

## INTERNATIONAL OPPORTUNITIES

Each year, students from 80-100 different countries enroll at Andrews University. More than 20% of the students come from other countries. This places the university among the top level of small American universities with high percentages of international students. One experiences the reality of a global village while attending college.

Students who wish to immerse themselves fully in American culture may enroll in the English as a Second Language (ESL) program of Adventist Colleges Abroad (ACA) on the Andrews campus.

# CAMPUS RESOURCES

### *Andrews Aviation Center*

#### *Airpark*

**471-3547**

Andrews Aviation Center is licensed by the state of Michigan as a general utility airport (C-20). Services include flight instruction, maintenance instruction, aviation fuel (100LL), a full service aircraft repair center, along with hanger and tie-down facilities. Andrews air traffic unicom frequency is 122.7.

### *Andrews University Bookstore*

#### *Campus Plaza*

**471-3287**

The bookstore supplies all textbooks required for classes along with a wide selection of reading material in the general trade book section. School, office, art and drafting supplies are available as well as AU imprinted gifts and clothing. It also features a selection of greeting cards, stationery and gift items.

### *Andrews University Press*

#### *Sutherland House*

**471-6915**

Andrews University Press publishes academic books that make a scholarly and/or professional contribution to their respective fields. Publication emphases include archaeology, biblical studies, religion, faith and learning, and education.

### *Architecture Resource Center*

#### *James White Library*

**471-2417**

The Architecture Resource Center (ARC), a branch library located in the Architecture building, provides an extensive range of materials including over 25,000 books, 90 journals, and a growing video collection. The ARC maintains a relationship with the Environmental Design Research Association, and houses an internationally recognized collection of books and materials in the area of environmental psychology and design. This collection grows by 400–500 books and videos per year valued at about \$28,000–\$30,000. In addition, the ARC holds the Senseman Rare Book Collection. This collection includes over 800 rare and out of print books and photos.

### *Center for Adventist Research*

#### *James White Library, Lower Level*

**471-3209**

The Center for Adventist Research (CAR) contains historical materials and resources on Seventh-day Adventist history and Ellen G. White, a key founder of the Seventh-day Adventist denomina-

tion. Comprising the Adventist Heritage Center, the Ellen G. White Estate Branch Office, and AU Archives, the Center holds the largest collection of research materials on Seventh-day Adventism in the world. The CAR was formed in the fall of 2003 by integrating the three entities to better serve the campus community as well as the world community of Seventh-day Adventists by providing research support services as well as a significant outreach component. The Center and the Seminary Library cooperate to support theological education.

### *Adventist Heritage Center*

Located within the Center for Adventist Research, the Adventist Heritage Center contains material on the history and development of the Millerite Movement and the Seventh-day Adventist Church since the 1840s. Among the materials preserved at the Center are over 50,000 books and pamphlets, 20,000 periodical volumes, 12,500 microforms, 4,300 sound recordings, and 1,300 video tapes. A sizeable number of the periodicals are non-English and represent the finest collection of its kind in the world including many one-of-a-kind titles. The Center holds over 200 collections (800 linear feet) of personal papers of notable church figures such as pioneers, administrators, teachers, ministers, and missionaries. These collections provide a wide range of primary source documents. The center's archives contain 30,000 photographs of denominational and campus interest, an obituary file of nearly 200,000 names, and the records of early Adventist congregations. The SDA Periodical Index is edited at the Center.

Special collections of the Heritage Center include the Advent Source and the Conditional Immortality Source Collections which document the origins of Seventh-day Adventists, the development of prophetic interpretation, and the history of the doctrine of conditional immortality. The George B. Suhrie Bible Collection features an extensive collection of Bibles. Rare materials include books dating as early as the 15th century, and several original editions of Martin Luther and other Reformer's pamphlets. The Voice of Prophecy and Faith for Today historical archives also are located at the center.

### *Ellen G. White Estate Branch Office*

Located within the Center for Adventist Research, the Ellen G. White Estate Branch Office contains a complete set of the letters and manuscripts of Ellen G. White (1827-1915). It also has copies of her books and articles, and thousands of pages of other documents related to the history and development of the Adventist Church.

