If you want to go fast, go alone. If you want to go further, go with others!
(Ancient Proverb)
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NOTE FROM THE DEAN OF STUDENTS

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 you and celebrating the great things you will discover about your ministry call as you reflect upon various tenets of the Christian faith as well as other glocal faith communities.

My office is here to assist you in several ways, from campus resources to co-curricular activities and events. You will find descriptions of our programs, policies and services 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 importantly, always know that our office is here to advocate for you, and to provide the appropriate assistance throughout your seminary journey.

Amani duniani!

Rev. Dr. Cynthia A. Wilson

Vice President for Student Life and Dean of Students
PREFACE

This handbook has been revised for student use in the 2014 – 2015 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 2014 – 2015 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 forth 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.
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.

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ACTIVITIES AND ORGANIZATIONS

At Garrett-Evangelical

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.

Co-Chairs: Ahyun Lee and Barbara Schwartz
D. Chapel Choir

The chapel 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 semesters.

Director: Ron Anderson
Organist: Kathy Heetland

E. 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: Angela Cowser

F. 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

G. 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

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

Director: Andrew Collins

I. Sacred Worth
This group is concerned about the dignity, rights, and issues of the lesbian, gay, bisexual, transsexual, and transgendered 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: Pamela Holliman / Student Contact: TBD

J. 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.

K. 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. 51 for details).

Faculty Advisor: Anna Johnson

L. 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 306).

M. 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.

N. WomenIMAGES
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: TBD

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

P. Meeting Space
For information on reserving space for student meetings, contact Office of Hospitality and Housing: 866-3950.

Q. Racial & Cultural Healing Competency Task Force
The core purpose of the Racial and Cultural Healing Task Force has been established to creative ways to close the gap between the wide range of diverse backgrounds and life experiences within the Garrett-Evangelical community. Together, students, faculty, and staff continue to write the vision for bringing our cultural centers together for richer collaborative work that undergirds the seminary’s mission to garner “respect and reconciliation in all encounters,” and to “prepare leaders who are equipped to live and proclaim the Gospel and to teach in diverse congregations and educational settings.”
Institutional Centers

A. Asian/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.

Co-Chairs: Ahyun Lee & Yuki Schwartz

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: Angela Cowser

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’s Center

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: TBA

F. 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.

G. 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 guests.

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.

Contact: TBD
SERVICES AND POLICIES

Policies Related to Enrollment

A. Business Matters

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

In the interest of full disclosure and for the purpose of student financial planning, Garrett-Evangelical provides the following comprehensive list of educational fees assessed directly to students as required. Fees are subject to change without notice.

TUITION

Master’s Degree (MA, MDiv, MTS)

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Tuition, each credit hour</td>
<td>$660</td>
</tr>
<tr>
<td>Clinical Pastoral Education, each credit</td>
<td>$98</td>
</tr>
<tr>
<td>MTS research (60-693), per term</td>
<td>$1,320</td>
</tr>
<tr>
<td>MTS continuance (60-695), per term</td>
<td>$660</td>
</tr>
<tr>
<td>Auditing a three-hour course (Degree student)</td>
<td>$330</td>
</tr>
<tr>
<td>Auditing a three-hour course (Non-Degree student)</td>
<td>$660</td>
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Doctor of Ministry (D Min)

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<th>Service</th>
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<tr>
<td>Tuition, each credit hour (Spiritual Direction)</td>
<td>$565</td>
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<tr>
<td>Kellogg Seminars for Leadership Tracks (Congregational Leadership track; per seminar)</td>
<td>$660</td>
</tr>
<tr>
<td>Pre-Candidacy study (80-746), per term up to two terms</td>
<td>$565</td>
</tr>
<tr>
<td>Pre-Candidacy study (80-748), per term beyond two terms</td>
<td>$1,650</td>
</tr>
<tr>
<td>Project Research (80-795)</td>
<td>$1,695</td>
</tr>
<tr>
<td>Project Continuance (80-710) up to two terms</td>
<td>$565</td>
</tr>
<tr>
<td>DMin Project Continuance (80-720) per term beyond two term</td>
<td>$1,695</td>
</tr>
</tbody>
</table>

Doctor of Philosophy (PhD): Garrett-Evangelical

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, each credit hour</td>
<td>$1,195</td>
</tr>
<tr>
<td>Examination preparation (90-980), per semester up to two semesters</td>
<td>$1,195</td>
</tr>
<tr>
<td>Pre-candidacy study 90-985), per semester beyond two semesters</td>
<td>$3,585</td>
</tr>
<tr>
<td>Research (90-990), per semester year 1</td>
<td>$3,585</td>
</tr>
<tr>
<td>Research (90-995), per semester years 2 and 3</td>
<td>$1,195</td>
</tr>
<tr>
<td>Research continuance (90-997), per semester, years 4 and 5</td>
<td>$3,585</td>
</tr>
<tr>
<td>PhD Extension (90-998), per semester, years 6 and 7 (by petition only)</td>
<td>$1,195</td>
</tr>
</tbody>
</table>
### Student and Technology Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fee, 6 or more credit hours, per term</td>
<td>$100</td>
</tr>
<tr>
<td>Student Fee, 1-5 credit hours, per term</td>
<td>$50</td>
</tr>
<tr>
<td>Technology Fee, 6 or more credit hours, per term</td>
<td>$230</td>
</tr>
<tr>
<td>Technology Fee, 1-5 credit hours, per term</td>
<td>$115</td>
</tr>
</tbody>
</table>

### Food Service Fees (Required for all students in dorms)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal Plan per semester</td>
<td>$1,410</td>
</tr>
<tr>
<td>Meal Plan per January or Summer term</td>
<td>$220</td>
</tr>
</tbody>
</table>

**Note:** Unused Meal Plan card balances will expire after the final 2015 Summer session.

### Housing

#### Residence Halls

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loder Hall single room, per semester</td>
<td>$2,371</td>
</tr>
<tr>
<td>Loder Hall Tandem, per semester</td>
<td>$2,167</td>
</tr>
<tr>
<td>Loder Hall double room, per semester (per student)</td>
<td>$1,862</td>
</tr>
<tr>
<td>Old Dorm single room, per semester</td>
<td>$1,963</td>
</tr>
<tr>
<td>Old Dorm two-room suite with sitting room, per semester (per student)</td>
<td>$1,657</td>
</tr>
<tr>
<td>Room reservation deposit</td>
<td>$300</td>
</tr>
</tbody>
</table>

