1986

Student Handbook 1986-1987

Fuller Theological Seminary

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The Student Handbook

FULLER THEOLOGICAL SEMINARY
PASADENA, CALIFORNIA 91182
TELEPHONE: 818-584-5200
This is your office copy of the 1986-87 student handbook, ISAGOGOGE. Please feel free to send any suggestions and/or corrections for next year's ISAGOGOGE to the Office of Student Concerns, FTS Box 233. If your office needs additional copies, please contact our office at extension 5435 or FTS Box 233.

Thank you,

Ruth Plagge
Office of Student Concerns
About "Isagoge,"*
THE STUDENT HANDBOOK

Fuller, like any other institution or organization, has its own rules and regulations. But there are ways to avoid the frustration of getting tangled-up in red tape — in fact, that is what this book is all about. It has been carefully designed to keep frustrations down to a minimum so that you can concentrate on really enjoying life at Fuller.

Reading and familiarizing yourself with its contents is a rather painless way to start out the academic year feeling that you are "in touch" and "in control." Keep firmly in mind while you’re reading that you have the responsibility of not only knowing academic regulations, but of understanding them. Ignorance may be bliss but it can rapidly dissolve into unhappiness when you are told politely but firmly that ignorance of a published regulation or rule is not a valid reason for the granting of an exception.

In this respect, you should pay particular attention to the sections dealing with registration, add/drop, credit/no credit, incompletes, tuition refund policies and graduation. These and other references are, in our opinion, set out with remarkable clarity; but if you still can’t get a handle on them... ASK! Also, remember that the academic calendar, with its dates for course changes, tuition refunds, and incomplete deadlines, is OMNIPOTENT. In your own interest, consult it ‘religiously’ to check on dates and deadlines.

MATTERS ACADEMIC
If you are in the School of World Mission we advise you to check the catalog for any special regulations that may apply. You should also get the special booklet that your SWM Academic Advisor will be happy to give you.

If you are in the Doctor of Ministry program, you should take full advantage of the list of guidelines which you can get from the D.Min office. Similarly, if you’re a Th.M. or Ph.D. student in the School of Theology, you are responsible for the information found in the Graduate Student Handbook; and if you’re in the Graduate School of Psychology you are encouraged to all but memorize the School of Psychology Handbook.

This Student Handbook, the ISAGOGE, is a labor of love. Much has gone into it in the hope that you will get much out of it. It has, in fact, been created especially for you. So don’t leave home without it — or at least until you know its contents well. We invite your contributions, too. If you have suggestions for future editions of the Student Handbook, please bring them to the Office of Student Concerns, PTS Box 233.

*isa · go · ge (ise-goje) n [L, fr. Gk eisagoge, fr. eisagein to introduce, fr. eis into + agein to lead]: an introduction to a branch of study.
**Numbers You Should Know**

**EMERGENCY NUMBERS**

<table>
<thead>
<tr>
<th>All Emergencies</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optimum Patrol Agency</td>
<td>304-1111</td>
</tr>
<tr>
<td>FIRE</td>
<td>792-4161</td>
</tr>
<tr>
<td>PARAMEDIC</td>
<td>792-4161</td>
</tr>
<tr>
<td>POLICE</td>
<td>405-4241</td>
</tr>
<tr>
<td>SECURITY ESCORT SERVICE</td>
<td>584-5450</td>
</tr>
<tr>
<td>On-Campus Medical Emergency</td>
<td>584-5444</td>
</tr>
</tbody>
</table>

**EMERGENCY PROCEDURES**

**What To Do:**
- If an injured person is in distress but is breathing, phone for help at once.
- If the victim is not breathing, help first and phone later...or get someone else to phone.

**What To Say:**
- Give phone number from which you are calling.
- Give the address and any special description of how to get to the victim.
- Describe the victim’s conditions as accurately as you can (e.g., bleeding, burned, etc.).
- Give your name.
- Don’t hang up; let emergency personnel end the conversation. They may have questions to ask you or special information to give you about what to do until help arrives.

**HOSPITALS:**

- Arcadia Methodist
  - Arcadia: 445-4441

- Glendale Adventist Medical Center
  - Glendale/Eagle Rock: 240-8000

- Huntington Memorial Hospital
  - Pasadena, South/San Marino: 440-5111

- Saint Luke’s Hospital
  - Pasadena, North East: 797-1141

- Verdugo Hills
  - La Canada/Flintridge: 790-7100

**OTHER IMPORTANT PHONE NUMBERS:**

- CHILD ABUSE HOTLINE
  - Dial "O" Operator, ask for Zenith 2-1234

- DRUG ABUSE SERVICES
  - Open Door Clinic, Los Angeles: (213)267-0703

- EAST L.A. RAPE HOTLINE
  - Los Angeles: (213)262-0944

- Foothill Family Services
  - 795-6907

- Legal Aid Society
  - Pasadena Office: 795-3233

- Optimum Patrol Agency
  - Night Emergency: 304-1111
  - Day Business Number: 792-0522

- Poison Control Center
  - Los Angeles: (213)484-5151

- Union Station
  - Pasadena: 796-1172

**GENERAL CITY NUMBERS:**

- Health Department Information: 405-4391
- Library Information: 405-4066
- Licenses (dog, business, overnight parking): 405-4166
- Public Works Information: 405-4191
- Recreation Information: 793-0936
- Rubbish: 405-4087
- Volunteer Activities: 405-4073

**MISCELLANEOUS NUMBERS:**

- Animal Control: 792-7151
- Animal Shelter: 962-3574
- Chamber of Commerce: 795-3355
- Civic Auditorium and Pasadena Center: 449-7360
- Civil Court: 356-5251
- County Offices: (213)974-1234
- Criminal Court: 356-5254
- Department of Motor Vehicles: (575)8611
- Post Office: 304-7122
- Rose Bowl: 793-7193
- Snow and Fishing Report: 790-0344
- Time: 853-1212
- Traffic Court: 356-5261
- Weather: 554-1212
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</tr>
</thead>
<tbody>
<tr>
<td>September 15 - 19</td>
<td>Orientation</td>
</tr>
<tr>
<td>September 16 - 19</td>
<td>Registration</td>
</tr>
<tr>
<td>September 22</td>
<td>Classes commence</td>
</tr>
<tr>
<td>September 26</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>September 30</td>
<td>Last day to change to credit/no credit status</td>
</tr>
<tr>
<td>September 22</td>
<td>Last day to drop classes with 100% refund</td>
</tr>
<tr>
<td>September 26</td>
<td>Last day to drop classes with 75% refund</td>
</tr>
<tr>
<td>September 30</td>
<td>Last day to drop classes with 50% refund</td>
</tr>
<tr>
<td>October 3</td>
<td>Last day to drop classes with 25% refund</td>
</tr>
<tr>
<td>October 10</td>
<td>Last day to drop classes without grade penalty</td>
</tr>
<tr>
<td>October 17</td>
<td>Veteran's Day holiday</td>
</tr>
<tr>
<td>October 24</td>
<td>Registration for Winter Quarter</td>
</tr>
<tr>
<td>November 11</td>
<td>Summer incomplete work due to professors</td>
</tr>
<tr>
<td>November 11 - 14</td>
<td>Classes end</td>
</tr>
<tr>
<td>November 26</td>
<td>Thanksgiving recess</td>
</tr>
<tr>
<td>November 27 - 28</td>
<td>Quarterly examinations</td>
</tr>
<tr>
<td>December 1 - 5</td>
<td>Christmas recess</td>
</tr>
<tr>
<td>December 8 - Jan. 4</td>
<td></td>
</tr>
</tbody>
</table>

