their parents to see their bill online using the Parent Portal. For more information, please contact the Business Office.

Current Billing Cycle

July	Estimated Fall Invoice mailed (This lists your monthly payment)
August 15	Down payment is due
September 15	First monthly payment is due
October 15	Second monthly payment is due
November 15	Payment due in full for semester bill
December	Estimated Spring Semester Invoice mailed
January 2	Down payment is due
February 15	First monthly payment due
March 15	Second monthly payment due
April 15	Final payment for all student accounts due

Change of Schedule
Classification of Students
Grading System
Learning Assistance Program

Financial Aid Opportunities

Maranatha Baptist University offers parents and students a wide range of opportunities to make college affordable. Maranatha participates in federal and state programs that provide eligible students with financial aid that is applied directly to the student's account. Qualifying students may receive the following Federal Student Aid: PELL Grant, Direct Loans, Direct PLUS (parent) Loan. Eligible students who are Wisconsin residents may participate in all qualifying state-funded grant programs. Private loans are available from many different lenders. Maranatha also provides a significant number of scholarships that are awarded to qualifying incoming and returning students. Each year, current students may apply for privately funded scholarships which are credited to the student accounts the next fall. For a complete listing of the financial aid programs available, with details about qualifications and award amounts, please refer to the financial aid brochure which is available from the Financial Aid Office or the finance section of the college website.

Financial Probation Policy

Students who do not start the semester with the necessary down payment or who encounter any condition or occurrence of non-compliance with their Financial Agreement shall be placed on Financial Probation. Such students will be permitted a two-week grace period to come into compliance with their Financial Agreement or face ineligibility status that limits extracurricular activities such as athletics, fine arts, society leadership, and/or society sports.

Students on Financial Probation will be allowed to remain enrolled on a two-week basis. Students must make satisfactory progress toward becoming current in their financial commitments during this grace period or be subject to disenrollment.

On-campus Employment

There are numerous opportunities for students to work on campus. Our food service, grounds, custodial and maintenance, Library, Welcome Center, campus security, and many other departments employ students in a variety of positions.

Paychecks are directly deposited every other Friday. Students employed by Maranatha are exempt from FICA taxes [IRS Section 3121(b) (10)] during the school year. Deductions for Federal and State withholding taxes are based on the student's W-4 and WT-4 Allowance Certificate. A transfer of 60 percent of a student's wages is made to his/her school bill account. These biweekly transfers apply toward the monthly payment requirements. When the account is paid in full, it is the responsibility of the student to request the transfer of funds to be stopped. Students who work on campus are expected to work in their assigned positions for the entire semester.

Payment Plan

Semester Payment Plan (\$60 Fee)

- For all students. In general, one-third of net **semester** costs is due by payment due date (net semester costs equal charges minus any financial aid).
- **To avoid the fee, payment in full (including expected financial aid) must be made by the down payment due date.**

Please contact the Business Office at (920) 206-2316 during regular business hours for detailed information concerning the payment plans.

Tax Information

The Taxpayer Relief Act of 1997 (TRA 97) provides tax benefits for persons who are paying college costs for themselves and members of their families. Among the benefits are two education tax credits – the Lifetime Learning Credits and the American Opportunity Credit. The Business Office sends out a page of helpful explanations regarding these tax benefits annually in January.

See IRS Publication 970, Tax Benefits for Higher Education, for more details about these credits and other tax benefits for people who paid higher education costs. Form 8863 the IRS form that needs to be attached to your tax return to claim the Lifetime Learning credits.

FERPA Permissions

Maranatha Baptist University desires to work alongside a student's parents in the development and training of a student. However, FERPA regulations limit what we can share about a student's grades, finances, and department records. Students may grant their parents permission to each category of records or all the records. Students may grant FERPA permissions on MyMaranatha→Academics→Registration Forms

CAMPUS LIFE

Athletics

The Athletic Department of Maranatha Baptist University seeks to develop leadership skills in the student-athlete through skilled training, godly mentoring and inter-collegiate competition. In an effort to fulfill this mission, we seek the development of sound sport-specific training, good sportsmanship and character development, and a positive witness and testimony before opposing teams, officials, and fans. The gymnasium, fitness center, and sports fields of various types provide adequate facilities for active intercollegiate and intramural sports programs.

Campus Store

The campus store is located in the Student Center on the first level of Old Main. Maranatha apparel may be purchased or ordered through the store.

Campus Security

During the regular school year, security personnel are on duty from 4:45 p.m. to 6:45 a.m. every day and are responsible for the oversight and security of campus facilities and personnel. Due to the nature of our institution and the nature of the city of Watertown, serious crimes on campus have been extremely rare. On rare occasions, petty thefts are reported on campus. These incidents are logged and investigated as far as possible.

Residence halls are secured all day and are accessed by the student's ID card. Students are responsible for keeping their room doors locked and for promptly reporting lost or missing keys.

Further details concerning security policies and details of crime statistics are available in the [Student Life Handbook](#) on the Maranatha website.

Dating and Off-Campus Policies

Maranatha Baptist University encourages the development of healthy relationships between men and women. Positive interaction is encouraged and promoted through university-approved activities. Appropriateness and appearance of appropriateness are an important part of campus life both on and off campus. Couples should never be in a vehicle or an apartment alone on-campus or off-campus. For information on off-campus passes in mixed groups, please see the Epass section of the [Student Life Handbook](#).

For some off-campus activities, the Student Life Office requires parental permission. Permissions may be made via phone (920-206-2332) or e-mail (studentlife@mbu.edu). Parental permission does not override standing policies, nor does it mean that any given situation will be approved.

