

OFF-CAMPUS PROGRAMS

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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 range 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 at the next official Andrews University graduation at the main campus and after completion and verification by the Records Office of all degree requirements. The affiliation/extension programs vary from courses offered in a variety of disciplines to full degree programs. Details of specific courses, approved curricula and programs are available from the Office of Affiliation and Extension Programs.

The Affiliation and Extension Programs Committee authorizes and reviews all University policies related to such affiliations and extensions. 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 and extension programs are offered at Columbia Union College, Maryland; Hong Kong Adventist College, Hong Kong; Newbold College, England; Tyrifjord Vidergaende Skole, Norway; and University of the Southern Caribbean, Trinidad. Andrews University confers approved associate and baccalaureate degrees on those students who have fulfilled admission, academic and program requirements at these centers.

Graduate

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

The School of Business offers the MBA degree in Trinidad and Portland. The School of Business is a unit of Andrews University and is authorized by the State of Oregon to offer and confer the Master of Business Administration degree described in this bulletin, following a determination that State academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 1500 Valley River Dr, Suite 100, Eugene, OR 97401.

The School of Education offers the MA Education and the MEd degrees at Spicer Memorial College, India. It also offers the MA in Educational Psychology and Counseling and the MA in Educational Administration at University of the Southern Caribbean, Trinidad.

The Seventh-day Adventist Theological Seminary offers the MA (Religion) at Babcock University, Nigeria; Romanian Adventist

Theological Institute, Romania; Spicer Memorial College, India; and Zaokski Adventist Seminary, Russia. It offers the MA in Pastoral Ministry and the Doctor of Ministry at Babcock University, Nigeria. In North America, the Seminary offers the MA in Pastoral Ministry degree and courses toward the Master of Divinity and Doctor of Ministry degrees at several locations.

In addition, the University offers the interdisciplinary, inter-school MSA degree (International Development) at two sites: Italy and Kenya.

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 Director 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

Office of Student Life

| | |
|--|-----------------|
| Campus Center, Main Floor | 471-3215 |
| Campus Ministries | |
| Campus Center, Main Floor | 471-3211 |
| Campus Safety | |
| Seminary Drive | 471-3321 |
| Counseling and Testing Center | |
| Bell Hall (Education Building) | 471-3470 |
| Employment Office | |
| Administration Building, Main Floor | 471-3570 |
| Graduate Student Association | |
| Bell Hall (Education Building) | 471-6606 |
| Housing | |
| Apartments & Houses—Garland Apts., Bldg. G | 471-6979 |
| Men's Residence Halls—Meier/Burman | 471-3390 |
| Women's Residence Hall—Lamson | 471-3446 |
| International Student Services | |
| Campus Center, Main Floor | 471-6395 |
| Intramurals | |
| Campus Center, Main Floor | 471-3615 |
| Social Recreation | |
| Campus Center, Main Floor | 471-3615 |
| Student Health and Counseling Office | |
| University Medical Specialties | 473-2222 |
| Student Insurance Office | |
| Administration Building, Main Floor | 471-3097 |
| Student Success Center | |
| Nethery Hall, Second Floor | 471-6096 |
| Undergraduate Student Association | |
| Campus Center, Ground Floor | 471-3250 |

Our Values, Your Choice

Andrews University is a Christian community where Christ is celebrated and reflected in the academic, social, physical, and spiritual experiences of its members. As a Seventh-day Adventist institution, we seek to integrate faith, learning, and living, while each of us matures in our relationship to God and each other.

By choosing to attend Andrews University, students choose to be part of this uniquely Christian atmosphere. Every enrolled student signs a **Community Values Agreement** in which they affirm their decision:

1. **To attend a faith-based institution** by respecting Andrews University's Seventh-day Adventist Christian perspective and values. See "A Faith-Based University" section below.
2. **To adopt a wholesome lifestyle** guided by the core values of the Andrews University community. See "A Wholesome Lifestyle" section below.
3. **To live on a residential campus** in a University residence hall while single and under the age of 22 and to participate in a meal plan at the University's vegetarian cafeteria (unless living in the community with parents). See "A Residential Campus" section below.
4. **To be part of a gathered community** by attending weekly chapels, forums, and other required co-curricular programs. See "A Gathered Community" section below.

