

Moody Theological Seminary



Student Handbook

2010-2011 **Moody Bible Institute** Chicago, IL

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Welcome to Moody Theological Seminary

We are pleased that you have been led to study with us at Moody Theological Seminary (MTS). We are committed to the preparation of ministry practitioners for leadership and influence in the body of Christ worldwide. This is achieved through rigorous academic programs that prepare our students with knowledge, relational skills, and practical skills to effectively minister the gospel to a needy world.

The *MTS Student Handbook* has been compiled to aid you in your time as a student. The handbook supplements the MTS catalog and contains information that relates to your life as a student. As an MTS student you agree to read and to abide by the policies of the Moody Theological Seminary contained in the *Student Handbook* and *Moody Theological Seminary Catalog*.

We look forward to the opportunity of serving you during your time as a student at MTS. It is our prayer that you will be enhanced in your knowledge and ministry skills during your time with us. However, our ultimate goal for your MTS experience is that you develop a deeper walk with Christ.

Welcome to the Moody community!

PURPOSE OF MOODY BIBLE INSTITUTE

As a higher education and media ministry, Moody exists to equip people with the truth of God's word to be maturing followers of Christ who are making disciples around the world.

CORE VALUES

- The Authority of the Word of God
- The Centrality of the Church
- The Worth and Dignity of the Individual
- The Priority of Servanthood
- The Practice of Integrity
- The Responsibility of Stewardship

MISSION STATEMENT MOODY THEOLOGICAL SEMINARY & GRADUATE SCHOOL

The mission of Moody Theological Seminary and Graduate School is to prepare ministry practitioners for leadership and influence in the body of Christ worldwide. Our distinctive is that we emphasize academics and relationships as foundational for achieving excellence as we focus on equipping learners to become expert, cross-cultural ministers as pastors, missionaries, and Christian workers in cities, suburbs, and rural settings anywhere in the world.

- Our students are spiritually mature Christians who desire to grow in biblical knowledge, wisdom, and insight.
- The knowledge of God's Word students receive will allow them to minister to others while also nourishing themselves spiritually.
- We will provide venues by which students develop skills in professional Christian ministry that grow from a consistent application of God's truth to real-life situations.
- Through mutual accountability students will learn how to integrate their knowledge, character, and competencies.

SEMINARY AND GRADUATE STUDENT RESPONSIBILITY

The Seminary Student Handbook supplements the MTS Catalog with additional information concerning student policies, community life, campus services and other information of value to the MTS student. It is intended to be a practical guidebook and will hopefully answer most of the questions that arise. For program and course information, please consult the MTS Catalog. The Student Handbook is an official document of Moody Theological Seminary that is essential and binding on all students. It contains information that governs the life of the MTS family. Each student is responsible for the information contained in the Student Handbook.

Moody Theological Seminary and Graduate School Leadership

The leadership of the Moody Theological Seminary and Graduate School is committed to the enhancement of your academic knowledge regarding the Scriptures, acquiring the competencies of professional ministry and the transformation of your life as a believer in Christ.

President of Moody Bible Institute

J. Paul Nyquist, Ph.D.

Provost and Dean of Education

Junias Venugopal, Ph.D.

Moody Theological Seminary and Graduate School Leadership, Continued

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Financial Information

Good financial planning is important as the seminarian prepares for the ministry. Prompt payment is the obligation of the student. Each student can estimate yearly costs by consulting the financial information listed in the current catalog, or by contacting the Treasury Operations Office. All payments must be made in U.S. dollars. MTS renders all services in good faith and assumes the student's commitment concerning financial responsibilities. This is normally accomplished through: (1) savings or loans, (2) grants and gifts, (3) assistance from churches and individuals, and (4) wise stewardship.

BILLS

Students are responsible for knowing what their financial obligations are throughout the semester. Financial information is given in detail in the MTS Academic catalog. Students may access current billing information through their student portal at my.moody.edu. Student billing statements are mailed to the students' campus mail box (CPO) during the first week of July and the first week of November respectively. Failure to receive an account statement does not relieve the student of the responsibility of paying their student bill on time. Any additional charges not appearing on the student's original school bill, including fees and fines, are due within ten days of the date charged. Students having delinquent balances are subject to dismissal from classes after ten days.

Student bills are due August 1 and December 1 respectively, and must be paid in full at that time unless the student has enrolled in Moody's Payment Plan. Payments can be made to the tellers on the fourth floor in Crowell Hall between the hours of 9:00 a.m. – and 4:00 p.m., Monday through Friday. Students may also mail their payments to the student lockbox address (Moody Bible Institute, Department #1018, P.O. Box 6500, Chicago, IL 60680-6500). Students mailing payments must be sure to include their student ID number with the payment. If you have questions related to billing please contact Treasury Operations at 312-329-4368.

CHECK CASHING

Students may cash U.S. personal checks for amounts of up to \$50 provided financial obligations to the Institute are in satisfactory condition. Checks should be made payable to the individual cashing the check. MBI student payroll checks may be cashed at the Teller's Window.

EMPLOYEE DISCOUNT

Full-time MTS employees taking Seminary classes may receive a discount on tuition for credit and non credit classes. The tuition rate is 50 percent off the current credit hour rate (75 percent off for noncredit courses).

Employees interested in this opportunity should discuss possible arrangements with their department heads and the Human Resources Department. Once approved, employees must fill out an application provided by the Admission's Office for admittance into MTS as an unclassified student, in which employees can then take up to 12 credit hours in the courses of their choice. Employees taking courses with the intention of earning a degree must notify the Admission's Office before their next enrolled course.

Spouses of employees are invited to attend classes with their spouses free of charge, provided there is adequate space available. Attendance will not be recorded, nor will credit be received for this personal enrichment experience. This invitation is restricted to the same course as your spouse is attending. One set of class handouts will be distributed to each couple.

Employee spouses choosing to receive course credit should complete an application for admission for acceptance into the desired program. The tuition rate is 50 percent off the current credit hour rate (75 percent off for noncredit classes).

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Moody Theological Seminary, in compliance with the Family Educational Rights and Privacy Act of 1974, will maintain all student records in accordance with the provision of the act as amended. The Financial Aid records of the student maintained at the institution will be made available only to official members of the Seminary staff who have a legitimate professional right to the material.

FINANCIAL AID

A comprehensive explanation of MBI's Financial Aid Policy can be found on our website at www.moody.edu. Questions may also be directed to our Chicago Financial Aid office at financialaid@moody.edu or 312-329-4184.

Moody Bible Institute has chosen to participate in the Pell Grant (undergraduate) portion of the Federal Title IV educational financial aid programs, but continues to remain independent of Federal loans. Therefore, the Seminary student will only be asked to fill out the FAFSA to determine eligibility for need-based institutional aid.

Since Moody is a participating school, Seminary students can defer federal loans acquired while studying at other institutions. Contact your lender for a deferment form and follow the information below under "Loan Deferment Requests."

LOAN DEFERMENT REQUESTS

Students enrolled at least half time at Moody Theological Seminary are eligible to defer student loans from past schooling. While this may eventually become an automatic process, we currently request that students desiring to defer their loans obtain a deferment request form from their lender or guarantor. Once the borrower section has been completed and signed by the student, the form can be submitted to the Financial Aid Office in person, by fax (312-329-4197), or mail (820 N. LaSalle Blvd., Chicago, IL 60610). The authorized official will certify the form and submit it to the lender.

MTS PAYMENT PLAN

The Moody Payment Plan is an interest-free alternative to lump-sum payment of the student bill. It is a plan by which to make tuition payments on a monthly basis rather than having to pay in full at the time of registration. The plan, administered by the Treasury Operations department, is available to all qualified students.

The total semester's student bill is divided into **five (5)** equal monthly payments (**monthly payment amounts are subject to change as subsequent charges are added to the student bill**). Payments are due on the first of each month. The payments for the fall semester are due in July, August, September, October, and November. The payments for the spring semester are due in December, January, February, March, and April.

Students desiring to use the payment plan may enroll on-line via www.ft.moody.edu/paymentplan, or by completing a paper Enrollment form which can be retrieved from Treasury Operations. Enrollment in the plan begins May 1/November 1 respectively. Returning students must enroll in the plan no later than June 15/ November 15 respectively.

There is a \$35.00, **non-refundable**, application fee due at the time of enrollment (**applications will not be completed until the application fee has been received**). This fee is charged for each semester that the plan is utilized. **You must re-register for each semester in order to be enrolled in the plan.**

For additional information about the Moody Payment Plan, please see the Frequently Asked Q&A page on the website or contact the Treasury Operations Office at 312-329-4212.

REFUND POLICY

Courses that are dropped during the first week of a semester will receive a 100% refund. If a student must withdraw the seminary after the first week of class the student must inform the Academic Records office in person. There will be a \$10.00 charge per course dropped.

Tuition refunds are based on the following schedule:

Week 1.....	100% of tuition fees refunded
Week 2.....	75% of tuition fees refunded
Week 3.....	50% refund
After Week 3.....	0% refund

ROOM AND BOARD

Semester bills for room and board and all fees are due and payable three weeks before the first day of class each semester.

Students staying in residence halls over Christmas and spring recess are charged an additional fee for this service. These charges are published in the *Moodycaster* prior to each break period. No meals will be served during these recess periods.

Students not attending Summer School with special permission to live in residence during any portion of the summer will be charged for the days they are in residence.

VETERANS' BENEFIT POLICY

Eligible students may receive Veterans' benefits while seeking a degree program at Moody Theological Seminary. A Veterans' information packet is available on the website at www.moody.edu, or by contacting the V.A. Certifying Official at the Chicago campus at financialaid@moody.edu, or 312-329-4184.

Academic Information

Students are reminded that the MTS *Student Handbook* and the catalog are very thorough in the statement and explanation of current academic regulations. Students are responsible for the content of the current catalog and student handbook which sets forth the policies and terms under which the student is admitted to, continues in, and graduates from Moody Theological Seminary. The Seminary Catalog is available online at www.moody.edu.

