



NORTH PARK THEOLOGICAL SEMINARY

STUDENT HANDBOOK

Welcome to North Park Theological Seminary! This handbook is a companion to the NPTS Catalog (available through the North Park website), and contains further information regarding seminary life, including policies, procedures, services, and opportunities. Please be sure to familiarize yourself with these documents, as you are responsible for the information they contain. They will also provide valuable information to help you make the most of your time at North Park.

If you have any questions regarding the information contained in this handbook, please contact Seminary Student Services.

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CENTERS, ORGANIZATIONS AND COMMITTEES

The C. John Weborg Center for Spiritual Direction

Spiritual direction is a unique ministry of listening with others to discern the voice of God. The seminary offers a 15 credit certificate in this field. The Center operates on a cohort model for the 25 month course of study. Three classes are on campus in July and two are online between summers. Applications are due each year on March 31. Visit the website for more information.

The Center for Spiritual Direction began in 2005 with its first cohort of 20 participants. During three one-week summer intensives and two year-long practicums, students may earn 15 credits and a Certificate in Spiritual Direction. In year one, participants begin by discerning and affirming their call and giftedness to the ministry of spiritual direction. In addition to course work, receiving and giving direction are core requirements of the program. Visit the website for more information.

The Center for World Christian Studies

The Center for World Christian Studies (CWCS) is a cooperative venture between North Park Theological Seminary (NPTS) and the Department of World Mission of the Evangelical Covenant Church. CWCS exists to engage students, missionaries, national church leaders, pastors and congregations together in intercultural biblical reflection, promoting God's mission among people around the world. In addition to regular course offerings that fulfill church and world core requirements in the NPTS curriculum, this engagement is facilitated by offering guidance for NPTS and NPU students discerning God's call on their lives for participation in cross-cultural mission and ministry.

The Center also provides training opportunities, assessment and evaluation tools, and support resources to churches, mission pastors, and mission committees who send missionaries directly from their local congregations. It connects non-western scholars within the Covenant mission network with the academic, social and spiritual life of the North Park community. It encourages each student and faculty at NPTS to participate in international cross-cultural mission and ministry experiences, including internships and field education, with opportunities for group reflection and input from national leaders.

Additionally, the Center promotes the discipline of missiology throughout the curriculum of NPTS and the university by developing interdisciplinary courses addressing relevant global and missiological topics in the context of the various fields of study. Its aim is to prepare current and future leaders of the Covenant church to better engage with the cross-cultural context of the world.

The Center for Youth Ministry Studies

The Center for Youth Ministry Studies is a unique partnership of North Park University, North Park Theological Seminary, and Make and Deepen Disciples area of the Evangelical Covenant Church. The Center's purpose is to develop and equip men and women who minister to youth, and their families, churches, and communities.

The Center offers undergraduate and seminary education, the integration of formal education with practical experience, a focus on the spiritual formation of students, and an emphasis on addressing church-based and parachurch-based ministry needs.

The Center for Youth Ministry Studies is located in the annex of Nyvall Hall. Students can visit the Center for information about upcoming courses, internships, job opportunities, lectures and conferences, and resources in the area of youth ministry. For more information, contact the Center for Youth Ministry Studies by calling (773) 244-5207 or e-mail cyms@northpark.edu.

Partners in Ministry (PIM): Serving, Connecting, and Encouraging Seminary Spouses

PIM seeks to give spouses the opportunity to learn and grow while discovering their unique identity in Christ, and to prepare and strengthen couples for ministry. With this goal in mind Partners in Ministry (PIM) and its educational branch, Partners' Enrichment Program (PEP), have been established. PIM and PEP offer opportunities to gain friendship, spiritual growth, education, and practical skills. Together they help spouses discover and nurture the gifts God has given them and prepare them for their future beyond seminary. To find out more about PIM and PEP contact the current leadership team directly at [\[northparkpim@gmail.com\]](mailto:northparkpim@gmail.com)

Student Association

The NPTS Student Association consists of all NPTS students who are represented by an elected Student Council. The Council consists of a president, vice-president, secretary, vice-secretary, treasurer, and committee chair-persons. Ex-officio members include the housing coordinator, representatives from the faculty, Partners in Ministry and other recognized student organizations. Within the Student Association there are four standing committees: Community Concerns, Outreach/Missions, Social, and Financial/Academic. These committees are composed of a chair from the Student Council and representatives from the student body.

The Council meets each month to address students' needs and concerns and to plan social events for the student body. It also provides a student representative to the administration, faculty, and the NPTS Board of Trustees. Elections are held in the spring of each year. Students who are not members of the Student Council are strongly encouraged to bring ideas and concerns to Council members.

University Ministries

University Ministries (UMIN) is a department dedicated to the spiritual formation of the North Park University community. Most programs are focused on undergraduate students, but UMIN collaborates with NPTS to provide meaningful ministry opportunities for seminary students. These include facilitating a small group, leading a Bible study, advising Global Outreach trips or serving as a site leader for Urban Outreach. UMIN may have a limited number of internships available for seminary students.

Faculty/Student Committees

Several faculty/student committees address needs within the community. These include:

Chapel

The Chapel Committee plans the weekly chapel and other special worship services as requested by NPTS administration. More information about chapel services at NPTS can be found under the “Chapel/Prayer Room” heading in the “Community Life” section below.

Globalization and Diversity

The Globalization and Diversity Committee is chaired by the Director of the Center for World Christian Studies and is composed of members of the faculty, administration, and student body. Its purpose is to evaluate, advise, and advocate for issues of diversity and globalization within the seminary community. This includes issues of curriculum and course content, leadership and administration, devotional life and student life. Our goal is to help NPTS adequately represent the diverse and global nature of the Evangelical Covenant Church as well as the Church around the world. It addresses the reality that students join our community from diverse backgrounds and are preparing to serve in a diverse world.

Women and Ministry

This committee promotes awareness and education concerning women serving in ministry roles. It includes faculty and students and exists to promote women in ministry by planning and executing social and educational events.

Contextual and Lifelong Learning Committee

The Contextual and Lifelong Learning (CALL) Committee have regularly scheduled meetings to review student submitted Advance Standing Request for credits based on ministry work prior to seminary matriculation. The committee also address other matters related to the CALL programs, forms, frameworks and promotional material. This committee is chaired by the Director of CALL, and includes faculty and staff representation.

COMMUNITY LIFE

Campus Communication

Nyvall News and Notes is our main method of communicating all things Seminary. It is published as a blog and a link sent to community members each week. It contains a main article related to the seminary community as well as the upcoming events, chapel corner, and general and special announcements. If you want to place an announcement in Nyvall News, it must be submitted to Seminary Student Services (semservices@northpark.edu) by 4:30 PM on Wednesday, be 100 words or less, and in Times New Roman 11 font. All announcements are subject to administrative approval

Bulletin Boards

There are bulletin boards throughout the building with information from the different committees and organizations on campus.

If you would like to have something posted on a bulletin board, come to Student Services for approval.

Daily Announcements

North Park University e-mails announcements to all community members throughout the school year.

This includes campus wide special events, job opportunities, information on intramural sports, and security alerts. Students may submit announcements pertaining to Seminary or University sponsored events by e-mailing announcements@northpark.edu. All requests must be formatted in Arial size 10 font with no more than 100 words.

E-mail

All students are given a North Park e-mail account. Once a student pays their tuition deposit, their e-mail account name is assigned. It is then the student's responsibility to set up their account and password.

Follow the instructions that are here: <https://www.northpark.edu/seminary/admissions/admitted-students/next-steps/>

Further information is available here: <http://www.northpark.edu/Campus-Life-and-Services/Information-Technology>

Students are required to check their North Park e-mail. Faculty and administrators at the Seminary and University rely on e-mail to communicate quickly and effectively with students. Students may have their e-mail forwarded to a personal account by following a link on the Computer Services webpage.

Mailboxes

Mail is distributed each weekday to individual mail boxes outside the student lounge located in the lower level of Nyvall. Students are expected to check their boxes regularly for U.S. mail, intercampus memos, returned papers, notification of checks or packages, and seminary information. *Students must keep their contact information updated in WebAdvisor.*

Campus Security and Safety: A Shared Responsibility

At North Park we are concerned with the welfare of every person on our campus—student, staff, faculty, and visitor. However, North Park is an urban campus and no campus is completely immune from the pressure of the surrounding community. Precautions must be taken to create a safe and secure campus. This first involves minimizing criminal opportunities wherever possible, including locking apartment doors, not leaving valuables in cars, hallways, or open rooms, and using lockers provided when necessary. This also includes encouraging North Park community members to be responsible for themselves and the security of others. You are encouraged to report any suspicious behavior or persons to security with utmost haste.

The University has established the following policies, procedures, and resources to help keep our campus safe. We hope that you will use this information to help foster a safe environment.

Security Services

Located at the west entrance to Carlson Tower (south of the Viking Café), the Office of Campus Security employs active and retired law enforcement personnel from local and state police agencies to maintain safety on the North Park Campus. North Park security officers patrol the campus 24 hours each day, 365

days per year and maintain radio contact with the Campus Center desk at all times. They have the authority to stop, detain, and question anyone suspected of committing a criminal offense on campus. Because they are law enforcement professionals, our security officers have power of arrest. Security officers enforce all rules and regulations of the institution.

