You’re Accepted
Welcome

Congratulations on your acceptance to Andrews University. We are so pleased that you have chosen to join our vibrant community. You can look forward to many opportunities at Andrews University—a high level of academic achievement, researching and publishing as undergraduates, unmatched ethnic and international diversity, social and spiritual community with your fellow students, and involvement in outstanding music events. Most importantly, this campus will provide an environment where you can develop a vibrant and growing commitment to God.

Andrews University invites you to engage in this academic community that nurtures a high level of excellence. We want you to embrace the many and varied opportunities we will offer to you. Commit yourself to personal growth, and discover how you can change the world. We are a global family and we welcome you to our home.

Sincerely,

Andrea Luxton
Provost
Your Time For A New Start

If you think about it, here at Andrews you are new. You have a clean slate. You can chart a new course. You can accomplish anything. Sound impossible? Not with God. His promise is clear. “Anyone who belongs to Christ is a new person. The past is forgotten, and everything is new.”

Never made the connection between enrolling at Andrews and following Christ? We have. Connecting body, mind and spirit is what we do here. We think it’s a fresh idea in education. Fresh. New. Andrews and you!

So many things to learn and you haven’t even cracked open a book yet! Don’t worry. You don’t need to know everything right now. In fact, for now, we think the essentials will fit on a single page. And that’s the way enrolling should be. Short and simple. So check it out, check ‘em off, and enjoy your first days on campus.

iVue AND finVue
A great way to get a snapshot of the steps to enroll at Andrews is to check out your personal iVue and finVue pages. iVue provides contact information for your academic advisor, access to forms you’ll need to complete (i.e., residence hall application or immunization form) and more. finVue is your one-stop shop for all things financial. Check out your financial aid award status, pay online and then link directly to Registration Central.

REGISTRATION HAPPENS ONLINE
Starting late March for fall semester and early November for spring semester, just click the Registration Central link at andrews.edu. Activate your username and password. Need help with your password or login? Email helpdesk@andrews.edu. And you’re on your way to registering! You can also use finVue or check out the SFS website at andrews.edu/sfs to view your financial notification award, download forms, pay online and much more.

JUST CHECK IT
Registration Central includes two steps: course registration and financial clearance. Each step has a box next to it. When both boxes are checked off, your registration is complete. Please finish these steps BEFORE arriving on campus. In order to complete the course registration step, be sure your final transcript has arrived at Andrews University, and then contact your academic advisor. Look for a description of these steps later in this guide.

YOU HAVE TWO ADVISORS
Need a little advice? You have two special assistants. One is your academic advisor. They help you register for classes and answer questions about your academic future. The second is your financial advisor. They are trained to answer questions about the financial details of your education. Your advisors’ names and contact information are listed on your iVue page.

WE LIKE QUESTIONS
If you need help with documents, processes, procedures, appointments or have questions, just ask! A complete list of helpful contacts is located at the back of this booklet.

We’re thrilled you have chosen Andrews University, and we are glad we chose you. We think you’ll have a great time here. Orientation is the launching pad for that experience. You’ll be given a big welcome and all kinds of great opportunities. Get involved! Make friends! Make memories! Make the most of this time!

For more information on Orientation visit our New Student Orientation site at andrews.edu/go/orientation.
The new fall semester orientation schedule is updated and available at the beginning of June each year.
Read your financial award
Do you know how much financial aid you will receive? Your financial notification letter from Andrews University will list your Andrews Partnership Scholarship and any other monies you are eligible for. If you haven’t received your financial award notification, please view it at finVue. If you have questions about your award, please contact the Office of Student Financial Services immediately.

Visit Registration Central
This is the date the Financial Plan step will be activated and ready for use. You will be able to choose the meal plan, Andrews University Bookstore and ITS Store limits, and payment plan that suit you best. Once your personal preferences are set, this step will calculate the amount of your first payment. (Registration Central opens on March 25 for the summer semester, July 15 for the fall semester, and November 15 for the spring semester.)

Make your first payment
If you forgot your payment amount, go back to Registration Central. Since each student’s Financial Plan is password-protected, our staff cannot access this information for you. Payment should be received by our office by August 15 for the fall semester, and December 15 for the spring semester. Please make your payment online via our secure site and it will be receipted the same day. If you mail a check, be sure it arrives here before the deadline. If you choose to call the office at 269-471-3326 with a credit card payment, please call before the deadline. Our telephone lines will be very busy the day of the deadline. (Summer semester requires 100% payment before classes begin.)

Confirm your payment by checking Registration Central
Confirm your payment by checking Registration Central again, regardless of how or when you paid. Click through your Financial Plan to be sure the system has registered any recent payments. All your registration holds (transcript, immunization, etc.) must be taken care of to complete financial clearance. When the Financial Plan box is checked off, congratulations! You are financially cleared. Now you can charge meals at Dining Services and purchase textbooks just as soon as you arrive on campus and get your ID card activated.

Remember to contact your Financial Advisor
Please contact the Office of Student Financial Services to begin the conversation about financing your education. If you feel you need to meet with your financial advisor one-on-one, be sure to make your appointment before August 15 for fall semester students and December 15 for spring semester students. Between new and returning students, their schedules fill up fast!

<table>
<thead>
<tr>
<th>First letter of your last name</th>
<th>Email</th>
<th>Direct Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>A–C</td>
<td><a href="mailto:sfadvisor1@andrews.edu">sfadvisor1@andrews.edu</a></td>
<td>269-471-3365</td>
</tr>
<tr>
<td>D–K</td>
<td><a href="mailto:sfadvisor2@andrews.edu">sfadvisor2@andrews.edu</a></td>
<td>269-471-6597</td>
</tr>
<tr>
<td>L–Q</td>
<td><a href="mailto:sfadvisor3@andrews.edu">sfadvisor3@andrews.edu</a></td>
<td>269-471-6385</td>
</tr>
<tr>
<td>R–Z</td>
<td><a href="mailto:sfadvisor4@andrews.edu">sfadvisor4@andrews.edu</a></td>
<td>269-471-6387</td>
</tr>
<tr>
<td>*Intl. Students/I-20 Questions</td>
<td><a href="mailto:isfs@andrews.edu">isfs@andrews.edu</a></td>
<td>269-471-6380</td>
</tr>
</tbody>
</table>

* Please address any I-20 questions to the International Student Financial Advisor. Once you have enrolled, any financial questions will be answered by the assigned financial advisor as listed above.

NOTE: If you’re registering in fall semester for both fall and spring classes, they will be dropped by August 15 if your Financial Plan box is not checked off in Registration Central. If you’re beginning in spring semester, classes will be dropped on the third day of the semester if your Financial Plan is not completed.
This quick checklist will help you manage all those important tasks well. Pay close attention to the headings and dates for each section and task.

Between March and July (fall semester only):

- **File Early**—March 1 Priority Processing Date. Filing your FAFSA and turning in your financial documents early ensures priority processing.
- **Starting June 1, sign up for your First Stop appointment.** In order to serve you in the most efficient way, we ask that you sign up online for a First Stop check-in time at andrews.edu/go/firststop.

By July 15 (fall semester) or first week of November (spring semester) you should:

- Complete the Andrews financial aid documents and turn them in to the Andrews University Office of Student Financial Services. You can find these documents in finVue.
- **Read and accept your award notification** from the Office of Student Financial Services (please contact them immediately if you have not yet received it). You can view it online through your finVue account at andrews.edu/undergrad. Contact Student Financial Services if you have any questions. See page 20 for contact information.
- **Complete your Housing Requirements.** If you are staying in a residence hall, you will need to submit an application online (andrews.edu/go/roomapp), submit your room deposit and confirm the room assignment all before the deadline. Don’t wait for the deadline. Reserve early! If you have a preference of roommates, indicate that person on your application. Students will not be allowed to move into the residence halls until they are financially cleared. The deposit is forfeited if you fail to move in for the semester specified or do not cancel before the semester’s deadline. Upon request and satisfactory checkout of the residence hall, your deposit will be transferred back to your student account. If you are planning to live in one of the University apartments, please submit your completed application and other required documents.
  - If you intend to live as a community student, please complete and sign a Community Residential Application and Agreement. Remember that your parent’s signature is also required and must be done at the Student Life office in person. See page 20 for contact information.