ACADEMIC PROBATION/DISMISSAL

The Seminary Committee on Academic Standards has the responsibility of determining students' academic status each semester. The committee uses the following criteria to guide this process:

ACADEMIC STATUS	SEMINARY DEFINITIONS
<i>Good Standing</i>	No restrictions
<i>Warning</i>	1. Total cumulative attempted credits greater than 8 2. Semester GPA below 2.50
<i>Probation</i>	1. Cumulative GPA below 2.50 2. Student will be monitored each semester until GPA is above 2.50
<i>Academic Restriction</i>	1. Cumulative GPA still below minimum for Satisfactory Academic Progress (SAP) 2. Credits attempted may be limited. This limitation may affect the student's eligibility to maintain full-time student status 3. Student will continue to be monitored until GPA is above a 2.5 or Academic Dismissal.
<i>Academic Program Dismissal</i>	1. Student academically dismissed from Graduate certificate/degree program

ACTIVE DUTY/NATIONAL GUARD OR RESERVE FORCES

This policy applies to any student enrolled in the Seminary at the time of a call to active duty. This policy also applies to both those who are involuntarily and voluntarily activated. In case of activation:

The student or family member should notify the registrar's office as soon as possible. The Seminary recognizes that the activation may make notification difficult, and impossible in some cases.

- If the student cannot complete his or her coursework, all tuition for the incomplete work will be refunded, including any fees which have not completely benefited the student. The student will be awarded the appropriate mark for the withdrawal (WP, or WF) depending on the person's standing in a class and without regard to the point in the Semester when activation occurs.
- A student may complete coursework, i.e., finish a course or distance education course as appropriate and feasible. If the student desires to complete his or her coursework, the faculty will make a reasonable effort to enable the student to do so.
- A student will retain his or her student status for up to five years of active duty. Notification of intention to re-enroll in the next Semester following deactivation will be given to the Seminary by the student within 90 days of honorable deactivation or discharge. The student will not require readmission to the Seminary but will be required to re-sign the doctrinal statement. If a student has taken coursework at another institution, then transcripts may also be required.

ADDING CLASSES

After pre-registration, students may continue to add classes to their schedules up through the first week of classes. Modular students may add classes up through the first week of the course start date. Students needing assistance navigating through their my.moody student center portal, may contact the Educational Technology Services hotline at 877-772-9478.

ATTENDANCE REQUIREMENTS

1. PROGRAM: Students are expected to participate fully in the academic and spiritual programs at Moody Theological Seminary.
2. CLASSES: Faculty members are authorized to establish attendance policies for each class they teach. They will inform students of their policies at the beginning of the semester.
3. CHAPEL/SPIRITUAL INTEGRATION LAB/RETREAT: See the current Seminary catalog for retreat, chapel, and lab requirements of each Moody Theological Seminary program. All students must fulfill the lab, chapel, and retreat requirements for their program of study at MTS.
4. INTERNSHIP: See the Field Education Handbook for specific details.
5. EXIT INTERVIEW: Each graduating semester student will be required to attend a personal Exit Interview with a member of the MTS faculty in the final semester of their program.

CHANGE OF DEGREE

Students who desire to change their academic program should contact the Academic Records office.

If a student has previously earned a Master's degree through Moody Theological Seminary and now wishes to pursue the Master of Divinity, the student will be required to forfeit the previous degree upon completion of the M.Div. degree.

DISCONTINUATION

Students who are transferring to another school, graduating or simply permanently discontinuing their status as an MTS student must process an *Enrollment Discontinuation* form through the Academic Records office. Failure to process this form prior to discontinuing enrollment may result in failing grades for the courses in which the student is enrolled.

DISMISSAL, APPEALS, DUE PROCESS

A student who has been dismissed from the Seminary, or who has a grievance with a member of the faculty, staff, administrator, or any other student, should first speak to the other party and explain his/her concern in hopes of reconciliation. If the matter is not resolved, the student should contact the Dean of Students for counsel. The Dean of Students may recommend a further appeal to the Academic Dean. The Academic Dean will consult with appropriate persons and render a final decision.

DISMISSED STUDENTS

Academically dismissed students are ineligible to apply for readmission to MTS. These students may, however, elect to continue taking courses on a non-degree status. Any appeal for an exception to the dismissal policy must be submitted to the Committee on Academic Standards within ten (10) days from the time when the written or verbal dismissal notification is received. The Committee on Academic Standards will act on the appeal.

DROPPING CLASSES

Because of the class session options within a semester (16 week, 8 week, Modular and Directed Study), we encourage students to refer to their my.moody student center registration page if considering dropping a class. The dropping date restrictions are noted to the left side of the course by using the "Academic Calendar Deadlines" icon. Students needing to withdraw from classes between the "Drop with penalty" and the "Drop with Greater Penalty" periods, must do so through the Academic Records office. There is a fee of \$10.00 for courses dropped or withdrawn from when processed in the Academic Records office.

EXTENT OF TIME IN PROGRAM

The Seminary allows students ten (10) years to complete an MA or MDiv program and three (3) years to complete the Graduate Studies Certificate program. Students requiring additional time, especially modular students taking the MDiv program, must receive permission from the Registrar's office. Requests must be submitted in writing. Approved requests may be extended for up to one year.

Most students admitted in the Seminary degree programs will need to maintain a continuous enrollment status to complete degree requirements within the time allotted. Students in good standing needing to discontinue their studies for a term must register for "intermission status" with the Registrar's office. E-mail accounts and access to online academic resources will be maintained during this time for a nominal fee. Approval for intermission status does not automatically extend the student's projected program completion/graduation date. Please see the Seminary Catalog for applicable fees.

GRADE APPEALS

A student should resolve any questions about a semester grade as soon as possible after final grades have been issued. Students have four (4) months from the date a grade is issued to dispute it. After four (4) months, the grade will be considered final. Students may appeal a grade issued by an instructor if the student believes that the grade has been miscalculated or graded unfairly beginning with Step I listed below.

- Step I The student contacts the instructor and attempts to resolve the issue. In the event the issue is not resolved, the student moves to Step II.
- Step II The student presents appeal and supporting data in writing to the MTS office. If the issue is not resolved at this level, the student moves to Step III.
- Step III The student presents appeal, along with supporting data, in writing to the Academic Records office. The MTS office also submits a written report on the appeal. If the appeal reaches this Step, then Step IV is also initiated.
- Step IV The Registrar initiates and sets a meeting of the Committee on Academic Standards after the appeal is received. The decision of the Committee on Academic Standards is final. A written response will be sent to the student as soon as a decision has been reached.

GRADING SYSTEM

Teachers evaluate students' work in each course according to the following letter grades and points:

A	=	4.0	I	=	Incomplete*
A-	=	3.7	P	=	Pass in a graded course
B+	=	3.3	NP	=	Not passing in a graded course
B	=	3.0	IP	=	In progress
B-	=	2.7	AU	=	Audited
C+	=	2.3	W	=	Withdrew by the end of third week
C	=	2.0	WP	=	Withdrew passing
C-	=	1.7	WF	=	Withdrew failing
F	=	0	X	=	Failed class repeated

*All grades submitted to the Academic Records Office must have a grade assignment for all students. If a Seminary student is granted an extension in order to complete work, a grade of "I" (incomplete) should be recorded in the grade book. A faculty member has authority to change a grade within six weeks after grades are released to the students. If this grade is not changed within the appropriate time frame, it will be replaced automatically with an "F" grade by the Academic Records Office. This grade is binding, unless changed by the faculty member. The student then has four months from the day grades are issued to appeal the earned grade. After that date, grades are considered final.

NON-CREDIT COURSES

Students may elect to take any Seminary class for either credit or non-credit. The cost for non-credit classes is one-half the regular tuition rate. Non-credit courses may be repeated for credit at a later date; however the fees for credit courses will be applied.

NON ENROLLEMENT

MTS students will be permitted to have (2) years of non-enrollment within their degree program. Students are permitted to have (1) year of non-enrollment with no action on the student's part required. Students who need more than (1) year of non-enrollment must apply for Intermission status through the Academic Records office. A fee will be applied to each semester a student is registered for Intermission. Students who remain non-enrolled for more than a total of (2) years will have their enrollment discontinued.

TRANSCRIPTS

Students may request a transcript of their academic record or certification of student status from the Academic Records Office. There is a \$5 charge for the transcripts with a turn-around time of 3-5 working days. "Rush" transcript requests, which can be processed within 24 to 48 hours, cost \$10. The Registrar will not issue a transcript or release other nonpublic information except on the written request of the student.

If a request for a transcript is submitted between the completion of a course and the release of grades, the Academic Records Office will send out the transcript without the latest course grade(s). Transcripts will not be issued for students who have outstanding accounts at the Seminary.

TRANSFER CREDITS

Please see the MTS catalog for transfer and special credit options.

Community Values and Expectations

A Philosophy of Christian Lifestyle

The goal of Moody Theological Seminary is that each facet of the students' academic experience contributes to the development of Christian maturity and Christ likeness. Christian maturity involves a commitment to the truth of God's Word and adherence to explicit statements, which govern behavior. The Bible contains both prohibitions (e.g., the Ten Commandments; warnings against drunkenness, sexual immorality, materialism and an impure thought life) and prescriptions (e.g., to love one another, to assemble or worship, to be helpful to the needy). A mark of spiritual growth is an increasing conformity to all biblical commands.

We draw special attention to the following practices, which we believe expressly violate scriptural absolutes:

- The use or possession of morally degrading literature or media.
- Improper sexual behavior
- Dishonesty in any form, such as plagiarism
- Abusive behavior
- Theft or destruction of property

Yet, Christian maturity involves more than adherence to explicit scriptural statements of right and wrong. It involves a total commitment to the lordship of Christ, a life of dynamic discipleship, and a renunciation of self-centeredness. The mature Christian recognizes scriptural principles that govern conduct and applies these principles to attitude, conviction, and behavior.