Due to their law enforcement training and background, North Park security officers have close working relationships with state and local Chicago law enforcement agencies. These agencies are responsive to North Park's security needs and readily provide additional support when requested. Many of our officers are assigned to the local jurisdiction (District 17) and are, on a daily basis, aware of any criminal activity in the area and of the actions of local police. The local police commander takes an active interest in our campus and meets at least annually with administrators and the director of security to discuss security issues of mutual concern. We are fortunate in being able to tap the resources of the Chicago Police Department.

In the case of a criminal incident, security personnel will:

- Respond to the incident as required
- Investigate the incident and prepare a North Park Security Incident Report
- Contact the local police agency and have an official police report prepared
- Summon additional support from the local police agency if needed
- Contact the local police agency for support in any follow-up investigation.

How to Report a Security Incident

If members of the campus community witness or have knowledge of a criminal incident or are victims of an incident, it is their duty to report it immediately.

- **Emergencies:** For campus emergencies, call Campus Security, ext. 5600 (via the Magnusson Campus Center desk: ext. 6200 on campus phones, or 244-6200; then press 0) and request that a security officer be dispatched to the location. Security officers are equipped with portable radios and remain in constant contact with the Campus Center desk attendant. Campus emergency telephones can be used simply by pushing the button and speaking through the built-in speakerphone when there is a response. Persons observing a crime in progress should contact local police by dialing 911 and then notify Campus Security personnel. In the entry areas of the residence halls, desk attendants are able to call both the Campus Security and the local police from the desk.
- **Non-emergencies:** For situations where an immediate response by Campus Security or the police is not required, report your concerns to Campus Security via the Magnusson Campus Center (244-6200), or directly to the Campus Security Office (244-5780). The Campus Center desk attendant can put security personnel in touch with you. We invite you to report any concern or observation regarding campus security, whether a serious emergency or a minor incident.

How Information is Shared

When a criminal incident occurs or crime pattern arises which threatens the safety and/or security of the community, the Security Office informs the campus. The vice president for administration and finance may call a meeting with the emergency management team (including the university and seminary deans of students and the director of security, human resources and communications among others) to determine the most effective approach and process for information dissemination. Depending upon the nature of the incident, the committee may send flyers in the form of a security bulletin or alert, post bulletin board messages, contact residence hall directors and personnel, utilize campus publications, alert the local media, or in some cases send individual correspondence.

Emergency Telephones

North Park has installed emergency telephones throughout the campus. The exterior phones are readily recognizable by the blue light on the top of the column. Additionally, interior emergency telephones are installed in the men's and women's locker rooms and the practice area in the basement of the music building. These phones dial an emergency number at the Campus Center desk directly by a push of a button. After someone answers, a conversation can be conducted through the built-in speaker. Campus Center can dispatch security personnel immediately. The blue light on the exterior emergency telephones

is always on; however, a strobe automatically activates when the button is pushed on the emergency telephone. The strobe indicates to others in the area that a security emergency is being reported.

Sanctions for False Reports

Misuse of the emergency telephone is a very serious security infraction. It is at the very least a breach in our community's mutual trust. It is akin to yelling "Fire" falsely in a crowded room or making a false report to the police. Because of the severe violation of the community's trust and the unwarranted diversion of personnel charged with protecting the campus, misuse of the emergency telephones will be severely penalized as follows:

- Fine: \$500 for knowingly signaling a false emergency. This applies to students and employees
- Official Action: All students and employees will be subject to existing applicable North Park disciplinary procedures and, depending on the nature of the infraction, may be subject to criminal prosecution.

It is the responsibility of each member of the community to report any observations of misuse or vandalism of these telephones.

Please see the website for more information: <http://www.northpark.edu/About/Campus-Safety-and-Security>.

Campus Security also offers a Safety Shuttle. See the information here for details:

<https://www.northpark.edu/campus-life-and-services/campus-services/campus-safety-and-security/viking-shuttle/>

Computers

Help Desk

The preferred way to get help with computer problems on campus is for students to submit a help desk ticket via the web. The help desk system can be accessed through the North Park website:

<http://www.northpark.edu/Campus-Life-and-Services/Information-Technology> . This website provides tips and advice to help you determine the source of your problem.

Canvas

North Park Theological Seminary uses the Canvas platform as a tool for communicating and educating in on campus and on-line courses. The Center for Online Education can answer questions and provide additional help. <http://www.northpark.edu/Academics/Online-Education>

Computer Labs

Computer labs for student use are in Brandel Library. The language lab in the basement of Brandel Library has Bibleworks software for seminary student use. The labs are available for use by all North Park students with a valid ID and for spouses who have paid the annual fee. Hours are posted on the Library Webpage. Printers are also available. Your ID card is loaded with \$20 of copying each semester. To add money to your card, go to the University Student Administrative Services Building and they will assist you.

WebAdvisor

WebAdvisor is the platform used by NPTS for registration and account information. All students use this program to register for, drop and add classes, to check their student account and financial aid, to view their grades and transcript, to pay their tuition and rent, and to update their address. Prospective students may check their admission and financial aid status. Links to specific areas of WebAdvisor can be found at: <https://my.northpark.edu> portal. **Students must update any contact information on WebAdvisor.**

Chapel/Prayer Room

Chapels and other aspects of worship at North Park Theological Seminary are the responsibility of the Chapel Committee. Chapels strive to be inclusive of the variety of denominational and cultural

backgrounds within our student body, and also serve to teach about historical forms of worship within the Evangelical Covenant Church.

Morning chapel services are a time to worship and rejoice, to be challenged and renewed. Services are held in Isaacson Chapel on Thursdays at 11am, followed by a community lunch. Chapels may vary between testimony and song, prayer, communion, and services of the Word. When chapel is in session, students are asked to enter Isaacson through the back door. This door can be reached by exiting the front of Nyvall Hall and turning right. It can also be reached via a stairway located at the east end of N-1. Food and drink is prohibited in the chapel.

A prayer room on the south side of Isaacson Chapel may be accessed through the front of the chapel or by a stairway located at the south end of the basement near N-1. It is open from 7:30 a.m. to 11:00 p.m. daily for private or group prayer and meditation. It is also used for spiritual direction throughout the week. Please see the door for available times.

Employment

The North Park University Human Resources Office is located on the third floor of Old Main. NPU Employment opportunities are listed on the website under Human Resources.

(<http://www.northpark.edu/About/Prospective-Faculty-and-Staff>)

The University Website also has Employment Opportunities listed under Campus Life.

<http://www.northpark.edu/Campus-Life-and-Services/Career-Development-and-Internships>

International Students

North Park University is home to many international students from a wide variety of countries. The International Student Services Office has been established to provide orientation, counseling, advising, and referral services specially designed for the international student. The office also assists international students with immigration details vital to helping non-immigrant students obtain their educational objectives. All international students should report to the International Services Office upon arrival. More information is available here: <http://www.northpark.edu/Campus-Life-and-Services/International-Student-Services>

In addition, North Park Theological Seminary provides academic support including free peer tutoring for students for whom English is a second language. Students should contact Academic Services for more information.

Parking Regulations

Note: All students who park their vehicles in a North Park parking space are required to purchase a parking permit.

Parking Permits: Resident students who need to keep an automobile on campus or commuter students who use a vehicle for commuting purposes need to purchase a parking permit for their vehicle. This permit allows *commuter* students to park in the Kedzie/Foster and Carmen/Kedzie lots on a first-come, first-serve, space-available basis and allows *resident* students to park in the lot behind Sohlberg, in the Carmen/Spaulding lot and behind the Carmens, or in other resident student lots on an as available basis. These permits do not guarantee that a space will always be available; however, if a space is available and your vehicle has a parking permit, you may park in the lot. Parking permits may be purchased at Student Administrative Services, 1st floor of the student services building. Due to limited space, parking will be strictly enforced. Tickets will be issued and boots can be applied.

General Parking Regulations:

- All students who wish to park a motor vehicle on the campus must register that vehicle with the University's Student Administrative Services and purchase an appropriate parking permit. You must show proof of vehicle registration and also present your North Park student ID.
- Parking permits must be properly attached to the vehicle (driver's side of windshield). Permits are not transferable to other students or vehicles.

- Vehicles must be in good driving condition so that they can be safely operated (e.g., mufflers must be kept in good repair).
- Vehicles must be properly licensed and the driver must carry adequate insurance.
- Parking in unauthorized areas can result in ticketing and towing. Vehicles parked in fire lanes will be towed without warning. The observation that parking lots are full is not a legitimate excuse for parking in unauthorized areas.
- Parking regulations are in effect all hours of the day, including weekends and periods between semester breaks.
- Vehicles with three or more unpaid parking tickets will be immobilized with a “boot” if found parked on school property.
- If an employee or student finds it necessary to drive a car without a sticker in an emergency, he/she must obtain a temporary sticker from Old Main, Campus Security or the Physical Plant.
- North Park does not accept any responsibility for articles that are lost or stolen from your vehicle.