## Winter Quarter

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2</td>
<td>Orientation and registration for new students</td>
</tr>
<tr>
<td>January 5</td>
<td>Classes commence</td>
</tr>
<tr>
<td>January 9</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>January 13</td>
<td>Last day to change to credit/no credit status</td>
</tr>
<tr>
<td>January 16</td>
<td>Last day to drop classes with 100% refund</td>
</tr>
<tr>
<td>January 19</td>
<td>Last day to drop classes with 75% refund</td>
</tr>
<tr>
<td>January 23</td>
<td>Martin Luther King’s Birthday holiday</td>
</tr>
<tr>
<td>January 30</td>
<td>Last day to drop classes with 50% refund</td>
</tr>
<tr>
<td>February 6</td>
<td>Last day to drop classes with 25% refund</td>
</tr>
<tr>
<td>February 16</td>
<td>Last day to drop classes without grade penalty</td>
</tr>
<tr>
<td>February 24 - 27</td>
<td>Washington’s Birthday holiday</td>
</tr>
<tr>
<td>March 13</td>
<td>Registration for Spring Quarter</td>
</tr>
<tr>
<td>March 13</td>
<td>Fall incomplete work due to professors</td>
</tr>
<tr>
<td>March 16 - 20</td>
<td>Classes end</td>
</tr>
<tr>
<td>March 23 - 27</td>
<td>Quarterly examinations</td>
</tr>
<tr>
<td></td>
<td>Spring recess</td>
</tr>
</tbody>
</table>

## Spring Quarter

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 26</td>
<td>Orientation and registration for new students</td>
</tr>
<tr>
<td>March 30</td>
<td>Classes commence</td>
</tr>
<tr>
<td>April 3</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to change to credit/no credit status</td>
</tr>
<tr>
<td>April 10</td>
<td>Last day to drop classes with 100% refund</td>
</tr>
<tr>
<td>April 17</td>
<td>Last day to drop classes with 75% refund</td>
</tr>
<tr>
<td>April 24</td>
<td>Last day to drop classes with 50% refund</td>
</tr>
<tr>
<td>May 1</td>
<td>Last day to drop classes with 25% refund</td>
</tr>
<tr>
<td>May 19 - 20</td>
<td>Last day to drop classes without grade penalty</td>
</tr>
<tr>
<td>May 25</td>
<td>Registration for Summer Quarter</td>
</tr>
<tr>
<td></td>
<td>Memorial Day holiday</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>June 3</td>
<td>Baccalaureate</td>
</tr>
<tr>
<td>June 5</td>
<td>Winter incomplete work due to professors</td>
</tr>
<tr>
<td></td>
<td>Classes end</td>
</tr>
<tr>
<td>June 8 - 12</td>
<td>Quarterly examinations</td>
</tr>
<tr>
<td>June 13</td>
<td>Commencement</td>
</tr>
<tr>
<td>June 15 - 19</td>
<td>Summer recess</td>
</tr>
<tr>
<td></td>
<td><strong>Summer Quarter</strong></td>
</tr>
<tr>
<td>June 19</td>
<td>Orientation and Registration for new students</td>
</tr>
<tr>
<td>June 22</td>
<td>Classes commence</td>
</tr>
<tr>
<td>July 3</td>
<td>Independence Day holiday</td>
</tr>
<tr>
<td>August 28</td>
<td>Spring incomplete work due to professors</td>
</tr>
<tr>
<td></td>
<td>Classes end</td>
</tr>
<tr>
<td>August 31 - September 4</td>
<td>Quarterly Examinations</td>
</tr>
</tbody>
</table>

*See quarterly published course schedules for course deadlines in five-week and ten-day courses.*
Academic Advising

The Academic Advising Office for the School of Theology is open Monday-Friday from 8:00 a.m. until 5:00 p.m. When you have problems or questions concerning Fuller's academic policies or the Seminary's curriculum, START HERE! All Theology advisors are located in the Theology Academic Advising Office.

The School of World Mission Academic Advising Office is located in Payton Hall, Room 229. Advisors are available to aid in course selection and long-range planning, as well as to interview prospective students, give tours of the campus, and review student files.

School of Psychology students will be provided with a peer advisor in the Academic Advising office for theology curriculum, as well as with a School of Psychology faculty advisor who will confer with you concerning your Ph.D. degree.

Add/Drop

After registration, courses are added or dropped through the Registrar's Office with a service charge of $5 for each transaction. If changes are made at one time, the $5 charge is the total for all changes, regardless of the number of courses involved. Course changes must be approved in writing (Drop/Add form) by your advisor before they can be made in the Registrar's Office. No course has been officially added or dropped until the change has been recorded on the student's permanent record.

ADD

Students are permitted to add classes only during the first week of each quarter. In a two-week intensive session, courses may be added through the end of the second day of classes. Five-week courses may be added through Friday of the first week.

DROP

Students are permitted to drop courses without grade penalty through the fifth week of the quarter. Any course dropped thereafter will be entered as No Credit (NC) on the student's permanent record. In a two-week or 10-day intensive session, courses may be dropped through the end of the first week of classes (5:00 p.m. on Friday). The last day to drop a five-week course is 5:00 p.m. on Wednesday of the third week. For information on refunds, see "Tuition Refund Policies".

Note: No student is ever dropped or added "automatically" to any class.

Address, Change of

If you decide to change your address or phone number during the middle of the year, or do something dramatic and change your name, please fill out a Change of Information form as soon as possible. Change of Information forms are always available in the Registrar's Office.

Other information changes that need to be reported on Change of Information forms are change in denominational affiliation or marital status.

Admissions

Before coming to Fuller, you have already had a "close encounter" with the Admissions Office, either in person, by mail, or by telephone. Now that you have arrived, you may find that Admissions personnel can still be of service to you. The office, located in the Admissions Building, is open Monday - Friday from 8:00 a.m. to 5:00 p.m. Students are provided with information on the Graduate Record Examination and copies of the current catalog. If you have any questions relating to Admissions, or if you know of someone interested in attending Fuller, please don't hesitate to visit or call! The office of Admissions are part of the Academic Services division.
All-Seminary Council

What do a charismatic Presbyterian, a Rogerian psychotherapist, and a Rhodesian Bishop all have in common? They are all students at Fuller Theological Seminary. The multifaceted academic programs at Fuller encompass the Schools of Psychology, Theology and World Mission. Each student body represents diverse backgrounds, goals and interests. The All-Seminary Council of Fuller Seminary is constitutionally organized and reflects the structure of our institution.

Students from the Schools of Psychology, Theology and World Mission elect representatives to their particular Graduate Union (G.U.). Each G.U. represents needs, interests and opinions which are of concern to their particular school. Graduate Unions have their own constitutions and elect representatives annually.

Whereas Graduate Unions represent the academic, professional and social needs of students within their respective schools, the All-Seminary Council (ASC) responds to issues and needs that concern the entire community. ASC coordinates student activities and concerns; represents the student body in contacts with Fuller faculty, administration, and the Board of Trustees; and facilitates student involvement in Seminary-related organizations and interest groups.

Each year during Winter Quarter the entire student body elects three officials to the ASC cabinet: the President, Vice-President and Treasurer. Each G.U. sends two representatives to the council, while the Ethnic Concerns, International Students, Human Concerns, Missions Concerns and Women’s Concerns Chairpersons are elected yearly from among their constituency to serve on the council.

The following individuals serve as the Officials and Representatives for the All-Seminary Council of Fuller Theological Seminary:

All-Seminary Council President: Donn Thomas
All-Seminary Council Vice-President: Brian Petersen
All-Seminary Council Treasurer: Jean Sanson

Psychology Graduate Union President: Carla Egly-Schuler
Psychology Graduate Union Vice-President: Louise Mebane

Theology Graduate Union President: Bunny Ledbetter
Theology Graduate Union Vice-President: Sheri Edwards

World Mission Graduate Union President: Stanley Green
World Mission Graduate Union Vice-President: George Alexander

Ethnic Concerns Chair: Mickey Rosado
International Students Chair: Jacob David
Peace and Justice Concerns Chair: Wilma Jakobsen
Missions Concerns Chair: Paul Varberg
Women’s Concerns Chair: Cindy Caughey

If you would like copies of a G.U. or ASC constitution, or if you would like to view individual office job descriptions or budget reports, please feel free to stop by the ASC Office. ASC greatly encourages any feedback, input, or dialogue! ASC and G.U. offices are located on the 2nd floor of the Student Center, or you can contact them through Box 72 or at extension 5452.