The following biblical principles represent Moody Theological Seminary's emphasis on Christian maturity in areas not mentioned in Scripture:

- A personal responsibility to conduct ourselves in a manner worthy of the gospel of Christ, doing all for His glory (Rom. 14: 4-12; Phil. 1: 20-27; Col. 3:23; 1 Cor. 10:31).
- A personal desire to abstain from every form of evil (1 Thes. 5: 22).
- Because of the value placed on persons as those created in God's image (Gen. 1: 26-27; Col. 3:10; Matt. 22:39; Rom. 13: 8-10; 1 John 3: 13-18), a controlling principle of Christian love demands the following:
 - A genuine desire to please our neighbor for his good and for his edification (Rom. 15: 1-3)
 - A thoughtful consideration of others lest, in the exercise of Christian liberty, a brother is caused to stumble. A willingness to avoid that which is inexpedient or imprudent because of its damaging consequences, even though it may not be wrong in itself (Rom. 14: 13-23; 1 Cor. 8: 7-13; 10: 23-33; 1 Tim. 2:9).
 - A discriminating concern for our influence on the whole body of Christ that we serve, as well as the city and a larger society of which we are a part. A willingness to avoid that which is needlessly divisive or offensive to significant segments of the MTS campus or to the prevalent sensitivities of the evangelical community at large (1 Cor. 10:32, 33: 9:22).
 - A humble recognition that others in the Body of Christ may sincerely hold convictions in areas of social behavior that differs. A willingness to accept the convictions of others in a non-judgmental manner (Rom. 14:3-6).
 - A willing submission to authority for the Lord's sake. This includes obedience to all governmental regulations to which a Christian can conform in good conscience (Rom. 13: 1-7; Heb. 13: 17; 1 Pet 2: 13-17).
- An intelligent concern for the care and use of our bodies and our minds (1 Cor 6:19, 20; Rom 12: 1-2; Phil 4:8; 2 Cor 10:5).
- A high standard of ethics in the area of separation from the ungodly world system (2 Cor 6:14-18; Eph 5: 3-12; James 1:27; 4:4; 1 Th. 2:15-18).
- An awareness that conformity to man-made regulations, which appear religious, does not guarantee spiritual maturity of themselves. (Col. 2:20-23).

STUDENT LIFE AND CONDUCT

MTS students agree to maintain scholastic, ethical, and moral standards of conduct according to Biblical standards (Ephesians 5-6; Galatians 5; 1 Tim. 6). In regard to scholastic conduct, a student is not allowed to share information with another student that may give that student an advantage on assignments or tests. Previous homework, quizzes, exams, etc. are not to be shared with students who are working on similar projects.

The student should seek to maintain a vibrant personal relationship with Christ. The student agrees to abstain from the use of tobacco in any form, illicit drugs, alcoholic beverages, and the abuse of prescription drugs. The student should avoid every appearance of dishonesty, deception, lack of integrity, immorality, abusive speech, and impropriety. Classroom dress should be fitting for those who are preparing for professional ministry. Students should respect one another. All forms of harassment are considered improper conduct. Any disregard for the spirit or practice of these standards constitutes good reason for dismissal from MTS.

Alcoholic Beverages and Drugs

Moody Theological Seminary complies with the Drug Free Schools and Community Act of 1989 and as a result maintains the following policies regarding drug-free campuses:

- Use, possession, or distribution of alcoholic beverages and drugs is forbidden on and off of all Moody Bible Institute campuses.
- Persons appearing to be under the influence of alcoholic beverages, narcotics, and other dangerous drugs, except as expressly permitted by law, will be subject to disciplinary and/or legal action.
- Possession, consumption, sale, or purchase of any controlled substance which is illegal under state or federal law is prohibited on and off of the campuses of Moody Theological Seminary.
- The Seminary will cooperate to the fullest extent with the enforcement of local, state, and federal laws regarding those who unlawfully possess, use, or distribute illicit drugs and alcohol.

Campus Attire

Students are expected to use good judgment, good taste, and decency with regard to their selection of dress. The selection of dress should reflect a proper Christian witness. We believe that personal appearance is important. Students are expected to be clean and modest at all times.

When a seminary student's job requires a professional uniform different than what is expected for classes, and the changing of such attire causes unnecessary hardship, the student shall be permitted to wear such clothes to class. We expect each individual to use discretion so that the standards of good taste desired by the school are maintained.

Smoking

Moody Theological Seminary is a non-smoking facility. Any violation of this policy could result in disciplinary action.

Firearms and Weapons

Students are prohibited from using or possessing firearms, dangerous weapons or facsimiles of dangerous weapons on Seminary property. Dangerous weapons include but are not limited to firearms, ammunition, explosives, fireworks, incendiary devices, pellet guns, and knives or sharp objects. Students with concealed carry permits may not bring their firearms on campus.

Mental, Emotional, and Health Issues

Occasionally students are faced with life circumstances and issues which cause significant mental, physical, or emotional distress, making it necessary for the students to cooperate with counseling and administrative staff to obtain appropriate care. Students experiencing such difficulties are encouraged to contact their families and are expected to notify the Dean of Students' office or to schedule a counseling appointment with Counseling Services. A student dealing with mental or emotional health issues who refuses to cooperate in obtaining the prescribed counseling, therapeutic, or medical treatment will not be permitted to continue as a student, especially as his or her actions begin to negatively affect the community or pose a risk to health or safety.

CHAPEL

The Seminary chapel program consists of participation in President's Chapel each Tuesday at 10:00 am during which MTS students join with the Undergraduate students and employees of the Institute for corporate worship and to hear the Word preached by our President. The Seminary also holds a chapel for Seminary students on Wednesday's at 11:00 am.

The ultimate goal of chapel is to be part of providing a Bible-centered education that enables students to know Christ better and to serve Him through His church. Chapel seeks to enhance Christian life and character and to build a sense of community by encouraging the discipline of corporate worship and addressing issues related to Christian living.

CULTURAL SENSITIVITY

At MBI we have a rich cultural environment, which includes people from many countries, ethnic backgrounds, and worldviews. We subscribe to the right of all to pursue their education without discrimination based on race or ethnicity. Students are encouraged to take advantage of this diverse environment and to learn about people and cultures different from their own, being intentional about becoming culturally sensitive. Our campus provides a wonderful opportunity to explore ethnic, cultural, and linguistic nuances, and rather than being afraid, critical, or rejecting these differences, our community should be one that embraces them—doing our best to learn about and respect them.

Because of the many ethnic groups that comprise our student body, MTS supports the following special interest groups and encourages students to pursue these opportunities for personal and communal growth: Embrace, International Students Fellowship, *MuKappa*, Urban Fusion, Voices of Praise, *Kesher*, and *Puente*.

Becoming culturally sensitive within our world is our duty and demands a conscious effort on our part. We know that this is difficult and can be uncomfortable, but as we work together, we can create an environment that is beneficial to everyone.

DISABILITY

Moody Theological Seminary does not discriminate against applicants or students who are disabled as defined under the Americans with Disabilities Act, are otherwise qualified for admission, and are able to perform the essential functions of a program or course of study, with or without accommodation. Applications of students requiring accommodation must so inform the Admissions Office as soon as the need for accommodation is known. Students who believe they qualify for accommodations should be in communication with the personnel of the Student Resource Center. More information on registering for accommodations is found in this handbook under the Student Resource Center.

DISCIPLINE

God places authorities over all of us. We should recognize authority as such and willingly submit to the authorities in our lives whether it is the government, a parent, a pastor, or an institution. While you are a student at Moody, the Seminary faculty & staff, and Student Development staff are responsible for your leadership and oversight. If a situation should arise requiring discipline, it will always be done out of love for the individual and a desire to see them reach their full potential in Christ (Proverbs 3:11-12).

Biblical discipline is redemptive in that it seeks to warn, instruct, and correct the member of the community in a way that offers forgiveness and ushers the individual back into a restored relationship with the community. While forgiveness does not mean an absence of consequences, it does mean that the relationship is mended and restored.

Consequences may include probation, dismissal, accountability groups, counseling, or whatever else is deemed necessary by the Dean of Students, Residence Life staff, or the Discipline Committee. All disciplinary decisions are made after careful consideration of what is best for the student and the community. We also strive to maintain consistency in dealing with particular actions or situations.

Discipline Committee

The Discipline Committee's role is to supplement the disciplinary decision-making process of the Dean of Students or the Associate Dean. The Discipline Committee acts on behalf of the larger community to determine the nature and extent of discipline. The Committee is comprised of representatives from administration, faculty, and the student body.

Written procedures for the Discipline Committee are thoroughly explained to students entering the process. Any student can review a copy of these procedures by contacting the Dean of Students.

Disciplinary Appeal Process

The student has the right to appeal major disciplinary actions taken by the Dean of Students, his staff, or the Discipline Committee. Appeals of decisions made by the Dean of Students or his staff are heard by the Discipline Committee and require no specific stipulations.

Appeals of decisions by the Discipline Committee may be made to the Vice President of Student Services with the following conditions:

1. There is proof that procedural fairness was not granted during the disciplinary proceeding.
2. New evidence has been discovered that the Discipline Committee was unable to consider at the time of the hearing.
3. There is substantial evidence that a member(s) of the Committee was biased toward the student.

The appeal must be made, in writing, to the Dean of Students within 48 hours of the original decision. The written appeal shall consist of a statement of detailed facts, which make the appeal necessary.

A detailed explanation of the appeal process will be given to the student prior to his or her involvement. Only one appeal will be heard on a single disciplinary case.