Visitor parking is located in the Kedzie Avenue parking lot just north of Carmen Ave. Visitor Parking Permits are available from Seminary Student Services, or from Security at the Magnusson Campus Center Desk. Visitors should also consider parking on the side streets just north of campus. This Campus Map shows the parking lots and their assignments: <http://www.northpark.edu/About/Locations/North-Park-Campus-Map>

Student Health Insurance

Effective for the 2015–2016 academic year, North Park University will no longer require proof of insurance coverage for our domestic full-time undergraduate or part-time Seminary students. International students will continue to be required to have health insurance as a condition of their visas, etc.

The current North Park University Health Insurance Plan, administered by the University and Associated Insurance Plans International (AIP), will not be renewed for the 2015–2016 academic year, and there will no longer be an insurance plan billed through North Park.

We strongly encourage you to obtain health insurance coverage prior to the start of the upcoming academic year. There are many options for health insurance coverage outside the University. More information can be found here: <https://www.northpark.edu/admissions-aid/financial-aid/student-accounts-and-billing/policies/health-insurance/>

CAMPUS SERVICES

Athletics

The Helwig Recreation Center opened in the fall of 2006 and is located on the southwest corner of Kedzie and Carmen. The building includes a 200 meter two-lane indoor running track, batting cages, two basketball/three volleyball courts, a 35-yard section of practice turf mirroring the turf on the outdoor competition field, a climbing wall, a two-level fitness area, classrooms, and offices. NPTS students, faculty and staff are welcome to use this facility during normal hours which will be posted in the Helwig Recreation Center. Spouses of seminary students may purchase an ID card from at University Student Services for the purpose of access to Helwig Recreation Center. See the ID Card section for more information. An ID card is required for entrance.

Seminary students are invited to participate in intramural sports at North Park University. Students may sign up individually or may organize teams to enter into the leagues. Details appear regularly in Daily Announcements.

More information about Helwig can be found here: <http://www.northpark.edu/Campus-Life-and-Services/Helwig-Recreation-Center>

Brandel Library

The Brandel Library serves the Seminary and the undergraduate/graduate programs of North Park University. Our goal is to help you succeed at North Park. We welcome your ideas and concerns about the Brandel library. An ID is required for entrance.

Seminary Librarian

Steve Spencer is the Theological and Cataloging Librarian at Brandel Library. Students are encouraged to consult with Steve for help with term papers, exegesis questions, and any other research projects. Steve's office is located on the first floor of the library and he may be contacted by e-mail at srspencer@northpark.edu.

Library website

The URL for the library's website is <http://library.northpark.edu/> You may use this website to search the library's catalog and collection of online resources from on or off campus. The website also contains the library's current hours, staff contact information, and information on library policies.

Collections

The library has a strong circulating collection of theological books. All of the books in the general collection may be checked out for 28 days and you may renew them 3 times for 28 days each time. DVDs and Audio books may be checked out for 7 days and may be renewed 1 time for an additional 7 days.

Other physical collections to be aware of include a theological reference collection that includes a number of heavily used Bible commentaries, course reserve material accessible at the circulation desk, a small Christian Education (CE) collection in the curriculum center on the 2nd floor and a collection of Covenant history materials in the F. M. Johnson Archives located on the lower level of the library.

The library also provides access to a number of digital resources including full-text e-journals, databases with articles, e-books, and digital collections of historic Covenant documents.

Technology in the Library

The library has a PC computer lab on the second floor and a Mac computer lab on the lower level. There are additional computers throughout the library building and the library has a collection of Macbook laptops you can check-out at the circulation desk. The circulation laptops must stay in the library building. All library computers require a North Park username and password to login.

The library contains a number of printers and a copier and scanner available for students to use. Printing costs \$.10/page for black & white and \$.25/page for color. Scanning is free. Students are given an allowance of \$20/semester for printing and may supplement it with additional money as needed. More information on the Papercut print management system used at North Park can be found at <https://wiki.northpark.edu:8447/display/ITKB/PaperCut>.

Using Other Libraries

With your North Park ID card you have access to many libraries in the Chicago area and can be used to access their buildings and check out their books. The library participates in two different reciprocal borrowing programs.

[IShare](#) is our most popular program and allows you access to many Illinois academic libraries and their books. You can search and request IShare books by using the library catalog and selecting "All I-Share Libraries" as the target for your search.

[ACTS \(Association of Chicago Theological Schools\)](#) is a second group of schools that you may access as a North Park Theological Seminary student. Please see the theological librarian for a special card before visiting an ACTS library.

Beyond IShare and ACTS the Brandel library has the ability to request books and articles from libraries across the country. If you need an article that we do not have, you can submit an [ILL \(Interlibrary Loan\) request](#) and we will e-mail you a .pdf of the article. You can also request books through ILL and have the book shipped to the Brandel library for you to pick up.

Library Policies

Carrels – the library allows graduate students to check-out a limited number of carrels on the third floor. Typically, two students share a carrel and they are reserved for an academic year. Please see the theological librarian for more information or to reserve a carrel.

Employment – Every year the library employs a small number of graduate students. Signs will be posted in the library when there are vacancies in the student work force.

Food – You are allowed to bring food and covered drinks into the library but we ask they you be considerate of your fellow students and of the library's property. There is a lounge area on the first floor of the library

and we encourage you to eat your more substantial meals in that space. Please throw all trash away when leaving the library.

Overdue Material – Fines are assessed for overdue, lost, and damaged library material. The standard fine is \$.25/day although fines are higher for reserve items and media items. In rare cases the library will recall a book to add it to the course reserve collection. When a book is recalled, you have three days to return it to the library or face stiff fines.

Scanning material for distance students – Library staff will digitally scan and e-mail shorter portions from print books and articles from print journals. Copyright restrictions preclude copying large portions or entire books. Such scans are especially useful for reference books (dictionaries, encyclopedias, handbooks, companions, etc., that contain shorter articles), biblical commentaries, and symposia (collections of essays by various authors), but also for chapters from books.

The library will mail books from our collection to distance students from our collection, at our expense, with some extensions of the usual 4 week loan period to account for mailing time. These may be renewed one or more times, following the regular loan procedure on campus. Students will be responsible for return postage.

Contact Steve Spencer for any questions about scans or loans for distance students.

For other policies please consult the “About Us” section of the library’s website.

Covenant Archives

The Covenant Archives and Historical Library is the official repository of the records of the Evangelical Covenant Church. Archival collections include the correspondence, minutes, and reports of various denominational departments, as well as the records of numerous individual churches. Of note are microfilmed records of 355 Covenant churches founded before 1930. Personal papers of individuals include manuscripts, correspondence, diaries, and other documentary material. Much of the material written before 1925 is in Swedish. In addition, the Archives have extensive collections of indexed photos, audio and videotapes, and microfilms, which document the activities of North Park and the Covenant Church. The Historical Library, of approximately 6000 monographs and periodicals, complements the Archives. The Archives, located in the lower level of the Brandel Library, is open to researchers by appointment. Please contact the Archivist to make an appointment at (773)244-6224.

Counseling and Health Center

The Counseling and Health Center is located at 3317 W. Foster Ave. Its services are available free of charge to students taking 8 or more credit hours. In general, the office is open and a nurse available Monday through Friday when school is in session. Specific hours of operation can be obtained by calling the Counseling and Health Center at (773)244-4897. Basic services include evaluation of illnesses, referrals, first aid, pregnancy tests, blood pressure screening, allergy injections, immunizations (state required as well as travel), and tuberculosis testing. More information can be found here:

<http://www.northpark.edu/Campus-Life-and-Services/Health-Services>

The Health Center staff will arrange a doctor’s appointment at the Swedish Covenant Hospital Family Practice Center for students who need further medical assessment. *There is no charge to the student for the doctor’s appointment when it is made through the NPU Health Center.*

In the event of a medical emergency call 911 or go directly to the Swedish Covenant Hospital emergency department on Foster just east of California. For non-emergencies after hours the 24 hour on-call number for the Swedish Covenant Hospital Family Practice Center is (773) 907-1057.

Students may also have physical exams done through the Swedish Covenant Family Practice Center for a charge of \$25.00. Please call (773) 989-3806 to schedule an appointment. Lab fees are extra (but discounted if you identify yourself as a North Park student) and any x-rays, tests, and other procedures done in the physician’s office will be billed to the student or to their insurance. Charges for medical appointments for specialists or physicians outside of the Family Practice Center are the responsibility of the student. Families of seminary students receive a 25% discount for any services provided by the Family Practice Center.

