Fuller Theological Seminary
Student Handbook
1977-78

Student Council Office
Student Center
130 North Oakland Avenue
Pasadena, California  91101

Telephone (213) 449-1745, ext. 191
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ORGANIZATION AND ACTIVITIES

Student Council
An elected committee from the student body which acts on its behalf.

Student Activities
Every student pays a student activity fee which finances various projects of student interest. These projects include:

- Day of prayer
- Stipends for various student council positions
- All-Seminary Retreat
- Gym memberships
- New student orientation
- Studia Biblica et Theologica
- Intramural sports
- Student coffee house and lounge
- Community activities (films, dinners, etc.)
- Social concerns coordinator
- Women's Institute
- The office of women's coordinator
- Faculty Forum
- Minority scholarship endowment fund

Decision Making Bodies
The student council also coordinates student input with the various faculty, administration and trustee committees. It appoints students as voting members on the following committees: administrative, chapel, commencement, financial aid, faculty-student liaison, library, facilities, student affairs, development, long-range academic and field education.

School of Theology Internship
Inaugurated in 1962, the internship program has proven to be a worthwhile and stimulating venture for students interested in the worldwide mission of the Church. The program cooperates with various church and mission agencies in opening doors to foreign and cross-cultural service as well as doors to service in local churches and agencies. The internship year may be opted for either between the junior and middler years or between the middler and senior years. Information concerning internship can be obtained from the internship chairperson or the student council vice-president.

Sports
The student activities fee provides for gym membership for each student for the school year. The student council also sponsors an active intramural program with competition in flag football, handball, basketball, pool, golf, table tennis, volleyball, tennis and baseball.
FOR YOUR INFORMATION

1. Ten o'clock each day, Monday through Friday, is reserved for various types of assembly. Monday is normally designated for small group gatherings for fellowship and prayer. Tuesday through Thursday are meetings for worship including the preaching of the Word of God. Friday is normally a convocation that features various discussions, forums or presentations of interest to the community.

2. Grade point system: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, NC = 0. CR/NC are not computed in the GPA.

3. All faculty members keep office hours for the purpose of student conferences, do not hesitate to contact them.

4. Limited funds are available for short-term loans to students. See the dean of students.

FINANCIAL AID

The Seminary catalog contains the statement: "Fuller Theological Seminary is committed to the policy that no worthy student should be left in a position of financial need without the Seminary first having done everything possible, through its staff and resources, to alleviate this need." The financial aid program has been developed in order to implement this policy. The financial aid committee is especially concerned that no student be forced to engage in employment, secular or other, to the extent that his or her academic or family life would unduly suffer. The committee can only implement this concern, however, if the student makes his or her need known by completing a financial aid application form. This form may be obtained from the dean of students office.

MEDICAL COVERAGE

The Seminary helps students in matters of medical care by providing information regarding physicians and medical services in the Pasadena area. Such lists are available at the time of registration and are also updated from time to time during the school year. The list constitutes information only and not endorsement.

INSURANCE PROCEDURES

It is a requirement of the Seminary that each student carrying two or more courses of academic work be covered by hospitalization
insurance in case of illness. Each student will be charged for and covered by the group insurance policy provided by the Seminary unless they sign and turn in a waiver showing they are covered by a comparable plan elsewhere. This is part of the registration procedure. Claim forms for services covered by the policy are available at the student accounts desk in the business office. The underwriter at this time is American National Insurance Company.

ACADEMIC REGULATIONS

Students are to familiarize themselves with the information and regulations contained in the current Seminary catalog. Students will also be responsible for regulations set forth below. Special regulations covering students in the School of Psychology and School of World Mission are found in the catalog.