By August 15 (fall semester) or December 15 (spring semester) you should:

- **Send for a Final Transcript.** You were accepted on the basis of a partial transcript sent to us from your school (if you applied during the school year). You now need to request that a final transcript be sent to Andrews University from your secondary school and any college from which you have received credit, plus your ACT/SAT scores. See page 20 for contact information.
- **Complete a TB Test and mail your Immunization Record.** The Michigan Department of Public Health requires each student to meet immunization requirements. See page 12 for complete information.
- **Complete your First-Year Testing Online.** All first-year students are required to complete two online inventories before arriving on campus. Directions for accessing these inventories via the Internet (www.collegescope.com/andrews) can be found on page 10 of this guide.
- **Click through the Financial Plan step** in Registration Central. This step will determine your out-of-pocket expenses for the semester, including insurance and housing costs, and let you choose a payment plan. **Classes are dropped for those without financial clearance.** Make sure your Financial Plan box is checked off and your classes are secure before this date.
- **Make your first payment** (as figured in Registration Central) for the semester or school year. This can be done by making a payment online, mailing in a check or calling in a credit card number.
- **Check Registration Central again** to confirm that your payment was receipted and the Financial Plan box is checked off.
- **Register for classes.** Registration Central opens around the end of March (summer and fall semesters) and beginning of November (spring semester).

VERY IMPORTANT! Please complete your financial clearance before the deadline of August 15 (fall enrollment) or December 15 (spring enrollment). This allows you to:

1. **Keep Your Registered Classes.** Any classes for which you have registered will be dropped if financial clearance is not completed by August 15 for fall semester and by the third day of classes for spring semester.
2. **Move into the Residence Hall.** Students will not be allowed to move into the residence halls until they are financially cleared.
3. **Purchase books at the Bookstore or meals at Dining Services.**

**NEED SOME HELP? Call 800-253-2874 and ask to speak with an Enrollment Coordinator.**

**REMEMBER...there are no lines online!** Visit Registration Central at andrews.edu beginning July 15 (fall semester) and the first week of November (spring semester).
IMPORTANT NOTE: Please complete your financial clearance before the August 15 deadline. Any classes you have registered for will be dropped if financial clearance is not completed by August 15. Spring semester students need to have the Financial Plan complete by December 15. Students will not be allowed to move into the residence halls until they are financially cleared.

What is Registration Central?

Registration Central is your online, one-stop shop for all registration activity. Each semester you will need to sign up for the classes you wish to take and make financial arrangements for financial clearance for those classes and all other related semester expenses.

HOW DOES REGISTRATION CENTRAL WORK?
When you login to Registration Central at vault.andrews.edu, you will see seven boxes; as you complete each section a checkmark will be displayed. Since each box will assist in calculating your expenses, you must complete the first six boxes before moving on to the Financial Plan.

- Biographical Data Confirmation—verify your address and SSN/Tax ID information
- Enroll in Classes—enroll before attempting financial clearance
- Housing—options displayed will be based on your eligibility
- Dining—options displayed will be based on your eligibility
- Bookstore Account—set up or decline a charge account for the Andrews Bookstore
- Student Insurance—purchase student insurance or submit a waiver
- Financial Plan—review your Financial Aid Award before proceeding to your Financial Plan

Once all your checkboxes are checked off you have completed Registration Central! Enroll and review your financial aid summary at vault.andrews.edu.

WHAT IS A FINANCIAL PLAN?
Once you have confirmed that your financial aid award is complete, if you have any out-of-pocket expenses you will need to make financial arrangements to cover them. You can see a breakdown of your expenses and aid in your Student Account Center in TouchNet®.

If your expenses are not completely covered, your Financial Plan box will be empty and you will need to make a down payment of at least 40% of your new semester’s out-of-pocket costs. After you accept the Terms & Conditions, you will be connected to your Student Account Center in TouchNet. There you will be able to view the costs for the coming semester, your accepted financial aid, as well as your current student account balance. To get financial clearance at this point, you will need to click on the Payment Plan tab located at the top of your TouchNet Student Account Center screen. Once there, you will set up a Payment Plan and then be prompted to make your down payment. You will have the option to set up automatic payments to cover your future payments or assume responsibility for making these payments on your own.

Please confirm you have a Payment Plan before making a payment. If you make a payment before setting up a Payment Plan, TouchNet will ask for another 40% down payment to get cleared. To get cleared without making an additional payment, you will have to contact your Financial Advisor and request that they set up a Payment Plan for you. This could delay your clearance and cause you frustration, so be sure to click on Payment Plan before you make your down payment.

MAKING CHANGES?
Once you are financially cleared, making changes to any of your Registration Central boxes could impact the status of your financial clearance. For example, changing the number of credits you’re taking, adding a lab or increasing your bookstore account could mean more expenses. If your current financial arrangements are not sufficient to cover these new expenses, you could lose your financial clearance. If you do make changes, be sure to look for that green checkmark next to your Financial Plan!
UNDERGRADUATE COSTS
(Costs are based on the 2016–2017 school year)

<table>
<thead>
<tr>
<th>PRIMARY EXPENSES</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (12–16 credits)</td>
<td>$13,395</td>
<td>$26,790</td>
</tr>
<tr>
<td>Residence Hall (Lamson/Meier/Burman—with roommate)</td>
<td>$2,321</td>
<td>$4,642</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>$1,750</td>
<td>$3,500</td>
</tr>
<tr>
<td>General Fees</td>
<td>$447</td>
<td>$894</td>
</tr>
<tr>
<td>TOTAL ESTIMATED PRIMARY EXPENSES</td>
<td>$17,913</td>
<td>$35,826</td>
</tr>
</tbody>
</table>

SECONDARY EXPENSES

- Tuition for less than 12 credits is $1,089/credit. Tuition for each credit hour more than 16 semester hours is $888/credit.
- Students may set dollar limits on books, supplies and computer equipment in Registration Central. The cost of books and supplies varies depending on place of purchase and type of course. If part of an accepted Financial Plan, these items may be charged to the student account within the established limits.
- Students living in Meier, Lamson or Burman Halls without a roommate will pay $3,324/semester, $6,648/year. Students living in Damazo Hall will pay $2,416/semester, $4,832/year with a roommate and $4,832/semester, $9,664/year without a roommate.
- Undergraduate residence hall students under age 22 are required to participate in a meal plan. A café account (for students not living in residence halls) may be opened with a $50 minimum, and more may be added at any time. Purchases may be made at the Dining Center, Gazebo and campus vending machines.
- Some courses will have additional fees; see the current Class Schedule and Academic Bulletin for a list of fees associated with specific courses and/or majors. Learn more: bulletin.andrews.edu
- All students attending Andrews University must have health insurance. University insurance is available for students who do not have coverage.
- Costs are subject to change without notice.

INSURANCE COSTS

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall</th>
<th>Spring/Summer</th>
<th>Summer</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Student</td>
<td>$608</td>
<td>$933</td>
<td>$469</td>
<td>$1,541</td>
</tr>
<tr>
<td>Student with 1 dependent</td>
<td>$1,694</td>
<td>$2,600</td>
<td>$1,306</td>
<td>$4,294</td>
</tr>
<tr>
<td>Student with 2 dependents</td>
<td>$2,545</td>
<td>$3,906</td>
<td>$1,962</td>
<td>$6,451</td>
</tr>
</tbody>
</table>

To be charged by semester, notify the Student Insurance office. Note that the per semester rate is slightly higher than the one-time fee. Rates reflect the 2016–2017 school year. Contact the Student Insurance office at 269-471-3097 for every dependent over two.

NOTE: Costs are updated by February for the next school year. Please visit andrews.edu/sfs to view current costs. Costs are subject to change.

CONTACT INFO:
Please contact Student Financial Services with any questions.

Phone: 269-471-3334
Fax: 269-471-3228
Email: sfs@andrews.edu
Web: andrews.edu/sfs
What are my options for Financial Aid?

**FAFSA**—All eligible students (U.S. citizens and permanent residents) should fill out the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This gives access to federal and state loans and allows you to be considered for other assistance in our Office of Student Financial Services (SFS). FAFSA will ask you to supply federal school codes for every university to which you are applying. Andrews University’s code is 002238.

**Andrews Aid Packages**—After filing the FAFSA, you must submit the following signed and dated financial aid documents to Office of Student Financial Services, Andrews University, 4150 Administration Drive, Berrien Springs MI 49104-0750 or fax to 269-471-3228:

- Andrews University Financial Information Sheet (go to [andrews.edu/sfs](http://andrews.edu/sfs) and click Online Forms in the left menu).
- If you were not able to use the IRS Data Retrieval tool on the FAFSA, you will need to provide an IRS Tax Return Transcript (available two weeks after electronic filing or within 6–8 weeks of paper tax filing). To print go to [www.irs.gov](http://www.irs.gov).