The seminary requires that fulltime students carry health insurance coverage either through private insurance or through the North Park Student Health Insurance. For more information on insurance available through North Park, see the section of this handbook titled “Student Insurance.” Every student taking six credit hours or more is required to complete a medical questionnaire when entering school. As required by law in the State of Illinois, all students born in 1957 or after must have their immunizations—measles (including a second measles shot), mumps, rubella, and diphtheria/tetanus—up to date and certified by a licensed physician or public health official. The only exceptions are for medical or religious reasons and a statement signed by a physician or religious practitioner indicating reasons for the exemption must be a part of the Health Record. International students are required to have a Mantoux tuberculin skin test, available at the Health Center for a small fee. The Counseling Center seeks to address the spirit, mind, and body in facilitating personal and interpersonal growth and healing. It provides counseling, referrals, information, and other services. A counselor is available by appointment at (773) 244-5569 for a one-time consultation or ongoing, short-term counseling. In case of an emergency, call 911 or go to a hospital emergency room.

Campus Bookstore

The campus bookstore, managed by Follett Higher Education Group, is located in the gymnasium building below the Viking Café. It sells textbooks, campus clothing and merchandise and other campus supplies. Through special software linkage to North Park’s registration system, students are able to immediately order texts when registering for classes. The texts will be collected and held at the bookstore for subsequent pickup or can be shipped to their home.

Food Service

North Park food service is provided by ARAMARK and includes the campus dining room located in the Magnusson Campus Center and the Viking Cafe in the gymnasium building. Seminary students may purchase meal plans, consisting of 10, 15, or 20 meals per week or individual meals. The food service will provide food for social activities, such as banquets, parties or other student affairs, upon request. The dining hall will be open to serve students at the beginning of orientation week in the fall semester. It will be closed during the Thanksgiving, Christmas and Spring recesses. There is more information here: <http://www.northpark.edu/Campus-Life-and-Services/Dining>

Magnusson Campus Center

The Campus Center 24- hour desk offers a variety of services. A laser printer, as well as a copier that takes cards and coins, is located on the first floor. The Campus Center front desk serves as the university switchboard, and as the base for campus security communication. A desk attendant can contact the Physical Plant on-call engineer if needed after business hours. Dial (773)244-6200, and then extension ‘0’.

Identification Cards

All registered seminary students must obtain a student identification (ID) card for the duration of the time they are actively enrolled in the seminary. All students should obtain their photo ID card during orientation in August, at the Student Services building during regular business hours. All students must display their ID card while on campus and must replace their ID card if it is lost or stolen. Any student needing to replace their ID should go to the Student Administrative Services office and request a replacement ID card. Their account will be billed for the replacement cost.

Student ID cards are used for the following:

- To access to Helwig Recreation center
- To be identified as a current North Park student
- To gain entrance into the campus dining hall for board plan meals
- To access and utilize library and computer services
- To utilize printers and photocopiers
- To gain entrance to North Park athletic or social events.

All students withdrawing from the Seminary during the current academic year must turn in their ID cards to the Office of Student Administrative Services before leaving campus.

Visiting students and spouses of registered students may also request an ID card through Seminary Student Services. Spouses of On-Campus students may add Helwig Fitness Center access to their card. The membership fee for on-campus spouses' is \$100 per semester and includes group fitness events. A waiver must also be signed by the spouse before access is granted.

Student Administrative Services

Student Administrative Services is located on the first floor of the Student Administrative Services Building. This office is responsible for the following:

- Student registration and enrollment
- Statements for tuition, fees, room and board
- Signing promissory notes and other papers
- Exit interviews for Perkins loans
- Endorsing Stafford loan checks
- Student health insurance

Credit balance refunds may be requested when credits result from overpayment, Stafford loans, or financial aid awards. Three business days notice is necessary for refunds. Refunds are typed on Tuesdays and Fridays and are ready for mailing or pick-up at 4 p.m. Students leaving the school are required to wait 30 days for a refund to allow time for checks to properly clear. No refunds will be processed until the beginning of the fourth week of the term to allow for student schedules to be changed.

Student Accounts/Billing

Students are responsible for knowing the billing policies of the University and Seminary.

<https://www.northpark.edu/admissions-aid/financial-aid/student-accounts-and-billing/billing-basics/>

Student billing is processed on a semester basis. Students who are pre-registered for the fall term will receive bills beginning in mid-July. Billing for students pre-registered for spring classes will be billed in mid-December. You can always view current account balances online through WebAdvisor.

All students are expected to have made arrangements for financing each year's charges prior to the start of the academic year. Graduate students enrolling in August must have payment arrangements for the fall term in place by the time classes begin.

Estimated charges will be billed in advance of each term based on the student's pre-registration schedule as reported by the Registrar, and estimated aid as reported by the Financial Aid Office. *For information on rent billing see Housing addendum.*

Payment for those charges is due the first day of class of each term unless a payment plan is already in place.

Changes to pre-registration that occur during the registration period may affect student charges. Adjusted billing statements reflecting those changes will be issued after the second week of the term. Amounts due then are to be paid immediately.

After the second week of each term, any unpaid balance will be subject to a finance charge of 1.5% per month.

Payment Plans

A Student Administrative Services Specialist can help you develop a comprehensive payment plan if desired. To contact Student Administrative Services, please call (773) 244-5560 or (773) 244-5605, or e-mail us (studentaccounts@northpark.edu). SAS is located on the first floor of the Student Administrative Services building. SAS is open Monday through Thursday, 8:00 am to 6:30 pm; Friday, 8:00 am to 4:30 pm; and Saturday, 9:00 am to 1:00 pm.

Business Office Clearance for Registration

All students must receive Business Office clearance in order to register for classes. Resident students need clearance in order to confirm campus housing. In addition, pre-registration cannot be confirmed without Business Office clearance.

To receive clearance *outstanding balances from prior terms must be paid in full and charges for the current term must be paid by the payment due date or payment arrangements must be approved.* Satisfactory payment arrangements include *enrollment in an approved monthly payment plan or a pending approved loan/and or other financial aid.*

Students with outstanding balances will not be allowed to register for a new term until all amounts from prior terms are paid or financing is arranged (i.e., approved student loans or other Financial Aid is pending). Any student with an outstanding balance will not have transcripts released until all past due amounts are paid. Students with outstanding balances from the past semester may have registered courses dropped in future terms at the discretion of the Student Administrative Services office.

Refund Policy

Students who withdraw before the end of a term may be entitled to a refund of charges.

Students who withdraw prior to the start of a term, or before the end of the first week of a term, are eligible for a 100 percent tuition and fee refund. Students who withdraw after the start of the second week of a term are eligible for a refund of tuition and fees based on the following schedule.

Withdrawal before:

The end of week	Refund Percent
Two	80%
Three	60%
Four	50%

There will be no refunds of tuition and fees after the end of the fourth week of the term.

Human Resources/Payroll

If you are beginning a new job on campus and have never worked on campus before, you must complete the following forms in order to get paid. Please pick them up in the Human Resources/Payroll Office Monday - Friday, 8 a.m. - 4:30 p.m.

- Student Data Sheet
- Direct Deposit Form (required, see details below)
- Federal Tax Form
- IL Tax Form (if you are from IA, KY, MI, or WI there is another form)
- I-9 Form (Proves you're eligible to work in the U.S.A.) For this particular form you will need to show identification. The IDs must be originals and not photocopies, this is a federal requirement. The most common ones are: either a US Passport (unexpired or expired) OR Driver's License (photo ID) AND Social Security Card OR Driver's License (photo ID) AND Birth Certificate.

If you are an international student, you will need to complete the above forms, but ID for the I-9 form must be your I-20 Form, your Passport and social security card.

Direct Deposit

As a matter of policy we require all employees to use direct deposit. The Direct Deposit Program allows you to have your wages automatically deposited in a checking and/or savings account of your choice (anywhere in the country) and available to you on the morning of payday. It eliminates the need to physically make your deposit, which eliminates the possibility of losing your check. If a check is lost it may take up to a month to have it reissued.

You may choose up to three (3) accounts, savings and/or checking, to have your pay directly deposited as long as the financial institution(s) of your choice is a member of the Automated Clearing House Association (ACH). On payday, a pay stub will be available online for you to access. This will give you the amount paid, taxes deducted, and to which bank(s) the money was deposited.

Once you have an account established at your bank, complete the "Authorization for Direct Deposit of Payroll" Form. This form can be downloaded from the Human Resources web page or a hard copy can be picked up at the Human Resources/Payroll Office, 3rd Floor Old Main. (Some banks also have direct deposit forms, which are also acceptable.) For verification purposes, attach one of your checks or deposit slips (marked "VOID") to your authorization form.

It will take approximately 1 payroll before your direct deposit will take place. In the interim, you will continue to receive a regular paycheck. Once your direct deposit has started, each payday your pay

information will be available on WebAdvisor. For further information (such as the pay schedule and commonly asked questions) please visit: <http://www.northpark.edu/About/Prospective-Faculty-and-Staff> .

Postal Center

The Postal Center is located in the lower level of Ohlson House, with an entrance on Foster Avenue, just west of the intersection of Foster and Spaulding Avenues.

As seminary students have a street mailing address, the Postal Center requests that you do not use their services for incoming mail. If it is an emergency, than you must notify the Postal Center of the package (where it's from and when it's coming), and give your contact information so that the Postal Center can call you when it arrives. You will need to pick up the package as soon as possible. If an expected package has not arrived, contact the sender or shipper before contacting the Postal Center.

