



STUDENT HANDBOOK

Northern California

2002-2003

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”Nurturing Godly Leaders”

Welcome to Western Seminary!

We are pleased to welcome you to the Western Seminary community. At Western, you will find a community with the common goal to **glorify God**. Western students, faculty and staff are highly motivated not by grades or the praise of others, but by the desire to exalt the Lord and to serve productively in His Kingdom.

Members of this community serve one another. During this time of transition, please call on us. We have resources that may help your search for ministries, financial aid, advising and academic questions, etc. Fellow students and spouses are eager to make your transition easier. Faculty members and staff look forward to knowing you as a person and as a friend.

Welcome to the community. We are delighted you have joined us.

Warmly yours in Christ,

Dan Britts, Ph.D.
Associate Dean of Student Development
Western Seminary / Northern California

ACADEMIC INFORMATION

The current seminary catalog is the primary (and most authoritative) source of information regarding academic requirements and regulations. Therefore, students are referred to the section of the catalog titled, "Admission, Expenses and Academic Policies", and the section dealing with the San Jose and Sacramento campuses. We are highlighting the information below either because it does not appear in the catalog or because it merits repetition here. You will also find a wealth of information at our website: www.westernseminary.edu.

ADVISING Each student, upon admission, is assigned a faculty advisor according to the student's degree program. You are strongly encouraged to communicate with your advisor each semester about your progress, your plans for next semester, or other matters. There is an Advising Week each year scheduled for this purpose. By discussing your program you will avoid taking courses that do not fulfill the requirements of your particular program or taking courses out of sequence, often resulting in schedule conflicts at the end of your program. Since we care about you as a person and not simply your academic training, we invite you to contact us regarding anything significant touching your life or ministry. In particular, if at any time you are sensing it would be difficult to continue in the program, please meet with your advisor who would be most willing to problem- solve with you the conflicts you may be having.

REGISTRATION During each academic term, students are required to register for the following term. Formal registration is a sequence of several steps, which must be completed prior to enrollment in a particular course. We highly recommend that students meet first with their faculty advisor to review progress and to select courses for the subsequent semester. Registration forms for courses offered at the San Jose campus should be faxed, sent or dropped by directly to the San Jose Student Services Office, along with appropriate tuition payment. The registration forms for courses offered in Sacramento may be faxed, sent or taken to the Sacramento Office for recording, along with appropriate tuition payment.

A completed registration indicates that the student evidences his or her basic harmony with the doctrinal position of the seminary and agrees to comply with all its regulations. Habitual infractions of the regulations will jeopardize the student's continued enrollment.

COURSE SELECTION First-year degree program students are encouraged to take designated first-year courses as laid out in the curriculum plan sheets. Your faculty advisor will assist you in your long-range planning as well as in your term-by-term course selection.

CREDIT HOURS AND WORKLOAD A credit hour normally represents 750 contact minutes with the instructor over the 12-week semester. For each hour in class, the student should anticipate studying approximately two hours outside of class. The first semester of enrollment generally requires more time for adjustment and the development of effective study and management skills.

AUDIT Any student may audit a course, assuming registration is made as an auditor. Anyone auditing a course is considered a regular participant in the class, though written assignments or examinations are not required. Enrollment is restricted in some courses. Normal attendance requirements must be met in order to receive transcript notation. Audited classes may be repeated for credit. Any person who has not been admitted as a degree status student must apply for admission under the non-degree status in order to audit. Non-degree students are subject to the same deadlines and fees as regular students.

INCOMPLETES AND EXTENSIONS Faculty members determine their own procedures and due dates for the completion of course assignments and examinations. The instructor's expectations will be stated in the course syllabus. The final deadline for submitting all course work is the date assigned by the professor ***but no later than the last Saturday of the semester***. In the case of serious illness, family emergency or other extenuating circumstances, the instructor may grant an extension. A temporary notation of "I" (incomplete) is assigned until a final grade can be determined. The maximum extension permissible is four weeks. All course assignments not completed by the extended deadline will be given a failing grade. Under no circumstances may this four-week period be extended except by petition and approval of the Academic Committee.

CHEATING Western is a Christian school and every student is expected to conform to the highest standard of Christian conduct. This applies to the academic area as well as such things as appearance and social behavior. On many secular campuses, cheating is an everyday experience and even a lucrative business for students and

faculty alike. It is understood that cheating in any form is a violation of both the commands of God and seminary regulations. Of particular concern is the problem of plagiarism. Plagiarism is defined as taking another's ideas or words and presenting them as one's own. The student must give proper credit to the source of ideas as well as direct quotations. (For further guidance, please see your professor.) All forms of cheating, including plagiarism, are considered extremely serious offenses. By faculty action, the handling of an instance of cheating is the responsibility of the individual professor and his/her options range from forgiveness with no restitution necessary to failure on the test, assignment or course. If a student feels he/she has been unjustly accused or treated unfairly, appealing to the Academic Dean is permissible after a conference with the professor involved.

REGULATIONS AND APPEALS It is the desire of Western Seminary to be responsive to the needs of the student in all areas of his or her life. As a school, we have established policies and procedures in both academic and financial areas as well as personal, moral/ethical and spiritual development. These policies and procedures are intended to cover most circumstances which arise, but it is recognized that on occasion there are situations which warrant special, individual consideration.

STUDENT CONDUCT In the area of moral/ethical or spiritual development, the seminary recognizes the freedom of each student to develop under the leadership of the Holy Spirit. However, it must also be noted that Western students are not only preparing for positions of spiritual leadership but are often already viewed as Christian leaders by men and women in the community. Thus, it is essential that they exemplify a God-controlled life both on and off campus, conforming to the highest standards of conduct. It should be recognized that standards of behavior for the believer are based on the Bible and are divided into at least two categories: 1) those things that are expressly prohibited by Scripture such as fornication, drunkenness, homosexuality, theft, dishonesty, "sins of the Spirit," and "sins of the tongue" (Mark 7:20-23; Gal. 5:19-21); and 2) those things which may be unwise or not expedient in deference to those within our own community and the broader evangelical tradition (Rom. 14; 1 Cor. 8).

Failure on the student's part to live up to this standard becomes the concern of the Associate Dean of Student Development. (It is assumed, however, that any matter of concern in this area between members of the seminary community will first be dealt with according to the principles of Matt. 18: 15-22.) In this, as well as in the financial and academic areas, care should be taken to assure protection of the student's interest. The lines of appeal in the moral/ethical or spiritual development area shall be 1) Associate Dean of Student Development 2) Student Development Committee/Academic Committee 3)faculty and 4) the president. (NOTE: On the branch campuses, investigation and determination of issues should take place in the closest possible geographic proximity of those involved. However, processes and decisions made on the branch campuses must always be done with the knowledge and involvement of the Dean of Student Development.)

