

# **The University**

# THE UNIVERSITY

Andrews University is a Christian university in the Seventh-day Adventist tradition. Given this Christian tradition, Andrews University encourages its students to study, practice, and develop an active religious experience. By corporate worship, community service, and a common concern for all, Andrews University students are led to develop a philosophy that makes them Christian not just in name, but in deed.

The university is comprised of the College of Arts and Sciences, the College of Technology, the School of Business, the School of Education, the Seventh-day Adventist Theological Seminary, and the Division of Architecture. The College of Arts and Sciences, the College of Technology, the School of Business, and the School of Education have both undergraduate and graduate programs; the Theological Seminary, only graduate programs. The graduate programs for the College of Arts and Sciences, the School of Business, and the School of Education, and the academic programs of the Theological Seminary are supervised by a governing body, the School of Graduate Studies.

## HISTORY OF THE UNIVERSITY

The history of Andrews University began in 1874 when the Seventh-day Adventist denomination founded Battle Creek College in Battle Creek, Michigan. In 1901, the school was moved to its present site near the banks of the St. Joseph River in Berrien Springs and took the name Emmanuel Missionary College.

Soon after the Adventist denomination established an Advanced Bible School on the Pacific Union College campus in Angwin, California, church leaders relocated it to Washington, DC, and named it the Seventh-day Adventist Theological Seminary. The seminary trustees added other graduate programs in 1957, thus establishing a School of Graduate Studies. The combined institution became Potomac University.

To facilitate growth of the expanded institution, it was moved in 1959 to the campus of Emmanuel Missionary College. The next year, Emmanuel Missionary College, the Theological Seminary, and the School of Graduate Studies became Andrews University—with an integrated board of trustees, administration, and faculty. The name honors John Nevins Andrews (1829-83), pioneer Adventist theologian, editor, administrator, and the denomination's first official missionary to serve outside North America.

In 1974 the undergraduate division of Andrews University was organized into two colleges—the College of Arts and Sciences and the College of Technology. The School of Business, which provides both undergraduate and graduate programs, emerged in 1980. Similarly, the Department of Education became the School of Education in 1983, and the present structure of the School of Graduate Studies was adopted in 1987. The Architecture Department became a division in 1993.

The 1,600-acre campus located between Old US 31 and the St. Joseph River includes 27 instructional buildings, three residence halls, and three apartment complexes, as well as service and support buildings.

## Statement of Mission

Andrews University educates its students for generous service to the church and society in keeping with a faithful witness to Christ and to the worldwide mission of the Seventh-day Adventist Church.

Accordingly, students are challenged

- to be inquisitive
- to think clearly and communicate effectively
- to explore the arts, letters, and sciences within the context of a Christian point of view
- to develop competencies in their chosen fields of study
- to prepare for a meaningful position in the work place
- to respect ethnic and cultural diversity
- to embrace a wholesome way of life
- to heed God's call to personal and moral integrity
- to nurture life in the Spirit, and
- to affirm their faith commitment.

## ACCREDITATION

Recognizing the benefits of studying in accredited programs, Andrews University has sought and received accreditation from the North Central Association of Colleges and Schools<sup>1</sup> and the Adventist Accrediting Association of the General Conference of Seventh-day Adventists for programs through the doctoral level. In addition, 14 professional organizations extend accreditation to specific faculty and curricula of the university. Other programs are moving toward accreditation.

A complete listing of university accreditations, approvals, and memberships is found in the Appendix.

## QUALITY ACADEMIC PROGRAMS

The high quality of the educational experience at Andrews University is shown by its listing in *U.S. News and World Report's* annual report on "Best Colleges." Andrews is among the 190 American colleges and universities listed in *Petersen's Top Colleges in Science* (1996). A strong undergraduate honors program attracts to Andrews such outstanding students as National Merit Finalists, secondary-school valedictorians, and others with outstanding secondary-school achievement.

Andrews also provides a carefully designed advising program to assist undecided students in making career choices. Such students may fulfill General Education requirements and obtain marketable skills through a variety of courses as they explore their career options.

Students at Andrews University develop skills for post-graduation employment. Through such job-oriented experiences as career practica, practice teaching, cooperative work-study programs with businesses and corporations, or clinical rotations in health-care settings, students prepare

to compete successfully in the job market. A placement office provides training in job-search skills and résumé development and hosts career fairs.

Special academic services are available to students who wish to increase their academic success: courses to strengthen proficiency in reading, writing, math, and study skills; tutoring, a study lab, and, for students not fluent in English, an English Language Institute program.

## INTERNATIONAL OPPORTUNITIES

Each year, students from 80-100 different countries enroll at Andrews University. More than 25% of the student body hold citizenship in other countries, placing the university consistently in the top tier of small American universities with high percentages of international students. One experiences the reality of a *global village* while attending college.

Students wishing a cultural immersion experience in the United States may enroll in the English as a Second Language (ESL) program of Adventist Colleges Abroad on the Andrews campus.

# CAMPUS RESOURCES

## Academic Assessment Office

*Bell Hall, Room 104* 471-3497

The Academic Assessment Office oversees the university's academic assessment procedures, which include assisting faculty to evaluate how well the university is accomplishing its mission in terms of student academic outcomes; collecting and analyzing academic-assessment data; and reporting the findings to internal and external university stakeholders, particularly those empowered to make decisions that will improve teaching and learning.

## Academic Skills Center

*Nethery Hall, Room 204* 471-3398

The Academic Skills Center serves as a learning center for all students—from freshmen to doctoral candidates—in all schools of the university.

The ASC provides individual or small-group tutoring. It also offers videos in notetaking, time management, memory techniques, and test anxiety. The Mathematics, Reading, and Writing Centers complement the work of the ASC.

## Academic Support and Advising Services

*Nethery Hall, Room 204* 471-6096

The Academic Support and Advising Services complement classroom instruction by providing academic guidance, support, and developmental instruction. This includes the Undergraduate Academic Advising Program and the Academic Skills Center.

## Andrews University Bookstore

*Campus Plaza* 471-3287

The bookstore carries a full line of textbooks and school, art and drafting supplies. It also stocks a wide selection of reading material in both hard cover and paperback; athletic equipment, clothing,

<sup>1</sup>North Central Association of Colleges and Schools; 30 N. La Salle Street, Suite 2400, Chicago, IL 60602; Tel. (312) 263-0456.

and shoes; and a gift shop with greeting cards and stationery.