Please be sure that the emergency mail is addressed as follows:

STUDENT'S NAME

North Park Theological Seminary, Box # 14

3225 West Foster Avenue

Chicago, Illinois 60625

Sending mail from the Postal Center is welcome. The center is open Monday - Friday, 10 a.m. to 4 p.m. during the school year and 1 p.m. to 4 p.m. during the summer, winter break and spring break.

The postal service will be able to provide most of your postal needs with the exception of registered mail, insurance and delivery confirmation. Overnight and second-day mail is offered through three different carriers: UPS, Federal Express, and the Post Office. UPS also offers third-day delivery.

Please note that packages shipped via UPS must be received by 1 p.m. in order to go out that day.

SEMINARY ADMINISTRATIVE OFFICES

Dean of the Seminary

The Office of the Dean of the Seminary is located on the first floor of Nyvall Hall and is responsible for overall administration of the seminary. The Dean encourages students to address him with any concerns, ideas or joys.

Dean of Faculty

The Office of the Dean of Faculty is located on the third floor of Nyvall Hall and is responsible for the academic programs of the seminary. The Dean provides leadership for and support of the faculty and directs curriculum review and development. This office also oversees registration, student advisor assignments, academic calendar, class schedules, verification of academic standing and completion of requirements. This office also publishes the Academic Catalog. Any questions regarding academic issues should be addressed to semacademicserv@northpark.edu.

Dean of Students and Community Life/Seminary Student Services

The Office of the Dean of Students and Seminary Student Services is located on the first floor of Nyvall Hall and handles all matters pertaining to student life and housing. Regulations and policies governing campus housing are printed in the Housing Guidelines included in this student handbook and are also available on the website. All non-academic issues are handled by the Dean of Students. Some concerns and responsibilities of this office include: orientation of new students, housing, student screening and evaluation, student counseling and referrals, pastoral care and student government. The Dean of Students and Community Life is available for discussion regarding any of these matters, or personal concerns, by appointment.

Center for Online Education

The Center for Online Education is located on the garden level of Sohlberg Hall. This office oversees all on-line learning for the University and the Seminary's distance learning program. The office provides support for faculty and students using Canvas course management system as well as strategic planning for

distributed learning at the University. Please see the “Computers” section of this document for more information on our various computer programs and support services. If you are having problems accessing online courses you can contact their staff at coe@northpark.edu or (773)244-6204

Contextual and Lifelong Learning (CALL)

The office of Contextual and Lifelong Learning (CALL) is located on the lower level of Nyvall Hall in room N5. The Contextual and Lifelong Learning Directors can provide assistance in developing a Contextual and Lifelong Learning plan suited for your aspirations as a pastoral leader and the requirements for your degree program. All degree programs (MDiv, MACF, MACM and MATS) have at least 2 or more CALL requirements to fulfill. The Contextual and Lifelong Learning requirements include: Vocational Excellence (usually 4 days), internship (5-12 months), Cultural Competency Module (1 day), Clinical Pastoral Education (1-2 semesters), Theological Reflection Module (1 day). The collective experience of these Contextual and Lifelong Learning requirements serves to foster pastoral formation and skill development. You are encouraged to meet with the CALL department in your first semester to be in conversation regarding your Contextual and Lifelong Learning requirement for your chosen degree.

The department also oversees the various certificate programs of the seminary as well as other continuing education program for the ministerial community.

Seminary Admissions

The office of Seminary Admissions is located on the first floor of Nyvall Hall. Their primary focus is to help individuals discern their call to seminary through the recruitment and admission process into the various programs at the seminary. In addition, they make initial financial aid awards and work with scholarship programs to assist students in financing their education.

SEMINARY POLICIES AND PROCEDURES

Alcohol and Drug Policy

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and based on an institutional commitment to provide a drug-free and alcohol-free learning and work environment, North Park is committed to the following institutional policy that applies to all students and employees. These policies apply on campus and at all institution-sponsored events.

Prohibitions

Controlled substances: North Park strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. North Park also prohibits possession or use of medical marijuana.

Alcohol: North Park prohibits the possession or use of alcohol on campus or in conjunction with institution-sponsored events, whether on-campus or off-campus. No North Park sponsored publication, broadcast, or other communication shall accept or contain any promotion of alcoholic beverages. Further, North Park does not condone the display of alcoholic containers or advertisements in campus windows or on posted communications.

In the State of Illinois, persons under the age of 21 shall not purchase, consume, or possess alcoholic beverages. It is against Illinois law to sell or furnish alcoholic beverages to persons under the age of 21, as well as to sell alcoholic beverages without a license to any person. North Park community standards and the laws of the State of Illinois ought to guide student decisions about the use of alcoholic beverages. Students who violate these standards and laws risk the sanction of the community.

Any student found present in an on-campus situation where alcohol is found and/or being consumed by minors is also culpable. Behavior that is disruptive to the community and related to the influence of alcohol and/or other substances is prohibited. *North Park expects its students to be sober while on campus.* Any student, who after using alcohol and/or other substances, exhibits disruptive behavior,

becomes physically violent, excessively aggressive, is a nuisance or is uncooperative with any University employee, is in violation of this policy.

Available Assistance

North Park believes that rehabilitation is the preferred solution to drug and alcohol abuse. We are committed to the health, safety, and well-being of all employees and students. For this reason, students are encouraged to use the North Park University Counseling and Health Services for assistance and/or referral. The responsibility for following through with treatment recommendations and referrals belongs to the individual. Participation in rehabilitation does not shield student from disciplinary action for non-compliance with North Park policy.

Student Disciplinary Sanctions

Students who violate North Park's policy concerning drugs and alcohol will be referred to the Dean of Students and Community Life for possible disciplinary action, up to and including dismissal depending on the severity of the case.

Language Guidelines for Inclusive Worship

“As Christian communicators we acknowledge our responsibility to affirm and promote the equality of all people. We have committed ourselves to be inclusive, therefore, in people language and imagery in an effort to eliminate prejudice of all sexual, racial, ethnic, national, denominational, cultural, or physical nature. This way of proceeding in no manner seeks to deny individuality in any of these respects. Rather it guards against any use of word or phrase that tends to exclude people.” (Board of Publication Policy, Evangelical Covenant Church, 1987)

Language is important. It defines who we are as people. Language influences, shapes, and molds attitudes and actions. Thus, we request that the seminary chapel become a context of sharing and learning about one another, and where language used can impact everyone for the Gospel.

Inclusive language can be defined as the use of words in such a way that persons, male or female, youth or adult, clergy or laity feel included. It is not sufficient that the leader “intends” to include everyone. In communication theory, it is the receiver of the message who assigns meaning to it out of her or his own life experience. The use of primarily masculine pronouns in chapel has the potential to exclude part of our seminary community. If sensitivity is not modeled in the seminary years, future pastors may risk excluding many in their congregation during their worship services. With this in mind we make the following suggestions for those leading and speaking in our seminary chapel services.

Hymns in relationship to the people of God:

- Use the language as it exists when, all things considered, it is clearly the best option.
- Consider the following options as possible substitutions for masculine nouns and pronouns such as sons, fathers, brothers, or brethren: One, child, all, saints, Christians, people
- Omit stanzas where masculine words cannot be changed (as above) to be inclusive of both men and women.
- When changes are made, it is best to have the hymn printed in the worship program (assuming no copyright infringement). Changes should be as seamless as possible.

Biblical Readings in relationship to the people of God:

- In the reading of the Biblical texts aloud, consider using the NRSV and TNIV, which translate gender neutral Hebrew and Greek words in an inclusive manner (a more accurate translation).
- When reading from versions with less than accurate use of gender nouns and pronouns consider the following substitutions (*only after checking the original language for intention and historical situation*): Where the text reads “brothers,” read “brothers and sisters.” Where the text reads “men,” read “men and women” or “people.” Where the text reads “he,” read “they” (now considered to be grammatically correct).

Prayers:

- Consider using a variety of terms in addressing God. “Father” is not the only title for God, even though it is a biblical and meaningful one.

- Use a descriptive word along with God, such as loving God, merciful God, generous God, creative God, forgiving God, etc.
- Use biblical titles and descriptions such as “Ancient of Days,” “Alpha and Omega,” or “Counselor.”

Sermons:

- Make an effort to use inclusive language (he/she, sisters and brothers, they) in descriptive material.
- Tell stories and give examples from a wide range of experiences and types including considerations of audience: gender, age, ethnicity, etc.

Nyvall Hall Room Use Policy

NPTS Event Organization and Booking:

CHECK YOUR DATE: Start with Seminary Student Services (semservices@northpark.edu). We can provide you with an overview of both the Seminary and University calendars and make sure your event doesn't conflict with any others.

BOOK A ROOM: The school now uses 25live to book all rooms. Student Services can book a room for you through this system as well as request a set-up from Physical Plant. You will receive an e-mail confirmation of your room reservation.

FINALIZE YOUR EVENT: Let Student Services know your final plans, i.e., the room that has been booked, time of meeting etc., and it will be permanently added to the calendar.