Alumni/ae Association

As and when you break out of the chrysalis that is Fuller, equipped to spread your wings in the great wide world, remember that you are joining a select company of the committed: those more than 4000 women and men graduates who are servant-leaders in the manifold ministries of the church.

It’s an exciting thought that will give you the encouragement and strength that comes with ‘belonging’, and the profound satisfaction of knowing from whence you came (so to speak).

All this comes together in the Alumni/ae Association. It costs you nothing — it gives you much. For more information, please stop by and visit the Alumni/ae Office in the Business Office building, or contact the Associate Director for Development/Alumni Relations at extension 5498.
Amusement Parks & Tourist Attractions

This section is for all the closet "tourists" out there who are secretly more excited about a trip to Disneyland than getting an "A" in Greek Reading. Although we’ve listed just a few of the most well-known attractions and parks, the Office of Student Concerns can supply you with brochures and information on all sorts of "tourist traps" in the greater Los Angeles area. Directory assistance can give you phone numbers to call for current ticket prices and possible student discounts.

California Alligator Farm
7671 La Palma Avenue, Buena Park

Disneyland
1313 S. Harbor Blvd., Anaheim

Fisherman's Village
13755 Fiji Way, Marina del Rey

Knott's Berry Farm
8039 Beach Blvd., Buena Park

Lion Country Safari
8800 Moulton Pkwy., Laguna Hills

Mann’s Chinese Theatre
6925 Hollywood Blvd., Hollywood

Marineland
Rancho Palos Verdes

Port’s O’Call Village
Pier J, Long Beach

Queen Mary
Pier J, Long Beach

Sea World
San Diego

Six Flags Magic Mountain
26101 Magic Mountain Pkwy., Valencia

Universal Studios
3900 Lankershim Blvd., Universal City

Art Galleries & Museums

Los Angeles may not be able to boast a Metropolitan Museum of Art or a Louvre, nevertheless Southern California does have its share of small but excellent art museums and galleries. We have listed the largest and most well-known here. Check listings in the "Calendar" section of the Los Angeles Times as well for limited engagement shows, private galleries, and special attractions.

Brand Library and Art Center
1601 W. Mountain Street, Glendale

J. Paul Getty Museum
17895 Pacific Coast Hwy., Malibu

Huntington Library Art Gallery
1151 Oxford Road, San Marino

Los Angeles County Museum of Art
5905 Wilshire Blvd., Hancock Park, L.A.

Norton Simon Museum of Art
411 W. Colorado Blvd., Pasadena
Attendance

CLASS ATTENDANCE
In the event of absence, it is the student’s responsibility to make necessary arrangements with the instructor. Faculty members decide their own policies concerning class attendance.

EXTENDED ABSENCES
Students are expected to report to their academic advisor any anticipated extended absences. Students planning to be absent for up to four quarters are requested to leave a letter explaining the purpose for the absence with the Registrar. Psychology students must register for every quarter (except summer) while in the program. If an extended absence is necessitated, Psychology students must apply to the Psychology Executive Committee for a leave of absence.

Auditing

Only regularly-scheduled classes are available for auditing. Audit enrollment is subject to class capacity limitations, with credit students having first priority, and to special restrictions.

Master’s level students in the Schools of Theology and World Mission, or their spouses, are permitted to audit eight units without charge for every 12 units taken at Fuller. These hours may accumulate for one academic year, from fall through summer. Fuller graduates are invited to audit two master’s level courses per year without charge. Pastors and missionaries are invited to audit any master’s level course in the School of Theology or School of World Mission without charge for the first course. Subsequent courses may be audited for one-fourth of the current credit tuition fee. Other persons will be charged one-half of the current credit tuition fee.

Any person who is not a current student must apply to audit. Forms are available in the Admissions Office. There is an audit application fee. Audits are not recorded for audit-only students, nor is any permanent record kept. Persons not enrolled as students at the Seminary who wish to audit classes must normally hold a B.A. degree or its equivalent. Those seeking exemption from this requirement must submit a petition to the Registrar, giving their name, the title and course number of the course to be audited, the reason for the request, and a general estimation of the amount of college work previously completed. An interview may be required before action on the petition is completed.

Automobiles

California has strict laws about obtaining California driver’s license and registration. So—if you’re moving here from out-of-state, one of the first things you should do is call the Department of Motor Vehicles and find out what the requirements are. Out-of-state students are not exempted from the regulations. The information number for the Pasadena DMV Office is 575-8611.

Babysitting Co-Op

Participation in the Babysitting Co-op is open to all members of the Fuller community. The Co-op is organized on a point system; parents earn points each time they sit with a child. Other than a membership fee, no money is involved in the Co-op. Contact the Office of Student Concerns at 584-5435 for more information on the Babysitting Co-op or for a list of referred babysitters.

Banks

There are a few major banks to choose from in the Pasadena area, most within walking or biking distance of Fuller. Here are some that you may wish to check out:

- Bank of America
- Community Savings
- Crocker National Bank
- First Interstate Bank
- Lloyd’s Bank of California
- Security Pacific
- Wells Fargo Bank

In order to open a checking account, you will probably need a California Driver’s License or California ID. Call the
Department of Motor Vehicles, Pasadena Office (818-575-8611) for details about getting a California ID.

Beaches

Ah, the beautiful beaches of Southern California! Perhaps getting a Copper-tone tan wasn’t your primary objective in coming to seminary. But it’s not a bad way to relax either.

Most beaches frequented by Fuller students and their families are as close as a half hour away, some as far as 2 hours. Here’s a partial list to get you started. Stop by the Office of Student Concerns for directions and/or information on distinctives of various beaches.

- Bolsa Chica State Beach
- Cabrillo Beach
- Corona del Mar State and City Beach
- Dana Cove Point
- Huntington City and State Beaches
- Laguna City Beach (has basketball courts)
- Manhattan State Beach
- Marina del Rey Beach
- Newport Dunes Aquatic Park
- Redondo Beach Veterans Park
- Santa Monica State Beach (the closest)
- Seal Beach
- Venice Beach (the wildest)
- Will Rogers State Beach

Bicycles

It may sound somewhat legalistic at first, but the State of California requires that you have a bike license for your bicycle. Actually, it is a very good idea as it may discourage someone from stealing your bike. If your bicycle is stolen, a license will help police find you if they recover it. Licenses are available from the Pasadena Police Department.

Fuller Seminary has some rules regarding bicycles and mopeds, too. One rule says that no bikes or motorized bicycles are allowed in the mall, Garth, campus buildings and elevators. Another rule tells you to park your bike or moped in the racks and parking spaces that are specially designated for that purpose. In fact, bicycles parked on the mall, in the Garth, or in other undesignated places on campus may be removed by Building Services and held “for ransom” in the maintenance garage. If you want official documentation of the rules governing bicycles and mopeds you can read the "Fuller Theological Seminary Traffic and Parking Regulations" brochure in the Office of Auxiliary Services.

Moped riders should note that they are required to purchase a "Motorcycle" parking permit and decal at quarterly registration or in the Business Office. Mopeds may be parked in bicycle racks or in parking spaces marked at the base with a brown rectangle (motorcycle parking) or designated "Motorcycle Parking".

Board of Declaration

The Board of Declaration, Fuller’s "Wittenberg Door", is the place where students, staff, faculty and administration can freely voice their opinions, suggestions and concerns in writing for all the Fuller Community to see. Under care of the All-Seminary Council, the Board of Declaration is located in the Garth area, up against the wall outside Payton 101. If you have a notice or article that you want to put up on the Board, please sign your name on the notice, list your box number and the date you posted it. It will remain posted for three weeks. Any notice that is posted anonymously or on the incorrect bulletin board will be taken down by ASC officers. (See also “Bulletin Boards”)

Bookstore

The Fuller Bookstore, part of the Auxiliary Services division, is a ministry of Fuller Theological Seminary serving the faculty, students, churches, and general public. Our resources make it possible to provide a Bookstore of unusual depth and breadth. We presently stock 15,000 different titles which are organized by topics for your browsing convenience. We hope that the resources which we provide will meet your needs as you prepare for ministry and service.