A Faith-Based University

Seventh-day Adventist Faith and Values. Students attending Andrews University soon learn that our Seventh-day Adventist faith and values set us apart. Our distinctive Christian perspective, guided by our understanding of Scripture, informs our faith as well as our practice. This becomes evident as students encounter the observance of a day of rest and worship, wholesome recreational and entertainment choices, an emphasis on healthful living, concern for others through local and global service, the care of dedicated staff and professors, and a hopeful view of the present and future as found in Jesus Christ.

Campus Ministries. Located in the Campus Center, Campus Ministries exists to help you experience your God-given purpose and accomplishes this mission in three ways: Inreach (on-campus ministry), Outreach (local off-campus ministry) and Student Missions. Recently Campus Ministries has been privileged to take steps to raise the level of support for ministry on campus, including a recently renovated space that's difficult to miss! It serves as a place for the planning of improvements to existing ministries such as Fusion Vespers, Outreach in the local communities, and short-term mission trips to places like Honduras and Peru. Out of this station, Campus Ministries also leads worships in both dorms weekly, mentors students, and preparing engaged couples for marriage. Every year, Campus Ministries helps sponsor the Easter Passion Play, a walking depiction of Christ's last moments on this earth with a climatic concluding scene, the resurrection of Christ. Campus Ministries encourages new ministry growth—students make ministry happen! Realizing that we are all given different gifts, they invite students to seek God's plan for their lives through ministry involvement.

A Gathered Community

Andrews University offers a rich learning environment both inside and outside the classroom. Classes required for a student's chosen academic curriculum are complemented by a number of required co-curricular experiences each semester. Curricular and co-curricular requirements work together to deliver the unique whole-person education that lies at the heart of Andrews University's mission.

There are two types of co-curricular programs offered:

Chapels and Forums. Chapel programs are designed to gather the university family together once a week for corporate worship, spiritual inspiration and biblical instruction. Forums, often presented by noted leaders, focus on major issues of concern to Christians as they live and work in the world. These will occur approximately once a month.

Co-Curricular Choices. A wide variety of programs will gather smaller groups of students together each week and focus on their intellectual, spiritual and leadership development. These choices will be presented at different times throughout the week in the residence halls and across campus.

Both types of programs are integral to the Andrews University educational experience, connecting faith, living and learning, and fostering the building of community

Required Attendance. All undergraduate students are required to attend 33 programs a semester, including Chapels, Forums, and Co-Curricular Choices. Non-traditional undergraduate students, defined as students 25 years and older or parents with a pre-school child(ren), are required to attend only 15 programs a semester (these may be drawn from any of the offered programs). Undergraduate students registered for fewer than seven credits or those pursuing a second bachelor's degree are welcome but not required to attend any programs.

Chapel/Forum Minimum. Of the 33 required programs, students must attend a minimum of 15 Chapel/Forum programs each semester. These are held every Thursday at 10:30 a.m.

Co-Curricular Choices Minimum. The remainder of the 33 required programs can be selected from the Co-curricular Choices offered throughout each week. These programs will be offered in the residence halls and across campus. Undergraduates living in residence halls must attend a minimum of nine (9) Co-Curricular Choices each semester offered in their residence hall as part of their 33 required programs.

Accountability. Students who choose to attend Andrews University not only make a commitment to be part of a gathered community, but agree to be held accountable for honoring that commitment. A \$25 charge will be assessed for the first absence resulting in a failure to meet the requirements described above. A \$10 charge will be assessed for EACH absence thereafter. A pattern of failure to meet these requirements will also result in appropriate citizenship consequences, i.e., probation, suspension, dismissal.

Excused absences due to illness or emergency with verification are granted by the Student Life Office. Absences must be cleared within one week of the absence.

You may check your attendance record on the Andrews web site, www.andrews.edu.

A Residential Campus

Residential Living Policy. Andrews University is operated as a residential college on the undergraduate level. This means that the residential environment plays a significant role in the mission of the University and its efforts to foster the wholistic development of each student.

Therefore, all single undergraduate students under 22 years of age who are 1) taking seven or more credits or 2) enrolled in full-time language study must live in one of the University residence halls and participate in a meal plan at the University's cafeteria. Single undergraduate students are eligible for community living at the beginning of the semester in which they turn 22 years of age.

Costs associated with residence hall living are part of the investment in an Andrews University education, thus the Student Life Office does not make exceptions on the basis of financial need.

The ONLY alternatives to residence hall living are:

1. Students who live full-time with parents within a 45-mile radius of the University under the terms of an approved Community Residential Agreement.
2. Juniors and Seniors who live full-time with a current Andrews University faculty or staff family within a 45-mile radius of the University under the terms of an approved Community Residential Agreement.