The SFS team will prepare an award package based on your FAFSA and financial documentation. You will be assigned a financial advisor to ensure that your aid package complies with federal and state regulations, to arrange a payment plan to cover costs not financed by financial aid, and to answer questions you have regarding your account or financial aid.

**External Scholarships**—For a list of external financial resources visit [andrews.edu/undergrad/finances/help/scholarships](http://andrews.edu/undergrad/finances/help/scholarships) and select “External Scholarships” from the left-side menu.

**SUMMER MINISTRIES SCHOLARSHIPS**

Students can also receive a matching scholarship for participating in the following summer programs:

- **Summer Camp Scholarship** will be based on $180 per week for a maximum of $2,340. Student Financial Services will determine the amount of the scholarship based on the information received from camp directors in time for financial clearance.
- **Magabooks and HHES** are matched 50% of the net earnings, up to $2,500. The entire net earnings must be placed onto the student’s account at Andrews University before the scholarship is given.
- **Andrews University Field Evangelism and Church/Conference Outreach** programs are matched 100% based on the information given to Student Financial Services from each organization. The scholarship cap is $1,500.

**STUDENT MISSIONARY/TASKFORCE VOLUNTEER SCHOLARSHIP**

This scholarship is awarded to an undergraduate student who has served as a Student Missionary or Taskforce Volunteer and enrolls full-time at Andrews University the year following the year of service. The $1,500 scholarship is a one-year award divided over two semesters. It is not transferable to any other school nor any other student. Approval for this scholarship is given by the chaplain of the Student Missionary/Taskforce Volunteer Program in the Office of Campus Ministries. This scholarship is not part of the Andrews Partnership Scholarship.

**PAYMENT PLAN OPTIONS**

(subject to change each year)

**Cash Rebate Plans**

- **3% Rebate Plan**—Full-time students may choose to pay estimated out-of-pocket expenses (charges less financial aid resources) for the full year by August 15 to receive a 3% rebate. Email [sfs@andrews.edu](mailto:sfs@andrews.edu) after making payment to ensure that the rebate is posted to your account. Minimum payment to qualify is $1,000. Payment must be receipted by August 15.
- **1% Rebate Plan**—Full-time undergraduate and graduate students may choose to pay their estimated out-of-pocket expenses (charges less financial aid resources) in full for the semester and receive a 1% rebate. Fall semester payments must be receipted by August 15 and spring semester payments must be receipted by December 15. Please email [sfs@andrews.edu](mailto:sfs@andrews.edu) after making your payment to ensure that rebates are posted to your account. Minimum payment to qualify is $500. All approved rebates will be applied to the student account during that semester.

**Installment Plan**

Students may arrange to pay installments toward estimated out-of-pocket expenses for each semester. The installment plan carries the following stipulations:

A. All previous account balances (including installment plan balances) must be paid in full, plus a 40% down payment.
B. The plan may not exceed more than 60% of estimated out-of-pocket expenses per semester.
C. Payments must eliminate the account balance by the end of the semester to which the plan applies.
D. Late payments will incur a fee of $25.
E. Carrying charges will be posted to any unpaid balance at the end of the current academic term.
F. Minimum balance for Installment Plan is $500 or above.
As a new student you are required to take a number of tests as you enroll at Andrews University—two before you arrive and the rest during Orientation.

BEFORE YOU ARRIVE:
First-Year Testing. This online computer-based testing consists of the Do What You Are—Personality Inventory (DWYA) and the PEPS Learning Style Inventory. These inventories will help you gain insight into your interests, abilities and personality characteristics; grasp a better understanding of what careers will be best aligned with your personality and strengths; and assist us in helping you achieve your academic and career goals. This testing is required of first-year students and optional for transfer students.

Testing is open July 15 through August 15 for students starting fall semester and November 15 through December 15 for students starting in spring semester. Please make sure you complete the testing during the open dates, as not doing so may delay your registration process.

To take the test from any computer, follow these simple steps:

1. Go to www.collegescope.com/andrews
2. Register as a New Student
3. Begin the DWYA
4. After you complete the DWYA, return to the Homepage, then complete the PEPS Learning Style Inventory.

Upon arrival to campus, you will be scheduled to attend a mandatory 50-minute session with a professional career counselor to review your test results and discuss implications for your course of study and professional success.

The Counseling & Testing Center offers students the opportunity to explore their interests, abilities and personality style in the context of choosing a major and, ultimately, a career. Counseling services for all mental health and career needs are available to registered students throughout the academic year. 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. It believes that each person is a child of God with a purpose or mission in life. Its goal is to assist each individual student to work toward reaching his or her potential.

AFTER YOU ARRIVE:
The Math Placement Exam (MPE). The purpose of the MPE is to maximize student success in beginning mathematics courses by placing the student in a course at an appropriate level. We do not want you to take a course that is too hard for you. It is a waste of money to repeat failed courses—or to take a course you have already mastered. With a few exceptions, all undergraduate students must take the MPE to fulfill the General Education Mathematics requirement or to register in any mathematics course.

Exceptions: The following students do not have to take the MPE.

1. Students who have, at the time of their first enrollment at Andrews University, transferred credit from an accredited college in a College Algebra, Precalculus, Precalculus Algebra, Precalculus Trigonometry or any Calculus course.
2. Students who have taken AP Calculus and have passed the AB test with a score of at least 3 or have passed the BC test with a score of at least 4.
3. Students transferring from a four-year college into Physical Therapy or Medical Laboratory Sciences who are classified as seniors in their first year at Andrews.
4. Students enrolled in the Intensive English Language program. It will be required in their first semester of enrollment in regular college-level courses.

Courses titled Basic Algebra, Elementary Algebra, Intermediate Algebra, Pre-Algebra, College Arithmetic or Business Mathematics will generally not be sufficient to meet the General Education requirement, although taking them can help you score well on the MPE.

Most transfer students need to take the Math Placement Exam upon enrolling at Andrews. A review session and exam time are scheduled during Orientation. Visit andrews.edu/math for more information.
Each year our campus is lit up by the brilliance, color and culture of hundreds of students from around the world who study at Andrews University. From our International Flag Mall to the International Food Fair and much more, international students are celebrated.

To make sure your stay at Andrews is both smooth and pleasant, please review the following important pieces of information.

INTERNATIONAL STUDENT I-20 FORM
The Office of International Student Services & Programs will send your I-20 Form once we:

- Approve your budget sheet
- Verify your funds
- Receive your deposit (Canadian and Mexican citizens are exempt from the deposit)

If you have questions regarding the budget sheet, please contact the International Financial Specialist at 269-471-3834 or email isfs@andrews.edu. For specific questions regarding the I-20, contact the Office of International Student Services & Programs at 269-471-3310 or email iss@andrews.edu.

Make sure to mark your name and ID number clearly on any transactions. Include specific dollar amounts on how the funds should be allocated (i.e., International deposit, Residence Hall deposit). Transfer funds may be wired—contact the International Financial Specialist at isfs@andrews.edu.

Check out the student insurance and student employment opportunities, processes and requirements for international students on page 12. Also, be sure to learn about International Students Orientation (attendance is required) on page 13.
More to Know
Read all the fine print.

TRANSFER STUDENTS
A transfer student is anyone that has taken college courses after graduating from high school. College/university transcripts issued in languages other than English must be accompanied by an authorized English translation. Most transfer students need to take a Math Placement Exam upon enrolling at Andrews. Exam times and review sessions are scheduled at the start of each semester. Visit andrews.edu/math for more information.

- Qualitative Requirements—Only transfer credits with a minimum grade of C- from an accredited institution will be accepted for entry on the student’s academic record at Andrews.
- Advanced Standing—You will also receive periodic “checksheets” from the Office of Academic Records to monitor your progress.
- Credit transfer is evaluated by our Office of Academic Records.

For more information about transferring to Andrews University, please refer to the academic bulletin. You may also contact the Articulation Coordinator at 269-471-3979 or email articulation@andrews.edu.

DISABILITY SERVICES
Andrews University makes necessary accommodations for students with disabilities, both learning and physical. Students requesting support from the Student Success Center should provide written documentation from a qualified professional as early as possible.

