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With authorization from the North Central Association of Colleges and Schools and other controlling organizations, the various schools of the university have entered into official academic affiliation/extension arrangements with certain educational institutions in North America and abroad. The programs range from academic monitoring of existing institutional programs to using institutions as extension campuses or examination centers for graduate and undergraduate education, with degrees being conferred upon students at the next official Andrews University graduation at the main campus and after completion and verification by the Records Office of all degree requirements. The affiliation/extension programs vary from courses offered in a variety of disciplines to full degree programs.

The Affiliation and Extension Programs Committee authorizes and reviews all university policies related to such affiliations and extensions. The administrative and academic committees charged with academic quality control and relevant policy development also govern the extension programs. Financial policies as described in this bulletin are applicable to extension programs in North America. All credits earned in Andrews extension programs are valid on the Andrews campus or any accredited extension campus. Once accepted into an Andrews program, students may transfer between home and extension campuses.

## **AFFILIATION/EXTENSION PROGRAMS**

### **Undergraduate**

Undergraduate affiliation and extension programs are offered at Caribbean Union College, Trinidad; at Columbia Union College, Maryland; and at Newbold College, England. Andrews University confers approved associate and baccalaureate degrees on those students who have fulfilled admission, academic, and program requirements at these centers.

### **Graduate**

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

The School of Business offers the MBA degree in Trinidad and Portland. The School of Business is a unit of Andrews University and is authorized by the State of Oregon to offer and confer the Master of Business Administration degree described in this bulletin, following a determination that State academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 1500 Valley River Dr, Suite 100, Eugene, OR 97401.

The School of Education offers the MA Education degree at Spicer Memorial College, India. It also offers the MA in educa-

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 can neither be complete nor 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, for an additional fee.

## **APARTMENTS AND HOUSES FOR RENT**

The university owns approximately 300 apartments and 37 houses. These are available to married students and single-parent students. Efficiency apartments in the Garland complex are available to single graduates or single undergraduates who are 22 years of age or older. Accommodations are available only to those who have been officially accepted as university students. Since apartments are limited, applicants are advised to apply six to nine months before their first semester of studies.

Most apartments are furnished. Tenants must supply their own linen, draperies, and kitchen utensils. Unfurnished apartments have a stove and refrigerator. Heavy furniture and pianos may be placed in the apartments only by prior arrangement with the Family and Graduate Housing director. Pets are not allowed in university apartments or houses. The apartment descriptions, rental rates, and application forms are available upon request. Further information on university housing may be obtained through the Family & Graduate Housing Handbook available from the Family & Graduate Housing office. Please visit the web site at [www.andrews.edu/HOUSING](http://www.andrews.edu/HOUSING) for applications and further information.

**Other Accommodations.** Some area landlords have their names and phone numbers on record at the Family & Graduate Housing office. Students may consult or copy this list.

## **RESIDENTIAL LIVING POLICY 2006 2007**

1. Andrews University is operated as a **residential college** on the undergraduate level. This means that the residential environ-

**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 be renewed during attendance if necessary.

**Auto Insurance.** 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, *Student Right-to-Know Report*, 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 SERVICES

**Required Medical Records.** 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.

**Available Medical Care.** For health needs students may contact University Medical Specialties, located next to the Apple Valley Plaza. Phone 473-2222 during office hours (8 am–5 pm, Monday–Thursday, and 8 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 CONCERNS

**Insurance—Sickness/Accident.** 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 Insurance Office in the Administration Building. Students will note that this is minimal coverage and may want to consider purchasing additional personal coverage.

**Counseling and Testing Center.** The Counseling Center is the primary mental health care facility for the university, serving as a supportive medium aimed at enhancing the positive and learning university environment, as it provides timely and comprehensive short-term counseling to university students and their spouses. Its staff is committed to utilizing all available resources in the delivery of services which include personal, group, pre-marital, and marital counseling, career development, outreach and consultation, teaching and research, training and supervision. The center endorses a wholistic approach in working with students, by facilitating the integration of the emotional, spiritual, physical, and social qualities of the individual.

The Counseling Center is fully accredited by the International Association of Counseling Services (IACS), and serves as a training facility for graduate counseling interns and advanced doctoral students. Career exploration and counseling services are offered to enrolled students at no charge. Psychological testing and career assessment are provided for a nominal fee.