**Andrews University Press  
Information Services Building 471-6915**

The Andrews University Press publishes academic books, journals, and papers that make a scholarly and/or professional contribution to their respective fields. Publication emphases include archaeology, biblical studies, religion, and education. The journals published under press auspices are *Andrews University Seminary Studies* and *Journal of Research on Christian Education*.

**Career Planning and Placement  
Services**

**Campus Center, Room 120 471-3141**

Career Planning and Placement Services provides a continuum of career counseling from pre-freshman through graduate and alumni years. Students may receive individual assistance in evaluating career goals, choosing majors and minors, obtaining co-op or internship experience, identifying possible employers, and planning job-search strategies.

**Center of Continuing Education  
for Ministry**

**Seminary Hall, Main Floor 471-6371**

The Center of Continuing Education for Ministry (CEEM) is an extension of the Seventh-day Adventist Theological Seminary. It serves the General Conference Ministerial Association, the North American Division, and other organizations of the Seventh-day Adventist Church. While its primary purpose is to provide continuing education for persons currently functioning in Adventist ministry, it also serves Adventist administrators, lay leaders, and, to a limited degree, ministers of other Christian bodies.

The center coordinates graduate courses for off-campus participants leading to such degrees as the Master of Arts in Pastoral Ministry and the Doctor of Ministry. It seeks to identify the needs and issues that affect the professional growth of Adventist ministers and develops continuing-education courses that result in certificates and continuing-education units. It serves church organizations as an accrediting, monitoring, and registering agency.

**Center for Global Urban Mission**

**Sutherland House 471-6532**

The Center for Global Urban Mission monitors urban trends globally; gathers and disseminates information on urban mission; develops and evaluates models for urban mission; assists with strategic planning, urban consultations, and training in urban mission; networks urban missionaries; and draws the attention of denominational leaders, pastors, and key lay leaders to the needs of urban centers around the world.

**Center for Statistical Services**

**Bell Hall (Education), Room 151 471-3478**

The Center for Statistical Services provides help with all aspects of empirical research. Services are available in (1) research design, (2) development of questionnaires and measurement instruments, (3) data entry, (4) statistical analysis, and (5) interpretation and reporting of results.

**Center for Youth Evangelism**

**Lake Union Conference Office 471-9881**

The Center for Youth Evangelism (CYE) is an organization of the Seventh-day Adventist Theological Seminary and the North American Division Youth Ministries Department. Created in response to the need for creative youth-ministry programming and resources throughout the North American Division (NAD), the center offers a variety of services to seminarians, pastors, churches, and conferences.

The CYE provides youth-ministry training through workshops, seminars, and training events. It also provides evaluation and production of youth-ministry materials, promotion of study and research in youth ministry, and a network for people committed to "sticking their necks out for youth and young adults" through the pages of *Giraffe News*, the center's quarterly journal. The CYE also serves as the home of the Giraffe Society, a pro-active youth-ministry organization, and Youth Summits, a creative discipleship program aimed at high-school-aged young people.

**Information Technology Services**

**Information Services Building 471-3455**

The Information Technology Services provides a number of services for faculty, students, and the university administration. This service makes hardware and software available to students and faculty at educational prices. Some assistance with software questions is provided as resources allow. Non-credit seminars in the use of software applications are offered free of charge.

Public-access labs containing PC-compatible computers are located in Bell Hall, Chan Shun Hall, and Nethery Hall. A variety of software as well as dot matrix and laser printers are available for use in these labs.

A campus-wide network connecting most university computers is accessible from faculty offices, computing labs, dormitory rooms, and other locations via modem. The campus network is connected to the world-wide collection of networks called the Internet. These networks allow individuals to communicate with each other through electronic mail, to access information from library online catalogs, to access and transfer files/information, and to use resources on various computer systems on campus and around the world.

**Center for Intensive English Programs**

**Nethery Hall 471-2260**

The CIEP offers classes in writing, grammar, reading, and oral/aural communication at various levels for those students whose mother tongue is not English and who do not meet English proficiency requirements for regular admittance to university classes. The CIEP, in conjunction with the Counseling and Testing Center, also coordinates a program for testing English language proficiency, using the MELAB test.

**English as a Second  
Language—ACA**

**Nethery Hall 471-2260**

The ACA program in English as a Second Language offers an immersion experience in American culture as well as in English. Language classes include all of the skill areas, as well as preparation for TOEFL. Out-of-class activities, such as sports events, dining out, shopping, trips to major cities, and everyday conversational training are an important part of the program. English-

speaking peers accompany students on activities, and students are paired with English-speaking roommates.

**Global Church Growth  
Research Center**

**Sutherland House 471-2523**

The Global Research Center (GRC) has been developed to create the only comprehensive electronic database of the Adventist church and global mission statistics in cooperation with the General Conference Office of Archives and Statistics. Its purpose is to support mission research and strategy development through accurate information, expert analysis, and informal training events for leaders in the field.

**Greek Manuscript Research Center**

**James White Library 471-3313**

The Theological Seminary Department of New Testament sponsors the Greek Manuscript Research Center (GMRC). The center's primary goal is to help develop a more complete understanding and appreciation of Christianity's primary documents—the original, handwritten Greek manuscripts of the New Testament, copied over a 1200-year period. The Theological Seminary is a participant in the International Greek New Testament Project, an ongoing venture of American and European scholars seeking to create an exhaustive multi-volume reference tool that documents every variant in all extant Greek manuscripts of the New Testament. The GMRC houses one of the largest collections of microfilmed Greek manuscripts in North America.

**Horn Archaeological Museum**

**Seminary Drive 471-3273**

An archaeological museum named for its founder and first curator, Siegfried H. Horn (1908-1993), houses over 8,500 ancient Near-Eastern artifacts including coins, pottery, sculptures, tools, weapons, figurines, jewelry, seals, and glass vessels. Nearly half of these objects came from university-sponsored archaeological excavations at Tel Gezer, Israel, and at Tall Hisban, Tall el-Umairy, and Tall Jalul, Jordan.