Any action that would interrupt a student's progress in a program (i.e., suspension or dismissal) may only be taken by the Student Development Committee/Academic Committee after input from the faculty. In such cases, the student shall receive a written statement of the concerns raised against him/her and is entitled to appear in person before the appropriate committee. He/she may be accompanied by a personal representative, may bring witnesses on his/her own behalf and may choose not to answer any of the questions placed to him/her. Should the situation warrant it, the student may be given a warning, a disciplinary probation, a suspension or a dismissal. Appeal of action at any level must be in writing and must be submitted to the Dean of Student Development (or his representative) within 30 calendar days of notification of the action; a personal interview will be granted to deal with any appeal which goes to the President.

Note: The above procedure relates primarily to students on the Portland, San Jose, and Sacramento campuses. Procedures relating to students in off-campus programs (such as D. Min. or External Education) may differ, although such procedures will always include the opportunity to appear in person (for off-campus programs, at his/her own expense) and the right of appeal.

CLASS ATTENDANCE Students are expected to attend and participate in classroom activities as directed by the faculty. Whenever an absence is necessary, it is the student's responsibility to arrange with the instructor for missed class work. An instructor is under no obligation to assist a student in making up assignments unless the student provides a legitimate reason for the absence (e.g., illness or family emergency). Whenever possible, a student should consult with his/her instructor in advance about work which will be missed on account of a foreseeable absence. It remains the student's responsibility to arrange to have a classmate tape the missed

lecture, if approved by the instructor. A specific teacher's attendance policy should be included in the course syllabus; if it is not, the student is responsible for finding out what that requirement is.

PROCEDURE FOR DROPPING/ADDING A CLASS Students may change their registration with the written approval of their program advisor. **No course is officially added or dropped until the student has recorded the change in writing which can be sent to the Records Office by email, fax or mail.**

Students are permitted to add a course during the first two weeks of the semester.

Students may drop a class, with no grade penalty, until the date on which there is no tuition refund. (*Please refer to the published refund schedule in the current semester schedule.*) Any courses dropped thereafter will be recorded with a failing grade unless the student has petitioned the Academic Committee and has been granted permission to drop the class without academic penalty. If a student fails to drop a course according to official procedures, a grade of "F" is recorded on the transcript. The student is still responsible for the tuition involved.

Please note: All course changes are the responsibility of the student and must be accomplished in writing.

COURSE PAPERS AND THESES All course papers shall be typewritten and shall be in thesis form, unless otherwise designated by the professor. Course papers shall conform to the standards outlined in The MLA Style Sheet or APA Style (at the discretion of the professor; primarily required for MFT Courses) or any additional instructions authorized by the faculty.

OWNERSHIP OF CLASS PAPERS The physical copy of all class reports, papers and so forth which are turned in for a grade in a given class becomes the property of the professor, though in most cases these are returned to the student. The content and/or ideas of such documents, however, remain the intellectual property of the author and may not be copied or used without permission from the author.

RETURN OF CLASS PAPERS Papers turned in as class assignments, which are being returned to students, will ordinarily be put in the student's campus mailbox. Since the mailboxes do not have doors which may be shut and/or locked, professors are asked to assist in respecting the privacy of students by putting comments and grades on an inside page rather than the front or back of the paper. If you wish a higher level of security or privacy, you may at the time you hand in the assignment also give the professor an envelope with your name and mailbox number on the front and request that it be used to return your assignment.

GENERAL INFORMATION

EMAIL ADDRESSES Email is a primary source of communication for Western Seminary (for grades, Student Services notifications, billing, class cancellations, graduation information and communication with students and professors). You should make a habit of checking your email address at least weekly and reading material thoroughly. You are also responsible to notify Student Services of any email address changes. Western does not take responsibility for failure to communicate if an email address is not provided or notification of a change of email address is not provided to Student Services in a timely manner. **Not having or not checking your email will not be considered grounds for waiving or reducing financial penalties.**

MAIL BOXES Each student is assigned a mailbox number, which *should be written, along with the student's name, on all school papers* (examinations, term papers, etc.) and on all correspondence. Each day on campus before leaving the seminary, students should check their mailboxes for messages and mail. *The seminary's responsibility for conveying telephone messages ends when the notice is placed in the student's mailbox.* **Note:** Campus mailboxes, though not enclosed or locked, are dedicated for the exclusive use of the person to whom they are assigned. Going through another person's mailbox or reading materials placed in another person's mailbox is a violation of personal privacy. We trust you will treat others as you would wish to be treated.

PARKING Parking is available in all areas except those parking spaces designated for Church staff.

STUDENT IDENTIFICATION CARDS ID cards are issued from the Student Services Office. If you have not received one, please see the Student Services Staff.

FINANCIAL AID For student loans, limited gift assistance information, and forms, contact Lynn Ruark at the Portland campus at 1-800-547-4546 and/or go to Financial Aid on the Western website.

STUDENTS WITH LOAN ENROLLMENT VERIFICATION FORMS Student loan enrollment verification forms are completed by the Financial Aid office in Portland. The processing of these forms will be expedited by following these procedures:

1. Enrollment verifications can only be made for the current academic year or any previous terms.
2. Please send forms to the Financial Aid office in Portland within the first two weeks of the semester. Make sure that all student information is provided, including signature, in the Student section.
3. Provide a stamped envelope, pre-addressed, to appropriate loan agency.
4. Allow five days for processing.

SEXUAL HARASSMENT POLICY The seminary community will not tolerate sexual harassment, and the seminary is committed to providing and preserving an atmosphere free from harassment in any form.

1. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's admission, evaluation, graduation or other aspects of academic progress, or employment, (2) submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive academic or working environment.
2. This policy covers all full and part-time students on all campuses and teaching sites, as well as extension students. Anyone who experiences harassment in the classroom or on the job should seek consultation through the Associate Dean of Student Development or his representative, the Academic Dean, or another advisor of his/her choice. (**Note:** A corresponding policy relating to seminary employees may be found in the seminary employee's handbook.)
3. A sincere attempt will be made to thoroughly investigate all complaints and to assure preservation of the reputation and integrity of the involved individuals. Names of individuals involved, the facts of an investigation or any written information regarding an investigation will be kept confidential except to those actually involved in the investigation in order to protect the accuser from retribution and the accused against false accusation.
4. If informal efforts are unsuccessful, formal procedures exist which allow both parties an opportunity to pursue a resolution. Complainants have the opportunity to pursue their allegations without fear of retribution and to seek relief from proven sexual harassment. Alleged offenders will have the opportunity to defend themselves and clear themselves of the complaint. Proven offenders will have the opportunity to make amends, based on an increased awareness of the effect of their behavior. Appropriate counseling may be made available to the proven offender and/or disciplinary action or dismissal consistent with the degree of seriousness of the sexual harassment will be taken.
5. Any individual will have up to 90 days after the alleged occurrence(s) to file a complaint. It must be recognized, however, that a lengthy period between an alleged occurrence(s) and an investigation may make fact finding extremely difficult or impossible.
6. The process for investigating a complaint of sexual harassment shall be as follows:
 - a. The complaint shall be reported to the Associate Dean of Student Development or his representative. If the complaint is able to be resolved by the Associate Dean of Student Development to the satisfaction of the parties involved, a report shall be filed with the Academic Dean so that the seminary will be aware of any pattern of harassment by a particular individual and also be aware of all complaints of sexual harassment. The report should detail the complaint and its resolution.

