

## DIRECTORY OF FREQUENT CONTACTS



### **Academic Affairs** 920-206-2320

Dr. Thomas Graham, Vice President  
for Academic Affairs

[thomas.graham@mbu.edu](mailto:thomas.graham@mbu.edu)

### **Enrollment Management** 920-206-2309

Mr. Timothy McPhillips, 920-206-2396  
Vice President for Institutional  
Advancement

[enrollment@mbu.edu](mailto:enrollment@mbu.edu)

[timothy.mcphillips@mbu.edu](mailto:timothy.mcphillips@mbu.edu)

Rob Thompson, 920-206-2303

Assistant Vice President  
of Enrollment

[rob.thompson@mbu.edu](mailto:rob.thompson@mbu.edu)

Karrie Flegal, Director 920-206-2370

of Guest Relations

[karrie.flegal@mbu.edu](mailto:karrie.flegal@mbu.edu)

### **Athletic Director** 920-206-2376

Paul Brown

[paul.brown@mbu.edu](mailto:paul.brown@mbu.edu)

### **Business Affairs** 920-206-2314

Donald Donovan

[donald.donovan@mbu.edu](mailto:donald.donovan@mbu.edu)

### **Executive Office**

Dr. Matt Davis, Chief 920-206-2310  
Executive Officer

[matthew.davis@mbu.edu](mailto:matthew.davis@mbu.edu)

Dr. David Anderson, 920-206-2310  
President

[david.anderson@mbu.edu](mailto:david.anderson@mbu.edu)

### **Financial Aid** 920-206-2318

John Brandt

[financialaid@mbu.edu](mailto:financialaid@mbu.edu)

[john.brandt@mbu.edu](mailto:john.brandt@mbu.edu)

### **Food Services** 920-206-2330

[diningservices@mbu.edu](mailto:diningservices@mbu.edu)

### **Health Services** 920-206-2384

Birgitta Donovan, Campus Nurse

[studenthealth@mbu.edu](mailto:studenthealth@mbu.edu)

### **Registrar's Office** 920-206-2342

Lance Saxon, Registrar

[lance.saxon@mbu.edu](mailto:lance.saxon@mbu.edu)

### **Residence Life** 920-206-2332

Dr. Andrew Goodwill, Dean of  
Students

[andrew.goodwill@mbu.edu](mailto:andrew.goodwill@mbu.edu)

Rob Fuller, Dean of Men 920-206-2332

[robert.fuller@mbu.edu](mailto:robert.fuller@mbu.edu)

Emily Haynes, Dean of 920-206-2332  
Women

[emily.haynes@mbu.edu](mailto:emily.haynes@mbu.edu)

Student Life Office 920-206-2332

[studentlife@mbu.edu](mailto:studentlife@mbu.edu)

### **Office of Student Activities** 920-206-2347

Luke DeWald, Director of OSA

[osa@mbu.edu](mailto:osa@mbu.edu)

[luke.dewald@mbu.edu](mailto:luke.dewald@mbu.edu)

### **Academic Success Center** 920-206-2340

Kathleen Price,

Director of Learning Assistance

[kathleen.price@mbu.edu](mailto:kathleen.price@mbu.edu)

Switchboard 920-261-9300

FAX 920-261-9109

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.

Please reference the above directory to contact offices.

Thank you for your help with this matter.

Summer 2025

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 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 rightly, live for God, and develop 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.

## **2025-2026 ACADEMIC CALENDAR**

The entire Academic Calendar, which is regularly updated, may be viewed on MyMaranatha ([my.mbu.edu](http://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 final exams are Monday, December 15<sup>th</sup> – Wednesday, December 17<sup>th</sup> (8:00 a.m. – 7:00 p.m. Mon. and Tues.; 8:00 a.m. – 1:30 p.m. Wed.). The dorms close at 5:00 p.m. on Wednesday, December 17<sup>th</sup>.