Students are responsible to read the SLH and abide by college policies. For more information about department, dress, or discipline guidelines, please see the [Student Life Handbook](#). The University anticipates and appreciates your help in upholding and supporting University standards anytime our students are off-campus. During breaks, vacations, and holidays, students are expected to abide by Maranatha's Testimony standards.

Student Health Center

The Student Health Center (SHC) is located at 821 W. Main St. on the Northwest side of campus, just East of Gould Hall. All off-campus and on-campus students should call the SHC before missing chapel. A Registered Nurse is available to give advice, help with doctor/dental appointments, as well as arrange transportation to appointments as needed. The SHC is not a clinic and cannot diagnose illness.

- Phone: 920-206-2384
- Email: studenthealth@mbu.edu

Mail Service

Each student at Maranatha has a mailbox which may be shared with one other student. Please include the student box number, on the same line as the name. Mail to students should be addressed as follows:

[Student Name] MPO #[Student Mailbox Number]
Maranatha Baptist University
745 W. Main St.
Watertown, WI 53094-7638

Note: if you mail them something, remind them to check their box (students often forget).

Music and Speech

Opportunities in these departments include the Chamber Singers, the Madrigal and Handbell Choir, the Chorale, the Symphonic Band, the Orchestra, a variety of vocal and instrumental ensembles, University plays, student recitals, and one act plays, etc. Numerous opportunities for

service exist both on and off campus, and abilities in these areas are developed academically and practically. Each year the University also forms summer ensembles that serve the Lord and promote the University in local churches.

Residence Halls

Dormitory life in these halls is directed by the Dean of Men and the Dean of Women. A staff member lives in each residence hall as the Residence Supervisor. The Residence Supervisor is assisted by two or three upperclassmen who serve as residence assistants (RAs). A Room Leader (RL) is appointed in each room. Twenty minutes is set aside for devotions at 10 p.m. Monday, Tuesday, and Thursday evenings.

Residence hall rooms are furnished with drapes or blinds, closet space, desks, dressers, and bunk beds. Each residence hall has a laundry facility and microwave oven. One portable refrigerator (3.9 cu. ft. or less) is allowed per room for a fee. Students can bring several things to make their rooms more comfortable. For more information, please see the [What to Bring to College](#) handout. Your student may also want to coordinate with their roommate(s) on what they are bringing.

Spiritual Life

Local church attendance is a foundational priority. Nearly seventy local churches currently partner with Maranatha. These churches have expressed a desire to participate in our mission, develop leaders, and have unity in faith and practice for harmony. Faculty, staff, and students are expected to attend one of these partnering churches.

The chapel hour is an integral part of the university's mission and is considered more important to the spiritual formation of a student than class attendance. Students attend chapels daily Monday through Friday. A Chapel Hours share a Bible-centered, God-honoring focus although not every chapel "looks" the same.

In addition, students are challenged to walk with Christ through society, coursework, and (hopefully) fellowship with friends around campus.

Student Groups

Several student groups exist on campus to promote school unity and spirit. There are student groups that provide opportunities for ministry, leadership training, and student input relative to issues and needs that impact student life. The meetings and activities of these groups help balance college life with fun, fellowship, physical activity, and opportunities to serve.

Vehicles

Students are welcome to have a vehicle on campus and must register with Campus Security. Vehicle registration is charged by the semester. Students may register their vehicle [here](#).

ADDITIONAL RESOURCES

Maranatha

[Academic Calendar](#)

[Academic Policies](#)

[University Catalog](#)

[Financial Aid](#)
[Student Life Handbook](#)

Partnering churches

While the following list is not exhaustive, we have tried to include a few of the churches within 45 minutes of campus which are partnering churches with Maranatha. Your student may access a full list of partnering churches through the Student Life page of MyMaranatha.

Watertown

Calvary Baptist Church, 792 Milford St. 920-261-7237
Fellowship Baptist Church, 605 Welsh Rd. 920-261-1004

Beaver Dam

Bible Baptist Church, 900 Prospect Ave. 920-887-1525

Brookfield

Brookside Baptist Church, 4470 Pilgrim Rd. 262-783-6180

Fort Atkinson

First Baptist Church, 420 Whitewater 920-563-5222

Hartford

First Baptist Church, 112 Church St. 262-673-7788

Jefferson

Calvary Baptist Church, 971 W. Milwaukee St. 920-674-5291

Lake Mills

Rock Lake Baptist Church, 191 E. Pine St. 920-648-8998

Oconomowoc

Faith Baptist Church, 36107 Genesee Lake Rd. 262-567-0040

Pewaukee

Lakewood Baptist Church, W274 N1490 Riverland Dr. 262-232-7873

Waukesha

Faith Baptist Church, 3250 Summit Ave. 262-542-4711

Area Hospitals

Watertown:

Watertown Regional Medical Center 920-261-4210

Physician Referral Service

920-262-4298

Oconomowoc Memorial Hospital

262-569-9400

Fort Atkinson Memorial Hospital 920-568-5000

University Hospital, Madison 608-263-6400

William S. VA Hospital, Madison 608-256-1901

Area Services

Local Hotels

Please see the list of options on mbu.edu.

Non-Emergency Administrative Numbers

Watertown Regional Medical Center
920-261-4210

Watertown Police Department:
920-261-6660

State Patrol:
608-846-8500

Jefferson County Sheriff:
920-674-7310

Dodge County Sheriff:
920-386-3726

Dane County Sheriff:
608-255-2345