- b. If the complaint cannot be resolved informally, the Associate Dean of Student Development must file a report within ten working days of the first report to him/her. A sexual harassment committee will be formed to investigate and resolve the complaint. This committee will include a faculty member chosen by the Academic Dean and a student to be chosen by the Associate Dean of Student Development. In pursuing the investigation, the committee shall take the following steps:
- Confirm the name and position of the parties involved;
 - Thoroughly ascertain all facts, asking questions in a nonjudgmental manner to determine the type of alleged harassment, the date(s) and location where it occurred, and if there were any witnesses who observed the alleged harassment
 - Communicate its findings and its intended actions to the Academic Dean and those involved in the alleged harassment.
- c. The investigation shall begin within fifteen working days from the time the complaint was referred to the committee. The committee shall report its decision within 30 working days from the time the complaint was referred to the committee.
- d. The decision of the investigating committee may be appealed to the president and/or the board of trustees. This appeal must be filed within 30 days of the decision of the investigating committee.
- e. It is the policy of the seminary to enforce Title VII of the Federal Legal Code, and to create an academic and employment environment free of sexual harassment.

DRUG ABUSE PREVENTION PROGRAM It is the desire of Western Seminary to provide the highest quality of education as well as an environment that facilitates learning and Christian growth. All students, faculty, and staff are expected to live according to the highest standards of Christian behavior. In addition, participation in certain federally funded student aid programs requires that we establish specific policies and programs in relation to particular societal issues and/or problems. Therefore, in compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), Western Seminary hereby adopts this drug and alcohol abuse prevention program.

1. In addition to the standards of conduct written in the seminary catalog, Western Seminary specifically prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
2. The unlawful possession or distribution of illicit drugs and alcohol is a violation of the laws of the cities of Los Gatos and Sacramento, the State of California and the United States. The courts will determine penalties for violations of these laws. Western Seminary will support all local, state and federal laws relating to drug and alcohol abuse, including referral to local authorities for prosecution.
3. The use of drugs brings with it many dangers to an individual's mental and physical health. Common results of abuse are: addiction, delusions, hallucinations, toxic psychosis, depression, convulsions, loss of appetite, cirrhosis, emphysema, heart disease, various cancers, panic reactions, brain damage, bone marrow disorders, lower resistance to disease, abscesses, infections, hepatitis, and proneness to accidents and death.
4. Western Seminary desires to assist any student or employee in obtaining pertinent information on drug abuse or in entering the appropriate, medically supervised treatment program. Please contact the Director of Counseling (students) or your supervisor (employees) for further counseling and guidance.
5. Violation of these standards by an employee or student will be reason for mandatory evaluation and/or treatment for a substance use disorder or for disciplinary action up to and including dismissal from school or termination of employment.

The intent of this program and our participation in it is to be preventative and remedial. If you have questions or concerns about this policy and/or your relationship to it, please contact the Associate Dean of Student Development.

CRIME AWARENESS AND CAMPUS SECURITY Federal regulations require that all institutions receiving Title IV monies must comply with the Crime Awareness and Campus Security Act of 1990. One aspect of our compliance involves the collecting and reporting of statistics on the number of specific crimes which have occurred on campus and the number of arrests on campus for liquor law violations, drug- abuse violations and weapons possessions. The specific crimes which must be reported are: murder, rape, robbery, aggravated assault, manslaughter, arson, referrals for disciplinary action due to drug-related or liquor law violations or weapons possession, crimes motivated by prejudice, motor vehicle theft and crimes that occur near the campus.

This information may be found on the Department of Education Office of Postsecondary Education website (<http://ope.ed.gov/security>). When you have reached the Office of Secondary Education's homepage, click on "Information for Students" at the bottom of the page. On the resulting webpage, click on "COOL" and then "IPEDS COOL." The key in "Western Seminary" in the space for "Name of Institution." This link will give you the required information. If you have questions or if you wish a hard copy of the required information, please contact the Financial Aid Office at 503-517-1818.

While it is highly unlikely that any of these things will occur on a Western campus, we ask that -- should they occur -- they be reported immediately to the Office.

EMERGENCY PROCEDURES.

The following procedures should be followed in case of emergency:

Health Emergencies:

If obviously life-threatening such as heart attack, choking, severe bleeding or severe injury:

Dial 911. Give specific information as to the problem and the specific location of the person.

Fire

1. If you have good reason to think there is a fire:
 - a. Pull the fire alarm.
 - b. Dial 911. Give specific information as to the location/building, etc.
 - c. IF YOU ARE NOT JEOPARDIZING YOUR SAFETY, locate nearest fire extinguisher and follow directions on the extinguisher. There are fire extinguishers which are suitable for all types of fire in each building. The three basic ways to put out a fire are: take away its fuel, take away its air (smother it), and cool it with water or fire extinguishing chemicals. Never use water on an electrical fire. Use only fire extinguishing chemicals.

Earthquake

1. If you are inside, stay inside; if you are outdoors, stay there. In earthquakes, most injuries occur as people are entering or leaving buildings.
2. If indoors, take cover under a heavy desk, table, bench, or in a supported doorway or along an inside wall. Stay away from glass.
3. If outdoors, move away from buildings and utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls.
4. If you smell gas, open windows, leave the building, notify the maintenance department or an administrator. Do not re-enter the building until an administrator says it is safe.
5. If you are in a moving car, stop as quickly as safety permits, but stay in the vehicle. Avoid stopping near or under buildings, overpasses, and utility wires.

6. If there are injuries, follow medical emergency policy above. Do not attempt to move seriously injured persons unless they are in danger of further injury.

Person Exhibiting Threatening Behavior

If a stranger is obviously menacing, threatening, out of control, displaying a weapon, etc.:
Dial 911 for the police.

STUDENT DRESS Western Seminary has avoided a "dress code" because this approach lends itself to legalism. Thus, we have attempted to identify principles, which relate to this matter and trust that they will be applied by all. These principles include: a) A believer's body is a temple of the Holy Spirit; b) A person's function or the occasion is an important part of the appropriateness of dress/appearance (God's creation is one of order and order is related to function -- Genesis 1:24-28); c) How a person appears in another person's presence may indicate their respect for that person or the purpose for which they are relating to that person; d) Even preparation for ministry is a high calling; and e) All believers, especially members of the seminary family, are subject to constant scrutiny by the community and constituency. A minimum standard is that cutoffs, sleeveless shirts (for men) and bare feet are not considered acceptable and should not be worn to class. Shorts, if they are neat and modest, are acceptable warm-weather attire. Neatness, cleanliness and propriety are still the keys and will be expected. Flagrant deviations from these guidelines will be dealt with on an individual basis.

PAYMENT OF TUITION All tuition fees are paid to the campus where the courses for which you are registered are being taught.