HOURS
Fuller Seminary Bookstore is open Monday-Saturday, from 9:00 a.m. to 5:00 p.m.
During the first week of Fall, Winter and Spring Quarters, the hours extend to 7:00 p.m., Monday-Thursday. The Bookstore observes the same holidays as the Seminary.

ACADEMIC REGALIA
Pulpit/academic robes, hoods, and caps may be purchased through the Bookstore. They are custom-made by Bentley & Simon and delivery time is 10-12 weeks.

CHARGE ACCOUNTS
All students receive charge account privileges after completing a credit form. Bookstore accounts are separate from student accounts, but funds may be transferred by making a request in person at the Business Office. There is a minimum purchase of $5 per transaction and maximum credit allowed to students is $200. All Bookstore charge accounts are to be paid in full within 30 days of the statement date. If the account is one month past due, charge account privileges will be discontinued and the student will not be able to register for classes until the account has been paid. An account which is three months delinquent loses charge privileges permanently and an account which is 120 days past due is a candidate for collection (unless special arrangements have been made with the Bookstore manager or bookkeeper prior to the three month deadline). There is a service charge of 1% per month on overdue accounts. We also accept Master Card and Visa with $5 minimum purchase.

CHECK CASHING
Students may write checks for up to $10 over the amount of purchases of $5 or more. Two-party checks are not accepted.

CONSIGNMENTS
Books may be purchased on consignment in order to provide booktables at retreats, etc.

DISCOUNTS
Most books and stationary are sold at 10% discount and most sets are sold at prices significantly below retail. Quantity discounts are available on 25 or more of a single title.

RECENT ARRIVALS LIST
The Bookstore provides bibliographies of significant new titles which have just arrived in the store. These are available at the front desk.

RETURNS
Any merchandise returned in mint condition and accompanied by the receipt will receive full credit for up to 14 calendar days from the date of purchase. Returns after 14 calendar days may be credited at 50% of the purchase price, at the discretion of the Bookstore.

SALES
The Bookstore offers occasional sales at 30-35% savings.

SHIPPING
The Bookstore provides mail-order and shipping services throughout the U.S. and to many foreign countries. Phone orders for mailings will be accepted with Master Card or Visa, or payment in advance.

SPECIAL ORDERS
The Bookstore will order any title that is not currently stocked. A 50% deposit is required on all titles not normally sold in the Bookstore. Books are held for 10 days from the date of notice. After that, the books are removed and the deposit is forfeited. No returns are allowed on special orders.

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Building Services

If you’re running for president of the All-Seminary Council and you want your posters to be SEEN... Or, you’re organizing a potluck for all Fuller students from your home state of Rhode Island and would like to reserve a room-for-two on campus for the event... you need to call Building Services! Building Services is located in the maintenance garage at 120 N. Los Robles. It is the place to visit to borrow poster easels for use in the Garth and to reserve campus rooms for meetings and group events. The latter involves "clearing" your date with the Keeper of the Master Calendar (in the Office of Continuing and Extended Ed., ext. 5342), and filling out a Master Calendar Request form with set-up instructions.
Bulletin Boards

Extra! Extra! Read all about it!
Fuller's campus Bulletin Boards provide the advertising space you need to sell that old manual typewriter, beg for a ride to home-sweet-home for Christmas, or announce the local church choir musical.

The campus bulletin boards are located in the Refectory, the Garth, by the Mail Room and in the Student Center Building (OSC). A specific purpose and policy statement has been posted at the top of each board for your information. Please check these statements to determine which board will be best for your notice. Also, please obtain permission from the Office of Student Concerns when posting on the General Use boards. Unauthorized and/or outdated material will be removed. No other posting (on walls, windows, etc.) is permitted.

Bulletin boards for specific types of announcements include:

- A.S.C. Information and Announcements
- Board of Declaration
- Books For Sale/Books Wanted
- Car Pools and Rides Offered/Needed
- Career Services
- Field Education
- Mission Concerns
- On-Campus Events
- Peace and Justice Concerns
- Personnel Services
- Psychology Graduate Union
- Registrar's Office
- School of World Mission Graduate Union
- Sports
- Theology Graduate Union
- Want Ads/For Sale
- Women at Fuller

Other boards of interest to most starving student types at Fuller are the four job boards. One board is located in the Career Services Office and is for general use by the Fuller community. Two others are located in the Garth downstairs from the Personnel Services Office. The last is a Psychology Students' Employment Opportunities board and is located on the 2nd floor of the School of Psychology building.

Bus

The Rapid Transit District (RTD) bus system in Pasadena and the surrounding area is a very good way to get around without spending your whole Guaranteed Student Loan on fuel for your gas-hog-of-a-car. Since you're a student, you can get an even better deal on public transportation by filling out an application for an RTD Student Bus Pass in the Registrar's Office. The Registrar's Office receptionist can give you the whole story on bus passes, including any limitations and regulations that may apply.

Business Office

(See Finance and Accounting, Office of)

Calendar, Master

When students at an academic institution are as diverse and involved in community life as Fuller students and their families are, scheduling activities and meetings that don't conflict with other events can be a real challenge.

The Fuller Theological Seminary Master Calendar has been instituted in an effort to help save you from those typical scheduling headaches. If you would like to
check the availability of a particular date on the Master Calendar, call the Office of the Associate Provost of Continuing and Extended Education (ext. 5343). The staff there can tell you what is already scheduled on the date of your activity, including Seminary events held off-campus.

As soon as possible you’ll want to list your activity or meeting with the Master Calendar so that others won’t schedule a conflicting lecture or program. There are 3 easy steps to listing your activity with the Master Calendar:

1. Call Building Services (584-5360) to reserve campus space for your group (if you need one).
2. Pick up a Master Calendar Request Form in the Office of Building Services.
3. After filling out the form completely (make a xerox copy for your records), send the whole 4-part form to Building Services (Box 111).

That’s all you do. The space you requested will be reserved for you, your meeting will be listed on the Master Calendar in the Office of Continuing and Extended Education.

Please use the Master Calendar for all events that you may be planning that involve the Fuller community, even if you’re not using a campus room or building.

Career Services

WHAT IS CAREER SERVICES?
Career Services helps the Fuller community (all FTS students and their spouses, FTS alumni, and other Fuller related persons) in the search for career and/or non-career related jobs.

HOW WE CAN HELP
1. WHEN YOU FIRST COME ON CAMPUS, you may be in need of "survival jobs", or you may be interested in finding work that is related to your field of interest. The Career Services Office maintains several job boards that provide a great place to begin your job search. Full and part-time ministry positions, missions opportunities, and jobs in both Christian-related and secular organizations are posted on the boards. Summer and temporary jobs are also listed.

2. IF YOU EVER FIND YOURSELF ASKING WHY YOU ARE HERE, the Career Services Office offers career planning and assessment on both an individual and group basis. Individual assistance is offered on an appointment basis and the group workshops are offered each academic quarter.

3. AS GRADUATION NEARS, Career Services helps students prepare for and find the positions they want. In addition to our new computer matching system, we have a variety of tools which we use to assist career seekers on both an individual and group basis, including:
   - Resume/Dossier writing help
   - Resume/Dossier circulation for seniors and alumni
   - Interview rehearsal and job-seeking tips
   - On/Off campus interview opportunities
   - Computer Job Matching Service

4. FOR THOSE FULLER ALUMNI who are in search of a new position, the job boards are available to you, as well as the Alumni Placement Bulletin. This publication is issued every other month and lists all the full-time ministry positions that are presently posted in the office.

We also have a small (but growing) library of books that are useful to those who want to read up on some aspect of career planning or job information.

Contact the Career Services Office as early in your seminary career as possible for ongoing assistance.

Catalyst

Seminary students develop strange needs. Some students need a cup of mocha java at 7:30 a.m. to make it to an early morning class. Some need a cool glass of cranberry juice and a patio chair on the lawn before resigning themselves to an afternoon in the Library. After a few weeks on campus, you may find that you’ve developed an uncontrollable passion for hot buttered bran muffins or steaming cups of spiced apple cider. The Catalyst, the coffee shop in the Student Center Building, is very likely the source of these typical student addictions.