#### Off Campus Apartments (for students enrolled at Garrett-Evangelical)*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efficiency (furnished, per month)</td>
<td>$804-841</td>
</tr>
<tr>
<td>One bedroom (furnished, per month)</td>
<td>$909-973</td>
</tr>
<tr>
<td>One bedroom (unfurnished, per month)</td>
<td>$940-981</td>
</tr>
<tr>
<td>Large one bedroom (unfurnished, per month)</td>
<td>$1,022</td>
</tr>
<tr>
<td>Two-bedroom (unfurnished, per month)</td>
<td>$1,121</td>
</tr>
<tr>
<td>Reservation deposit</td>
<td>$600</td>
</tr>
</tbody>
</table>

*Newly renovated apartments may be higher.

#### Other Housing Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence hall or apartment key replacement (or additional key) fee</td>
<td>$30</td>
</tr>
<tr>
<td>Key replacement fee, if not turned in when vacating housing (cost per key)</td>
<td>$40</td>
</tr>
<tr>
<td>Loder key card replacement fee</td>
<td>$100</td>
</tr>
<tr>
<td>Surcharge for apartment damage repairs beyond wear and tear</td>
<td>$30/hour plus cost of materials</td>
</tr>
</tbody>
</table>

### Parking

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus, daily rate</td>
<td>$8.25</td>
</tr>
<tr>
<td><strong>On-campus, per academic year</strong></td>
<td>$525</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------</td>
</tr>
<tr>
<td><strong>On-campus garage, per month</strong></td>
<td>$90/100</td>
</tr>
<tr>
<td><strong>Off-campus apartment parking lot, per month</strong></td>
<td>$55</td>
</tr>
</tbody>
</table>

**APPLICATION AND ENROLLMENT FEES**

<table>
<thead>
<tr>
<th><strong>Application fee</strong></th>
<th>$75</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment deposit</strong></td>
<td>$200</td>
</tr>
<tr>
<td><strong>Northwestern University Net ID connection fee</strong></td>
<td>$55</td>
</tr>
<tr>
<td><strong>Matriculation fee (not applicable to auditors)</strong></td>
<td>$80</td>
</tr>
</tbody>
</table>

**REGISTRAR’S OFFICE FEES**

<table>
<thead>
<tr>
<th><strong>Late class registration fee</strong></th>
<th>$50</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student ID card replacement fee</strong></td>
<td>$25</td>
</tr>
<tr>
<td><strong>Graduation fee</strong></td>
<td>$200</td>
</tr>
<tr>
<td><strong>Diploma replacement fee</strong></td>
<td>$25</td>
</tr>
<tr>
<td><strong>Cost for an official transcript</strong></td>
<td>$7.50</td>
</tr>
<tr>
<td><strong>Faxing surcharge</strong></td>
<td>$3</td>
</tr>
<tr>
<td><strong>Next-day surcharge</strong></td>
<td>$30</td>
</tr>
</tbody>
</table>

**UNITED LIBRARY FEES**

<table>
<thead>
<tr>
<th><strong>Overdue reserve books</strong></th>
<th>$1/hour up to 20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overdue recalled books</strong></td>
<td>$2/day up to 20</td>
</tr>
<tr>
<td><strong>Overdue Laptop rental</strong></td>
<td>$5/hour up to 20</td>
</tr>
<tr>
<td><strong>Lost book replacement/processing</strong></td>
<td>$40/$10</td>
</tr>
<tr>
<td><strong>Laptop Replacement fee</strong></td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Interlibrary loan (depending on lending library’s policy)</strong></td>
<td>$10-30 per item</td>
</tr>
<tr>
<td><strong>Printing charge</strong></td>
<td>b/w $.05</td>
</tr>
<tr>
<td></td>
<td>b/w duplex $.08</td>
</tr>
<tr>
<td></td>
<td>color $.25</td>
</tr>
<tr>
<td></td>
<td>color duplex $.48</td>
</tr>
<tr>
<td><strong>PhD suite/study room key replacement</strong></td>
<td>$10</td>
</tr>
</tbody>
</table>

**HEALTH INSURANCE**

<table>
<thead>
<tr>
<th><strong>NU Health Clinic (annual rate)</strong></th>
<th>$576</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NU hospitalization insurance ($3,449), including required clinic ($576) annual rate</strong></td>
<td>$4,025</td>
</tr>
<tr>
<td><strong>Students with unpaid charges from NU Health Services will be assessed this fee, in addition to the NU charges</strong></td>
<td>$60</td>
</tr>
</tbody>
</table>
Payment

Tuition will be billed to student accounts on or around the following dates:

- **Fall Term**: September 30, 2014
- **J Term**: January 31, 2015
- **Spring Term**: February 28, 2015
- **Summer Term**: June 30, 2015

Tuition and fees are due on the first day of classes for each term.

Student financial accounts are maintained by the Cashier in the Office of Business Affairs. Normal business hours are as follows (unless otherwise posted):

- **Monday thru Friday**: 8:30a to 12:00p, 1:00p to 4:30p

Payment Options

**i. 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.

**ii. Online**

Students may use a credit or debit card (Visa, MasterCard, American Express, or DiscoverCard) to pay outstanding balances online through the Studentweb accessible from the Seminary's intranet site Campus web —mygets.garrett.edu. Payments submitted before 3pm CST are processed the next business day, or two business days if submitted after 3pm CST.

**iii. Phone**

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

Any exceptions to this policy must be discussed with the Accounting Manager. Prior to scheduling an appointment with the Accounting Manager, the student must complete the Budget Worksheet located on MyGETS under Business Affairs.
Refunds and Student Account Disbursements

The tuition for any classes dropped within the drop period will be 100% refundable to the student. There will be NO TUITION REFUND for any class dropped after the drop period. 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.

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).

e. 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 is due from students and tenants 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 as 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).

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 17th, 2014, in order to graduate on May 15th, 2014. 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. If an outstanding balance remains for a period of longer than 6 months, the account may be charged a late payment penalty and referred to a collection agency for recovery.

h. Student Employment

A student must see the Human Resources specialist, in room 118 of the Business Office, to fill out the necessary payroll forms before the employment process is complete. A paycheck cannot be issued, until this process is completed.

