

INFORMATION FOR GRADUATE STUDENTS

Books and Materials

Textbooks are typically required for graduate courses and may be purchased at the North Park University Bookstore, managed by the Follett Company. Bookstore hours are posted at their website (<http://www.bkstr.com/northparkstore/store-info-contact-us>), along with information on how to order online. Students purchasing textbooks should make sure the book is the correct edition. Instructors may also have created a custom textbook that is only available at the campus bookstore. Students should budget for the costs of textbooks for each course, typically between \$100 and \$200.

Instructors may also provide other materials and course packs for students to purchase. The costs for students may include printing, processing, and copyright clearance fees. The charges for these materials, which can range from \$10 to \$80, are typically entered into the student accounts system and appear on the students' invoice along with tuition and fees.

Lab fees are assessed in certain courses and can go up to approximately \$200 per course.

Campus Locations

Just three miles west of Lake Michigan, the main North Park campus is located at the corner of Foster and Kedzie Avenues (5200 north and 3200 west) in Chicago, Illinois. The address is 3225 West Foster, Chicago, Illinois 60625.

Satellite locations are in Arlington Heights, Grayslake, Evanston, Glenview, Humboldt Park/Chicago, and Crystal Lake. Graduate programs at each location include:

- Forest View Educational Center (Arlington Heights) – School of Education, School of Nursing
- University Center of Lake County (Grayslake) – School of Business and Nonprofit Management
- North Shore University Health System (Evanston, Glenview) – School of Nursing
- Casa Central (Humboldt Park/Chicago)– School of Business and Nonprofit Management
- McHenry Community College (Crystal Lake) – School of Education

For specific locations and directions, visit www.northpark.edu/locations.

Career Development

The North Park University Center for Career Development and Internships provides assistance to students seeking to change or develop their careers. Though mainly focused on the undergraduate experience, graduate students can meet with the Director to discuss career development issues. Students needing extensive career counseling should be prepared to make private arrangements for one-on-one assistance beyond the services of the University.

The faculty in each school are available for networking and conversation around career options. Some of the schools also announce job openings that students may be interested in pursuing.

Chapels, Convocations, and Ministry Opportunities

North Park University is owned and operated by the Evangelical Covenant Church of America and has a nondenominational chapel service which is held each week at 10:30 AM on Wednesday. The services are held in Anderson Chapel and all members of the community, including graduate students, are invited and encouraged to attend.

Our community also gathers in Anderson Chapel each year for a convocation service in honor of Dr. Martin Luther King, Jr. Day.

The various graduate programs may on occasion also sponsor special assemblies for students in their particular programs.

University Ministries provides opportunities for graduate students including: Global Partnership programs for mission trips around the world; small group Bible study; Urban Outreach projects; the prayer team; pastoral counseling, and more. Visit www.npumin.com for more information.

Classroom Technology

North Park University has several A/V-equipped classrooms that include access to projectors with DVD and CD capability. For making presentations, students may connect their laptops with classroom technology. For an Apple Macintosh interface, contact Computer Services.

Computer Services

Computer Services oversees administrative and academic computing, student computer labs, the campus network, and campus telephone systems. Student Computer Labs are available for student use and are equipped with Apple Macintosh and IBM-compatible computers, laser printers, and scanners. The student labs are staffed by student lab assistants who have been trained on the machines and are able to respond to users' questions. Visit www.northpark.edu/cs for information on locations of campus computer labs.

Fiber optic cable connects campus buildings, including residence halls, to the campus computer network. Wireless access is also available in selected areas throughout the campus. Students with internet-ready computers may connect from various locations on campus.

All properly registered students will be able to set up a North Park University email account. To set up an account, go to the University home page, www.northpark.edu, click on "Current Students," then "Information Technology," and follow the directions under "Account Setup and Access."

Course Evaluation

Students are asked to complete a course evaluation for each course they take. They include feedback opportunities to evaluate all aspects of the learning experience, including instructor evaluation. The course evaluation is given to the instructor anonymously to review for possible future course modification and to the Dean for use as a part of a faculty development process.

Disabilities Accommodations

Students with disabilities who may need accommodations in their graduate program are encouraged to contact their program's administrative office. Please do so as soon as possible to better ensure that such accommodations are implemented in a timely manner. For further information, visit www.northpark.edu/ada.

Health Services

In cooperation with the Family Practice Center at Swedish Covenant Hospital, Health Services exists to facilitate North Park University students in developing healthy life choices, maintaining optimal health, and obtaining appropriate medical care. Graduate students are essentially limited to immunization and health education services; however, students may purchase health insurance for a fee through Health Services' approved third-party vendor. All graduate students are encouraged to maintain health insurance coverage. Recent graduates from undergraduate programs may be eligible to remain on their parents' policy or take advantage of COBRA to continue on a policy with additional charges.

Students needing immediate medical attention when they are on the main campus may either proceed directly to the emergency room at Swedish Covenant Hospital (at California and Foster Avenues) or to Peterson Urgent Care (at Peterson and Western Avenues) for non-emergency urgent care. Peterson Urgent Care is open daily, including evening hours. Students are obligated to arrange for paying for these services directly or through their own health insurance.

Complete information about all services available can be found at www.northpark.edu/healthservices.

Housing

No official housing is available for graduate students, except for Seminary students. However, there are several different options available in the community surrounding North Park for apartment rentals and real estate purchase. Students looking for housing may check the bulletin boards at the Seminary (Nyvall Hall), contact the International Office (for international students), or contact the Executive Vice President for Financial Affairs Office (Old Main). Numerous online resources for finding housing in the area, such as Craigslist, are available. Often the best way to find an apartment is to just walk the neighborhood looking for rental signs.

International Student Services

International students are required to be in contact with the Office of International Student Services on a regular basis to ensure accurate status reporting to the U.S. government. The office provides a variety of services, outlined at www.northpark.edu/campus-life-and-services/international-student-services.

Library

North Park University's Brandel Library is located on Christiana Avenue, south of Foster Avenue, and houses a collection of books, newspapers, academic journals, and other materials. Students are required to present a North Park ID card for entry. The Library has many online databases and services available to students via the library website. Students also have inter-library loan access to the libraries of 76 partner universities, including the University of Illinois. Students are encouraged to visit www.northpark.edu/library and meet with the librarians on staff for further orientation or for specific reference questions.

Office of Distributed Learning/ Online learning

The Office of Distributed Learning oversees the integration of academic technology into North Park course offerings, including courses that are online, hybrid, and technology-enhanced. The ODL supports the use of Moodlerooms, the course management system used by North Park. North Park is committed to maintaining and expanding its online learning opportunities. Visit the website for up-to-date offerings.

Transcripts

Official transcripts may be obtained by submitting a signed written application to the Student Services office. Forms for this purpose are available at Student Services or online. The fee for same-day transcript requests is \$10, and \$5 for regular requests (two-to-three days). If it is not a same-day request, the first transcript requested is free. Official transcripts are notarized and delivered in a sealed envelope.