

The Affiliation and Extension Programs Committee authorizes and reviews all university policies related to extension programs. 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 programs consist of an examination center at the Adventist Seminary of West Africa, Nigeria, and affiliated programs at Helderberg College, South Africa; Caribbean Union College, Trinidad; and Newbold College, England. Andrews University confers approved associate and baccalaureate degrees on those students who have fulfilled the necessary admission, academic, and course requirements at these centers.

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

#### Graduate

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

The College of Arts and Sciences offers courses leading to the MS degree (nursing) or the MS degree (human nutrition) at several sites in the United States. In addition, the full Master of Physical Therapy program is offered at the Dayton, Ohio, site.

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

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

The Seventh-day Adventist Theological Seminary offers the MA (religion) at the Adventist Seminary of West Africa, Nigeria; Antillean Adventist University, Puerto Rico; Helderberg College, South Africa; Newbold College, England; Spicer Memorial College, India; West Indies College, Jamaica; and Zaokski Adventist Seminary, Russia. It offers the MA in Pastoral Ministry at the Adventist Seminary of West Africa, Nigeria; Caribbean Union College, Trinidad; Colombia Adventist University, Colombia; and Newbold College, England.

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

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

### Distance Education

Andrews University offers distance education courses in partnership with Home Study International and its delivery system. See p. 26 for further details.

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

### Other International Educational Opportunities

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

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

## STUDENT LIFE

### Campus Ministries

*Campus Center, Main Floor 471-3211*

### Campus Safety

*Seminary Drive 471-3321*

### Career Planning and Placement

*Campus Center, Main Floor 471-3141*

### Counseling and Testing Center

*Bell Hall (Education Bldg.) 471-3470*

### Graduate Student Association

*Housing Office 471-6606*

### Housing Office

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

### International Student Services

*Campus Center, Main Floor 471-6688*

### Intramural Hot-Line

*Johnson Gymnasium 417-3434*

### Office of Student Services

*Campus Center, Main Floor 471-3215*

### P.A.R.T.Y.

**(Positive Attitudes Related to Youth)**

*Campus Center, Basement 471-6277*

### Residence Halls

*Meier/Burman 471-3390*

*Lamson 471-3446*

### Student Activities

*Campus Center, Main Floor 471-6315*

### Student Health Office

*Campus Center, Main Floor SW 471-3111*

### Student Labor and Insurance

*Administration Bldg., Main Floor 471-6570*

### Undergraduate Student Association

*Campus Center, Basement 417-3250*

The university is concerned with educating the whole person—mentally, physically, spiritually, and socially—based on the philosophy of Adventist education. It recognizes that one's career cannot be complete or balanced without ample provision for spiritual, cultural, and social needs. Therefore, many activities not directly related to the instructional program are available. Each student has an opportunity to take part in those of his/her special interest.

### STUDENT HOUSING

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

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

**Apartments and Houses for Rent.** The university owns approximately 300 apartments and 25 small unfurnished houses which are available to married students and single-parent students. Only the efficiency apartments in the Garland complex are available to graduate single men or single women, or undergraduates who are over the age of 22 years. Accommodations are available only to those who have been officially accepted for studies at the university. Since apartments are limited, applicants are advised to apply six to nine months before their first quarter of studies.

Most apartments are furnished, including stove and refrigerator. Tenants must supply their own linen, draperies, and culinary utensils. Unfurnished apartments also have a stove and refrigerator. Heavy furniture and pianos may be moved into the apartments only by prior arrangement with the housing manager. Pianos may be used on ground floors only. No pets are allowed in university apartments or houses. The Housing Office provides apartment descriptions, rental rates, and application forms upon request.

**Other Accommodations.** Many area landlords have their names and phone numbers on record at the Housing Office and students may consult or copy them. Further information on university housing may be obtained through the *University Housing Handbook* available from the Housing Office.

### MOTOR VEHICLES

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

**Vehicle Registration.** All motor vehicles must be registered with the Campus Safety Department within two weeks after the vehicle is brought to

the campus or after it is acquired. Decals, issued when a vehicle is registered, must be affixed within 24 hours after being issued. Failure to register a motor vehicle within the specified two weeks and failure to display properly the decal after it has been issued results in a fine.

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

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

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

#### FOOD SERVICE

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

#### MEDICAL SERVICES

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

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

The Student Health Office is located in the southwest corner on the first floor of the Campus Center. Office hours are from 8:30–11:30 am Monday–Friday, and 8:00–10:00 pm Sunday–Thursday.

Non-residence-hall students living in the apartments or off-campus housing may direct their health needs to the University Medical Specialties, located next to the Apple Valley Plaza. Phone 473-2222 during regular office hours (8:00 am–5:00 pm, Monday–Thursday, and 8:00 am–12:00 noon, Friday) to schedule appointments.