The Catalyst was initiated seven years ago by students and is run by students. Its
early morning menu features gourmet coffee, donuts, muffins, hot cider, bagels with cheese, an assortment of hot teas, and a variety of dairy products and juices. From 10:30 a.m. to 7:30 p.m. Mon. through Thurs. the Catalyst serves the finest in Theological sandwiches. The Catalyst also features gourmet soups, desserts, iced teas, and sodas. The Catalyst closes at 2:00 p.m. on Fridays and from 10:00-11:00 a.m. on Wednesdays (for Community Chapel). The Catalyst closes at 9:30 p.m. Mon-Thurs.

The Catalyst is the perfect student hang-out. On those cold days come sit by the fireplace; and on those warm days enjoy the shade of our umbrella tables on the patio deck. Beginning in Fall of '86, the Catalyst will be providing live entertainment one evening each week. We also schedule our conference room for group meetings.

Chapel

Chapel provides a time of community celebration and reflection: an opportunity to share together in worship, teaching, and exhortation. In the diversity of Fuller, Chapel provides exciting exploration into the rich heritage of both traditional and informal forms of Christian worship. Students, faculty, and staff meet to refresh their spirits and express the vitality of a common life together in Christ.

Meeting from 10:00 a.m. to 10:45 a.m., Monday-Friday, Chapel involves the following weekly schedule:

Monday: Small prayer groups, usually centered upon special interests (e.g., mission, denominational), meeting at a variety of locations; check the SEMI for specific groups.

Tuesday: Prayer and Praise.

Wednesday: Community Chapel Day.

Thursday: Morning Worship, often with the Lord's Supper.

Friday: Occasional special convocations.

The chapel program at Fuller is under the direction of the Dean of the Chapel, who can be contacted through the office of the Dean of the School of Theology.

Chapel Choir

Spring 1984 saw the revival of Fuller's Chapel Choir. A new choir will be formed each Fall Quarter giving faculty, students, spouses, and staff an opportunity to add to the community worship a rich blend of praise through a variety of styles of music. The choir rehearses twice a week, with the time varying from quarter to quarter to fit everyone's schedule. The choir performs Wednesdays at the Community Chapel Service.

Check Cashing

Although most students prefer to cash checks at their local banks and use the "automatic teller" machines provided free of charge at various banks in the area to take cash out of their accounts, there are times when an on-campus check cashing facility is needed. There are two places where you can arrange to have your checks cashed.

Your personal checks up to $100 may be stamped by the Business Office receptionist and cashed at Bank of America, 530 E. Colorado Blvd. You may also bring two-party, out-of-state checks to the Business Office to be co-endorsed for cashing at Bank of America. This service may be most useful to you during your first few weeks in Pasadena, before you've had a chance to set up a local bank account.

The Fuller Bookstore will cash checks for up to $10 over the amount of a purchase of $5 or more. The Catalyst will cash checks for up to $5 over the amount of purchase. The Refectory will cash checks for up to $10 over the amount of purchase.

Christian Community, Office of

Coming to seminary is a significant experience which can affect many areas of your life. Relationships with your family and "significant others", your job, church, and other activities, even your personal relationship with God are all areas which
are affected and changed by your experience here. The Office of Christian Community (OCC) has been established by the Seminary to provide resources, help and encouragement to meet the challenges that you’re bound to face as a Fuller student.

Under the leadership of OCC Director Gary Sattler, along with several student interns, the OCC currently provides programs, seminars, retreats and other resources in the general areas of Spiritual Formation, Marriage Care, and special concerns. Since OCC desires to be of help to all students, the staff is continually seeking to develop and implement new resources and welcomes your involvement in the program. Listed below are particular programs offered by the Office of Christian Community:

THE SPIRITUAL FORMATION PROGRAM is a sequential two or three year program, designed to provide a context in which you can intentionally pursue spiritual growth. "Spiritual Formation" refers to the work of the Holy Spirit in the life of all Christians, who draws them to Christ and empowers them to become conformed to his image, demonstrating the reality of Christ’s presence and love to the world. To that end, the Spiritual Formation Program provides a variety of relationships and experiences designed to encourage this process of growth in your life during your time at Fuller Seminary. For information on the 3 phases of the Spiritual Formation Program, stop by the Office of Christian Community, located at 465 Ford Place.

THE MARRIAGE CARE PROGRAM provides seminars, workshops, small groups, and an annual retreat, all designed to offer resources to student couples as they respond together to the particular challenges and stresses of seminary life. Further information on specific events will be available from the OCC during the year.

SPECIAL CONCERNS of students are addressed in a variety of ways by the OCC. Through small groups, special forums and workshops, and personal relationships, we seek to respond to needs that arise throughout the year. Further information is available through the OCC located in Carnell Hall, 140 N. Oakland Ave.

Christian Standards

Fuller Theological Seminary expect all members of its community to live in accord with standards of wholesome Christian character. With the exception of several areas of special concern (see "Formal Statements on Community Standards" below), the Seminary has generally no attempted to define conduct that is not in accord with these Christian standards. The variety of lifestyle in the traditions represented at the school has precluded such a definition. This does not mean that there is not a common understanding of "Christian Standards." Flagrant disregard for such standards is the proper concern of both students and faculty.

DISCIPLINARY PROCEDURES

When any member of the Seminary community feels that another member is living in violation of what the Bible teaches about Christian conduct, it is recommended that, where feasible, the steps of loving confrontation and dialogue described in Matthew 18:15-22 be followed. Where the steps either discover that no wrongful conduct has taken place, or where there is prompt repentance and change of conduct on the part of the one who has violated the biblical standards, the matter may be dropped. Where circumstances warrant, however, it is the prerogative of students or faculty to bring the matter to the attention of the Seminary administration or the All-Seminary Council. It is assumed that the person involved will then be privately counseled and given opportunity to clarify the implicating circumstances. The goal of such counsel is clarification and reformation, not prosecution.

If, however, the situation does appear critical and in need of disciplinary action, there is an official "Disciplinary Procedure" which will be followed. Printed copies of this procedure are available upon request in the Office of Student Concerns or the All-Seminary Council.

FORMAL STATEMENTS OF COMMUNITY STANDARDS

In order to clarify their understanding of Christian standards in areas of special concern, the Seminary faculty and board of trustees may adopt formal statements of community standards. Two such statements which have been adopted are those on sexual standards and marriage and divorce. These statements are printed in this handbook under "Statement on Sexual Standards and Marriage and Divorce."
Church Relations

Fuller Theological Seminary is a multi-denominational institution which encourages all students to be actively engaged in and responsible to the church bodies which they are preparing to serve. The Office of the Associate Provost for Church Relations coordinates the interaction of the seminary with denominations. Each denomination has a volunteer liaison who works with the Office of Church Relations to assist the many denominational groups in their task of providing fellowship, guidance and academic support to students. The Church Relations Office is a focal point for contacts between the churches and their denominational groups on campus. Courses in denominational distinctives are offered by adjunct faculty from that communion to each denominational group requesting this service as part of the regular curriculum. The staff of the Associate Provost for Church Relations will gladly provide assistance with questions regarding the relationship of seminary students to their churches.

Churches, Local

In the Pasadena area we have a number of local congregations where Christian people gather to learn, to hear the Word preached, and to celebrate the sacraments. Many are even within walking distance of campus. You are encouraged to become a part of one of these communities of Christians. In seeking out which would be right for you, talk to fellow students, visit some of the churches, consult the directory of local churches in the Office of Christian Community.

As you look for a congregation, remember two things. First, don’t visit only the “superstar” churches. Many small, little-known congregations will provide you with a fellowship and worship experience that will affect your Christian growth as much as the big, well-known churches. Second, now that you are a seminary student and a bona fide "expert" in matters theological and liturgical, you may be overcome by a desire to be critical. Beware.

Clothing, Used

The Women’s Auxiliary of Fuller Theological Seminary is aware of the financial struggles in which students are continually engaged. The need for good quality clothing is an especially costly issue. Children grow out of play clothes faster than most seminary families can afford these changes. A new infant’s need for baby clothes can be hard on a tight student budget.