Wages of federal work study students working for the seminary are exempt from FICA taxes, whereas wages of non-federal work study students are not exempt from FICA taxes.

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.

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

A student must bring the federal work study authorization form, signed by the supervisor and the student, to the Business Office Human Resources specialist and fills out the necessary payroll forms before the employment process is complete. 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 from the time of the application until the loan is paid in full. For borrowers with accounts in repayment who are delinquent the following series of intensive collection efforts are made:
The account is reported to a credit bureau.

Two outside collection firms will attempt to collect repayments. All collection costs are assessed on the amount of principal, interest, and late charges.

If the collection efforts do not result in the repayment of the loan, the institution litigates to collect the account.

If the institution has been unable to collect on the loan despite complying with the procedures, the account is submitted for assignment to the US Department of Education.

A transcript hold is placed 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.

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.

i. 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.

j. Tax Obligations

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

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.

Funds received by students that exceed tuition, fees and books (e.g., living expense) are taxable.

B. Financial Aid

a. Institutional Aid

i. Policies for Institutional Aid

Students enrolled in a degree program offered by Garrett-Evangelical Theological Seminary are eligible for financial aid in accordance with the policies and procedures listed for the individual degree program. Non-degree students are not eligible for either institutional or federal financial aid.

All institutional and federal aid requires at least part-time enrollment. For master degree students this constitutes six or more credit hours per semester, i.e., fall and spring terms. For doctoral degree students part-time status usually constitute three or more credit hours per semester.

Financial assistance consists of self-help (employment/loans) and gift aid (grants, scholarships). Students are strongly encouraged to provide a part of the financial resources for their expenses through savings and ongoing employment.
The budget of the seminary, approved by the trustees, has a designated amount of dollars that is spent on financial aid in a given fiscal year in accordance with the policies and procedures established for each degree program.

The institution participates in the federal student aid programs, which include Federal Direct Unsubsidized Stafford loans, Federal Graduate PLUS loan, Federal Perkins loans and Federal Work Study. These programs are open to US citizens and permanent residents only.

Federal aid is determined through the filing of the Free Application for Federal Student Aid (FAFSA). A later verification process may be required. All recipients of federal financial aid are required to file the FAFSA each year.

New students should complete the FAFSA before matriculation. To be given priority consideration, returning students should complete the FAFSA before June 15th.

Seminary financial aid is divided among the terms of the academic year according to the number of credit hours taken. When a student adds, withdraws, or drops a course, financial aid for that term is readjusted in accordance the credit hours enrolled and the refund policy of the school.

Scholarships are disbursed after the first week of classes. Loans are disbursed after the add/drop date for each term.

ii. 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 services during their October meeting. Modification can be made if there are mitigating situations that occur preceding the next academic year. A fee sheet is generated reflecting the new costs.

Cost of attendance (COA) budgets are established for each program. This budget includes expected tuition and fees, and living expenses for a nine-month period. Living expenses are calculated to reflect an expected cost of living for students in the Chicago metropolitan area.

Students are strongly encouraged to make their own budget to determine what actual costs can be anticipated. The COA budget is an estimate used for
financial aid eligibility. Individual circumstances may affect the amount needed for a given year, whether it is less or more than the COA budget.

iii. Master Degree Students

Degree Scholarships

The scholarship committee is charged with awarding scholarships. Students entering under probation may not be eligible for an award.

Priority consideration is given to students with completed application by January 15th.

Each scholarship offers a specified percentage of tuition for each credit hour taken up to the number required for the degree.

Full-time registration is required (11 credit hours or more) each Fall and Spring term. If enrolled part-time (6-10 credit hours), the scholarship will be reduced by half and rounded to the nearest five percent (e.g., a 45% scholarship will be reduced to 25%).

The scholarship is credited to your student account after the first week of each term and will be changed to reflect added or reduced credit hours.

Students who are in the last semester of their degree program and have not taken the required number of credit hours for their degree program may register part-time while still receiving full-time scholarship funding.

Scholarships do not cover Clinical Pastoral Education (CPE) registration, but does cover the CPE tuition at the stipulated percentage.

Except for pre-approved leaves of absence, students not registering for a full year forfeit their scholarships.

Most scholarships have a minimum GPA requirement that must be met for annual renewal. Leadership Scholarships (55% and above) require at least a cumulative 3.5 GPA. Honor Scholarships (30-50%) require at least a cumulative 3.0 GPA.

Students placed on academic probation will fall to a 25% scholarship grant. After returning to good academic standing, the student may receive their original scholarship.
Scholarships require an annual letter of appreciation to a donor(s), and may require leadership and community involvement each semester.

The scholarship committee retains the ability to revise scholarships under special circumstances, on a case-by-case basis.

### Annual Scholarships

Faculty Recognition Awards: Eligible students must have completed at least 12 credit hours with a cumulative GPA of 3.5 or above, and have a degree scholarship that is less than or equal to 75% of tuition or less. Selection is made by faculty vote. Ten scholarships are awarded each year for the use in the subsequent year is given in addition to any other financial aid awarded by the seminary, but not to exceed a full tuition scholarship.

Ethnic Minority: Four annual endowed scholarships are used to recognize outstanding ethnic and minority students. These scholarships are: the Ethel Ammons scholarship (preference to African American United Methodist Church students), the William Holmes Borders Scholarship (preference to African American Baptists students), the Archibald J. Carey, Jr. Scholarship (preference to African American African Methodist Episcopal Church students), and the Ila Marshal Turpeaur Scholarship (preference to United Methodist ethnic women). Eligible students must have a cumulative GPA of 3.0 or above. Selection is conducted by a faculty cohort. Scholarships are awarded each year for the use in the subsequent year. Scholarship amounts vary.

### Doctor of Philosophy Scholarships

Students accepted in the Doctor of Philosophy (PhD) degree program are awarded a scholarship. The PhD committee is charged with awarding scholarships.

Each scholarship offers a specified percentage of tuition for each credit hour taken up to the number required for the degree, research tools needed for the degree, one semester of pre-candidacy (examination preparation), and first year of research (dissertation).