Loving Confrontation

As members of the MTS community, we all share the responsibility for maintaining a Christ-centered environment. Maintaining our community life values may also require that on occasion it is necessary to hold one another accountable through loving confrontation (Gal. 6:1, Matt. 18:15-17). Confrontation is difficult and uncomfortable, yet it serves to fulfill community responsibility, personal restoration, and builds godly character for all involved.

Our process involves following the guidelines which are set forth in Matthew 18:15-17. This passage prescribes that the "concerned person" speaks with the "offender" on an individual level. If the person fails to respond, the "concerned person" then takes another with him or her to speak with the "offender" about the matter. Finally, if there is still no change in the "offender's" actions or attitudes, the "concerned person" hands the situation over to the appropriate authority. It is our prayer that individual confrontation be the level at which matters are resolved. The goal in this is always restoration, and it should never be about bringing shame or punishment upon a brother or sister in Christ.

If you are in a situation where you believe you need to confront a community member and are unsure about how to proceed, please seek counsel. The Student Development staff is always available to provide advice and support for students who are uncertain as to how they should proceed in confronting someone.

Information for Crime Victims about Disciplinary Proceedings

In accordance with federal law, HEOA Sec. 493 (a) (1) (A) amended HEA Sec. 487 (a) (20 U.S. C. 1094) (a): added HEA Sec. 487 (a) (26), Moody Bible Institute must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victims.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records.

They are:

- The right to inspect and review their educational records.
- The right to request the amendment of their educational records to ensure the information is not inaccurate, misleading, or otherwise in violation of privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without their consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Moody Theological Seminary to comply with the requirements of FERPA.

According to FERPA laws, directory information can be disclosed by the school without an invasion of privacy. Moody Theological Seminary considers the following to be directory information:

- Student's Full Name
- Address
- Telephone Numbers
- Email Address
- Program
- Dates of Attendance
- Enrollment Status
- Degrees and honors received

Enrolled students and alumni may withhold disclosure of any directory information under the Family Education Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, a written notification must be received in the Academic Records Office prior to the end of the first week of class each semester. Alumni may request withholding permanently.

Directory information is considered approved for discretionary disclosure unless and until a written request of withholding is received by the Registrar. If you prefer that this information not be released, please contact the Academic Records Office.

FREEDOM OF INQUIRY

As an institution of higher education, Moody Theological Seminary affirms the importance of academic freedom as foundational to maintaining an educational environment. The intellectual growth of students is dependent upon academic freedom. Freedom to speak, to conduct research, and to publish is the right of all members of the academic community, but freedom in any context carries with it the corollary responsibilities and limitations. Responsible behavior is vital to the maintenance of academic freedom.

In its commitment of promoting academic freedom, Moody Theological Seminary identifies the following principles of academic freedom and responsibility as applicable to all students.

Students are free to examine and discuss all relevant points of inquiry and to present data fairly and objectively. Students may clearly state their own personal convictions but will evaluate all substantive information in light of the Seminary's published "*Doctrinal Qualifications for Students*" found in the Seminary catalog. It is the responsibility of all students to exercise discretion and good judgment in classroom presentations and discussions and in their written assignments.

Students are entitled to freedom of speech and expression. They are also entitled to freedom in research and in the publication of results. It is, however, the student's responsibility to uphold the MTS doctrinal statement in all matters while at Moody Theological Seminary. Free speech and expression does not include obscene or discriminatory speech or expression, illegal activity, activity that endangers or threatens the safety of any member of the community, or any activity that impedes the functions of the Seminary (Gal 5:13; Phil 4:8).

Students are free from institutional censorship or discipline if they clearly convey that their opinions are their own and not those of the Seminary. The special position of being a student at Moody Theological Seminary imposes special obligations. In choosing to study at Moody Theological Seminary, students indicate their support of the "*Doctrinal Qualifications for Students*" and their commitment to the mission of the Seminary. Students are encouraged to further the ministry of the Seminary through their life-example and commitment to Jesus Christ as Lord. Students affirm acceptance of the above policies when they sign their application for admission.

HARASSMENT

MTS intends to provide a learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort — verbal, physical, visual — will not be tolerated.

MTS accepts no liability for harassment of one student by another student. The individual who makes unwelcome advances, threatens or in any way harasses another student is personally liable for such actions and their consequences. MTS will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Definition: What Is Harassment?

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties as a student or creates an intimidating, hostile or offensive learning environment, or when such conduct is made a condition of admission or advancement, either implicitly or explicitly.

Filing

Any student who believes that he or she has been subjected to harassment has the right to file a complaint with Dean of Students. The complaint must be in written form and include the following:

Name of the complaining party
Name of the offender
Date of the offence

Reporting

Any student who believes that he or she has been subjected to harassment has the right to file a complaint. All reports will be promptly investigated with due regard for the privacy of everyone involved. The Dean of Students will be responsible for assisting students seeking guidance or support in addressing matters relating to harassment or inappropriate behavior. Any student found to have harassed a fellow student or employee will be subject to severe disciplinary action and possible dismissal. MTS will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a good faith report of alleged harassment.

Responsibility

All MTS student, employees, and particularly administrators, have a responsibility for keeping our work environment free of harassment. Any student who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to Dean of Students. When Administrators become aware that harassment might exist, they are obligated by law to take prompt and appropriate action, whether or not the victim wants the institution to do so.

PLAGIARISM

Plagiarism is taking the ideas or words of another person and presenting them as one's own. Sometimes plagiarism is an intentional act of deception. Sometimes it is simply the result of ignorance, carelessness, or sloppy work. In either case it is unethical and constitutes a serious infraction of Seminary policy. When the words or ideas of others are used, proper credit must be given either in a footnote or in the text. Consequences of plagiarism will normally follow a three-step process:

- **First offence** – a grade of F is given for the assignment, the professor must notify the Dean of Students and Registrar.
- **Second offence** – a grade of F is assigned for the course; the professor must notify the Registrar and Dean of Students. A statement goes into the student's file. The Dean of Students and or Registrar will notify faculty of students who incur a second offense in this area.
- **Third offence** – the professor must notify the Registrar and Dean of Students. The student may be suspended or dismissed from the Seminary. A statement goes into the student's file

STUDENT GOVERNMENT

The Seminary Student Council is made up of students elected by the student body. Students who wish to participate in student council are responsible to nominate themselves for a position. Positions are filled for a year at a time. A Seminary faculty member serves as advisor to the Student Council.

The Student Council exists for the following purposes:

- To pray for the Seminary, student body, faculty, and staff.
- To create and maintain student life and a sense of community at MTS.
- To serve the student body in ways deemed appropriate by the administration.
- To uphold and promote the mission of MTS.

STUDENT GRIEVANCE POLICY

It is the policy of Moody Theological Seminary to provide an equitable system for the speedy and amicable resolution of problems between students and Seminary faculty, staff, and administrators. If, during the course of study at Moody Theological Seminary, a student encounters problems that require mediation for resolution, the following procedures have been instituted.

- Offenses against one another should be corrected with the individuals involved, as prescribed in Matt. 18:15-17 and Gal. 6:1-5.
- For course-related issues, the individual should speak to the course instructor. If the problem is still unresolved, the student may petition the VP & Dean of the Seminary in writing. If an issue still exists after the VP & Dean of the Seminary addresses the matter, the student may submit a written petition to the Student Grievance Committee.
- For issues which are not course related, the student should first speak to the individual(s) involved. If resolution is not achieved at that level, appeals must be made, in writing, through the following channels:
 - First, to the Dean of Students
 - Second, to the Student Grievance Committee

At each level, evidence will be required of sincere attempts to seek resolution, following the steps outlined above. Decisions of the Student Grievance Committee will be considered final.

The Student Grievance Committee is chaired by the Dean of Students and includes the VP & Dean of the Seminary, a faculty member appointed by the VP & Dean of the Seminary, and a student representative appointed by the Seminary Student Council.

STUDENT REPRODUCTION OF CLASSROOM MATERIAL

Approval from the professor is required before classroom material is reproduced in any form. The professor retains the right to grant permission, deny permission, withdraw permission, edit or not edit, limit production and distribution of the notes. The professor may require a title page that must include: the name of the seminary, title of the course and year it was taught, name of the professor, whether or not the notes were edited by the professor, that the notes are a student product from the class lecture, and that the material cannot be quoted without permission of the professor. Violation of this regulation will subject the student to disciplinary action.

USE OF SEMINARY DIRECTORIES

Directories are for the personal use of the Moody Bible Institute and Moody Theological Seminary family only.

Campus Services and Policies

Alumni Student Center (ASC)

The Alumni Student Center provides a central informal setting for students, faculty, employees, alumni, and guests to interact. The center provides the following services: informal meeting areas, computer kiosks, game room, conference rooms, the Commons, Student Organization offices and the Office of Student Programs.

These are the anticipated hours of operation may be subject to change:

ALUMNI STUDENT CENTER

Monday through Friday	7:00 a.m. – Midnight
Saturday	9:00 a.m. – Midnight
Sunday	3:00 p.m. – Midnight

THE COMMONS

(See Food Service for more information)

Monday through Friday	7:00 a.m. - 8:00 p.m.
Saturday and Sunday	Closed

Although the Alumni Student Center may be open, certain areas within the building may not be available due to scheduled functions.

Lockers

On the second floor of the Alumni Student Center there are lockers designated for use by commuting students. To secure use of a locker, students must apply through the Office of Student Programs where they will be assigned a lock and locker. Only locks issued by the Office of Student Programs can be used on the lockers. A \$25 deposit will be billed to the student's account. At the end of each semester, the locks must be returned to the Office of Student Programs. Failure to return the issued lock will forfeit the \$25 deposit.

Room Reservations

The following areas can be reserved for group functions through the Office of Student Programs.

Activity Center

The Activity Center offers a private setting for group functions such as brother/sister events, special organization presentations, etc. Along with a serving area, the tables and chairs can seat approximately 50.