In response to these needs, the Women’s Auxiliary collects and distributes used clothing through the on-campus "Blue Room". Interested students may pick up the key to the "Blue Room" at the Switchboard in the main lobby, Monday–Friday from 8:00 a.m. to 5:00 p.m.
Communications,
On-Campus

Ever wonder how to sell that '59 VW bug that refuses to die? Or, how to find an amiable typist to pound out your 25-page paper on Ugaritic mythology? Have you ever been so rattled about an irritating situation on campus that you needed to express your irrepressible irascibility openly in writing, but didn't know where?

Scattered throughout the Fuller campus is an array of bulletin boards, which serves to inform the Fuller community about a variety of topics. Furthermore, the weekly publication of the SEMI serves as the primary medium of communication, listing everything from Chapel schedules and class changes to concerns groups meetings and A.S.C. activities.

Community Life
Program

The Community Life Program is designed to enhance the quality of life for residents living in Fuller-owned housing surrounding the campus mall. These housing units are served by Community Coordinators, an Events Coordinator, and a Children's Recreation Coordinator who foster relationships and develop activities that would not otherwise exist. Community Life Staff work under the supervision of the Director of the Office of Student Concerns, and in cooperation with the ASC, Housing Office and other appropriate campus departments which serve students. They actively represent the needs and concerns of building residents. They develop a network of resources to meet "people" needs. They also serve as a resource in emergencies.

Complaints

If you have a complaint, concern, or grievance, you should first try to resolve it with the office or persons involved. In most cases, discussion on a one-to-one basis works best. There are times, however, that you may come away from such a confrontation still feeling unheard or misunderstood. If so, make an appointment with the Director for Student Concerns. The Director for Student Concerns will discuss the complaint with you and help you find some answers to your problem. The Office of Student Concerns is located on the 2nd floor of the Student Center Building and is open every weekday from 8:00 a.m. to 12:00 and 1:00 to 5:00 p.m. to serve you.

Copy Services

Once you've established yourself as a Fuller student, having enrolled in too many classes and involved in too many activities and groups, you may find yourself in need of copying services for large projects. You may be asked to copy that 27 page masterpiece for the edification of all 95 students in your Philosophical Theology class. Copy Services, located at 120 N. Los Robles (in the Maintenance Garage north of the Bookstore), welcomes student business. You will find it particularly valuable when the need arises for dissertations or papers needing 20 copies or more. Prices are low, work is usually done within 24 hours, and the proximity to campus is hard to beat!

Counseling Services

Seminary training can be a time of rapid growth and self-discovery, but it can also strain students psychologically to their limit and beyond. Intensive study and changes in life situations and experience can be exhilarating, producing new energy and new perspectives, along with baffling changes in feelings, perceptions of self, and relationships with others. These changes can be experienced as disturbing or even debilitating.

Fortunately, a number of excellent counseling services exist within the seminary to assist members of the Fuller community with issues of personal growth and development.
Each quarter (except summer quarter) psychotherapy is available through the School of Psychology at a nominal fee. Child, Adolescent, Adult and Family Therapy are available on a quarterly basis. Specific information regarding psychotherapy opportunities offered during Fall, Winter and Spring Quarters can be obtained from the School of Psychology office.

A broad range of mental health services is available through Fuller’s Psychological Center (see "Psychological Center Services" for a detailed description).

Year round relationship counseling is also available through the Marriage and Family Ministries (MFM) department for anyone in the Fuller community. The services offered include six free counseling sessions (additional sessions will be at a sliding fee scale) in relational areas. This includes dating, pre-marital, marital, work relations, friendships, parent-child and family of origin concerns. Counseling is provided by second and third year MFM students who are under supervision of the MFM faculty. For more specific information, contact the Marriage and Family Ministries office at 490 E. Walnut, or call campus phone extension 5330.

Credit/No Credit

QUALIFICATIONS
Students in the M.Div. or M.A. programs of the School of Theology (including School of Psychology students for the Theology portion of their curriculum) or School of World Mission may choose to take up to one fourth of their coursework done at Fuller on a Credit/No Credit basis, with the following stipulations:

1. For School of Psychology students, this applies only to the courses in their M.A. Theology curriculum.

2. This normally means a maximum of nine (9) courses for M.Div. students and a maximum of six (6) courses for M.A. students.

3. An M.Div. student may take no more than three (3) courses in any one division (Biblical, Theology, Ministry) on a CR/NC basis. An M.A. student in the School of Theology may take no more than two (2) courses in any one division on a CR/NC basis.

4. Courses which assign only a CR or NC grade (not a letter grade) are not included in any of the limitations of this policy.

5. Students not enrolled in a degree program may exercise the Credit/No Credit option at the rate of one course in four.

6. Faculty members are not normally informed as to who is taking a course on a CR/NC basis. However, if any faculty member submits a request for this information, the Registrar’s Office shall provide a class list indicating which students are taking a course on a CR/NC basis.

7. Faculty members submit letter grades for all students, regardless of whether they are taking the course for a grade or on a CR/NC basis. If a student is taking a course on a CR/NC basis, his or her transcript is marked with a CR or NC, based on the letter grade submitted, and the grade is not computed into the student’s grade point average.
8. Students who choose the option of CR/NC for any course may request to see the letter grade that was given by the professor. However, only the CR or NC is recorded on the student’s permanent record, and only that grade will be released as official information.

9. It is assumed that students taking a course on a CR/NC basis will be graded on the same basis and with the same care and attention as those taking the course for a grade. If any student has a grievance in this regard, it should be reported in writing to the Academic Advising Office.

Students who are considering advanced study beyond the master’s degree should be aware that the taking of courses on a CR/NC basis may not be looked upon favorably by admissions committees.

REGISTRATION
The Credit/No Credit option is normally indicated at registration time on the "class request card," issued by an academic advisor. However, the deadline for changes in the CR/NC status is the end of the second day of the second week of classes for 10-week courses, and the end of the second day for classes in 2-week intensive courses. For five-week courses the last day to change is 5:00 p.m. Friday of the first week of class. Changes must be brought to the Registrar’s Office on a Drop/Add form. There is a $5.00 fee for Drop/Adds. No changes will be accepted after the deadlines.

NO CREDIT
A student who has received a No Credit (NC) in a course is not permitted to take a make-up exam or turn in extra work in order to remove the NC from the record. If the course is repeated, the new registration and grade will be recorded, but the original registration and grade will remain as well.

Curriculum

GRADUATION REQUIREMENTS
Students are responsible to see that all requirements listed for graduation are properly completed. To assist students in keeping track of progress toward graduation, each School of Theology and World Mission advisor keeps an up-to-date curriculum check sheet for each of his/her students. Curriculum check sheets for Psychology students are kept in the Psychology Office.

INDEPENDENT STUDIES/READING COURSES
Theology students may register for a maximum of six independent studies/reading courses, provided that they first secure the professor’s written approval to submit to their advisor at the time of registration. Reading courses and independent studies are acceptable for elective credit only, and cannot be used to satisfy core requirements in the M.A. or M.Div. programs. Psychology students should check with the School of Psychology Handbook for requirements on Psychology independent studies/reading courses. School of World Mission students should check with the School of World Mission Advising Office.

STUDY LOAD
Twelve units constitute a minimum full-time study load for Master’s level Theology and Missiology students, with a typical full-time load being 16 units for the M.A. and M.Div. degrees. Students may register for a maximum of 20 units (including Field Education) in any given quarter. Students carrying a full academic load (16 units) may not take more than four quarter hours per term in outside institutions. A maximum load for Psychology students is also 16 units, except during the clerkship year, when it increases to 17 units. The minimum full-time load for doctoral students in all schools is eight units per quarter.

WORK LOAD
Students are expected to maintain a reasonable balance between their family responsibilities, studies, and other outside activities. Students are encouraged to seek the guidance of their advisor in establishing this balance each quarter. A helpful estimate is to consider that each four unit course will require approximately 120 hours of work and class time over the course of the quarter. Psychology students may not work more than 20 hours per week in an outside job.