The scholarship is credited to your student account after the first week of each term and will changed to reflect added or reduced credit hours. Except for pre-approved leaves of absence, students not registering for a full year forfeit their scholarships.
Scholarships require an annual letter of appreciation to a donor(s). The scholarship committee retains the ability to revise scholarships under special circumstance, on a case-by-case basis.

b.  Financial Aid

Students enrolled at least part-time in a degree program 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). Students are expected to complete their application online. The Financial Aid office will receive a copy provided the school code (G01682) is entered during the application.

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

i.  Types of Title IV Aid

Federal Work Study provides part-time employment to students who qualify for financial need determined by the FAFSA. FWS wages are earned through part-time employment and 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.

Unsubsidized Federal Direct Stafford loans are available up to an annual maximum amount of $20,500. The maximum aggregate (or lifetime) amount at the combined undergraduate and graduate level is $138,500. Federal Direct Stafford loan funds cannot apply to charges the school assessed the student in a prior award year. Eligibility for an Unsubsidized Direct Stafford loan is determined by the FAFSA. A Master Promissory Note (MPN) must be signed before a loan can be disbursed and is effective through multiple periods of enrollment. First time borrowers must also complete and Entrance Counseling session. Students withdrawing, graduating or entering repayment must complete an Exit Counseling session if they borrowed from any federal program. Unsubsidized Stafford loans have a fixed interest rate of 6.21%. When a student graduates, withdraws, or ceases to be at least a part-time student the grace period begins. The one-time grace period for loans is six months. Repayment information and schedules are provided by the Department of Education and can be found at StudentLoans.gov.

Graduate PLUS loans are available to graduate degree students. A student can borrower up to their cost of attendance minus other financial assistance. Students must have already applied for the annual loan maximum eligibility under the
Stafford loan program, and must also submit to a credit check. Graduate PLUS loans have a fixed 7.21%. Repayment begins on the date of the last disbursement, but you are allowed deferment while enrolled at least part-time, and for an additional six months grace-period after you cease to be enrolled at least part-time.

Federal Perkins loans are available to students who qualify for financial need determined by the FAFSA. Perkins loans are available up to an annual maximum amount of $5000. The maximum aggregate (or lifetime) amount at the graduate level is $30,000. Perkins loans are fixed at 5.0%. 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 begins nine months after the borrower graduates, withdraws, or drops below part-time status.

ii. Requirements for Federal Loan Programs

Federal Award Letter – After receiving a completed FAFAS, the Financial Aid Office will conduct a need analysis for each student and set a cost of attendance budget for each student. All anticipated grant aid will be packaged along with eligible and available federal awards up to the cost of attendance. This award letter is sent to each student, and each award must be accepted, adjusted, or canceled, and communicated back to the Financial Aid Office.

Master Promissory Note (MPNs) – MPNs are required for all federal loan programs. A Stafford MPN can be used over multiple enrollment periods. For each Graduate PLUS loan a new MPN must be signed. These MPNs can be completed at studentloans.gov. New Perkins loan students must return a signed master promissory note (MPN), which is for their entire Perkins borrowing terms at the institution.

Entrance and Exit Counseling – New student borrowers must complete an Entrance Counseling session, which outlines the rights and responsibilities of being a borrower. Similarly, an Exit Counseling is required for borrowers if they withdraw or fall below part-time. Exit Counseling is a requirement for graduation for student borrowers. Exit and Entrance Counseling sessions can be completed at studentloans.gov.

Verification Process – Verification is a process used to determine the accuracy of data reported by the student applying for student financial aid using the Free Application for Federal Student Aid (FAFSA). A small percentage of application applying for federal student aid are selected for verification by the federal processor. Students may be required to produce a number of documents to verify FAFSA data, and a verification worksheet will
need to be completed. Verification must be completed before federal aid is disbursed.

iii. Withdrawal and Return of Title IV Funds

Title IV funding includes, Stafford, Graduate PLUS, and Perkins loan programs. Title IV funds are awarded under the assumption that the student will attend school for the entire period for which the assistance is offered. Federal regulations mandate the return of financial aid funds if a student withdraws within a certain timeframe during the enrollment period. Since a student begins earning Title IV funds on the first day of attendance, the school may be required to perform a return calculation if the student withdraws. This process is called the Return of Title IV and uses the number of days in attendance and the total days in the enrollment period to determine and return a percentage of funds.

The Office of Student Financial Aid reviews all student withdrawal information to determine if there is any affect to financial aid awards. Federal regulations mandate the return of financial aid funds if a student withdraws within a certain timeframe during the enrollment period.

If a student receives financial aid and:

- The withdrawal process is initiated prior to the first class day the Office of Financial Aid is required to return all disbursed funds to the respective federal, state and institutional programs.

- The withdrawal process is initiated during the term the Office of Financial Aid will calculate how much financial aid was earned based on the amount of days the student attended. All unearned funds will be returned to the respective federal, state and institutional program. The returned funds which were disbursed to the student will appear on the student bill as an outstanding balance due. All unearned Federal Title IV aid will be returned in the following order: Unsubsidized Direct Stafford Loan, Graduate PLUS loans, Perkins loans.

Other types of aid (non-Title IV) may be revised depending on the policy of the administrating agent.
Grant fund amounts are contingent upon enrollment status and credit hours. Awards may be reduced as a result of a withdrawal, LOA or less-than-part-time enrollment status.

The withdrawal is after the student has completed 60% of the term (calculated for each term), the student will have earned all of their financial aid and no return will be required.

A student who has stopped attending all classes and receives all “F” grades during a term or block without officially withdrawing is considered to have unofficially withdrawn. The Office of Financial Aid will review students who have received all F’s on their transcript and contact the student to determine how much of the term’s grade and financial aid was earned/uneared.

iv. Leave of Absences

A leave of absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring a school to perform a Title IV (federal Stafford loans, subsidized and unsubsidized) return calculation.

In order for an LOA to qualify as an approved LOA for Title IV return calculations:

There must be a reasonable expectation that the student will return from the LOA. The LOA, together with any additional leaves of absence, must not exceed a total of 180 days (six months) in any 12-month period; this 12-month period begins on the first day of the student’s initial LOA.