Conference Rooms

There are three conference rooms to choose from in the center. Two conference rooms seat twelve and the other seats ten. All of these rooms have a dry erase board, on campus phone capability, and wireless Internet. These rooms are used for group meetings, not for individuals to study in.

Fellowship Hall

The Fellowship Hall is composed of clusters of casual seating. The Hall's wireless Internet capability makes it a place for studying as well as a place for casual conversation among students, employees, and faculty.

On occasion, special community wide events such as concerts, film showings, drama presentations, conference displays, etc., will occur in the hall. Also, within the confines of the Fellowship Hall is Joe's, MBI's campus coffee shop. Joe's offers a variety of coffees, smoothies, as well as various other beverages and snacks.

During the evening hours, the Fellowship Hall transforms to a more casual atmosphere. Soft lighting, good music, friends, and the aroma of fresh brewed coffee make the Fellowship Hall an inviting place to be during Chicago's cold nights.

The following areas cannot be reserved:

Game Room

The Game Room has two billiard tables, three table tennis tables, and three foosball tables. A small seating area for board games is provided as well. Table usage is limited to 60 minutes per group. However, if there is no waiting list, participants can continue playing. Payment for damage or loss of any equipment, accidental or otherwise, is the responsibility of each student.

Fireplace Room

Unlike the other parts of the Alumni Student Center, the Fireplace Room has a more serene atmosphere. Incandescent lighting, over stuffed chairs and sofas, and a fireplace is where activities such as pleasure reading, quiet conversations, and reflection on the day's events can be experienced. Only drinks are allowed in the reading room.

BOOKSTORE

LifeWay Christian Stores is one of the largest Christian bookstores in Chicago and offers a variety of services and items especially for students. Textbooks, both new and used, are available for all your classes. In addition, the store has a wide selection of school and office supplies to fill your academic needs. LifeWay Christian Stores also offers a wide range of Christian literature, several Bible translations and editions, and a complete selection of music including cassettes and compact discs, as well as printed music and accompaniment tapes. Gifts, cards, clothing, church supplies, and Sunday school materials are readily accessible. Special services include the sale of concert tickets, gift certificates, and the opportunity to special order items not regularly stocked. In addition, LifeWay Christian Stores hosts autograph receptions with authors and artists throughout the year.

Contact LifeWay at 312-664-0799 or www.lifewaystores.com.

CAREER DEVELOPMENT

The services of the Career Development Center, a department within the Student Services Division, are available to all MTS students and graduates. Please call Patrick Friedline at 312-329-4414 from 9 to 5:30 Central Time for Career Development or email patrick.friedline@moody.edu. The website address is www.moody.edu/careerdevelopment

The services include:

- Assessments to provide you direction in life and in career goals. Assessments are available in Career Match, Personality Inventory, and a Spiritual Gifts Inventory. There is a charge for administering assessment surveys.
- Ministry Search Strategies resources include the Referral Service for graduates and The Job Bulletin. Both are accessible on the Internet at www.moody.edu or email careerdev@moody.edu.
- Counseling by the Career Development Center staff is available in the Career Office, by phone, or email. Counseling can include ministry search, further education, and career interests. Contact patrick.friedline@moody.edu for further assistance.
- On-Campus Part-Time Employment:
Available on campus employment listings are accessed through the "my.moody.edu" web portal. After logging in, select the "Student" tab. Under "Student Resources" select "HR Student Employment Services" to get to the site with on campus job listings. Students then read the job description and contact the job supervisor personally. All departments hire their own part time student workers.
- Off-Campus Part-Time Employment:

There is a database of off campus part time jobs that is searchable by all Moody students. From the “my.moody.edu” website, select the “Student” tab. Then scroll down and over to the lower left corner to the Career Development Center area and select “Part Time Off Campus Employment”. There are also full time job listings in that Career Development area. If you have question about these positions you may contact the Career Development Center at: 312-329-4414 or stop by the Career Center located on the first floor of Culbertson Hall.

CELL PHONES, SMART PHONES, and ELECTRONIC DEVICES

Cell phones, Smart Phones, and all electronic devices, other than lap top computers being used for course notes, are prohibited from being used in the classroom. Students are to turn off the ringer on the phones and may leave the vibrator mode on in case of emergency calls. If a student receives an emergency call during class time, they must exit the classroom so as not to disturb the class. Students are not to use these devices to access email, text message, tweet, or access social networks during classroom time. These activities are to be limited to out of the classroom.

COMPUTERS

Students are required to follow the standards published in the “Computer Use & Acceptable Use Policy,” and students should exercise caution in the posting of information on the Internet. While the administration ordinarily will not seek this out, students can be held accountable for information found on Internet sites (i.e., Xanga, Facebook, MySpace, etc.) that is not consistent with the standards of MTS. Downloading copyrighted material is illegal and disciplinary measures will be taken.

COMPUTER USE IN CLASSROOMS

Computers are only to be used in class for note taking, presentations, or access to the Internet which have been approved by the professor. Computers are not allowed while taking course examinations unless otherwise specified by the professor. This policy applies to take-home and proctored examinations, as well as those administered in the classroom. This policy supports fairness to all students and ensures the security of the examination process.

COUNSELING SERVICES

One of the vital ministries of the Student Development Department is Counseling Services. MBI's staff of professional counselors is prepared to assist students through a variety of opportunities and programs.

The counselors' offices are located on the third floor of Smith Hall in the Counseling Services Department, where students may privately schedule appointments for relational counseling, marital and premarital counseling, and individual counseling on any issue. Appointments may also be scheduled for assistance in areas related to: study skills analysis, spiritual gifts assessment, career ministry development, and growth and support groups.

You may schedule an appointment online by going to www.moody.edu and click on *Student Life* followed by *Counseling Services*.

EDUCATIONAL TECHNOLOGY SERVICES

Education Technology Services serves MBI with technology-related resources for both the classroom and other Institute events. This includes faculty computers, management of campus computer labs, campus events such as chapels and conferences, training, and classroom setups for faculty and students. In addition, the ETS office, located across the hall from the Library on Sweeting 1st floor, houses multimedia facilities for students and faculty to work on projects for class or personal use in addition to creative space for students to work on group projects together. Equipment is also available for rent from the ETS office for PCM or personal use. The ETS Help Desk provides support for education-related technology questions and can be reached by dialing x4067. Students may also find additional information about the ETS Department as well as hours of operation by viewing the ETS web site at ets.moody.edu or calling 312-329-4067.

HEALTH SERVICE

Health Service, located on Smith 2, is staffed with the Administrator, the Office Coordinator, and Part-Time Staff Nurses. All students and their spouses are welcome to see the Nurse at no charge, including students not on the MBI Student Health Insurance Plan. There is a charge for some supplies, services, and doctor appointments offered in Health Service. A valid insurance identification card and MBI student ID must be presented at the time of service. Health Service is not equipped to see children.

Hours of Operation and Office Procedures

Health Service is open Monday through Friday from 9:00 a.m. – 12 noon, and 1:00 – 4:00 p.m. Health Service closes daily for lunch and Tuesdays for President's Chapel. Hours are subject to change. Such changes will be posted weekly in the *Moodycaster*. Medical emergencies will be seen immediately. Appointments will be seen at the time scheduled. All others will be seen in the order in which they arrive. If there is a health care need when Health Service is closed, students should contact Public Safety.

It is not appropriate to ask students who work for Health Service or any other Health Service Staff to either care for a student or for medical advice while they are away from Health Service, such as when they are at lunch or away from Health Service. (Reasons for this include respect for the other person's time, applicable labor laws, confidentiality and the legal requirement that all encounters be properly documented in the patient's chart.)

For all services offered in the MBI Health Service a valid Insurance ID Card must be presented at the time of service. There is no charge to see a nurse. However, there is a charge for some supplies, service, and appointments with the campus physician. All expenses incurred in the MBI Health Service Department are due at the time of service. Payment can be made in cash, check, credit card or charged to the student's account. All inquires about Health Service fees should be directed to 312-329-4417.

Required Student Health Records

All Seminary students must have a current Immunization Record (including 2 measles, 1 mumps, 1 rubella, and a current TD vaccine series/booster within the past 10 years), Health History, and TB Skin Test (within the last year and a minimum of 2 weeks after international travel), and HIPAA on file in Health Service.

All students who take a semester off from MTS must update their health records upon their return, including a TB Skin Test (within the last year and a minimum of 2 weeks after international travel), health history, a current TD vaccine (within the past 10 years), and HIPAA.

Required student health record must be documented on the required MBI health record forms which can be downloaded off of the Health Service website or obtained through the Health Service Department.

All records must be completed to the satisfaction of the campus physician. Students who arrive on campus with out completing the required health records must complete them in Health Service at the student's own expense. Failure to keep these records current will result in a \$50 handling fee and a hold placed on the student's registration. Questions regarding these requirements can be referred to 312-329-4417 or email healthservice@moody.edu.

Off-Campus Medical Procedures, Expenses & Insurance

Each student is personally responsible for any and all health care related expenses they incur while in attendance at MTS. Each student is also personally responsible for following the payment policies of the place they receive medical care, and for paying all bills in a timely manner. Students are personally responsible for transportation to and from all off-campus health care appointments or facilities. MBI does not provide transportation to and from off-campus health care appointments or facilities. Health Service can assist a student in finding a doctor off-campus, and can help the student either find a bus or train route to the appointment or the student can take a taxi.

Seminary students are not required to carry health insurance but may participate in the student health insurance plan if they desire. All inquires related to the student health insurance, should be directed to the MBI Treasury Operations Department by calling 312-329-4367. The Health Service Department is not able to answer questions regarding the MBI Student Health Insurance Plan.