Courses
1. A curriculum sheet is available from your academic advisor. It is the responsibility of the student to see that all courses listed for graduation are properly completed.
2. Twelve units constitute a minimum full-time study load, with a normal full-time load being 16 units for the M.A. and M.Div. degrees.
3. Students who believe they may have covered the material in a required course by work done on the collegiate level may be granted permission by the academic affairs committee to waive this requirement. This does not mean that students can graduate from their respective programs with less than the prescribed number of courses of Seminary work.
4. Students who wish credit which they have taken at other seminaries or graduate schools applied to their degrees at Fuller are to ask the director of admissions or the director of their program to review the records of that credit and send a statement to the registrar for recording.
5. Seniors are permitted to take residence work in other institutions to accumulate credit toward their M.A. or M.Div. degrees if they have maintained an average of B in their Seminary work. In no case may students carrying a full academic load take more than four hours per term in outside institutions.

Registration
1. All students must have an appointment with their academic advisor to review their progress and have their class schedule sheets signed before they can register each quarter. Any course change must be approved in writing by the academic advisor before the change may be made in the registrar's office. The academic advisor must sign the course add/drop sheet. The academic advisor for any student will follow through on the academic performance and progress of that student and take appropriate action.
2. Students should avoid registering for two classes which overlap in their meeting times. In some instances, however, such overlap is
permitted if the students understand that a) they are responsible for all material presented in the course and b) they are not excluded from more than one meeting time per week.

3. Students may elect to take one or two reading courses provided that they take the professor's written permission slip to their academic advisor at the time of pre-registration. However, reading courses cannot be used to satisfy core requirements in the M.A. or M.Div. program. They are acceptable for elective credit.

4. M.A. students may choose to take up to six courses Credit/No Credit (CR/NC) and M.Div. students may choose to take up to nine courses CR/NC. This option may be exercised only if the registrar's office is notified by the student during the allotted period of time, specified below (see Nos. 5 and 6). CR/NC courses are not computed into the grade point average. Any student who transfers from another institution may determine the number of CR/NC options remaining by computing the number of 16 unit quarters to be taken at Fuller.

5. Any student wishing to exercise the CR/NC option for a course may do so by the end of the second day of the second week of classes. This is done as a program change in the registrar's office and the service charge of $5 is required. If, prior to that period, the student wishes to change status from CR/NC to grade or from grade to CR/NC, that change may be accomplished but a $5 change of program fee will be required.

6. If a course is offered in a two-week or twelve-day intensive session, the CR/NC option must be declared by the end of the second day of class.

7. Courses are added or dropped through the registrar's office with a service charge of $5. No course has been added or dropped until officially placed on your permanent record in the registrar's office.

a. Students are permitted to add subjects during the first calendar week of classes only (a calendar week ends in the registrar's office at 4:00 p.m. Friday). Courses added during the second week of classes must be done so by a petition to the academic affairs committee of the respective school. After the second week of classes, courses may be added by petitioning the academic cabinet, which serves all three schools.

b. In a two-week intensive session courses may be added by the end of the second day of class. This applies only to summer sessions. During the remainder of the calendar year intensive sessions are registered at the normal registration time, even if the course is not offered until mid-quarter. A service charge of $5 is made for each transaction regardless of the number of courses involved.

c. Students are permitted to drop courses without grade penalty through the fifth week of the quarter. Any course dropped thereafter will be entered as NC on the student's permanent record. In a two-week or twelve-day intensive session courses may be dropped by the end of the first week of classes. A service charge of $5 is made for each transaction, regardless of the number of courses involved.
8. Any academically qualified spouse whose partner is a full-time student carrying 16 units may register for credit at one-fourth tuition rate provided they have been accepted as a student at Fuller.

9. Students who place their name on the waiting list for any class will automatically be registered in that class if space becomes available. A notice informing the student of this action will be placed in the student's mailbox. If the student then decides not to take the subject it will be necessary for that student to come to the registrar's office to complete a drop form which will carry with it the regular processing fee charge.

No Credit
A student who has received a No Credit (NC) in a course is not permitted to take a make-up examination in order to remove the NC from that student's record. However, if the course is repeated, the new grade will be recorded without penalty.

Academic Probation
1. Any student admitted on probation who has less than a 2.5 GPA for the first year may be admitted the following fall only by special action of the academic affairs committee.

2. Any student whose cumulative GPA falls below 2.5 will automatically be placed on probation beginning the quarter in which the average falls below that point. Any student who receives NC in two courses during one academic year will have his or her record reviewed before readmission to the next academic year.