STUDENT INSURANCE
Andrews requires all students enrolled for more than 6 credits to be insured by a policy covering accidents and illness. Students have an option to purchase student health insurance with Collegiate Risk Management through Andrews University or to have coverage through an alternate insurance provider. If you opt to have your own insurance you will need to submit your insurance information on Registration Central and a copy of your insurance card to the Office of Student Financial Services.

You must complete the waiver form when you register online. Make sure that you accurately complete all necessary insurance information, based on your current coverage. If you choose to purchase an Andrews University health insurance policy, you may select either semester- or year-long coverage. Health insurance costs are listed on page 8.

For international students:
- You are required to maintain coverage as long as you have an I-20/IAP-66 for Andrews University and remain in student status.
- You are required to maintain the same coverage for any dependents accompanying you. If any family members arrive during the school year, it is your responsibility to inform the Student Insurance office of their arrival. It is also your responsibility to make sure you are continuously covered by the University or another insurance policy as well as to provide the required proof of coverage in the required time.

STUDENT INSURANCE DISCLAIMER
All insurance plans entered as a waiver are subject to approval based on the Andrews University minimum coverage requirements:

- Minimum coverage of $50,000 for both accident and illness.
- If the policy has a deductible, make sure it is less than $500.
- Hospitalization must cover a per day minimum of $1,100 and Intensive Care Unit charges of $1,500 per day.
- The policy should cover local physician office visits and medication.
- For international students (F-1 and J-1 visa holders), the policy should include a repatriation and medical evacuation benefit of at least $10,000.

INTERNATIONAL STUDENTS
International students on non-immigrant F-1 or J-1 visas may seek on-campus employment of up to 20 hours per week according to current immigration law. Persons on F-2 visas may not work in the United States. For information on employment eligibility certification and other student employment issues, see andrews.edu/hr/students.html.

HEALTH AND IMMUNIZATION RECORD
The Michigan Department of Public Health requires each student to meet immunization requirements. This includes receiving a TB test within six months prior to starting your first semester. You may find this form on your My Account page at andrews.edu/undergrad. Please fax or email this form as soon as possible. See page 20 for contact information.

If TB test is done on campus after arrival, an additional fee will be charged.

YOUR RIGHT TO KNOW: SECURITY AND FIRE SAFETY REPORT
As part of the Clery Act, all universities are required to disclose information about campus crimes, drug and alcohol offenses, and current security procedures. At Andrews, we work hard to ensure a safe environment for you. Learn more at andrews.edu/services/safety/clery.

AU ALERT EMERGENCY NOTIFICATION
To ensure multiple means of emergency communication for our campus, Andrews will send emergency notification alerts to the campus. During emergencies and weather closings, text messages, emails and voice calls will be sent to registered recipients. Emergency alerts will also be posted to the Andrews University Facebook and Twitter accounts.

Be Informed. Register online at https://www.getrave.com/login/andrews. Enter your Andrews University username and password to sign in and update your contact information.
NEW STUDENT ORIENTATION
When you arrive on campus to enroll, you’ll take part in New Student Orientation. New students starting in fall semester should plan to arrive on campus the Sunday of the week before classes start. New students starting in spring semester should plan to arrive before the first day of class. For the orientation schedule and additional information, visit andrews.edu/go/orientation.

This is a great opportunity to confirm the information we already have and complete most of the additional steps needed to enroll. You’ll have the chance for a personal conversation with an Andrews University representative who will review and confirm those details, collect any missing information and help you get quickly (and easily) prepared to start your education at Andrews University. You will also be able to collect useful information such as your student planner and additional items to make your Andrews experience successful. New students will receive and be able to activate their ID cards at the first stop of orientation. ID cards are activated for the Bookstore, Dining Services, Gazebo, vending machines and the ITS Store when your Financial Plan box is checked off. Without that check in the box, your ID card cannot be activated.

INTERNATIONAL STUDENT ORIENTATION REQUIREMENTS
If you are a new international freshman student, you must attend an Immigration Guidelines session along with all other New Student Orientation events. If you are transferring from a college or university outside of the United States, you are required to attend the entire New International Student Orientation for transfer and graduate students, which will include the Immigration Guidelines session. Please contact the Office of International Student Services & Programs for a schedule of events. Undergraduate transfer students are also welcome to attend other main New Student Orientation events. PLEASE NOTE: The Immigration Guidelines session is required by United States law of all new international undergraduates. The Office of International Student Services & Programs will not be able to activate you in the SEVIS until you attend this session. You are also required to bring your I-94, I-20 and passport to this orientation session.
Residential & Community Living

Wondering where you will live? We've got five options for our students. Read below to find out more details for each, and see page 20 for contact information.

LAMSON HALL
This women's residence hall features a recently renovated coed lobby, a health club sporting the latest in exercise equipment, fitness classes, a computer lab, a tutoring room, a prayer room, laundry facilities, kitchens and study lounges on each floor, and a large chapel. Lamson Hall is actually two buildings built back-to-back; East features large community bathrooms, while West features suites sharing a semi-private bathroom. Each fully furnished room includes a local telephone connection, basic cable television connection and wireless high-speed Internet.

MEIER HALL
This men's residence hall offers an attractive coed lobby with comfortable furnishings, a big-screen TV, a large wood-burning fireplace, the Meier Men's Health Club, a chapel, a computer lab, kitchen access and laundry rooms as well as laundry service. Student rooms are configured in two-room, air-conditioned suites with new windows and furniture. Rooms include a local telephone connection, basic cable television connection and wireless high-speed Internet.

UNIVERSITY APARTMENTS
A residential community designed specifically to meet the needs of students with families and single older students. The 304-unit apartment complex includes four-, three-, two- and one-bedroom and efficiency apartments, with descriptions available upon request. It is best to apply 6 to 9 months in advance. University Apartment applications are available at andrews.edu/ua.

UNIVERSITY TOWERS
This residence hall provides support and programs that enhance the life and development of single older students. Both towers are equipped with an elevator to accommodate the five floors. Centrally located between both towers are a spacious lobby with a TV, an auditorium, desk and mail services, and a recreation center with a kitchen for entertaining.

Burman Hall
This men's residence offers spacious rooms with in-room climate control and community bathrooms, lounges on each floor and laundry facilities. Rooms include a local telephone connection, basic cable television connection, and wireless high-speed Internet.

Damazo Hall
This is the newest women's residence hall (completed June 2011) and features spacious efficiency apartments (for two) or two-bedroom apartments (for four). Both room styles include a private bathroom, mini kitchen with full-size refrigerator, local telephone connection, basic cable television and wireless high-speed Internet. The two-bedroom apartments also include a living room area with a couch, entertainment center and lounge chair. Laundry facilities are available for all residents as well as four conference rooms.

COMMUNITY LIVING
If you are an undergraduate student under age 22 and choose to live with your parents, you must complete and sign a Community Residential Application and Agreement. Additionally, a parent must come to the Student Life office to sign this form before financial registration can be completed. Applications and additional information are available from andrews.edu/sl or from the Student Life office. Applications are due by July 15 (for fall semester) or November 15 (for spring semester). Please allow a minimum of two weeks for processing.

Use this chart to quickly see which housing facility/facilities you can live in.

<table>
<thead>
<tr>
<th>Gender</th>
<th>Lamson Hall</th>
<th>University Towers—Damazo Hall</th>
<th>University Towers—Burman Hall</th>
<th>Meier Hall</th>
<th>University Apartments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single undergraduates under age 22</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Single undergraduates turning age 22 during spring semester</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>(if space allows)</td>
<td>No</td>
</tr>
<tr>
<td>Single undergraduates turning age 22 before spring semester</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Single undergraduates age 22+ and graduates</td>
<td>(if space allows)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Married couples or families</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
COMMUNITY VALUES AGREEMENT

When you choose to attend Andrews University, you agree to be part of a uniquely Christian community, and you will commit to a four-part agreement as part of the Registration Central process. As an Andrews University student, you commit to:

- **Attend a Faith-Based** Institution by respecting our Seventh-day Adventist Christian perspective and values.

- **Adopt a Wholesome Lifestyle** by ordering your life on- and off-campus according to the following values:

  - **HONESTY**: We refrain from lying, cheating and stealing.
  - **MODESTY**: We exhibit modesty in behavior and dress.
  - **SEXUAL PURITY**: We refrain from engaging in premarital sex, adultery and pornography.
  - **RESPECT FOR OTHERS**: We do not tolerate any form of verbal, physical or sexual abuse.
  - **HEALTHFUL LIVING**: We abstain from using alcohol, tobacco and illegal drugs.
  - **SAFETY**: We do not tolerate the possession or use of firearms, explosive devices or other prohibited weapons. Off-campus possession or use of illegal firearms, explosive devices or other prohibited weapons is not tolerated.

