

**Garrett-Evangelical Theological Seminary
Student Life Handbook
2011-2012**

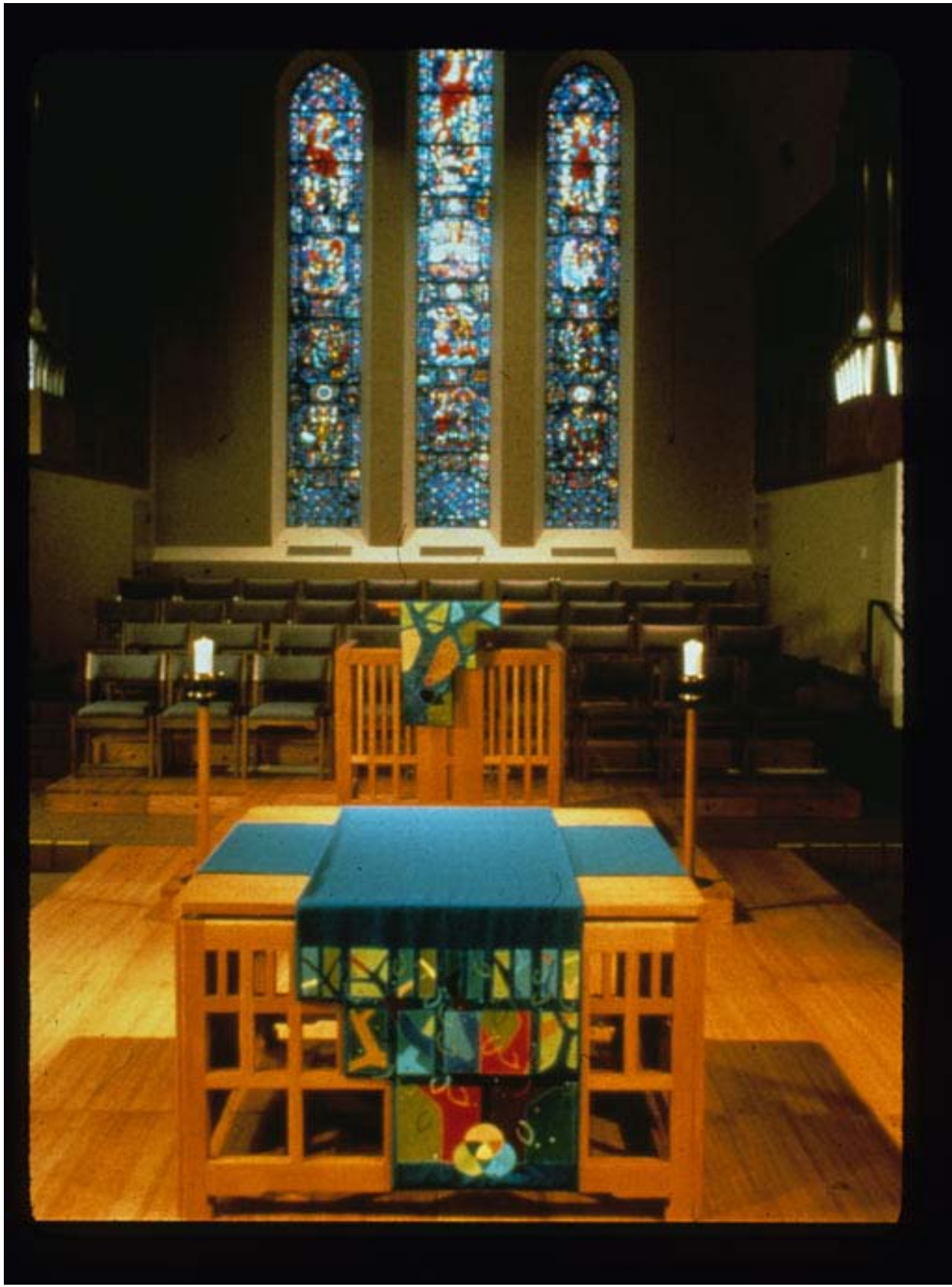


Welcome to Garrett-Evangelical Theological Seminary! It is my hope that each of you, new and returning students, will have a successful and enriching academic year. I look forward to working with each of you and to celebrating what great things you will discover about yourself as you reflect upon various tenets of the Christian faith as well as other religions of the world.

My office is here to assist you in several ways, from campus resources to student life events. The programs and services of this office are described within this Handbook. I hope you will read and review it often. Should you have questions about additional resources not mentioned in this Handbook please feel free to contact us. Most of all, always know that our office is here to advocate for your success and to provide the appropriate assistance to make your success a reality and your time here at Garrett-ETS rewarding.

Sincerely,

Rev. Cynthia A. Wilson
Interim Dean of Students



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I. PREFACE

This handbook has been revised for student use in the 2011 – 2012 academic year. It reflects the policies in effect at the time of printing. Those who have put this book together hope that it will accomplish the following:

1. Provide pertinent information about non-academic matters.
2. Set forth that information in a way that is concise, clear, and useful.
3. Invite feedback from students and others in order that the 2012-2013 edition may be even more helpful.

The organization of the material is divided into four main sections. The first part (I) delineates the person with whom initial contact may be made regarding a particular matter. The second part (II) describes student activities and organizations at the seminary and the university. The third part (III) sets forth services and policies governing non-academic matters. The fourth part (IV) lists emergency and frequently called phone numbers.

Each new student is given an online link to this handbook upon arrival on campus during orientation and all students are responsible for adhering to the policies and procedures contained in it.



I. PERSONS TO CONTACT

The persons whose names are listed below are those who will provide an initial response to your inquiry. When additional assistance is needed, they will either secure it for you or refer you to some other person.

Accessibility	Cynthia Wilson	6-3948
Admissions	LaTonya Fakir	6-3945
Annual conference grants/loans	Margaret Hallen	6-3987
Cashier	Mechelle Moore	6-3917
Chapel dean	Anne Ferguson	6-3978
Child care	Kathryn Lindsey	6-3948
Community activities	Cynthia Wilson	6-3948
Drug-free workplace	Barbara Adams	6-3939
Emergencies		See page 56
Employment	Margaret Hallen	6-3987
Employment and tax forms	Alex Chang	6-3918
Financial aid	Margaret Hallen	6-3987
Grants/scholarships/fellowships		
	from the seminary	Margaret Hallen 6-3987
	From outside the seminary	Margaret Hallen 6-3987
Health service	Kathryn Lindsey	6-3948
Hospitalization insurance	Kathryn Lindsey	6-3948
Housing		6-3939
	Assignment matters	Barbara Adams 6-3939
	Physical property	Cheryl Larsen 6-3994
Illness and student emergencies	Cynthia Wilson	6-3948
Information Technology		6-3925
	Director/Projects	James Cash 6-3926
	Application Support	Luis Ruiz 6-3932
	Webmaster/Ed Tech	Micah Boon 6-3951
Immunizations	Kathryn Lindsey	6-3948
Insect control	Cheryl Larsen	6-3994
International students	Kathryn Lindsey	6-3948
Keys	Diana Ahn	6-3950
Loans		
	Emergency	Margaret Hallen 6-3987
	Federal and ecclesiastical	Margaret Hallen 6-3987
Mail	Cheryl Larsen	6-3994
Meal plan	Diana Ahn	6-3950
Pastoral care and personal support	Kathryn Lindsey	6-3948
Parking	Diana Ahn	6-3950
Payment of tuition, fees, etc.	Mechelle Moore	6-3917
Recreational facilities		
	Northwestern	Kathryn Lindsey 6-3948
Recruitment	Rebecca Eberhart	6-3938
Sexual harassment		See page 47
Student council and elections	Cynthia Wilson	6-3948
	Mark Teasdale	6-3954
Student Life	Cynthia Wilson	6-3948
Student organizations, committees, and groups		See page 7
Work-study	Margaret Hallen	6-3987

I. ACTIVITIES AND ORGANIZATIONS

A. At Garrett-Evangelical

1. Seminary Community

Garrett-Evangelical seeks to become a nurturing, caring, and fortifying community for all its members and to acknowledge their legitimate rights, regardless of race, color, physical disability, national and ethnic origin, or sexual orientation and identity. We seek in all our relationships to exhibit and embody the transcendent unity that is ours in Jesus Christ.

The Garrett-Evangelical community also makes it its aim to welcome diverse theological convictions and social perspectives. The seminary academic program seeks to encourage vigorous discussion and debate as an integral element in our common search for truth. We believe that the engagement of one another in debate and discussion is not a violation of but a necessary precondition for genuine learning, faithfulness, and mutuality.

The seminary seeks to be a prophetic arm of the church on issues of pressing human concern by providing a form in which these social questions can be addressed freely and critically in the context of biblical and theological perspective. The seminary supports and encourages individuals and groups of individuals who on their own behalf address difficult issues as a part of their Christian witness and ministry.

2. Student Organizations, Committees and Groups

a. **Academic Programs Committee**
(a sub-committee of the student council)

This committee is concerned with all academic policies related to cross-cultural and international education lectures and the master's degrees. Elected membership of the committee includes the chairperson, three returning students, and one new student. The committee appoints students to selected faculty committees (Arts, Cross-Cultural and International Education, Continuing Education/Lectures, Master's Degrees, and Worship) with the approval of the student council.

b. **Accessibility Task Force**

This group seeks to understand the issues involved in accessibility from a personal, practical, ethical, legal, and theological perspective; to educate and sensitize the seminary community to accessibility issues that relate to the seminary and to ministry beyond the seminary; and in regard to accessibility at the seminary, to become familiar with what the seminary has done, to review what the seminary is currently doing, and to advise the seminary on what else the seminary needs to do.

Contact person: Cynthia Wilson

c. **Asian / Asian American Student Association**

The Asian / Asian American Student Association is a student group which includes US citizens and international Asians on student visa. Its primary purpose is to provide support and fellowship and to promote an awareness of Asian culture and customs in the seminary community.

d. **Chapel Choir**

The seminary choir sings during chapel services each week and rehearses two times a week. Choir members can earn one unit of credit for participating in the choir for three complete quarters.

Director: Ron Anderson

Organist: Kathy Heetland

e. **Community Time**

There are numerous times for building community at the seminary. The period from 10:45 to 11:00am on Tuesday and Thursday is a special time for gathering for a beverage prior to chapel. The period from 4:00 to 5:00pm on Wednesday is another special time for activities prior to the community meal at 4:45pm and the chapel hour at 6:10pm. Coordination of these events is carried out by the office of the Dean of Students.

f. **Covenant Group**

Covenant groups, such as prayer groups and theological reflection groups, are organized by student initiative. Their purpose is to facilitate Christian fellowship and reflection within the community. Covenant groups sometimes form around a specific intention such as the exploration of new worship literature, Bible study, or a specific theological discussion topic. Faculty often assists in the development of these groups. The Director of Spiritual Formation and the Dean of Students provide support and staff assistance. The Director of Special Services assists in finding appropriate meeting places for covenant groups. The Chairperson of the Spiritual Formation Committee (see#13) also assists in coordinating these groups. Orientation and organizing dated take place at the beginning of each semester. **Coordinator: Office of Student Affairs**

g. **Forum for Evangelical Theology**

The purpose of this forum is to engage in conversation about the Christian faith from an evangelical perspective. The forum is led by a team of seminary students.

h. **Garrett-Evangelical Black Seminarians**

The purpose of G-EBS is to promote scholarship and fellowship among African American students and to sensitize the seminary community to the black religious experience. The group sponsors programs, worship services, and other activities that affirm and encourage appreciation for African American customs, culture, and religious traditions. Membership is open to African Americans and international students from Africa and the Caribbean.

Advisor: Reginald Blount

i. **Gospel Ensemble**

This ensemble is open to all persons who enjoy singing gospel music. Rehearsals, on Tuesdays at 9:00 pm, are prayerful, spirit-filled fellowship times which often provide a needed lift after a long day of classes. The ensemble performs a variety of music—anthems, spirituals, hymns, traditional and contemporary gospel—for the Garrett-Evangelical and Northwestern communities.

Director: Kelly Tiebout

j. **Order of Saint Luke**

This religious order in the United Methodist Church is dedicated to sacramental and liturgical scholarship, education, and practice. It was founded in 1946 to strengthen Christians in their spiritual journey through a life of disciplined prayer with a strong emphasis on the sacraments as means of grace. Its moving and sustaining force is that vision of John and Charles Wesley that sought to bring about a sacrament as well as evangelical revival in the church. Activities of the seminary chapter include educational events focusing on worship, community worship events, and other activities that develop spiritual growth.

Formation Officer: Ron Anderson

k. **Praise Ensemble**

This singing group was formed to introduce the seminary community to the latest music of contemporary Christian musicians.

Director: Andrew Collins

l. **Ecclesia Liturgical Dance Group**

The ministry of Ecclesia is to provide students of diverse backgrounds an opportunity to serve God through liturgical dance. This ministry will be geared towards diverse skill levels and it will incorporate different forms of liturgical dance expressions.

Contact: LaTonya Fakir

m. **Sacred Worth**

This group is concerned about the dignity, rights, and issues of the lesbian, gay, bisexual, transsexual, and Tran gendered communities at the seminary, in the church, and in society. Activities include gay awareness month, chapel services, and community forums. An effort is made to recognize the rights of everyone and to celebrate each soul, gay or straight.

Faculty Advisors: Lallene Rector

Student contact: TBA

n. **Spiritual Formation Committee**

This committee has been established to promote the process of individual and communal spiritual maturity through intentional cultivation of one's relationship with God. This included initiating, assimilating, evaluating, and publicizing opportunities for spiritual growth in the seminary community. Elected membership of the committee includes the chairperson, three returning students, and three new students.

o. **Student Council**

This organization is composed of a 36-member body of students elected from the various degree programs. It meets monthly to address issues of student and community concern. Committees of the student council include academic programs, student life, and spiritual formation. Elections are held in the last full week of September and the last full week of March (See pg. 48 for details).

p. **Student Fund**

(sub-committee of student council)

This fund was established in 1991. Each year the fund assists students who experience an emergency that places them in unexpected financial need. Blessings flow both ways as the fund provides an opportunity for students to give as well as receive. Student Fund distribution is administered by a committee of students in a procedure that protects the anonymity of the applicants. This committee meets as necessary to make determinations for distribution. Donations are received at any time in the Cashier's Office. Applications for funds may be obtained from the office of the Dean of Students (Room 314-P).

q. **Student Life Committee**

(sub-committee of student council)

This committee is concerned with organizing activities that will enhance the student life of the seminary community. Elected membership of the committee includes the chairperson, three returning students, and three new students.

r. **Women IMAGES**

This organization focuses on women in ministry, affirms openness and receptivity to women throughout the seminary, and gives special attention to the concerns of women in church and society. The seminary is committed to addressing the special educational needs of women, as well as creating a non-sexist and inclusive environment for theological education. Programming is carried out through Women IMAGES (women In Ministry at Garrett-Evangelical Seminary). Student representatives present the visibility, leadership, and perspectives of women through participation in student governance structures.

Faculty Advisor: Lallene Rector

s. **Other Student Groups**

If students desire to initiate other groups, the Dean of Students is available to carry on dialogue in exploring new options.

t. **Meeting Space**

For information on reserving space for student meetings, see page 45.

3. Institutional Centers

a. **Asian American Ministries**

This center serves the needs of Asian American students, pastors, and churches. The office provides services to churches throughout the North Central Jurisdiction by recruiting students for ordained ministry and by training seminarians, pastors, and lay leaders for effective ministry in cross-cultural settings.

Faculty Coordinators: Shin-Hyung Seong

b. **Church and the Black Experience**

This center responds to the needs of the African American students, pastors, and churches. Its purpose is to ensure the integration of black religious experience into all aspects of seminary life, including student recruitment, faculty development, curriculum planning, and special programs. Its aims are instituted by incorporating the African American experience into existing curricula, rather than establishing separate black studies programs; by the endowment of scholarships for black students; and by the establishment of a parity committee made up of equal numbers of black and white faculty.

Director: Reginald Blount

c. **Ethics and Values**

The Ethics and Values Center draws on the resources of the seminary, Northwestern University, and diverse parishes and agencies to address the compelling ethical issues facing contemporary society; e.g., technological interventions at the beginning and ending of life; war and religion; the plight of children in the cities; the environment; and human experimentation. It seeks to bring a theological perspective to these issues of ecumenical and international scope. Special lecture series and seminars are among the settings which will bring religious communities, seminary scholars, and university colleagues together with the Garrett-Evangelical community.

Director: Brent Waters

d. **Hispanic/Latino (a) – Latin American Center**

This center serves the needs of Hispanic and Latin American students, pastors, and churches. The office provides services to churches throughout the North Central Jurisdiction by recruiting students for ordained ministry and by training seminarians, pastors, and lay leaders for effective ministry in cross-cultural settings.

Advisors: Nancy Bedford & Osvaldo Vena

e. **Women IMAGES**

The Women's Center contains a large selection of books and other printed materials about the contributions women have historically made and continue to make in ministry. Women are welcome to come there to relax, have lunch, or just "be" at any time. It is also used as a meeting room for small groups and other gatherings. The center housed the feminist theory work group.

Faculty Director: Lallene Rector

4. Additional Committees and Publications

Students are nominated by the student council to serve on these faculty-chaired committees.

u. **Arts Committee**

This is a faculty committee that is concerned with the arts in relation to theological education. One or more students serve as representatives.

v. **Cross-Cultural and International Theological Education Committee**

This is a faculty committee that deals with cross-cultural and international education experiences in this country and throughout the world. One or more students serve as representatives.

w. **Continuing Education/Lectures Committee**

This is a faculty committee that plans for lectures at selected times throughout the academic year. The lecturer may be a faculty member or a special guest speaking on a current issue of interest to the seminary community. One or more students serve as representatives.

x. **Master's Degree Committee**

This is a faculty committee that deals with matters pertaining to the master's programs. One or more students serve as representatives. The Academic Programs Committee of the student council makes this appointment.

y. **Worship Committee**

This committee plans worship opportunities for the whole seminary community. Services are held on Tuesday and Thursday morning from 11:00 to 11:45 am and on Wednesday evenings at 6:00 pm. No classes are scheduled during this time. The services are led by faculty, staff, students, and special guest.