Community Residential Agreement forms can be obtained in the Student Life Office. Agreements must be signed in person in the Student Life Office by students and parents or employee hosts. Parents must provide a copy of their current Michigan or Indiana driver's license with a local address as proof of community residency.

Please note the additional conditions of this policy:

1. A "parent" is a biological parent or legal step-parent. The parent of a parent, the brother or sister of a parent, or siblings 22 years or older may also be allowed, at the discretion of the Student Life Office, to assume a parental role.
2. To be eligible for community housing, students must be in good and regular standing and evidence a willingness to abide by the expectations of Andrews University at the time of application.
3. Students living with parents are expected to abide by the standards and codes of conduct outlined in the Student Handbook.
4. Under the terms of the Community Residential Agreement, parents or employee hosts must notify Student Life of any concern that impacts the welfare of the student, irregularities, changes of address, conduct concerns, etc.
5. Parents and employee hosts must agree to live on a daily basis in the same household as the student (students may not live in a separate apartment with a different entrance in the same house) and to notify the Student Life Office if the living arrangements cease to meet this requirement. Parents and hosts owning or renting more than one residence may not divide their time between residences during the school year.
6. Re-application for living in the community must be made EACH school year.

7. False statements made to the University on a Community Residential Agreement will jeopardize an applicant's student status and/or ability to reside in the community.

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 37 houses. These are available to married students and single-parent students. 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 kitchen utensils. Unfurnished apartments have a stove and refrigerator. Heavy furniture and pianos may be placed in the apartments only by prior arrangement with the Family and Graduate Housing director. Pets are not allowed in university apartments or houses. The apartment descriptions, rental rates, and application forms are available upon request. Further information on university housing may be obtained through the *Family & Graduate Housing Handbook* available from the Family & Graduate Housing office. Please visit the web site at www.andrews.edu/housing for applications and further information.

Other Accommodations. Some area landlords have their names and phone numbers on record at the Family & Graduate Housing office. Students may consult or copy this list.

A Wholesome Lifestyle

Core Christian Values. When choosing to attend Andrews University, students agree to adopt a wholesome lifestyle and to maintain high standards of conduct. These standards are part of the unique mission and spiritual heritage of Andrews University, and reflect core values that are grounded in biblical principles. These values include honesty, modesty, sexual purity, respect for others, and healthful living.

Admission to the University is a privilege that entails acceptance of individual responsibility for honor, integrity and self-discipline. Attendance at the University is also a privilege, and not a right. The University can ask any student to leave whose presence seems to damage the mission and function of the institution, or who persists in violation of established regulations.

Code of Student Conduct. The list that follows is not comprehensive, but provides examples of matters that will result in serious consequences:

The use or possession of tobacco, alcoholic beverages, illegal drugs or dishonestly acquired or misused prescription drugs; indulging in dishonesty; sexual immorality, physical and sexual assault; theft, vandalism; patronizing night clubs, dances, bars, taverns, gambling places, parties/places of residence where alcohol is served, and other places of questionable entertainment; profanity or vulgarity; possessing lewd or obscene materials or firearms; disrespect or slander; engaging in improper associations—participating in unauthorized organizations is not allowed and may be cause for suspension or dismissal.

The expected standard of conduct is described in the *Student Handbook* and in the *Community Values Agreement* which must be signed by each student prior to registration. Students may obtain a copy of the handbook at the Student Life office (or online at www.andrews.edu/SL). Any regulation adopted and published by the administration and announced to the students has the same force as regulations printed in official publications.

Student Activities and Organizations

The university encourages students to participate in as many extra-curricular activities and organizations as their study-work loads permit. Experience gained in working with others to achieve 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 Life office.

Andrews University Student Association (AUSA) and Publications. The Student Association serves all undergraduate students enrolled at Andrews University for 5 or more credits. It coordinates activities that include the publishing of the *Cast* (pictorial student directory), the *Cardinal* (university yearbook), and the *Student Movement* (university student 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 given to it by the constitution of the association.

Student committees—Educational Standards, Student Services, Social Recreation, and Student Life—are additional activities of AUSA. Details about AUSA and its sub-organizations appear in the Andrews University Student Association Constitution and Bylaws.

Andrews University Graduate Student Association. All graduate students enrolled with regular or provisional status in a degree program 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 includes all AUGSA members and is governed by elected officers who meet regularly and report to the assembly.