3. Students who have been accepted on probation or as special students due to academic reasons may take courses CR/NC. However, the academic affairs committee will have access to the grade received in the course, and will use that grade rather than CR/NC as the basis of evaluation of the probationary status at the end of the academic year.

Student Files
1. After three years of inactivity, the permanent record of a student stands. After that it is not subject to challenge in any case where a student may think a grade has been recorded in error. Grade cards are on file in the registrar's office for three years but are not retained after the record has been inactive for three years.

2. After acceptance and enrollment of a student, all reference forms not bearing a waiver signed by the student relinquishing his or her right to see the forms are destroyed (a numerical reference of evaluation will already have been entered on the file evaluation form).

3. The items retained in the applicant's file once he or she has been accepted are:
   - pictures
   - application form
Christian statement
medical form
college transcripts
neutral or positive correspondence

4. Any student who wishes to see their file may leave a written request to do so in the registrar's office. Within 24 hours a note giving an appointment time (usually not more than 48 hours later than the original request, but in no case more than 10 days later) will be placed in the student's mailbox.

5. Student's requesting photocopies of material in their student files will be charged $2 for the first page and $1 for each additional page thereafter.

6. The registrar and provost—at 135 North Oakland Avenue, Pasadena, California 91101—are responsible for the records.

7. Transcripts may be sent upon request of the registrar's office. The initial copy will be free of charge. A fee of $2 will be required for additional copies.

Auditing Classes

1. Any student taking fewer than three credit courses (12 units) will be charged for subjects audited.

2. The tuition charge for audits is the same as that for credit classes. Auditors register at the registrar's office.

3. Spouses whose partner is carrying a load of 12 hours at the Seminary are permitted to audit courses without charge, provided they register as auditors.

4. Because of limited laboratory facilities auditors are not permitted in Greek or Hebrew grammar classes.

5. Persons not enrolled as students who wish to audit courses must possess a B.A. or its equivalent. Persons who wish exemption from this must submit a petition to the admissions committee listing their name, title and course number of the course to be audited, reason for the request and a general estimation of the amount of college work previously completed by the applicant, if any (i.e., none, 1½ years, etc.). Applicants may be asked to have an interview with the director of admissions before action on the petition is complete.

6. Recording of Audits: Audits will be recorded on permanent records if the student comes to the registrar's office at the close of the quarter and signs the special request form available there.

Exceptions to Academic Regulations

1. Students may petition the academic affairs committee for any exceptions to the academic regulations. Petition forms may be obtained from the secretary in the director of admissions office, 120 North Oakland.

2. Any student who petitions for a change in any academic regulation, and the change is granted by either the petitions committee or the academic affairs committee, must take the necessary steps to act
upon the petition within seven calendar days from the date of the notice informing the student of that action, or the action of the committee is automatically rescinded.

Information for Veterans

Veterans who have remaining entitlement for educational benefits may receive these benefits for training at Fuller Theological Seminary. The following information is given for those students.

1. Upon matriculation all students eligible for Veteran's benefits should contact the Veterans affairs advisor in the registrar's office. The hours for Veteran's affairs are posted on the registrar's bulletin board.

2. All students who wish credit for work taken at other seminaries or graduate schools to be applied to their degrees at the Seminary are to ask the director of admissions to review the records of that credit and send a statement to the registrar for recording. This should be done upon entering in order that previous credits allowed toward your degree at the Seminary may be reported to the Veteran's Administration.

3. All interruptions in training and/or unsatisfactory progress must be reported to the Veteran's Administration immediately.

4. A program change which alters a student's status and affects the amount of benefits must be reported to the Veteran's Administration. The date of dropping or adding will be reported as the date the student signs the program change in the registrar's office. The student should see the catalog and the regulations in this handbook regarding academic and financial penalties for dropping classes.

5. In order to make it possible for proper notifications to be made to the Veteran's Administration, all students receiving Veteran's benefits are required to notify the registrar's office immediately of any changes in status which affect their educational goals and/or benefits. All forms concerned with changes in the Veteran's program should be marked "G.I.Bill" clearly. All records are systematically checked by the registrar's office and all changes are reported to the Veteran's Administration. However, this does not release the Veteran from responsibility to be sure that these changes are reported to the registrar's office.