On Wednesday mornings, before classes begin, there is a service of communion in Howes Chapel. Vespers and other services are held, often sponsored by the Order of Saint Luke. Garrett-Evangelical students are also welcome to worship with the Seabury-Western community during their evensong services Monday through Friday at 5:00 pm.

Contact: Ruth Duck

z. **Seminary Publications**

Aware

This is a publication for alums and friends of the seminary. It is published by the Development Office four times yearly and contains articles and information about the seminary, faculty, and graduates. Copies are available to students at the information desk and in the Development Office.

Contact: Betty Campbell



B. At Northwestern University**1. Recreation**

Purchase of a membership in the Henry Crown Sports Pavilion entitles the student to the following (although some of the listed items are under review and may not be applicable):

- a. The use of Patten Gymnasium for recreational play
- b. The use of Bloomquist gymnasium for recreational play
- c. The use of the Henry Crown Pavilion and the Norris Aquatics Center for recreational play
- d. Participation in intramural league
- e. The use of the outdoor tennis courts (at an additional charge)
- f. Seating in the student section for home football and basketball games
- g. Admission to student sponsored events

Memberships are available for purchase by the quarter or by the year at the membership office of the Henry Crown Sports Pavilion to students with a valid Garrett-Evangelical ID. Registered students who show proof of membership purchase to the seminary cashier will have their student accounts credited for on-half of the fee for each term of purchase during the academic year (excluding summer).

Students who choose to enroll in classes at any of the Northwestern University fitness centers instead of purchasing a membership at the sports pavilion will receive a credit of half the cost of their classes (not to exceed the amount of the membership subsidy).

2. Services

Norris Center, southeast of the seminary on the lakeshore, is the student union of Northwestern University. In this facility there are a cafeteria, bookstore, game room, listening center, reading room, meeting rooms, sports equipment rentals, and theaters. Postage stamps, check cashing services, and an ATM are also available, as well as a full banking with LaSalle Bank. Federal Express Shipping can be done at the Pulse store inside Norris Center. Just inside the door there is a large bulletin board where notices are posted for times for sale, rides, and campus events.

There are scheduled mini-courses in such areas as arts and crafts, dance photography, etc. which are offered at Norris Center each quarter.

The Theater and Interpretation Center at Northwestern University offers a variety of plays and dance programs each academic year. There are subscription series that includes plays, dance programs, and special musical programs. Tickets may also be purchased for individual performances at the box office in the Theater and Interpretation Center at 1979 Sheridan Road. For further information, call 847.491.7282.

Additional information on activities and services is available at the Norris Information Desk (847.491.2300). The Daily Northwestern also provides information about these and other campus activities.

3. University Christian Ministries

UCM is located at 1834 Chicago Ave. and they affirm that God has called us to be ministry to all persons regardless of race, culture, age, gender, class, ability, or sexual orientation. We realize that at times these people and others have met with discrimination and injustice, both of which cause pain, suffering, and spiritual depletion, and that these issues are sensitive within both the church and society. While we recognize that we are all not in agreement on the interpretation of scripture and God's grace, we acknowledge that God extends love and grace to all. Therefore, this environment is one where all God's children are recognized, nurtured and affirmed.

Contact Rev. Julie Windsor Mitchell for information at 847.864.2320



IV. SERVICES AND POLICIES

A. Policies Related to Enrollment

1. Business Matters

a. Fees and Educational Expenses: 2010-2011
(subject to change without notice)

TUITION

Master’s Degree (MA, MDiv, MTS)

Each credit hour.....590
 Three-hour course.....1,770
 Clinical Pastoral Education, each three-hour course (Any fees charged by hospital, supervisor, ACPE, etc. are paid by student directly.).....92
 Each three-hour CPE course.....276
 MTS research (60-693).....885
 MTS continuance (60-695).....443
 MA in MM Applied Lessons Fee (Ma in Music Ministry students are charged lesson fee for each semester of lessons taken through NU School of Music).
 Auditing a three-hour course.....230
 Continuing Education Unit (per unit, which equals ten contact hours).....25
 Summer School tuition (with seminary scholarship).....590

Doctor of Ministry (D Min)

Each credit hour.....720
 With 35% scholarship.....504
 Three-hour course.....2,160
 With 30% scholarship.....1,512
 Kellogg Seminars for Leadership Tracks (2 seminars per year, no additional tuition to be paid) per year.....2,500
 Pre-Candidacy, per term (80/85-746), per term (limit two terms)*.....720
 Pre-Candidacy, per term (80/85-748), per term**.....2,160
 DMin Project Research (80/85-710) per term***.....720
 DMin Project Continuance (80/85-720) per term(limit 2 terms)****.....2,160
 Pastoral Counseling Center off-campus course transfer fee, per course.....73
 DMin 720 D Min NSLC Tracking.....0
 DMin 730 D Min NSLC Tracking.....0
 ACTS DMin Preaching Degree.....set by ACTS DMin Program
 DMin Project Publishing Fee (paid to ProQuest/UMI at time of submission).....with charges for optional add-ons
 *This is only charged if a student takes more than one term after completing coursework to enter candidacy.
 **This is only charged if a student takes more than three terms after completing coursework to enter candidacy.
 ***This is only charged if a student takes more than one term to graduate after entering candidacy.
 ****This is only charged if a student takes more than three terms to graduate after entering candidacy.

Doctor of Philosophy (PhD): Garrett-Evangelical

Each credit hour.....1,080
 Three-hour course.....3,240
 Examination preparation (90-980), per semester, up to two semesters.....1,080
 Pre-candidacy study beyond two allowable semesters (90-985), each semester.....3,240
 PhD research (90-990), per semester, year 1.....3,240
 PhD research (90-995), per semester, years 2 and 3.....1,080
 Research continuance (90-997), per semester, years 4 and 5.....3,240
 PhD Extension (90-998), per semester, years 6 and 7 (by petition only).....1,080
 Dissertation Publishing fee..(PhD students are charged a publishing fee by ProQuest/UMI at time of submission)
 Center for Religion and Psychotherapy in Chicago.....5,000

RESIDENCE HALL FEES (For students enrolled at Garrett-Evangelical)

Single, accommodation, per student, each semester (not including January) in Loder*.....2,300
 Double accommodation, per student, each semester (not including January)in Loder*.....1,800
 Two-room suite with sitting room, per student, each semester(not including January) in Old Dorm.....1,600
 Single accommodation,, each semester(not including January) in Old Dorm.....1,900
 Reservation deposit (due when room is reserved, non-refundable, becomes security deposit).....300
 For January & summer intensives, see Intensive Housing Application
www.garrett.edu/StudentLife/CampusLifeandHousing.

FOOD SERVICE FEES (Required for all students in dorms)

Fall and spring, per semester.....1,500
 January term of 2012 (two weeks).....225
 Summer term of 2012 (2 weeks) estimated at.....225

APARTMENTS FEES (For students enrolled at Garrett-Evangelical)

Efficiency, per month, furnished.....726-797
 Three or four room, per month, furnished.....861-921
 Three or four room, per month, unfurnished.....916-1,065
 Five room, per month, unfurnished.....1,094
 Reservation deposit (due when apartment is reserved, non-refundable, becomes security deposit).....600

PARKING FEES

On-campus parking, per year.....TBD
 Daily fee, NU lot (rate change expected annually).....TBD
 Garrett Place Parking Lot (daily).....7
 Apartment parking lot, per month.....45
 Garage, per month.....80

MISCELLANEOUS FEES

Graduation fee (payable during final semester).....200
 ID replacement.....25
 Key replacement (lost or extra), per key.....30
 Key replacement (not turned in when vacating housing), per key.....40
 Surcharge for apartment damage repairs beyond wear and tear.....\$30/hr. plus cost of materials
 Late registration fee (registration at other than scheduled dates).....50
 Key card replacement (Loder Hall only).....75

LIBRARY FINES (Pay at the Library Circulation desk)

Garrett Overdue reserve books..... \$1/hr, \$10/day up to \$50
 Garrett Overdue recalled books.....\$2/day up to \$20
 Garrett Lost books, billing and processing.....75
 Plus portion of replacement cost of book over \$50
 Interlibrary loan.....whatever loaning library charges
 NU Library Fines.....Accrue at rates set by NU and are payable at the NU main library

HEALTH INSURANCE

NU Health clinic, annual rate.....540
 NU hospitalization insurance (\$2,584), including required clinic (\$540), annual rate.....3,124
 Students with unpaid charges from NU Health Services will be assessed this fee, in addition to the NU Charges.....60

APPLICATION AND OTHER INITIAL FEES

Application fee (All Degree Programs).....75
 Tuition deposit (payable within 30 days after notification of acceptance, applicable to first semester's tuition, and otherwise non-refundable) ...All Degree Programs, entering students (through 6/30/09; may increase after that).....200
 Matriculation fee (one time, required of all students, except doctoral students and auditors, payable when registering first time)80
 NU Net ID connection fee, required one-time fee.....55
 Student activities fee, per semester.....25
 Technology fee (6 semester hours or more of credit in any term).....190
 Less than six semester hours.....105
 Transcript fee, first request.....no charge
 Official.....5
 Facsimile (in addition to transcript fee).....3
 Next day delivery (additional fee).....30

b. Payment

Tuition will be billed on student accounts on the following dates:

Fall Term	June 1 st
J Term	November 1 st
Spring Term	November 1 st
Summer Term	March 1 st

Tuition and fees are due at the beginning of each term.

Student account outstanding balances can be paid by cash, money order, check or credit card (Visa, MasterCard, DiscoverCard, and American Express) at the Office of Business Affairs, Room 121, online through StudentWeb, or by telephone, 847-866-3917. Please include your Student ID number with every payment.

Office of Business Affairs - Cashier

Student financial accounts are maintained by the Cashier in the Office of Business Affairs. Any outstanding charges including tuition, fees, and rent can be paid in the Office of Business Affairs Room 121 on the first floor of the main building. Cash, money orders, checks and credit cards (Visa, MasterCard, DiscoverCard, and American Express) are accepted. Normal business hours are as follows (unless otherwise posted):

Monday, Wednesday and Friday	8:30 am to 12:00 pm	1:30 pm to 4:30 pm
Tuesday and Thursday	8:30 am to 11:00 am	1:30 pm to 4:30 pm

Extended hours are offered at the beginning of the fall and spring semesters and will be communicated in advance.

c. Payment Options

1. In Person

Student balances can be paid by cash, money order, check or credit card (Visa, MasterCard, DiscoverCard, and American Express) at the Office of Business Affairs, Room 121. Please include your Student ID # on your payment.

2. Online

Students may use a credit or debit card (Visa, MasterCard, American Express, or DiscoverCard) to pay outstanding balances online through MyGETS.garrett.edu accessible from the Seminary's intranet site.

3. Phone

Students can call the Cashier at 847-866-3917 during normal business hours (shown above) to make payments by credit or debit card.

4. Drop Box

The **drop box**, just to the left of the Cashier's door-Room 121, is available for use during business hours AND after hours. Receipts will be sent via campus or US Mail when requested. Please include your Student ID # on your payment.

d. Business Holds

Please note that any student with an outstanding balance will be put on a business hold. A business hold prevents all further transactions with the Seminary including the release of transcripts, the ability to move-in to Seminary housing, the release of diploma, and the ability to register for future terms.

If a student is aware of any loans, scholarship, or other sources of awards for that term yet to be applied, the Business Office will accept documented proof of such award from the Director of Financial Aid and release

the hold. If the source of the fund is external, such as a student's conference, the Business Office will accept a signed letter from that conference guaranteeing the money by a specific date to release the hold.

Any exceptions to this policy must be discussed with the Vice President for Business Affairs. Prior to scheduling an appointment with the VP of Business Affairs, the student must complete the Projected Financial Worksheet located on the CampusWeb under Business Affairs.

e. Refunds and Student Account Disbursements

The add period for the fall term is the first calendar week of classes. The drop period for the fall term is the first two calendar weeks of classes.

The last day to add courses for the January term is the Friday after the fall semester ends. The drop period for J-term is through the first two days of classes.

The add period for the spring term is the first calendar week of classes. The drop period for the spring term is the first two calendar weeks of classes.

The last day to add courses for the summer sessions is the Friday four weeks before the session begins. The drop period for the summer term sessions is through the first two days of classes for each session.

The tuition for any classes dropped by these dates will be 100% refundable to the student. **There will be NO TUITION REFUND for any class dropped after these dates.** Exceptions to this policy, such as a medical emergency, will be evaluated individually. Any class dropped after the drop period will be recorded on a student's transcript as withdrawn.

After the drop period, the Director of Financial Aid will disburse all federal award money to students. **Students receiving federal loans will not be allowed to request a disbursement from their student accounts until after the drop period.** In the event of an emergency, students can contact the Director of Financial Aid for an emergency loan.

If a student demonstrates a true need for the federal award to pay for books, the Business Office will pay Cokesbury on the student's behalf. However, the student will need documented proof of award money that will be disbursed by the Director of Financial Aid. The Business Office will then apply the cost of the books to the student's account and pay Cokesbury directly.

Except as discussed above, when a student's account reflects a credit balance, this balance may be withdrawn by signing a check request form at the Cashier's office. Checks are available by 11:45am on Friday for all requests signed and submitted by 4:30 pm of the preceding Tuesday.

"Credit balance" means any amount remaining after all charges are paid for the term, including apartment rent, parking and utilities fees for apartment residents.

No funds may be withdrawn from a student account that has a debit balance (i.e., money owed to the seminary).

f. Rent Collection

Dorms: Rent charged for dorm occupancy will be billed in full at the beginning of each term to the student's account. The rent is due at the beginning of the term of the initial move-in date.

Apartments: All apartment leases, both furnished and unfurnished, will require a lease for the academic year (approximately September 1 – May 15th). To live in an apartment over the summer, a new lease or summer lease extension must be signed for the months of June, July, and August.

Rent will be charged to students at the beginning of each month. If the apartment is occupied from any date between the first and the fifteenth of a month and onward, it is considered occupied for the entire month and the occupant will be charged for a full month's rent. If the occupant moves in after the fifteenth of the month, a half month's rent will be charged.

Summer rent will not be billed to residents of furnished apartments provided those apartments are vacated by the first of June, all student belongings are removed, and the student does not return until Fall term. There will be no reduction in rent or partial rent billing for months during school breaks, such a winter break.

Apartment rent is billed to the student's account and due on the first day of each month under lease (e.g., rent billed and due on Sept 1st for the month of September 2011).

If a graduating student still occupies an apartment after the June 1st diploma release date, the diploma will be held by the Registrar's Office until the student has vacated the apartment and paid all outstanding rent in full.

Any student with a business hold on his or her account will not be able to sign a lease agreement to rent an apartment or dorm room until the hold is cleared.

An apartment or dorm room is considered occupied from the point in time when keys are issued until keys are returned to Buildings & Grounds or the Housing & Hospitality office.

At the beginning of spring term, graduating students anticipating pastoral appointments must contact their conference or appropriate judicatory body to arrange a smooth transition from G-ETS housing to their next location. The transition plans must be communicated to Housing & Hospitality as soon as possible.

f. Graduation

All seminary financial obligations must be paid in full not later than **4:00 pm April 13th**, in order to graduate on May 11th. These obligations include all charges which will have been incurred by the date of graduation, including May apartment rent. This also includes any charges incurred at Northwestern University and/or of the institutions that are a part of the Association of Chicago Theological Schools (while pursuing a Garrett-Evangelical Theological Seminary degree or a joint degree with Northwestern University).

g. Outstanding Balance: Collection Policy

Tuition, dorm rent and all other fees are expected to be paid at the beginning of the current term. Any account with an outstanding balance will be placed on business hold. A business hold prevents further transactions with the Seminary including the release of transcripts, the ability to move-in to Seminary housing, the release of diploma, and the ability to register for future terms.

As stated above, any student with an outstanding balance will not be allowed to register for the next term. Furthermore, the student must pay the balance no later than the end of the following term. At that time, if an outstanding balance remains, the account will be charged a late payment penalty and referred to a collection agency for recovery.

h. Student Employment

A student **must** bring the employment form, signed by the supervisor, to the Business Office payroll accountant and fill out the W-4; I-9 and Direct Deposit forms before the employment process is complete. No paycheck can be issued, until this procedure has been followed.

Wages of students working for the seminary are exempt from FICA tax while they are enrolled and regularly attending classes at the seminary. This exemption does not apply during periods when a student does not meet the required criteria (for example, during summer employment).

At the option of the seminary, student pay may be applied first to any outstanding balance on the student's account by payroll deduction or by endorsement of the paycheck to the seminary. Net pay, if any, is disbursed by check.

Time sheets are signed by the student's supervisor and should be submitted to the Office of Business Affairs on Monday for the preceding week. Payment is made only for complete and accurate time sheets which reach the payroll coordinator five days prior to payday. Paychecks are ready on the 15th and last day of each month, or the Friday preceding that day if it occurs on a weekend.

Student checks are mailed to student's home via USPS, if they do not have direct deposit. If no address is given when the W-4 and I-9 are completed, then the check will be held for pick-up with the Business Office payroll accountant.

i. Federal Programs: FEDERAL WORK-STUDY, Federal Perkins Loans, Federal Direct Stafford Loans

A student must bring the employment form, signed by the supervisor, and the financial aid/work study form to the Business Office payroll coordinator and fills out forms W-4 and I-9 before the employment process is complete. Student must also give the above mentioned forms to the Financial Aid office. No paycheck can be issued, until this procedure has been followed.

Federal Perkins Loans

New Perkins loan students must return a signed master promissory note (MPN) which is for their entire Perkins borrowing terms at Garrett-Evangelical. These loan distributions occur two times during the school year, the first in the fall semester; the second in spring semester. The loan amount is applied to the student account. Any credit balance in excess of all charges for that semester, including apartment rent, may be withdrawn by signing a check request form at the cashier's counter. (Note procedures for credit balances.)

Repayment of Federal Perkins Loans

The seminary is required by the government to exercise due diligence in the administration of the Federal Perkins Loan Program for the time of application until the loan is paid in full. For borrowers with accounts in repayment who do not respond satisfactory to the demands routinely, made as part of institution's billing procedure, the following series of intensive collection efforts are made:

- 1) The account is reported to a credit bureau.
- 2) Two outside collection firms are engaged to attempt repayments. All collection costs are assessed on the amount of principal, interest, and late charges collected at a rate not to exceed 33.3% for the first efforts and 50% for the second efforts.
- 3) If the collection efforts do not result in the repayment of the loan, the institution litigates to collect the account.
- 4) If the institution has been unable to collect on the loan despite complying with the diligence procedures, the account is submitted for assignment to the US Department of Education.
- 5) A transcript hold is place on accounts accepted for assignment by the Department of Education.