A student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA; and

The institution may not assess the student any additional institutional charges, the student’s need may not increase, and therefore, the student is not eligible for any additional federal student aid (Title IV funds);

If the student is a Title IV loan recipient, the school must explain to the student the effects that the student’s failure to return from an LOA may have on the student’s loan repayment terms, including the expiration of the student’s grace period.
A student granted an LOA that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. If the student does not meet the criteria in this section, the student is considered to have ceased attendance and to have withdrawn from the school, requiring the school to perform a Title IV return calculation.

c. Outside Aid and 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 online 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.

i. 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 5% 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.

ii. Other Denominational Loans

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

iii. 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.

iv. 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.

d. 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 the loan is paid back by the end of the semester. Students requesting an emergency loan must register for and complete a financial literacy course. 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 by the end of the semester it is added to the student’s account and charged a service fee of 1% per month until repaid. 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.

C. Food Service

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

On most 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 other guests are welcome to dine at the cost of $10 per person.

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. In such cases a reduced meal plan may be available depending on class schedule. A reduced meal plan must be approved by the Office of Hospitality & Housing.
For those students taking part in two-week classes during the January term and staying in a dormitory room, the standard meal plan cost $225 for the school year 2014-2015.

Mealplan balances are a use-it-or-lose-it situation. Your unused balance will expire each year at the conclusion of the school term.

D. **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 2014-15 is $3,449.00. The effective coverage period is: 09/01/2014 to 08/31/2015. Students that elect to enroll in the NU sponsored plan (Aetna Student Health Insurance) are required to pay the University Clinic Use Fee. The annual cost of the Clinic Fee is $576.00 with the same coverage period of: 09/01/2014 to 08/31/2015

Covered students may also enroll their dependents into the plan (lawful spouse and/or civil union partner or domestic partner and dependent children up to the age of 26).

To enroll their dependent(s), complete the enrollment application form by visiting: www.aetnastudenthealth.com, selecting the school name Northwestern University. Click on the “Plans & Products Offered to You” link on the left side of the screen and proceed forward from that point. Students may phone the Customer Service Department at: (877) 626-2314 if they prefer. Request that an application form be sent in the mail to their local address. The Dependent Open Enrollment period is: 08/01/2014 - 10/31/2014.

The premiums are: $6,890.00 for a spouse or same sex partner and $4,313.00 per child. The coverage period is: 09/01/2014 to 08/31/2015.

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 the Office of Student Life 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 $576 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. Cash, check, or credit card pays costs beyond the scope of the NU Student Health Clinic plan 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.

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 2015 (Winter) and has not submitted proof of outside insurance, there will be a charge of $2,586.75 for the plan.

9. If a student is entering a degree program in February 2015 (Spring) and has not submitted proof of outside insurance, there will be a charge of $1,724.50 for the plan.

10. If a student is entering a degree program in June 2015 (Summer) and has not submitted proof of outside insurance, there will be a charge of $862.25 for the NU
Comprehensive Plan and Clinic Plan to cover health premiums. (Coverage: 06-11-2015 to 08-31-2015)

**REFERRALS**

When students are enrolled in the NU/Aetna Student Health Insurance plan, they must obtain referrals from the NU Health Service before seeing a Doctor/Specialist in Lake or Cook County in Illinois. **Without a referral, Aetna Student Health will assess the student a $500 Non-Referral Penalty.**

The exception to the referral requirement is when students need to visit an ER, then no referral is required. No referral is required for treatment outside of Lake/Cook Counties. Dependents do not need to obtain referrals, and are not eligible to be seen at the NU Health Service Clinic.

Retroactive/backdated referrals are prohibited under the terms of the NU/Aetna Student Health Insurance 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 $144 each three-month period and is paid to the seminary. The $576 is deducted from students account in October.

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.

E. Housing

a. Types Available
   i. Guest Rooms

Single and double occupancy guest rooms, as well as VIP suites, are rented out on a space available basis in Loder Hall. See page 35.

   ii. 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.

   iii. 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.

   i. 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 available on the Garrett website to incoming students. Upon acceptance into the seminary, completed forms should be sent 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 or quarter) and faculty 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 an apartment is assigned, 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. The deposit is not refundable if the student changes their mind and does not move in.

For students moving into the residence halls, a one-time $300 deposit is due at the time the contract is signed. Residence hall charges are made and payment is due at the beginning of each semester.

ii. 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. Specific 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 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 the residence halls for the academic year, is the Sunday following graduation. Students in residence halls, for an additional charge, 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.

i. Leases

It is preferred that the student come to the Office to sign a lease. However, 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 after move-in depending on circumstances.

iv. 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.

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
v. 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 may be refunded on a pro-rated basis.

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

When an enrolled student has completed all requirements for graduation and accepts an offer of employment.

When an enrolled student relocates to another seminary-owned housing unit.

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.

vi. 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 and $100 for Loder key cards. 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.
vii. 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, Stead 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 Buildings & Grounds for further instructions.

viii. Keys

Keys for apartment and residence halls are obtained from the Housing office. The 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 or emailing the Housing Office ahead of time.

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 $40 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.

The keycards to access Loder Hall contain a computerized chip which must be programmed for access. Residents of Old Dorm may obtain a keycard to access Loder Hall after hours to use the kitchens and laundry facilities. Commuter students may pay $25 deposit to obtain a Loder Hall keycard to access the kitchens. If the keycard is lost or not returned, the replacement fee is $100.
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 and $100 for keycards.

ix. Mail

Student mailboxes are located in the lower level of Loder Hall. All dormitory residents will be issued a campus mailbox.

x. 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).

xi. 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 as well. The seminary is not liable for the initial telephone hook-up fee.

xii. 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 Stead Hall or either Pfeiffer building, 25 feet east of Northwestern-Annenberg Hall, or 25 feet south of the exterior of Stead Hall, 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.
xiii. 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.

xiv. Other items

Alcohol is not permitted in the Residence Halls or anywhere on the seminary campus. 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, partner status, number and ages of children, academic level, full or special student, and any special needs. Only one family unit (customarily meaning spouse, partner 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.

i. 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 & 2 chairs. Gas, electric, water & heat are metered for the entire building. Therefore, a separate charge of $45 per month is levied for utilities in addition to the rent. One or two large efficiencies contain a small separate room or alcove.

