

CAMPUS RESOURCES

Andrews Aviation Center *airinfo@andrews.edu*
Airpark 471-3120

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), and a full-service aircraft repair center along with hanger and tie-down facilities. Andrews' air traffic unicom frequency is 122.7.

Andrews Community Counseling Center
Bell Hall, Room 159 471-6238

The Andrews Community Counseling Center (ACCC) consists of five counseling rooms, a waiting room and receptionist area. The ACCC provides professional counseling and psychological services to children, adolescents, adults, couples and families in the University community and the residents of Michiana at no cost. The center was established as a training facility for master's and doctoral level students working toward graduate degrees in counseling and counseling psychology at Andrews University. These graduate-student counselors are supervised by faculty who are professional counselors and/or licensed psychologists. Services are provided to individuals regardless of race, gender, age, religious affiliation or culture. To make an appointment to receive these services, call (269) 471-6238.

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, balloons, gift items and snacks.

Andrews University Press *aupress@andrews.edu*
Sutherland House 471-6134

Andrews University Press is the primary academic publishing house for the Seventh-day Adventist Church. It publishes academic books that make a scholarly and/or professional contribution to their respective fields and are in harmony with the mission of Andrews University. Publication emphases include archaeology, biblical studies, religion and theology, faith and learning, education and selected areas of science.

Architecture Resource Center
Architecture Building 471-2417

The Architecture Resource Center (ARC), a branch of the James White Library, provides the School of Architecture with a premier collection of resources for the study and research of architecture. The collection is of a broad scope with an academic focus in architecture and design. The ARC currently holds a collection of over 25,000 books and 106 periodical titles. The ARC stays current through its acquisitions by continually updating the collection with new titles in: books, monographs, periodicals, reference books, CDs and videos. It also supports other campus disciplines such as facility planning, educational and church architecture, environmental psychology, and behavioral science.

The ARC is the official repository of a special and growing collection of materials on environmental design research. This collection is made available as a result of our affiliation with

the international group known as the Environmental Design Research Association (EDRA). The purpose of this collection is to advance the art and science of environmental design, to improve understanding of the interrelationships between people and the built environment and to create environments responsive to human needs. The interdisciplinary collection holds books, trade journals, EDRA proceedings, documents, technical papers, and multimedia materials supporting research in the discipline of environment and behavior. The collection has been developed over the past 30 years and continues to expand, existing as the most comprehensive collection in the world.

The ARC is fortunate to have two rare book collections. One was donated by Ronald Senseman, FAIA, an architect who practiced in his own firm for over 30 years in the Washington, DC area. This exceptional collection includes classic rare books and photographs of architecture dating from the 19th century to the present. Vernon Watson, a Chicago Prairie Style Architect, donated his valuable and rare book collection to the ARC. Mr. Watson designed Griggs Hall, which was the original campus library, as well as several Prairie Style homes in Berrien County.

Center for Adventist Research *car@andrews.edu*
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 denomination. Comprised of 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 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. In 2005, the Review and Herald Publishing Association donated their rare book library (approximately 2,500 volumes) to the Center. The Voice of Prophecy and Faith for Today historical archives also are located at the Center.

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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 ***dlit@andrews.edu*** ***James White Library, Room 304*** ***471-3960***

The Center for Distance Learning & Instructional Technology (DLIT), 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 DLIT also has a lab for faculty and staff to assist with their technology needs. More info: www.andrews.edu/dlit.

Center for Statistical Services ***471-3478*** ***Bell Hall (Education), Room 151***

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 ***cye@andrews.edu*** ***Seminary Hall, Room S103*** ***471-8380***

The Center for Youth Evangelism (CYE), an organization of the Theological Seminary, provides youth ministry programming and resources throughout the North American Division (NAD) and the world church. It offers a variety of services to seminarians, conferences, pastors and churches. CYE provides youth ministry training through workshops and major training events. It evaluates and produces youth ministry materials and promotes study and research in youth ministry. Current evangelism programs include WeCare domestic mission trips, an Easter Passion Play, International Camporees, an Internet Radio Station, Giraffe News (leadership newsletter), Cruise with a Mission and other young adult events. More info: 1.800.YOUTH.2.U or cye@andrews.edu or www.AdventistYouth.org.