Federal Direct Stafford Loans

These loan disbursements to registered students usually occur two times during the school year, the first one in the fall semester, the second disbursement in the spring semester.

First Disbursement: The Federal Direct Stafford Loan amount is applied to the student account after the first week of classes. Any credit balance in excess of all charges billed for that semester, including apartment and parking space/garage rent for September through December, may be withdrawn by signing a check request form at the cashier's counter.

Second Disbursement: The same policy applies (see above) except that the time period is January through May.

j. Emergency Loan

An emergency loan up to a maximum of \$500 is available for unexpected or extraordinary need. To apply for an emergency loan, the student contacts the Director of Financial Aid. If the loan is approved, a promissory note is provided for the student to sign. The student then takes this form to the cashier for processing. A check can usually be prepared within two business days. (See p. 28 for additional details.)

k. Student Organization Account

A student organization may maintain an agency account with the Business Office in order to account for activities. The Business Office is furnished with a list of officers and a faculty adviser that clearly delineates which persons

may request withdrawal of funds. This list is updated yearly in the fall and more frequently whenever changes require it. Standard seminary procedures for deposits, purchases, disbursements and general accountability of funds apply.

Purchase requisition forms are obtained from the accounts payable coordinator in the Business Office. A requisition approved by a faculty adviser generates the required purchase order. No funds may be withdrawn or paid without the signature of a faculty adviser on a check request form based on confirmation of adequate funds in the account. Check request forms must be submitted by 4:00 pm Tuesday for checks to be ready the following Friday.

I. Tax Obligations

The seminary understands that the following guidelines apply to Garrett-Evangelical students:

- a. Funds received by students (including, but not limited to, awards, grants, scholarships, and fellowships) that are given for and applied toward the payment of tuition, fees and books are not taxable.
- b. Funds received by students that exceed tuition, fees and books (e.g., living expense) are taxable.
- c. Funds received by students for services rendered (including employment in a church, such as a field education placement) are taxable.

2. Financial Aid

a. All Students Enrolled in a Degree Program

i. Policies for Institutional Grants, Scholarships and Fellowships

- ▣ Students who are enrolled in a degree programs offered by Garrett-Evangelical Theological Seminary are eligible for financial aid in accordance with the policies and procedures listed for the individual degree program. Enrichment and non-degree students are not eligible for either seminary or federal financial aid.
- ▣ Financial assistance consists of self-help (employment and loans) and gift aid (grants, scholarships, and/or fellowships). Students are expected to provide a part of the financial resources for their expenses through savings and other assets (if any), summer employment, and fieldwork or comparable employment during the academic year.
- ▣ The budget of the seminary, approved by the trustees, has a designated amount of dollars that may be spent on financial aid in a given fiscal year in accordance with the policies and procedures established for each degree program.
- ▣ The federal student aid programs in which the seminary participates include the Federal Direct Stafford Student Loan Program, the Federal GradPlus loan, the Federal Perkins Student Loan Program, and the Federal Work-Study Program. These programs are open to US citizens and permanent residents only.
- ▣ Financial need for all degree programs and for cross-cultural trips is determined through the filing of the Free Application for Federal Student Aid (FAFSA) and , if required, a copy of the prior year's income tax form. All recipients of financial aid, whether need or academic-based, are required to file these forms **each year**.
- ▣ New students are considered for seminary financial aid if the required financial aid forms have reached the financial aid office before the start of the semester. Returning students who file required financial aid form by May 31 are considered for a seminary grant for the coming academic year. Those who file later than that will receive a grant only if sufficient funds remain.
- ▣ Seminary financial aid awards are divided among the terms of the academic year according to the number of credit hours taken. When a student withdraws or drops a course, financial aid for that term is reduced in accordance with the refund policy of the seminary.

- ▣ Confidentiality is maintained throughout the process. Those items of information that are confidential in nature are not provided to anyone except those directly involved in carrying out the policies and procedures of the program, unless otherwise instructed in writing by a student in a statement that is signed and dated.

- ▣ Individual degree programs list additional policies.

a. Procedures

- ▣ Each year the costs for the next academic year are established by the Board of Trustees. The trustees approve the rates for tuition, housing, and food service at their October meeting, with the understanding that modifications can be made if there are substantial economic changes during the winter, spring, and summer preceding the beginning of the next academic year.
- ▣ A fee sheet is generated; setting forth costs for the next academic year (see p. 10).
- ▣ Budgets are then established for each degree program, taking into account not only the educational cost of the program, but also the living expense cost for a twelve-month period. The latter amount is based upon figures initially provided by the Bureau of Labor Statistics and subsequently updated by the Consumer Price Index and by costs for metropolitan Chicago.
- ▣ Students are encouraged to work out their own budgets to determine what actual costs can be anticipated. Those provided by the seminary are used for financial aid eligibility. Individual circumstances may affect the amount needed for a given year, whether it is less or more than is projected.
- ▣ Individual degree programs list additional procedures.

b. Master's Degree Students

iii. Policies

- ▣ The primary purpose of financial aid for MDIV, MA, and MTS students is to provide assistance varying in amount up to full tuition to those degree candidates who register for six or more credit hours in a semester and 1) who demonstrate financial need (the difference between the cost of attending seminary and the amount of resources available to the student), or who exhibit leadership qualities, and/or who achieve a high level of academic performance. (All recipients of financial aid, whether need- or academic-based, seminary- or federally-funded, are required to file the necessary forms each year.)

We will attempt to assist every eligible student to meet their financial need with a combination of the following:

- | |
|---|
| <ol style="list-style-type: none">1. Seminary grants2. Federal loan programs |
|---|

- ▣ Seminary grants and scholarships that do not require full-time enrollment are reduced whenever a student registers less than full-time and become zero if fewer than six credit hours are taken. Full-Tuition Scholarships and Fellowships change to zero, or to a need-based Seminary Scholarship (if financial aid forms were filed prior to the beginning of the semester). If a student withdraws or is terminated, the grant is reduced in accordance with the refund policy of the seminary.
- ▣ Students with seminary grants or scholarships who enroll for Clinical Pastoral Education (CPE) during the academic year have their grant reduced to the amount that is paid to the seminary for CPE registration (see current fee sheet for tuition costs). Students taking classes in addition to CPE will receive a grant for the tuition paid that is the same percentage as their original grant is full tuition.

- ▣ Students who are in the last semester of their degree program and have not taken the required number of credit hours in their degree program, may register for a reduced load and still maintain the same percentage of seminary financial aid as their full-time award.
- ▣ Changes in financial aid are made for a variety of reason, often one of the following:
 - 1) Anticipated resources listed on financial aid forms are not forthcoming (e.g., a scholarship applied for is not received). It is the responsibility of the student to notify the director of financial aid if outside funds do not materialize, as they are taken into consideration in calculating eligibility for federal loans and work-study.
 - 2) Money not included on financial aid forms is forthcoming (e.g., a church giving a grant).
 - 3) Change from full-time to part-time status.
 - 4) Registration for CPE.
 - 5) Withdrawal from school.

It is the expectation of the seminary that every student will seek two sources of outside funds to assist them in funding their education. These funds might include, but are not limited to, local church support, conference funds, denominational scholarships or loans, and outside scholarships.

A budget sheet is available for students in any of the master's degree programs.

Additional policies governing financial aid based on need have already been given in the section pertaining to all students

Leadership Awards

Students who have demonstrated an outstanding academic performance in their baccalaureate degree programs, have demonstrated outstanding gifts and graces for ministry, and have been admitted to a master's program may be considered for one of the following leadership awards. All candidates will have their academic records reviewed, vocational calling and clarity evaluated, intellectual, emotional and spiritual preparedness and leadership experience and promise considered. A personal interview is required. Awards are offered *only* at the time of admission to a Garrett-Evangelical Theological Seminary program. Leadership awards are given for one master's degree program only.

Fellowships: full tuition with a stipend given to new, full time Master's degree students for their first year, and renewable for the subsequent years for the degree program, if the student maintains a 3.5 GPA and fitness for ministry.

- a) Students complete the FAFSA and the seminary financial aid form for the coming academic year, preferably by March 31, in order that financial aid letters may be sent before the end of the spring semester.
- b) When the FAFSA analysis has been received, the director of financial aid calculates the student's unmet need. If the unmet need figure is equal to or exceeds one-fourth of tuition, then one-fourth of tuition is given as a need-based grant. This amount is not reduced by any outside grants the student may receive.

Academic-Based Awards

Academic scholarships are given for one master's program only. Full-time registration is required for the fellowships. Full Tuition Scholarship recipients with special circumstances may submit a petition to the director of financial aid for committee review. Students awarded a Faculty Recognition Award may register either full-time or part-time. Part-time students who register for a minimum of six credit hours receive an amount reduced according to the number of credit hours taken each term.

1) *Entering Students*

- During the course of the academic year, beginning with those who have applied more than one year before anticipated enrollment and ending with those who have applied prior to January 15. Individual evaluation of each candidate are made by persons involved in the interviewing process, both faculty and administrators. A scholarship committee will finalize the decisions, taking into account all of the materials in the admissions folder, as well as the interview form used for each candidate.
- Awards are made in the categories of Named Scholarships, Fellowships, Full Tuition Scholarships, and Honor Scholarships. Although all fellowships are awarded in this manner, some Full Tuition and Leadership Scholarships are left for late applicants in all master's programs.
- Consideration for academic-based grants that are not given through the academic scholarship interview process begins with the director of admissions, who reviews each folder and makes a recommendation to the scholarship committee. If there is concurrence, the award is offered.

2) *Returning Students*

- At the end of the academic year, a list of students who have completed a minimum of 24 credit hours (11 if part-time) and who have at least a 3.5 cumulative GPA is reviewed.
- Full Tuition plus Stipend Fellowships are reviewed if recipients are on this list and have maintained the criteria of the respective programs. Stipends are only awarded when a student is registered full time.
- Those students who have completed at least 12 credit hours with a GPA of 3.5 or above, who did not receive a renewable academic award as new students, are eligible, or have a renewable award that is equal to 75% of their tuition or less may be considered for a Faculty Recognition Award, using the same set of criteria used for entering students being considered for an academic scholarship. Selection is by vote of the faculty. Ten of these awards are given each year for the use in the subsequent academic year. The amount of the award is one-fourth of tuition, and it is given in addition to any other financial aid awarded by the seminary, (not to exceed a full tuition award).
- Not registering for a full year, except for interns approved by the Field Education Office, forfeits the academic scholarships; however, not registering for one semester (or, if circumstances warrant it, two semesters) does not automatically forfeit the award. In such a case, the student puts in writing to the vice president for vocation in ministry the reasons for requesting a postponement, and a decision is then made.
- An academic scholarship is available to a student for the required number of credit hours in the degree program (when the stipulations of the scholarship are met). Academic awards are given for one degree program only.

International Scholarships (see description already given)

- The admissions folders of those international students who have been admitted prior to April 1 are reviewed by the Office of Admissions, who recommends which students might be offered a scholarship. The Vice President of Vocation in Ministry then reviews these students' folders.
- Returning international students have their scholarship renewed if they maintain satisfactory academic progress, fitness for ministry, and eligible visa status.
- International scholarships are given for one degree program only.

Ethnic Minority Grants/Scholarships

- A number of grants/scholarships have been established by the seminary, including three that have been endowed: the Edsel A. Ammons Scholarship (preference to African American United Methodist students). The William Holmes Borders Scholarships (preference to African American Baptist students) and the Archibald J. Carey, Jr. Scholarships (preference to African American students of the African Methodist Episcopal Church). Customarily there are two awards made in the amount of \$2000 for each of these scholarships (a total of six in a given year), though the number of awards and the amount may vary in a given year. Applicants must have a cumulative GPA of 3.0.
- The Ila Marshall Turpeau endowed scholarship was established to provide financial support for ethnic minority women. The applicant must be a US citizen, United Methodist, a second or third level student enrolled in an MDIV program with a cumulative GPA of 3.0 or above. The scholarship amount ranges from \$500 to \$2,000.
- The African Methodist Episcopal (Mother Zion Scholarship), African Methodist (Mother Bethel Scholarship), and Christian Methodist (Mother Liberty Scholarship) scholarships are granted to entering MDIV and MA students who are members of the above denominations, demonstrate need, have the official support of a church leader (presiding elder or bishop) and have satisfied all standards for full admission. The scholarship is for full (12-16 credit hours per semester) or part-time (6-11 credit hours per semester) students.
- The Hispanic-Latino Scholarships are granted to entering MDIV and MA students who demonstrate need, intend to serve in Hispanic ministry, have the official support of a church leader (District Superintendent, Bishop or Judicatory) and have satisfied all the standards for full admission. The scholarship is for both full-time (12-16 credit hours per semester) and part-time (6-11 credit hours per semester) students.
- Several volumes of information about grant/scholarships from outside the seminary are provided to students in the reception area of Vocation in Ministry and on Campusweb.

Cross-Cultural Grants

- Students are responsible for securing their funding for participation in a cross-cultural course sponsored by the seminary.
- When such funds are available, a grant from the seminary may be available for an individual student who is a US citizen or a permanent resident is based on need, utilizing the financial aid methodology of the seminary as set forth in the financial aid policies and procedures section of the *Student Handbook*. This means that only those students who file a FAFSA may apply for a need-based grant.
- Students eligible to receive a grant are those who:
 - a) are enrolled in a master's degree program at the seminary,
 - b) are taking this cross cultural course for credit, and cultural courses for credit, and
 - c) have filed the documents required in time before the current academic year.

- Students who are not US citizens must receive clearance from the international student advisor regarding visa regulations. A grant from the seminary for international students cleared to participate in a cross-cultural trip is based on need, utilizing the “Financial Plan for International Students” available from the assistant to the Dean of Students.
- The designated amount for each course is determined on the basis of:
 - a) the total cost of that course,
 - b) the total cost of each of the other approved courses,
 - c) the number of students applying for a grant, and
 - d) the resources budgeted by the seminary for cross-cultural courses.**Tuition is not included in this amount, since students receive financial aid for tuition through the regular financial aid process.**
- A limited number of seminary grants are available for this program of study. Students who apply by an announced deadline will be given priority consideration. An application form is available in the office of the director of financial aid. After it is completed, it is returned to that office.
- Other sources of funding are available, in accordance with their own guidelines (grants from outside the seminary, ecclesiastical loan programs, federal loan programs, etc.)

i. Federal Programs

Students enrolled at least half-time in degree programs offered by Garrett-Evangelical Theological Seminary are eligible to apply for Federal Title IV aid programs. In order to be considered, the student must complete the Free Application for Federal Student Aid (FAFSA). The processing center generates a Student Aid Report (SAR) and sends it directly to the student. The student reviews the report, makes any necessary changes or corrections, and resubmits the SAR to the Federal Student Aid Programs for correction. Instructions for making changes to the SAR are listed on the last page of Part II of the SAR. Students are expected to process their application online. The Financial Aid office will receive a copy provided the school code (G01682) is correctly entered.

The Director of Financial Aid is responsible for direct administration of the federal programs in accordance with government policies and regulations.

1) Types of Title IV Aid

Federal Work Study

The Federal Work-Study (FWS) program provides part-time employment to students attending institutions of higher learning who need the earnings to help meet the costs of postsecondary education and to encourage students with FWS assistance to participate in community service activities. FWS is a need-based program partially funded by the federal government. Eligibility is determined by the FAFSA analysis. FWS wages earned are used to lower, or even take the place of a loan. All financial resources, including approved loans, are considered when computing and verifying eligibility for the program.

a) Subsidized Federal Direct Stafford Loan

This is need-based, low-interest loan. The maximum amount a graduate student may borrow per academic year is \$8500. The maximum aggregate amount at the undergraduate and graduate levels is \$65,500. Federal Direct Stafford Loan funds cannot apply to any charges the school assessed the student in a prior award year. Eligibility for a Subsidized Federal Direct Stafford Loan is contingent upon a student's submitting a valid Student Aid Report (SAR) to the financial aid office and signing (either by mail or e-signature) and returning a properly filled-out financial aid award letter sent from the office of the Dean of Students and the Director of Financial Aid.

The student selects a participating lender to originate the loan. New federal regulations state that a Master Promissory Note (MPN) must be used for any loan certified after July 1, 2000. The MPN is defined as a promissory note under which the borrower may receive loans for a single or multiple

periods of enrollment. The MPN can be completed on line at www.studentloans.org. New borrowers must also complete an Entrance interview at this same website.

Federal Direct Subsidized and Unsubsidized Stafford Loans with first disbursed after July 1, 2010 will have a fixed interest rate of 4.5%. Direct Plus Loans first disbursed after July 1, 2010 will have a fixed interest rate of 7.9%. When a student graduates, withdraws, or ceases to be at least a half-time student the grace period begins. The grace period for loans is six months. Repayment information and schedules are provided by the Department of Education when the student leaves the seminary and are available at www.studentloans.edu.

b) Unsubsidized Federal Direct Stafford Loan

This is a non need-based loan available to students who are not eligible or who are only partially eligible for the subsidized Federal Direct Stafford Loan. A student must have his or her eligibility determined for a subsidized Direct Stafford loan through the FAFSA before applying for an unsubsidized Direct Stafford loan. There is a common application /MPN used for both the subsidized and unsubsidized loans.

The eligibility requirements, interest rates, and grace periods are the same as those for the subsidized Federal Stafford Loan. Students ineligible for the subsidized Direct Stafford loans or only eligible for a partial subsidized loan, may borrow up to \$20,500 in a combination of the two loans. The aggregate maximum a student can borrow for both undergraduate and graduate programs is \$73,000.