PAYMENT PLANS Western Seminary expects a student to have a plan for payment of educational expenses. A student's name will not be put on a class list, and a student may not attend class, unless a payment plan is chosen and payments for that plan are current. The seminary offers the following payment options for meeting your educational expenses for the 2002-2003 academic year. Please carefully review these options as they vary significantly from prior payment policies.

Plan A - Full Payment at the beginning of each term. The tuition payment deadline is the first official week of each semester.

NOTE: While the preferred method of payment is by check, payments for tuition may be paid with VISA, MASTERCARD, or DISCOVER card.

Plan B-Monthly Payment Through Academic Management Services (AMS). AMS is not a loan program. It allows students to pay their tuition in monthly installments over a period of 10 months. The annual fee for this plan is \$55.00 (with no additional interest charges), and it includes life insurance coverage. This program is administered by Academic Management Services and payments are made directly to them. **You may enroll online at www.tuitionpay.com.** Enrollment in the plan should be completed before the deadline in order to avoid having to make payments for missed months. If electing to use the AMS monthly payment plan, remember that you must estimate your tuition for all three semesters (fall, winter, and spring). You should make your best estimate of how many hours you expect to take in the winter and spring. Allowances are made for students who wish to enroll in AMS prior to winter and/or spring semesters.

Please be aware that the alternatives listed above are the only options available this year. As such, you should decide as early as possible which plan best suits your needs, and enroll or make payments accordingly. Another alternative is gift assistance but, due to its limited availability, please contact the financial aid office in Portland. In any case, registration will be canceled for students who have not met the requirements for one of these payment options by the beginning of the third week of classes for each term. In this event, such students will not be considered matriculated students and may not attend classes.

Any student who has not been able to clear his/her account by the end of classes (each semester) must discuss his/her plans for payment with the Business Office or he/she may be asked to submit an acceptable, written payment plan to the Financial Appeals Committee. In addition, accounts that become delinquent will be referred to an outside collection agency. Charges and costs incurred in the referral process will be assessed each account referred for collection. Please be aware that this will affect your credit rating. **A**

student failing to do so may not secure grade reports or attend classes in any subsequent term until all seminary debts are paid.

Please be advised that the TUITION RATE for 2002-2003 ACADEMIC YEAR is \$320.00 PER CREDIT HOUR FOR ALL COURSES. If you have any specific questions, please call (408) 356-6889, and speak with Kathy Watson (San Jose) or (916) 488-3720 and speak with Missy O'Dell (Sacramento).

SPOUSE'S TUITION REDUCTION POLICY The spouse of a degree student at Western Seminary may take courses at half-tuition, subject to the following conditions:

1. In order to qualify for this discount for his/her spouse, the degree student must be taking 8 semester hours or its equivalent. The discount will also apply if neither husband nor wife takes 8 hours but the total enrollment for the couple equals 14 credits in a semester;
2. The benefit shall not apply to courses beyond the first or entry-level seminary degree (i.e., the spouse receiving the benefit shall not apply it to a Th.M. or D.Min. degree, for example, or for courses taken after receiving an M.Div. or M.A., etc.);
3. If both husband and wife are enrolled for 8 hours or more (see #1 above), the discount shall apply to the partner taking the lesser number of hours, assuming that the other qualifications are met (i.e., if husband is taking 8 hours and wife is taking 10 hours, the discount shall apply to the 8-hour load).

The intent of this policy is at least two-fold:

- To enhance the marriage of the student and spouse by providing a shared experience, etc.;
- To enhance the ministry of both husband and wife by making it as easy as possible for the spouse to receive formal training in ministry.

LEARNING TOGETHER IN MINISTRY Under this program which has been in place since the onset of the NorCal campuses, student spouses are permitted to sit in on seminary classes and, since student's budgets usually work against this, to do it at no cost. The benefits should be obvious: husband and wife would have additional shared experiences, the spouse's personal and ministry potential would be enhanced, etc.

The guidelines for this program:

1. This program is limited to **spouses of students in degree programs**. Learning Together in Ministry was established for the specific purpose of demonstrating our commitment to preparing couples for vocational ministry. Degree program status is the best indicator of vocational intent; therefore, we will use this as the qualifier for the **LTM** program.
2. Permission of the instructor is required for attendance in a particular class.
3. There will be no charge for student spouses participating in this program.
4. **LTM** enrollment will be limited to "space available" -- i.e., the difference between the maximum enrollment for a particular class and the number of "paying" enrollees. (LTM students may be "bumped" by paying students who register late.)
5. There will be no credit given for attendance at classes under this program. This is not an "audit" as no record of enrollment, etc. will be kept. (Students whose spouses are required by a mission board to take seminary classes should check with their board to see if this arrangement will meet their requirements.)
6. **LTM** students **MUST REGISTER FOR CLASSES** on appropriate forms found in the main office. This should be done as early in the term as possible.
7. **LTM** students should expect to attend every class session or nearly every class session since information and experiences gained in the class itself is the object of this program. If a student must

"drop out", he/she should notify the records office as soon as possible by completing the appropriate form.

8. Participating in class discussions and out-of-class conferences with professors must be kept to a minimum. While it is recognized that these things have significant educational value, this is the only way we can make this opportunity available at no charge.
9. Spouses are encouraged to do assigned reading assignments, but they will not write papers or take quizzes, tests, etc.
10. Children must NOT be brought to class or left unattended elsewhere on the campus.
11. The spouse is not limited to classes the paying student is taking -- virtually any course is open to this arrangement (with the instructor's permission, of course).

Questions about this program should be referred to the main office.

We are pleased to be able to offer this opportunity to our student couples. We hope it will be a significant help both personally and professionally.

VETERAN'S BENEFITS Western Seminary is approved by the BPPVE to train veterans . To apply for veteran's benefits, please contact the Portland Records office.

SOLICITATION AND SALES It is the policy of Western Seminary that no salesperson or sales representative of any kind be allowed to solicit business among the student body, faculty or staff on campus. Furthermore, it is our policy that no list of student names and addresses be made available to such individuals for off-campus solicitation. If such a salesperson or sales representative feels that his/her product or service is worthy of exception to the above-stated policy, he/she may apply in writing to the Student Development Committee for permission to present the product on campus. Such an application should be submitted to the office of the Associate Dean of Student Development. It should be recognized that any exception to the established policy is just that (an exception) and does not constitute any endorsement of the product or service on the part of the committee or the seminary.

STUDENT TUITION RECOVERY FUND

Resident students have certain tuition recovery rights in the state of California. The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. Please note that as of January 2002, the BPPVE has modified its policy such that students pay the annual STRF fee at a rate of \$3 per \$1000 of tuition. The STRF fee is covered by your tuition.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1027 - 10th Street, Fourth Floor, Sacramento, CA 95814-3517, (916) 445-3427.

INFORMATION FOR SAN JOSE STUDENTS

STUDENT RESOURCE ROOM Please note that the Student Resource Room is available for your use. It houses student and faculty mailboxes, an inbox for the Administrative Office, a photocopier (with use fees listed), all student related forms, and bulletin boards. A fee schedule is posted near the “*copy*” machine; payment to be made in the main office. The closest commercial copy center is Kinko’s, which is located at 15545 Los Gatos Blvd., Los Gatos. Administrative Office equipment/materials are available to faculty and staff only.