- **Live on a Residential Campus** by staying in a University residence hall and participating in a meal plan at the University’s vegetarian dining center while under the age of 22 unless you live in the community with your parents.

- **Be Part of a Gathered Community** by attending required co-curricular programs including chapels, forums and other developmental programs.

If you’d like to know more about the values, expectations and services of the Christian community at Andrews University, we encourage you to review the online Andrews University Student Handbook, which can be found at andrews.edu/sl.
Make Yourself At Home Here
Tips to settle right in.

Cozy. Charming. Cute. That’s real estate doublespeak for the average residence hall room. Translation? Small. Space is at a premium. Add assorted earthly possessions times two and every inch counts. So how can you make your room livable, even fashionable? Here are a few tips for becoming the envy of the hall.

- **Don’t bring too much.** Move in with the essentials like clothes, bedding and personal items. Plot out the space with your roommate. Then shop together for finishing touches and additional items like chairs or lamps. It’s a great way to bond with the new roomie!

- **Contact your roommate in advance** to coordinate what you’ll each bring. That way you won’t duplicate stuff or end up with too many big items.

- **Be familiar with residence hall restrictions.** The residence hall will email out guidelines in advance as to what items are not allowed in rooms (i.e. candles, pets, hotplates, etc.). They’ll also tell you what you can and can’t do when decorating your room.

- **Think comforting.** You’ll be in a new place. Bring things that remind you of family, hometown, friends, treasured experiences, etc. These same things help introduce you to new friends. And don’t forget that favorite blanket, pillow or teddy bear.

- **Personalize your space.** Pack something to hang on the wall or set on a desk. It doesn’t have to be big, just a piece of you to put a stamp on your part of the room.

- **Decorate your room with a theme.** Decorating ideas are as close as your nearest computer or TV. HGTV’s Design on a Dime (www.hgtv.com) and the Learning Channel’s Trading Spaces (www.tlc.com) are just two of the many places you can go for inspiration. Glance down the following list of “looks” to get your creative juices flowing:

  - Citrus Punch
  - Country Chic
  - Ethnic Pride
  - Metallic Finish
  - Motor City
  - Minimalist
  - Natural Touch
  - Nautical Landing
  - Outdoor Enthusiast
  - Patriotic American
  - Retro Inspired
  - Southwest
  - Sports Desk
  - Tropical Destination
  - Urban Sleek
Shop online first. Try out:

- Bed Bath & Beyond at www.bedbathandbeyond.com
- Ikea at www.ikea.com
- Linens ’n Things at www.lnt.com
- Target at www.target.com
- Walmart at www.walmart.com

Open a gift registry. If you have a graduation or birthday coming up this summer, consider using a dorm room gift registry. Bed Bath & Beyond’s website has the most comprehensive registry, complete with checklists and college survival tips. Also check out the registry at Linens ’n Things. Don’t be shy; ask for it all!

CURRENT STUDENTS RECOMMEND BRINGING:

- A portable iPod or MP3 player and headphones. Leave the big honkin’ stereo at home. A personal device can also help drown out unwanted distractions.
- A camera. There are going to be a lot of people and moments you’ll want to remember.
- Lots and lots of pictures of friends and family. Perfect for when you’re feeling a little homesick.
- Flip-flops for the shower. Let’s hear it for foot health!
- Rolls of quarters for the washer/ dryer and vending machines.
- Closet organizers. So you can fit even more into your closet.
- A starter stash of snacks. Throw in a microwave and small fridge and open up a whole new world of residence hall room cooking.
- An area rug. Adds a layer of personality and comfort.
- Your favorite lounging clothes. Great for those late nights in the dorm.
- A TV? Nah…who needs it!
- A computer. That’s more like it. Laptops with wireless capability are perfect.

Please check your residence hall website for a more detailed list of things to bring and items not allowed in the residence hall.

Forgot something? Don’t worry; there are many stores on campus and in Berrien Springs that are within walking distance, including:

**On-Campus:**
- Bookstore
- Gazebo (fast food & convenience store)
- University Barber Shop

**Within walking distance (10 min.):**
- A Traveler’s Choice (travel agent)
- ABC Christian Book Center
- Apple Valley Market (grocery & deli)
- Auto Zone (auto parts)
- Avani’s International Restaurant (restaurant)
- Caitlans (restaurant)
- de Cafe 31 (deli)
- Dollar General (economy goods)
- Family Dollar Store (economy goods)
- Honor Credit Union (bank)
- University Medical Specialties (medical/dental)
- United Federal Credit Union (bank)
- Victoria’s Cottage (stationery/flowers)

**Have a car? These stores are a short drive away (5 min.):**

**FAST FOOD/RESTAURANTS:**
- Baguette de France
- Beijin Palace
- Dairy Queen
- Daybreak Cafe
- Hoppers Family
- McDonald’s
- Nikki’s Cafe
- Roma Pizzeria
- Subway
- Taco Bell

**SERVICES:**
- Brit Style Hair Salon
- Chemical Bank
- Fifth Third Bank
- Garment District
- Harding’s Market
- Rite Aid Pharmacy
- Village Hardware

There are also a lot of department stores only 15 minutes away in Benton Harbor (BH), along with many other stores only 30 minutes away in South Bend, Ind. (SB). We recommend:

- Bed Bath & Beyond (SB)
- Best Buy (BH, SB)
- Burlington Coat Factory (BH, SB)
- Hobby Lobby (SB)
- Kohls (BH, SB)
- Meijer (BH, SB)
- Michaels (BH, SB)
- Old Navy (SB)
- Pier 1 (BH, SB)
- Target (BH, SB)
- TJ Maxx (BH, SB)
- Walmart (BH, SB)

Pack for the weather. Michigan is a four-season state. You should plan your wardrobe accordingly. The chart to the right gives 20-year averages for the Berrien Springs area.

<table>
<thead>
<tr>
<th>BERRIEN SPRINGS, MI</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avg. High °F</td>
<td>33</td>
<td>35</td>
<td>44</td>
<td>59</td>
<td>68</td>
<td>80</td>
<td>84</td>
<td>83</td>
<td>75</td>
<td>64</td>
<td>47</td>
<td>35</td>
</tr>
<tr>
<td>Avg. Low °F</td>
<td>17</td>
<td>19</td>
<td>26</td>
<td>38</td>
<td>48</td>
<td>58</td>
<td>62</td>
<td>61</td>
<td>52</td>
<td>42</td>
<td>31</td>
<td>21</td>
</tr>
<tr>
<td>Avg. Snowfall (in.)</td>
<td>13.8</td>
<td>12.1</td>
<td>7.7</td>
<td>1.3</td>
<td>0.1</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>0.1</td>
<td>0.4</td>
<td>7.1</td>
<td>13.6</td>
</tr>
</tbody>
</table>
Information Technology Services
Computer and network services are provided through the Office of Information Technology Services (ITS), located in the Information Services Building.

Andrews Username
All students are assigned a username that can be used for email, accessing network and Internet resources, logging on to Registration Central, and storing information on web pages. Need help? Email helpdesk@andrews.edu.

Computer Systems and Software
Microsoft Windows Operating System and Office software as well as antivirus software are available for students through campus agreements. Students may obtain the software for only the cost of the media. The ITS Computer Store (located in the Information Services Building) has a large variety of computer-related items available for sale. On occasion, special computer system packages including a desktop or laptop computer are available for very reasonable prices.

Students can access Information Technology (IT) resources from:

- Residence Hall rooms (100 mbits/sec)
- University Apartments (high-speed Internet—speed varies with location)
- A wireless network on-campus covering most buildings and some outdoor areas
- Computers located in computer labs (over 100 computers are available in general purpose labs with many others available in departmental labs)

The University has a connection to the Internet allowing for access to and from Internet resources off-campus.

Computer Support
Assistance with computer-related questions is available via the Helpdesk, located in the Computer Store (269-471-6016).

Appropriate Use of Resources
Students are expected to use IT resources within legal requirements as well as within the philosophy of Andrews University. Access must not be gained without authorization, and individuals must not use excessive levels of resources. Anyone who inappropriately utilizes these resources may lose access to them.
**When do I meet my financial advisor?**
Please contact the Office of Student Financial Services at 269-471-3334 to begin the conversation about financing your education. If you feel you need to meet with your financial advisor one-on-one, be sure to make your appointment before you arrive on campus.