Unlike the subsidized Direct Stafford loan, interest is not deferred on the unsubsidized Direct Stafford loan. Students have the option of paying the interest monthly or accruing the interest so that it is capitalized. Capitalization is the process of adding paid interest to the principal balance of the loan. The amount to be repaid increases each time the holder of the loan capitalizes unpaid interest, which cannot occur more often than quarterly. Holders of unsubsidized Federal Direct Stafford Loans are required to notify borrowers that interest will begin to accrue before repayment begins and advise the borrower of the option to being repayment earlier. This notification must be made not less than 30 days prior to the repayment starting date.

c) Direct Grad Plus Loan

Graduate and professional degree students are now eligible to borrow under the Direct PLUS Loan Program up to their cost of attendance minus other estimated financial assistance. The terms and conditions applicable to Parent PLUS Loans also apply to Direct Graduate/Professional PLUS Loans. These requirements include a determination that the applicant does not have adverse credit history, repayment beginning on the date of the last disbursement of the loan, and a fixed interest rate of 7.9 percent. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Direct subsidized and Unsubsidized Stafford Loan Program before applying for a Direct Graduate/Professional PLUS loan.

d) Federal Perkins Loan

This program provides low-interest (5%) loans to students who demonstrate financial need through federal guidelines. The amount is limited by the seminary to \$2,500 per academic year. The aggregate maximum amount of Federal Perkins an eligible graduate or professional student may borrow \$30,000. Those who demonstrate a high level of need and who apply early are given priority consideration, since there is a limited amount of loan funds available.

Repayment of a Federal Perkins Loan begins six 9 months after the borrower graduates, withdraws, or drops below half-time status. Perkins Loan grace periods are either six months or nine months, depending on the date of the loan. Borrowers repay their loans plus interest in quarterly, bimonthly, or monthly installments over a ten-year period. A graduated installment plan is available if requested by the borrower. The length of the repayment period may be less than ten years because of minimum monthly repayment requirements.

2) Application for Federal Loan Programs

Students are encouraged to submit the application for subsidized and unsubsidized Federal Direct Stafford Loans for each academic year by July 1. This allows time to process the loan and receive the first disbursement in time for the fall semester. End of year applications for this loan program must be made so that funds are in hand no later than 30 days after the end of the spring semester.

3) Purpose of Federal Student Aid

The basic goal of the federal student aid program is to provide financial assistance to students consistent with their financial needs (the difference between the student's cost of education and the student's ability to pay those costs through personal resources, grants / scholarships, church and denominational funds, employment and loans).

b. Citizenship Requirement

- US citizen or national (citizen of American Samoa or Swains Island).
- Permanent resident of the US must provide documentation from United States citizenship and Immigration Service (USCIS).
- Residents of Palau, the Marshall Islands, and the Federated States of Micronesia (former Trust Territories), may continue to be eligible.
- Students in the US for other than temporary purpose with the intention of becoming a citizen or permanent resident must provide documentation from the USCIS to establish eligibility.

5) Enrollment Status

Federal Work-Study and Federal Stafford Loans:

- Require students to be enrolled at least half time to receive aid and to take half the workload off a full-time student, as defined by the seminary.
- Students with previous federal Direct Stafford or Supplemental Loans that have entered repayment must contact their servicers' for information on their deferment options.
- A student must be registered as an eligible student in a regular program. A regular student is defined as a person who enrolls for the purpose of obtaining a degree offered by the institution.

6) Academic Qualifications**■ Ability to Benefit**

Generally, to be eligible for federal student aid, the educational program must admit students who are academically qualified for study at the postsecondary level. The student must have the ability to benefit from the course of study (i.e., be working toward a certificate or a degree).

■ Satisfactory Progress

A school must monitor the statutory requirement that a student be making satisfactory progress. Regulations require that schools develop and apply a consistent and reasonable standard for academic progress conforming to the standards of the school's accrediting agency. The standards must incorporate both a qualitative component (grade point average) and a quantitative component (maximum time frame in which a student is expected to complete a program). Specific procedures followed by the seminary are set forth in the *Academic Handbook*.

7) Certifications and Statements*a) Drug-free workplace certification*

The Drug-Free Schools and Communities Act Amendment of 1989 requires that, as a condition of receiving federal financial assistance, schools and campuses must certify annually that they have adopted and implemented a drug prevention program for its students and employees. Individual recipients of federal financial assistance are not required to sign a certification at this time. All employees of the institution must abide by the terms of the drug-free workplace statement (see p. 39).

*b) Student Right-to Know and Campus Security Act.**c) Entrance Counseling Certification*

- (1) Federal regulations require an entrance counseling with first-time Federal Direct Stafford Loan Borrowers. As of 7/1/95 a "first-time" borrower is a student who has not previously borrowed a Federal Stafford Loan or an SLS (Supplemental Loans for Students).
- (2) Entrance counseling must be performed prior to the release of the first disbursement of the first loan.
- (3) The student is required to certify that the entrance counseling was performed.
- (4) Entrance counseling may be complete on the internet at www.studentloans.gov

d) Exit Counseling

- (1) Schools must conduct exit counseling for each Federal Direct Stafford and Federal Perkins borrower shortly before the borrower cease at least half-time study at the school.
- (2) The emphasis in exit counseling is loan repayment obligations and debt management strategies.
- (3) Exit counseling may be complete on the internet at www.studentloans.gov.

8) Need Analysis

- This is defined as a system for measuring a family's ability to contribute to educational cost.
- The federal student aid programs must be awarded using a need analysis system approved by the Secretary of Education.
- The government requires the use of the FAFSA (Free Application for Federal Student Aid) to provide a consistent method for determining a student's ability to pay for postsecondary education.

9) Verification Process

- a) Verification is the process used to determine the accuracy of data elements reported by student applying for student financial aid using the Free Application for Federal Student Aid (FAFSA).
- b) Verification Selection
 - (1) A percentage of applicants applying for federal student aid are selected for verification by the federal processor.

- (2) Data elements used to calculate the applicant's expected family contribution (EFC) are verified. The data include:
 - (a) household size
 - (b) number enrolled in post secondary education
 - (c) adjusted gross income (AGI)
 - (d) US income tax
 - (e) Untaxed income and benefits**The school may request verification of additional data.**
 - (3) Student applicants selected for verification are sent verification worksheets from the federal processor or the financial aid office. Specific documentation may be required.
 - (4) Students selected for verification are notified by the federal processor or by the Director of Financial Aid.
- c) Final deadline for completing the verification process
- (1) Students may work on a Federal Work-Study job for up to sixty (60) days prior to completing the verification process. If the verification process has not been completed within the sixty (60) days, no further payments can be made through the Federal Work-Study program.
 - (2) Federal Direct Stafford Loans will be certified unless the seminary has conflicting documentation. However, the seminary may not hold Federal Direct Stafford Loan funds for more than 3 days. If the verification process has not been completed within the 3-day period, the seminary returns the proceeds of the loan to the lender.
 - (3) For Federal Perkins Loan, unless there is conflicting documentation, the seminary releases the first disbursement of the loan prior to completing the verification process. If the verification process has not been completed by the end of the semester in which the first disbursement was made, no further disbursement is made until the process has been completed.

10) Specific Procedures

These procedures are carried out by the seminary once the grant from the seminary (if any) and the remaining unmet need (if any) are established.

- a) The seminary determines the student's eligibility for employment (including the Federal Work-Study Program) and federal loans (Stafford, Perkins, and where applicable, non-federal ones such as that made available by the United Methodist Church). This is done by the director of financial aid.
- b) A financial aid award letter is e-mailed to the student detailing the seminary grant and federal loan amounts being offered. After indicating which aid is being accepted, the student e-signs the duplicate of the letter and returns it to the director of financial aid. This e-mail is required by federal law to be on file indicating the student's acceptance of any loan amount.
- c) The seminary processes forms in accordance with options chosen by the student in the e-mail that is returned.
- d) When the process triggers a student's FAFSA data to be verified, the information for fulfilling this process is accessible by a link in the award e-mail.
- e) When unusual expenses are present, and federal guidelines permit their inclusion, a needs test is utilized. Results are included on the analysis sheet as a budget adjustment for eligibility for federal programs.
- f) Students who express interest in the Federal Work-Study Program or regular employment are provided information about available positions and required paperwork.
- g) Disbursements of the three federal loan programs in which the seminary participates are carried out as follows:

(1) Federal Direct Stafford Loans

The Department of Education disburses loan proceeds to the school for delivery to the student. Loan proceeds are credited to the student's account. Upon receipt of loan proceeds, the seminary notifies the student by e-mail.

The school must determine that the student has maintained eligibility for the Direct Stafford loan before each disbursement of loan proceeds. Loan eligibility requirements include satisfactory academic progress and verification of enrollment status. Generally, after a student drops below half-time status after receiving the first disbursement of a loan, the student is no longer eligible, and cannot receive the second disbursement of the loan.

The school may provide Direct Stafford loan proceeds to a registered student no earlier than the first day of classes for that period of enrollment. There is a 3-day limit on the holding of loan proceeds.

Multiple disbursement is now required for all Federal Direct Stafford Loan proceeds, regardless of the amount of the loan or the length of the loan period. Only if the first disbursement takes place on or after the time scheduled for the second disbursement can the proceeds be delivered by the lender in a single disbursement.

(2) Federal Perkins Loans

(see p. 17 for additional details).

New Perkins loan students must return a signed master promissory note (MPN), which is for their entire Perkins borrowing terms at Garrett-Evangelical. These loan distributions usually occur two times during the school year, the first in September, and the second one in January or February. The loan amount is applied to the student account.

In the event the student withdraws after the disbursement is made, a decision is made regarding over awards in accordance with the seminary's refund policy.

(3) Direct Grad Plus Loans are disbursed like Direct Stafford Loans

Graduate and Professional degree students are now eligible to borrow under the Direct PLUS Loan Program up to their cost of attendance minus other estimated financial assistance. The requirements include a determination the applicant does not have an adverse credit history, repayment beginning on the date of the last disbursement of the loan and a fixed interest rate of 7.9 percent. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Direct subsidized and Unsubsidized Stafford Loan Program before applying for a Graduate Professional Loan.

11) Federal Program Withdrawal Policy**a) Refunds**

When a student officially or unofficially withdraws from school, the seminary determines, according to federal guidelines, if a refund or repayment is owed to one or more federal programs or to the student. A borrower on an approved leave of absence must be considered enrolled for the purposes of calculating refunds or applying an in-school deferment.

Refund and repayment regulations require that funds be returned to the federal loan programs before any other source of student financial assistance. No part of a refund is returned to the Federal Work-Study Program.

If a student receives a Federal Direct Stafford Loan or a Federal Perkins Loan and is owed a refund, according to seminary policy, funds are first returned to the federal programs in the following order before a student receives a refund:

- 1) Direct unsubsidized Federal Stafford Loans;
- 2) Direct subsidized Federal Stafford Loans; and
- 3) Federal Perkins Loans.

The institution includes any charges assessed the student for the period of enrollment or any portion of that period of enrollment when calculating the refund.

Examples of the application of the Federal Title IV refund policy are available upon request from the director of financial aid.

b) Overpayment

When a student withdraws, the school is required to determine whether the student received an overpayment of a Federal Perkins Loan for non-institutional costs incurred during the period of enrollment for which the student has been charged. Non-institutional costs may include, but are not limited to, room and board for which the student does not contract with the institution, books, supplies, transportation, and miscellaneous expenses.

An overpayment is determined by subtracting the amount of all assistance (other than from the Federal Work-Study Program or Federal Direct Stafford Loan Program) that the institution disbursed to the student for non-institutional costs from the amount of non-institutional costs incurred. If the student received an overpayment, the amount must be repaid unless the amount owed is less than \$100.

ii. Other Resources

There are numerous grants available from sources outside the seminary. These include local churches, districts, and annual conferences (and their counterparts in non-United Methodist denominations). In addition, there are a variety of organizations and agencies that provide financial assistance to seminary students. Resources describing many of these possibilities are listed in a loose-leaf volume in the reception area of the office of vocation in ministry and on campus web.

Also included in that location are other volumes that describe available resources for which application may be made. Additional sources are available through the internet at the higher education site, www.thefund.org. The person responsible for assisting students in the process of seeking such grants is the director of financial aid. However, it is up to the student to take the initiative and assume responsibility for making application, etc.

1) United Methodist Loans

This program offers United Methodist students demonstrating financial need up to \$5,000 per calendar year, if funds are available. An application form the Director of Financial Aid, must have a co-signer who is a citizen of legal age and who is financially able to underwrite the amount of the loan (through not a spouse, a student with an outstanding loan, a fiancée, or a retired person). The interest rate is 6% and begins to accrue at the time the check is issued. Repayment begins no later than six months after a student graduates or withdraws. The maximum time for repayment is six years.

2) Other Denominational Loans

There are a variety of resources available from many judicatories. Students are encouraged to pursue those related to their own affiliation.

3) Employment (non-federal)

A number of on-campus and off-campus positions are available to those students who are diligent in their search for employment. The Director of Financial Aid keeps employment applications on file (in order to be aware of students' skills), posts job opportunities on a bulletin board or listserv, and assists students in the process of securing the jobs.

Students employed by the seminary must fill out W-4 forms (for tax purposes) and I-9 forms within three days of employment (for evidence of eligibility to work in this country).

Students get paid every two weeks for those time sheets that are approved by their supervisor and turned in three days prior to payday. Their paychecks are received from Alex Chang or mailed to their homes via USPS. (See pg. 14 for additional details).

4) Alternative Loans

Students, whose total need is not met with grants, scholarships and federal loans, may want to consider alternative loans. These loans are private educational loans, with varying interest rates, that are available to eligible students whose need is certified by the director of financial aid.

5) Emergency Loans

Such a loan is available when circumstances warrant a declaration of an emergency (i.e., an unexpected circumstance, not an inadequate budget). Up to \$500 may be borrowed without interest, on the condition that there are sufficient resources in the fund, and that the loan is paid back by the end of the semester (or a maximum of 14 weeks). Any funds coming into the student's account (loans, scholarships, etc.) are applied to the emergency loan first. If the loan is not paid back within 14 weeks, it is added to the student's account and charged a service fee of 1% per month until repaid. In addition, all emergency loans must be repaid by June 30 of each year, even if that is less than 14 weeks from receipt of the loan (due to auditing procedures).

An emergency loan is not available during the summer. Furthermore, only one loan may be outstanding at any time, and no loan may be granted to pay a seminary bill. The person responsible for administering this fund is the Director of Financial Aid.

iv. Changes in Financial Aid

- 1) Students who change their enrollment from full-time to part-time receive a change in financial aid via letter or e-mail, decreasing their grant proportionally for that semester. Students who drop a course receive a grant reduced according to the refund policy of the seminary. Students receiving an academic grant that requires full-time enrollment lose the academic grant for that semester.
- 2) Students who register for CPE during the academic year have their seminary grant reduced to the amount of tuition paid to the seminary (currently \$225 per three-hour course). Students taking classes in addition to CPE receive a grant for the tuition paid that is the same percentage as their original grant is to full tuition.



c) Doctor of Ministry Degree Students**i. Policies**

1. The Director of Financial Aid can provide assistance regarding Federal Direct Stafford Loans.
2. A budget sheet is available for students in this program.

ii. PROCEDURES

The procedure is the same as the master's degree description regarding:

1. Grants/scholarships/fellowships from sources outside the seminary (called "Other Resources").
2. Federal Direct Stafford Loan Program in accordance with the application of federal guidelines to this program, though not during summer months. The filing of the FAFSA is required part of the loan application process.

Forms and/or additional information are available from the Director of Financial Aid.

d) Doctor of Philosophy Degree Students**i. Policies**

The primary purpose of financial aid for PhD students is to provide assistance regarding:

1. Fellowships from seminary funds
2. Grants/scholarships/fellowships from sources outside the seminary
3. Loan, particularly the Federal Direct Stafford Loan Program

The fellowships given by the seminary are based on academic performance in degree programs prior to admission to the PhD program and sustained while in the program. They include the following:

1. Doctoral Fellowships
2. Hartmann Fellowships awarded from restricted funds that require a student to have received a master's degree from Garrett-Evangelical and to continue in the year immediately subsequent to receiving that degree in a fully accredited program of religious and/or theological studies.

A budget sheet and a sheet outlining fee structures are available from students in this program.

ii. PROCEDURES

The fellowships from the seminary are awarded as follows:

1. For new students, a committee of the seminary grants the applicants according to categories of admission. Then the Director of the PhD program, in consultation with the Academic Dean and committee members, determines the amount of awards for each student recommended for admission. This is done in light of money available and money committed to returning students. Students are notified by a letter from the Vice President of Vocation in Ministry, with a copy to the Director of PhD program. Students are asked to return one copy, indicating their acceptance of the fellowship.
2. For students completing the first year of residency, letters of renewal are sent after the Director of the PhD program notifies the Dean of Students of those students who have satisfactorily met the requirements.
3. For students completing the second year of residency, letters are sent to students who will receive a dissertation year doctoral fellowship.

The procedure is the same as the master's degree description regarding grants, scholarships, or fellowships from sources outside the seminary, as well as the Federal Stafford Loan Program. A seminary supplement to the FAFSA is filed with the Director of Financial Aid as part of the loan application process.

Forms and/or additional information are available from the Director of Financial Aid.

3. Food Service

The meal plan is operated on a point system; meal plan points are spent by swiping your I.D. card at the point of purchase. Garrett meal plan points are valid at the dining venue in Loder Hall only.

On Wednesday nights during the academic year, a community meal is served from 4:45 pm – 6:00 pm at Loder Hall. This meal is provided free of charge to Garrett students and their immediate families (only spouse, partner or children age 3+).

All students on a residence hall contract (except those staying in the dorm one night per week) are required to be on a regular meal plan unless they find it **impossible** to be at the seminary for more than just a few meal times.

For those students taking part in classes during the January term and staying in a dormitory room, the standard meal plan cost \$225 for the school year 2011-2012.

4. Health Care

a) Hospitalization Insurance

All students enrolled in six credit hours or more are **required** to have hospitalization insurance, either a current policy which will continue to provide coverage during tenure as a student or a policy purchased through Northwestern University. *Verification of such health insurance must be made each academic year.*

The premium for the academic year for a student will be \$2,584.00 with an effective date of 9/01/2011 thru 8/31/2012. Deductible is \$250.00 per insured. After the deductible has been met, there will be a 20% co-insurance up to a maximum out-of-pocket expense of \$1,000.00. Once the maximum out-of-pocket expense of \$1,000.00 has been met, the plan will pay 100% minus the \$20.00 co-pay for each office visit. Students that are enrolled in the Northwestern University Health plan **must** also pay the Clinic Use Fee each quarter of \$135.00 (\$540 annually).