MEDIA: If you have IT/Media needs, contact Media Services via a help desk ticket. Open the webpage: <https://jira.northpark.edu> to access the helpdesk ticket system. Media Services provide mics, projectors, screens, set up, etc.

NPTS Event Promotion:

NYVALL NEWS ANNOUNCEMENT: Submit a blurb for the Nyvall News.

E-mail submissions to semservices@northpark.edu. All requests must be received by the end of the day on Wednesday, be 100 words or fewer, in Times New Roman font size 11 for posting. Feel free to include a link, but we cannot include attachments.

Student Services occasionally sends out special e-mails, but this is only done for special events.

POSTERS: You are welcome to make a poster and hang it on the appropriate bulletin board. If you want to put them on University boards, you must take them to Magnusson Campus Center for approval first.

COMMUNITY LUNCH TIME: You can also make an announcement at the community lunch after Chapel.

SOCIAL MEDIA: Make use of Social Media sites (Facebook- NPTS Student Association page, twitter) to publicize your event.

The following factors should also be taken into consideration when making a room reservation in Nyvall Hall.

- It is the responsibility of the person in charge of the event (for whom contact information will be taken) to be certain the room is left as clean as possible, with trash properly disposed of, leftover food removed, and tables, chairs and furniture left as they were found.
- Olsson Lounge is reserved for exclusive use only with the permission.
- Food or beverages are not allowed in the Dean's Lounge or Isaacson Chapel. Communion elements are not considered food.
- Although food is not barred from classrooms, great care should be taken to clean up any crumbs or spills.
- No furniture should be removed or artwork taken off the walls in any room without the permission of the Dean of Students.

- If the event involves use of the kitchen, refer to the section on Nyvall Hall Kitchen use for instructions.
- Alcoholic beverages may not be served in Nyvall Hall, with the exception of Communion elements.

Priorities for room reservations will be given in the following order:

- Classes and official functions of North Park Theological Seminary and of the Evangelical Covenant Church.
- Classes and official functions of the Center for Management Education.
- Classes and official functions of other North Park University divisions.
- Other functions.

Generally, earlier reservation requests will be given priority over later reservation requests. Ultimate authority for decisions regarding room use in Nyvall Hall rests with the Dean of North Park Theological Seminary.

Nyvall Hall Kitchen Use Policy

- As a general rule, always leave the kitchen cleaner than when you entered it.
- No one is allowed to leave unwashed dishes in the kitchen for any reason. When you use any dishes, mugs, or silverware in the kitchen, you are responsible for cleaning them and putting them away in an appropriate place. Leaving them in the drying rack, is not putting them away!
- **The refrigerator in the kitchen is for staff and faculty use only.** Students may use the refrigerator in the Student Lunchroom in the lower level of Nyvall Hall. The refrigerator may not be used for long-term storage. **Please label/date your food!**
- Any and all food waste must be placed in the trash and never the sink, as it clogs the drains
- The phone in the kitchen is set for on-campus calls only.
- No personal items, such as books, notebooks, jackets or discarded mail should be left in the kitchen for any reason. Personal coffee cups may be left on the coffee cup shelves.
- **Food left out is not free for the taking unless labeled as such.** Food in the fridge is there for events or belongs to faculty/staff and is not free for the eating, unless labeled as such. The exception to this is coffee cream.
- Locked cupboards contain supplies that belong to an office. If you are hosting an event, you are responsible to provide your own tableware/plates/ napkins/cups, etc.

Psychological Screening Protocol

North Park Theological Seminary partners with [Midwest Ministry Development](#) (MMD) to provide a variety of assessments which help to evaluate students' psychological readiness for ministry. Together with the church, we recognize the need for wholeness and health while serving in vocational ministry, and hope this process will help all our students start or continue down this path in anticipation of where their Seminary education may lead.

What follows is a summary of the policy. A copy of the entire Policy on Confidentiality is available, upon request, from the Dean of Students and Community Life.

1. All degree-seeking and CCS students are required to complete Vocational Excellence, which has psychological screening built into it. This is to take place in the first year of study. Students will be registered for Vocational Excellence (FLDC 5300) with Seminary Academic Services. Proctored testing takes place on campus approximately a month before the class. Background and Autobiographic Questionnaires will be sent to students by Midwest Ministry Development. Sessions with therapists are scheduled to take place during Vocational Excellence.
2. Reports will be sent/given to each student. Students are then required to sign a release form allowing a copy of the report to be sent to the Dean of Students and Community Life.
3. The Dean will work with students regarding any recommendations or requirements being made in the report. Students will follow recommendations given.
4. Should the report indicate that a student is not an appropriate candidate for ministry at this time, the student will be notified in person. A student may request a second opinion from a qualified psychologist.

5. Students may be required to participate in a follow-up session with Midwest Ministry Development. A report will be generated from the session with a copy sent to the student. The student will then be required to release a copy of the report to the Dean of Students and Community Life.

6. All degree seeking students are required to complete this testing to continue studies at NPTS. Failure to follow through with these requirements will result in one being blocked from registering for further classes.

Records Disclosure

North Park maintains an educational record for each student who is or has been enrolled at North Park. In accordance with the Family Education Rights and Privacy Act of 1974, as amended, (hereafter “Act”) the following student rights are covered by the Act and afforded to all eligible students of North Park.

- The right to inspect and review information contained in the student’s educational records.
- The right to request amendment of the contents of student’s educational records if believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
- The right to prevent disclosure without consent, except as permitted by the Act.
- The right to secure a copy of North Park Theological Seminary’s record privacy policy.
- The right to file complaints with the U.S. Department of Education concerning alleged failures by North Park Theological Seminary to comply with the provisions of the Act.

Each of these rights with any limitations or exceptions is explained in North Park policy statement, a copy of which may be obtained in the Records Office.

North Park may provide Directory information in accordance with the provisions of the Act without the written consent of a student, unless the student submits a written request that such information may not be disclosed. The following items are designated as Directory information: name, spouse name, address, phone number, enrolled program, denominational affiliation.

Current eligible students may prohibit general disclosure in the Directory by notifying the Dean of Students and Community Life in writing within 10 calendar days after the first scheduled class day of each fall term. North Park will honor the request for one academic year only; therefore the student must file the request on an annual basis. The student should carefully consider the consequences of any decision to withhold Directory information. Regardless of the effect upon a student, North Park Seminary assumes no liability that may arise out of its compliance with a request that such information be withheld. Failure by a student to request non-disclosure of Directory information constitutes consent to disclosure. Any questions concerning rights and responsibilities under the Family Educational and Privacy Act should be referred to the Records Office.

Standards of Conduct

North Park Theological Seminary is committed to preparing women and men for ministry in a variety of settings. This commitment includes assuming high standards of conduct and competence among our students, faculty and staff. To that end, the Seminary encourages students to give attention to their spiritual lives through prayer, worship, and involvement in the Seminary’s spiritual formation program. We urge students to seek an appropriate balance in their lives between personal, family, academic, and vocational responsibilities.

We encourage students to become involved in the life of their churches and various communities. We agree to honor God in all our relationships by maintaining appropriate boundaries, respecting one another, and looking to the needs of those around us. We agree not to commit acts that in any way endanger ourselves, the Seminary community, the academic process, or the ministries to which we have been called. We are committed to creating a safe environment where theological exploration, community, and personal growth can take place.

As part of that safe environment, the seminary has set for the following guidelines:

- No person shall exhibit conduct that creates undue noise or interrupts, or harasses the Seminary community. This includes, but is not limited to, playing musical instruments, violating quiet and/or courtesy hours, drunkenness, and playing athletic games in a non-authorized campus building.
- No person shall interfere with the safe or clean environment of others.

- Use of tobacco in any form is prohibited in all campus buildings. This includes smoking, chewing or dipping tobacco.
- Animals of any kind are not permitted in seminary apartments unless an animal is a service animal within the meaning of the American with Disabilities Act.

Visitors

All members of the Seminary community have some responsibility to help secure the community's welfare by communicating to visitors the expectations established through these regulations.

All persons shall take responsibility for their guests. Students hosting guests who violate seminary policy are subject to discipline.

Miscellaneous

The Dean of Students and Community Life may establish additional rules and regulations designed to implement this policy. It is understood that indecent, inappropriate, or disorderly conduct, and/or failure to comply with the directions of campus officials acting in the regular performance of their duties is not compatible with the seminary's function as an educational institution. Any such conduct which is physically disruptive, constitutes a threat to the orderly operation of the campus, or endangers the health or safety of others, will result in disciplinary action.

Disciplinary Actions

North Park reserves the right to discipline violators of its policies and regulations. Disciplinary action taken may include:

- An informal discussion with the Dean of Students and Community Life.
- A meeting with the Dean of Students and Community Life with a subsequent letter of documentation of the incident, the discussion, and any sanction that is imposed. One copy of the documentation is kept on file in the Office of Student Services which initiates a disciplinary file on the student in violation of the Seminary policies.
- Any sanction, including disqualification for any seminary program is in the sole discretion of the Dean of the Seminary, who may consult the Dean of Students and Community Life, the Dean of the Faculty, and/or the faculty as a whole to reach a final decision regarding a particular student.