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, bookshelf, dinette table & 4 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 Large 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.

ii. 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.

iii. 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, hallways or the courtyards. Out of respect for all tenants courtyards at the apartment buildings are not to be used as a playground or park.

iv. Food Service

Apartment residents may apply for the on-campus board plan in the Office of Housing and Hospitality, (see pg. 25 for more information) but are not required to do so.

v. 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.

vi. Insurance

The seminary does not provide insurance coverage for loss or damage to personal property.

All residents are encouraged to acquire renter’s insurance.

vii. 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 $40 each; keys not returned when moving out are charged at the rate of $40 each. Commercially made copies are not accepted as turn-ins.

viii. Laundry

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

ix. 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

x. 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 or exit from garages are 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 resident’s own risk.

xi. Garbage

Garbage may not be left in the hallways or on the back porches – not even overnight. Tenants must remove garbage immediately to the dumpsters provided behind each building. Composting outside the apartment back doors is not permitted. We have had too much trouble with animals and vermin to be able to allow this practice

xii. 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. An 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.

xiii. 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.
xiv. 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 Stead Hall 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.

xv. 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 purposes 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.

xvi. 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.

xvii. Storage
Storage lockers are located in selected areas of each apartment complex. Residents may store items in these areas at their own risk. Storage lockers must be clearly labeled with the tenant’s name and apartment number. Residents must also 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. We do not have enough storage units for each apartment to have one; therefore, only one storage unit is permitted per apartment.

d. 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 or the Housing Office 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.

e. 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.

f. 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:

i. 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 twin-sized or one full-sized (double) bed, linens, a blanket, pillow, desk, lamp, dresser, closet, and chair. Many 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.
ii. 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.

F. 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

G. At Northwestern (NU)

a. 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 applicable):

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

Memberships are available for purchase by the year in the Office of Student Life. Full-time and part-time students are eligible for the NU gym membership.

Students can choose to enroll in classes at any of the Northwestern University fitness centers instead of purchasing a membership at the Office of Student Life.
b. Services

Norris Center, southeast of the seminary on the lakeshore, is the student union of Northwestern University. In this facility there is 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.

c. 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
SPECIAL NEEDS POLICIES AND PROCEDURES

More broadly than specific preparation for professional church service, Garrett-Evangelical holds the responsibility of determining a person’s fitness for graduation from a seminary institution. It reserves the right, through the special needs process, to determine whether the student may continue to pursue studies leading toward graduation or whether corrective action should be undertaken to enable the student to continue matriculation.

INTRODUCTION

The identification of "a special need" of a seminary student obliges faculty and students to follow the special needs process described below. A "special need" refers to any situation in a student’s relation to his/her theological education which appears to make necessary consultation and action potentially beyond the teacher-student and/or advisor-advisee relationship.

The special needs document outlines procedures to be followed in matters of a student’s potential professional qualifications as well as his/her functioning within the Garrett-Evangelical community. It also describes the regulated procedures for both student and institution in questions of dismissal or suspension of a student’s tenure.

Although Garrett-Evangelical as a seminary of The United Methodist Church shares responsibility with the ordaining and commissioning agencies of the church for the determination of person’s fitness for professional church service, we serve a larger constituency. The special needs process is in part the exercise of this responsibility.

The special needs procedure and criteria are based on the seminary faculty’s interpretation of the nature of professional function in The United Methodist Church and in the wider community as expressed in the various Garrett-Evangelical degree curricula.

Garrett-Evangelical students, including those of other religious traditions, agree by their enrollment to accept these procedures and criteria as part of their theological education and to be bound by them.

A. Outline of Procedure

(The Academic Dean may be directly involved in leading all steps of special needs process except appeal to president and board.)

a. Advisor-Advisee Consultation
A special need is identified by the student himself/herself, the advisor, a member of the faculty or administration, or by other students, and communicated to the student’s advisor. This leads to consultation of the advisor with the student and to a course of action by student and advisor which defines and deals with the special need.

b. Expanded Advisor-Advisee Consultation with Academic Dean

If the Advisor-Advisee Consultation does not deal with the special need to the satisfaction of the student or the advisor or the faculty member who identified the special need, the advisor or faculty member includes in the conversations with the advisee, the academic dean, and any one or several of the following persons: dean of students, other faculty members (or their delegate[s]). The academic dean works with the advisor and student seeking a course of action which defines and deals with the special need.

c. Special Needs Committee

If the Expanded Advisor-Advisee Consultation with Academic Dean does not meet the special need to the satisfaction of those involved, the academic dean asks the chair of the special needs committee to convene the special needs committee (annually appointed by the president) within seven business days.

The convener describes to the committee the special need, reviews the steps taken, and presents any documentation which is considered relevant. The committee elects a chairperson for the committee’s work with that student. The academic dean is informed of their recommendations and the academic dean’s office keeps the report. The academic dean communicates to other administrative offices when that information is relevant to services to the student.

The special needs committee meets with the student’s advisor and, together with the Dean of Students, meets the student. The student may invite a faculty/staff member or a seminary student to accompany him/her. If the student chooses to do so, the name of that person must be communicated three days in advance to the chairperson. The student shall have the privilege of presenting to the committee anyone with knowledge of pertinent facts or of presenting pertinent materials, subject to prior approval of the committee. The committee may, but is not required to, accord the student the privilege of asking questions of the persons with pertinent facts.

If the student (and invitee) fail to appear at the stipulated time and place, the special needs committee may nevertheless proceed.
If the special needs committee makes a recommendation not affecting the student’s tenure, it shall initiate processes of consultation and/or action, which it considers appropriate to meet the student’s need. When in the judgment of the committee the process has met the student’s need, no further action is needed but a report is made to the academic dean and enclosed in the student’s file, and destroyed at graduation.

The chair of the special needs committee communicates the final action to the student and the Academic Dean in writing and informs the student of the right to appeal (d below). The Academic Dean may meet with the committee chair and student to define procedures to address the committee action.

If the special needs committee makes a recommendation affecting the student’s tenure, that is, recommends dismissal, the academic dean shall give at the following faculty meeting as full a report as is needed to inform the faculty of the case. The faculty accepts the report unless new substantial information is presented. In that case, the recommendation may be returned to the committee for further consideration and resubmission. Under circumstances in which the nature of the case permits or demands immediate faculty action, the faculty may opt for another disposition of the case.

d. Appeal to the President

The student may appeal in writing to the president the faculty’s action within two weeks after the Academic Dean’s communication of it to the student.