To purchase coverage for dependents please contact Aetna Student Health. The premium will be \$5,164.00 for students spouse and \$3,232.00 per child. If a student wishes to enroll a dependent to their plan, the student must complete an application form for their dependent. The 2011-2012 application form will be available on line on August 1, 2011, at www.aetnastudenthealth.com.

Regulations governing participation in the Northwestern University Hospitalization Plan include the following:

1. **Any student enrolled in 6 credit hours or more who does not submit the Insurance form to Kathryn Lindsey will be charged the appropriate amount for the Northwestern insurance. NO REFUNDS ARE AVAILABLE.**
2. Students who have their own hospitalization insurance **may** still use the NU Students Health Clinic by paying the clinic use fee of \$540 per year. The clinic is not a "pay for services rendered" facility, but is only for those who are enrolled in one or both of the NU plans.
3. The seminary collects the premium for the NU Insurance Plan and/or NU Students Health Clinic fee by adding the appropriate charge to a student's bill.

4. Costs beyond the scope of the NU Student Health Clinic plan are paid by cash, check, or credit card at the time of service. **If the fee is not paid at the time of service, the full amount will be deducted from your Garrett student account in addition to a \$60 charge. See pg. 11.**
5. Any unpaid charges on a student's account resulting in NU Insurance Plan premium, NU Student Health Clinic fee, or additional costs (as described in #4) will be treated in the same manner as unpaid charges billed by the seminary and will automatically place a hold on a student's registration for the next semester.
6. Students participating in the NU Insurance Plan who are away from campus (on internship, traveling abroad, etc) will be covered if both the Insurance Plan premium and clinic use fee are paid each period. (Additional details of the plans can be obtained at www.aetnastudenthealth.com).
7. If a student has a health plan which continues to provide coverage while enrolled in seminary, a completed Health Insurance Verification or Registration form, along with a copy of the insurance card (or proof of premium payment) must be submitted to the Administrative Assistant to the Dean of Students before registration.
8. If a student is entering a degree program in January 2012 (Winter) and has not submitted proof of outside insurance, there will be a charge of \$2,343 for the plan.
9. If a student is entering a degree program in February 2012 (Spring) and has not submitted proof of outside insurance, there will be a charge of \$1,562 for the plan.

b. Health Service (clinic)

Outpatient health service (clinic) is available to any seminary student enrolled in six credit hours or more through **the Northwestern Student Health Service located in Searle Hall at 633 Emerson Street**. The fee is \$135 each three-month period and is paid to the seminary. Students must file a medical history at Searle Hall and pay the fee each period to utilize this service, which entitles students to medical services at minimal cost.

Outpatient services at Searle hall include, but are not limited to, the following: complete physical examination and service in special clinics such as: allergy, cardiology, ear/nose/throat, neurology, orthopedics, counseling and psychological services.

Medication may be purchased in the pharmacy at a modest cost.

Students with non-life threatening illnesses may be admitted to the Searle Hall Infirmary. For serious illness and medical emergencies, students are referred to Evanston or other area hospitals. **Expensed incurred in the infirmary or hospital are the student's responsibility.**

c. Immunization Compliance

It is a mandatory requirement of The Illinois Department of Public Health that seminary students submit a comprehensive immunization record to the seminary. Those born after January 1, 1957, must present proof of:

- 1) immunity to measles (live virus vaccination), rubella, and mumps;
- 2) a primary series of diphtheria-tetanus; and
- 3) a diphtheria-tetanus booster within the last ten years.

Students born prior to January 1, 1957, must sign a form verifying exemption.

Records are audited annually by the state and must be in compliance prior to registration.

Although it is not required at the present time, a recent intermediate strength tuberculosis skin test is encouraged.

For students covered by the Northwestern University health clinic plan, the student health service at NU provides, at minimal cost, immunizations or tests to prove students have had the diseases in question. Further information can be obtained by calling the Student Health Service at Searle Hall at 847.491.8100 for current costs and appointments.

Students may also receive immunization vaccines or tests from the Evanston Public Health Service located at 2100 Ridge Avenue in Evanston. Vaccinations are given the first and third Wednesday of each month. Further information can be obtained by calling 847.866.2948

5. Types Available

1) Guest Rooms

Single and double occupancy guest rooms, as well as VIP suites, are rented out on a space available basis in Loder Hall beginning Fall 2011. See pg. 38.

2) Apartments

One furnished and two unfurnished apartment buildings offering 112 units are available for rental on an annual basis (unless otherwise specified). All three buildings are located within walking distance (3- 4 blocks) of the seminary.

3) Residence Halls

Two residence hall buildings are located on campus immediately behind and south of the Main Building. Rooms are available for rental on a semester basis and require participation in a meal plan when classes are in session.

b. General Housing Information

Housing guidelines set forth in this handbook are applicable to both seminary and NU students living in seminary housing.

1) Reservations

Housing request forms are provided to returning seminary students each year in February or March to reserve housing for the summer and/or next academic year. Housing request forms are mailed to new students **only** upon acceptance into the seminary through the Admissions Office. Completed forms are forwarded to the office of Hospitality and Housing where room and apartment assignments are made.

Only enrolled graduate students (a minimum of one course per semester) are eligible for seminary housing. Priority is given to those in a degree program over those categorized as special students. No undergraduate students are ever housed in seminary housing.

Students applying to move into an apartment or to move to a different apartment must have all old balances paid in full and the current semester paid in full, or be up-to-date on their payment plan (as defined by the Business Office) before an apartment or a room will be assigned.

For all students moving into an apartment, a one-time security deposit of \$600 is due at the time a lease is signed, and the first full month's rent is due in advance of key pick-up and move-in. If a student moves into an apartment between the first and the 15th of the month, a full month's rent will be charged. If a student moves in between the 15th and the end of the month, a half month's rent will be charged. In either case one full month's rent must be paid up front in advance of key pick-up and move in.

For students moving into the residence halls, a one-time \$300 deposit is due at the time the contract is signed.

2) Leasing Dates

Apartments are leased for a minimum for six months, and residence hall rooms are leased for a minimum of one academic semester. However, it is assumed that housing assignments will be maintained for the academic year unless notice is given to the Director of Hospitality and Housing before the end of a given semester or term. Lease dates depend on personal schedule concerns and the availability of units for rent.

Most apartments are leased from August 15 or September 1 through graduation the following May. Apartment residents may extend their leases through August 31 if they will be a student in the fall semester or through July 15th if they are a graduating student or leaving housing before the Fall term begins. If a student has completed all requirements for graduation prior to spring semester and wishes to remain in an apartment until graduation, the student may remain for semester at the student rate, and one semester at the non-enrolled rate, providing the particular apartment is not needed by an enrolled student for the semester requested (lease extensions are granted one semester at a time). Since all bills must be paid in order to graduate, it is expected that each month's rent will be paid by the first of the month.

Residence hall rooms are leased from the Friday prior to new student orientation through the last day of classes each semester. The final day in residence halls for the academic year, is the Sunday following graduation. Students in residence halls may remain in the residence halls through the winter break if they will be taking classes the following semester. Limited space is available for summer residence hall rental. Apartment leases may begin as early as August 1st for fall semester and December 15th for spring semester based on availability. Any change in regular leasing dates must be negotiated with the Director of Hospitality and Housing

3) Leases

Although it is preferred that the student come to the Office to sign a lease, leases may be mailed to residents (unless special exceptions do not allow) as follows: summer leases and lease extensions are mailed prior to Commencement; fall leases are mailed on a rolling basis; spring leases are mailed upon assignment. Leases must be signed and returned with the necessary deposit for the rental unit to ensure a reservation. Housing reservation forms for the fall semester received after June 1 are handled on a rolling basis until units are filled. Leases for the following academic year are not guaranteed to be the same living space as occupied the previous year. Each application is evaluated based on changing family situations and the needs of all students for housing. Adjustments are made accordingly. If a student leaves the residence hall for one or more semesters, the room will be reassigned if needed by another student. Requests for a change in assignment received after the late registration deadline will be considered at semester break only unless special circumstances are present and a review is requested. There may be a fee of \$50.00 levied for changing your apartment depending on circumstances.

4) Billing

Apartment rent is due on the first business day of each month. Residence halls are billed each semester during the academic year and monthly for June, July, and August. The service fee of 1% per month will be charged on any unpaid apartment rent balance prior to statement dates listed on p. 14.

All bills are computer-generated in the Business Office. Residents must pay their bills at the cashier's window prior to the rental period. Any special payment plans (available only to Garrett-Evangelical students) must be coordinated with the Business Office.

5) Canceling

Once signed, if a lease or room contract is canceled prior to the beginning date of that lease, the reservation deposit is not refunded.

Residence hall contracts may be terminated at the end of an academic semester without penalty for the remainder of the academic year. If the contract is terminated without two weeks notification to the Director of Hospitality and Housing, the security deposit is not refunded. Prior to the end of an academic semester, housing charges are refunded on a pro-rated basis.

Apartment leases may be terminated without penalty for the following reasons:

- a) When an enrolled student has completed all requirements for graduation and accepts an offer of employment.
- b) When an enrolled student relocates to another seminary-owned housing unit.
- c) When a sub-lease arrangement is proposed by a resident and is approved by the Director of Hospitality and Housing.

If a tenant wishes to terminate a lease and does not fall into one of the above categories, a penalty of one month's rent (without occupancy) is required.

6) Reservation Deposit

Payment of a reservation deposit is required at the time the lease is signed and returned to the Director of Hospitality and Housing and is non-refundable if the lease is broken before occupancy. Upon occupancy, this fee becomes the security deposit and reimbursement is made only after a post-occupancy inspection of the housing unit has been made, all keys are turned in, and any outstanding balance on the student's seminary account has been paid. Any costs for damage or excessive clean-up are deducted from the deposit. Cost of damage done that exceeds the amount of the deposit is charged to the tenant. Lost keys are charged at a rate of \$40 per key. The deposit is transferable from one type of seminary housing to another, although the amount is higher for an apartment. A forwarding address must be left with the building and grounds office. A deposit is generally refunded within eight weeks of vacancy.

7) Insect Control

The seminary has a contract with a private extermination company. Monthly spraying in dorms and apartments is available but not mandatory. The Maple and Maple/Noyes apartments, Lesemann Hall, and Old Dorm are sprayed on the second Monday of each month, while the Sherman apartments are sprayed on the fourth Monday of each month. The Buildings and Grounds Office must be contacted to schedule **each** visit by the exterminator, not to exceed one visit per month. Spraying takes place between 10:00 am and 2:30 pm. Residents should plan to be away from home during these hours to avoid inhaling fumes. All items must be removed from kitchen and bathroom cabinets, and floor and baseboard areas should be as clear as possible. Check with B&G for further instructions.

8) Keys

Keys for apartment and residence halls are obtained from the Housing office. That office is open Monday through Friday from 8:30 am to noon, and 1:00 pm to 4:00 pm except holidays or special all-campus vacation periods. If the first day of the lease falls on a weekend or holiday, special arrangements may be made to get the key prior to that date by calling the The Housing Office.

In the fall it is possible to pick up apartment keys as early as three days prior to the beginning of the lease if arrangements are made ahead of time and **if** the apartment is ready for occupancy. The distribution of keys is also made available during scheduled hours on the Saturday and Sunday immediately prior to orientation. These hours are announced in the summer mailing of registration materials and information from the Admissions Office and are also posted on campus. Outside duplication of keys is **not** permitted, except for the apartment mailbox keys. If duplicated keys are turned in to replace seminary-issued keys, a student's account will be charged \$40 for each of these keys.

If a student loses seminary-issued keys or keycards, the Buildings and Grounds Office must be notified. New keys are issued by that office, and a charge of \$30 per key is added to the student's account. Copies of seminary keys made elsewhere by the student will not be accepted in lieu of seminary keys. To replace lost Loder Hall keycards the student's account will be charged \$75.

The cost of keys and keycards not turned in, when housing is vacated, will be deducted from the security deposit at the rate of \$40 per key.

9) Mail

Beginning with the Fall semester of 2011-12, student mailboxes will once again be located in the lower level of Loder Hall. All dormitory residents will be issued a campus mailbox.

10) Maintenance

Buildings' interiors and furniture are maintained by the Buildings and Grounds staff. Residents should report any maintenance concerns or problems to the Buildings and Grounds Office (847.866.3994).

11) Telephone

Most students now maintain cellular phone service. However, for land line telephone service, you may contact a service provider of your choice. A resident must be at home to let service personnel enter at the time of installation as well as for all service calls. Residents of the Sherman Avenue apartments must notify the R.A. or the building custodian to provide necessary access for service personnel. The seminary is not liable for the initial telephone hook-up fee.

12) Smoking

Smoking is prohibited in any enclosed seminary facility (including but not limited to common work areas, dormitory rooms, common areas in the apartment buildings, chapels, libraries, classrooms, conference rooms, private offices, hallways, cafeterias, lounges, stairways, and restrooms) and in any designated outdoor area. In addition, in order to prevent the passage of tobacco smoke from outdoors to an enclosed facility, smoking is prohibited within 25 feet of an entrance, open window, ventilation intake or similar feature of any enclosed seminary facility. This means that the only approved smoking location is more than 25 feet west of the west exterior of the Main Building or Shaffer Hall, more than 25 feet north of Shaffer Hall or either Pfeiffer building, 25 feet east of Northwestern-Annenberg Hall, or 25 feet south of the exterior of Lesemann, or the Main Building. It is expected that smokers gathered in any group of two or more will be conscious of and sensitive to non-smokers passing by on a sidewalk or through a parking lot so they will not be unduly subjected to unwanted smoke. Any individual who believes the policy is being, or has been violated should politely discuss this issue with the alleged violator and then, if necessary with a seminary official.

13) Weapons Free Seminary

For the personal security and well-being of all faculty, staff, students, and visitors, and in compliance with Evanston City code #9-8-2, possession of any weapon(s) on the premises or in one's vehicle parked on campus is strictly prohibited. Any violation of this provision will be addressed through disciplinary action, including the possibility of student dismissal or employee termination.

For the purpose of interpretation regarding this policy, the seminary shall consider as authoritative the definition of "weapon" contained in Evanston City Code #9-8-1 (particularly the sections on dangerous weapons, firearms, and handguns). A copy of the City Code is available upon request in the Office of Business Affairs.

14) Other items

Alcohol is not permitted in the Residence Halls. Illegal pharmaceuticals and drugs are not permitted anywhere within seminary environs.

c. **Apartments**

There are a variety of apartment styles offered by the seminary. Two-bedroom apartments are generally reserved for Garrett-Evangelical students with children, with consideration of requests based on the following factors: date of request, marital status, number and ages of children, academic level, full or special student, and any special needs. Only one family unit (customarily meaning spouse and/or children only) is permitted per apartment. Families with 3 or more children are encouraged to seek larger housing units outside of the seminary.

1. **Styles**

All seminary-owned apartment buildings are brick. Apartments usually have white plaster walls and ceilings and hardwood floors. Windows have shades, but no draperies. First floor apartments are located one-half story above ground level due to garden level apartments and basements located below the first floor. The apartments are in large "U" shaped buildings with a common courtyard in the center of the "U". Unfurnished apartments have outside doors and porches off the kitchen as well as an interior stair door in the stairwell. The following styles of apartments are available:

Furnished Efficiency

Apartment with one main living area, small kitchen and bathroom. Furnishings may include: chair(s), sleeper sofa, dresser, desk, desk chair, end table, bookshelf, dinette table & chairs. Gas, electric, water & heat are metered for the entire building. Therefore, a separate charge of \$40 per month is levied for utilities in addition to the rent. One or two large efficiencies contain a small separate room.

Furnished One Bedroom

Apartment with one main living area, bedroom, small kitchen and bathroom. Furnishings may include: chair, couch, coffee table, end table, desk, desk chair, book shelf, dinette table & chairs, double bed & dressers. Utilities are treated as described above.

Furnished Large One Bedroom

These units are exactly like the furnished one bedroom apartments (listed above), but have an extra, unfurnished small room or alcove in addition to the regular-sized bedroom. Utilities are treated as described above.

Unfurnished One Bedroom

(3 rooms) - apartment with living room, kitchen, and bedroom. Heat and water are provided, but no furnishings. Tenant must contract individually with the gas and electric companies for service.

Unfurnished One Bedroom

(3.5 or 4 rooms) - apartment with living room, dining room or alcove, bathroom, kitchen, and bedroom. Heat and water are provided, but no furnishings. Tenant must contract individually with the gas and electric companies for service.

Unfurnished Two Bedroom

Apartment with living room, dining room, bathroom, kitchen, and two bedrooms. Heat and water are provided, but no furnishings. Tenant must contract individually with the gas and electric companies for service.

2) **Apartment Preparation**

Apartments are cleaned between tenants (unless extraordinary circumstances do not allow), but are not necessarily redecorated between tenants. Painting is done on a rotating schedule. If there is a limited time span between the departure of one tenant and the arrival of another, it may be necessary to complete some painting and/or other repair work after the new tenant moves in. Every effort is made to complete all work prior to the new tenant's arrival.

3) **Children**

Families with more than three children are generally not housed in seminary facilities. These students are referred to housing in the community. Children's toys and bicycles must be kept in apartments or storage areas, not in inner stairwells or the courtyards.

4) **Food Service**

Apartment residents may apply for the on-campus board plan in the cashier's office, (see pg. 35 for more information) but are not required to do so.

5) **Heat**

Steam heat with one thermostat for the entire building is provided in all apartments. Heat control in individual apartments is managed by opening or closing radiator valves and/or windows. **The system does not operate with the valves partially open.**

6) Insurance

The seminary does not provide insurance coverage for loss or damage to personal property. **All residents are encouraged to acquire renter's insurance (see pg. 38).**

7) Keys

Residents are issued an apartment mailbox key and **two** sets of apartment and stairwell door keys for their living unit. Lost keys will be billed at the rate of \$30 each; keys not returned when moving out are charged at the rate of \$40 each. Commercially made copies are not accepted as turn-ins.

8) Laundry

Coin-operated washers and dryers are in selected basement areas of each apartment complex.