## SPIRITUAL LIFE

**Campus Ministries.** Located in the Campus Center, Campus Ministries supports three main areas: Inreach (on-campus ministry), Outreach (local off-campus ministry) and Student Missions. Recently Campus Ministries has been privileged to take steps to raise the lnCa-253A06 Tm[L06 Tm(-pria9ualer)55(5(teachi15 371.3607 renos )-2

**CHAPEL/UNIVERSITY FORUM/ASSEMBLY  
GUIDELINES**

**Definition.** Chapel programs are designed to bring the university family together for corporate worship and learning. University Forums/Assemblies are prepared for general and individual enrichment.

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ments serve for both purposes (List A), but if not available, two documents may be presented (one each from List B and List C). The following are acceptable documents:

## LIST A

### Documents That Establish Both Identity and Employment Eligibility:

- 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

### Documents That Establish Identity:

- 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

### Documents That Establish Employment Eligibility:

- 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)

All documents presented must be original.

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 Employment Office**, which is part of Human Resources, assists students in their on-campus employment needs. The office provides information regarding employment opportunities, assistance with necessary paperwork, administers employment tests and is responsible for updating employment files. The office is located in the Administration Building, Second Floor.

### Employment

Telephone: 269-471-3570

Fax: 269-471-6293

Email: [Employment@andrews.edu](mailto:Employment@andrews.edu)

Website: [www.andrews.edu/HR](http://www.andrews.edu/HR)

Students desiring part-time employment must be enrolled full-time (12 undergraduate credits, 8 graduate credits, or 9 Master of Divinity credits) and they must complete the necessary paperwork at the Employment Office.

The University allows students to work, as work is available, up to 20 hours per week during the academic year. To maximize work opportunities, the student should schedule their classes so that large portions of the mornings or afternoons are free. Professional performance and conduct is expected in all on-campus employment.

**Employment (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.

## 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 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.

**Andrews University Student Association (AUSA) and Publications.** 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 *Cast* (pictorial student directory), the *Cardinal* (university yearbook), and the *Student Movement* (university student 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—Educational Standards, Student Services,

Social Recreation, and Student Life—are additional activities of AUSA. Details about AUSA and its sub-organizations appear in the *Andrews University Student Association Constitution and Bylaws*.

**Andrews University Graduate Student Association.** All graduate students enrolled with regular or provisional status in a degree program 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 includes all AUGSA members and is governed by elected officers who meet regularly and report to the assembly.

should inform the ISS office so that the student's current legal file can be transferred electronically to the new school.

## **FULL COURSE OF STUDY**

INS requires every student on an F-1 or DS2019 student visa to enroll full-time every semester at the school they are authorized to attend beginning immediately after the report date on the I-20 or IAP-66. Full-time class enrollment is as follows:

Undergraduate	12 credits (minimum)
Graduate	8 credits (minimum)
MDiv	9 credits (minimum)
English Language Institute (ELI) Academy	12 clock hours (minimum)
Fall Qtr	2.0 units (minimum)
Winter/Spring Qtr	1.5 units (minimum)

Audited credits do not count.

Summer semester is a vacation semester for those who start a normal school year. International students do not have to enroll for a lesser course load during summer except if the initial attendance reporting date on the I-20 or IAP-66 is dated for the summer semester. If so, the student must enroll for a full study load during the summer. Additional information is available in the International Student Services office.

1. International students with medical problems must provide a statement from a physician recommending an interruption or reduction in study load.
2. Graduate international students who have completed formal course work and are engaged in comprehensive exam preparation, project, thesis, or dissertation are required to register for such. Thereupon they are considered to be pursuing a full course of study.
3. An international student who registers in his/her last semester for less than the minimum credits required, must present a letter from his/her academic advisor verifying that these are the only credits that the student needs to fulfill all course requirements.
4. An F-1 student engaged in post-completion Optional Practical Training maintains his/her full visa status. A student in F-1 status doing full-time Curricular Practical Training is also considered to be pursuing a full course of study. But if an international student is engaged in part-time Curricular Practical Training or part-time Optional Practical Training, he/she is required to enroll in classes concurrently.

## **STUDENTS ON EXCHANGE VISITOR VISA**

## **TRACKING SYSTEM**

The USCIS created a new system called SEVIS which monitors international students. The government requires all universities and colleges to supply them with information concerning their international students through electronic submission to SEVIS. Information such as the date of commencement of studies, failure to enroll or attend classes, or any disciplinary action taken against the student due to criminal conviction, or otherwise failing to maintain student status must be reported to the government through SEVIS.