**When can I check into the residence hall?**
Move-in for fall semester begins on the Sunday of the week before classes start, and move-in for spring semester is the Sunday before classes start. Move-in is open only to those who have been financially cleared. Please do not ask to move in earlier than this, as our residence hall staff will be preparing for your arrival. Those arriving earlier should arrange for accommodations in the area, as on-campus guest housing is very limited. Those students who are coming for the spring or summer semesters should make arrangements directly with the residence facility you will be staying in.

**PLEASE NOTE:** Once you are accepted as a student to Andrews University, please submit the required room deposit and application before the deadline. Please submit these before the July 15 (fall semester) or November 15 (spring semester) deadline. You will not be allowed to move into the residence hall until you are financially cleared.

**What kind of testing is required for new students?**
There are tests required of first-year students, and some transfer students may need or want to take them as well. Please refer to page 10 for more information about these tests.

**How do I pay for my meals when I arrive?**
With an Andrews ID card. Food purchased before classes begin will be a part of your first semester Dining Services charges. In order for your new card to work, you must be financially cleared. Yet another reason to meet that August 15 deadline! Otherwise, be prepared to pay with cash or a credit card.

**How can I get an Andrews ID card?**
You will receive an Andrews ID card when you come to campus. However, you must be financially cleared for it to be activated for use at Dining Services and the Andrews University Bookstore.

**Are first-year students allowed to have cars?**
Yes. All students are allowed to have cars and are expected to adhere to certain rules for parking, registration and traffic. You can register your car online with the Office of Campus Safety at andrews.edu/safety just as soon as you have your Andrews ID number.

**When can I meet my academic advisor and register for classes?**
As soon as your final transcript has arrived at the University, you may contact your academic advisor or department to begin the class registration process. During Orientation, you will attend a Departmental Orientation where you will meet your advisor and other major professors. Individual advising sessions will be scheduled at that time for those who still need to complete the academic registration process. If you don’t know who your academic advisor is, call the Student Success Center at 269-471-6205 or visit your iVue page.

**How can I change my major?**
Call the Student Success Center and simply tell them you’ve changed your mind! They will change your major and assign you a new academic advisor in that department. Please have your ID number ready when you call. You can also submit a change request on your My Account page.

**Can students work off-campus?**
Yes, if you have transportation. You must be a U.S. citizen, permanent resident, or have a visa that allows for off-campus work. International students are limited to 20 hours of on-campus work a week. We recommend that all first-year students begin with no more than 10 to 12 hours of work in their weekly schedule.

**How do I set up my phone service?**
Landline service with unlimited local calling and Caller ID is included in your residence hall fee and is provided through ITS/Telecommunications. To use this service, you will need to supply the telephone and/or answering machine. You will need a calling card (such as those available at stores everywhere) to make long distance calls. Cellular coverage from AT&T, US Cellular, Verizon and Sprint is very good on campus, so if you wish to use a cell phone you might consider getting service from one of these providers.

**Can I have a TV?**
Yes. The University operates its own cable television system. Basic service which includes local broadcast stations, campus content, Hope Channel and 3ABN is included as part of your housing package. Premium plans are available for a monthly fee through ITS/Telecommunications. You will need a “cable ready” digital TV to receive premium programming.

**Is New Student Orientation for transfer students?**
Absolutely! With few exceptions, Orientation events are all about connecting and becoming part of the Andrews family. We want you to be included in that process.

**Transportation?**
Need a ride or pickup? Call the Office of Transportation at 269-471-3519 or 269-471-6492 (24-hr emergency contact). There is a fee for this service.

**How can I get a question answered now?**
Call one of our enrollment coordinators at 800-253-2874. If they can’t answer your question, they’ll find someone who can!
# Who To Call For Assistance

All Departments Toll-Free 800-253-2874

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>PHONE NUMBER (area code 269)</th>
<th>CONTACT INFORMATION</th>
<th>ANSWER QUESTIONS ABOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Ministries</td>
<td>471-3211</td>
<td><a href="mailto:cm@andrews.edu">cm@andrews.edu</a></td>
<td>All things spiritual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>andrews.edu/cm</td>
<td></td>
</tr>
<tr>
<td>Campus Safety</td>
<td>471-3321</td>
<td>269-471-3910 (Fax)</td>
<td>General safety, car/bike registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:safety@andrews.edu">safety@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>andrews.edu/safety</td>
<td></td>
</tr>
<tr>
<td>Counseling &amp; Testing Center</td>
<td>471-3470</td>
<td><a href="mailto:ctccenter@andrews.edu">ctccenter@andrews.edu</a></td>
<td>CLEP and career testing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>andrews.edu/services/ctcenter</td>
<td></td>
</tr>
<tr>
<td>Disabilities</td>
<td>471-3227</td>
<td><a href="mailto:success@andrews.edu">success@andrews.edu</a></td>
<td>Accommodation of disabilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>andrews.edu/services/sscenter</td>
<td></td>
</tr>
<tr>
<td>Employee Services</td>
<td>471-3570</td>
<td><a href="mailto:employment@andrews.edu">employment@andrews.edu</a></td>
<td>Student jobs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>andrews.edu/services/sscenter</td>
<td></td>
</tr>
<tr>
<td>Enrollment Management</td>
<td>471-6049</td>
<td><a href="mailto:enroll@andrews.edu">enroll@andrews.edu</a></td>
<td>Anything and everything</td>
</tr>
<tr>
<td></td>
<td></td>
<td>andrews.edu/undergrad</td>
<td></td>
</tr>
<tr>
<td>Gymnics</td>
<td>471-3357</td>
<td><a href="mailto:gymnics@andrews.edu">gymnics@andrews.edu</a></td>
<td>Gymnastic tryouts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>andrews.edu/cas/gymnics</td>
<td></td>
</tr>
<tr>
<td>Lamson Hall</td>
<td>471-3446 (General) 471-6603 (Housing)</td>
<td>269-471-3838 (Fax) <a href="mailto:lamsonhallhousing@andrews.edu">lamsonhallhousing@andrews.edu</a> andrews.edu/lamson</td>
<td>Women's residence hall for undergraduates under age 22</td>
</tr>
<tr>
<td>Meier Hall</td>
<td>471-3390 (General) 471-3813 (Housing)</td>
<td>269-471-3671 (Fax) <a href="mailto:meierhallhousing@andrews.edu">meierhallhousing@andrews.edu</a> andrews.edu/meier</td>
<td>Men's residence hall for undergraduates under age 22</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>471-3334</td>
<td>269-471-3228 (Fax)</td>
<td>Financial aid, student accounts, veterans and educational subsidy</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:sfs@andrews.edu">sfs@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td>Student Success Center</td>
<td>471-6096</td>
<td><a href="mailto:success@andrews.edu">success@andrews.edu</a></td>
<td>Academic advising, tutors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>andrews.edu/services/sscenter</td>
<td></td>
</tr>
<tr>
<td>Student Life</td>
<td>471-3215</td>
<td><a href="mailto:slife@andrews.edu">slife@andrews.edu</a></td>
<td>Student activities, clubs, organizations, the co-curriculum (chapels, forums, choices), intramurals and athletics, the Code of Student Conduct, and general support.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>andrews.edu/sl</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>*269-471-6492 24-hr Emergency line</td>
<td><a href="mailto:trans@andrews.edu">trans@andrews.edu</a> andrews.edu/transportation</td>
<td>Schedule transportation pick-up</td>
</tr>
<tr>
<td>Undergraduate Admissions</td>
<td>471-6343</td>
<td>269-471-2670 (Fax)</td>
<td>Application and acceptance</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:undergraduate@andrews.edu">undergraduate@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Academic Records</td>
<td>471-3979</td>
<td><a href="mailto:articulation@andrews.edu">articulation@andrews.edu</a></td>
<td>Transfers of college credit</td>
</tr>
<tr>
<td>University Apartments</td>
<td>471-6979</td>
<td>269-471-3050 (Fax)</td>
<td>Housing for married students, students with children and single undergraduate age 22+ and graduate students</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:universityapartments@andrews.edu">universityapartments@andrews.edu</a> andrews.edu/ua</td>
<td></td>
</tr>
<tr>
<td>University Towers</td>
<td>471-3670 (General) 471-3661 (Housing)</td>
<td>269-471-6659 (Fax) <a href="mailto:universitytowershousing@andrews.edu">universitytowershousing@andrews.edu</a> andrews.edu/towers</td>
<td>Burman Hall—for undergraduate age 22+ and graduate males</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:universitytowers@andrews.edu">universitytowers@andrews.edu</a> andrews.edu/towers</td>
<td>Damazo Hall—for undergraduate age 22+ and graduate females</td>
</tr>
<tr>
<td>University Medical Specialties</td>
<td>473-2222</td>
<td>269-473-6880 (Fax)</td>
<td>Immunizations and medical holds</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:studenthealth@andrews.edu">studenthealth@andrews.edu</a></td>
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</tbody>
</table>
What to Do at Andrews

We want you to have some fun too.