9) Mail

Apartment mail is delivered in the lobby of each stairwell into individual mailboxes by the US Postal Service. Mailbox keys for both the apartment and the campus boxes are available from the buildings and grounds office. **Mail is not delivered to boxes at the apartments that do not have a name displayed.**

10) Outdoor Cooking

Barbecue grills may not be used on seminary apartment property, including back porches and lawns. They may be used, if considerable care is exercised, in the alleys behind the buildings or on the concrete sidewalks, as long as pedestrian passage is not impeded. Grills and other outdoor equipment stored on a porch should not impede exit from of the apartment or common stairways. Outdoor storage of these items is at the residents own risk.

11) Parking

There is a parking lot near the Maple Avenue and Maple/Noyes apartments and a very limited number of garages located behind the Maple Avenue apartments. These parking spaces and garages are rented on a priority basis to students and do not automatically come with an apartment. Application may be made in the office of hospitality and housing at any time for parking areas, after which garage keys may be picked up from the buildings and grounds office. Parking stickers for the lot are issued by the Office of Hospitality and Housing. **Cars not displaying a valid sticker will be towed at owner's expense.** Parking on the street is available at all apartment buildings. Residents are warned to check the parking restrictions posted at the ends of streets to avoid being ticketed or towed.

12) Pets

Cats are permitted, although any damage done to the apartment (including any furnishings provided) is charged to the occupant. Such a pet must be confined to the owner's apartment and must not roam the halls or grounds. Dogs are permitted only in designated apartments in the Sherman building and only by permission of the Housing Director. An additional pet deposit of \$300 is required in order to have a dog in the apartments.

13) Smoking

Every effort is made to place smokers in an appropriate apartment. Smokers may be required to smoke outside and/or to purchase an air-filter machine for their apartment if their smoking interferes with the health or comfort of their neighbors. Smoking is prohibited in any enclosed seminary facility (including but not limited to common work areas, dormitory rooms, common areas in the apartment buildings, chapels, libraries, classrooms, conference rooms, private offices, hallways, cafeterias, lounges, stairways, and restrooms) and in any designated outdoor area. In addition, in order to prevent the passage of tobacco smoke from outdoors into an enclosed facility, smoking is prohibited within 25 feet of an entrance, open window, ventilation intake or similar feature of any enclosed seminary facility. This means that the only approved smoking location is more than 25 feet west of the west exterior of the of the Main Building or Shaffer Hall, more than 25 feet north of Shaffer Hall or either Pfeiffer building, 25 feet east of Northwestern-Annenberg Building, or 25 feet south of the exterior of Lesemann, or the Main Building. It is expected that smokers gathered in any group of two or more will be conscious of and sensitive to non-smokers passing by on a sidewalk or through a parking lot so they will not be unduly subjected to unwanted smoke. Any individual who believes the policy is being, or has been violated should politely discuss this issue with the alleged violator and then, if necessary with a seminary official.

14) Firearms

For the personal security and well-being of all faculty, staff, students, and visitors, and in compliance with Evanston City Code #9-8-2, possession of any weapon(s) on seminary premises or in one's vehicle parked on campus is strictly prohibited. Any violation of this

provision will be addressed through disciplinary action, including the possibility of student dismissal or employee termination.

For the purpose of interpretation regarding this policy, the seminary shall consider as authoritative the definition of “weapon” contained in Evanston City Code #9-8-1 (particularly the sections on dangerous weapons, firearms, and handguns). A copy of the City Code is available upon request in the office of business affairs.

15) Additional Restrictions

No alcohol is permitted in the common areas of the apartments. No illegal drugs or other such substances will be tolerated in any seminary setting including the apartment buildings.

16) Storage

Storage lockers are located in selected areas of each apartment complex. Residents may store items in these areas at their own risk. Residents must provide their own locks and remove them upon departure. Any lock remaining after a lease is ended will be removed, together with any contents in the locker. Costs incurred in such an action are deducted from the security deposit. **Only one storage unit is permitted per apartment.**

d. Meeting Room Reservation

Rooms, chapels, and lounges may be reserved for student meetings by contacting the Office of Hospitality and Housing. Classes and regularly scheduled meetings or special events do have priority over meeting space. There is no charge for Garrett-Evangelical students to hold meetings of student groups on campus in classroom facilities. There is a charge for reserving the chapel(s) for weddings and for the use of facilities by outside groups not sponsored by the seminary.

e. Renter’s Insurance

The seminary’s property insurance does not include the personal effects of students living in any of its housing facilities. **Students are urged to secure renter’s insurance to protect against the loss and/or theft of valuables** such as computers, VCRs, stereos, iPods, cell phones, bicycles, etc. The Dean of Students can provide information regarding companies willing to insure students. It is the student’s responsibility to keep a record of valuable personal items with identifying serial numbers.

i. Guest Rooms

Guest rooms may be rented (based on availability) on a daily or weekly basis in the Office of Hospitality and Housing. Reservations **must** be secured with a major credit card. There are two styles of guest rooms available for students or their visitors:

1) Styles

a) Dormitory Guest Rooms

Located on the same floors as current residents, dormitory guest rooms are the least expensive accommodations available. These are rooms with one full-sized (double) bed, linens, a blanket, pillow, desk, lamp, dresser, closet, and chair. Most rooms have their own bathroom; there are one or two places where two rooms share a bathroom. There are also one or two double occupancy rooms with two twin beds and two of all other amenities as well.

b) VIP Guest Suites

There are two VIP suites on each floor of Loder Hall. Each VIP suite is a two-room suite with a bedroom, bathroom, and living/study room. Three suites have one queen-sized bed and three suites have two full-sized beds. All have private bathrooms and air conditioning.

B. ADDITIONAL POLICIES**1. Accessibility, Special Needs, and Disabilities**

Garrett-Evangelical is committed to providing a quality theological education and will provide reasonable accommodation to special need within the limits of what is readily achievable. Students requiring specific assistance such as classroom changes, a different desk or chair, alternative ways of note-taking, different classroom procedures, or alternative testing formats, are urged to request the appropriate accommodations from their professors and/or the Director of Academic Studies. The Dean of Students can advise students on other support services and resources, for example, diagnostic testing for learning disabilities. Students must complete a request for accommodations for special need or disability form available from the registrar or dean of students documenting the disability and providing recent medical records. The faculty is willing to consider adjustments to classroom attendance, yet some classes are more difficult to adjust. For the professional, academic, personal, and/or ministerial development of the student, if accommodations that are needed for requested are beyond those that have been approved, the seminary special needs process is initiated and committee consulted.

2. Alcohol

It is the seminary's practice not to serve alcoholic beverages in any common area of the seminary or at any function sponsored by the seminary. This practice is in accordance with principles set forth by the United Methodist Church.

3. Child Care

The many state requirements for establishing an on-campus childcare center have made it impossible for the seminary to establish its own childcare program. The seminary has researched, in conjunction with Seabury-Western Theological Seminary and Northwestern University, and has a list of resources that might assist in meeting the childcare needs of their students.

Currently, the seminary provides childcare grants up to \$1,000 each to up to ten students who meet the criteria of need set forth on an application form available from the Office of the Dean of Students. Additional funds for this program are being sought through efforts of alums and the Development Office in the hope of expanding this offering to more students in the future.

j. Computer/Network Policy

As used herein, the term "resources" refers to any technology related property including computer networks, desktop computers, workstations, servers, printers, software, documentation/manuals, or any data stored within any device.

Garrett-Evangelical Theological Seminary uses Northwestern University network resources to provide Garrett students with operational network resources that is needed to attend the Seminary. Northwestern strives to maintain the integrity of its computing resources and to provide an environment that reflects the Seminary's mission and heritage. Those who make use of computing and network resources are required to use them in a manner consistent with the school's standard of conduct. Garrett-Evangelical Theological Seminary's computing resources are available to current faculty, staff, students, and other authorized users. To ensure personal privacy, the seminary does not routinely examine files in user accounts. However, these resources are the property of Garrett-Evangelical Theological Seminary does not waive any of its property rights regarding these resources and specifically reserves the right to examine such files as it, in its sole discretion, determines appropriate for it to carry out its mission and responsibilities as it perceives them. To protect the integrity of the systems and protect legitimate users from the effects of unauthorized or improper use of these facilities/resources, the Northwestern and Garrett maintains the authority to take any of several steps. These include, but are not limited to:

- The authority to limit or remove any account holder's access to computing resources.
- The authority to inspect, copy, remove or otherwise alter any data, file, or system resources that may undermine the proper use of that system.
- Any other steps deemed necessary to manage and protect the Seminary's computer resources.

This authority may be exercised with or without notice to the user. The Seminary disclaims responsibility for any loss or damage to data or software or any other claimed losses or damages, and the user specifically waives any right to any and all losses and/or damages by using the Seminary's resources that results from its efforts to enforce these rules.

The following list suggests some of the responsibilities that you accept if you choose to use the Seminary's computing resources or network access that Garrett-Evangelical Theological Seminary provides:

- You may not intentionally seek information about, browse, copy, or modify files or passwords belonging to other people, whether at Garrett-Evangelical Theological Seminary or anywhere else.
- You are authorized to use only those resources to which you have specifically been granted access. If it is unclear whether you are authorized to access or use a particular resource, assume that you may not do so.
- You are NOT authorized to grant others access to your resources, including username/password.
- The Seminary's policies on harassment apply to electronic displays and communications with the same force as they do to more traditional means of display and communication.
- You must not display, transmit, or store images, sounds or messages that are offensive or could create an atmosphere of discomfort or harassment for others.
- Messages, sentiments, or declarations sent as electronic mail or other postings must meet the same standards for distribution or display as tangible documents.
- You must not engage in activities that degrade computing or network performance in a manner that may prevent others from meeting educational or administrative objectives.
- You must not create or willfully disseminate computer viruses. You should be sensitive to the possibility of spreading viruses and should take steps to insure your files are virus-free.
- You may not use the Seminary's technology resources for private or commercial monetary gain.
- Peer to Peer Software such as Limewire, Ares, KaZaA, Bittorrent or any other variation of P2P software is not allowed on campus. For purposes of this document, peer-to-peer applications include file-sharing programs designed to share large files, such as music and movies, among client computers anonymously. Although such applications can be used for legitimate purposes that do not violate copyright laws, they are often used to transmit copyrighted works without the permission of the owner or distributor and they make very heavy use of the Seminary's network resources to the possible detriment of others. It is against the Seminary policy to download and/or distribute copyright-protected material.

The above statements are not intended to serve as an exhaustive list. Members of the Seminary community are also expected to observe Federal, State and local laws, as well as the Seminary's other regulations and policies.

Violations of this policy may result in expulsion or termination of employment or such other action as the Northwestern and Garrett determines appropriate to the circumstances.

k. Drug-Free Workplace

In order to demonstrate compliance with regulations required by the federal government concerning a drug-free workplace, the seminary has certified to the government and hereby notifies all employees of the following:

- a. That the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the seminary workplace.
- b. That, as a condition of employment, all employees agree to abide by the terms of this statement (item a), and agree to notify the seminary of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- c. That the following actions will be taken within 30 days for violation of this prohibition:
 - Appropriate personnel action, up to and including termination of employment and/or
 - Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- d. That information concerning a drug-free workplace will be shared with employees at least one time during each fiscal year and will include:
 - The seminary policy of maintaining a drug-free workplace.
 - The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
 - Other matter, as deemed necessary in a given year, concerning the dangers of drug abuse in the workplace, and/or available drug counseling rehabilitation, and employee assistance programs.

6. Hazing Crimes and Bias Incidents

Illinois law provides for criminal and civil penalties against an individual or individuals who assault, trespass upon, or cause damage to the property of or injure physically or emotionally another person or persons because of such person's race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin. Students involved in hate-crime-related incidents may face legal and disciplinary actions. The related conduct that is classified as a bias incident is defined as an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor (regardless of whether the act is criminal). A hate crime is a bias incident that has risen to the level of a crime. All hate crimes are bias incidents, but not all bias incidents are hate crimes. Sanctions will be imposed for students found to have committed bias incidents or hate crimes.

7. Emergency Assistance

If a student experiences a crisis, illness, and/or family emergency, she or he is asked to notify the Dean of Students as soon as possible. The Dean of Students notifies the Registrar, who then notifies appropriate professors. The Dean of Students will assist the student where possible and inform appropriate family members.

8. International Students

It is the seminary's intention to cooperate with churches in other countries by assisting in the theological preparation and the professional development of leaders from those countries. Visa, financial certification, and financial sponsorship for educational expenses, including an appropriate deposit, must be completed prior to the student's date of enrollment in the seminary. Financial aid is provided on a limited basis to selected students applying by the announced deadline. Federal programs are restricted to US citizens and permanent residents.

The Dean of Students serves as the international student adviser. Matters related to travel, practical experience, permission to seek employment, bringing family members to the US, and less than full-time student status must be discussed with the Dean of Students prior to finalizing plans.

A variety of support systems are utilized to assist students in their adjustments to the seminary, the culture, and to the United States. These include:

- a. An orientation program before the start of classes in the fall which includes English skills assessment and planned activities. This program is designed to begin to provide emotional, academic, and practical support. Emotional support centers on connecting students with faculty and peers to promote friendship and minimize anxiety and isolation. The program provides academic support by familiarizing students with the seminary academic culture. Practical support is provided by taking students to various places to encourage them to practice their English and social skills.
- b. A tutoring program to assist students with written English. Tutors have scheduled hours throughout the week.
- c. International students are encouraged to enroll in the Theological Research and Writing course.
- d. Regular meetings at Garrett-Evangelical to discuss concerns as well as current immigration policies.

10. NU Net ID and E-Mail

All Garrett-Evangelical students, faculty, and staff are given an NU Net ID that makes them a part of the Northwestern University system for access to the wireless network, Blackboard, and library resources. Students will be introduced to Moodle in the Fall 2011. Eventually Moodle will replace Blackboard and for more information contact Brooke Lester. Policies governing the use of this system can be accessed at <http://www.it.northwestern.edu/policies>. The cost to students for this service is partially covered through the "Technology Fee". **If you lose your password or it expires, please visit the link below, enter your Net ID, and click "Forgot password?":** <http://nuvalidate.northwestern.edu>

E-Mail-As of June 15, 2009, Garrett-Evangelical uses Google Apps for Higher Education. This means that all Garrett-Evangelical students will enjoy the greater ease of use and enhanced features that come with G-mail and related services such as Calendar, Documents, Chat, etc. These services can be accessed at this link:

<http://mail.garrett.edu>

The format for all seminary email addresses is *firstname.lastname@garrett.edu*.

Students will be subscribed to the "Garrett Student listserv(s), but only through their "*garrett.edu*" email address (no foreign addresses allowed).

Students using other email services may continue to do so by forwarding Garrett email to another address. However, **official seminary communication will only be sent to your Garrett email address.**

If you lose your password, please send an email to garrett-admin@garrett.edu.

10. Parking

The following parking rules and regulations have been developed by Northwestern University and edited to be applicable to Garrett-Evangelical students. It should be noted that parking is very limited and purchasing a permit does not guarantee a parking space.

a. Obtaining a Permit

- 1) **Who is eligible:** In general, all students living outside the walking zone.
- 2) **Designated walking zone:** One must reside north of Central St., west of Ridge Ave.(not on it) form Central St. to Emerson St., west of the Metra tracks from Emerson St. to Lake St., and south of Lake St. (not on it), to establish eligibility.
- 3) **Registration procedure:** Vehicle registration is administered by the parking Office at 1819 Hinman Ave. The office is open Monday through Friday, 8:00 am until 4:00 pm. Students are required to present a valid Garrett-Evangelical ID, a valid driver's license, and their vehicle registration. Permits are non-transferable. Parking office personnel reserve the right to request additional documentation as necessary to verify address, affiliation, and vehicle ownership.
- 4) **Cost:** \$489 (student can only purchase a 1 year long permit; quarterly permits are not available).
- 5) **Permit placement:** The annual permit must be affixed to the rear bumper, right of the license plate, or to the outside of the rear window, lower right corner.
- 6) **Permit refunds:** Three-quarters of the annual permit fee will be refunded with the return of the permit through the fifth day of Winter Quarter. Half the annual permit fee will be refunded from the fifth day of Winter Quarter through the fifth day of Spring Quarter. No refunds are issued after the Spring Quarter cut-off day. Outstanding, non-appealable violations will be assessed to the refund. Refunds do not apply to permits purchased through the pre-tax program.
- 7) **Permit replacement:** A \$7 fee will be charged to replace a permit. The original permit must be returned to the Parking Office.
- 8) The Parking Office reserves the right to deny parking privileges to habitual violators.

b. Types of Permits

- 1) **Special permits**
Handicapped: Visitors with handicapped license plates or placards issued from a governmental entity may park in designated handicapped spaces or at parking meters. Students with handicapped license plates or placards must purchase an annual permit.