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 8<sup>th</sup>, 2026. Open exams are Monday, May 4<sup>th</sup> – Wednesday, May 6<sup>th</sup> (8:00 a.m. – 7:00 p.m. Mon. and Tues.; 8:00 a.m. – 1:30 p.m. Wed.). Residence hall students should check out with their residence hall supervisor before leaving campus. The dorms close at 3:00 p.m. on Friday, May 8<sup>th</sup>.

Final 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, please reference the [Maranatha Catalog](#) or the Academics page on [MyMaranatha](#).

Academically at Risk  
Activities Eligibility  
Attendance and Absences  
Audits  
Change of Schedule  
Classification of Students

Grading System  
Learning Assistance Program  
Make-up Examination Policy  
Summer School  
Withdrawal  
Vacations

## FINANCIAL INFORMATION

### Business Office Contacts

<i>For questions regarding</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
School bills, payment plans	Scott Henderson	920-206-2317	<a href="mailto:scott.henderson@mbu.edu">scott.henderson@mbu.edu</a>
Payments/Cashiers	Tracey Roth	920-206-2316	<a href="mailto:cashiers@mbu.edu">cashiers@mbu.edu</a>

### 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](http://mbu.edu).

Additional information regarding class fees and other charges is detailed in the catalog. All rates are subject to change without advance notice.

### FERPA Permissions

Maranatha Baptist University desires to work alongside a student's parents in the development and training of a student. FERPA regulations limit what we can share about a student's grades, finances, and deportment records. 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→FERPA Permissions.

### Current Billing Cycle

July	Estimated Fall Invoice mailed (This lists the 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 is due
March 15	Second monthly payment is due
April 15	Final payment for all student accounts is due

### **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, and the 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 their 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 either the financial aid brochure (available upon request from the Financial Aid Office) or the Finances section of the University [website](#).

### **Financial Probation Policy**

Students who do not pay the necessary down payment by the start of the semester or who at any point enter a state 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 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 services, 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. 60 percent of a student's wages is automatically transferred 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 student's responsibility 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 Credit and the American Opportunity Credit.

See IRS Publication 970, Tax Benefits for Higher Education, for more details about these credits and other tax benefits for people who pay higher education costs.

## **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. 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 fans, officials, and opposing teams. 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 thoroughly 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. Permission may be given via phone (920-206-2332) or e-mail ([studentlife@mbu.edu](mailto: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 the University policies stated therein. For more information about deportment, 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. Students should abide by all Testimony Expectations (see the Student Life Handbook) during all breaks because they are clear biblical principles. Students, however, are under their parents' authority, rather than Maranatha's community expectations, while away from campus during breaks.

### **Student Health Center**

The Student Health Center (SHC) is in Old Main, through the double doors behind the Old Main Café. 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](mailto:studenthealth@mbu.edu)

## **Mail Service**

Each student at Maranatha has a mailbox which may be shared with one other student. When mailing a letter to your student, please include their student box number on the same line as their 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 something to your student, please remind them to check their box (students often forget to check them).*

## **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**

Residence hall life 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. on Monday, Tuesday, and Thursday. Devotion formats vary (dorm, hall, room) depending on the day.

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 MBU](#) handout. Your student may also want to coordinate with his/her roommate(s) on what they are bringing. (Students will receive an email around mid-July explaining how to access their roommate information.)

## **Spiritual Life**

Local church attendance is a foundational priority for every believer. Nearly seventy local churches currently partner with Maranatha. These churches have expressed a desire to participate in our mission of developing leaders and to 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. All chapel hours share a Bible-centered, God-honoring focus, though not every chapel “looks” the same.

Additionally, students are challenged to walk with Christ through their societies, 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 student life issues and projects. The meetings and activities of these groups help balance college life with fun, fellowship, physical activity, and service opportunities.

### **Vehicles**

Students are welcome to have a vehicle on campus and must register it 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 included a few of Maranatha’s partnering churches within 45 minutes of campus. 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
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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 920-533-9762

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](http://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