The museum building contains offices, work-rooms, the Siegfried Horn Archaeological Library, and the collection display area. Eleven oil-painted murals help visitors understand the cultures of Bible times. A special Writing Exhibit houses the Andrews University Cuneiform Texts (formerly the Hartford Cuneiform Tablet Collection). This collection consists of 3,000 ancient clay tablets dating from the Sumerian period to Neo-Babylonian times.

The museum sponsors a regular lecture series, occasional field trips, and a quarterly subscription newsletter.

**Institute of Archaeology**

**Horn Archaeological Museum 471-3273**

The Andrews University Institute of Archaeology coordinates the archaeological programs and activities of the university. The institute fosters archaeological research, publication, and education at Andrews University, the communities of Michiana, and the Seventh-day Adventist Church at large.

The institute (1) offers courses through the seminary which directly or significantly relate to the study of archaeology, (2) sponsors regular visits by distinguished archaeologists for the

purpose of lecturing and consulting, (3) organizes tours which are open to the public, (4) presents archaeological programs for churches and schools, (5) provides opportunity for field and laboratory training through its excavations and surveys in the Middle East and Michiana and the subsequent analysis of these results, (6) supports the work of the Horn Archaeological Museum in collecting and interpreting artifacts, and (7) publishes results of excavations and research in annuals, monographs, and occasional papers.

### ***Institute of Church Ministry***

***Seminary Hall, Lower Level*** 471-3575

The Institute of Church Ministry (ICM), an official organization of the Seventh-day Adventist Theological Seminary, shares the expertise and resources of Andrews University with the Adventist church in North America, thus aiding denominational decision makers and facilitating the larger church in the accomplishment of its goals. The ICM serves as the North American Division Strategic Resource Center but also lists the General Conference, local conferences, local churches, and Adventist journals among its clients.

The work of ICM springs from the belief that the tools of social science can join with biblical and theological insights to advance the objectives of the church. Its mission is conducted through field-based research in such areas as Adventist youth, lay-member involvement, training for ministry, church growth, church-giving patterns, Adventist women in leadership, Adventist Hispanics, and the attitudes of Adventist members on various issues.

### ***Institute of Hispanic Ministry***

***Seminary Hall, Main Floor*** 471-6170

The Institute of Hispanic Ministry (IHM) of the Seventh-day Adventist Theological Seminary was created in response to the growing needs of the various Hispanic constituencies in North America and beyond.

The tasks of the IHM include the fostering of graduate-level study for Hispanic pastors both on and off campus and assisting in various forms of continuing education for Hispanic ministers. It coordinates the Hispanic track of the MA in Pastoral Ministry and supports Hispanic offerings in the MDiv and DMin programs. The IHM also provides support systems for Hispanic ministry and churches that are in transition culturally and linguistically. It encourages pertinent research and the dissemination of its findings for the Seventh-day Adventist Church at large.

### ***Institute of Jewish-Christian Studies***

***Seminary Hall, Room 312*** 471-3349

Jews and Seventh-day Adventists share much of the same spiritual heritage and the same ideals of hope and lifestyle. Moreover, after Auschwitz, Jewish-Christian issues have become a relevant part of theological reflection. Therefore, the Institute of Jewish-Christian Studies organizes symposia with world renowned experts, provides a wide range of educational material, and aids the Theological Seminary in offering graduate programs with concentrations in Jewish-Christian studies which include courses in Jewish history, rabbinics, and languages. In all its work, the Institute seeks to train lay persons and ministers to foster constructive relations with Jews in their communities and to develop a global consciousness in outreach and service.

### ***Institute for Prevention of Addictions Adjacent to the Sutherland House*** 471-3558

The Institute for Prevention of Addictions fosters educational programs, engages in research, and provides specialized resource services and consultations regarding the use and abuse of alcohol and drugs. It is affiliated with the Department of Health Ministries of the General Conference of Seventh-day Adventists. The institute works through program centers for prevention, rehabilitation and therapy, education, and research and evaluation; and with organizations whose goals harmonize with the philosophy and objectives of the institute.

### ***Institute of World Mission***

***Sutherland House*** 471-2522

The Institute of World Mission (IWM) prepares men and women, whom the church has appointed for cross-cultural service, for their particular tasks and functions in countries outside North America. Other functions of the institute include sponsoring a tent-maker program called Global Partnerships, conducting research and publication on many different aspects of mission and church growth, providing consultation services on missionary outreach and planning, conducting seminars and workshops on mission and growth across cultures, preparing audiovisual aids on mission, and promoting missionary consciousness in the churches.

The IWM staff includes specialists in mission and church growth, psychology, tropical health and hygiene, church administration, missionary anthropology, and world religions. The SDA Theological Seminary Department of World Mission faculty also serve as members of the IWM staff.

### ***JAMES WHITE LIBRARY***

***University Quadrangle*** 471-3275

The James White Library houses collections totaling more than one million volumes, as well as study and research facilities. Major collection strengths are religion, education, architecture, and Seventh-day Adventist publications and resources. Periodical subscriptions total 2,800. The library's computerized catalog, JeWeL, is accessible through the campus electronic network as well as globally via the Internet. A significant number of major electronic databases are available on site, and many more are accessible on the Internet. Through the Michigan Library Consortium, the library has access to the Online Computer Library Center for cataloging, inter-library-loan information, and other services based on data from over 30 million entries.

The Adventist Heritage Center is housed within the main library. An Architecture Resource Center and a Music Materials Center are located in the respective academic areas.

### ***Adventist Heritage Center***

***Lower Level*** 471-3274

The Adventist Heritage Center houses material on the history and development of the Millerite Movement and the Seventh-day Adventist Church since the 1840s. Among the documents preserved at the center are 25,000 books, 10,600 pamphlets, 12,500 microfilms, 4,300 sound recordings, and 1,100 video tapes. The center also holds private papers such as diaries, sermons, and correspondence of early denominational pioneers and church workers. The center's archives contain

30,000 photographs of denominational interest, an obituary file of over 170,000 names, and the records of early Adventist congregations.

Special collections of the Heritage Center include the *Advent Source* and *Conditionalist Faith Collections* which deal with the origins of Adventists and the history of the doctrine of conditional immortality. A collection of Bibles and rare books dating as early as the 15<sup>th</sup> century features the George B. Suhrie Bible Collection and several original editions of Martin Luther's smaller works. The *Voice of Prophecy* and *Faith for Today* historical archives also are housed at the center.