The President, after consultation with the special needs committee, shall also consult, with or without persons of his/her choosing, with the student, who may be accompanied by a faculty/staff member or seminary student of his/her choosing. The name of that person must be communicated to the President three days in advance.

The president may affirm the decision of the faculty or return it to the faculty for further consideration and resubmission. Under circumstances in which the nature of the case permits or demands immediate action, the president may choose in favor of another disposition of the case.

The president communicates his/her final decision to the student and to the faculty in writing and informs him/her of the right to appeal (e below).

e. Appeal to the Board of Trustees
The student may appeal the action (see d).iv) of the president to the board of trustees within two weeks by letter to the president.

The chairperson of the board of trustees constitutes, within a reasonable period of time, a committee of trustees. The student may submit in writing a statement of reasons for his/her appeal. The committee of the board of trustees, after review of actions taken under b), c) and d), may 1) uphold the president’s decision; 2) request the president to reconsider and resubmit the case; or 3) make its own disposition of the case.

With the communication of the board’s decision to the student, the appeal provisions of the special needs process are exhausted. The action of the board of trustees is final.

Signing the Student Life & Academic Affairs Handbook indicates that students have received this information, including the statement in the Introduction, above, “Garrett-Evangelical students, including those of other religious traditions, agree by their enrollment to accept these procedures and criteria as part of their theological education and to be bound by them.”

The complete text of the Special Needs document, including criteria for evaluation, is available on MyGETS at the office link for Academic Affairs and the Office of Student Life.

B. 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 Academic Affairs/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. See page 55.

C. 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.

D. 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 Northwestern University, 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 Student Life. 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.

E. Sexual Ethics & Boundaries Workshop

All students (except DMin and BGTS) are required to attend one Sexual Ethics & Boundaries seminars before graduation. Two workshops are held during the Fall semester and two workshops are held during the Spring semester. Contact The Office of Student Life.

The Fall-2014 dates are Sept. 27th and 29th

9:00am to 3:00pm in room 205.

For Spring-2015 dates check Garrett-Evangelical calendar

F. Computer/Network Policy Access

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.

G. 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:

That the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the seminary workplace.

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.

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.

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.

H. Hazing Crimes and Bias Incidents

Illinois law provides for criminal and civil penalties against and 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 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.

I. 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.

J. 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
teach, 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:

   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.
A tutoring program to assist students with written English. Tutors have scheduled hours throughout the week.

International students are encouraged to enroll in the Theological Research and Writing course.

Regular meetings at Garrett-Evangelical to discuss concerns as well as current immigration policies.

K. NU Net ID and E-Mail

Policies governing the use of this system can be accessed at http://www.it.northwestern.edu/polices. 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 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.

L. 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
Who is eligible: In general, all students living outside the walking zone.

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.

Registration procedure: Vehicle registration is administered by the parking Office on the Ground Floor of the NU Visitor’s Center at 1841 Sheridan Rd. 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, their vehicle registration and current housing contract or lease. Permits are non-transferable. Parking office personnel reserve the right to request additional documentation as necessary to verify address, affiliation and vehicle ownership. Northwestern will penalize students that submit fraudulent information.

Cost: $525; quarterly permits are $131.25; monthly permits are $43.75; and daily permits are $8.25 for the academic year 2014-15.

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.

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.

Permit replacement: A $7 fee will be charged to replace a permit. The original permit must be returned to the Parking Office.

The Parking Office reserves the right to deny parking privileges to habitual violators.

b. Types of Permits

Special permits

Handicapped permits: 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.
Carpool permits: 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.

Temporary permits: Issued at the daily rate of short-term parking ($8.25). The expiration date, month, and year must be scratched off or punched out. These permits are issued at no cost to permit holders in emergencies.

One-day visitor permits: Issued at the daily rate ($8.25) 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.

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.

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.

Sports and Aquatic Center permits: 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.

c. Violations/Assessments/General Enforcement/Towing

Assessments for violations

a. No valid permit $50.00

b. Unauthorized permit $50.00

c. Altered permit $250.00

d. Incorrect permit for lot $30.00

e. Permit or hang tag not properly displayed $10.00

f. Permit not facing aisle $5.00

g. Parked on walk or grass area $30.00

h. Blocking traffic lanes, service areas, posted areas, hydrants $40.00
Parking over lines or in two spaces $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 lane violation $40.00
o. Immobilization (booting) fee $125.00

Enforcement

General enforcement

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 and reserved spots, which are listed below. Note that semester breaks are not holidays and permits are required.

Vehicles must not back into or pull through parking stalls. The permit must always face the driving aisle.

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.

Towing

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.

Vehicles bearing a valid permit receiving four or more violations of any type, excluding under appeal, are subjected to commercial towing.

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.
Violation payment: Violations must be paid at the Parking Office, located 1841 Sheridan Rd., Monday through Friday, 8:30 am until 4:00 pm.

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.

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.

Emergencies or Special Events/Legal Liability

The chief of the University Police Department may establish and enforce temporary parking restrictions deemed necessary for the safety and convenience of the university.

*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.*

M. 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. Student can take advantage of the counseling program once while studying at Garrett-Evangelical.

When a student feels the need for professional counseling they are encouraged by a faculty member to seek professional counseling, the seminary may be able to provide limited financial support.

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).

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.
Before the first session has been scheduled with a counselor, students seeking seminary financial support must submit a Counselor Center Verification form to the Office of Student Life. After the request has been approved, the student may schedule an appointment with the counselor.

If the student encounters problems, she or he should notify the Dean of Students.

OPTION: Students may contact outside counselors at their own expense.

N. 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 and though 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 Student Life.

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

The definition of racism in this document includes: 1) innuendoes and derogatory remarks, and actions and/or statements of 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) uses and abuses of power which intimidate, coerce, or otherwise impede a person or group from full participation in the community predicated on their race; 3) words or actions of intent which 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 intent or result 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.

a. 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.

b. 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) workings 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 both 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 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.

2) It may dismiss the complaint, and:

   a) It may, upon request of the one charged, include that dismissal in the record of the one charged.

   b) It may decide to destroy the record.
c) It may admonish the complainant.

d) 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.