There’s something to do almost every weekend at Andrews. From concerts to special events to intramurals, you’ll find something to enjoy. Be sure not to miss Labor Day Blast, Almost Anything Goes, AU IQ (Andrews’ own quiz show), AU’s Got Talent, the Super Bowl Party, SA’s winter break Ski Trip, Andrews Passion Play and the ever-popular International Food Fair!

Gymnics
This year-round gymnastics team accepts new members each year through tryouts to be part of a traveling performance troupe.

Interested in athletics?
At Andrews there are lots of sporting activities to choose from all year round.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Intramurals Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Softball</td>
<td>August</td>
</tr>
<tr>
<td>Soccer</td>
<td>August</td>
</tr>
<tr>
<td>Tennis</td>
<td>August</td>
</tr>
<tr>
<td>Golf Tournament</td>
<td>September</td>
</tr>
<tr>
<td>Flag Football</td>
<td>October</td>
</tr>
<tr>
<td>Volleyball</td>
<td>January</td>
</tr>
<tr>
<td>Indoor Soccer</td>
<td>January</td>
</tr>
<tr>
<td>Basketball</td>
<td>February</td>
</tr>
<tr>
<td>Floor Hockey</td>
<td>February</td>
</tr>
</tbody>
</table>
How to be Involved at Andrews

CAMPUS MINISTRIES

Chapel: The weekly gathering for everyone on campus to pause, reflect and worship God through Thursday morning programs or Weeks of Prayer.

Harbor of Hope: Using some of the best community building tools in Benton Harbor, we are always adapting and creating new ministry opportunities, from the gospel choir to basketball to Harbor Habitat to the well-known Kid Zone Ministry.

Impact: A popular after-vepers program sponsored every Friday night by the Black Student Christian Forum (BSCF), featuring a dynamic musical worship experience.

Impressions: A touring drama ministry that visits academies and churches within the Lake Union Conference.

MyTown Ministries: An opportunity for students to make a social and spiritual impact in our neighboring city of Chicago.

New Life Fellowship: A student-led worship service held each week in the Seminary Chapel. If you like powerful preaching, gospel music and dynamic praise, then this service might be for you.

One Place: A Sabbath morning worship service that exists to provide a space for freedom through worship, expression in creativity, and safety in community.

Passion Play: Experience and become part of the Passion of Jesus Christ, right here on our campus through the dramatic production of the life of Christ organized by the Center for Youth Evangelism.

Pioneer Two: A diverse, student-focused service held in Pioneer Memorial Church. The “blended” style of worship has something for everyone and features the inspiring preaching of our campus pastor, Dwight K. Nelson.

Residence Hall Worships: Offered at strategic times and lengths to accommodate student’s schedules. Kinetic is held in University Towers, Momentum in Meier Hall and Propel in Lamson Hall. Additional small group opportunities are offered as well.

Sabbath Schools: Every Saturday morning there are dozens of Sabbath School opportunities for 1-month-olds to 100-year-olds. These classes or small groups center their discussions around biblical themes in age appropriate ways.

Small Groups: A place where you can find a small group to join or the training and resources to start your own.

S.P.A.R.K. (Share, Prayer, Ask, Receive, Know): A ministry that supports intercessory prayer on campus through a number of programs, including sidewalk prayer stations and prayer tag.

Student Missions: Each year students decide to give a month, three months, a year of their life to serve as a student missionary. In a quest to change the world, in turn the world also changes them.

University Vespers: On Friday nights we gather to welcome the Sabbath and reconnect with this beautifully diverse community.

Would you like to know more about Campus Ministries and how to get involved? Check out the Campus Ministries website at andrews.edu/cm.

MUSICAL ORGANIZATIONS

All students, regardless of their major or minor, are welcome to participate in the distinguished Department of Music’s organizations. In addition to performing in our worldclass Howard Performing Arts Center, they regularly tour and perform abroad.

Members of these organizations are selected on an audition basis only. For more information on scheduling an audition, contact the Department of Music at 269-471-3555.

Other music organizations are also organized each year. You probably already know about some of them. If not, you’ll be sure to learn of them once you arrive on campus. Here are some from our Department of Music:

Andrews University Choirs—under the direction of Stephen Zork
- University Chorale
- University Singers

Andrews University Wind Symphony—under the direction of Alan Mitchell

ANDREWS UNIVERSITY STUDENT ASSOCIATION (AUSA)

Student government gives students an opportunity to deliberate on important campus issues and build on the quality of campus life by initiating change projects. Students interested in running for one of the elected executive offices (president, vice president, etc.) of the AUSA should first seek election as an AUSA senator. Senate elections are held at the beginning of the fall semester each year.

For more information on student clubs and organizations, call 269-471-3615.
Andrews University Pick-up
The Andrews University Office of Transportation provides pick-up service to or from all locations listed above, with the exception of the Chicago airports. The pick-up/drop-off fee can be charged to your student account by calling 269-471-3519 during office hours. Please make arrangements at least 24 hours in advance. Transportation service is not normally available from sundown Friday to sundown Saturday. Thank you for planning your arrival times accordingly. If you have made arrangements but experience a delay into the Sabbath hours, please call Transportation’s emergency number at 269-471-6492, and a driver will be sent. If your international flight schedule demands a Saturday arrival, please contact the Office of Transportation in advance to arrange a special on-time pick-up.

Where to Stay
Students with residence hall reservations may move in on the Sunday of the week before classes start (fall semester). A limited number of guest rooms are available for parents. For rooms on campus call the Office of Guest & Convention Services at 269-471-3360 or email visitors@andrews.edu. Otherwise, family members may want to contact one of the nearby hotels—check out andrews.edu/go/orientation.

Arriving Early
Some students and parents may choose to arrive early in the Berrien Springs area. Due to final preparations, early move-in cannot be accommodated. Please arrange for accommodations in the area.

Families wishing to spend a Sabbath in the area can find a list of local churches by visiting andrews.edu/news/agenda/churches.html. Local parks include Warren Dunes State Park, Love Creek County Park and Nature Center, Sarrett Nature Center, and the Fernwood Botanical Garden and Nature Preserve (all can be found on the Internet). Some may wish to make a trip to Battle Creek’s Historic Adventist Village (www.adventistheritage.org), an hour and a half northeast of Berrien Springs.

How to Get Here

BY CAR
- From the East: Take 1-80/I-90 to the South Bend west exit. Take U.S. 31 north about 15 miles to Berrien Springs. Take exit 15A; turn right at the stop sign. Go 1 mile and turn left at J.N. Andrews Boulevard.
- From the South: Take U.S. 31 north to Berrien Springs. Take exit 15A; turn right at the stop sign. Go 1 mile and turn left at J.N. Andrews Boulevard.

BY TRAIN
- Amtrak Reservations ....................800-872-7245
- Niles, Mich. Station ......................269-687-2211
- South Bend, Ind. Station ...............574-288-2212

BY PLANE
- Michiana Regional Airport, South Bend, Ind. (SBN) 30 minutes from Berrien Springs
- O’Hare International Airport, Chicago, Ill. (ORD) 3 hours from Berrien Springs
- Midway Airport, Chicago, Ill. (MDW) 2½ hours from Berrien Springs

Commuter Bus Service from Midway and O’Hare Airport, Chicago, Ill. to South Bend Regional Airport, Ind. Buses arrive and depart from South Bend eight times daily. Visit online or call for scheduling and pricing.