BULLETIN BOARDS Bulletin Boards in the Student Resource Room are for student, faculty and staff use. Please feel free to post appropriate materials in the sections listed. If you are interested in a job position posted or a housing notice, please copy down the information or make a photocopy, but do not remove the original. Normally, an item will remain on the bulletin board for a one-month period. Western Staff reserves the right to remove information which is not in keeping with Western standards. **Posters and other notices are NOT to be placed on the exterior doors of any church buildings.**

NEIGHBOR COURTESY As you will observe, we are located in a residential neighborhood. Accordingly, please be sensitive to the noise level and how it may be affecting the residences around our property. We have a 10 pm curfew. Students and faculty should relocate off Calvary’s property if they wish to chat or “hang out” after 10 pm. This is a City of Los Gatos requirement.

BOOKSTORE As a convenience to the students and faculty, you may purchase books on line via our website www.westernseminary.com (linked to Amazon.Com). Notes packets necessary for courses will be available from the instructor the first day of class, and a charge will be assessed to your account for each printed packet.

STUDENT LOUNGE The student lounge is available to students during office and class hours. Please feel free to utilize it to study, hang out with students, faculty and staff, and/or for small study groups. You are welcome to use the paper products in the cabinet space near the refrigerator. You are also welcome to use the refrigerator. The assumption is that everything in the refrigerator belongs to someone unless it is clearly marked available to all students. The refrigerator is emptied once a month. Vending machines are available. If you are having trouble with a machine, please notify Student Services.

FACULTY HOURS Faculty office hours are posted in the Student Resource Room and on their personal bulletin boards. You may also schedule an appointment by contacting them via phone or email.

LIBRARY FACILITIES The new library at Western Seminary San Jose has millions of on-line records available for research as well as about 5,000 library books and periodicals for use by students. Library hours are 9 a.m. to 5 p.m. Monday through Friday. The library also is open when evening and Saturday classes are in session with hours posted in the library.

To supplement the resources available through Western, the Seminary will reimburse degree students registered for courses up to \$100 a year for purchase of library cards from libraries located near you. A listing of some of the primary libraries and their policies in the greater Bay Area are listed in the “Off Campus Library Options” section of this guide.

ON-LINE ACADEMIC RESOURCES Western provides students with full access from any web connection to five leading ministry and psychology databases:

- ATLA Religion Database -- More than 1 million records from theological and pastoral journals, essays, book reviews, etc. covering Biblical studies, world religions, church history and religious perspectives on social issues from 1949 to present.
- ATLAS Full-Text Plus -- Full-text version of ATLA database.
- PsycINFO -- More than 1 million citations and summaries of journal articles, book chapters, books, dissertations and technical reports in psychology from 1887 to present.
- PsycARTICLES -- More than 25,000 full-text articles from 42 journals covering general psychology and specialized research in psychology.
- ProQuest Religion Database – 94 journals and periodicals, most of them available full-text, via student/faculty access to the seminary website.

You may access the above from your home, the Western library or any other web connection. Please note that these databases are for use by Western students and faculty only. Please use the following for access to the first four:

<http://search.epnet.com/login.asp?profile-ws>

User id: s4556763

Password: password

For the last database use the following:

<http://www.westernseminary.edu/>

All students will have the opportunity to receive training from the branch librarian for the online resources.

BOOKS AND PERIODICALS Western Seminary San Jose is in the process of expanding its new library. It has about 5,000 books and other periodicals available for loan or in-library use. About another 2,500 books are in the process of being cataloged and shelved.

Key policies regarding the use of Western's materials are the following:

1. Books with check-out cards may be self-checked from the library for two weeks.
2. Books that are in the Reserve Area are for library use only.
3. Books that are checked out may be returned to the book drop in the library.
4. Please do not re-shelve any books after checking them out. Please return them to the book drop.

Any books lost or damaged may be charged to your account.

OFF-CAMPUS LIBRARY OPTIONS You may find it convenient to use libraries close to your home or work. Below is a list of libraries and their policies as of July 2002. Before visiting another library to purchase a borrowing card, please contact them to confirm what identification is required. You also may want to call to confirm the extent of the library's collection in the particular area you are researching.

SOUTH BAY

BETHANY BIBLE COLLEGE

800 Bethany Drive

Scotts Valley, CA 95066

831/438-3800 ext. 1450

Western Seminary students may use the Bethany library, which has Christian studies and psychology materials. For a borrowing card, you are required to show student identification and to complete an application. This is usually approved at no cost to the student.

SAN JOSE CHRISTIAN COLLEGE

790 South Street

San Jose, CA 95108

408/278-4370

You may use the Christian studies and psychology materials in the SJCC Memorial Library and may purchase a library card for \$45 if you wish to check out items. Western Seminary students who are alumni of San Jose Christian College continue to receive courtesy library privileges after their graduation. Some books in great demand by SJCC students may not be checked out.

SAN JOSE STATE UNIVERSITY

1 Washington Square
San Jose, CA 95192-0028
408/924-2730

You may access books and publications in psychology and religious studies at the San Jose State University Library with some services and databases limited to SJSU students and faculty. The cost is \$50 (cash or check) for a 6-month card with a checkout limit of 10 items.

UNIVERSITY OF CALIFORNIA SANTA CRUZ

1156 High Street
Santa Cruz, CA 95064
831/459-5185

You may have on-site access to psychology and religious studies books and publications from the UCSC McHenry and Science Libraries. Western students may apply for a courtesy borrowing card for a fee from the circulation desks, giving you the privilege of checking out up to 25 items at one time. Amount of the fee varies with borrowing privileges.

NORTHBAY**GOLDEN GATE BAPTIST THEOLOGICAL SEMINARY**

201 Seminary Drive
Mill Valley, CA 94941
415/380-1660

Any person is free to open an account at the San Francisco Campus library, as long as he/she lives within a 100-mile radius of the seminary or is a GGBTS student, staff or faculty member. At this time, there is no fee to open an account. You may borrow five items at any given time and are not allowed to borrow some Reserve materials.

NOTRE DAME DE NAMUR UNIVERSITY (formerly College of Notre Dame)

1500 Ralston Avenue
Belmont, CA 94002
650/508-3748

Western Seminary students may use but not borrow books from the library, which includes materials in Christian studies and psychology. It loans only to Notre Dame students.

SAINT PATRICK'S SEMINARY

320 Middlefield Road
Menlo Park, CA 94025
650/321-5655

Students of other institutions may use the library, which carries most of the theological and biblical studies journals as well as some psychology materials. You may not check out materials.

SAN FRANCISCO THEOLOGICAL SEMINARY

2 Kensington
San Anselmo, CA 94960
415/258-6635

You may use the library and purchase a borrowing card for \$35 for three months, \$70 for six months and \$125 for 12 months. The periodicals are mostly limited to Presbyterian periodicals. They do have reference works as well as books for biblical and theological studies.