- 2) **Car pool:** Issued to faculty, staff, or commuter students forming a car pool or who want to register two vehicles. One car pool sign is issued to each pool and must be displayed in the vehicle that is parked on campus. The sign must be hung from the inside rear view mirror. (Failure to display the sign properly is a **\$10.00 violation**.) Only two vehicles may be registered in one car pool.
 - 3) **Temporary permits:** Issued at the daily rate of short-term parking (**\$7.00**). The expiration date, month, and year must be scratched off. These permits are issued at no cost to permit holders in emergencies.
 - 4) **One-day visitor permits:** Issued at the daily rate (**\$7.00**) to department heads upon written request for use by guests, visitors, and vendors. Use of these one-day visitor permits by faculty, staff, or students is prohibited.
 - 5) **Metered spaces:** Metered parking space are set aside solely for short-term use by visitors. Vehicles owned or operated by faculty, staff, or students are not allowed to use metered spaces.
 - 6) **Reserved spaces:** Issued upon approval of written request by the Parking Committee. These spaces are reserved 7 days a week, 24 hours a day. The holder of the reserved space does not have the right to allow any other vehicle to park in the space.
- c. Sports and Aquatic Center**
Sports & Aquatic Center permits are sold only to non-affiliated users of the facility. Faculty, staff, and students are not eligible to purchase this permit.

d. Violations/Assessments/General Enforcement/Towing

1) Assessments for violations

a) No valid permit	\$50.00
b) Unauthorized permit	\$50.00
c) Altered permits	\$250.00
d) Incorrect permit for lot	\$30.00
e) Valid permit/car pool sign not properly displayed	\$10.00
f) Permit not facing aisle	\$ 5.00
g) Parked on walk or grass area	\$30.00
h) Blocking or obstructing traffic lanes, service areas, posted areas or hydrants	\$40.00
i) Parking over lines or in two space	\$15.00
j) Expired parking meter	\$15.00
k) Over 20 minutes in a loading dock/zone	\$15.00
l) Reserved space violation	\$100.00
m) Handicapped space violation	\$250.00
n) Posted fire lanes	\$40.00

2) Enforcement

a) General enforcement

- (1) All vehicles parked on the Evanston campus must display a valid permit year round, Monday through Friday, from 7:30 am until 4:00 pm. All other times of the day or week and during University holidays, a vehicle may park without a permit except in designated lots which are listed below. Note that semester breaks are not holidays and permits are required.
- (2) Vehicles must not back into or pull though parking stalls. The permit must always face the driving aisle.
- (3) Vehicles may not be stored on campus beyond 48 hours without permission from the Parking Office. Vehicles found in violation are subject to ticketing for unauthorized permit, commercial tow and storage fees.

b) Towing

- (1) Vehicles receiving **two** or more No Valid Permit or Unauthorized or Altered Permit violations, whether paid, unpaid, or under appeal, are subject to commercial towing.
 - (2) Vehicles bearing a valid permit receiving **four** or more violations of any type, excluding under appeal, are subjected to commercial towing.
 - (3) Vehicles may be commercially towed or relocated on the first violation if parked in a reserved space, handicapped space, tow-away zone, or otherwise creating a safety hazard
- c) Violation payment:** Violations must be paid at the Bursar's Office, located at 619 Clark St., Monday through Friday, 8:30 am until 4:00 pm.
- d) Appeals:** Parking violations may be appealed to the Parking Committee. Appeal forms may be obtained at the Parking Office. Appeals must be filed within 10 days of the violation date. All Parking Committee decisions are final. If the violation is not waived; a \$10.00 service charge will be added to the violation assessment.
- e) Denial or revocation of permit:** The Parking Committee and the Parking Office have the authority to deny or revoke privileges. Those persons having their permits revoked forfeit the permit fee and must surrender the permit to the Parking Office. Any permit obtained using deceptive practices will result in permit revocation.

3) Emergencies or Special Events/Legal Liability

- 1) The chief of the University Police Department may establish and enforce temporary parking restrictions deemed necessary for the safety and convenience of the university.
- 2) These parking regulations have been adopted by Northwestern University. Persons who operate a vehicle on Northwestern property are responsible for knowing and complying with these regulations. The university assumes no liability for loss or damage to a vehicle or its contents.

11. Pastoral Care, Personal Support, and Vocational Guidance

This program was established to provide support for students who are attempting to resolve issues of calling and/or who are experiencing an emotional crisis and need support in particular areas of personal development.

- a. If the student feels the need for professional counseling or is encouraged by a faculty member to seek professional counseling, the seminary may be able to provide limited financial support.
- b. The first step in the referral process is an assessment by a member of the pastoral psychology and counseling department (a faculty person has been designated for this responsibility).
- c. A list of professional counselors is available from the office of the Dean of Students or the student may make contact with an outside counselor, after consultation with the Dean of Students.
- d. When a counselor is selected, but before the first session has been scheduled, a student seeking seminary financial support submits a request for payment of fees to the Dean of Students. When the request has been approved, the student may schedule an appointment with the counselor.
- e. If the student encounters problems, she or he is asked to notify the Dean of Students.

12. Spiritual Direction and Discernment

There are times in a person's life when questions of vocation and call to ministry do to be as clear as one would hope. Sometimes a person feels the need to have someone sit with them as they seek to know god's will more fully for their life. Spiritual Direction is an ancient discipline of the Church which has been recovered more recently among Protestants. Spiritual Direction differs from Pastoral Counseling. The purpose of counseling is to help person solve problem areas in their life and to find coping techniques to deal with life's demands. Spiritual Direction on the other hand is an invitation to sit with another person and explore ways in which God is present in and through one's life. Spiritual direction emphasizes growing closer to God and focusing on a deeper relationship with the spiritual aspect of being human.

Garrett-Evangelical maintains a list of Spiritual Directors in the Chicago area who are trained and available to our students. The list is maintained in the office of the Dean of Students.

13. Dealing with Allegations of Racism – Policies and Procedures

Affirmative Action Committee

An Affirmative Action committee shall be appointed by the president at the beginning of each academic year. It shall be comprised of the following:

- one faculty representative and alternate;
- one staff representative and alternate;
- one administrator and alternate;
- one student and alternate; and
- the affirmative action officer

Among these appointees shall be at least one African-American, one Asian or Asian American, one Hispanic, one Anglo, one man, and one woman. At the beginning of each academic year, the president will distribute a list of the members of the committee to the students, staff, faculty, and administrators.

Definitions

Racism in this document includes: 1) innuendoes and derogatory remarks, and actions and/or statements the intent or reasonable foreseeable effect of which is to defame, ridicule, intimidate, or embarrass persons or groups in the community predicated on their race; 2) used and abuses of power which intimidate, coerce, or otherwise impeded a person or group from full participation in the community predicated on their race; 3) words or actions the intent of which is to impair or diminish another's academic or employment performance or record, or cause one to seek alternative employment or educational opportunities predicated on their race; 4) words or actions the intent or result of which is to affect adversely another's housing choice, living conditions, or safety/security in seminary housing accommodations predicated on their race.

Frivolous or False Charges

The policy shall not be used to bring frivolous or malicious charges against students, faculty, administrators, or staff members. Disciplinary action under the appropriate seminary handbook shall be taken against any person bringing a charge of racism in bad faith.

Procedures

This procedure is designed so that complaints and persons charged alike will receive a prompt, impartial, and confidential hearing with fair results. The process has an informal phase and a formal/appeal phase.

Informal Phase

Every effort shall be made to reach a satisfactory resolution in the informal phase, with the hope that this phase will have a reconciliatory effect. The design of the informal phase is intended to provide some anonymity in the process, and shall be carried out with the greatest measure of confidentiality.

- a. The complainant contacts a member of the Affirmative Action Committee or a trusted colleague and explains the nature of the problem. This process is to be initiated within ten (10) working days of the precipitating cause.

All of the parties involved at this stage should be cautioned not to publicize or divulge either the nature of the proceedings or the identity of the people involved. They should also be cautioned about any behavior which could be experienced as racism as described in the first paragraph of the policy (above).

- b. Within ten (10) working days of being contacted by the complainant, the contact person along with the complainant will talk with the person charged with racism directly or take the concern to a member of the Affirmative Action Committee who represents the constituency to which the person charged belongs.

This latter Affirmative Action Committee member, after consultation with the complainant (if the complainant is amenable), may choose to approach the person charged to share the concern and hear the response or he/she may work with the first contact person on some possible approach. At this point there are a variety of considerations and ways to proceed, such as informal discussion between the complainant (with or without one or both of the contact persons) and the charged or a letter from the complainant to the charged.

- c. Whatever procedures are chosen, the original contact person has the responsibility to report the resolution of the process to the complainant within twenty-five (25) working days of the original complaint.
- d. In the event that the informal phase is not brought to a mutually satisfactory resolution, the complainant may appeal through the formal procedure.

Formal Phase

This phase is also to be carried out with the greatest measure of confidentiality.

- a. To initiate the formal hearing process, the complainant shall put the complaint in writing, stating the specifics (who, when, where, what) of the incident within ten (10) working days of either the precipitating cause or the end of the informal phase and deliver or mail the written complaint to the chairperson of the Affirmative Action Committee. All the parties involved at this stage should be cautioned not to publicize or divulge either the nature of the proceedings or the identity of the people involved.
- b. The chairperson of the Affirmative Action Committee shall call the committee into session. The investigative hearing and decision-making phases of the process begins promptly after the signed complaint is given to the Affirmative Action Committee chairperson, a copy of the complaint being retained by the complainant.
- c. The complainant and the person charged with racism are both to have an opportunity to present whatever evidence they deem relevant to the charge and to respond to evidence presented by the other party. The Affirmative Action Committee shall have the responsibility to determine what is relevant in each situation.
- d. A formal record of the evidence presented and considered by the Affirmative Action Committee is to be kept by the affirmative action officer.
- e. The decision of the Affirmative Action Committee is based only on evidence in the record.
- f. The Affirmative Action Committee has a variety of options available to it following its decision as to the merits of the complaint, such as the following:
 - 1) It may uphold the complaint, and
 - a) It may issue a reprimand to the one charged.
 - b) It may include recommendations or requirements for the person charged.
 - c) It may recommend to the appropriate body/individual to include a) or b) in the record of the handbook.
 - d) It may recommend that disciplinary action be initiated in accordance with the applicable handbook.

In a) through d), the report, recommendations, and/or requirements will be forwarded to the President and to the individual to whom the one charged is accountable (for students and faculty, the Dean: for staff and administrators, the supervisor or appropriate Vice-President) for implementation and monitoring.

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 - e) It may issue a reprimand to the one charged.
 - f) It may include recommendations or requirements for the person charged.
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In a) through d), the report, recommendations, and/or requirements will be forwarded to the President and to the individual to whom the one charged is accountable (for students and faculty, the Dean: for staff and administrators, the supervisor or appropriate Vice-President) for implementation and monitoring.

- 2) It may dismiss the complaint, and:
 - i) It may, upon request of the one charged, include that dismissal in the record of the one charged.
 - j) It may decide to destroy the record.
 - k) It may admonish the complainant.
 - l) In extreme cases it may recommend disciplinary action against the complainant as in 1) d) above.

- g. Within no more than thirty (30) working days of the receipt of the formal written complaint, the Affirmative Action Committee shall complete their phase of the process and shall send a written response to the complainant, outlining the process followed and the decision(s) made.

Appeal Process

If either the complainant or the person charged is not satisfied with the decision made or action taken, she/he may appeal the decision, in writing to the president of the seminary within ten (10) working days after receiving notification of the decision or action. The decision of the president shall be final.

14. Sexual Harassment

Garrett-Evangelical Theological Seminary is committed by Christian faith to justice for all persons and will not tolerate any behavior, verbal or physical, by any person associated with the Seminary, which constitutes sexual harassment against any other person associated with the seminary.

Any person of the seminary community who believes that he or she has been subjected to sexual harassment should immediately report the situation to the designated administrator. When reporting a complaint, the individual should be prepared to furnish accurate date, name, and facts. All such complaints will be treated in a confidential manner to the extent feasible, while permitting the seminary to investigate the complaint thoroughly and to take appropriate action.

The seminary expects the cooperation of all members of the seminary community with respect to avoiding such harassment.

The seminary will investigate all complaints. If it is determined, after investigation, that a member of the seminary community has violated this policy, he or she will be subjected to appropriate disciplinary action up to and including suspension or termination from the seminary.

DEFINITION OF SEXUAL HARASSMENT

Equal Employment Opportunity Commission section 703 of Title VII. Italicized words are added for the academic environment at Garrett-Evangelical Theological Seminary.

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made, wither explicitly or implicitly, a term of condition of an individual’s employment or *academic standing*; or
- b. Submission to such conduct by an individual is used as the basis for employment or *academic standing* decisions affecting such an individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual’s work or *study*.

PROCEDURES

Garrett-Evangelical Theological Seminary is committed to using the process outlined below to deal with allegations of sexual harassment within the seminary community. Every attempt is made to function within the structures of the institution and the guidelines of this document. A sexual harassment allegation may be resolved on an informal basis.

Any member of the seminary community who wishes to make a formal complaint must submit a written description of the incident to the designated administrator (President for Administrators, Academic Dean for faculty, Departmental Vice President for staff, Dean of Students for students, or the Director or Associate Director of Field Education for students in a field education setting). That administrator contacts the designated administrator for the accused and coordinates with him/her the relevant procedures of the respective handbooks. If the accused and the complainant have the same person as the designated administrator, then the affirmative action officer will be the second administrator; and for staff/staff concerns, one of the co-chairpersons of the sexual harassment advisory panel is the second administrator.

- a. Allegations are thoroughly investigated by the designated administrator(s), including a meeting with the person alleged to have engaged in harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.
- b. If the administrators decide inappropriate behavior has occurred after completing the investigation, the designated administrator(s) take(s) appropriated disciplinary and/or other action by using guidelines of respective handbooks: staff handbook, and special needs process. The procedures of different handbooks are coordinated by the designated administrator(s).
- c. Those called to investigate the allegations take appropriated steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The seminary also takes steps to ensure that a person against whom such a complaint is brought is treated fairly and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified within 10 working days of the disposition of the complaint. If the disposition involves any ongoing process, the designated administer keeps the complainant informed until the process is completed.

APPEAL PROCESS

If the accuser or the accused is not satisfied with the action taken, s/he may express such dissatisfaction, in writing, to the president of the seminary within 10 working days after receiving notification of the action taken. After reviewing all pertinent materials, and after consulting with an advisory committee (identified below), the president determines within 20 working days after the receipt of the written request whether the action taken is appropriated. The decision of the president is final and binding.

- a. The advisory committee is drawn from the sexual harassment advisory panel, which consists of the following : two staff members nominated by the employee relations advisory committee (ERAC), Academic Dean, two faculty members nominated by the general reference committee, two administrative staff members nominated by the administrative council, Dean of Students and three students nominated by the Student Council. The President annually names two persons, male and female, from the panel to serve as co-chairpersons. The purpose of the sexual harassment advisory panel is to plan periodic educational events for the community, to regularly review this document, and to serve as a panel of advisers to the President.

- b. When an individual case is reviewed, the president shall appoint an advisory committee of three to six persons drawn from the sexual harassment advisory panel. Every attempt is made to balance the committee between men and women and to include persons who by background and experience are most qualified.
- c. The President schedules the meeting(s) of the advisory committee.
- d. In the interest of protecting both the complainant and the person complained against, members of this committee must recognize and accept their obligation to maintain confidentiality regarding all matters with which they become familiar in the process.

CONFIDENTIALITY

Every effort will be made to ensure confidentiality to the extent feasible, while permitting the seminary to investigate the complaint thoroughly to take appropriate action. The seminary will not tolerate retaliation against any member of the seminary community who complains of sexual harassment.

EXPLANATORY NOTES

In the event that a person designated in this document cannot be reached in a reasonable manner and period of time, the President or President designate determines who will be the replacement.

Since titles change over the course of the years, the positions named in this document shall be clarified by the President at the time he/she appoints the advisory panel.

If the person alleged to have engaged in sexual harassment is a Vice-President, the President is consulted.

If the person alleged to have engaged in sexual harassment is the President, the Chairperson of the Board of Trustees is consulted.

15. Smoke-Free Facilities

Smoking is prohibited in any enclosed seminary facility (including but not limited to common work areas, dormitory rooms, common areas in the apartment buildings, chapels, libraries, classrooms, conference rooms, private offices, hallways, cafeterias, lounges, stairways, and restrooms) and in any designated outdoor area. In addition, in order to prevent the passage of tobacco smoke from outdoors to an enclosed facility, smoking is prohibited within 25 feet of an entrance, open window, ventilation intake or similar feature of any enclosed seminary facility.

This means that the only approved smoking location is more than 25 feet west of the west exterior of the Main Building or Shaffer Hall, more than 25 feet north of Shaffer Hall or either Pfeiffer building, 25 feet east of Northwestern-Annenberg Building, or 25 feet south of the exterior of Lesemann, or the Main Building. It is expected that smokers gathered in any group of two or more will be conscious of and sensitive to non-smokers passing by on a sidewalk or through a parking lot so they will not be unduly subjected to unwanted smoke. An individual who believes the policy is being, or has been violated should politely discuss this issue with the alleged violator and then, if necessary with a seminary official.

16. Student Governance

a. Statement of purpose

- 1) *In relation to G-ETS community*

An organizational structure that actively promotes intentional and thorough information sharing among the faculty body, the student body, and the administrative body,

- a) To enable each body to remain responsibly informed about committee work and current issues within the academic, administrative, spiritual, and social lives of G-ETS community.
- b) To provide each body with a structure that convenes to discuss issues, set goals and priorities, and organize to further these goals, as well as to further the quality of life within the G-ETS community as a whole.
- c) To incorporate each body into the decision-making process of this community.

- 2) *In relation to student*; an organizational structure,
 - a) To promote dialogue within the student body,
 - b) To build a sense of community and solidarity,
 - d) To empower the student body by enabling to come together as one body to assess needs, to address areas of concerns, ,and as a united student body seeking to express itself as a community of faith, to set priorities and actively work for them.

b. Organizational structure

1) Student Council

An organized body of 38 Garrett-Evangelical student (and two advisors) that meets monthly and consists of the following positions (and their respective responsibilities). First year student **cannot** be elected.

- a) Coordinators (2, composed of 1 male and 1 female) whose responsibilities include:
 - Facilitating the council by setting and distributing the agenda for meetings, and convening the meetings.
 - Encouraging council members to be present at council meetings.
 - Ensuring that committee chairs (or other assigned persons) give a report to the council.
 - Informing the council of meeting times and places.
 - Leading a task force to carry out council elections.
- b) Secretary
 - Keeps and posts via e-mail and council message board the agenda for and minutes of all council meetings. (Minutes will be sent and posted within one week of each meeting.)
 - Facilitates email communication for council meetings and other discussions.
 - Maintains the council website or appoints another person to do so.
- c) Treasurer
 - Keeps and maintains the council's financial records.
 - Keeps and maintains documentation pertaining to check requests and account transfer vouchers.
 - Gives a report at each council meeting of the financial status of the council.
- d) The following five committees, each focused on specific aspects of community life at Garrett-Evangelical, are composed of voting members of the council. Elected membership of each committee includes the chairperson, 3 returning students and 1 first-year or new transfer student. The chairperson and the 3 returning students must have studied at Garrett-Evangelical for more than one semester and are elected during the spring elections, while the first-year/new transfer student must be in his or her first semester and is elected during the following fall elections. The responsibilities of the committee chairpersons include chairing their respective committee meetings and reporting to the student council and to the student body via e-mail listserv, and council boards. The responsibilities of the committee members include:
 - **Academic Programs:**

This committee is concerned with all academic policy. Members of the committee will serve on the following selected faculty committees: Masters Degrees, Library, Internationalizations/Cross Cultural, and Lecture.