Records related to Andrews University and its predecessors, 3,700 theses and term papers of Andrews students, and other valuable artifacts are among the resources available.

### ***Ellen G. White Research Center***

***Lower Level*** 471-6915

The Ellen G. White Research Center contains a complete set of the letters and manuscripts of Ellen G. White (1827-1915), along with copies of her books, her published articles, and thousands of pages of other documents related to the history and development of the Adventist Church.

The center houses numerous resources for students interested in research. Among these are the (1) Letter and Manuscript File of 60,000 pages with topical index, (2) the Ellen G. White published writings on compact disc (CD-ROM), making possible computer searches of Mrs. White's writings, (3) Biographical Index covering the span of Ellen White's life and documenting her travels and activities, (4) 1,600 Manuscript Releases (with indexes), (5) Document File covering many aspects of the writings of Ellen White and of the history of the Seventh-day Adventist Church, (6) Question-and-Answer File with index, (7) Microfiche File of out-of-print Seventh-day Adventist literature, including 16 early periodicals with index, (8) Microfiche File of 1,500 early, out-of-print, Seventh-day Adventist pamphlets with index, (9) Obituary Index of 5,000 Adventist pioneers and workers and microfiche obituary index with references for some 80,000 obituaries, and (10) the General Conference Bulletin and Index with 110,000 entries (1883-1913).

### ***Mary Jane Mitchell***

***Multimedia Center*** 471-3272

The Multimedia Center houses audio-visual media and multimedia materials, as well as equipment and facilities for their use. It has a multimedia mini-lab for student use and a high-tech lab where teachers receive training and assistance in production of instructional software.

### ***Seminary Library***

471-3269

The Seminary Library is an integral part of the James White Library, providing collections and services needed by seminarians and faculty. Seminary Library resources include approximately 150,000 books (including a separate reference collection), 500 periodical subscriptions, and 15,000 bound periodicals.

Biblical studies and theology are the major strengths of its holdings. Materials are available dealing with the biblical books of Daniel and Revelation and relating to the subject areas of the Sabbath and the second advent. Collections in the areas of mission, pastoral ministry, church history, ancient history, archaeology, anthropology, sociology, and philosophy are also featured.

The Adventist Heritage Center houses Millerite

and Seventh-day Adventist resources, both published and manuscript, which complement the Seminary Library holdings.

### **Marine Biological Field Station**

**Anacortes, Washington** 360-293-2326  
**Biology Department** 471-3243

Andrews University is affiliated with Walla Walla College (College Place, WA) in the operation of a marine biological field station at Rosario Beach on Fidalgo Island in the Puget Sound of the state of Washington. The station provides facilities for undergraduate and graduate study and research. Close proximity to a biological spectrum from sea bottom to Alpine tundra provides a unique opportunity for instruction and investigation.

### **Mathematics Center**

**Haughey Hall (Science Complex)** 471-3423

The goals of the Mathematics Center are to help alleviate math anxiety, foster self-confidence, and assist students with specific course-related problems. The Center provides a tutoring/consulting service that is available to Andrews students, faculty, and staff.

### **Museum of Natural History**

**Price Hall (Science Complex)** 471-3243

In 1960 the Biology Department established the Museum of Natural History around the nucleus of a few specimens used for teaching. It has since developed into a display used by students and visited by hundreds of people annually. The most complete skeleton of a woolly mammoth to be found in Michigan is displayed in the museum, which is located on the lower level of Price Hall.

Several donations have contributed collections of over 30,000 marine shells, 1,600 birds, and 1,400 mammals as well as hundreds of butterflies and other insects. The museum also includes over 5,000 botanical specimens in the herbarium section and a collection of antique microscopes.

### **North American Division**

#### **Evangelism Institute**

**Berrien Professional Center** 471-9220

The North American Division Evangelism Institute (NADEI) was first established in 1979 in the Chicago area by the Lake Union Conference to provide practical training for ministerial and lay students in evangelism. In 1983 it became an entity of the North American Division and a vital part of the Theological Seminary program. In 1993 the institute moved to Berrien Springs where its practical training has been integrated into the MDiv curriculum.

The main purpose of NADEI is to provide field-related evangelistic training to seminarians. It emphasizes public evangelism, Bible studies, small groups, felt-needs seminars, laity training, and church growth. In addition, NADEI issues the Lay Minister Certificate to qualified lay people who complete its program of instruction. While NADEI is operated by the North American Division as an entity separate from the seminary, it works with the seminary in administering and developing its program.

### **Radio Station WAUS 90.7 FM**

**Campus Center, Lower Level** 471-3400

WAUS started broadcasting in January 1971. Today, WAUS broadcasts 24 hours a day and serves a large audience of listeners in southwestern

Michigan and northern Indiana. The day-by-day programming, production, and student-broadcast training take place in the WAUS studio complex which features three broadcast studios, a music library, a newsroom, and staff offices. The station programming features fine arts music and news, as well as informational, educational, and religious programs. WAUS contributes to the local community by providing student training and employment, public relations exposure for Andrews University, and quality FM programming.

### **School of Evangelism, Mission, and Ministry (SEMM)**

**Seminary Hall, Lower Level** 471-3294

SEMM was created to strengthen the practical outreach training programs of the Theological Seminary. It serves as a coordinating body for the various entities of the seminary that are involved in these endeavors. SEMM is made up of all the departments of the seminary, the North American Division Evangelism Institute (NADEI), the Institute of World Mission, the Center for Global Urban Mission, the Global Church Growth Research Center, the Institute of Church Ministry, the Institute of Hispanic Ministry, the Center of Continuing Education for Ministry, and the Center for Youth Evangelism. The work of SEMM has resulted in SEEDS (church planting) conferences, GO mission conferences, special degree-program emphases, leadership training programs, and plans for future projects.

### **The University School**

**Garland Avenue**

**Andrews Academy** 471-3138

**RMES** 471-3225

The University School is a coeducational day school located on the Andrews University campus.