Center of Continuing Education ***inministry@andrews.edu*** ***for Ministry***

Seminary Hall, Room S220 ***471-3514***
The Center of Continuing Education for Ministry (CEEM), housed in the InMinistry Center, primarily serves ministers in the North American Division. CEEM provides continuing education for ministry employees of the church. It identifies, develops, and promotes continuing education courses and events and issues CEU certificates. More info: www.inministry.info or inministry@andrews.edu.

Christian Leadership Center ***471-8332*** ***Seminary Hall***

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 various programs offered to community and church organizations. Visit the Center online at www.andrews.edu/clc.

Employment Office ***employment@andrews.edu*** ***Administration Building, Main Floor*** ***471-3570***

The Employment Office assists students with 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 concurrently with the fall and winter semesters and at 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.

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 1,200-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*hornmusm@andrews.edu*

9047 Old US 31

471-3273

(Open Saturdays 3–5 pm)

An archaeological museum named for its founder and first curator, Siegfried H. Horn (1908-1993), the Horn Archaeological Museum 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*hpac@andrews.edu***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 is also 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, Michigan.

Information Technology Services**Information Services Building**

471-6016

Information Technology Services (ITS) provides a variety of services for faculty, staff and students. These services include support of administrative records systems, networking infrastructure, telecommunications and support for faculty, staff and student computer use including email, email forwarding and personal web space.

Internet access is available on campus for all faculty, staff and students. A wireless network is available in all academic buildings, allowing faculty, staff and students to connect to the Internet with an 802.11b/g wireless enabled device. Campus residence halls have Ethernet network connections in each room allowing students to connect to the Internet. High speed Internet access is available in the Beechwood, Garland and Maplewood apartments. Dial-up modem access to the Internet is available to faculty, staff and students residing off-campus.

The ITS Computer Store provides certain hardware and software resources at educational pricing. The Microsoft Office Suite and latest Microsoft operating system are available through a Microsoft Campus License Agreement for the cost of the media. Anti-virus software from Trend Micro is available for faculty, staff and student-owned Windows-based computers for the cost of the media. ITS also maintains a limited phone assistance service for hardware or software questions.

Telecommunications services provided by ITS in residence hall or apartment packages are caller ID, call waiting and basic CATV service. Services provided with additional fees include long distance telephone services, voice mail and Premium CATV. (For more information call 471-3455).

A general purpose computer lab is available for use by any student, faculty or staff member. The computing lab, located in Bell Hall Room 182, may also be reserved for instructional use. The lab contains Microsoft Windows based systems with a variety of software. Laser printing is available for a fee. Additional computer labs exist in various schools and departments.

InMinistry Center**Seminary Hall, Room S220**

471-3514

A ministry of the North American Division, the InMinistry Center specializes in providing off-campus seminary education. The Center facilitates masters-level learning events at most NAD unions for the MA in Pastoral Ministry degree, and the first part of the Master of Divinity. It also houses the Center of Continuing Education for Ministry For more info: www.inministry.info or inministry@andrews.edu.

Institute for Diversity and Multiculturalism**Nethery Hall**

471-3174

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.

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- 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 *ipa@andrews.edu*
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 *hornmusm@andrews.edu*
9047 Old US 31 **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 *hispanicministry@andrews.edu*
Seminary Hall, Room N210 **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 spiritual 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, rabbinics and languages. In all its work, the Institute seeks to train lay persons and ministers to foster constructive relations with Jews in their communities and to develop a global consciousness in all outreach and service.

Institute of World Mission *iwm@andrews.edu*
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, 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 several 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 Religious Liberty Institute
Seminary Hall, Room N328 **471-3500**

The purpose of the International Religious Liberty Institute is to foster the study of the principles of religious liberty and church-state relations upon sound methods of biblical, historical, legal and philosophical scholarship and to spread these principles through publications, lectureships, conferences, symposiums and the support of public advocacy.