O. 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:

(2) Submission to such conduct is made, whether explicitly or implicitly, a term of condition of an individual’s employment or academic standing; or

(3) Submission to such conduct by an individual is used as the basis for employment or academic standing decisions affecting such an individual; or

(4) 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.

The seminary will honor the victims request to change their living situation after an alleged sexual offense.

**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.

**P. 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, ad restrooms) and in any designated outdoor area. In additional, in order to prevent the passage of tobacco smoke form 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 Hal, 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 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.

Q. Student Governance-Student Council (StuCo)
   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 students 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.

Committees

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 Student Life. 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 (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.

f) 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 are online via
moodle.

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.

g) Fall elections

20 persons elected:

○ 5 first-semesters (student members at-large)

○ 5 first-semester students for committee membership (1 for each committee)

Election structure:

Nominations take place the week prior to elections. Nomination ballots go out via

(a) 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.

h) 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%.)
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 funding

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.).

R. 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 1/2 x 11 paper and are very inexpensive. 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. Original copy must be given to the publication worker no less than 24-hours before the desired copies are needed. 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.

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.

S. 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.

T. 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.

U. Disability and Accommodations

Consistent with its mission to educate people for varied Christian ministries in church and society, Garrett-Evangelical Theological Seminary is committed to providing equal access to its programs of graduate professional education for all qualified students with learning, physical, medical or psychological conditions. Section 50 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. Accordingly, the Seminary aims to provide reasonable accommodation for qualified individuals with disability to ensure their access and participation in Seminary programs.

Once admitted to Garrett-Evangelical, but at least six weeks prior to matriculation, entering students requesting accommodations should petition the Office of the Dean of Students. Current students should petition as early as possible, but at least six weeks prior to the beginning of each semester in which accommodations are requested. Late submission of documentation may result in a delay in implementing any accommodation plan.

In support of the written petition, students must submit current, relevant documentation of a disability from a qualified health professional. The Associate VP of Enrollment Management or Academic Dean may forward these materials to an educational consultant with special training in disabilities who will suggest appropriate action to the Seminary.

► Medical documentation must be reviewed and updated at the beginning of each semester you are enrolled.

► All completed forms will be returned to the Office of Student Life and copied to the Academic Affairs Office.
Appropriate documentation should include:

- A description of the disability, including duration and severity;
- Test scores and interpretation, where relevant;
- Information concerning prescribed medications and their potential side effects;
- Assessment of substantial disability-based limitations and how they relate to the educational environment;
- Recommendations concerning specific educational accommodation.

Student must provide medical updates from their medical physician each semester.

All medical documentation must be reviewed and updated every semester. The Seminary reserves the right to request additional documentation, if needed. No documentation will result in a waiver of Garrett-Evangelical admissions policies, regulations regarding acceptable behavior or course objectives and requirements, including the attendance policy. All costs for testing, assessment and implementation are the responsibility of the student, although testing costs may be reimbursed by health insurance companies. Educational consultant charges are the responsibility of the Seminary. After receiving all documentation, the Dean of Students, in consultation with the Academic Dean, will recommend specific accommodations. Implementation expenses, if any, are the responsibility of the student.

The Disability and Accommodations packet can be obtained from the Office of Student Life or in MyGets on the Office of Student Life page in the handouts.
PHONE NUMBERS

EMERGENCY PHONE NUMBERS
Northwestern University Police 911
Northwestern University Police/Non-emergency 847-491-3254

Personal Concerns: Student Issues, Hospitalizations, Emergency Notifications, ETC.

<table>
<thead>
<tr>
<th>Day &amp; Evening Contacts</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cynthia Wilson</td>
<td>847-866-3936</td>
<td>404-713-8603</td>
</tr>
<tr>
<td>2. Barbara Adams</td>
<td>847-866-3939</td>
<td>847-650-5834</td>
</tr>
</tbody>
</table>

FOR ALL EMERGENCIES

& CALMLY STATE

♦ Your name
♦ The building and location of the emergency
♦ The nature of the emergency (sickness, bodily injury, fire, chemical spill, etc.)
♦ Hazards present that may affect responding emergency personnel
♦ A phone number near the scene where you can be reached.
♦ Wait for instructions from emergency response personnel.
♦ In the case of evacuation:

Do not re-enter the building until told it is safe to do so.

After Hours Emergency Procedures: Fire Theft, Injuries or Vandalism

Step 1: Call 911 and give specific information of location and nature of call.

Step 2: Notify the Office of Building and Grounds by calling the following numbers, listed in order of succession, until you speak with someone. Remember to leave a message if there is no answer at each number so your call can be returned.

<table>
<thead>
<tr>
<th></th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. John Carter</td>
<td>847-691-4290</td>
<td>847-328-7185</td>
</tr>
<tr>
<td>2. Zak Grahovac</td>
<td>847-791-0141</td>
<td>847-492-0502</td>
</tr>
<tr>
<td>3. Cheryl Larsen</td>
<td>847-866-3994</td>
<td><a href="mailto:cheryl.larsen@garrett.edu">cheryl.larsen@garrett.edu</a></td>
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Step 3: Return to the location of the emergency to be available for police, fire department, ambulance, etc. for further information. If possible, position another trusted person by the phone to relay or accept additional information from seminary, Northwestern University or City of Evanston personnel.

Step 4: Subsequently, be sure that an Incident Report (see page 58) is registered with the Buildings and Grounds and Business Affairs, especially when the emergency involved any injuries or damage.

Maintenance Concerns

Day Time
1. Cheryl Larsen
   Office 847-866-3994

Extreme Emergency
1. John Carter
   Office 847-866-3994
2. Barbara Adams
   847-866-3939
3. Dale McClain
   847-866-3920

Evenings
1. John Carter
   Home 847-328-7185
2. Zak Grahovac
   847-492-0502
3. Barbara Adams
   847-492-0502

On-campus Barb Adams 847-847-866-3939 or 847-650-5834.
Off-campus Apartments Only Nestor Fuentes 847-791-0172
FREQUENTLY CALLED PHONE NUMBERS

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
AT&T 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
UNITED STATES POST OFFICE 847-328-6201
VOTER REGISTRATION (City Clerk) 847-866-2925
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