The University School consists of two divisions: Ruth Murdoch Elementary School (pre-school–grade 8) and Andrews Academy (grades 9–12). In addition to providing education for young people enrolled in the school, the University School serves as a demonstration school and a laboratory for educational innovation and research. The faculty and administration cooperate with the School of Education in coordinating a teacher-training program.

Application for admission to the University School should be made at least four weeks prior to the anticipated enrollment date. The autumn quarter begins a month earlier for the University School than for the university. Information on admission may be obtained from the University School Admissions Office.

### **University Center for Reading,**

#### **Learning, and Assessment**

**Bell Hall, Room 013** 471-3480

The Center addresses learning and reading-skill needs through college classes and tutoring. The Center assists students in strengthening their God-given abilities and natural gifts. Academic assessment and tutoring services of the Center are available to Andrews students, faculty, staff, and community for a fee. Also, students with learning problems may receive assistance in negotiating accommodations that facilitate success in course work.

Reading skills that may be developed in the Center are speed reading, study reading, vocabulary, word recognition or decoding skills,

spelling, and handwriting. Students, faculty, and staff may use equipment and materials for personal reading improvement on a self-help basis. Average to excellent readers as well as those with deficits in reading are served.

The Center offers a college class which incorporates a comprehensive evaluation encompassing the entire scholastic realm as well as the components which affect academic success including memory, learning preferences, time management, temperament, mind style, and emotional status. A subsequent follow-up class includes coordination with advisors, teachers, and staff to mentor the student and provide individualized and small-group support services.

### **Writing Center**

**Nethery Hall**

471-3358

The Writing Center provides students with individualized peer instruction on basic writing skills and strategies. Services of the center include computer-assisted tutorial sessions, drop-in help, and a library of rhetoric and usage texts. The Writing Center also offers occasional mini-course review sessions on general writing problems.

## **OFF-CAMPUS PROGRAMS**

With authorization from the North Central Association of Colleges and Schools and other controlling organizations, constituent schools of the university have entered into official academic affiliation/extension arrangements with certain educational institutions in North America and abroad. The programs consist of a variety of contractual arrangements ranging from academic monitoring of existing institutional programs to using institutions as extension campuses or examination centers for graduate and undergraduate education, with degrees being conferred upon students completing graduation requirements. The resultant affiliation/extension programs vary from isolated courses offered in a variety of disciplines to full degree programs.

The Affiliation and Extension Programs Committee authorizes and reviews all university policies related to affiliation and extension programs. The administrative and academic committees charged with academic quality control and relevant policy development also govern the extension programs. Financial policies as described in this bulletin are applicable to extension programs in North America. All credits earned in Andrews extension programs are valid on the Andrews campus or any accredited extension campus. Once accepted into an

Andrews program, students may transfer between home and extension campuses.

### **Affiliation/Extension Programs**

#### **Undergraduate**

Undergraduate affiliation programs consist of affiliated programs at Babcock University, Nigeria; Helderberg College, South Africa; Caribbean Union College, Trinidad; and Newbold College, England. Andrews University confers approved associate and baccalaureate degrees on those students who have fulfilled the necessary admission, academic, and program requirements at these centers.

The College of Arts and Sciences also offers by extension a nursing completion program leading to a BS degree for registered nurses at Kettering, Ohio.

### Graduate

Graduate extension programs are offered in a number of disciplines by the various schools of the University.

The College of Arts and Sciences offers courses leading to the MMus (Music Education) degree at Montemorelos University, Mexico, and MS (Nursing) degree, and the MS (Human Nutrition) degree at several sites in the United States. In addition, the full Master of Physical Therapy program is offered at the Dayton, Ohio, site.

The College of Technology offers the MS in Software Engineering in Singapore. The School of Business offers the MBA degree at extension sites in Singapore, Taiwan, and Trinidad.

The School of Education offers the MA degree at Newbold College, England; Northern Caribbean University, Jamaica; and Spicer Memorial College, India. In addition, it offers the MAT degree in elementary education at Columbia Union College in Maryland and Oakwood College in Alabama. The programs in Alabama and Maryland are licensed and approved; however, they have not been presented for review or certification approval by state boards of education outside the state of Michigan.

The Seventh-day Adventist Theological Seminary offers the MA (Religion) at Babcock University, Nigeria; Newbold College, England; Spicer Memorial College, India; and Zaoski Adventist Seminary, Russia. It offers the MA in Pastoral Ministry at Antillean Adventist University, Puerto Rico; Babcock University, Nigeria; Caribbean Union College, Trinidad; Colombia Adventist University, Colombia; Montemorelos University, Mexico; and Newbold College, England.

The Seminary also offers the Doctor of Ministry degree at two international sites: Montemorelos University, Mexico, and Spicer Memorial College, India, and courses leading to the MA in Pastoral Ministry and the DMin degrees in each of the unions of the North American Division of Seventh-day Adventists.

In addition, the School of Graduate Studies offers the MSA degree (International Development) at four sites: Costa Rica, Kenya, Peru, and Thailand.

### Distance Education

Andrews University offers distance education courses in partnership with Home Study International and its delivery system. See p. 31 for further details.

In conjunction with Canter & Associates, the School of Education offers in-service credit for a variety of graduate courses through video instruction. The school also offers additional graduate courses by distance learning.

### Other International Educational Opportunities

Andrews University co-sponsors **Adventist Colleges Abroad**—a program in which qualified students study overseas while completing requirements for graduation at Andrews. This language and cultural immersion is available in nine locations: Argentina, Austria, Brazil, France, Greece, Italy, Singapore, Spain, and Taiwan. Participation is not limited to language majors. See the chair of the Department of International Language Studies for further information.

Undergraduate students may study abroad in the **Andrews University Year in England at Newbold College** program. The purpose of this program is to allow students to participate in a culturally enriching academic experience. Information about this program can be secured by writing Newbold College or contacting the Dean of Affiliation and Extension Programs at Andrews University. Students should make application directly to the Admissions Office, Newbold College, Binfield, Bracknell, Berkshire, England RG42 4AN.

