

a program in which qualified students study overseas while completing requirements for graduation at Andrews. This language and cultural immersion is available in nine locations: Argentina, Austria, Brazil, France, Greece, Italy, Singapore, Spain, and Taiwan. Participation is not limited to language majors. Contact the chair of the Department of International Language Studies for further information.

Undergraduate students may study abroad in the **Andrews University Year in England at Newbold College** program. The purpose of this program is to allow students to participate in a culturally enriching academic experience. Information about this program can be secured by writing Newbold College or contacting the Dean of Affiliation and Extension Programs at Andrews University. Students should make application directly to the Admissions Office, Newbold College, Binfield, Bracknell, Berkshire, England RG42 4AN.

## STUDENT HOUSING

Andrews University offers several choices of living quarters to meet students' needs.

**Residence Halls.** The university maintains two men's residence

## STUDENT LIFE

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### Campus Ministries

*Campus Center, Main Floor* 471-3211

### Campus Safety

*Seminary Drive* 471-3321

### Career Planning and Placement

*Campus Center, Main Floor* 471-3141

### Counseling and Testing Center

*Bell Hall (Education Building)* 471-3470

### Graduate Student Association

*Bell Hall (Education Building)* 471-6606

### Housing Office

*Garland Apts., Building G, Ground Floor* 471-6979

### International Student Services

*Campus Center, Main Floor* 471-6688

### Intramural Hot-Line

*Johnson Gymnasium* 417-3434

### Office of Student Services

*Campus Center, Main Floor* 471-3215

### P.A.R.T.Y. (Positive Attitudes Related to Youth)

*Campus Center, Ground Floor* 471-6277

### Residence Halls

*Meier/Burman* 471-3390

*Lamson* 471-3446

### Student Activities

*Campus Center, Main Floor* 471-6315

### Student Health Office

*Campus Center, Main Floor* 471-3111

### Student Labor and Insurance

*Administration Building, Main Floor* 471-6570

### Undergraduate Student Association

*Campus Center, Ground Floor* 471-3250

The university is concerned with educating the whole person—mentally, physically, spiritually, and socially—based on the philosophy of Adventist education. It recognizes that one's career can neither be complete nor balanced without ample provision for spiritual, cultural, and social needs. Therefore, many activities not directly related to the instructional program are available. Each student has an opportunity to take part in those of his/her special interest.

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

### **FOOD SERVICE**

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

### **MEDICAL SERVICES**

**Required Medical Records.** Michigan State Law requires all first-time students to supply certain medical records to the school of their choice before registration can be completed. The required records are those for (1) Tuberculosis Screening and (2) Measles, Mumps, and Rubella (German Measles) Immunization (MMR). See the admission section of this bulletin for detailed requirements.

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

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

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

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

### **HEALTH-RELATED CONCERNS**

**Insurance—Sickness/Accident.** Every international student in “student status” and every other student register

**Student Review of Educational Records.** It is the policy of the university that students may inspect and review their educational records and may, if they believe the records are incorrect, seek to have the records corrected through appropriate review procedures. Students who wish to review their academic records should set up an appointment through the Academic Records Office. Students wishing to review their student life records should make an appointment with the Student Services Office.

**Releases to Third Parties.** In accordance with the Family Educational Rights and Privacy Act, Andrews University limits disclosure of educational records or personally identifiable information without the student's written consent, except to agencies having a recognized legal need for the information.

The Family Educational Rights and Privacy Act gives institutions the right to define certain classes of information as directory information. The institution does not have to obtain consent from the student to release this information. Therefore, Andrews University has classified the following as directory information: name, local address, local phone number, major field of study, year in college, E-mail address, dates of attendance, degrees or certificates (with dates), scholarships, honors received, awards received.

Students may restrict the release of all items of directory information at the beginning of each semester. This must be done by Friday of the first week of classes. A form for requesting such restriction is available at the Academic Records Office.

Andrews University reserves the right to determine the manner in which directory information may be released or to whom it may be released without the consent of the student.

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

## STUDENT EMPLOYMENT

**Eligibility Pre-Employment I-9 Form.** Before working on campus, all students (both U.S. citizens and others) must personally have a validation interview with the Student Employment Officer (Administration Building) at which time the officer and the student will make a joint sworn statement on the appropriate I-9 legal declaration form.

**Employment Eligibility Certification.** The Immigration Reform and Control Act charges all employers to examine and verify certain documents that establish the employment eligibility of all new employees. New and returning students who have not completed an I-9 for Andrews University work in the past and who plan to seek any employment on the Andrews University campus must supply documents of identity and employability. Some documents serve for both purposes (List A), but if not available, two documents may be presented (one each from List B and List C). The following are acceptable documents:

### LIST A

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

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- Certificate of Naturalization (INS Form N-550 or N-570)
- Unexpired foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization

- Alien Registration Receipt Card with photograph (INS Form I-151 or I-551). Also known as Green Card or Permanent Residency Card
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688A)
- Unexpired Reentry Permit (INS Form I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)

### LIST B

#### Documents That Establish Identity:

- Driver's license or ID card issued by a state or outlying possession of the United States if it contains a photograph or information such as name, date of birth, sex, height, eye color and address
- ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority.