Possession of Syringes, Needles & Lancets on Campus

In order to comply with government regulations and to protect our janitorial staff and the individual's roommate(s), all syringes, needles, lancets, or any other "sharps", as well as medication vials/bottles, etc. are considered hazardous waste and must be disposed of accordingly. *Any student who has syringes, needles, lancets, or any other "sharps" must report to Health Service in person within 48 hours if arriving on campus.*

No one may have any syringe, needles, lancets, or any other injectable medication on campus without a prescription from a licensed physician. *No allergy injections may be given or received anywhere on campus.*

Diabetics, hemophiliacs, migraine sufferers, or anyone else taking an injectable medication on campus will be given instructions on how to dispose of their used equipment while they are living on campus. Anyone having syringes, needles, lancets, or any other "sharps" must have an appropriate container issued for their disposal from Health Service. The filled container, must not be filled above the maximum fill line, and must be hand-delivered in person to Health Service for proper disposal when the student leaves campus at the end of the semester. They may not be left in the student's room, left by the trash chute or sent through CPO.

Health Care Practitioners on Campus

Physicians or other health care practitioners are not allowed to examine or treat students in the residence halls. No student is allowed to practice any healing art or therapy in the residence halls. Students who are health care practitioners are not allowed to provide professional service to others anywhere on campus unless they are employed by MBI, and then are only allowed to provide these services at the work site, on paid work time, while under the oversight of the department, or while acting solely as a "Good Samaritan" in an emergency situation.

EMPLOYMENT RESOURCES

On-Campus Part-Time Employment

Available on campus employment listings are accessed through the “my.moody.edu” web portal. After logging in, select the “Student” tab. Under “Student Resources” select “HR Student Employment Services” to get to the site with on campus job listings. Students then read the job description and contact the job supervisor personally. All departments hire their own part time student workers.

Off-Campus Part-Time Employment

There is a database of off campus part time jobs that is searchable by all Moody students. From the “my.moody.edu” website, select the “Student” tab. Then scroll down and over to the lower left corner to the Career Development Center area and select “Part Time Off Campus Employment”. There are also full time job listings in that Career Development area. If you have question about these positions you may contact the Career Development Center at: 312-329-4414 or stop by the Career Center located on the first floor of Culbertson Hall.

Selling of Merchandise or Solicitation

Students who desire to sell merchandise or services on campus are required to secure permission from the Associate Dean for Residence Life. Examples would include selling Mary Kay cosmetics, cutting hair, providing car maintenance, etc.

International Student Employment

U.S. Citizenship and Immigration Services (USCIS) is very restrictive in its regulations concerning employment of international students.

The basic requirements for all types of employment for F-1 status are that the student must maintain a lawful status by being enrolled on a full-time basis (at least 12 hours per semester for Undergraduate students and 9 hours per semester for Seminary students), be in good academic standing, and not have committed any illegal act while in the U.S.

On campus employment is automatically authorized by the USCIS for any student in lawful F-1 status. International students are allowed to accept on-campus employment on a part-time basis (20 hours per week or less). However, students may be employed full-time during vacations and recess periods, so long as they are registered for the next semester. If at any time, the student is engaged in any type of F-1 employment and fails to maintain lawful F-1 status, the student’s authorization to work is automatically terminated.

Students may be allowed to accept off-campus employment (outside Moody) with proper approval from USCIS and only in unique circumstances. To apply for approval to be employed off-campus, obtain forms and consult with the Assistant Dean of International students.

After securing an on-campus employment, international students must apply for a Social Security Number with the Social Security Office. Once the Social Security Card is received, students must report to Human Resources with the card.

All international students, whether they work or do not work during the calendar year, are required to file an IRS Form 8843. Additionally, students who earn income must file Federal tax returns and State tax returns. International Student Office holds tax assistance workshops in February.

Further information is described in detail in the International Student Handbook. All International students are required to read the International Student Handbooks as a part of their orientation requirements. The Assistant Dean of International Students can answer any further questions about the handbook or information in the handbook as well as any employment questions the international student may have.

MAIL SERVICES

All outgoing and incoming mail must have the complete address. For all students, this includes name, CPO number, P.O. Box number, city and state, and zip code. This is an U.S. Postal requirement. For UPS and FedEx packages, you must use CPO number and 820 N. LaSalle Boulevard.

Letters:	Packages & Express Mail:
Your Name	Your Name
CPO _____	CPO _____
P.O. Box 10060	820 N. LaSalle Blvd.
Chicago, IL 60610	Chicago, IL 60610-3284

Use of the Institute Name

Students must not use the name of the Institute on personal stationery or other printed matter, and students who belong to outside organizations are not permitted to have stationery printed with the name of the organization listed over the Institute address.

Post Office Boxes

A private mailbox in the Campus Post Office (CPO) is provided to each student at registration. This box will belong to you as long as you continue as a student. Therefore, the CPO number is a vital part of your address and MUST appear on all letters, papers, exams, and any other items deposited in the campus mail system. *Students are responsible to see that their boxes are locked when the door is shut. Post Office services are not extended to students for promoting or advertising any personal enterprise or "regularly scheduled curricular activities".*

Forwarding Address

Before a student leaves the MTS, a forwarding address should be left at the Campus Post Office. Publishers of all magazines and newspapers to which a student subscribes should be notified of an anticipated change of address at least one month before graduation or termination of enrollment. All first-class mail will be forwarded free of charge, but periodicals and standard mail cannot be forwarded.

Questionnaires

The Dean of Students must approve all questionnaires and publications prior to their publication and insertion into the student mail boxes.

MARRIED STUDENT PROGRAMS

Married Students' Fellowship

All married students are considered members of this extracurricular group and share in the privileges as well as the responsibilities. The MSF Executive Committee is comprised of married student volunteers who are interested in meeting the needs of fellow students. The objectives of the committee are to foster spiritual growth, fellowship, and communication through family life seminars, special assemblies, social activities, and a shepherding ministry.

Student Wives Fellowship

The Student Wives Fellowship Program provides biblical instruction and training as well as fellowship and spiritual support to the wives of married students. The program meets on Thursday evenings and gives wives an opportunity to encourage each other as well as be encouraged by administration, faculty, and employee wives.

A Student Wives Fellowship Coordinator is responsible for maintaining the SWF and is available for advice and assistance. The Coordinator can be contacted through the Student Development department located on Culbertson 1.

On-Campus Housing

There are a limited number of apartments available for married students in Jenkins' Hall. These are provided to students on a first-come, first-served basis. All questions related to these apartments should be directed to Cyril Camacho, the Assistant Dean for Housing. Students living in Jenkins' Hall are expected to participate in floor meetings and abide by the conditions of their housing contract.

ON CAMPUS RESIDENTS

If you reside in Jenkins Hall please refer to the residence contract and the "Jenkins Hall Living Guide" for guidelines and responsibilities related to living on campus.

OTHER COMMUNITY GUIDELINES

Plaza

The plaza is a community environment. For the safety and consideration of others, playing ball, skateboarding, rollerblading, cycling, and Frisbee playing are not allowed at any time. The Associate Dean of Student Programs must pre-approve the use of amplified instruments and/or equipment one week before the date of the scheduled activity. Please observe community Quiet Hours.

Use of Institute Rooms and Roofs

Requests for the use of rooms or roofs may be made through Astra Scheduling at www.astra.moody.edu. You can also check the availability of rooms through the website.

Bicycles

Please register your bike with Public Safety & Security, whose office is located in the basement of Crowell Hall.

SAFETY GUIDELINES

Campus Safety

Due to the urban setting of MBI's campus, and our concern for students' safety and security, we are committed as a community to keeping residence hall doors closed and locked, to wearing and keeping track of our identification cards (ID), and to reporting any suspicious or inappropriate behavior to Public Safety.

Identification Cards & Fobs

To ensure the safety of people and property, students are asked to show their IDs when entering a residence hall and other campus buildings and to keep their rooms locked whenever they are not in them. Students are also expected to have their valid MBI student IDs displayed while they are on campus.

Please immediately report lost or stolen ID cards or fobs to Public Safety, so they can be disabled. You can get replacement cards or fobs from Public Safety for \$5.

Campus Visitors

For security and safety reasons, we require that all non-resident guests register and wear visitor IDs. Visitor IDs can be obtained at the Alumni Student Center or Crowell Hall desks.

Fire Drills

When the fire alarm sounds, you must vacate the building. Instructions are posted in classrooms and your professors will give additional explanation. False alarms set off by students will result in a \$100-\$500 fine.

Missing Persons

In accordance with federal law HEOA Sec.488 (g) amended HEA Sec. 485 (20 U.S.C. 1092); added HEA Sec. 485 (j); HEOA amendment effective August 14 2008; August 21, 2009 NPRM (revised 34 CFR 668.41 (a), added 34 CFR 668.46 (b) (14) and 34 CFR 668.46 (h), which requires an institution that provides any on-campus student housing facility to include in its annual security report a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities, Moody Bible Institute has the following policy:

Upon determining that a resident student has been missing for 24 hours, the Dean of Students or the Associate Dean of Residence Life will notify the local law enforcement agency.

The Dean of Students or the Associate Dean of Residence Life will notify the contact person that has been designated by the student (this contact information will be registered confidentially).

If the missing student is under 18 years of age and not emancipated, Moody Bible Institute will (as required by law) notify a custodial parent or guardian within 24 hours when the student is determined to be missing (if such person is different from the contact person designated by the student).

Lockdown

A lockdown is where a building (academic or corporate) is secured in order to prevent individuals from getting in or out until an emergency situation has been resolved. If a Floor Representative receives a call from a Crisis Management Response Team (CMRT) person or a public address announcement occurs stating a lockdown is in affect, he or she should:

1. Remain as calm and quiet as possible.
2. Help alert other individuals in your general area (i.e. hallway, restroom, lobbies, dorm rooms).
3. Everyone should be relocated to the innermost room or area and lock every door.
4. Use any available materials to block view from any hallway windows or doors (less movement the better).
5. Stay out of view of all hallway windows.
6. Open exterior window blinds and turns lights off.
7. If phone is in secure area, contact Public Safety at x4357 and inform them of your location and the number of individuals.

