

DEN LIFE

Campus Ministries

Campus Safety

Career Planning and Placement

Counseling and Testing Center

Request has been approved.

Note: Re-application of such requests must be made EACH school year.

Students living in non-residence hall housing are expected to abide by the standards/conduct codes outlined in both the Student Handbook and in this extension of the non-residence hall housing policy. As the Off-Campus Housing Request states, the landlord must notify the Dean of Students of any irregularities, changes of address, or conduct concerns.

MO TOR VEHICLE

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

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

At Least: An understanding exists between most state governments to the effect that out-of-state students, not locally employed, attending an out-of-state accredited or recognized school may use

their home state license plates and operating license during the period of their attendance at such an institution. State license plates and operating licenses may be renewed during attendance if necessary.

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

Students who receive any pay from local employers must register their motor vehicles and obtain a Michigan driver's license and license plates.

FOOD SERVICE

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

MEDICAL SERVICE

R. Michigan State Law requires all first-time students to 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.

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

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

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

For emergencies outside of regularly scheduled office hours, students may reach a physician at 473-2222.

HEALTH-RELATED CONCERN

A. Every international student in "student status" and every other student registered for 6 or more credit hours is automatically covered by an Accident and Sickness insurance plan by filling out an enrollment card. The payment for this coverage is charged to the student's account the same as tuition and is non-refundable. Students who have proof of the same kind of insurance coverage elsewhere may waive the university plan by presenting a copy of their insurance card or a letter from an employer verifying coverage, and by signing a waiver card at registration. Coverage for a student's spouse and dependent children is also available for an additional fee. All students from outside of the United States must cover dependents who accompany the student to the States. A brochure describing the insurance coverage is available at the Student Employment/ Insurance Office

LIST A

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

LIST B

- Driver's license or ID card issued by a state or outlying possession of the United States if it contains a photograph or information such as name, date of birth, sex, height, eye color and address
 - ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex height, eye color and address
 - School ID card with a photograph
 - Voter's registration card
 - U.S. Military card or draft record
 - Military dependent's ID card
 - U.S. Coast Guard Merchant Mariner Card
 - Native American tribal document
 - Driver's license issued by a Canadian government authority.
- For persons under age 18 who are unable to present an identity document listed above (for List B):
- School report or report card
 - Clinic, doctor, or hospital record
 - Day-care or nursery school record

LIST C

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

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

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

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 spends more than \$4,000,000 on 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. Commercial and manufacturing firms are also 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 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.

Persons wanting to work on campus may write to the student employment coordinator for further employment information.

INTERNATIONAL STUDENTS. An international student on a non-immigrant F-1 visa is permitted to work on-campus a maximum of 20 hours per week during the school year and full-time during school breaks and vacations. F-1 students can only work off campus with permission from the United States Citizen and Immigration Services (USCIS). Dependent F-2s can't work on or off campus under any circumstances.

Exchange Visitor (student) on a non-immigrant J-1 visa is allowed to work on or off campus a maximum of 20 hours per week during the school year and full-time during school breaks and vacations. Dependent J-2s are allowed to work after they receive a work permit called the Employment Authorization Document (EAD) from the USCIS.

ACADEMIC AND ORGANIZATION

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 to achieve 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.

ASSOCIATION OF STUDENTS (AUSA)

The Student Association serves all undergraduate students enrolled at Andrews University for 5 or more credits. It coordinates activities that include the publishing of the *Yearbook* (pictorial student directory), the *Yearbook* (university yearbook), and the *News* (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 given to it by the constitution of the association.

Student committees—BRANCH, Educational Standards, Student Services, Student Government

assembly includes all AUGSA members and is governed by elected officers who meet regularly and report to the assembly.

The AUGSA sponsors social, spiritual, and scholarly activities during the school year. It may also be involved in university policy development that affects graduate students. Details about AUGSA are found in the

B7 **A** **t** **(BRANCH)**. BRANCH is the official youth organization of Andrews University Student Association and Pioneer Memorial Church. It sponsors religious programs for all students throughout the school year. BRANCH plans activities that involve Christian service and fellowship on Sabbath afternoon.

C **l**. Numerous campus organizations serve the social, spiritual, and leisure interests of students. Kappa Phi Gamma and Sigma Phi Delta include all women and men, respectively, who reside in college residence halls. Clubs for international and cultural groups provide for diverse special interests of students.

D **t** **L** **7**. 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.

IMMIGRATION INFORMATION FOR INTERNATIONAL STUDENTS

International students on F-1 or J-1 visas (including dependents) who come to study at Andrews University (AU) should be informed about the immigration laws and regulations in matters related to their visa status. It is the responsibility of the international student to maintain his/her student visa status at all times. Failure to follow immigration regulations, whether intentional or unintentional, is a violation of the student visa status. Consequently, the status of the international student would be terminated and he/she must apply to the USCIS to be reinstated back into the legal student visa status or be faced with possible deportation.

The personnel at International Student Services (ISS) consists of the director called the Principle Designated School Official (PDSO) and two other Designated School Officials (DSO). They are appointed by Andrews University and authorized by United States Citizen and Immigration Services (USCIS) to issue and sign legal students' documents. They are also required to advise international students in areas related to student life on campus such as study, work and travel, etc.

The International Student Services Office communicates information to the international students in matters related to the government laws and immigration by several methods. First, the orientation for new international students is required upon arrival at Andrews University. Failure to attend the orientation program will

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