STANFORD UNIVERSITY

Privileges Office, Green Library
Stanford, CA 94305-6004
650/732-1492

Western students may access religious studies and psychology materials from the Stanford University Libraries 7 days a year free of charge upon registration (some form of identification is required) and on a fee basis through the Privileges Office at Green Library. There also may be other policies in specific libraries and departments. Cards may be purchased with the following charges: one-day access card costs

\$5, 1 month \$30, 3 months \$80, 12 months \$200. A card with borrowing privileges costs \$200 for 3 months and \$500 for 12 months.

UNIVERSITY OF SAN FRANCISCO

530 Parnassus Ave., Box 0840
San Francisco, CA 94143-0840
415/476-2334

The Paul and Lydia Kalmanovitz Library and Center for Knowledge Management have excellent resources for psychology. They were established to support the educational, research and patient care needs of the faculty, students and staff of the UCSF campuses, but also are open to general communities. You may purchase a borrowing card for \$20 for 6 months and \$40 for 1 year. Please contact the library to confirm what identification is required to purchase a card.

EASTBAY

GRADUATE THEOLOGICAL UNION LIBRARY

2400 Ridge Road
Berkeley, CA 94619
510/649-2500

The GTU Library is a private academic library with a collection of religion and theology materials for scholarly research. All materials are available for onsite use. Residents of the San Francisco Bay Area may purchase a Community Patron borrowing card for checkout of materials. To purchase a card, bring a picture ID that states your local address. Community Patron cards cost \$35 for 3 months, \$70 for 6 months or \$125 for 12 months. If you live outside of the San Francisco Bay Area and there is material at the GTU Library that you wish to borrow, please inquire at your local public library about its interlibrary loan services.

ST. MARY'S COLLEGE LIBRARY

1928 St. Mary's Road
Moraga, CA 94575
925/631-4229

The Library contains a collection of over 200,000 volumes, about 2,700 print and electronic periodicals and various audiovisual media to serve the needs of Saint Mary's College faculty, staff and students. Students may purchase a borrowing privilege card for \$50, which is valid for a year. Their holdings include both theological and biblical studies books and periodicals with some materials for psychology.

UNIVERSITY OF CALIFORNIA, BERKELEY

Berkeley, CA 94720
510/642-6657

The UC Berkeley Library has resources in psychology and religious studies with priority access accorded to UC students, faculty and staff. Visitors can use collections on-site at no charge, although using some stack collections requires a day-use card or pass. You may purchase a one-year limited borrowing privilege card for \$100. The number of books which may be charged out on this card is limited to 20 at any one time. Library users may be requested to present identification at library service points to determine service priority.

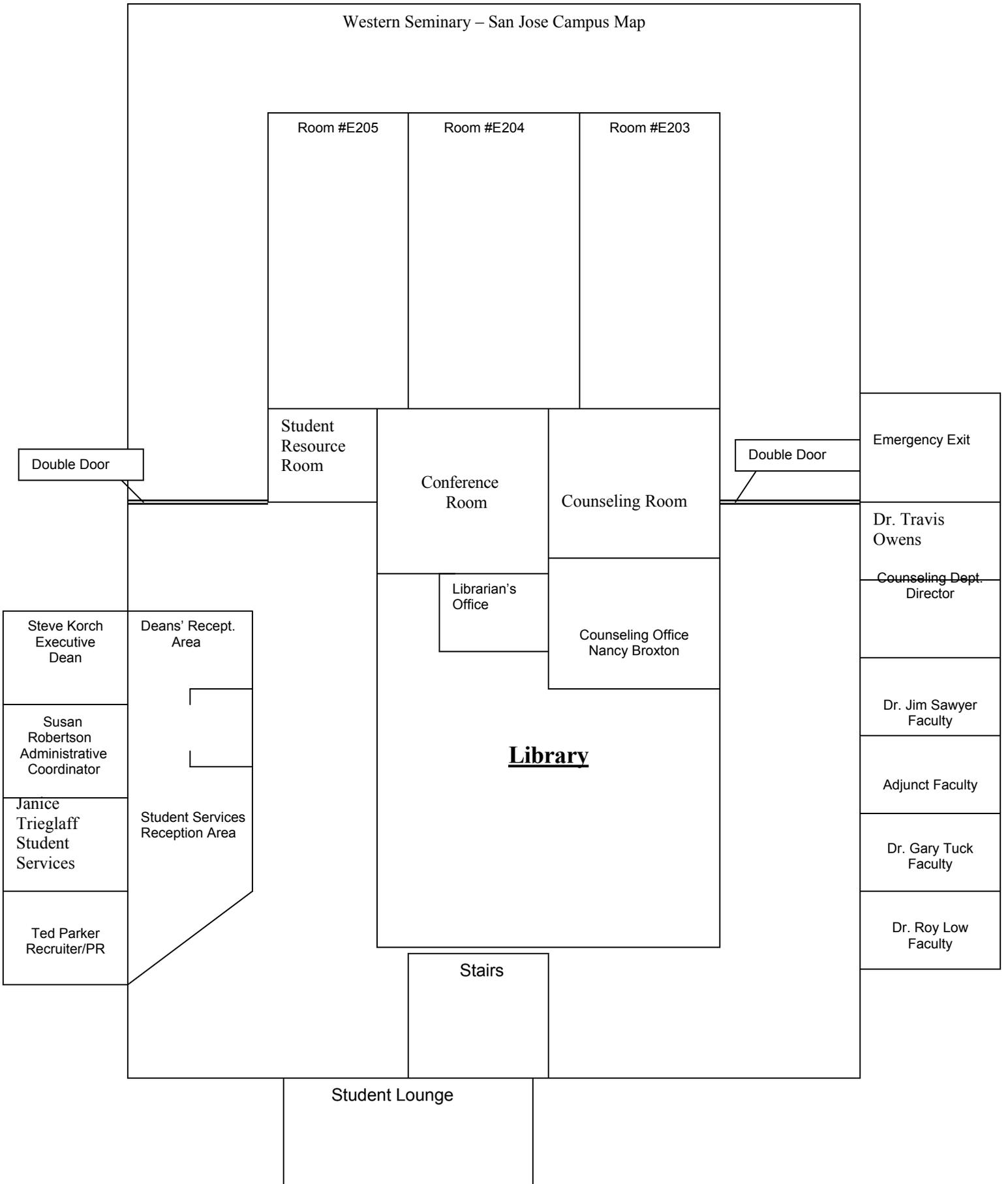
IN THE FRESNO AREA

HIEBERT LIBRARY OF FRESNO PACIFIC UNIVERSITY

1717 South Chestnut
Fresno, CA 93727 559/453-2090

All adult library users who are not currently registered students, faculty or staff of the two supporting institutions (Fresno Pacific University and Mennonite Brethren Biblical Seminary) will be issued a special borrower's card upon payment of an annual fee of \$25. This fee will cover borrowing privileges for one calendar year from date of issuance. Special borrowers will have borrowing privileges for general circulation items. They will not have borrowing privileges for reserve material, journals, compact discs, videocassettes, phonograph records or other non-print materials. In addition, they will not have interlibrary loan privileges.