Directory Information

In accordance with the Family Educational Rights and Privacy Act (a federal law referred to as FERPA), two categories of directory information are maintained at Fuller:
1. Public directory. The names, addresses, telephone numbers, degree
programs, denominations, and spouse's name of students enrolled Fall Quarter of each year are published in a student directory available through the Office of Communications and Publications. It should be noted that distribution of this publication is limited to students and campus offices only, and should not be given or loaned to any other organizations or persons.

2. General directory. At its discretion, Fuller may provide general directory information in response to legitimate inquiries to include name, address, phone number, date and place of birth, degree program, dates of attendance, degrees awarded, and previous educational institutions attended.

Currently enrolled students may exercise their right not to have public directory information printed or released by completing a Statement of Refusal each quarter. Statements of Refusal are available at the Registrar's Office and at quarterly registration.

Disciplinary Procedures

Fuller Theological Seminary expects all members of its community to live in accord with standards of wholesome Christian character. With the exception of the area of sexual standards and marriage and divorce, the Seminary has generally not attempted to define conduct that is not in accord with these Christian standards. The variety of lifestyle in the traditions represented at the school has precluded such as definition. This does not mean that there is not a common understanding of "Christian standards." Flagrant disregard for such standards is the proper concern of both students and faculty.

If any student is thought to be in violation of normal Christian standards, it is the prerogative of students or faculty to bring this to the attention of the Seminary administration or to the All-Seminary Council. It is assumed that the students involved will then be privately counseled and given opportunity to clarify the implicating circumstances. The goal of such counsel is clarification and reformation, not prosecution.

If, however, the situation does appear critical and in need of disciplinary action, there are established procedures for further action, which are designed to assure a fair hearing to the student while protecting the integrity of the Seminary Community.

Dismissal

Any student in the Schools of Theology or World Mission 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. Students dismissed from the School of Psychology may not reapply for admission.
Emergencies

Emergencies happen. And often at the most inconvenient times. Students with unpredictable schedules and private study areas in the library and on campus can be difficult to contact during emergencies involving family members and others.

Emergency calls for students that come into the Seminary switchboard will be referred to the Office of Student Concerns. If there is a death or serious illness in the family, a staff member from the Office of Student Concerns will try to locate you in class. Generally speaking, classes are not interrupted to deliver messages, so if the message does not involve a death or serious illness, the message will be delivered to the student’s on-campus box. If a member of your family or a friend should call to leave an emergency message for you, the staff in the Office of Student Concerns will carefully discuss the nature of the emergency with the caller in order to determine the best course of action.

Employment

CAREER SERVICES
If you’re looking for a full or part-time job in the area, the place to start is the Career Services Office. See the section called (appropriately) "Career Services" for more information.

CHURCH-RELATED JOBS
If you’re considering taking a church-related internship, you may also wish to contact the Field Education Office. They know which churches will be most helpful to you in fulfilling Field Education requirements. The Field Education Office is in the 90 N. Oakland Building (where the campus mall meets Union Street).

CLASSIFIED ADS
The Pasadena Star News lists local want ads while the Los Angeles Times and the Herald Examiner contain ads for the entire Los Angeles area. Check local papers in your area if you are not going to live in Pasadena.

EMPLOYMENT AGENCIES
The Office of Career Services can give you suggestions regarding reputable employment agencies in the Pasadena area.

Enrollment Certification

Students requiring letters which certify their enrollment in seminary for loan deferments, scholarships, RTD bus passes, insurance policies, etc. may request them at the Registrar’s Office. All certifications will be done in accordance with the policy for Satisfactory Academic Progress (see below).

Escort Service

The block-long island in the center of downtown Pasadena that we call Fuller Seminary is well lit and maintained. To most visitors it appears attractive and safe. But looks and lighting are not enough these days. The Security Escort Service, offering personal protection to students, faculty, administrators and
staff, operates with student personnel and relies on the entire Fuller community to inform it of any suspicious behavior, vagrancy or vandalism.

Available and on-call from dusk until one half-hour after the McAlister Library closes, Escort personnel are identifiable by RED SHIRTS. They carry large white flashlights and mobile transmitters. Each escort carries an official IDENTIFICATION CARD. Two student-guards operate a night-shift, Monday-Saturday.

By calling the Security Office, located on the first floor of the Student Center (inside of the Catalyst), you will be provided with an escort to or from the library, parking lots, classrooms, offices and campus housing. The phone number for the Security Escort Service is 584-5450. "Get Smart. Be Safe. Get An Escort!"

**Ethnic Concerns**

The Ethnic Concerns Committee, comprised of students from the schools of Psychology, Theology, and World Mission, seeks to integrate ethnic awareness and sensitivity with all three disciplines. A primary goal of the Ethnic Concerns Committee is to challenge and effect the Fuller community and the community at large through various provocative forums which are specifically designed to stimulate growth and creative investigation into the areas of ethnicity. The Committee seeks to represent the broad range of ethnic and cultural identities represented on our campus and in the community. Your input is very important to us. For further information regarding meeting times and place, please check the SEMI.

**Examinations**

Students are expected to take final exams at 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 when a student has three exams scheduled on the same day, arrangements may be made to take the exam at another time.

All changes in exam times must be approved by petition. Petitions can be picked up at the Academic Advising Office or the Registrar’s Office. Since the special efforts required to accommodate students rescheduling their exams results in increased institutional costs which are eventually borne by all students, a $10 service charge per exam is assessed. The money collected is used for student financial aid.

Exceptions from the service charge may be granted to those who must reschedule exams due to hospitalization and for those students who have three exams scheduled on the same day.

**Extended Education**

The School of Theology offers fully accredited and fully transferable courses in the M.A. and M.Div. programs through its Extended Education programs in eight West Coast locations: Seattle, Bay Area, Monterey, Santa Barbara/Ventura Counties, Orange County, San Diego County, Phoenix, and Hawaii. Students may register for these courses through the regular campus registration procedure.

Students may do all of the course work toward the M.A. off-campus in Seattle, San Francisco, Orange County and Phoenix.

Each quarter several courses are offered at Westwood Christian Foundation, which sponsors a flexible program of biblical, theological and ministerial studies in cooperation with several graduate and undergraduate institutions. Westwood courses are listed in the Extended Education catalog.

Catalogs for extension programs may be obtained through the Office of Extended Education (465 Ford Place, ext. 5290) as well as in Academic Advising.
Field Education

The activities and concerns of Field Education at Fuller reflect what seminary is all about: students preparing for future ministries through the integration of practical experience with their theological education. A vital part of the School of Theology curriculum for M.Div. students is our Internship program. Its purpose is to provide an educational opportunity in which academic information can be applied in a practical area of ministry under qualified supervision. Because this type of education requires the input of academic classes and learning, we do not advise first-quarter students to get involved in the program immediately—and yet, it is not advisable to wait too long to start your Internship for it usually takes 1 1/2 to 2 years to complete the work.

All Field Education experiences involving students at Fuller are arranged through the Field Education Office. This office posts available positions and their descriptions in the Intern Information Center located on the first floor of the 90 N. Oakland building. Many different types of internships are available—overseas missions, hospital chaplaincy, chaplaincy in correctional institutions, ministries to youth or seniors, and many local church ministries. The Field Education staff, available weekdays from 8 a.m. to 5 p.m., provides counsel, enrolls students in Internships for credit and acts as the coordinator between the supervisor and the student by monitoring the Internship experience through evaluations and interviews.

Files, Permanent Student Academic

FILE CONTENTS
The items retained in your student academic file include application form, Religious Biography Statement, admission letter, photograph, medical form, all transcripts from other institutions, neutral or positive correspondence, all actions taken after matriculation, and official reference forms. After you have matriculated all reference forms not bearing a signed waiver relinquishing your right to see the forms are destroyed.

SEEING YOUR FILE
If you wish to see your file, you may do so in the Registrar’s Office by appointment during regular office hours.

PERMANENT RECORDS
The Office of the Registrar is responsible for student records. After two years your permanent student record stands and cannot be changed.

Finance and Accounting, Office of

The Office of Finance and Accounting at 535 E. Walnut Street is open from 9:00 a.m. to 12 noon, and from 1:00 p.m. to 4:45 p.m. Monday—Friday.