The Branch office houses numerous resources for students interested in research. The most important of these are (1) the 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 full-text computer searches of Ellen White's writings; (3) a Biographical Index covering the span of Ellen White's life and documenting her travels and activities; (4) 1,600 Manuscript Releases (with indexes); (5) an extensive Document File covering many aspects of the writings of Ellen White and of the history of the Seventh-day Adventist Church; and (6) a Question and Answer File with index.

### *University Archives*

The Andrews University Archives and Records Center is an independent university-wide entity under the leadership of the Office of the Vice President for Academic Administration. It functions as one of the entities of the Center for Adventist Research. The Archives, formally established in 1999, is the official repository for non-current University administrative records of historical, fiscal, legal, or administrative value. Records held in the Archives

date from the beginning of the University as Battle Creek College to the present. The over 300 cubic feet of records maintained at the Archives include the correspondence of the presidents, vice presidents, and deans; minutes of the Board of Trustees, administrative and faculty committees; and other records of the central administrative offices, student services, the various schools, departments, institutes and other entities of the University.

The Archives has established an archival program which includes policies, a manual, retention schedules, guidelines and forms for identifying those records/items which can be destroyed and those which must be kept and properly transferred to the Archives. The goal of the Archives is to standardize procedures for proper record management across campus.

#### ***Center for College Faith***

The Center for College Faith, which is open to all members of the Andrews University faculty, seeks to help faculty better understand and foster the faith development of college undergraduates. The stated mission of the Center is twofold. Specifically it acquires and disseminates knowledge about how college students develop in their Christian beliefs, values, and lifelong commitment to God, especially in relation to direct academic experience; and promotes the growth of a distinctly Christian undergraduate "culture of learning" informed by careful scholarship on the Andrews University campus.

#### ***Center for Distance Learning & Instructional Technology James White Library, Room 304 471-3960***

The Center for Distance Learning & Instructional Technology (D.L.I.T.), offers assistance to students who want to take correspondence, on-line, video-based, and audio-based courses and/or work towards a distance degree. The D.L.I.T. also has a lab for faculty and staff to assist with their technology needs. More info: [www.andrews.edu/dlit](http://www.andrews.edu/dlit).

#### ***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 include: 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 Seminary Hall, Room S103 471-8380***

The Center for Youth Evangelism (CYE), an organization of the Theological Seminary, provides creative youth ministry programming and resources throughout the North American Division (NAD). It offers a variety of services to seminarians, pastors, conferences, and churches.

The CYE provides youth ministry training through workshops, seminars, and major training events. It evaluates and produces youth ministry materials, and promotes study and research in youth ministry. Current evangelism programs include domestic mission trips, an Easter Passion Play, International NAD Camporees, an Internet Radio Station, Giraffe News (leadership newsletter), etc. More info: (800)YOUTH.2.U or [www.AdventistYouth.org](http://www.AdventistYouth.org).

#### ***Center of Continuing Education for Ministry***

#### ***Seminary Hall, Room N226 471-3514***

The Center of Continuing Education for Ministry (CCEM) is a branch of the Theological Seminary. It serves the General Conference Ministerial Association, the North American Division, and other organizations of the Seventh-day Adventist Church. It provides continuing education for persons currently working in Adventist ministry. It also serves Adventist administrators, lay leaders, and, to a limited degree, ministers of other Christian organizations.

It tries to identify the needs and issues that affect the professional growth of Adventist ministers and develops continuing-education courses that provide certificates and continuing-education units. It serves church organizations as an accrediting, monitoring, and registering agency. More info: [www.andrews.edu/SEM](http://www.andrews.edu/SEM).

#### ***Christian Leadership Center***

#### ***Seminary Hall 471-8332***

The Christian Leadership Center is an interdisciplinary organization of Andrews University providing inspiration, ongoing leadership development, coaching, consultation, and research for a network of church and community leadership throughout the world. The Center's office is located in the Theological Seminary. The Center's vision is a network of Christian leaders who provide outstanding leadership for church, business, and educational organizations throughout the local community and the world.