- **Student Life:**

This committee is concerned with organizing activities that will enhance the student life of the Garrett-Evangelical community.

- **Spiritual Formation:**

This committee is concerned with the sacramental, liturgical, devotional, and spiritual life of the Garrett-Evangelical community. The committee appoints one member to the faculty worship committee.

- **Student Fund:**

This fund was established in 1991. Each year the fund assists students who experience an emergency that places them in unexpected financial need. Student Fund distribution is administered by a committee of students in a procedure that protects the anonymity of the applicants. Applications for funds may be obtained from the office of the Dean of Students. This committee meets as applications are received to make determinations for distribution. Blessings flow both ways as the fund also provides an opportunity for students to give. Donations for this fund are received at any time in the cashier's office.

Because of the emergency nature of this committee, elected members must be available to be in communication with the dean of students and with each other throughout the full calendar year of their term.

- **University Relations:**

This committee is concerned with the relationship between Garrett-Evangelical and Northwestern University. The committee focuses on communication, promotion, and encouragement of participation in the life of both campuses in the area of academics, campus ministry, and religious life.

e. **Additional Members**

- Trustees (4, composed of 1 student of African descent, 1 student of Asian descent, 1 male, and 1 female). Three (3) of these will be elected for 2-year terms on a rotation basis. One (1) new trustee will be elected for a 1-year term to allow MTS and MA students the opportunity to run for a position.
- At-large council members (5 first-semester students elected in the fall). These council members will serve as voting members and will make themselves available to assist any of the five committees as called upon.
- Advisors (w, composed of the Dean of Students and 1 active faculty member). Advisors are invited to be resource persons to the council. These persons are present at meetings and are able to voice their opinions but are not included in quorum and are not given voting privileges.



Elections

All students who are currently registered in a degree program at Garrett-Evangelical, and are available for monthly and emergency meetings on the Garrett-Evangelical campus, are eligible to seek office. Every effort is made to have equitable representation for a diverse Garrett-Evangelical student body. The council consists of 38 voting student members and 2 advisors. Descriptions for these positions are above.

Spring elections

28 persons are elected:

- 2 co-coordinators
- 1 secretary
- 1 treasurer
- 5 committee chairpersons
- 4 student trustees
- 15 students, in their second or subsequent semesters, for committee membership (3 first year standing committee)

Election structure**1) Nominations**

Nominations take place the last week of February. Nominations ballots go out via campus mail the Monday of this week and are to be turned in by Friday following distribution.

2) Elections

Elections take place second week of March. Election ballots of the compiled nominations go out via campus mail the Monday of this week and are to be turned in by Friday following distribution.

3) Terms

- (a) Terms of office begin in the first full week of April
- (b) In the event of a tie, another week will be taken for re-balloting and re-voting on those positions in which a tie had resulted. This should not affect the April 1 start-of-term.
- (c) Students trustees' terms are July 1 of the election year through June 30 of the following calendar year. However, student trustee terms within the council are April 1 of the election year through June 30 of the following calendar year. Student trustees are on voice-no-vote status from April 1 through July 1 of the year they are elected. Student trustees will be elected in classes on a rotating basis to ensure continuity according to 14.b.1.d (1).

4) Terms limits

All positions may be held for more than one term without limits with the exception of council co-coordinator.

5) Fall elections

20 persons elected:

- 5 first-semester students (student members at-large)
- 5 first-semester students for committee membership (1 for each committee)

6) Election structure:**(a) Nominations**

Nominations take place the week prior to elections. Nomination ballots go out via campus mail the Monday of this week and are to be turned in by the Friday following distribution.

(b) Elections

Elections take place the last full week of September. Election ballots of the compiled nominations go out the Monday of this week via campus mail and are to be turned in by the Friday following distribution.

7) Terms

- (a) Newly elected members will take office 10 days after the closing of ballots.
- (b) Terms will last from 10 days after the closing of ballots through April 1 of the following calendar year.
- (c) Post-election council vacancies
 - i. When a council seat becomes vacant, nominations for the vacant seat are made to the council by the affected committee.
 - ii. Based on the nominations of the affected committee(s), the council will appoint the new member(s) after discussion and consensus.

f. Administrative Procedures for Student Council**1. An agenda will be prepared by the Friday prior to each meeting and sent via e-mail attachment to the council by that Friday.**

- (a) Agenda items must be sent to the co-coordinators one week prior to the meeting for which the agenda is being prepared.
- (b) A time limit will be allotted for each agenda item.

2. Meetings will be run and items will be voted on according to a modified consensus model of administration.

- (a) Through discussion and modification of each item, the council will come to a consensus either for or against each item.
- (b) If consensus is not reached in the time allotted for an item, the item must either be tabled until the next scheduled meeting, and an emergency meeting must be called discuss the item, or time must be taken from other items on the current agenda to continue discussion. Items can be tabled only once. If consensus becomes unreachable based on the above parameters, the council co-coordinators may call for a percentage/majority vote on the item.
- (c) Meetings will start promptly at the specified time.

3. Voting

- (a) During scheduled meetings, voting occurs with present members only.
- (b) During a called/emergency meeting, voting can only occur when a quorum is present. (Quorum constitutes the majority of total members: one member more than 50 %.)

4. Budget (funding from the Student Activity Fund)

The budget includes the five student council sub-committees, Garrett-Evangelical student organization funding, and stipulations for funding events sponsored by individual Garrett-Evangelical students, and general student council funding needs. The student council budget will be based on a 12-month schedule (May-May). The spring-elected student council will set the budget by the May meeting. From May to November, the budget will be in review and will be fully ratified at the November meeting. During this period of review, the full council can modify the budget as needed. (Note: undermined budgeting amounts marked "x" is to be determined by each student council.)

- (a) *Student council sub-committee budgeting*

The five student council sub-committees are expected to meet and set their proposed budget before the May meeting.

(b) *Student organization budget and finding*

Twenty percent (20%) of collected student activity fees will be set aside for the exclusive use of the established student organizations. (This 20% is merely the budgeted amount: if it is not used, it will grow.) Every semester each student organization can request up to x% (or x amount) of funds as determined by the student council budget. To request funds, student organizations must write up a proposal and submit it to the student council for discussion and voting.

(c) *Funding for events sponsored by individual Garrett-Evangelical students*

Individual Garrett-Evangelical students can request funding from the student council if the activity for which the funding is requested will benefit the larger Garrett-Evangelical community. To request funds, individual Garrett-Evangelical students must write up a proposal and submit it to the student council for discussion and voting. Student council funding for events sponsored by individual Garrett-Evangelical students will be taken out of the unrestricted, non-budgeted student activity fund (i.e., the budget surplus).

(d) *General student council funding*

Each student council will set aside a specific amount of money each year for general student council needs (i.e., retreats, refreshment, etc.).

17. Student Use of Publications Services

Publication Services provides faxing, office supplies, photocopying, and layout services to seminary administrators, faculty, and staff. However, within the policies outlined below, faxing and photocopying are also made available to seminary students. Administrative, faculty, and staff work takes priority over student requests. Faxing and photocopying are not available to students when the publications services employee is not in the office (including meetings, illness, or vacation time). Office supplies, including paper, are not available for purchase by students.

Student Photocopying Policies

Machines may not be operated by students for personal copying; all requests are completed by the publication services employee. Copies are available on 20#, 8 ½ x 11 paper and are \$.10 each. The minimum charge is for 35 copies, and payment must be made to the publication services staff member at the time of pick-up. A print request form, available in the publications services office, must be completed. Incomplete forms cause delay. Students must allow a minimum of two hours for the completion of a request, and this time may increase if the office workload is heavy or a copier is out of service. Copying needed for a morning class must be requested by 2:30 pm the previous day (or 11:00am, if the coordinator is working only mornings). The original must be on numbered 8 1/2 x 11 sheets of paper. Unnumbered originals may cause delay in completion time. A book may not be left as an original. A request will be declined if in violation of the copyright policy upheld by the publication services office (reference copy of policy available upon request). Even if the copier in the United Library is out of service these guidelines will remain in effect.

Student Faxing Policies

The fax machine may not be operated by students. Personal student faxes are sent by a publication services staff member only between 8:30 am and 12 noon, Monday through Friday. Generally, faxes can be sent without delay, but on occasion there may be a delay, depending on the office workload. Incoming faxes for students may be picked up between 8:30 am and 12:00 noon and 1:00 pm and 4:30 pm, Monday through Friday. Students who have received a fax will be notified with a message on the student message board in the main hallway next to the business office. Students who fax assignments to a faculty member will have the cost of the fax charged to their student account. Receipt of a student assignment in the publication services office via fax does not guarantee receipt of the assignment by the faculty member. Faculty are notified of receipt of any fax by phone or written message. Incoming faxes not picked up and paid for within one week of notice of receipt are sent to the student through campus mail and the cost of the fax charged to the student's account. Fax charges are as follows: 1) outgoing faxes are \$.75 per page within the 312, 630, 708, 847 area codes; \$1.00 plus \$.75 per page outside these area codes (domestic); \$4.00 plus \$.75 per page for all international faxes (3 attempts; additional attempts are \$1.00 each); and 2) incoming faxes are \$.25 per page. Payment must be made to the office coordinator when fax is sent or picked up.

The Pulse Copy and Technology Center

Northwestern University operates a full-service copy, fax, and printing service that are available for use by the seminary community. It is located on the lower level of the Norris University Center and is open 8:30 am – 8:00 pm, Monday through Thursday, 8:30 am – 6:30 pm on Fridays, and 12:00 to 6:00 pm on Sundays during the school year and 9:00 am – 5:00 pm, Monday through Friday, during the summer. For more information, call 847.491.2679.

18. Threats and Public Statements

In this age of rapidly advancing technology, the lines of public and private communications are not always as clear as maybe presumed. Students should keep in mind and abide by all local and federal laws governing internet communications and behavior when posting and using social sites and messaging resources. Threats may be punishable by seminary action and/or criminal statutes.

19. Voter Registration

Illinois voter registration applications in English and Spanish are available in the office of the Dean of Students office. Applicants must be US citizens, have lived in their election precinct at least thirty days before the next election, and not claim the right to vote anywhere else. This form may be used to change one’s address or one’s name (change due to marriage, etc.) on the voter registration record. The application must be mailed 29 days before the next election.



V. PHONE NUMBERS

EMERGENCY NUMBERS

EMERGENCY NUMBERS	
Fire	911
(Non-Emergency)	847.866.5900
Police	911
(Non-Emergency)	847.866.5000
NU Public Safety	847.491.3355
Ambulance Services (on a fee basis)	911
Evanston Hospital Emergency	847.570.2111
Evanston Hospital Crisis Intervention	847.570.2500
RESIDENT ASSISTANTS	
RESIDENCE HALLS – MEN	
Daniel Smith, Loder & Old Dorm	931.581.4321
RESIDENCE HALLS – WOMEN	
SungJu Bark, Loder & Old Dorm	414.793.5096
MAPLE APARTMENTS	
MAPLE AVENUE APARTMENTS	
Tung Chiew Ha	847.892.4725
MAPLE-NOYES APARTMENTS	
Lindsey Hall	402.580.5106
SHERMAN AVENUE APARTMENTS	
Jeremiah Lee	224.659.1326
MAINTENANCE	
Howard Mead	847.869.8493
Zak Grahovac	847.492.0502
ADMINIISTRATORS (home numbers listed for emergency use only)	
SUPERINTENDENT OF BUILDINGS AND GROUNDS	
John Carter	Office: 847.866.3995
	Home: 847.679.6747
DIRECTOR OF HOUSING	
Barb Adams	Office: 847.866.3939
	Home: 847.256.2639
DEAN OF STUDENTS	
Cynthia Wilson	Office: 847-866-3936
	Cell: 404-713-8603

FREQUENTLY CALLED NUMBERS

SERVICES BEYOND THE SEMINARY

COKESBURY BOOKSTORE	847.866.5204
COMMONWEALTH EDISON (utility co.)	800.334.7661
CHILD CARE NETWORK OF EVANSTON	847.475.2661
EVANSTON CITY COLLECTOR (auto sticker)	847.866.2926
EVANSTON HOSPITAL	847.570.2000
EVANSTON PUBLIC LIBRARY (main branch)	847.866.0300
HENRY CROWN SPORTS PAVILION	847.491.4300
MASS TRANSIT: CHICAGO TRANSIT AUTHORITY (CTA)	630/708/815/312.836.7000
REGIONAL TRANSIT AUTHORITY (RTA)	630/708/815/312.836.7000
NORRIS STUDENT CENTER	847.491.2300
NORTHERN ILLINOIS GAS (utility co.)	847.724.6704
NORTHWESTERN HEALTH SERVICE	847.491.8100
NORHTWESTERN HOSPITALIZATION INSURANCE	847.491.2113
NORTHWESTERN IT HELP DESK	847.491.HELP (4357)
NORTHWESTERN LIBRARY	847.491.7658
PUBLIC HEALTH (immunization)	847.866.2948
PUBLIC SCHOOLS IN EVANSTON (district #65: grades K-8)	847.492.5986
(district #202: grades 9-12)	847.492.3800
ATT TELEPHONE (utility co.)	800.244.4444
SEABURY-WESTERN THEOLOGICAL SEMINARY	847.328.9300
SECRETARY OF STATE (Illinois driver's license)	312.793.1010
SOCIAL SECURITY ADMINISTRATION	800.772.1213
UNITED LIBRARY	
Garrett-Evangelical	847.866.3909
Seabury-Western	847.866.3899
UNITED STATES POST OFFICE	847.328.6201
VOTER REGISTRATION (City Clerk)	847.866.2925

ADMINISTRATION, FACULTY & STAFF DIRECTORY

ROOM #	NAME	PHONE #
306	Adams, Barbara	6-3939
306	Ahn, Diana	6-3950
111	Amerson, Elaine	6-3880
219	Amerson, Philip	6-3901
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110	Anderson, Ron	6-3875
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312-P	Capitani, Diane	6-3975
Loder	Carter John	6-3995
111	Cash, James	6-3926
Loder	Chapman, Kim	847-866-5204
121	Chang, Alex	6-3918
Ulib	Chung, Lucy	6-3909
324-P	Crain, Margaret Ann	6-3973
715	Dally, John	6-3972
732	Duck, Ruth	6-3978
332-P	Duncan, Julie	6-3934
219	Eckhart, Marge	6-3902
105	Eberhart, Becky	6-3938
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202	Ferguson, Anne	6-3969
306	Fowler, Mark	6-3863
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105	Gill, Jason	6-3929
Loder	Grahovac, Zak	6-3994
Ulib	Hagen, Loren	6-3897
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200-P	Heetland, David	6-3970
121	Henning, Arnold	6-3920
331-P	Hogue, David	6-3983

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133-P	Holliman, Pam	6-3980
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312-P	Joh, Anne	6-6974
Loder	John, Thomas	6-3994
731	Judy, Dwight	6-3935
Ulib	Kapraun, Portia	6-3868
308	Kneer, Wendy	6-3961
Ulib	Kordesh, Kathleen	6-3870
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Loder	Larsen, Cheryl	6-3994
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725	Lehman, Charlie	6-3960
736	Lester, Brooke	6-3949
314-P	Lindsey, Kathryn	6-3948
200-P	McGlothin-Eller, April	6-3927
215	McGlothin-Eller, Vince	6-3905
213	McNeil, Krista	6-3903
Loder	Mead, Hal	6-3994
219	Mitchell, Marianne	6-3885
119	Moore, Mechelle	6-3917
334-P	Murphy, Larry	6-3977
Ulib	Neal, Beth	6-3909
200-P	Nichols, Shane	6-3866
111	Noseworthy, Jim	6-3952
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735	Papandrea, Jim	6-3953
724	Pieterse, Henk	TBA
Loder	Powathil (John), Abraham	6-3994
333-P	Ray, Stephens	6-3865
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131-P	Seymour, Jack	6-3891
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734	Teasdale, Mark	6-3954
Loder	Thomas, Annamma	6-3994
	Tiebout, Kelly	773-468-0574
Le-104	Vaux, Ken	6-3887

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231-P	Vena, Osvaldo	6-3867
Le-101	Waters, Brent	6-3933
314-P	Wilson, Cynthia	6-3936
121-P	Yeo, K.K.	6-3881

Bldg./Flr.	DEPARTMENT	FAX #
Main/1st	Admissions	847-467-1269
Main/1st	Business Affairs	847-467-5251
Shaffer	Communications	847-491-7964
Main/3rd	Course of Study	847-866-3896
Pfeiffer	Dean of Students/Student Affairs	847-866-3906
Pfeiffer	Development	847-866-3989
Main/3rd	Financial Aid	847-467-5253
Main/3rd	Hospitality/Housing	847-491-5771
Main/1st	Library	847-866-3894
Loder/Bsmt	Mail Room	847-491-7396
Main/2nd	President's Office	847-866-3884
Main/Bsmt.	Publications	847-866-3957



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105	Admissions	6-3945
200-P	Alum Relations	6-3923
124-P	Asian American Ministries	6-3883
234-P	Bishop in Residence	6-3952
Loder	Buildings/Grounds Office	6-3994
Bsmt	Buildings/Grounds Shop	6-3941/3958
121	Business Affairs	6-3920
113	Church & Black Experience	6-3984
Loder	Cokesbury Bookstore	847-866-5204
725	Communications	6-3960
721	Computer Services	6-3932
Loder	Computer Lab	6-3890
306	Continuing Ed	6-3861
306	Course of Study Office	6-3942
308	CPE	6-3930
215	DMin Program	6-3908
212	Dean/VP Academic Affairs	6-3904
314-P	Dean of Students/Student Affairs	6-3936
200-P	Development	6-3971
Le-101	Ethics Center	6-3915
308	Field Ed	6-3930
307	Financial Aid	6-3987
Loder	Food For Thought	6-3993
232-P	Hispanic Ministries	63871
306	Hospitality & Housing	6-3950
716	Institutional Assessment	6-3872
215	J-Term	6-3905
Ulib	Library	6-3909
		877-600-8753
Loder	Mailroom	6-3947
725	Marketing	6-3960
215	PhD Program	6-3905
220	President	6-3901
219	President's Office	6-3902
Bsmt	Publication Services	6-3943
215	Registrar	6-3905
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