The AUGSA sponsors social, spiritual, and scholarly activities during the school year. It may also be involved in university policy development that affects graduate students. Details about AUGSA are found in the *Constitution of the Andrews University Graduate Student Association*.

Student Clubs and Organizations. Numerous campus organizations serve the social, spiritual, academic, and leisure interests of students. Kappa Phi Gamma and Sigma Phi Delta include all women and men, respectively, who reside in college residence halls. Clubs for international and cultural groups, as well as those for commonly held pursuits and causes, provide for the diverse interests of students. Student organizations must be overseen by a full-time staff or faculty sponsor, led by at least three student officers, and guided by an official constitution. Organizations must register each year with the Student Life office in order to function on campus.

Student Rights

Student Records. Within certain limitations, enrolled students of Andrews University may inspect their official records upon request at the following offices: Academic Records, Human

Resources, Student Financial Services, Student Life, Counseling and Testing Center, departments of instruction, and the University School. The full policy that governs student records and access to them is available in the *Student Handbook*.

Student Review of Educational Records. 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 review 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 Life 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 (FERPA) gives institutions the right to define certain classes of information as directory information. The institution does not have to obtain consent from the student to release this information. Therefore, 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 all items of directory information. A FERPA 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 safe working habits. Students who participate in classes, laboratories, or activities involving situations considered hazardous, as specified by the state or national standards, must provide and wear any such required personal safety equipment.

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 Public 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 properly display 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 Public Safety Office.

Students who receive any pay from local employers must register their motor vehicles and obtain a Michigan driver's license and license plates.

Food Service

Food service facilities are located 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 food in the Gazebo and Terrace Café is vegetarian.

Medical Services

Required Medical Records. Michigan State Law requires all first-time students to 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. For health needs students may contact University Medical Specialties, located next to the Apple Valley Plaza. Phone 473-2222 during office hours (8 am–5 pm, Monday–Thursday, and 8 am–12 noon, Friday) to schedule appointments.

Physician appointments and nurse visits, as well as most short-term medications, 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 University Medical Specialties for a fee.

For emergencies outside of regularly scheduled office hours, students may reach a physician at 473-2222.

Health-related Concerns

Insurance—Sickness/Accident. Every international student in “student status” and every other student registered for 6 or more credit hours is automatically covered by an Accident and Sickness insurance plan by filling out an enrollment card. The payment for this coverage is charged to the student's account the same as tuition and is non-refundable. Students who have proof of the same kind of 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 by signing a waiver card at registration. Coverage for a student's spouse and dependent children is also available for an additional fee. All students from outside of the United States must cover dependents who accompany the student to the States. A brochure describing the insurance coverage is available at the Student Insurance Office in the Administration Building. **Students will note that**

this is minimal coverage and may not cover some pre-existing conditions. Consequently, some students may want to consider purchasing additional personal coverage.

Counseling and Testing Center. The Counseling Center is the primary mental health care facility for the university, serving as a supportive medium aimed at enhancing the positive and learning university environment, as it provides timely and comprehensive short-term counseling to university students and their spouses. Its staff is committed to utilizing all available resources in the delivery of services which include personal, group, premarital, and marital counseling, career development, outreach and consultation, teaching and research, training and supervision. The center endorses a holistic approach in working with students, by facilitating the integration of the emotional, spiritual, physical, and social qualities of the individual.

The Counseling Center is fully accredited by the International Association of Counseling Services (IACS), and serves as a training facility for graduate counseling interns and advanced doctoral students. Career exploration and counseling services are offered to enrolled students at no charge. Psychological testing and career assessment are provided for a nominal fee.

National standardized testing, including the ACT, SAT, GRE, LSAT, DAT, GMAT, PRAXIS, MELAB, TOEFL, CLEP, and other academic tests needed at both the undergraduate and graduate levels, are offered at the Counseling and Testing Center.

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 an Employment Officer (Administration Building) at which time the officer and the student will make a joint sworn statement 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 Identity 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 if 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.

The Employment Office, which is part of Human Resources, assists students in their on-campus employment needs. The office provides information regarding employment opportunities and assistance with necessary paperwork, administers employment tests and is responsible for updating employment files. The office is located in the Administration Building, Second Floor.

Employment

Telephone: 269-471-3570

Fax: 269-471-6293

Email: Employment@andrews.edu

Website: www.andrews.edu/HR

Students desiring part-time employment must be enrolled full-time (12 undergraduate credits, eight graduate credits, or nine Master of Divinity credits) and they must complete the necessary paperwork at the Employment Office.