If an emergency arises that cannot wait for regularly scheduled office hours, students may contact a physician by calling the answering service at University Medical Specialties at 473-2222.

#### HEALTH-RELATED CONCERNS

**Insurance—Sickness/Accident.** Students registered for 6 or more credit hours are automatically covered by a sickness/accident insurance plan. Those who have proof of comparable insurance coverage elsewhere may waive the university plan by presenting proof, such as a copy of an insurance card or letter from an employer, verifying coverage, and signing a waiver card at registration. Optional coverage for a student's spouse and dependent children is also available. Students may request a brochure describing the insurance coverage at the Student Labor/Insurance Office in the Administration Building.

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

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

#### SPIRITUAL CONCERNS

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

**Chapel and Worship Services.** Students are required to attend the regularly scheduled assembly and chapel programs. Residence-hall students are required to attend dormitory worships. All students are encouraged to participate in worship services and to consider these appointments an integral part of their curriculum. Chapel services for undergraduates convene in Pioneer Memorial Church (PMC) on Tuesday at 10:30 am. Assemblies usually meet in Johnson Gymnasium or the departments on the first Wednesday of each month at 9:30 am. Seminary chapel convenes on Tuesday at 10:30 am in the Seminary Chapel. Seminary students are required to attend chapel as well as weekend worship services. Other graduate students are urged to participate in chapel services in Pioneer Memorial Church, the Seminary Chapel, or specially scheduled graduate-student chapels.

#### STUDENTS' RIGHTS AND RESPONSIBILITIES

**Standards of Conduct.** A conscious effort is made to maintain standards of conduct which reflect the spiritual heritage of Seventh-day Adventists. The university also seeks to maintain social standards comparable to those upheld by

the Adventist church, and it interprets the presence of the student on campus as evidence that he/she has chosen this university because of the way of life it espouses. Admission is a privilege that entails acceptance of individual responsibility for honor, integrity, and self-discipline. Thus, attendance at the university is a privilege and not a right.

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

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

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

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

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

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

(with dates), scholarships, honors received, awards received.

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

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

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

## STUDENT EMPLOYMENT

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

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

### Documents Proving Identity and Employability

- A U.S. citizen ID card, issued by the U.S. Immigration and Naturalization Service (INS).
- A certificate of naturalization.
- An unexpired foreign passport that contains the words "process for I-55" or has attached to it Form I-94 authorizing employment.
- An Alien Registration Card, providing it contains a photo.
- An unexpired Work Permit, issued by INS.

If one of the above is not available, one document from each of the following lists must be used.

### Proof of Identity Documents

- A state-issued driver's license with a photo or personal identifying information.
- A school ID card with a photograph.
- A voter registration card.
- A U.S. military card, draft record, or military dependent ID card.
- An ID card issued by a federal, state, or local government agency.
- Native American tribal documents.
- A merchant mariner card from the U.S. Coast Guard.
- A Canadian driver's license.
- A notice of discharge from the U.S. Armed Forces or a document evidencing active duty or reserve status in the Armed Forces.

### Proof of Employment Eligibility Documents

- A Social Security card without U.S. employment

restrictions.

- A birth certificate issued by a U.S. state, county, or municipal authority with a seal or other certification (except Puerto Rico or Guam).
- A certificate of U.S. Citizen Birth Abroad or a state department birth certificate.
- An employment authorization document from INS.
- A Native American tribal document.
- An unexpired recruiting permit.
- An unexpired refugee travel document.
- A U.S. citizen ID card or an ID card for a resident citizen in the U.S.

*All documents presented must be original.*

Persons not having the required document(s) may submit a receipt from an application for a missing document. The applied-for document must be submitted within 21 days. Failure to do so results in immediate suspension from work.

Persons under age 18 not having an identity document from the list above may provide another document such as a school record, report card, or medical record. A parent or legal guardian may also sign the I-9 form, attesting that the applicant is under age 18. However, such an applicant must present an employment eligibility item from the above list if a document proving both identity and employment eligibility is not available.

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

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

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

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

## ACTIVITIES AND ORGANIZATIONS

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

### Andrews University Student Association

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

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

### Andrews University Graduate Student Association

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

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

### Bringing Andrews to Christ (BRANCH).

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

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

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

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

#### **OTHER CAMPUS SERVICES**

Other campus services include a barber shop, a beauty shop, and the university-branch post office. The bookstore, which carries a full line of textbooks and school, art, and drafting supplies, also stocks a wide selection of reading material in both hard cover and paperback; athletic equipment, clothing, and shoes; and a gift shop with greeting cards and stationery.

#### **SERVICES FOR THE PHYSICALLY CHALLENGED**

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

