

School should be made at least four weeks before the student plans to enter. The autumn quarter begins the last week of August. Information on admission may be obtained from the Ruth Murdoch Elementary School Admissions Office, 200 Garland Avenue, Berrien Springs, MI 49104-0570 or from Director of Admissions, Andrews Academy, 200 Garland Avenue, Berrien Springs, MI 49104-0560.

**University Center for Reading, Learning, and Assessment
Bell Hall, Room 013 471-3480**

The University Center for Reading, Learning, and Assessment addresses learning and reading-skill needs through college classes and tutoring. It helps students to strengthen 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. Students with learning problems are nurtured towards the goal of successful course work.

Reading skills developed in the center include 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 for a fee. Average to excellent readers as well as those having difficulty with reading are served.

The center offers a college class that covers memory, learning styles, time management, temperament, mind style, and emotional condition. A follow-up class includes coordination with advisors, teachers, and staff to help the student and provide individualized and small-group support.

**Writing Center
Nethery Hall 471-3358**

The Writing Center provides students with individualized instruction by fellow students 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 review sessions on general writing problems.

OFF-CAMPUS PROGRAMS

With authorization from the North Central Association of Colleges and Schools and other controlling organizations, the various 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 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 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 an examination center at Babcock University, Nigeria, and affiliated programs at 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.

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 School of Business offers the MBA degree in Trinidad.

The School of Education offers the MA degree at Newbold College, England, 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; Helderberg College, South Africa; Spicer Memorial College, India; and Zaokski 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 Northern Caribbean University, Jamaica;

The Seminary also offers the Doctor of Ministry degree at two international sites: Montemorelos University, Mexico, and Spicer Memorial College, India. Courses leading to the MA in Pastoral Ministry and the DMin degrees are available 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 three sites: Costa Rica, Kenya, and Peru.

Distance Education

Andrews University is a charter member of the Adventist Distance Learning Consortium. An active program of online course development is expanding access to Adventist Christian education to people who cannot physically attend Andrews University. Andrews University offers written and online distance-education courses in partnership with Home Study International and its delivery system. See p. 39 for further details.

In conjunction with Canter & Associates and Medicus, 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 (see p. 238).

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. Contact 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 Building) 471-3470

Graduate Student Association

Bell Hall (Education Building) 471-6606

Housing Office

Garland Apts., Building G, Ground Floor 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, Ground Floor 471-6277

Residence Halls

Meier/Burman 471-3390

Lamson 471-3446

Student Activities

Campus Center, Main Floor 471-6315

Student Health Office

Campus Center, Main Floor 471-3111

Student Labor and Insurance

Administration Building, Main Floor 471-6570

Undergraduate Student Association

Campus Center, Ground Floor 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, for an additional fee.

Apartments and Houses for Rent. The university owns approximately 300 apartments and 25 small unfurnished houses. These are available to married students and single-parent students. Only the efficiency apartments in the Garland complex are available to single graduates or single 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. Tenants must supply their own linen, draperies, and culinary utensils. Unfurnished apartments have a stove and refrigerator. Heavy furniture and pianos may be placed in 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. Students may consult or copy this list.

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 the brochure, *Student Right-to-Know Report*, available from the Campus Safety Office.