Fireworks

Fireworks of any kind are illegal in Illinois and are prohibited from campus.

STUDENT RESOURCE CENTER

Academic Services

As part of the Counseling Services Department, Moody offers academic tutoring or coaching to all students free of charge. Students are allowed two hours of tutoring per week, per subject throughout the semester. Peer tutors are Moody students who have outstanding GPA's and have attained a B+ or higher grade in the specific courses the student may need assistance. Our learning coaches are Moody students with excellent GPA's and can help coach a student in writing papers, decreasing study time by half, improving on tests and papers, eliminate negative stress, and learn the mastery of time management.

For more information on these services, please contact the Student Resource Center at 312-329-2177 or come to Counseling Services located on the third floor of Smith Hall to set up your personal Peer Tutor or Learning Coach.

Disability Services

It is the goal of Moody Bible Institute (MBI) to ensure that all college services, activities, facilities, and privileges are accessible to qualified persons with disabilities.

Reasonable accommodations will be made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available services and make their needs known to the Student Resource Center at Moody Bible Institute.

Students who believe they have a disability which might affect their academic performance at MBI and require accommodations or auxiliary aids and services, should visit the Student Resource Center, located on the third floor of Smith Hall, to meet with the Assistant Dean to discuss possible accommodations.

Procedures for Accommodations:

1. Register with the Student Resource Center

Students should submit as much documentation of the disability as possible to the Assistant Dean, Student Resource Center. Documentation is kept as a confidential file in the SRC. Information from the file is only released with the student's written consent in keeping with Institute policy. The documentation and any recommendations must be completed by a licensed psychologist or physician as appropriate. In the case of specific learning disabilities, specialists and educational therapists are also typically involved in the process of assessment. The documentation must be completed no more than three years prior to the student's enrollment at the Institute.

The following forms need to be completed and submitted for a student to be considered "registered" for accommodations:

- Self Identification Form (beginning of the semester)
- Release of Information (End of the semester)
- Verification Form

2. Documentation may include:

- A standardized measure of general intelligence (i.e., WISC-III).
- Results of academic achievement tests (i.e., Woodstock – Johnson Psycho Educational Battery Revised; Tests of Achievement, etc.).
- Results of specialized testing in perceptual, processing, and motor skills, as appropriate.
- A case history, including input from parents, teachers, previous records, and/or the student.
- All diagnostic reports must include the names and titles of the evaluators as well as the date(s) of testing.
- A description of any recommended accommodation(s). MBI will require some or all of the above at the student's expense. There must be sufficient, competent evidence of a specific learning disability. Individual "learning styles" and "learning differences" in and of themselves do not constitute a learning disability. **If necessary, a student can be referred to community agencies for comprehensive testing (at the cost/responsibility of the student).**

3. Documentation should be directed to:

Gayla Gates
Assistant Dean, Student Resource Center
820 N. LaSalle Blvd.
Chicago, IL, 60610
Or faxed to (312) 329-4197

4. Contacting the Student:

If the documentation provided demonstrates a qualified disability requiring accommodation, the SRC will contact the student to conduct an intake interview to determine what accommodations can be made.

5. Specific accommodations/services for all students with disabilities include:

- Information about special test administration and classroom adaptations;
- Time extensions;
- Letters to instructors discussing classroom and testing accommodations;
- Referrals to Moody counseling services or outside counseling agencies; and
- Advising and guidance on academic, social, and personal needs.

The SRC will **not** provide any assistive devices of a personal nature (i.e., hearing aids). The SRC will contact the appropriate parties of the student's need via memo every quarter (i.e. faculty, program directors, academic advisors etc.). After a class begins, if the student finds that additional or different accommodations are needed, the student must contact the SRC as soon as possible to make appropriate changes. The SRC will remain a liaison between the student and the rest of the Institute's community through the duration of the student's enrollment.

Dispute Resolution:

If a student or faculty member disagrees with a proposed accommodation or feels that the accommodation is not being properly implemented, either party must:

Submit the dispute in writing to the Assistant Dean of SRC. The Assistant Dean will consult with the Dean of Students, the faculty member(s) involved, and the student to come up with an amicable solution. The solution will be put in writing and sent to all parties involved.

If this fails, the dissatisfied party can appeal any decision made by the first resolution by contacting the Dean of Students in writing requesting an appeal the Dean of Students will make any final ruling with the best interests of the Institute and the student in mind.

Accommodations will be provided during the dispute process.

Peer Tutoring

As part of the Counseling Services Department, Moody offers academic tutoring to all students free of charge. Students are allowed two (2) hours of tutoring per week, per subject throughout the semester. Peer tutors are Moody students who have outstanding GPA's and have attained a B+ or higher grade in the specific courses in which the student may need assistance.

We also have Peer Tutors who can help students with more general skills such as writing papers, decreasing study time by half, test taking, eliminating negative stress, and learning the mastery of time management. For more information on these services, please contact the [Assistant Dean for the Student Resource Center](#).

How to Request a Tutor

1. Pick up a request form in the Counseling Services office, third floor Smith Hall.
2. Have your Professor fill out their part of the request form and fill in your part of the form.
3. Read the policies stated on the Tutor request form and sign the contract.
4. Return the request form to Counseling Services front desk, third floor Smith Hall.
5. You will then be assigned a tutor who will contact you.

If you have not heard from your tutor within a week or for any other concerns, please contact Gayla Gates, Assistant Dean, Student Resource Center at 312-329-2177, email : gayla.gates@moody.edu

SOLHEIM CENTER

The Institute offers personal growth through three programs in the Solheim Center: Physical Education Classes, Intramural Recreational Sports, and Intercollegiate Athletics. Use of the Solheim Center facilities is permitted for full-time seminary and undergraduate students. *A valid MBI ID card is required for entrance to the Solheim Center.*

These are the anticipated Solheim Center semester hours, subject to change upon special notice:

SOLHEIM CENTER HOURS

Monday to Thursday	6:30 a.m. - 10:00 p.m.
Friday	6:30 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 4:00 p.m.
Sunday	Closed

POOL HOURS

Monday to Friday	6:30 a.m. – 7:45 a.m. 11:00 a.m. - 12:45 p.m. 3:00 p.m. – 7:45 p.m.
Saturday	12:00 p.m. – 3:45 p.m.

Although the Solheim Center may be open, certain areas within the building may not be available due to a varsity sport practice or contest, an intramural activity, a community ministry event, or a programmed student activity. The Solheim facilities schedule is subject to change; therefore, *a weekly schedule is posted* to update participants concerning the weekly schedule of events and activities. Specific areas of the Solheim Center **MAY BE CLOSED DURING A HOME VARSITY ARCHER ATHLETIC EVENT.**

General Information

PARTICIPANTS ARE TO CHANGE INTO A SEPARATE, CLEAN PAIR OF SHOES FOR ALL ACTIVITIES IN THE SOLHEIM CENTER. *Proper gym attire is required. Men must wear shirts at all times. Dark soled running shoes, turf shoes, and spiked shoes are prohibited. Any other types of shoes, which mark the floors, are not permitted. Food and beverages are allowed only in the front lounge area. Contact the Solheim Center Control Desk (x4039) for information.*

Facilities Available

The main gym, running track, class rooms, aerobics room, weight room, racquetball courts, tennis courts, locker rooms, and swimming pool are open as listed in the schedule above.

Racquetball court reservations are available on the day of play only by calling extension 4039 between 8:00-10:00 a.m.

Saturday racquetball reservations are to be made on Friday. **SAFETY GOGGLES ARE REQUIRED TO PLAY RACQUETBALL.**

Pool Regulations

Natatorium swimsuits are required: Women - 1 piece; Men - boxer style. Swimmers must shower before entering the pool.

Lockers

Lockers are available for the time of activity. *Individuals should furnish a lock during the time of usage. Locks must be removed after each usage.*

Equipment Check-Out

A variety of equipment is available for checkout. A valid MBI ID card is required as collateral. If the items are lost, the participant will pay a replacement cost for each item. Equipment includes: basketballs, volleyballs, racquetball equipment (\$1 non-refundable fee for tennis and racquet ball racquet rentals), balls, bats, etc. A \$20 refundable deposit is required for equipment rented and taken off campus.

Solheim Center Reservations

1. Reservations for any classroom or sport-facility needed for a MBI academic class and/or MBI program must be made in writing seven days in advance of the needed date(s).
2. NO PHONE RESERVATION WILL BE ACCEPTED.
3. Reservation forms for the Solheim Center may be obtained from the front control desk.
4. Reservation forms are required and must be returned to the Solheim Center Director.
5. The Solheim Center is available for reservations Monday-Friday from 3:00-9:00 p.m. and Saturday from 9:00 a.m.-4:00 p.m. MBI Physical Education classes, Archer Athletic events, Campus Recreation, and Urban Outreach Programs take priority over a reservation request.
6. Reservation priority and scheduling will be on a first come-first serve basis.
7. An activity sponsor must be identified with each reservation and present during the accepted reserved activity.
8. Request for scheduling should be flexible with alternative options of date or time.
9. A professional facilities fee will be charged for special requests for additional Solheim hours, which fall outside the established schedule. This fee will cover the employment of additional staff.
10. Students bringing guests for Outreach Ministry are allowed only ONE REGISTERED GUEST (\$2.00 per individual). MBI students must stay with their registered guest at ALL TIMES. Small groups (PCM, Big-Bro/Big-Sis, Classes) for Outreach Ministry must use the Solheim Reservation form for scheduling and approval.

Aerobics Room Rules & Guidelines

The aerobics room is one of the most used areas in the Solheim facility and is available for cardiovascular, resistance, aerobics, and circuit training exercise programs. Physical Education classes are given priority usage from 8:00 a.m. until 3:00 p.m. The following standards, policies, and guidelines provide a focus for safe and effective performance of aerobics exercise.