Grievance Process

The process outlined below applies to any student grievance involving a matter for which no specific grievance or appeal process is provided, including appeals of decisions that a complaint pursuant to the Policy Against Harassment, Discrimination, or Retaliation is *not substantiated prior to a full hearing on the complaint*. Grievances challenging decisions or actions by the Dean of Seminary Students and Community Life proceed directly to Step 2.

Step 1. The grievance shall be presented, in writing, to the Dean of Students and Community Life. The grievance should be presented promptly and in no event later than five days after it arises. The grievance must summarize the decision, action, or other matter being grieved and explain why it is being challenged. Copies of any related documentation shall be attached. The Dean of Students and Community Life will conduct any investigation deemed necessary and may request the student and the person who is the subject of the grievance, if any, to attend a joint meeting. In the event of a meeting, both the grievant and any person who is the subject of the grievance may request the assistance and presence of another member of the North Park Community. The Dean of Students and Community Life will promptly render a decision. The Dean of Students and Community Life may consult with the Pastoral Care Committee before reaching a decision.

Step 2. If the student is dissatisfied with the prior decision, the student may appeal to the Dean of the Seminary. The appeal must be taken no later than five days after the prior decision and shall be in writing. The appeal must summarize the decision, action, or other matter at issue, explain why it is being challenged, and describe any prior steps of the grievance process, including the determination. Copies of

any related documentation shall be attached. The Dean of the Seminary shall determine the appeal based upon the record presented, and any additional investigation the Dean of the Seminary deems appropriate. The decision of the Dean of the Seminary shall be final and binding.

Application Dishonesty

Failure to provide complete and correct information (to the best of one's knowledge) on the application and/or during the application process may be grounds for dismissal or for disciplinary action.

Academic Dishonesty

Academic Dishonesty is addressed in the Academic Handbook available here on page 21: <https://www.northpark.edu/seminary/academics/seminary-catalog/>

Appendix A

Policy Against Discrimination, Harassment and Retaliation

North Park's policy against Discrimination, Harassment and Retaliation reflects its deep commitment to a diverse campus community that provides a uniformly welcoming environment. The Policy applies equally to every member of the North Park community. A copy of the Policy can be found at www.northpark.edu/About/Title-IX

Appendix B

Housing Policies

Seminary Housing Policies are Available online at:

<http://www.northpark.edu/Seminary/Community-Life/Housing/Housing-Guidelines>

On campus housing at NPTS represents a major facet of community life. Over the years, the institution has expanded its commitment to creating attractive, livable spaces for students and their families. All NPTS apartments are within a short walk of the campus.

Students should apply online for housing following acceptance to NPTS. Incoming students have the opportunity to indicate specific requests for apartments on the housing application. Assignments are made in consideration of when the housing application was received, size of family, date of arrival, and availability. Every effort will be made to accommodate these requests when assignments are made.

NPTS housing is provided under the umbrella of North Park University (NPU). NPU designates specific apartments as NPTS housing. Periodically, a review of allocated apartments is performed to balance the housing needs of NPU undergraduate students and NPTS students. NPTS housing is first and foremost made available to degree seeking NPTS students. After meeting the needs of NPTS students, apartments may be re-allocated for usage among the NPU undergraduate student population. On rare occasion, available apartments may be utilized for other purposes only after approval by the SHC, the NPTS Dean of Students and Community Life, and the NPU Vice President of Finance.

Housing Agreement for NPTS Students

Period of Occupancy

1. **Move In Dates:** Typically, apartments are available for occupancy by students starting August 1, although this guideline is flexible. A move-in date will be scheduled in mid-August for those who would like assistance in moving. This date applies to anyone new to seminary housing. Those transferring apartments may be asked to do so at an earlier date to allow for appropriate transition time.
2. **Rent Increases:** New rental rates go into effect on August 1 of each year.
3. **Summer Policies:** Students gone for at least one month in the summer, between June 1-August 15, but returning in the fall, may keep their apartments intact and hold them by paying half the monthly rate if their apartment remains empty for the period of time they are away. If you choose to sublease your apartment, see protocol for sublease. Exceptions to this policy are students gone for a 6 to 11 week CPE outside of Chicago for the summer or those doing a full-time unpaid summer internship. These students may keep their apartments intact and will pay no rent for the duration of this required absence upon receipt of documentation from their church indicating lack of compensation. Students must submit a summer discount application form by May 1st.
4. **Summer Sub-Leasing:** Students may sublease apartments during their absence with permission from the SHC. Students' names will remain on the billing notice, and they will be responsible for the full rental. (Students who sublease are not eligible for the summer discount.) The person who will occupy the space for the summer should reimburse the student for their use of the apartment. The institution will not assist in moving furniture in or out to accommodate subleases.
5. **Move Out Dates:** Students who have completed their studies at NPTS should plan to leave student housing no later than June 30 of the year in which they graduate (or August 15 for August graduates and January 31 for December graduates). Exceptions to this rule are only by means of petition made to the Dean of Students and Community Life.
6. **Academic Eligibility:** In order to remain eligible for student housing, students must take a minimum of 6 academic credit hours during the fall semester and during the J-Term/spring semester.
7. **The duration of stay in NPTS housing is limited according to your degree program:**

MDiv - 5 Years	Ministry Certificate - 1 Year
MACF - 4 Years	Diploma - 2 Years
MATS - 4 Years	Dual Degrees - Add 1 Year
MACM - 3 Years	

8. **Field Education:** Students who are planning on doing field education in the Chicago area may petition the Dean of Students and Community Life to have the academic requirements waived while on internship and to have their duration of stay extended for up to one year. These students, along with students who have completed their classroom work requirements, but not field education requirements, must submit a Housing Request for CPE/Internship form.
9. **North Park University Employees:** If a student living in seminary housing is hired as a full-time NPU employee, they are no longer eligible for seminary housing.

Application and Assignment

1. Applications for on-campus housing are made to the SHC. In order for housing to be assigned, a completed application form and a \$50 non-refundable application fee must be received by the SHC. (Applications may be accessed online at <http://www.northpark.edu/Seminary/Community-Life/Housing/Housing-Application>.) **The \$50 non-refundable fee will be applied toward the \$250 damage/cleaning deposit.** Assignments for fall are made during the early summer.
2. NPTS does not guarantee availability of housing; therefore, students are advised to apply for housing as soon as possible. **While housing applications are accepted on an ongoing basis, the priority deadlines are July 1st for the Fall semester and December 1st for the Spring semester.**
3. Students are informed of their housing assignment in writing via e-mail (sent to the student's North Park issued e-mail account). The e-mail informs the student of their housing assignment and notification that the remainder of the damage/cleaning deposit of \$250 is due prior to the student's arrival. See Deposits and Other Costs for more details about the deposit.
4. **NPTS/NPU reserves the right to reassign housing in the interest of providing adequate housing for all students.** Every effort is made, however, to avoid moving students who have not requested a change. The NPU Physical Plant will assist students required to move by NPTS/NPU.

Terms of Housing Agreement

1. All housing assignments commit the student to rental payments for the period they occupy the apartment. Rent is calculated to the date that the student moves into and out of the apartment.
2. Rent is posted to your account on the first of each month, and payment is due upon receipt. Rent is payable at NPU Student Administrative Services or online through WebAdvisor. NPTS/NPU retains the right to evict those students who fail to pay on a regular basis or who fail to make arrangements for payment with NPU Student Administrative Services. Late fees will be assessed to accounts past due.
3. NPTS/NPU retains the right to inspect apartments for the purpose of periodic evaluation of their condition. Notice of at least three days will be given before inspection takes place.
4. Animals of any kind are not permitted in seminary apartments unless an animal is a service animal within the meaning of the American with Disabilities Act and the student has already made prior arrangements. Animals visiting with their owners are not permitted in apartments, unless they are service animals.
5. All NPTS housing is considered a "no smoking" area. Smoking is not allowed in the apartments, hallways or porches of the apartment buildings.
6. Prior to 9:00 PM, noise must be controlled at a level deemed reasonable by your neighbors. Repeated violations are grounds for eviction at the sole discretion of the NPTS Dean of Students and Community Life. After 9:00 PM, there is a strict "no-noise" policy in all NPTS apartments.
7. Violations of any of the policies outlined in the "Housing Guidelines" section or a failure to pay rent will jeopardize the opportunity to remain in NPTS housing. A student may be evicted at the sole discretion of the NPTS Dean of Students and Community Life who may consult with the Dean of NPTS.
8. All complaints and appeals regarding housing procedures and decisions should be directed only to the NPTS Dean of Students and Community Life

Deposits and Other Costs

1. A damage/cleaning deposit of \$250 is required to secure your assigned housing. This amount includes the \$50 non-refundable fee submitted with your housing application. Should the applicant decide not to rent

an apartment after the full deposit has been paid, the \$50 non-refundable fee will be deducted from the refunded amount.