6. The academic standards and other regulations delineated within handbook are all applicable to the student Veteran, who is responsible to read and follow them.

7. Students in the Doctor of Ministry program (full-time model) will be certified as full-time students for no longer than five quarters provided they are registered for a minimum of eight quarter hours each quarter. Certification cannot be extended beyond five quarters even if the student is registered for the dissertation project for a period of time which extends beyond five quarters.
Fees

Deferred Payment Plan: This plan is available for those not able to pay the total charges at the time of registration. A $3 service fee allows the individual to pay one-third at registration and the balance in two installments during the quarter, with refund of the fee in full if paid by the end of the first week of classes. Where the student neglects making the installment payment as agreed upon in advance, an additional $4 service fee may be added to that account. Student accounts not paid in full by the end of the quarter may result in no opportunity to take the finals and in no credit or grade for the subjects taken, no transcripts issued and, in the case of graduating students, no diploma.

Refund Policy

1. For classes dropped between registration and the end of the second day of the second week of classes, the refund is 100 percent (except that those who drop all classes will be charged a severance fee of $50); for those dropped by the end of the second week of classes the refund is 75 percent; for those dropped the third week of classes the refund is 50 percent; for those dropped the fourth week of classes the refund is 25 percent. No refund is made on courses dropped after the fourth week. There is a service charge for program changes except those changes imposed on the student by the Seminary (i.e., cancelled classes).

2. If the number of units dropped is equivalent to the number added at the same time the student is required to pay only the $5 program change fee.

3. There is no refund of audit charges.

4. In the School of Psychology a different policy is maintained since tuition is payable by the year. Consult the business office for information.

Absences and Withdrawals

1. In the event of absence it is the responsibility of the student to make any necessary arrangements with the instructor. Each faculty member decides their own policy concerning class attendance. If a student wishes to receive course credit for a class the student is unable to attend, independent studies are available (cf. page 4).

2. Students are expected to report in advance if possible to the dean of students any extended absences.

3. Students who expect to discontinue their work at the Seminary during the school year are requested to complete the withdrawal forms to be signed by the dean of students, registrar and business office.

4. Students who expect to be absent for up to three quarters to
pursue an internship are requested to leave a letter explaining the purpose for the absence with the registrar.

5. Any student who is dismissed from Fuller may reapply for admission after steps have been taken to rectify the causes that led to dismissal. Applications for reinstatement may be made through the admissions office, but the academic affairs committee shall act as the admissions committee.

Examinations

Students are expected to take final examinations at the scheduled hours. This policy helps guarantee fairness to all students and keeps down the cost of preparing, proctoring and grading extra exams. In the case of serious illness, emergency or conflict in exam schedules, arrangements may be made for taking the exam at another time. In instances other than a conflict in exam schedule or hospitalization, there is a $10 service charge for examinations taken at a time other than that scheduled. To make such a change, the student must secure permission from the petitions committee. Participation in any type of employment, however worthy, shall not be deemed a sufficient reason for a student to take final exams at times other than those regularly scheduled.

Incompletes

Each faculty member decides whether work not finished at the end of a quarter warrants an incomplete grade for the course or simply a reduction of grade. In the event that an incomplete is given, all course work must be completed within four weeks and the portion of incomplete work will be reduced one letter grade upon completion. If a student does not complete the necessary work to remove the incomplete from his or her record within the normal four weeks, the grade will remain a permanent incomplete.

Admission to Senior Class

A student will not be considered for admission to the senior class until at least 24 courses toward the M.Div. degree or 12 courses toward the M.A. degree have been completed with a minimum of 2.5 overall grade point average.

