

THE UNIVERSITY

of Admissions, Andrews Academy, 8833 Garland Ave, Berrien Springs MI 49104-0560.

Writing Center writing@andrews.edu
Nelle Harter, R

The Writing Center provides students with individualized instruction by fellow students on basic writing skills and strategies. Services of the center include computer-assisted tutorial sessions, drop-in help and a library of rhetoric and usage texts. The Writing Center also offers occasional review sessions on general writing problems.

OFF-CAMPUS PROGRAMS

Charles H. Tidwell, Jr., Dean
Affiliation and Extension Programs
Administration Building, Room 211

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Students 25 years and older or parents with a pre-school child, are required to attend only 15 programs a semester. These may be drawn from any of the offered programs. Undergraduate students registered for fewer than seven credits or those pursuing a second bachelor's degree are welcome but not required to attend any programs. Parents under the age of 25 caring for a pre-school child must present a copy of their child's birth certificate to the Student Life office. Non-traditional students have the option of viewing Chapels online and submitting a report in lieu of physical attendance.

Marital status or work conflicts do not exempt students from attendance. If an undergraduate student is registered for 7 or fewer credits, pursuing a second bachelor's degree, or has accumulated 120 credit hours or more at the beginning of the semester, the student is welcome but not required to attend any programs.

Students who choose to attend Andrews University make a commitment to be part of a gathered community and agree to be held accountable for honoring their word. Students who fully meet the co-curricular requirement will receive this portion of their education at no cost. Students who fall short of meeting the requirement will be assessed a \$25 fee for the first missing program and a \$10 fee for each program missing thereafter. Students who fail to meet a significant portion of the requirement will be held to additional accountability measures as described in the Student Handbook.

Due to occasional field trips, medical appointments, illness or emergencies will not be excused. Students should plan to offset these with attendance at other programs. However, those who miss Thursday Chapels for these reasons may have the option to view a missed program online and file a report. Please contact the Student Life office within one week of your absence to discuss this option.

Students are responsible for keeping track of their attendance throughout the semester. To access your record, visit www.andrews.edu and click on "Current Students." Then click on "Chapels and Choices." If programs you have attended do not show up on your record within a week, please immediately email ccattend@andrews.edu. Provide your name and ID number along with the date, time and description of the program you attended, and the matter will be looked into.

Andrews University as a Residential College

Andrews University is operated as a residential college on the undergraduate level. This means that the residential environment plays a significant role in the mission of the University and its efforts to foster the wholistic development of each student.

Therefore, all single undergraduate students under 22 years of age who are 1) taking seven or more credits or 2) enrolled in full-time language study must live in one of the University residence halls and participate in a meal plan at the University's cafeteria. Single undergraduate students are eligible for community living at the beginning of the semester in which they turn 22 years of age.

Costs associated with residence hall living are part of the investment in an Andrews University education, thus the Student

Life office does not make exceptions on the basis of financial need.

The ONLY alternatives to residence hall living are:

1. Students who live full-time with parents within a 45-mile radius of the University under the terms of an approved Community Residential Agreement.
2. Students who live full-time with a current Andrews University faculty or staff family within a 45-mile radius of the University under the terms of an approved Community Residential Agreement.

Community Residential Agreement forms can be obtained in the Student Life office. Agreements must be signed in person in the Student Life office by students and parents or employee hosts. Parents must provide a copy of their current Michigan or Indiana driver's license with a local address as proof of community residency.

Returning residential students under 22 years of age who meet the criteria for being released from on-campus housing assignments and desire to move off campus must submit applications to the Student Life office prior to the semester of their expected move for approval (deadline schedule below). Submitting an application before the deadline does not mean it is approved. The associate dean for Student Life will respond to all requests within five to ten business days of the deadline. The deadlines for applications are listed below:

Application Deadline	Application Due Date	Application Due Date
Spring 2010	November 6	November 13
Fall 2010	August 13	August 20

Private occupancy is permitted by special request, if space allows, for an additional fee.

A The University owns approximately 300 apartments and 39 houses. The apartments are available to graduate students, married undergraduates, and single-parent students 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

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AUGSA are found in the Constitution of the Andrews University Graduate Student Association.

Numerous campus organizations serve the social, spiritual, academic, and leisure interests of students. Kappa Phi Gamma and Sigma Psi Delta include all women and men, respectively, who reside in college residence halls. Clubs for international and cultural groups, as well as those for commonly held pursuits and causes, provide for the diverse interests of students. Student organizations must be overseen by a full-time staff or faculty sponsor, led by at least three student officers, and guided by an official constitution. Organizations must register each year with the Student Life office in order to function on campus. Students are not allowed to participate in unregistered organizations, and those who do jeopardize their student status. A list of registered organizations can be found on the Student Life website at www.andrews.edu/sl.