2. The \$250 damage/cleaning deposit is refundable only after the final inspection of the apartment has been completed to assess damage/cleaning costs. A final inspection will take place following evacuation from the apartment. The assessed damage/cleaning cost will be deducted from the \$250 damage/cleaning deposit with the remainder, if any, refunded. (If a student has a tuition or rent balance, the refund is automatically put toward that balance.)
3. Rent charges include electricity, gas, and heat. Internet is included for apartments south of Foster.
4. There is a \$10 charge for any lost key or additional key.

Move Out Procedures

1. Students must turn in a check-out sheet (available from the SHC) with their keys to NPU Physical Plant when they leave the apartment. The check-out sheet outlines the standards on which the decision about returning the deposit is based. Failure to follow the check-out procedure will result in the delay of the re-payment of the damage/cleaning deposit.
2. When students vacate their apartment, they must also remove their belongings in the basement and/or storage room area. \$75 will be deducted from the damage/cleaning deposit for the removal of remaining basement storage items.
3. Students must be pre-approved for an intercampus move. (Students must submit an Intercampus Move Request form. If approved, keys to the former apartment must be returned to the NPU Physical Plant within 7 days. NO EXCEPTIONS)
4. In the event that a student moves from one NPTS housing unit to another, the "old" unit will be assessed for damage and cleaning by NPU Physical Plant. Assessed damages will be charged to the student's regular account. The return of the damage/cleaning deposit only applies when the student moves out of NPTS housing.

Security and Protection

NPU Campus Security patrols campus 24 hours a day. For non-emergencies call 244-5780. In the event of an emergency, call the NPU campus emergency number at 244-5600 or the NPU campus desk at 244-6200 and push "0" for the operator. You may also contact NPU Campus Security to report stolen property. In addition, do not hesitate to call 911 for emergency police, fire, or ambulance service.

Furnishings

All apartments are unfurnished, equipped only with a gas stove/oven, refrigerator, and a shade for every window in the apartment. Washers and dryers are provided in the basement of each apartment building and on the 3rd floor of the building at 5151 N. Christiana). Due to the lack of space, students living in NPTS apartments may not bring their own washers or dryers. Pictures should be hung using hooks that have nails at a 45-degree angle. Towel racks, shelves, etc. may be added only with the permission of the NPU Physical Plant and the SHC.

Building Facilities

Apartment Basement Storage

Most NPTS apartments have a designated basement storage space. NPU Physical Plant staff may remove any items stored outside this space. When students vacate their apartment, they must also vacate this space, or relinquish their claim on items that remain. All basement storage space is at your own risk.

Heating

Most NPTS apartments are heated by steam heat. By city ordinance, NPU/NPTS is required to turn the heat on no later than October 15 of each year. The heat is usually turned off on May 15. Chicago weather, however, does not always cooperate with these set policies. Residents will find at times that they may want the heat on when it is off or off when it is on. Residents can regulate their apartment's temperature

by opening or closing the radiator valves, bundling up, or opening windows to compensate for our erratic climate. Students should expect to hear both hissing and clanking noises coming from the radiator and pipes in the building - this is normal. If you notice leaking around the radiator this should be reported to the SHC immediately.

Electrical Systems

Many of the NPTS/NPU's apartments were built when there were fewer household appliances in use. The electrical wiring, therefore, is not meant for the modern usage. Be careful with microwaves, toasters, computers, televisions, hair dryers, etc., and how much current is being used at any one time. If the power breaks a circuit, residents should flip the appropriate switch on the circuit breaker and then try to identify what went over the "limit." Light bulbs in ceiling fixtures should not exceed 120 total watts (i.e., 2-60 watt bulbs). Higher wattage bulbs will burn out more quickly.

Miscellaneous

1. To avoid problems with pests, be sure to put trash in closed plastic bags before taking it to the dumpster. Dumpsters and recycling bins are near each apartment and serviced regularly. Do not leave garbage or recyclables out in the open, but place them in the appropriate bins.
2. Permanent structural changes are not to be made in NPTS apartments. This includes, but is not limited to the following: wall partitions, lighting fixtures, ceiling fans, kitchen countertops, additional shelving, etc.
3. Painting of NPTS apartments is not permitted. Students will be fined and forfeit their rental deposit refunds for painting apartments.
4. Students wishing to have cable television installed must contact the SHC prior to the installation date. Satellite/Dish systems are not permitted. Cable installation is not allowed in the 5151 N. Christiana building.
5. Parking on campus is very limited. Even though some of the apartment buildings have designated parking lots, there is no free parking on campus other than street parking. All students using NPU parking lots are required to purchase an annual parking sticker at Student Administrative Services.
6. If you have a medical condition that requires a medical professional to visit your apartment in order to render treatment, you must notify the SHC. The same applies for voluntary medical procedures conducted in your apartment.
7. Do not use Drain-O, Liquid Plumber, or other concoctions to address slow or clogged drains. Please contact Physical Plant by following the procedure for maintenance requests, and they will address the issue.
8. Usage of charcoal and/or gas grills is prohibited on the rear staircases and on buildings with balconies.

Apartment Assistance

When something in the apartment needs repair, it is important that it be dealt with as quickly as possible. When tenants notice anything that needs maintenance attention, they should submit a help desk ticket to Physical Plant. Whatever the maintenance request, we encourage residents not to delay in reporting it. It should be called in before the situation worsens. To submit a help desk ticket, follow these steps:

1. Log in to the help desk website: <https://jira.northpark.edu:8443/login.jsp>
2. Click "create issue," located in the upper right-hand corner.
3. Complete the required fields:
 - Project: Physical Plant
 - Issue Type: Don't change this; it should remain as "ES-General"
 - Summary: Provide a brief/one-line summary of the problem
 - Building: Select your building address from the summary (the 5151 N. Christiana building is listed as "Jackson")
 - Location in building: Enter your apartment number. If the issue is in a common area (e.g., hallway, laundry room, etc.), enter that information. Be specific (i.e., 2nd floor landing)
 - Equipment: Leave this blank
 - Description: Provide a detailed description of the problem. Your issue can be addressed faster when we

don't have to send follow-up questions

Other-Reporters: Enter the SHC's name here (you can search via their e-mail address). This step is required, so please do not forget it.

4. Click "create," and your information will be submitted to Phys. Plant.

When employees of NPU's Physical Plant come to a resident's apartment, they are never to arrive before 10:00 in the morning, unless prior arrangements are made with the resident (or it is an emergency), and they will knock two times before entering. Once they open the door, they will call out "Physical Plant" before entering the apartment. They will be wearing tan and brown uniforms (custodial personnel will be wearing blue). Should NPU Physical Plant personnel stop by when a resident is not in the apartment, they will leave a card saying why they were there.

Requests for **repairs or servicing of the washers or dryers located in NPTS apartments** are also to be submitted via a help desk ticket by those who discover the problem. Once a problem is discovered, residents should place a sign on the machine instructing others not to use it.

If a resident is locked out of their apartment, they may call NPU Campus Security (773-244-6200).

For further information about on-campus housing, please contact the SHC at semhousing@northpark.edu.

On-Call Maintenance/Custodial Programs

Purpose of Programs

The On-Call Engineer/Custodial Programs exist to provide North Park University with a 24 hour emergency maintenance and custodial service. The programs are intended to provide timely responses to students, faculty and staff in campus facilities who are experiencing emergency maintenance and custodial situations. The On-Call Engineer/Custodial Programs extend the Physical Plant Division's normal operating hours (8:00 a.m. – 4:30 p.m Monday – Friday) to include weekday evenings, weekends and holidays. The On-Call Engineer/ Custodial Programs exist solely to provide emergency assistance to affected individuals on campus facilities and are not substitutes for common maintenance concerns.

What is an Emergency?

A disaster, unusual occurrence, utility malfunction, or equipment failure that presents imminent danger to life, limb, or property is considered an emergency and should be called in immediately. Minor concerns that do not present such danger are not considered emergencies and will be handled in a timely fashion during normal working hours.

Who to Call

On-call personnel will receive calls coming from **Magnusson Campus Center ONLY**. Seminary students, faculty and staff may report issues directly to Magnusson Campus Center Desk (x6200).

What Information to Give

- 1.) Building Information (location of concern)
 - a. Building address or name
 - b. Apartment number
 - c. Area within apartment
- 2.) Nature of Problem
 - a. Be specific
- 3.) Contact information for concerned individual
 - a. Phone number to be reached at
- 4.) Brief history of problem

Response Timeline

- 1.) Call placed to Magnusson Campus Center x6200

- a. Information given – building location, nature of problem, contact information etc.

30 min max.

2.) Contact made with Concerned Individual

- a. Engineers will gather information regarding the request and
 - i. Determine response needed
 - ii. Inform individual of actions to be taken
 - iii. Provide contact information

60 min max (90 min after initial call)

3.) Physical response to concern

- a. A physical response will only occur if the request meets the requirements of an emergency situation: A disaster, unusual occurrence, utility malfunction, or equipment failure that presents imminent danger to life, limb, or property.
- b. Minor concerns that do not present such danger are not considered emergencies and will be handled in a timely fashion during normal working hours. These include but are not limited to...
 - i. Clogged toilets
 - ii. Burned out light bulbs
 - iii. Blown fuses