Coach USA—574-234-6600 or 800-833-5555
www.coachusa.com/tristateunitedlimo

BY BUS
- Indian Trails Reservations ..........800-292-3831
- Greyhound Reservations ..........800-231-2222
- Benton Harbor, Mich. Terminal ..269-925-1121
- South Bend, Ind. Terminal ..........574-287-6041
**Building Code List**

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Andrews Academy</td>
</tr>
<tr>
<td>AAP</td>
<td>Andrews Airpark (Aviation, Seamount Building, Tucker Building)</td>
</tr>
<tr>
<td>AD</td>
<td>Administration Building (Academic Records, Enrollment, Graduate Studies &amp; Research, Int’l Student Services &amp; Programs, Student Financial Services)</td>
</tr>
<tr>
<td>ADC</td>
<td>Art &amp; Design Center</td>
</tr>
<tr>
<td>AG</td>
<td>Agriculture (Greenhouse)</td>
</tr>
<tr>
<td>AH</td>
<td>Alumni House</td>
</tr>
<tr>
<td>ARB</td>
<td>Arboretum/Grounds</td>
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<tr>
<td>ARCH</td>
<td>Architecture</td>
</tr>
<tr>
<td>AV</td>
<td>Apple Valley Market</td>
</tr>
<tr>
<td>BGYM</td>
<td>Beatty Gym (Gymnastics, Pool)</td>
</tr>
<tr>
<td>BH</td>
<td>Bell Hall (Counseling &amp; Testing Center, Graduate Psychology &amp; Counseling, Leadership, Teaching, Learning &amp; Curriculum, Speech-Language Pathology &amp; Audiology)</td>
</tr>
<tr>
<td>BKS</td>
<td>Bookstore (Post Office, Hair Salon, Barbershop)</td>
</tr>
<tr>
<td>BUL</td>
<td>Buller Hall (Behavioral Sciences, History &amp; Political Science, Religion &amp; Biblical Languages)</td>
</tr>
<tr>
<td>BURM</td>
<td>Burman Hall (Men’s Residence)</td>
</tr>
<tr>
<td>CC</td>
<td>Campus Center (Campus Ministries, Dining Services, Undergraduate Leadership, Recreation Center, Student Activities &amp; Involvement, Student Life, University Health &amp; Wellness)</td>
</tr>
<tr>
<td>CSH</td>
<td>Chan-Shun Hall (Accounting, Economics &amp; Finance, Management, Marketing &amp; Information Systems)</td>
</tr>
<tr>
<td>CUST</td>
<td>Custodial Services</td>
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<tr>
<td>DH</td>
<td>Damazo Hall (Women’s Residence)</td>
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<tr>
<td>DAIRY</td>
<td>Dairy</td>
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<td>FARM</td>
<td>Farm</td>
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<tr>
<td>FHH</td>
<td>Forsyth Honors House</td>
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<tr>
<td>GAG</td>
<td>Garland Apts G (University Apartments)</td>
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<tr>
<td>GH-A</td>
<td>Griggs Hall-A (Integrated Marketing &amp; Communication)</td>
</tr>
<tr>
<td>GH-B</td>
<td>Griggs Hall-B (Development, Griggs International Academy, Off-Campus Programs, Planned Giving &amp; Trust Services, School of Distance Education &amp; International Partnerships)</td>
</tr>
<tr>
<td>HAR</td>
<td>Harrigan Hall (Imaging Services, LithoTech, SHP Dean’s Office)</td>
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<tr>
<td>HML</td>
<td>Hamel Hall (Music)</td>
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<tr>
<td>HORN</td>
<td>Horn Archaeological Museum</td>
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<tr>
<td>HPAC</td>
<td>Howard Performing Arts Center</td>
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<tr>
<td>HYH</td>
<td>Haughey Hall (Engineering &amp; Computer Science, Mathematics, Physics)</td>
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<tr>
<td>HH</td>
<td>Halenz Hall (Chemistry &amp; Biochemistry, Medical Laboratory Sciences)</td>
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<tr>
<td>IPA</td>
<td>Institute for Prevention of Addictions</td>
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<tr>
<td>IS</td>
<td>Information Services (AIM, ITS, Telecom)</td>
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<tr>
<td>JGYM</td>
<td>Johnson Gym (Athletics)</td>
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<tr>
<td>JWL</td>
<td>James White Library</td>
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<tr>
<td>LH</td>
<td>Lamson Hall (Women’s Residence)</td>
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<tr>
<td>MED</td>
<td>Medical Center</td>
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<tr>
<td>MEIER</td>
<td>Meier Hall (Men’s Residence)</td>
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<tr>
<td>MSH</td>
<td>Marsh Hall (Crayon Box, Nursing, Public Health, Nutrition &amp; Wellness)</td>
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<tr>
<td>PATH</td>
<td>Pathfinder Building</td>
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<tr>
<td>PH</td>
<td>Price Hall (Biology)</td>
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<tr>
<td>PMC</td>
<td>Pioneer Memorial Church</td>
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<td>POWR</td>
<td>Power Plant</td>
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<tr>
<td>PS</td>
<td>Plant Services</td>
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<td>PT</td>
<td>Physical Therapy</td>
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<tr>
<td>RMES</td>
<td>Ruth Murdoch Elementary School</td>
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<tr>
<td>SEM</td>
<td>Seminary</td>
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<tr>
<td>SFTY</td>
<td>Campus Safety</td>
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<tr>
<td>SH</td>
<td>Smith Hall (Agriculture, Art &amp; Design Gallery)</td>
</tr>
<tr>
<td>SUH</td>
<td>Sutherland House (Andrews University Press)</td>
</tr>
<tr>
<td>TH</td>
<td>Tubbing Hill</td>
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<tr>
<td>TRANS</td>
<td>Transportation</td>
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<tr>
<td>UT</td>
<td>University Towers (Guest &amp; Convention Services)</td>
</tr>
<tr>
<td>WWTP</td>
<td>Wastewater Treatment Plant</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Advisors</td>
<td>4</td>
</tr>
<tr>
<td>All Fired Up</td>
<td>13</td>
</tr>
<tr>
<td>Andrews Partnership Scholarship</td>
<td>8</td>
</tr>
<tr>
<td>Athletics and Gymnics</td>
<td>21</td>
</tr>
<tr>
<td>Campus Map</td>
<td>24</td>
</tr>
<tr>
<td>Campus Ministries</td>
<td>22</td>
</tr>
<tr>
<td>Community Values Agreement</td>
<td>15</td>
</tr>
<tr>
<td>Computer Access on Campus</td>
<td>18</td>
</tr>
<tr>
<td>Course Registration</td>
<td>7</td>
</tr>
<tr>
<td>Disability Services</td>
<td>12</td>
</tr>
<tr>
<td>Employment</td>
<td>12</td>
</tr>
<tr>
<td>Financial Advisors</td>
<td>5</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>9</td>
</tr>
<tr>
<td>Financial Clearance</td>
<td>6</td>
</tr>
<tr>
<td>Financial Information</td>
<td>8</td>
</tr>
<tr>
<td>finVue</td>
<td>4, 6</td>
</tr>
<tr>
<td>Frequently Asked Questions (FAQ)</td>
<td>19</td>
</tr>
<tr>
<td>Health and Immunization</td>
<td>12</td>
</tr>
<tr>
<td>How to Get Here</td>
<td>23</td>
</tr>
<tr>
<td>International Students</td>
<td>11, 12</td>
</tr>
<tr>
<td>iVue</td>
<td>4, 7</td>
</tr>
<tr>
<td>Make Yourself at Home</td>
<td>16</td>
</tr>
<tr>
<td>Musical Organizations</td>
<td>22</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>13</td>
</tr>
<tr>
<td>New Student Testing</td>
<td>10</td>
</tr>
<tr>
<td>Payment Plan Options</td>
<td>9</td>
</tr>
<tr>
<td>Residential and Community Living</td>
<td>14</td>
</tr>
<tr>
<td>Registration Central</td>
<td>4, 7</td>
</tr>
<tr>
<td>Student Clubs and Organizations</td>
<td>22</td>
</tr>
<tr>
<td>Student Insurance</td>
<td>8, 12</td>
</tr>
<tr>
<td>Things to do Before you Arrive</td>
<td>6</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>12</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>8</td>
</tr>
<tr>
<td>Weather</td>
<td>17</td>
</tr>
<tr>
<td>What to Do at Andrews</td>
<td>21</td>
</tr>
<tr>
<td>Who to Call for Assistance</td>
<td>20</td>
</tr>
</tbody>
</table>
See You Soon

Ever wait for something new to arrive? A new car or computer, perhaps? Waiting is always the hardest part. It’s also the most exciting. Every year we welcome the new to Andrews University. New students. New energy. New perspectives. New surprises. You are new and you are valued. We can’t wait to see what you’ll bring to our campus! If there is anything we can do to assist you in the meantime, please don’t hesitate to contact us.

Phone: 800-253-2874
Email: enroll@andrews.edu
Web: andrews.edu/undergrad