Western Seminary – San Jose Campus Map



INFORMATION FOR SACRAMENTO STUDENTS

BULLETIN BOARDS The seminary bulletin board is reserved for seminary staff use. Students may request permission in the office to post special general interest announcements. **Posters and other notices are NOT to be placed on the exterior doors of any church buildings.**

NEIGHBOR COURTESY As you will observe, we are located in a residential neighborhood. Accordingly, please be sensitive to the noise level and how it may be affecting the residences around our property. We have a 10:30 pm curfew. Students and faculty should relocate off of Arcade's property if they wish to chat or "hang out" after 10:30 pm.

OFFICE EQUIPMENT A copy machine is available for student use in the Library. The closest commercial copy center is at the Office Depot in the El Camino Shopping Center.

BOOKSTORE As a convenience to the students and faculty, you may purchase books on line via our website www.westernseminary.com, (linked to Amazon.Com). Notes packets necessary for courses will be available from the instructor the first day of class, and a charge assessed to your account for each printed packet.

FACULTY HOURS Faculty office hours are flexible and are available by appointment. You may schedule an appointment by contacting faculty via phone or email (always indicated on your class syllabus). Faculty make accessibility to students a top priority, providing as well meeting times immediately before or after class for commuting students.

LIBRARY FACILITIES The library at Western Seminary Sacramento has millions of on-line records available for research (available remotely as well – see the seminary user name and password below). As well, the library offers about 9,000 library books and hundreds of periodicals, audio tapes and video tapes for use by students. The library is co-maintained by the seminary and Arcade Baptist Church. This unique partnership enables us to offer both an excellent collection of academic books, as well as Christian fiction, adolescent and children's books selected by the church for their Christian Education value and for the nurture of every member of our seminary students' families. (As of August, 2002 the library is undergoing a major expansion of shelf space to include over a thousand additional academic volumes that have been donated but not yet placed into circulation.)

Library hours will be set by the Branch Librarian each term to provide accessibility in the hours immediately before, during and after classes are meeting. The library is available to students during office and class hours. Please feel free to utilize it to study, hang out with students, faculty, and staff, and/or for small study groups.

To supplement the resources available through Western, the Seminary will reimburse degree students registered for courses up to \$100 a year for purchase of library cards from libraries located near you. A listing of some of the primary libraries and their policies in the greater Bay Area are listed in the "Off Campus Library Options" section of this guide.

ON-LINE ACADEMIC RESOURCES Western provides students with full access from any web connection to five leading ministry and psychology databases:

- [ATLA Religion Database](#) -- More than 1 million records from theological and pastoral journals, essays, book reviews, etc. covering Biblical studies, world religions, church history and religious perspectives on social issues from 1949 to present.
- [ATLAS Full-Text Plus](#) -- Full-text version of ATLA database.
- [PsycINFO](#) -- More than 1 million citations and summaries of journal articles, book chapters, books, dissertations and technical reports in psychology from 1887 to present.
- [PsycARTICLES](#) -- More than 25,000 full-text articles from 42 journals covering general psychology and specialized research in psychology.
- [ProQuest Religion Database](#) – 94 journals and periodicals, most of them available full-text, via student/faculty access to the seminary website.

You may access the above from your home, the Western library or any other web connection. Please note that these databases are for use by Western students and faculty only. Please use the following for access to the first four:

<http://search.epnet.com/login.asp?profile-ws>

User id: s4556763

Password: password

For the last database use the following:

<http://www.westernseminary.edu/>

All students will have the opportunity to receive training from the branch librarian for the online resources.

OFF CAMPUS LIBRARY OPTIONS.

You may find it convenient to use libraries close to your work or home. Below is a list of libraries of the following religious institutions, colleges, and seminaries with theological, biblical studies, and religious periodicals and books:

University of California at Davis

Library (916) 752-6561

California residents who wish to borrow materials from any of the UCD branches of the University Libraries may join the Library Associates as borrowing card members. Library Associates is the UCD University Library's support group, providing private support for collections and other needs. The annual membership fee is \$55.00. Card holding members may borrow up to 10 books at any one time, and receive a 2-week loan period. Material may be renewed up to 15 times. Hold and recall privilege cards, that can be used to place holds and recalls on materials that are charged to another borrower, may be purchased for \$10.00 for 5 holds/recalls. Hold/recall cards do not expire.

California State University at Sacramento

6000 J St.

Sacramento, CA 95819

Library (916) 278-6708

This library holds over 1 million volumes. A community borrowing card may be purchased for \$25 (3 mos.), \$50 (6 mos.), or \$75 (1 year). If you anticipate using the library for more than 3 months, it would pay to get the "donor's card" for a \$50 "donation" which is good for one year. Community Borrowers must live in the Sacramento area and show a valid photo I.D. and a second proof of address (check, utility bill, car registration).

Sacramento City College

Tel. (916) 558-2301

There are no non-student borrowing privileges, but Western Seminary students may browse and use the collection in-house.

Sacramento Theological Seminary and Bible College

3427 Rio Linda Blvd. 95838
Sacramento 95838
Tel. (916) 920-3617

This facility has only a very small library. There are no non-student borrowing privileges, but Western Seminary students may browse and use the collection in-house.

Trinity Life Bible College
5225 Hillsdale Blvd.
Sacramento 95842
Tel. (916) 348-4689

This library holds 3,000 volumes. There are no non-student borrowing privileges, but Western Seminary students may browse and use the collection in-house. The current (Summer) schedule is Monday 8-5, Tuesday and Thursday 9-5, and Wednesday 9-4 (closed Friday-Sunday). The schedule will change in the Fall.

Professional School of Psychology
425 University Ave.
Sacramento 95825
Tel. (916) 923-5537

This library holds 7,000 volumes for psychology and counseling. There are no non-student borrowing privileges at this school, but Western Seminary students may browse and use the collection in-house.

Consumnes River College
8401 Center Parkway
Sacramento 95823
Tel. (916) 688-7266

You can purchase a library card as a “friend of the library” for a \$20 per semester or \$30 per year donation and have full borrowing privileges for the Cosumnes campus only.

American River College
Tel. (916) 484-8455

There are no non-student borrowing privileges, but Western Seminary students may browse and use the collection in-house.

Capital Bible College (formerly Capital Bible Institute)
Sacramento
Tel (916) 856-5677

There are no non-student borrowing privileges, but Western Seminary students may browse and use the collection in-house.

Bethany College, Sacramento Extension
Sacramento
Tel. (916) 363-1919

This library holds 2,000 volumes. There are no non-student borrowing privileges, but Western Seminary students may browse and use the collection in-house.