The University allows students to work, as work is available, up to 20 hours per week during the academic year. To maximize work opportunities, the student should schedule their classes so that large portions of the mornings or afternoons are free. Professional performance and conduct is expected in all on-campus employment.

Employment (International Students). An international student on a non-immigrant F-1 visa is permitted to work on-campus a maximum of 20 hours per week during the school year and full-time during school breaks and vacations. F-1 students can only work off-campus with permission from the United States Citizen and Immigration Services (USCIS). Dependents with F-2 visa status can't work on- or off-campus under any circumstances.

Exchange Visitor students on a non-immigrant J-1 visa are allowed to work on- or off-campus a maximum of 20 hours per week during the school year and full-time during school breaks and vacations. Dependents with J-2 visa status are allowed to work after they receive a work permit called the Employment Authorization Document (EAD) from the USCIS.

Other Campus Services

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

Immigration Information for International Students

International students on F-1 or J-1 visas (including dependents) who come to study at Andrews University (AU) should be informed about the immigration laws and regulations in matters related to their visa status. It is the responsibility of the international student to maintain his/her student visa status at all times. Failure to follow immigration regulations, whether intentional or unintentional, is a violation of the student visa status. Consequently, the status of the international student would be terminated and he/she must apply to the USCIS to be reinstated back into the legal student visa status or be faced with possible deportation.

The personnel at International Student Services (ISS) consists of the director called the Principle Designated School Official (PDSO) and two other Designated School Officials (DSO). They are appointed by Andrews University and authorized by United States Citizen and Immigration Services (USCIS) to issue and sign legal students' documents. They are also required to advise international students in areas related to student life on campus such as study, work and travel, etc.

The International Student Services Office communicates information to the international students in matters related to the government laws and immigration by several methods. First, the orientation for new international students is required upon arrival at Andrews University. Failure to attend the orientation program will result in a fine to the student of \$75. In addition, they will have to attend a rescheduled orientation program in order to register for the semester. Other means of communication include the AU Bulletin, the international student services website, the Andrews Agenda, ISS newsletter, and email. All international students are required to immediately update the International Student Services Office of any changes in their student visa status, address, change of major or change of academic level.

General requirements for maintaining status as international students:

1. Have at all times a valid passport (except Canadians who travel by land).
2. Come directly to Andrews University and attend the school that issued the I-20 for at least one complete semester.
3. Continue to carry a full course of study.
4. Leave the United States once the courses for the academic program are completed.
5. Apply through the International Student Services office for a new I-20 if it is desired to change programs or to continue for another academic level within the same school.
6. Keep the I-20 (F-1) or DS2019 (J-1) updated at all times.
7. Maintain a legal work permit (on- or off-campus according to USCIS regulations).

Tuberculosis Testing: All international students must submit a negative (clear) TB test prior to admission.

Attendance at Another School

International students that come to study with an Andrews University I-20 or the General Conference DS2019 should always maintain a full course of study at Andrews University. With an AU I-20, international students may take additional classes from other schools if approved by the academic advisor and the International Student Services office.

The Department of Homeland Security established a new system to track all international students who are admitted to study in the United States. It is called the Student and Exchange Visitor Information System (SEVIS). It is administered by the Student and Exchange Visitor Program (SEVP), a division of U.S. Immigration and Customs Enforcement (ICE). This is a web-based system for maintaining information on international students and exchange visitors in the United States.

Transfer to Another School in the U.S.

J-1 students who want to change schools or their academic program must first check with their sponsoring organizations. F-1 students who used an I-20 from Andrews University upon initial entrance to the U.S. as a student are required to attend Andrews full-time for a semester before being eligible to transfer to another school. If a student intends to change schools for any reason during the program, or after receiving a degree, he/she must initiate a transfer and obtain a new I-20 from the new school. The transfer instructions that need to be followed are normally given by the new school. Once the receiving school is ready to make the new I-20, the student should inform the ISS office so that the student's current legal file can be transferred electronically to the new school.

Full Course of Study

INS requires every student on an F-1 or DS2019 student visa to enroll full-time every semester at the school they are authorized to attend beginning immediately after the report date on the I-20 or IAP-66. Full-time class enrollment is as follows:

| | |
|--|--------------------------|
| Undergraduate | 12 credits (minimum) |
| Graduate | 8 credits (minimum) |
| MDiv | 9 credits (minimum) |
| English Language Institute (ELI) Academy | 12 clock hours (minimum) |
| Fall Qtr | 2.0 units (minimum) |
| Winter/Spring Qtr | 1.5 units (minimum) |

Audited credits do not count.