## STUDENT LIFE

### Campus Ministries

*Campus Center, Main Floor 471-3211*

### Campus Safety

*Seminary Drive 471-3321*

### Career Planning and Placement

*Campus Center, Main Floor 471-3141*

### Counseling and Testing Center

*Bell Hall (Education Bldg.) 471-3470*

### Graduate Student Association

*Bell Hall (Education Bldg.) 471-6606*

### Housing Office

*Garland Apts., Bldg. G, Ground Fl. 471-6979*

### International Student Services

*Campus Center, Main Floor 471-6688*

### Intramural Hot-Line

*Johnson Gymnasium 417-3434*

### Office of Student Services

*Campus Center, Main Floor 471-3215*

### P.A.R.T.Y.

### (Positive Attitudes Related to Youth)

*Campus Center, Basement 471-6277*

### Residence Halls

*Meier/Burman (men's residences) 471-3390*

*Lamson (women's residence) 471-3446*

### Student Activities

*Campus Center, Main Floor 471-6315*

### Student Health Office

*University Medical Specialties 473-2222*

### Student Labor and Insurance

*Administration Bldg., Main Floor 471-6570*

### Undergraduate Student Association

*Campus Center, Basement 471-3250*

The university is concerned with educating the whole person—mentally, physically, spiritually, and socially—based on the philosophy of Adventist education. It recognizes that one's career can neither be complete nor balanced without ample provision for spiritual, cultural, and social needs. Therefore, many activities not directly related to the instructional program are available. Each student has an opportunity to take part in those of his/her special interest.

### STUDENT HOUSING

Andrews University offers several choices of living quarters to meet students' needs.

**Residence Halls.** The university maintains two men's residence halls (Meier Hall and Burman Hall) and one women's residence hall (Lamson Hall). Double-occupancy rooms are standard. Private occupancy is permitted by special request if space allows, with a supplemental fee.

**Apartments and Houses for Rent.** The university owns approximately 300 apartments and 25

small unfurnished houses which are available to married students and single-parent students. Only the efficiency apartments in the Garland complex are available to graduate singles, or undergraduates who are 22 years of age or older. Accommodations are available only to those who have been officially accepted as university students. Since apartments are limited, applicants are advised to apply six to nine months before their first semester of studies.

Most apartments are furnished, with both stove and refrigerator. Tenants must supply their own linen, draperies, and culinary utensils. Unfurnished apartments have a stove and refrigerator. Heavy furniture and pianos may be moved into the apartments only by prior arrangement with the housing manager. Pianos may be used on ground floors only. Pets are not allowed in university apartments or houses. The Housing Office provides apartment descriptions, rental rates, and application forms upon request. Further information on university housing may be obtained through the *University Housing Handbook* available from the Housing Office.

**Other Accommodations.** Many area landlords have their names and phone numbers on record at the Housing Office which students may consult or copy.

### MOTOR VEHICLES

Any student who is not on citizenship probation and who meets the requirements for vehicle registration, licensing, and insurance as outlined below and as specified in the motor-vehicle regulations is allowed to own and operate a motor vehicle.

**Vehicle Registration.** All motor vehicles must be registered with the Campus Safety Department within two weeks after the vehicle is brought to the campus or after it is acquired. Decals, issued when a vehicle is registered, must be affixed within 24 hours after being issued. Failure to register a motor vehicle within the specified two weeks and failure to display properly the decal after it has been issued may result in a fine.

**Auto Licensing.** An understanding exists between most state governments to the effect that *bona fide* students, not locally employed, attending an out-of-state accredited or recognized school may use their home state license plates and operating license during the period of their attendance at such an institution. State license plates and operating licenses may be renewed during attendance if necessary.

**Auto Insurance.** All vehicles must be covered with public liability and property damage insurance. The insurance must remain in effect as long as the vehicle is in the university community. Expiration or cancellation of insurance automatically revokes motor-vehicle registration and privileges. All vehicles must be maintained in legal operating condition at all times. Regulations governing the use of motor vehicles are described in a brochure, Student Right-to-know Report, available from the Campus Safety Office.

Any compensation received by a student through local employment is interpreted as sufficient to render him/her liable for registration of his/her motor vehicle and the securing of an operator's license in the state of Michigan.

## FOOD SERVICE

Food service facilities are housed in the Student Center. The Terrace Café (cafeteria on the upper level) has three dining rooms—Badger, Lincoln, and Wolverine—which seat approximately 600 people. The Gazebo (snack bar on main level) provides fountain grill service. All entrees in the Gazebo and Terrace Café are vegetarian.

## MEDICAL SERVICES

**Required Medical Records.** Michigan State Law requires that all first-time students supply certain medical records to the school of their choice before registration can be completed. The required records are those for (1) Tuberculosis Screening and (2) Measles, Mumps, and Rubella (German Measles) Immunization (MMR). See the admission section of this bulletin for detailed requirements.

**Available Medical Care.** Students may direct their health needs to the University Medical Specialties, located next to the Apple Valley Plaza. Phone 473-2222 during regular office hours (8:00 am–5:00 pm, Monday–Thursday, and 8:00 am–12:00 noon, Friday) to schedule appointments.

Physician appointments and nurse visits, as well as most short-term medications needed, are available to residence-hall students. These services are included in the rent/health plan and are not charged separately to the student. However, charges are made for lab work, X-rays, and accident cases involving third-party liability.

Non-residence-hall students living in the apartments or off-campus housing may also use the University Medical Specialties for a fee.

If an emergency arises outside of regularly scheduled office hours, students may contact a physician by calling the answering service at University Medical Specialties at 473-2222.

## HEALTH-RELATED CONCERNS

**Insurance—Sickness/Accident.** All international students in “student status” and all other students registered for 6 or more credits hours are automatically covered by an Accident and Sickness insurance plan at registration by filling out an enrollment card. The payment for this coverage is charged to their account the same as their tuition and is **non-refundable**. Those who have proof of comparable insurance coverage elsewhere may waive the university plan by presenting a copy of their insurance card or a letter from an employer verifying coverage, and signing a waiver card at registration. In addition, coverage for a student’s spouse and dependent children is also available for an additional fee. All international students, from outside of the United States, are required to cover their dependents, provided they have or will accompany the student to the States. Students may request a brochure describing the insurance coverage at the Student Employment/Insurance Office in the Administration Building.

**Counseling and Testing Center.** Psychological counseling and testing services for personal, social, spiritual, educational, and vocational concerns are available to all university students. Understanding oneself, sorting out one’s feelings, learning new skills, assessing realities, exploring alternative courses of action, making one’s own decisions—all are a part of the psychotherapeutic process.