University of Pacific, Stockton
Stockton
Tel. (209) 946-2431

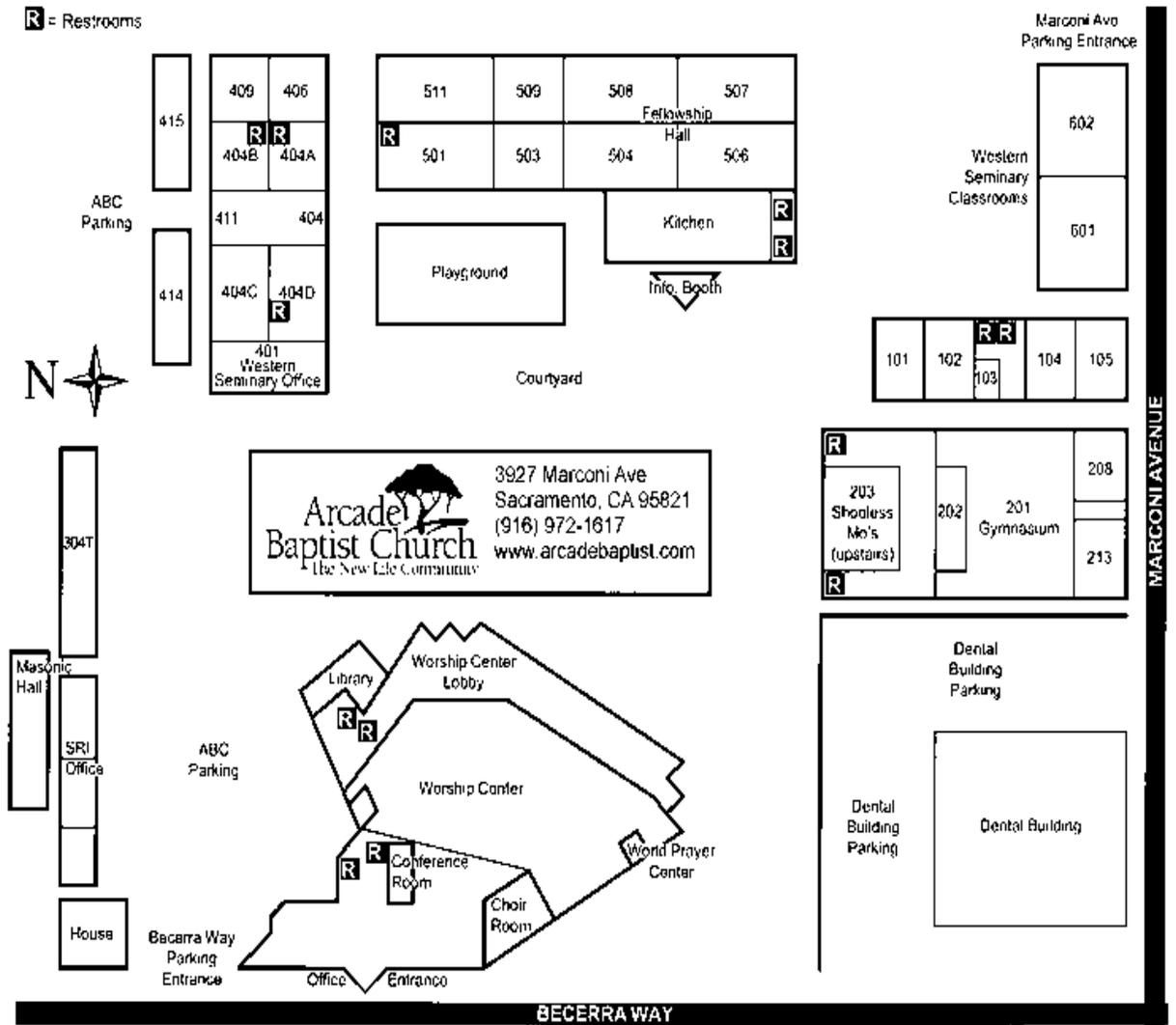
Western students may purchase a library use card for \$50 per year.

University of Nevada at Reno

Tel (702) 784-6508

Western students may purchase a community borrower card for \$25 per year (Nevada residents) or \$50 per year (California residents) which allows you to check out up to 5 books at a time.

Western Seminary Sacramento Campus Map



WHERE TO GO FOR...

- Change of address, phone numbers, email or name -- Main Office, Student Resource Room
- Counsel, academic -- Your advisor
- Counsel, personal -- Your advisor
- Course Change forms -- Main Office, Student Resource Room
- External and Continuing Education -- Main Office
- Variations in payment of bill from usual procedures -- Main Office
- Foreign student information (employment, visas, I-20 forms, alien registration, etc.) -- International student coordinator (Mr. Lynn Ruark in Portland office 1-800-547-4546)
- Payment of tuition, fees, etc. -- Main Office
- Petition form, academic -- Main Office, Student Resource Room
- Petition form, financial -- Main Office, Student Resource Room
- Registration forms -- Main Office or Online
- Student ID cards -- Main Office
- Transcripts -- Records Office in Portland (1-800-547-4546) or fax written request to Registrar's Office (503) 517-1801
- Veterans' information -- Records Office in Portland (1-800-547-4546)

Western Seminary Northern California Office Directory

San Jose Campus

16330 Los Gatos Blvd., Suite 100
Los Gatos, CA 95032-4520

Phone: 408-356-6889 or 877-900-6889
Fax: 408-358-2907

Office Hours

Monday – Friday 9:00am - 5:00pm

Website: www.westernseminary.edu

Staff Extensions & Email Addresses

Executive Dean	Steve Korch	x408	stevekorch@westernseminary.edu
Associate Dean of			
Student Development	Dr. Dan Britts	916-488-3720	danbritts@westernseminary.edu
Student Services Coordinator	Kathy Watson	x405	kwatson@westernseminary.edu
Counseling Director	Dr. Travis Owens	x415	travisowens@westernseminary.edu
Assistant Counseling Director	Nancy Broxton	x414	nbroxton@westernseminary.edu
Enrollment Counselor	Ted Parker	x403	tparker@westernseminary.edu
Administrative Coordinator	Susan Robertson	x402	srobertson@westernseminary.edu
Academic Coordinator /			
Professor	Dr. Gary Tuck	x417	garytuck@westernseminary.edu
Director for the Center for			
Leadership Development	David Fredrickson	916-488-3720	dfredrickson@westernseminary.edu
Professors	Dr. David Eckman	925-846-6264	deckman@westernseminary.edu
	Dr. Roy Low	x409	roylow@westernseminary.edu
	Dr. Jim Sawyer	x404	jimsawyer@westernseminary.edu



Sacramento Campus

2924 Becerra Way
Sacramento, CA 95821

Phone: 916-488-3720 or 800-250-7030
Fax: 916-488-3735

email: Sacramento@westernseminary.edu

Office Hours

Monday – Friday 9:00am - 5:00pm

Staff Extensions

Associate Dean of			
Student Development	Dr. Dan Britts	4	danbritts@westernseminary.edu
Academic Coordinator	David Fredrickson	5	dfredrickson@westernseminary.edu
Office Manager/			
Student Services Coordinator	Missy O'Dell	0	missyodell@westernseminary.edu
Counseling Director	Dr. Travis Owens	6	travisowens@westernseminary.edu
Enrollment Counselor	Sally Hahn	3	sallyhahn@westernseminary.edu
Librarian	Alessia Zanin-Yost	7	azaninyost@westernseminary.edu