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 MeLCat, a state-wide union catalog, patron-initiated inter-library loan service and book delivery system. Students and faculty can access over nine million books and other materials through MeLCat. The library also has access through the Michigan Library Consortium 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 *litho@andrews.edu*
Harrigan Hall (main floor across from sliding doors) 471-6027
 LithoTech provides full service in digital color and black and white printing. In addition, LithoTech offers offset printing and bindery services. Brochures, black and 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 University (College Place, Wash.) 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
Hamel Hall 471-6217

The Music Materials Center (MMC) is a branch library of the James White Library, located in Hamel Hall. Services and materials provided include: specialized music reference service, recordings and listening facilities, scores, reference materials to support the study of music, and assistance in the use of electronic materials. 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 MMC contains over 2,500 compact discs, 7,500 long-playing records, 1,200 scores and 2,000 books, and current issues of 30 music-related print periodicals. The major portion of the James White Library's collection of books on music is kept in the stacks of the main library. The library's Information Services Department also houses basic reference sources on music. Periodicals of back issues and videos/DVDs on music are also located 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, lay empowering and church growth. In addition, NADEI provides the Equipping University to NAD conferences for the development of lay ministry. NADEI is operated by the North American Division as a separate entity, but it works with the seminary in administering and developing its program.

Office of the Ombudspersons
471-3244
471-3214

The Ombudspersons Office is a confidential, independent and neutral dispute resolution service for the University community. As such, it facilitates understanding, communication and resolution of conflict among students, faculty and staff. The office serves as an impartial and confidential means of facilitating dialogue between parties on campus and as a means, apart from formal grievance procedures, of resolving differences. The office was established as part of the University's Christian commitment to foster a courteous and considerate climate conducive to productivity and well-being for the University community.

The Ombudsperson works independently from University administrative offices. Discussing a matter with an ombudsperson is confidential to the extent allowed by law and does not constitute notice to the university.

Radio Station WAUS 90.7 FM *waus@andrews.edu*
Howard Performing Arts Center 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, Room 206 471-6989

Screen Graphics provides a wide variety of screen printing and signage products for your group or individual requirements including: signs, digital banners, T-shirts, sweatshirts, jackets, bags, polo shirts, mugs, embroidery on hats and clothing, mugs, 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 *stuins@andrews.edu*
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 *success@andrews.edu*
Nethery Hall, Room 204 471-6096

The Student Success Center (SSC) exists for the sole purpose of helping students succeed. 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 471-6096

Andrews University accepts and appreciates diversity in its students, including students with disabilities. Accordingly, students are encouraged to inform the University of any disability by contacting the Student Success office. Students who are otherwise qualified for college may receive reasonable accommodations for disabilities if they have provided documentation by a qualified, licensed professional. Arrangements for accommodations should be made as early as possible after acceptance, and each semester. Students who suspect that they may have disabilities may also contact Student Success to inquire about the documentation process. More information about disabilities accommodations in college can be found at the government website: <http://www.ed.gov/about/offices/list/ocr/transition.html>.

University Assessment Office
Marsh Hall, Room 320 471-3373

The University Assessment Office helps faculty and administrators determine whether the University is accomplishing its mission (p. 10). Data about student learning is collected from many sources across the University, analyzed and reported to individuals and groups inside and outside the University. These findings are used to improve teaching and learning. Thus, Andrews University is a learning organization, constantly seeking to improve.

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 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. The Center also offers Orton-Gillingham based, multisensory intervention for those who have dyslexia.

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 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
rmes@andrews.edu

471-3225

Andrews Academy
academy@andrews.edu

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 (K–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 49104-0570; or from the Admissions Office, Andrews Academy, 8833 Garland Avenue, Berrien Springs, MI 49104-0560.

Writing Center

Nethery Hall, Room 203

writery@andrews.edu

471-3358

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

OFF-CAMPUS PROGRAMS

Charles H. Tidwell, Jr., *Dean*

Affiliation and Extension Programs

Administration Building, Room 211

(269) 471-6216

affiliations@andrews.edu

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 Administration offers the MBA degree in Trinidad and Portland. The School of Business Administration 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.