Psychometric instruments and vocational guid-

ance tests are available at the Counseling Center. The services of the Counseling Center are available without charge to all Andrews University students. (There is a minimal fee if tests are taken.) The center is accredited by the International Association of Counseling Services, Inc.

## SPIRITUAL CONCERNS

**Campus Ministry.** As a church-operated university, Andrews University emphasizes personal religion, and enables its students to participate in activities which nurture spiritual growth. Members of the pastoral staff of the campus church are involved in a specialized ministry for students and are available for counseling and campus religious programs. Their offices in the Student Center coordinate these varied programs and provide helpful materials and information to students interested in spiritual growth. The student missionary and task force programs and BRANCH (Bringing Andrews to Christ) the student religious activities organization are also coordinated through the Campus Ministry Office.

## University Chapels and Student Forums.

Undergraduate students are required to attend the regularly scheduled University Chapels and University Student Forums. Residence-hall students are required to attend dormitory worship services. All students are encouraged to participate in worship services and to consider these appointments an integral part of their curriculum. The University Chapel for undergraduate students convenes in Pioneer Memorial Church (PMC) on Tuesdays and the University Student Forum convenes Thursdays at 10:30 am in PMC unless otherwise announced. Seminary chapel convenes on Tuesday at 10:30 am in the Seminary Chapel. Seminary students are required to attend chapel as well as weekend worship services. Other graduate students are urged to participate in chapel services in Pioneer Memorial Church, the Seminary Chapel, or specially scheduled graduate-student chapels.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

**Standards of Conduct.** A conscious effort is made to maintain standards of conduct which reflect the spiritual heritage of Seventh-day Adventists. The university also seeks to maintain social standards comparable to those upheld by the Adventist church, and it interprets the presence of the student on campus as evidence that he/she has chosen this university because of the way of life it espouses. Admission is a privilege that entails acceptance of individual responsibility for honor, integrity, and self-discipline. Thus, attendance at the university is a privilege and not a right.

To safeguard its moral and scholastic atmosphere, the university reserves the right to ask any student to leave whose presence is considered damaging to the mission and function of the university. Such students are told the reason for their dismissal. A student may forfeit his/her connection with the school without any overt act if he/she is not in accord with its standards and objectives. The use of tobacco, alcoholic beverages, narcotic or other dangerous drugs; dancing; indulging in profanity or vulgarity; possessing lewd or obscene materials or firearms; or engaging in improper associations are not allowed. Involvement in public scandal may be cause for suspension or dismissal.

The expected standard of conduct is described

in the *Student Handbook*. Each student may pick up a copy of the handbook at the Student Services office (or locate it on the Andrews University web site) to become informed about this phase of student life. Any regulation adopted and published by the faculty and announced to the students has the same force as those printed in official publications.

**Student Records.** Enrolled students of Andrews University may inspect their official records upon request at the following offices: Academic Records, Human Resources, Student Financial Services, Student Services, Counseling and Testing Center, departments of instruction, and the University School. The full policy statement governing student records and access to them is available in the *Student Handbook*. Certain limitations imposed on the inspection of student records are described in this policy.

**Directory Information.** Andrews University supports the provisions of the Family Educational Rights and Privacy Act of 1974, sometimes referred to as the Buckley Amendment. It is the policy of the university that students may inspect and review their educational records and may, if they believe the records are incorrect, seek to have the records corrected through appropriate procedures. Students who wish to review their academic records should set up an appointment through the Academic Records Office. Students wishing to review their student life records should make an appointment with the Student Services Office.

**Releases to Third Parties.** In accordance with the *Family Educational Rights and Privacy Act*, Andrews University limits disclosure of educational records or personally identifiable information without the student’s written consent, except to agencies having a recognized legal need for the information.

The *Family Educational Rights and Privacy Act* grants institutions the prerogative of defining certain classes of information as directory information for which the institution does not have to obtain prior consent of the student for its release. In harmony with this provision, Andrews University has classified the following as directory information: name, local address, local phone number, major field of study, year in college, E-mail address, dates of attendance, degrees or certificates (with dates), scholarships, honors received, awards received.

Students may restrict the release of any or all items of directory information at the beginning of each quarter. This must be accomplished by Friday during the first week of classes. A form for requesting such restriction is available at the Academic Records Office.

Andrews University reserves the right to determine the manner in which directory information may be released or to whom it may be released without the consent of the student.

**Safety Regulations.** Andrews University expects students to develop positive attitudes toward safe working habits. Students who participate in classes, laboratories, or activities involving situations considered hazardous, as stipulated by the state or national standards, are required to provide and wear any such specified personal safety equipment.

**STUDENT EMPLOYMENT**

**Eligibility Pre-Employment I-9 Form.** Before working on campus, all students (both U.S. citizens and others) must personally have a validation interview with the Student Labor Officer (Administration Building) at which time the officer and the student jointly make affidavit on the appropriate I-9 legal declaration form.

**Employment Eligibility Certification.** The Immigration Reform and Control Act charges all employers to examine and verify certain documents that establish the employment eligibility of all new employees. New and returning students who have not completed an I-9 for Andrews University work in the past and who plan to seek any employment on the Andrews University campus must supply documents of identity and employability. Some documents serve for both purposes (List A), but if not available, two documents may be presented (one each from List B and List C). The following are acceptable documents:

**LIST A**

Documents That Establish Both Identify and Employment Eligibility:

- U.S. Passport (unexpired or expired).
- Certificate of U.S. Citizenship (*INS Form N-560 or N-561*).
- Certificate of Naturalization (*INS Form N-550 or N-570*).
- Unexpired foreign passport with *I-551 stamp* or attached *INS Form I-94* indicating unexpired employment authorization.
- Alien Registration Receipt Card with photograph (*INS Form I-151 or I-551*). Also known as *Green Card* or *Permanent Residency Card*.
- Unexpired Temporary Resident Card (*INS Form I-688*).
- Unexpired Employment Authorization Card (*INS Form I-688A*).
- Unexpired Reentry Permit (*INS Form I-327*).
- Unexpired Refugee Travel Document (*INS Form I-571*).
- Unexpired Employment Authorization. Document issued by the INS which contains a photograph (*INS Form I-688B*).