For persons under age 18 who are unable to present an identity document listed above (for List B):

- School report or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

### LIST C

#### Documents That Establish Employment Eligibility:

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

*All documents presented must be original.*

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

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

**Employment.** The university (an equal opportunity employer) provides work opportunities for students and, when available, their spouses. Work for academy students is limited. Andrews University currently spends more than \$4,000,000 on student-related employment annually. Rates start with the minimum wage rate of the Wage and Hour Law. The university allows students to

work, as work is available, up to 20 hours per week during the academic year. Several regional hospitals and a number of schools offer employment to qualified persons. Commercial and manufacturing firms are also located within 12 to 15 miles of the campus. Residence-hall students may not take off-campus employment without permission from the vice president for student services.

Students should schedule regular blocks of time (half days Monday through Friday) to maximize work opportunities. Undergraduate students currently enrolled for a minimum of 12 Andrews credits and graduate students currently enrolled for a minimum of 8 Andrews credits are eligible for on-campus work.

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

**Employment (International Students).** International students on non-immigrant F-1 or J-1 visas may accept on-campus employment up to 20 hours per week according to current immigration law. Persons on F-2 visas may not work in the United States.

the International Student Services office upon arrival on campus.

The personnel at the International Student Services office are designated school officials (DSOs). They are appointed by Andrews University and authorized by the US Immigration & Naturalization Services (INS) to advise international students regarding US immigration laws and regulations, particularly in the areas of academics, employment, and travel.

The International Student Services office communicates information by several means. First, there is the International Student Orientation which is required upon arrival at Andrews University. Failure to attend this orientation will result in a fine to the student of \$75. Arrangements for a new orientation session will be scheduled in order for students to continue their studies at A.U.

Other means of communication include the Andrews University Bulletin, the International Student Services website, the Andrews Agenda, newsletters, and e-mail. It is required that all international students update their changes of address with the A. U. Records Office. They are also advised to provide their phone numbers and email addresses to the university as well as to the International Student Services Office. If there are any changes in the visa status, international students should report immediately to the International Student Services office so that the change of status may be entered into the main university system .

**General requirements for maintaining status as international students:**

1. Have at all times a valid passport (except Canadians who travel by land).
2. Come directly to Andrews University and attend the school that issued the I-20 for at least one complete semester.
3. Continue to carry a full course of study.
4. Leave the United States once the courses for the academic program are completed.
5. Apply through the International Student Services office for a new I-20 if it is desired to change programs or to continue for another academic level within the same school.
6. Keep the I-20 or IAP-66 updated at all times.
7. Maintain a legal work permit (on or off campus according to INS regulations).

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

**ATTENDANCE AT ANOTHER SCHOOL**

International students that come to study with an Andrews

### **EMPLOYMENT FOR J-1 and F-1 STUDENTS**

Immigration laws are very strict about employment. International students desiring to work must be sure to comply with these laws. **UNAUTHORIZED OFF-CAMPUS EMPLOYMENT CAN LEAD TO DEPORTATION.**

J-1 students may engage in two kinds of employment: 1) academic training related to the course of study, or 2) work on-campus or off-campus for a maximum of twenty hours per week while school is in session and full-time during vacation. J-1 students must obtain a letter from the Treasurer's Office of the General Conference authorizing employment before beginning work.

**Academic Training.** Employment which is directly related to the course of study is permitted by the INS while the J-1 student is enrolled in school, or if begun no later than 30 days after completion of the program. A letter from the General Conference authorizing academic training is also required. Please contact the Office of International Student Services for further details.

The INS permits F-1 students to work on-campus a maximum of twenty hours per week while school is in session, and full-time during vacations, breaks, and holidays. On-campus employment is not permitted by the INS after completion of a degree unless the student has a new I-20 for another program of study.

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

**Clinicals, Practicums, or Internships.** International students who have a required clinical, practicum or internship as part of a degree program MUST apply for Curricular Practical Training and receive the CPT stamp on the I-20. Failure to do so may cause problems at the internship site.

**Optional Practical Training (OPT).** Optional Practical Training is an optional work benefit for F-1 students intended for practical work experience in their major field of study. Upon INS approval, a student receives work authorization to do OPT anywhere in the United States for a total of 12 months. OPT can be done before and/or after completion of a degree. (More information will be provided by the International Student Services office).

### **ACCEPTING PUBLIC BENEFITS IS ILLEGAL**

Often hospital or medical clinic personnel encourage international students to accept Medicaid, or other government benefits for prenatal care, birth of baby, WIC programs etc. **DO NOT ACCEPT PUBLIC BENEFITS.** Doing so is considered by INS to be a violation of your non-immigrant status. Such students will be required to pay back the money received and may risk deportation.