The Center provides a place for academicians and field practitioners to link in a process of theological reflection that shapes the Seventh-day Adventist Church's understanding of leadership and clarifies transformational leadership development across cultures. The biblically based model of servant leadership promoted by the Christian Leadership Center grows from that reflection. The Center focuses on transformation of the person, development of essential leadership patterns, and formation of administrative skills through its various programs offered to community and church organizations.

#### ***Employment Office***

#### ***Administration Building, Main Floor 471-3570***

The Employment Office assists students in their on-campus employment needs. The office provides information regarding employment opportunities, assistance with necessary paperwork, administers employment tests and is responsible for updating employment files.

#### ***English Language Intensive Programs***

#### ***Nethery Hall 471-2260***

The Intensive English Language Program offers a courtesy placement test for incoming students to assess language proficiency using the Michigan English Language Assessment Battery (MELAB). Classes are offered in writing, grammar, reading, listening and speaking for students whose first language is not English and who do not meet English proficiency requirements as listed in the Bulletin. Language classes include the skill areas and preparation for the Test of English as a Foreign Language (TOEFL). Tutorial services are available for a fee.

Short-term intensive language study sessions, combined with cultural and professional experiences and travel, are offered concurrent with the fall and winter semesters and specified times during the summer. Customized sessions can be arranged for groups of twelve or more. The fees vary according to the specifications of the session, activities, and length of time. See Action America for additional information.

**Global Research Center****Seminary Hall****471-6309**

The Global Research Center (GRC) compiles 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****Seminary Hall, Room N124****471-3219**

The Theological Seminary Department of New Testament sponsors the Greek Manuscript Research Center (GMRC). Its 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 known, surviving Greek manuscripts of the New Testament. The GMRC holds one of the largest collections of microfilmed Greek manuscripts in North America.

**Horn Archaeological Museum****9047 Old US 31 (exhibits closed until 2006)****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 contains the Andrews University Cuneiform Texts (formerly the Hartford Cuneiform Tablet Collection). This collection has 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.

**Howard Performing Arts Center****Box Office****471-3560****Fax****471-3565**

The Howard Performing Arts Center officially opened in October 2003 and serves as a premiere performance hall—which seats up to 850—for the region. The walls and ceiling have been "tuned" by Kirkegaard Associates of Chicago (who have also tuned Carnegie Hall) to reflect sound evenly, resulting in accurate acoustics which require no amplification system. In addition to showcasing music performers from the university, surrounding community, and beyond, the Howard Performing Arts Center will ultimately be the home for Andrews University's classical music radio station WAUS, 90.7 FM.

The center was funded in part by a significant gift from John and Dede Howard, longtime members of the St. Joseph community, who now reside in Holland, Mich.

**Information Technology Services****Information Services Building****471-6016**

Information Technology Services (ITS) provides many services available to faculty, staff, students and the university administration. Web servers contain a wide variety of official university information as well as personal web space for faculty, staff and students. An email storage area is available to all faculty, staff and students, and email forwarding services are available when a student, faculty or staff member are no longer associated with the university. Dial-up modem access to university resources and the Internet is available to faculty, staff and students residing off campus. Two network connections are available in every residence hall room. High speed Internet access is available in the Maplewood, Beechwood and Garland apartments. A wireless network is available in most academic buildings allowing students to use a laptop computer and a wireless network card to connect to the campus network and Internet without "plugging" in.

ITS makes hardware and software available to students, faculty and staff at educational prices. Microsoft Office Professional, the latest Microsoft Operating System and Trend Micro's Antivirus software are available to students for cost of the media. These items can be purchased at the ITS Computer Store. ITS also assists with software questions as resources allow.

Telecommunication services provided by ITS in apartment and residence hall packages are caller ID, call waiting and regular channel TV. Services provided with additional fees are long distance telephone services, voice mail and Premium Cable TV. (For more information call 471-6600).

ITS provides two general purpose computer labs available for any student, faculty or staff member to use. These are located in Bell Hall, Room 182, and Nethery Hall, Room 208. These labs contain Windows-based computers with a variety of software. Laser printing is available for a fee. Additional computer labs exist in various schools or departments.