Baccalaureate and Commencement

1. Degrees will be recorded four times a year with baccalaureate and commencement exercises to be held for the spring graduation only. Graduation date for each quarter will be recorded as the last day of the quarter as indicated in the catalog calendar with the date of commencement being the graduation date for spring quarter. Diplomas for those graduating throughout the entire year will be distributed during the summer following spring graduation.
2. Students anticipating graduation (for any degree from any of the three schools) at the end of any quarter must make written application for graduation. This is to be done at the time of the registration interview with the academic advisor for the final quarter. The written application is to be left with the academic advisor at the time the student requests the final quarter's work. The academic advisor will pass the form onto the registrar. This application must state:

a. the student's name as it is to appear on the diploma,

b. the student's hometown as it is to appear on the commencement program,

c. the degree the student anticipates receiving,

d. a statement of whether or not the student will participate in the commencement exercises, and

e. the address where the diploma is to be sent during the summer following commencement.

3. Any student failing to make written application for graduation at a specific graduation date will not be listed for graduation.

Graduate Students

Doctor of Ministry

1. Students in the Continuing Education model for the Doctor of Ministry program are responsible for following the guidelines available from the office of continuing education.

2. Applicants for the Doctor of Ministry program in Marriage and Family Counseling may secure guidelines from the marriage and family counseling office. Application to the program must be made through the admissions office.

3. Effective the quarter in which the student has been accepted for study in the Doctor of Ministry program, no course completed with a grade less than B- will be counted toward satisfying graduation requirements. More than one B- will require consultations with the assistant dean of theology.

Th.M. and Ph.D.

1. Instructions for application to the Ph.D. in psychology or the Th.M. or Ph.D. in missiology may be secured from the students respective schools.

2. All Th.M. or Ph.D. students in the School of Theology will be governed by the regulations found in both the Student Handbook and the Graduate Student Handbook. Copies of the Graduate Student Handbook may be secured from the theology graduate office.
Limitations in Outside and Practical Work

A maximum of 68 hours combined study and work schedule is allowed per week. Four courses require approximately 30 hours of homework per week. Therefore, the student may not be employed in other than Seminary studies more than 23 hours per week. Any exception to this rule must be by permission of the dean of students.

Solicitation of Funds

Direct student solicitation of funds for Christian projects or personal expenses must be cleared with the Seminary administrative committee and the student council.

Religious Services

Students wishing to conduct team ministries are expected to do so under the supervision of the professor of evangelism.

HOUSING AND EMPLOYMENT

For information concerning housing and employment, inquire at the housing and employment office located in the student center. Students must be enrolled full time to occupy Seminary-owned housing. Information concerning Seminary apartments for married students and dormitory facilities for single students may be obtained from the housing office. Students living in dormitory facilities on campus are required to take their meals in the refectory.

PARKING

1. Parking fees for on-campus spaces are assessed of all students, faculty and staff at the rate of $5 per quarter. The parking spaces are color coded in order to reserve sections for students. Color code is as follows:

   white—students (sticker color varies annually)
   red — faculty, executive administrators
   green—administration and staff

   All parking spaces will be monitored and parking tickets will be issued. A fine will be levied and will be credited to the Fuller student fund.

2. Student parking areas are located along Walnut Avenue between Oakland and Madison, to the rear of 100-150 North Oakland and in the northern-most section of the lot at 119 North Madison Avenue. An additional 50 parking spaces have been leased from the Broadway
parking lot at the corner of Los Robles and Union. These spaces are directly across Los Robles at Ford Place and should be quite convenient for students who are not able to find vacant spaces in the Walnut Street lot. Parking space is not adequate to meet our needs, so students are encouraged to park near campus and walk in.

3. Students are NOT to park in the assigned faculty, administration and staff parking spaces on the Seminary grounds or in the parking lots of the Congregational or Presbyterian churches. Parking tickets may be issued.

4. Applications for overnight parking on the street are obtained from City Hall. There is a charge of $12 per year plus a $20 investigation fee for on-campus residents. Each car parked on the street must be investigated by the police department.

REFECTORY REGULATIONS

1. No credit is given for meals not eaten (except as outlined in No. 9 below).

2. Meal tickets are not transferable by the owner for the benefit of another party.

3. Meal tickets are to be identified by the name of the owner.

4. Meal tickets are required of all single students living in the Seminary housing. The refectory is closed on weekends.

5. The current price for meal tickets is $275 for three meals per day per quarter.

6. Individual meals can be secured by anyone in the Seminary family on a cash basis at the refectory.

7. Students holding meal tickets who are unable to eat in the refectory due to illness will be provided with the necessary regular or special food at no extra cost.

