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## **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 weekly chapels 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 Diversity and Globalization 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.

### *Field Education*

The Field Education Committee meets on a regular basis to consider student petitions concerning their field education requirements. It also evaluates the program, particularly its forms and frameworks. This committee is chaired by the Director of Field Education, and includes faculty and student representation.

**COMMUNITY LIFE**

**Campus Communication**

*Nyvall*



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 Magnuson 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

## **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:





**Student Health Insurance**

*The federal*

## **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.

#### 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 email at [srspencer@northpark.edu](mailto: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 2<sup>nd</sup> 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, dataAMCID 5BDC q.68 T





## **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 Magnuson 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>

## **Magnuson 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 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 in their 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:

- 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 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 a semester and includes group fitness events. A waiver must also be signed by the spouse before access is granted.



or email us([studentaccounts@northpark.edu](mailto: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.* (Note that Perkins loan recipients must sign promissory notes in the Student Administrative Services office.)

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 and your Passport.





**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.

**Academic Dean**

The Office of the Dean of Faculty and Academic Life is located on the first 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



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](mailto: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 email 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.

Email submissions to [semservices@northpark.edu](mailto:semservices@northpark.edu). All requests must be received by Wednesday at 3pm, be 100 words or fewer, in Times New Roman font size 12 for posting. Feel free to include a link, but we cannot include attachments. Announcements will be kept in NNN for two weeks unless a special request is made.

Student Services occasionally sends out special emails, 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 Magnuson Campus Center for approval first.

**COFFEE TIME:** You can also make an announcement at coffee time 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.









Step 2. If the student is dissatisfied with the prior decision, the student may appeal to the President and 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 President and Dean of the Seminary shall determine the appeal based upon the record presented, and any additional investigation the President and Dean of the Seminary deems appropriate. The decision of the President and 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:  
<http://www.northpark.edu/Seminary/Academics/Academic-Programs/Catalog>



## 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



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.



don't have to send follow-up questions

Other-Reporters: Enter the SHC's name here (you can search via their email 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"