**Institute for Diversity and Multiculturalism****471-3543**

The Institute for Diversity and Multiculturalism (IDM) fosters understanding and inclusiveness in matters of race, ethnicity, culture, mental and physical abilities, age and gender in several ways.

- 1) The IDM provides assistance and training through lectures, workshops and seminars for Andrews University administration, faculty, staff and students.
- 2) It conducts workshops, seminars and conferences on diversity for a variety of other audiences.
- 3) The Institute provides consultation and training services to businesses, church organizations, law enforcement agencies, human resource professionals and educational entities.
- 4) The IDM is a resource for the world church in dealing with the increasing multicultural and diverse nature of its membership and its mission.
- 5) The Faculty Research Forum, a unit within the Institute, researches issues of diversity and multiculturalism and disseminates its findings.

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

The Institute for Prevention of Addictions fosters educational programs, performs research, and provides specialized resource services and consultation about the use and abuse of alcohol and drugs, as well as other addictions and risk behaviors. It is affiliated with the Department of Health Ministries of the General Conference of the Seventh-day Adventist Church and the

International Commission for the Prevention of Alcoholism & Drug Dependency (ICPA). It works through program centers for prevention, policy, education, and research and evaluation. The Institute associates with organizations whose goals harmonize with its philosophy and objectives.

**Institute of Archaeology**

**9047 Old US 31 (exhibits closed until 2006) 471-3273**

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

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 public tours, 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 activities, 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 471-3407**

The Institute of Church Ministry (ICM), an entity of the Theological Seminary, shares the expertise and resources of Andrews University with the Seventh-day Adventist Church in North America, thus aiding denominational leaders in the accomplishment of its goals. The ICM serves as the North American Division Strategic Resource Center but also works for the General Conference, local conferences, local churches, and Adventist journals.

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 concerning 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, Room N206 471-6170**

The Institute of Hispanic Ministry (IHM) of the Theological Seminary responds to the growing needs of Hispanic congregations in North America and beyond.

The tasks of the IHM include providing graduate-level study for Hispanic pastors both on and off campus and assisting in various ways a continuing education for Hispanic ministers. It coordinates the Hispanic MA in Pastoral Ministry and supports Hispanic courses 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 research and the dissemination of its findings for the Seventh-day Adventist Church at large.

**Institute of Jewish-Christian Studies**

**Seminary Hall, Room N107 471-3349**

Jews and Seventh-day Adventists share much of the same spiri-

tual heritage and the same ideals of hope and lifestyle. Moreover, since the events of Auschwitz during World War II, Jewish-Christian issues have become a relevant part of theological concern. Therefore, the Institute of Jewish-Christian Studies organizes meetings with world renowned experts, provides a wide range of educational material, and supplements the graduate programs of the Seminary with concentrations in Jewish-Christian studies.

These include courses in Jewish History, rabbincics, 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 all outreach and service.

**Institute of World Mission**

**Seminary Hall 471-2522**

The Institute of World Mission (IWM) is the training branch of the General Conference mission program with three main functions.

- 1) The Institute provides mission education and intercultural training for missionaries, administrators, and others engaged in cross-cultural ministry.
- 2) The Institute maintains an on-going flow of care to missionaries and their families through orientation classes, re-entry seminars, newsletters, missionary camp meeting, and resource development.
- 3) The Institute acts as a strategic resource for the world church assisting in comprehensive planning for mission, in developing mission capacity, and in revitalizing missionary vision.

The Institute staff take their training events, seminars, and workshops to numerous countries each year and also teach courses at the Seminary. IWM and the Seminary Department of World Mission work closely together and often share teaching responsibilities.

**International Center on Religion**

**and Government 471-3292**

In cooperation with the General Conference Department of Public Affairs and Religious Liberty and in close association with the history department of Andrews University, this Center undertakes various functions to augment understanding of religious liberty as a concept and to foster and safeguard that freedom in practice throughout the world.