**LIST B**

Documents That Establish Identity:

- Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.
- ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex height, eye color and address.
- School ID card with a photograph.
- Voter's registration card.
- U.S. Military card or draft record.
- Military dependent's ID card.
- U.S. Coast Guard Merchant Mariner Card.
- Native American tribal document.
- Driver's license issued by a Canadian government authority.

For persons under age 18 who are unable to present an identity document listed above (for List B):

- School report or report card.
- Clinic, doctor or hospital record.
- Day-care or nursery school record.

**LIST C**

Documents That Establish Employment Eligibility:

- U.S. Social security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*).
- Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*).
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
- Native American tribal document.
- U.S. Citizen ID Card (*INS Form I-197*).
- Unexpired employment authorization document issued by the INS (*other than those listed under LIST A*).

*All documents presented must be original.*

Persons not having the required document(s) may have the option of submitting a receipt from an application for a missing document. The applied-for document must be submitted within the stated amount of time. Failure to do so results in immediate suspension from work.

A parent or legal guardian may sign the I-9 form, attesting that the applicant is under age 18. However, such an applicant must present an employment eligibility item from the above list if a document proving both identity and employment eligibility is not available.

**Employment.** The university (an equal opportunity employer) provides work opportunities for students and, when available, their spouses. Work for academy students is limited. Andrews University currently supplies more than \$4,000,000 worth of student-related employment annually. Rates start with the minimum wage rate of the Wage and Hour Law. The university allows students to work, as work is available, up to 20 hours per week during the academic year. Several regional hospitals and a number of schools offer employment to qualified persons. There are also commercial and manufacturing firms located within 12 to 15 miles of the campus. Residence-hall students may not take off-campus employment without permission from the vice president for student services.

Students should schedule regular daily blocks of time (half days Monday through Friday) to maximize work opportunities. Undergraduate students currently enrolled for a minimum of 12 Andrews credits and graduate students currently enrolled for a minimum of 8 Andrews credits are eligible for on-campus work.

All who desire work on campus may write to the student employment coordinator for further employment information.

**Employment (International Students).** International students on either non-immigrant F-1 or J-1 visas may accept on-campus employment up to 20 hours per week according to current immigration law. Persons on F-2 visas may not work in the United States.

**ACTIVITIES AND ORGANIZATIONS**

The university encourages students to participate in as many extracurricular activities and organizations as their study-work loads permit. Experience gained in working with others in the achievement of common goals provides invaluable training. Some of the more prominent campus organizations and activities are described below. A complete list of campus organizations is available from the Student Services office.

**Andrews University Student Association**

**(AUSA) and Publications.** The Student Association, serving all undergraduate students enrolled at Andrews University for 5 or more credits, coordinates activities that include the publishing of the *Cast* (student directory), the *Cardinal* (university yearbook), and the *Student Movement* (university paper). The editors and managers of these publications are approved by the Student Senate and elected by the members of AUSA. The Senate, composed of about 30 student leaders, exercises legislative and management powers as delegated by the constitution of the association.

Student committees—BRANCH, Educational Standards, Student Services, Social Recreation, and Student Life—further discharge the functions of AUSA. The detailed organization of AUSA and its sub-organizations is outlined in the *Andrews University Student Association Constitution and Bylaws*.

**Andrews University Graduate Student Association**

**Association.** All graduate students enrolled with regular or provisional status in degree programs in all schools and colleges at the Berrien Springs campus of Andrews University are automatically members of the Andrews University Graduate Student Association (AUGSA). The AUGSA assembly consists of all AUGSA members and is governed by duly elected executive officers that meet regularly and report to the assembly.

The AUGSA sponsors social, spiritual, and scholarly activities during the school year. Important management functions include involvement in university policy development affecting graduate students, contributions to campus publications, and the day-to-day operations of the AUGSA. Details of the functions and organization of the AUGSA are found in the *Constitution of the Andrews University Graduate Student Association*.

**Bringing Andrews to Christ (BRANCH).**

BRANCH is the official youth organization of Andrews University Student Association and Pioneer Memorial Church. It sponsors religious programming for all students throughout the school year. BRANCH plans a number of activities each Sabbath afternoon, involving Christian service and fellowship.

**Residence Hall Clubs.** Kappa Phi Gamma and Sigma Phi Delta include all women and men, respectively, who reside in college residence halls. In addition, numerous other clubs on campus represent special interests such as departmental organizations and ethnic groups.

**Seminary Student Forum.** The Seminary Student Forum (SSF) serves as a student association for the Seventh-day Adventist Theological Seminary and includes every seminary student. It represents the student body to the seminary administration and supplies student representation on seminary committees. It organizes and coordinates activities for the seminary student community and assists other official seminary student organizations including the Black Student Association of the Seminary, the Daughters of the Lord seminary women's organization, the Hispanic Association of the Seminary Student Forum, and other formally organized associations. It exercises powers as delegated by its constitution. The SSF is funded by a quarterly activity fee charged to all seminary students.

**Black Student Association of the Seminary.**

The Black Student Association of the Seminary (BSAS) welcomes all seminarians. The mission of BSAS is to provide ministerial support, nurture, inspiration and training that will equip the spiritual leaders of the future to become gifted ministers in the home, church and community. This organization fosters a Christ-centered atmosphere that constrains one into a deep personal devotion with our Lord and Savior Jesus Christ. BSAS creates a worship climate of caring, unity and joy which satisfies the spiritual needs of the family and community.

**Daughters of the Lord.** The Daughters of the Lord (DOTL) is primarily an organization for the wives of seminary men. Its purpose is to enrich the lives of the women and help them prepare for ministry in partnership with their husbands according to their talents, gifts, and desires. Although the organization focuses on seminary wives, it also encourages participation by faculty wives, faculty wives, and students.

**OTHER CAMPUS SERVICES**

Other campus services include a barber shop, a beauty shop, and the university-branch post office.

**DISABLED STUDENT SERVICES**

Reasonable accommodation is made for students with a diagnosed physical or mental impairment which substantially limits their academic activities. The offices of Academic Support, Student Services and the University Center for Reading, Learning and Assessment work together to provide academic adjustments and auxiliary aids for students diagnosed with these impairments. Students who need this assistance must advise Student Services prior to enrollment.