

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

Graduate

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

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

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

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

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

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

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

Distance Education

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

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

Other International Educational Opportunities

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

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

STUDENT LIFE

Campus Ministries

Campus Center, Main Floor 471-3211

Campus Safety

Seminary Drive 471-3321

Career Planning and Placement

Campus Center, Main Floor 471-3141

Counseling and Testing Center

Bell Hall (Education Bldg.) 471-3470

Graduate Student Association

Bell Hall (Education Bldg.) 471-6606

Housing Office

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

International Student Services

Campus Center, Main Floor 471-6688

Intramural Hot-Line

Johnson Gymnasium 417-3434

Office of Student Services

Campus Center, Main Floor 471-3215

P.A.R.T.Y.

(Positive Attitudes Related to Youth)

Campus Center, Basement 471-6277

Residence Halls

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

Lamson (women's residence) 471-3446

Student Activities

Campus Center, Main Floor 471-6315

Student Health Office

University Medical Specialties 473-2222

Student Labor and Insurance

Administration Bldg., Main Floor 471-6570

Undergraduate Student Association

Campus Center, Basement 471-3250

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

STUDENT HOUSING

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

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

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

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

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

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

MOTOR VEHICLES

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

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

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

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

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

FOOD SERVICE

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

MEDICAL SERVICES

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

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

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

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

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

HEALTH-RELATED CONCERNS

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

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

Psychometric instruments and vocational guid-

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

SPIRITUAL CONCERNS

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

University Chapels and Student Forums.

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

The expected standard of conduct is described

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

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

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

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

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

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

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

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

STUDENT EMPLOYMENT

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

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

LIST A

Documents That Establish Both Identify and Employment Eligibility:

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

LIST B

Documents That Establish Identity:

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

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

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

LIST C

Documents That Establish Employment Eligibility:

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

All documents presented must be original.

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

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

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

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

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

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

ACTIVITIES AND ORGANIZATIONS

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

Andrews University Student Association

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

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

Andrews University Graduate Student Association

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

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

Bringing Andrews to Christ (BRANCH).

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

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

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

Black Student Association of the Seminary.

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

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

OTHER CAMPUS SERVICES

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

DISABLED STUDENT SERVICES

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