**James White Library**

**471-3275**

The James White Library holds print books, bound periodical volumes, and multimedia materials totaling more than 1.2 million items and provides study and research facilities. Its strongest collections are in religion, education, architecture, and Seventh-day Adventist publications and resources. Periodical resources in print and electronic formats total over 16,000 titles. The library's computerized catalog, JeWeL, can be accessed through the campus electronic network as well as globally through the Internet. Eighty-one major electronic databases are available through the Internet. Through the Michigan Library Consortium, the library has access to the Online Computer Library Center for cataloging, interlibrary loan information, and other services based on data from over 54 million entries.

The Seminary Library, the Center for Adventist Research, and the Mary Jane Mitchell Multimedia Center are located in the main library. An Architecture Resource Center and a Music Materials Center are located in their respective buildings on campus.

**LithoTech****Harrigan Hall (main floor across from sliding doors) 471-6027**

LithoTech provides full service in digital color and black & white printing. In addition, LithoTech offers offset printing and bindery services. Brochures, black & white copies, color copies, color posters, church bulletins, resumes, paperback books, newsletters, letterhead and envelopes, business cards, and a wide variety of paper are a few of the items that can be provided.

**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 located at Rosario Beach in Washington State's Puget Sound. The station provides facilities for undergraduate and graduate study and research. The site is near a biological spectrum from sea bottom to Alpine tundra that provides unique opportunities for instruction and investigation.

**Mary Jane Mitchell Multimedia Center****James White Library, Top Level****471-3272**

The Multimedia Center is the primary library location for microforms, audiovisual materials (cassettes, videotapes, etc.), multimedia, and pamphlets and serves the entire university. It also includes a textbook collection for the School of Education, houses small collections of children's and young adult literature, and a small computer lab for general patron use.

A computer workstation is dedicated to serve disabled students. The Clear View magnifying reading machine and the Kurtzweil 3000 program are available.

The Multimedia Center also houses the Center for Distance Learning and Instructional Technology (DLIT), where faculty members receive training and support in the production and delivery of instructional technology.

**Mathematics Tutoring Center****Haughey Hall (Science Complex), Room 112****471-6662**

The Mathematics Tutoring Center helps students enrolled in mathematics classes achieve success. The service is free and hours of operation are posted.

**Museum of Natural History****Price Hall (Science Complex) Lower Level****471-3243**

The Museum of Natural History is a display used by students and visited by hundreds of people annually. The most complete skeleton of a woolly mammoth ever found in Michigan is displayed in the museum.

Donors 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. A collection of antique microscopes is also displayed.

**Music Materials Center****James White Library****471-6217**

The Music Materials Center (MMC), a branch library of the James White Library housed in Hamel Hall, provides specialized music reference service, recordings and listening facilities, scores,

and reference materials to support the study of music. Primary areas of study supported include performance, music history and literature, music theory and composition, church music, music education and music studied as part of the general education curriculum.

The Center houses about 2,300 compact discs, 7,500 long-playing records, 10,000 scores and 1,500 books, and current issues of 30 music related periodicals. The major portion of the James White Library's collection of books on music are housed in the stacks of the main library. The library's Information Services Department also houses basic reference sources on music. Periodicals back issues and CDs/videos on music are also housed in the main library.

**North American Division Evangelism Institute****Seminary Hall, Room S303****471-8303**

The North American Division Evangelism Institute (NADEI), first established in 1979 in the Chicago area and relocated to Berrien Springs in 1993, provides field-related evangelistic training to seminarians. It emphasizes public evangelism, Bible studies, small groups, felt-need seminars, laity training, and church growth. In addition, NADEI issues the Lay Minister Certificate to qualified lay people who complete its program of instruction. NADEI is operated by the North American Division as a separate entity, but it works with the seminary in administering and developing its program.

**Radio Station WAUS 90.7 FM****Campus Center, Lower Level****471-3400**

WAUS began broadcasting in January 1971 and now broadcasts 24 hours a day to listeners in southwestern Michigan and northern Indiana. The day-by-day programming, production, and student-broadcast training take place in a facility featuring a broadcast studio, a production studio, a music library, and staff offices. Station programming includes classical music, news updates, and religious programs. WAUS contributes to the local community by being the only 24-hour provider of classical music and arts information, providing student training and employment, and public relations exposure for Andrews University.