STUDENT RECORDS

Within certain limitations, enrolled students of Andrews University may inspect their official records upon request at the following offices: Academic Records, Human Resources, Student Financial Services, Student Life, Counseling & Testing Center, departments of instruction, and the University School. The full policy that governs student records and access to them is available in the Student Handbook.

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 review procedures. Students who wish to review their academic records should set up an appointment through the Office of Academic Records. Students wishing to review their student life records should make an appointment with the Student Life office.

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 (FERPA) gives institutions the right to define certain classes of information as directory information. The University has the right to disclose "directory information" without the written consent of the student, unless the student has informed the University Registrar in writing of her/his refusal to permit the dissemination of directory information. A form for refusing the disclosure of directory information, which must be filled out and submitted each semester, is available in the Office of Registrar. The University has designated the following information as "directory information:" name, local address, local telephone number, e-mail address, gender, marital status, home town, date and place of birth, school, academic program (degree, major and minor), enrollment status, class standing/classification (ie. Freshman, Sophomore, Junior, Senior, or Graduate), participation in officially recognized activities, dates of attendance, degree(s) received, honors and awards, and photographs.

The student may be asked to care for the reproduction costs of copies of records requested by the student. The University is not obligated to keep and maintain educational records and thus some student records are destroyed.

Students may restrict the release of all items of directory information. A FERPA form for requesting such restriction is available at the Office of Academic Records.

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.

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

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 own and operate a motor vehicle.

All motor vehicles must be registered with the Public 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 properly display the decal after it has been issued may result in a fine.

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.

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 Office of Public Safety.

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

DINING SERVICES

The Office of Dining Services is located on the first floor of the Campus Center. The brand new Dining Center is located on the second floor and features several stations for your dining pleasure. Andrews Classics features old and new favorite hot foods. A Grill area features french fries and burgers. The Salad Bar and Deli area has fresh produce and a variety of delicious breads to make your own panini. World Market features mouthwatering pizza, which is also available after hours as takeout or delivery. Breakfast Zone is open all day and offers waffles, cereal and yogurt. There is also a stir fry area.

The beautiful Dining Room is equipped with booth seating as well as table seating next to the large stone fireplace. Several smaller conference rooms can accommodate your private group

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- 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

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- 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)

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are required to immediately update the Office of International Student Services of any changes in their student visa status, address, change of major or change of academic level.

1. Have at all times a valid passport.
2. Come directly to Andrews University and attend the school that issued the I-20 for at least one complete semester.
3. Continue to carry a full course of study.
4. Leave the United States once the courses for the academic program are completed, unless the student applies for a work permit (F-1: OPT, J-1: Academic Training).
5. Apply through the Office of International Student Services for a new I-20 if it is desired to change programs or to continue for another academic level within the same school.
6. Keep the I-20 (F-1) or DS2019 (J-1) updated at all times.
7. Maintain a legal work permit (on- or off-campus according to USCIS regulations).

All international students must submit a negative (clear) TB test prior to admission.

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International students that come to study with an Andrews University I-20 or the General Conference DS2019 should always maintain a full course of study at Andrews University. With an AU I-20, international students may take additional classes from other schools if approved by the academic advisor and the Office of International Student Services.

The Department of Homeland Security established a new system to track all international students who are admitted to study in the United States. It is called the Student and Exchange Visitor Information System (SEVIS). It is administered by the

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General Conference authorizing employment before beginning work.

A Employment which is directly related to the course of study is permitted by the Department of State (DOS) while the J-1 student is enrolled in school, or approved for Academic Training no later than 30 days after completion of the program. The General Conference is the organization that authorizes the Academic Training once the student provides the required documents.

F-1 students may work on campus up to 20 hours per week while school is in session and full-time during vacations, breaks, and holidays. The student can work off campus only with permission from the USCIS. Permission for off-campus employment is given for 1) economic hardship, 2) curricular practical training, and 3) optional practical training.

F-2 dependents cannot work under any circumstances while they are in the country.

() Employment authorization for Curricular Practical Training is given to students whose degree programs require off-campus work experience. International students may NOT begin working until the I-20 has been issued for employment authorization by the DSO. CPT is limited to twenty hours per week if the student is required to take classes during the practicum. If the CPT work is full-time, then the I-20 must be issued for full-time. For more information, contact the Office of International Student Services.

International students who are paid for clinicals, practicums or internships as part of a degree program MUST apply for Curricular Practical Training and be issued a new I-20. Failure to do so will consider their work illegal.

() Optional Practical Training is an optional work benefit for F-1 students, intended for practical work experience in their major field of study. Upon USCIS approval, a student receives work authorization to do OPT anywhere in the United States for a total of 12 months. International students must apply for OPT before they finish their course work. They could apply three months before finishing their course work and no later than two weeks prior to completion of course work.

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Often hospital or medical clinic personnel encourage international students to accept Medicaid or other government benefits. DO NOT ACCEPT PUBL benef Tf010 BENEf,2(their)06ould acoonal theting P