POLICIES: Exercise dress must not be in contradiction to the standards set forth in the *MTS Student Handbook*. A T-shirt must be worn at all times. Men may not wear tank tops.

Aerobics room users are required to wear appropriate footwear. Footwear, which marks the floor, is not permitted and all footwear must be changed before entrance.

The aerobics user-to-instructor/leader ratio should not exceed 30 to 1. Minimum user-to-instructor/leader is 1 to 1 (2 per activity). A SINGLE USER IS NOT ALLOWED.

Food or drink is not allowed in the aerobics room, with the exception of WATER IN A CLOSED CONTAINER.

Individual hand weights used during the aerobic exercise must be rubber or plastic covered. Hand weights MAY NOT BE TAKEN FROM THE FITNESS/ WEIGHT ROOM.

GUIDELINES: For your convenience, Aerobic Room Safety Standards and Step Reebok Safety Standards are posted in the Aerobics Room. Familiarity with all exercise guidelines is recommended for the user's personal, instructional, medical, and legal safety.

Tennis Court Rules & Guidelines

The tennis courts are open the same hours as the Solheim Center. Two double courts and one single court are available.

RESERVATIONS: Tennis courts are reserved for one hour at a time, with reservations beginning on the hour. Reservations (x4039) may be made only on the day of play, except for weekends, where reservations may be made on Friday for Friday and Saturday. When making reservations, names of all persons participating must be given. When there are only two players, reserve the single's courts. Players who are ten or more minutes late for their reservation will forfeit that time.

PLAYERS: All players must report to the Solheim Desk to confirm their reservation prior to going onto the assigned court. Failure to register at the Solheim Desk before play eliminates the right to play, and the court time is automatically canceled.

DRESS CODE: Tennis attire is not to contradict the standard set forth in the *MTS Student Handbook*. T-shirts, shorts, sweatshirts, sweat pants, and warm-up suits are standard acceptable dress. Men must wear shirts at all times. *ONLY TENNIS SHOES ARE ACCEPTED FOOTWEAR ON THE TENNIS COURTS. DARK SOLED RUNNING SHOES, TURF SHOES, AND SPIKED SHOES ARE PROHIBITED.* Participants are not allowed on the tennis courts without proper shoes.

GENERAL: Proper etiquette, language, and courtesy are to be observed at all times. Bicycles, skateboards, rollerblades, and roller skates are PROHIBITED. Children under the age of 12 must be accompanied by an adult at all times

STUDENT PARKING INFORMATION

Automobile Parking

All student vehicles are required to have a current parking permit in order to park on the MBI campus. A limited number of permits are available for purchase on a first-come, first-serve basis. Permits can be purchased in the Public Safety Office located in basement of Crowell Hall for each semester or for the full academic year. There will be a \$300.00 charge for the academic year or a \$150.00 charge for each semester for parking permits.

This permit is to be attached to the inside lower driver's side windshield. A separate parking permit is required in order to park on the MBI campus during the summer. For on-campus students, each permit allows the student to park in a designated lot. If a student is not able to park in their assigned lot, the student must contact Public Safety and Security to make temporary arrangements until the space is available again. Only a registered vehicle with permit displayed may park in an assigned spot.

PARKING AREAS: Students with parking permits should park in the following areas:

- On-campus Undergraduate and Seminary students - Lots C, J, and garage levels 4, 4.5, or 5
- Commuting students - Parking Garage
- Evening School students - Parking Garage

All students are required to abide by the following parking policy:

Parking Permits

All vehicles must prominently and properly display a parking permit when on Institute property.

1. A mutilated or unreadable permit is not valid—it must be replaced at the student's expense.
2. Parking permits remain the property of MBI.
3. Parking permits are not transferable.
4. Permits expire on the day indicated on the permit.
5. Students are not to park in the visitor spaces at any time or along the ASC/Sweeting fire lanes at any time.

Parking Violation Criteria

1. No valid permit
2. Improperly displayed permit
3. Invalid license plate
4. Parked in wrong lot
5. Parked in wrong space
6. Parked in reserved space
7. Parked outside of a marked space
8. Parked in an ADA reserved space
9. Parked contrary to posted signs
10. Parked over two weeks without being moved

Parking Enforcement

1. Parking regulations will be strictly enforced.
2. Failure to obey parking procedures will result in fines, impounding of vehicle, and/or loss of parking privileges, as established by policy. A copy of the complete parking policy may be obtained at the Office of Public Safety and Security located in the basement of Crowell Hall.
3. Any expense incurred to retrieve a vehicle that has been towed is the sole responsibility of the owner.

CROWELL LIBRARY

Mission

The Crowell Library supports the curriculum and mission of the Moody Bible Institute by providing services and information sources to its students and faculty. The Crowell Library is located on the first and lower levels of the Sweeting Center.

Borrowing Privileges

- 25 items can be checked out at a time (10 for part-time students)
- Full access to online resources in our computer lab or through my.moody.edu
- Interlibrary Loan services

Library membership active until graduation (cost included in school fees)

Library Hours

Regular*

Day	Hours
Sunday	Closed
Monday – Thursday	7:30 am – 12:00 am
Friday	7:30 am – 11:00 pm
Saturday	9:00 am – 12:00 am

*The Library may open late and close early during Missions Conference, Founder's Week, vacation periods, and other Institute-wide events. For up-to-date library hours, check the *Moodycaster*, the library homepage, and signs posted throughout the library.

Last Three Weeks of Fall & Spring Semesters

Day	Hours
Sunday	Closed
Monday – Saturday	7:30 am – 1:00 am

Library Contact Information

Circulation: questions about hours, reserves and library account call 312-329-4136 or email circulation@moody.edu.

Information Desk: research, database and library-catalog-related questions call 312-329-4175 or email library@moody.edu.

Library Staff

Please come by the library or contact any one of us to learn more about library services and information sources. We are here to help you succeed academically!

POSITION	NAME	PHONE	EMAIL ADDRESS
Library Director	James Preston	x4140	james.preston@moody.edu
Technical Services Librarian	Lori Johnson	x4102	lori.johnson@moody.edu
Public Services Librarian	Amy Koehler	x4139	amy.koehler@moody.edu
Library Serials Technology	Holly Reid	x4138	holly.reid@moody.edu
Circulation Supervisor	Bethany Hovda	x4136	bethany.hovda@moody.edu
Acquisitions & Interlibrary Loan Technician	Joe Cataio	x4078	joseph.cataio@moody.edu

Circulation of Materials

Visit the Circulation Desk on the first floor to check out materials. A valid MBI-issued ID/library card must be presented. If you have questions about the circulation periods outlined below, please contact the Circulation Desk.

Loan Period	Type	Location	Late fees*
3-week checkout:	Main Stacks, Oversize books & Pamphlets	Lower Level	\$0.10/day
	Christian Fiction & Juvenile Books	First Floor	\$0.10/day
	Music Scores	Media/Music Library	\$0.10/day
1-week checkout:	Juvenile Media: Puppets & Games	Curriculum Lab 1st Floor	\$1.00/day
3-day checkout:	Curriculum Lab materials with 3-day sticker	Curriculum Lab 1st Floor	\$1.00/day
	Media Kits	Media/Music Library 1st Floor	\$1.00/day
1-day checkout:	Media (DVDs, VHS, non-music CDs, etc.)	Media/Music Library 1st Floor	\$1.00/day
3-hour checkout:	Reserve materials**	Behind Circulation Desk 1st Floor	\$0.25/hour or part of hour
NON-circulating materials:	Moody Independent Studies	Curriculum Lab 1st Floor	
	Curriculum Lab Material without a 3-day sticker	Curriculum Lab 1st Floor	
	Archival materials	Lower Level	
	Music CDs	Media/Music Library 1st Floor	
	Newspapers	Current – 1st Floor Past – Lower Level	
	Journals & Magazines	Lower Level	
Reference	Lower Level		
LOST MATERIALS			\$100.00
DAMAGED MATERIALS			Cost of Repairs

*In computing fines, Sundays and holidays do not count. All fines are to be paid when late items are returned; they are not charged to the student's school bill. If a fine is not paid within three weeks of incurring or reaches the \$5 maximum limit, the student's borrowing privileges will be locked until all fines are paid in full.

**Reserve materials checked out three hours before closing are due at 8:30 am the next day the library is open

Library Computer Lab

The main computer lab for student use is located on the lower level of the library. The 42 PCs and 2 MAC computers have standard software and have Internet capabilities for email, library databases, Blackboard, and other online resources. The lab hours are the same as the library hours.

Students who own personal notebooks, laptops, or have checked one out from ETS may connect to our wireless account in the library. Directions on how to login are located on the lower level or you can stop by the Information Desk or ETS for help.

Ask a Librarian and Interlibrary Loan

The Ask a Librarian web-form found on our homepage can be used for research questions and database help.

The Interlibrary Loan web-form can be used to order books that our library does not currently own but is able to borrow from other libraries. This process takes 2-3 weeks.

Quiet

The lower level of the library has been designated as a "Quiet Zone." Please be considerate of other individuals who are studying. The first floor is not a "Quiet Zone".

Cell Phones, iPods, Electronic Devices, etc.

Cell phone ring tones, alarms, and all other electronic or sound producing instruments must be set to silent/vibrate mode. If you need to answer a call, please do so in the Sweeting lobby outside the library. Cell phones may not be used in the restrooms. For the sake of other Library patrons and for your eardrums, please keep volume levels low on iPods, online listening stations, and other sound-producing services that require headphones.

Food and Beverages

Food is not allowed in the Crowell Library. Food can attract pests, damage library materials, and can distract other library patrons. Beverages in approved spill-proof containers are permitted. To see if your container is permissible, please inquire at the Circulation Desk.

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