

Andrews University/ Home Study International Distance Education Program

Bell Hall, Room 012
1-800-471-6210
(269) 471-6200
AU-HSI@andrews.edu
<http://www.andrews.edu/AUHSI>

Randy Graves, *Coordinator*
Andrews University (AU)/Home Study International (HSI)

Andrews University and Home Study International started the AU/HSI Distance Education Program in 1997 for the purpose of programs. **ADMISSION** Students seeking an undergraduate degree through distance education must meet all regular requirements for undergraduate admission to Andrews University. See p. 25.

An admission packet may be obtained from the HSI Office, Andrews University. The packet contains the information and requirements necessary for seeking admission to Andrews. The student is responsible for providing all requested information, transcripts, and any other pertinent documents needed to complete the process.

Admission requirements include

- A \$30 application fee (non-refundable)
- Completed application form
- Final official secondary-school transcript
- Official transcripts from all accredited degree-granting colleges and universities attended
- A statement (maximum of one page) explaining why distance education is desirable.

All items must be submitted at one time. Incomplete submissions are not processed.

When asking for official transcripts from other institutions, request that they be mailed to YOU with a school seal across the closure of the envelope. **DO NOT OPEN** the envelope. Non-sealed or opened envelopes cannot be accepted as official. Mail the required items to

AU/HSI Office, Bell Hall, Room 012
Andrews University
Berrien Springs, MI 49104-0074

ments. The course, IDSC499, *PLCA Portfolio Development*, in the AU/HSI catalog is designed for this purpose. The PLA section of this bulletin under Special Learning Experiences gives further information (p. 29).

REGISTRATION

To register for an Andrews University/Home Study International course, students should obtain an AU/HSI catalog from the AU/HSI Office. This catalog lists course offerings, tuition rates, fees, payment information, procedures, and actual enrollment forms. It may be requested from the AU/HSI Office at Andrews University (1-800-471-6210), or the General Offices of Home Study International (1-301-680-6590).

On-campus students seeking to enroll in an Andrews University distance-education course must obtain enrollment forms from the AU/HSI office. These enrollment forms require an advisor's signature. Students majoring in education must clear courses through the

Mathematics Department: p. 139

Note: Students must pass a Math Placement Exam to be admitted into any distance mathematics course.

MATH165, 168; STAT285

Music Department: p. 143

MUHL214

Nutrition Department: p. 156

FDNT230

Physics Department: p. 177

PHYS110

Department of Religion and Biblical Languages: p. 179

BIBL204, 205, 304, 305; RELB210, 304, 305, 335, 374, 375;
RELG360; RELH316, 317 (HIST 316, 317); RELP290, 441;
RELT100, 225, 235, 308, 320, 340

For additional available courses, contact the AU/HSI Office.

Degrees by Distance Education. Three degrees are available through the Andrews-HSI partnership:

- General Studies (AA)
- General Studies (BA and BS)
- Religion (BA)

Detailed degree descriptions and requirements are described under the General Courses section in the College of Arts and Sciences (p. 124) or the Department of Religion and Biblical Languages section (p. 179) of this bulletin.

OTHER ACADEMIC INFORMATION

General academic policies covering course loads, grading scale, credit by examination, repeat courses, issuance of transcripts, and graduation apply to study by distance education. They are described elsewhere in this bulletin.

Submission of Lessons. Students are urged to plan their study so they submit lessons on a regular basis, e.g., once a week or once every two weeks. Such scheduling makes it possible for students to learn from assignments graded and returned by the instructor. As lessons are completed, students should submit them to HSI. Students are advised to make duplicate copies of lessons to protect themselves in the event lessons are lost in transit. The Distance Education Program is not responsible for lessons lost in the mail.

Proctored Examinations. Most courses include at least two examinations. A student may take the examinations under the supervision of a dean or registrar in a college or under the supervision of a school principal or a responsible official of the town where the student resides. Students in the armed forces may take their examinations under the supervision of the education officer. Examinations may also be taken at the Counseling and Testing Center at Andrews University or at Home Study International. The student should make the necessary arrangements and then send the name, academic title, and address of the examination supervisor to HSI using the form provided with the study materials. HSI has the right to decline a suggested supervisor.

Library Access. Registered students of Andrews University have full and free access to the resources and services of the James White Library via phone, fax, email or the Internet. Such services include:

- Access to the James White Library Catalog (JeWeL)
- Access to James White Library's Online Databases which include full-text articles from many thousands of periodicals
- Online Instruction, Tutorials and Research Guides
- Interlibrary Loan and Document Delivery Services
- Reference and Consultation Services

Online access to these services is available by applying for an Andrews University username and password through the Off-campus Library Services Web page:
<http://www.andrews.edu/library/ocls/offcamp.html>.

Phone: (269) 471-3283

Fax: (269) 471-6166

Internet: <http://www.andrews.edu/library>

<http://www.andrews.edu/library/ocls/offcamp.html>

AU/HSI FINANCIAL INFORMATION

- Undergraduate Admission application, non-refundable: \$30
- Distance-education tuition costs: \$220 per credit
- Enrollment fee: \$60 per enrollment form
- Math Placement Exam: \$75
- Supplies/shipping and handling: cost varies per course

Prior Learning Assessment (PLA) Fees

Application fee per portfolio: \$25

Evaluation fee per portfolio (max. 5 credits): \$85

Recording fee per credit hour: \$35

On-campus students who have a credit balance on their account may make arrangements for payments to HSI through the Student Financial Services Office. They may also authorize the AU/HSI tuition and fees to be applied to their AU student account. This is done at the AU/HSI Office. Financial aid from sources other than Andrews University may be applied toward these costs as long as the student is taking an equivalent number of credits on-campus. Non-resident students normally pay tuition directly to Home Study International.

GRADUATE PROGRAMS

Graduate education at Andrews University looks beyond the traditional preservation of knowledge and the advancement of disciplines to the integration of learning with Christian faith. The graduate faculty seek to challenge and guide students in their search for knowledge, to motivate them with a keen desire to learn, and to develop both personal resourcefulness and a sense of their own responsibility in the quest for greater competence in their chosen academic discipline.

ADMISSION

The graduate programs at Andrews University are characterized by academic quality, attention to research, close individual student/professor interaction, and an emphasis on the spiritual dimensions of the various content fields. The university welcomes students in harmony with these ideals to apply for admission to its graduate programs.

HOW TO APPLY

Request Application Materials

Telephone: 800-253-2874 toll free or (269) 471-6321

Web site: <http://www.andrews.edu/GRAD>

Postal Address:

Graduate Admissions Office

Andrews University

Berrien Springs, MI 49104-0620 U.S.A.

Apply Early. To avoid delays in processing an application and to provide ample opportunity to apply for scholarships, financial aid, visas, and/or university housing, students should file their applications 6-12 months before they expect to enroll.

GENERAL ADMISSION REQUIREMENTS

Follow These Steps. The Graduate Admissions Office will send an application packet, or the applicant can download it from the website listed above, containing the items mentioned below.

Students must

- Fill out the *Application for Graduate Admission* form and return it with the nonrefundable \$40 application fee.
- Prepare a 500-word Statement of Purpose explaining why they want to take a graduate degree at Andrews University.