8. Students withdrawing from the Seminary will be given a refund on a pro rata basis for the unused portion of the ticket.

9. Credit to the individuals contemplating absence from meals is given on the basis of $2.50 per day (approximate food cost) for no less than five consecutive school days and only when application is made to the housing office in advance of the absence.

10. Cold meals to go are provided to students holding meal tickets when absence from the refectory is necessitated by off-campus trips on Christian service assignments or for the purpose of regular employment. Advance reservations must be made with food services for the cold meals desired.

11. Conditions arising not covered by the above outlined regulations can be discussed with the director of business affairs.
BOOKSTORE

1. Location: 84 North Los Robles, Pasadena, California 91101

2. Hours: Monday - Friday ............... 9:00 a.m. to 5:00 p.m.
   Saturday .................................. 10:00 a.m. to 4:00 p.m.

   During the first week of each quarter:
   Monday - Thursday .................. 8:30 a.m. to 7:00 p.m.
   Friday .............................. 8:30 a.m. to 5:00 p.m.

3. Discount Policy: All titles are discounted 10% except those where "no discount" is entered inside the book.

4. Charge Policy:
   a. A student is automatically given charge account privileges upon enrollment. However, the bookstore account is separate from the student tuition account. A student may transfer funds from the student account into the bookstore account, but such a request must be made in person.
   b. Those who are not students must complete a credit application in order to establish an account.
   c. There is a $5 minimum per charge transaction.
   d. At no time during the school quarter must the student's balance exceed $100.
   e. All student accounts are to be paid in full within 30 days from the receipt of the monthly statement.
   f. Charge account privileges are discontinued either if the student exceeds the $100 limit or if the account has become delinquent beyond 60 days.

5. Returns Policy: All books may be returned for full credit up to 14 calendar days from the date of the purchase, providing that the student has the sales receipt. Returns after 14 days will be credited at 50% of the sales price.

6. Check Cashing Policy: A student may write a check for up to $10 above the amount of the sale to secure cash.

7. Special Order Policy: The bookstore will gladly order any title not currently stocked. A 10% deposit is required on all special orders. Books are held for 10 days from the date of the student's notice. After 10 days they are removed and the student forfeits the deposit. No returns are allowed on special orders.

8. The Seminary policy prohibits the sale of new or used books on Seminary-owned premises other than through Seminary-sanctioned events.
LIBRARY REGULATIONS

1. Books may be kept for three weeks and are not renewable. Fines: 10 cents per day for each overdue book.

2. Reserve books may be checked out at 8:00 p.m. for overnight and are due at 9:00 a.m. the following day. Some reserve books are loaned for three days. Fines: 10 cents per hour for each overdue reserve book.

3. Students writing theses may have a three month borrowing period unless the book is requested by another patron. The book is then subject to the three week loan period.

4. Reciprocal borrowing privileges are offered by the Southern California School of Theology at Claremont. Students can purchase a borrower's card from U.C.L.A.

5. Students must have library ID cards to check out books. If the card is lost or unavailable, duplicates can be purchased for $1.

6. A maximum of ten books may be checked out at one time.

7. Reference books are to be used in the reading room only. Periodicals do not circulate.

8. A photocopier is available for duplicating articles at 5 cents per page.

9. Grades will be withheld if library fines are not paid.

10. Interlibrary loans are available to students for the established fee of $1 per book. Graduate Theological Union (Berkeley) and Missionary Research Library (New York) catalogs are located in the library listing their holdings, available on interlibrary loan.

11. Study carrels are available in limited supply. Graduate students and those engaged in theses writing are given preference. Sign up at the circulation desk at registration time. SWM students should inquire of the assistant to the dean, SWM, for carrels.

Library Hours

Monday-Friday.............................. 8:00 a.m. to 11:00 p.m.
Saturday.................................. 9:00 a.m. to 10:00 p.m.