**Screen Graphics****Harrigan Hall (bottom floor by parking lot)****471-6989**

Screen Graphics provides a wide variety of screen printing and signage products for your group or individual requirements including: wide format digital banners, T-shirts, sweatshirts, jackets, bags, polo shirts, embroidery on hats and clothing, mugs, drink bottles and other items.

**Seminary Library****James White Library, Main Level****471-3269**

The Seminary Library is an integral part of the James White Library and the Theological Seminary. It provides collections and services that support the Seminary students and faculty. Seminary Library resources include approximately 150,000 books, 500 periodical subscriptions, and 18,000 volumes of bound periodicals.

Biblical studies and practical theology are the major strengths of its holdings. Subject areas of special interest to Seventh-day Adventists are especially strong, including the biblical books of Daniel and Revelation, creationism, the Sabbath, and the second advent. Together with the Center for Adventist Research, the Seminary Library provides the most complete research collection for Adventist studies anywhere. Graduate level collections on systematic theology, missions, church history, and biblical archaeology are also featured.

***Student Insurance Office******Administration Building, Main Floor*****471-3097**

The Student Insurance Office provides information regarding student accident and sickness insurance, as well as providing a student advocate to help mediate for the student, if necessary.

***Student Success Center******Nethery Hall, Room 204*****471-6096**

The Student Success Center (SSC) exists for the sole purpose of helping students succeed in college. This center supplements the educational process by providing academic guidance, support, and developmental instruction. The SSC collaborates to identify students' needs; to facilitate their physical, emotional, social, intellectual and spiritual development through support and leadership; and to provide resources for faculty, staff, and parents who share their concerns for student success.

The Student Success Center serves as a resource for all students—from freshmen to doctoral candidates—in all schools of the university. The SSC also networks with all other campus support centers and functions as a referral base for students and advisors.

## The Student Success Center

- facilitates academic advising
- provides guidance and advising for students who are undecided as to major
- maintains on-campus referral and academic support information
- effects major and advisor changes for undergraduate students
- manages the Academic Skills Program, a campus-wide tutoring service
- provides training for SSC individual and group tutors
- facilitates accommodations for students with documented disabilities
- provides guidance for students who need to have a disability documented
- coordinates student intervention programs, providing follow-up as needed
- oversees the General Studies degree program
- facilitates Prior Learning Assessment
- offers placement services to potential employers and students
- assists students with job search strategies, résumé and cover letter writing, and interview preparation

***ADA Services for Students with Disabilities***

Andrews University accepts and appreciates diversity in its students, including students with disabilities. Accordingly, students are encouraged to inform the university of any disability and to enter into a dialogue regarding ways in which the university might reasonably accommodate them. Disabilities must be documented by a qualified, licensed professional within the last five years to qualify for accommodations. Early registration of a disability with the Student Success Center will facilitate timely accommodation.

***University Assessment Office******Marsh Hall, Room 320*****471-3373**

The University Assessment Office helps faculty and administrators evaluate whether the university is accomplishing its mission. The office collects information from student academic progress, senior exit tests, surveys, and departments, then analyzes the data and reports the findings to individuals and groups within the university. The findings are used to improve teaching and learning at all levels of instruction. Reports are also made to the Board of Trustees and others outside the university who help ensure that the university lives up to its claims.

***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.

***The University School******Garland Avenue******Ruth Murdoch Elementary School*****471-3225*****Andrews Academy*****471-3138**

The University School is a coeducational day school located on the Andrews University campus. It consists of two divisions: Ruth Murdoch Elementary School (preschool–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 work with the School of Education in coordinating a teacher-training program.

Application for admission to either division of the University School should be made at least four weeks before the student plans to enter. The first semester begins approximately the last week of August. Information on admission may be obtained from the Admissions Office, Ruth Murdoch Elementary School, 8923 Garland Avenue, Berrien Springs, Mi 49102-0570; or from the Admissions Office, Andrews Academy, 8833 Garland Avenue, Berrien Springs, MI 49104-0560

***Writing Center******Nethery Hall, Room 203*****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.