Summer semester is a vacation semester for those who start a normal school year. International students do not have to enroll for a lesser course load during summer except if the initial attendance reporting date on the I-20 or IAP-66 is dated for the summer semester. If so, the student must enroll for a full study load during the summer. Additional information is available in the International Student Services office.

1. International students with medical problems must provide a statement from a physician recommending an interruption or reduction in study load.
2. Graduate international students who have completed formal course work and are engaged in comprehensive exam preparation, project, thesis, or dissertation are required to register for such. Thereupon they are considered to be pursuing a full course of study.
3. An international student who registers in his/her last semester for less than the minimum credits required, must present a letter from his/her academic advisor verifying that these are the only credits that the student needs to fulfill all course requirements.
4. An F-1 student engaged in post-completion Optional Practical Training maintains his/her full visa status. A student in F-1 status doing full-time Curricular Practical Training is also considered to be pursuing a full course of study. But if an international student is engaged in part-time Curricular Practical Training or part-time Optional Practical Training, he/she is required to enroll in classes concurrently.

Students On Exchange Visitor Visas and the Two-year Home Country Physical Presence Requirement

The two-year home country physical presence requirement is one of the most important characteristics of the Exchange Visitor J status. If the international student is bound by this regulation, it will be stated on the J visa and on the bottom left corner of the DS2019. Exchange Visitors, including their dependents, can apply for a waiver of the requirement to return home for two years upon completion of their studies. Without the waiver, such students are not eligible to change their status in the U.S. to another category. Neither can such students become eligible for any change of status until they have been physically present in their country of nationality or the country of last legal permanent residence for a minimum of two years following departure from the USA.

Employment For J-1 and F-1 Students

Immigration laws are very strict about employment. International students desiring to work must be sure to comply with these laws. UNAUTHORIZED OFF-CAMPUS EMPLOYMENT CAN LEAD TO DEPORTATION.

J-1 students may engage in two kinds of employment: 1) academic training related to the course of study, or 2) work on-campus or off-campus for a maximum of twenty hours per week while school is in session and full-time during vacation. J-1 students must obtain a letter from the Treasurer's Office of the General Conference authorizing employment before beginning work.

Academic Training. Employment which is directly related to the course of study is permitted by the Department of States (DOS) while the J-1 student is enrolled in school, or approved for Academic Training no later than 30 days after completion of the program. The General Conference is the organization that authorizes the Academic Training once the student provides the required documents.

F-1 students may work on campus up to 20 hours per week while school is in session and full-time during vacations, breaks, and holidays. The student can work off campus only with permis-

sion from the USCIS. Permission for off-campus employment is given for 1) economic hardship, 2) curricular practical training, and 3) optional practical training.

F-2 dependents cannot work under any circumstances while they are in the country.

Curricular Practical Training (CPT). Employment authorization for Curricular Practical Training is given to students whose degree programs require off-campus work experience. International students may NOT begin working until the I-20 has been issued for employment authorization by the DSO. CPT is limited to twenty hours per week if the student is required to take classes during the practicum. If the CPT work is full-time, then the I-20 must be issued for full-time. For more information, contact the International Student Services office.

Clinicals, Practicums, or Internships. International students who are paid for clinicals, practicums or internships as part of a degree program MUST apply for Curricular Practical Training and be issued a new I-20. Failure to do so will consider their work illegal.

Optional Practical Training (OPT). Optional Practical Training is an optional work benefit for F-1 students, intended for practical work experience in their major field of study. Upon USCIS approval, a student receives work authorization to do OPT anywhere in the United States for a total of 12 months. International students must apply for OPT before they finish their course work. They could apply three months before finishing their course work and no later than two weeks prior to completion of course work.

Accepting Public Benefits is Illegal

Often hospital or medical clinic personnel encourage international students to accept Medicaid, or other government benefits for prenatal care, birth of baby, WIC programs etc. **DO NOT ACCEPT PUBLIC BENEFITS.** Doing so is considered by USCIS to be a violation of your non-immigrant status. Such students will be required to pay back the money received and may risk deportation.

Tracking System

The USCIS created a new system called SEVIS which monitors international students. The government requires all universities and colleges to supply them with information concerning their international students through electronic submission to SEVIS. Information such as the date of commencement of studies, failure to enroll or attend classes, or any disciplinary action taken against the student due to criminal conviction, or otherwise failing to maintain student status must be reported to the government through SEVIS.