During regular office hours the Office of Finance and Accounting offers check authorizations (for cashing at the Bank of America), and limited Student Account information. Student Accounts and Student loans staff are available for assistance by appointment only. Please call the Cashier/Receptionist at 584-5470 for an appointment.

Finances

One of your immediate concerns at this point is financing your seminary education and paying for living expenses. In these days of continual inflation, the thought of taking on new expenses and moving to a new area can be pretty scary. As we see it, there is need for both optimism and realism when dealing with finances. Realistically speaking, you will need to plan your budget and manage your money carefully. If possible, spouses will probably need to work full-time and students part-time. Optimistically speaking, most of us are making it. We struggle, but we struggle together in fellowship. We know many, many
people who look back on their seminary days—when there seemed to be no money anywhere—as one of the most "prosperous" times of their lives. We know that following God’s call does not lead us to wealth, but it does lead to a sense of fulfillment and meaning that no amount of money can buy.

Fuller’s Office of Financial Aid estimates that monthly living expenses (excluding tuition, fees and books) for a single student will be about $610 for the ‘86–‘87 academic year. The estimate for a couple is about $990. Each child adds approximately $120 per month to your needs. These figures are based on low to moderate budgets.

Regarding tuition and fees, School of Theology students should consult the Office of Financial Aid for updated information. Psychology students can direct their inquiries concerning finances to the School of Psychology office. School of World Mission students should consult the SWM Advisors for this information.

Financial Aid

The Seminary is committed to helping its students as much as it can through grant-in-aid, employment and government loans. Since financial aid is limited, financial planning is of utmost importance for any graduate program. We encourage every new student to make an appointment with someone in the Office of Financial Aid to go over all of the options and draw up a tentative plan to fund your study program.

FOR GRANT:
Each school awards its own grant. Students should make contacts as follows:

FOR LOANS:
The Seminary offers the following loan programs: the Guaranteed Student Loan, the National Direct Student Loan, the California Loan to Assist Students, the Health Education Assistance Loan, and Seminary emergency loans. For more information on eligibility requirements, deadlines, etc. for any kind of loan (government or seminary), all students should contact the Office of Financial Aid.

In addition to grants and loans, the Office of Financial Aid has gathered information on other groups who award grants to graduate students. Feel free to go to the office and read through the information that has been compiled. Office hours are 8–12 a.m. and 1–5 p.m. Monday through Friday.

The Office of Financial Aid uses the SEMI to communicate with students. So watch the SEMI to keep abreast of new sources of grant, deadlines for Seminary grant and other important information.
Fitness

Studying in the library exercises one "muscle" — your brain. When it's time to put away all that required reading, you may wish to give the rest of your body a good workout. Below are recommended health and fitness clubs in the Pasadena area. Just call for information regarding hours and prices.

Jack La Lanne's European Health Spa
1720 E. Colorado Blvd., Pasadena (796-0444)

Pasadena Athletic Club (PAC)
25 W. Walnut Street, Pasadena (793-8161)

YMCA
235 E. Holly, Pasadena (793-3131)

YWCA
78 N. Marengo Avenue, Pasadena (793-5171)

Fuller Fund

The Fuller Fund is the official channel for soliciting funds on campus for mission and social concern efforts (see note). The Fuller Fund enables students and faculty to donate financial gifts towards internships and ethnic grants, at the time of registration. It is also possible to donate monies throughout the year at the Business Office. The committees that share the Fuller Fund are the Mission, Human, and Ethnic Concerns Committees, and the Office of Christian Community. Each committee or office receives a percentage of the Fuller Funds which are allocated to Fuller Summer Mission Interns, Community Service Interns, and qualified ethnic students in the form of grants to study at Fuller and Office of Christian Community programs. Questions regarding the Fuller Fund should be directed to the ASC office, Box 72.

NOTE:
Direct student solicitation of funds for Christian projects or personal expenses must be cleared with the Director for Student Concerns.

Fuller Wives Fellowship

We recognize the tremendous importance in the Lord's Kingdom of wives of future ministers, Christian psychologists, missionaries, and other Christian workers presently studying at Fuller. Our fellowship seeks to serve as a support and enrichment group. We endeavor to strengthen, encourage and build one another in our various roles and ministries in the Body of Christ and in our own personal growth.

Fuller Wives Fellowship has available to all wives ideas and referrals for stores, inexpensive fun places to go, restaurants, etc. Our desire is to help wives to settle into their new community and to provide support and fellowship during this time.

We also desire to provide support for wives as they develop in their own unique ministries. We realize that we are a varied group of women from many cultures and countries, from many denominations and in many different stages in life. Yet, we are united in Christ and are committed to supporting one another as we mature. (Eph. 4:12-18). For more information on the Fuller Wives Fellowship, please contact the Office of Women's Concerns (584-5433) or the Office of Student Concerns (584-5435), both located on the 2nd floor of the Student Center Building.

Gardens

The air in the Pasadena area may be smoggy most of the year, but it seems to have little effect on the growing things in the private and public gardens listed below. Call first to find out hours, entrance prices, and information on just what's bloomin' this month.

Descanso Gardens
1418 Descanso Drive, La Canada/Flintridge

Huntington Library & Botanical Gardens
1151 Oxford Road, San Marino

Los Angeles State and County Arboretum
301 N. Baldwin Avenue
Arcadia
Grades

For purposes of computing the GPA, grades have been assigned the following numerical value:

- A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- C- = 1.7

Credit, No Credit (CR, NC), and Incompletes (I) are not computed in the student's grade point average. Transcripts will show a grade of "IP" (in-progress) for courses which extend beyond the quarter of registration. "RD" (report delayed) indicates that the professor has not yet submitted a grade.

Graduation

DEFINITION OF GRADUATION

Persons are considered graduated from Fuller Theological Seminary when they have been recommended as candidates for a degree by the faculty responsible for that degree and when the Registrar's Office has determined that they have fulfilled all of the requirements for that degree.

GRADUATION REQUIREMENTS

Students are responsible for meeting the graduation requirements set forth in the Catalog published at the time of their matriculation. Students who take extended leaves of absences of more than one year are subject to the graduation requirements set forth in the Catalog at the time of their reinstatement unless written permission was obtained prior to the extended leave.

APPLICATION FOR GRADUATION

Students anticipating graduation (for a degree from any of the three schools) must file an Application for Graduation. This should be done during the registration interview with the academic advisor prior to the final quarter of enrollment; it must be filed no later than the last day of the first week of classes of the quarter in which graduation is anticipated. In the Spring Quarter, a student who does not file the application by the deadline may not be listed in the Commencement program.

If a student has applied for graduation and for any reason (dropped class, incomplete, etc.) does not fulfill the requirements for graduation during that quarter, a Reapplication for Graduation must be filed, subject to the same deadline as the Application.

SUMMER GRADUATION POLICY

Students who expect to complete course requirements during the summer may petition to the Faculty of their respective schools to be permitted to participate in June Commencement exercises. A copy of the complete policy is available in the Academic Advising Office. This policy does not apply to Ph.D. and D.Min. students who must meet their usual dissertation/thesis deadlines. Participation in ceremonies does not imply graduation; students must complete all requirements in order to graduate.

GRADUATION FEE

When the Application for Graduation is filed, the graduation fee is charged to the student's account in the Business Office. This fee helps cover some of the costs related to the processing of a student’s graduation, and is not contingent on participation in the Commencement exercises.

MINIMUM GPA REQUIREMENT

In order to graduate with the M.Div. or M.A. degree, students must have a minimum grade point average of 2.5. For the Th.M., D.Min., D.Miss., and Ph.D. degrees, a minimum grade point average of 3.0 ("B") is required for each course taken for credit in the program. (D.Min. students are
allowed to receive one "B-".) Psychology students must receive a minimum grade of 2.7 ("B-") in each psychology course taken.

GRADUATION DATES
Degrees are awarded and diplomas are distributed quarterly. However, Baccalaureate and Commencement exercises are held only at the end of the spring quarter. The official date of graduation is the last day of the quarter, as indicated by the academic calendar, except for the spring quarter, when it is the day of Commencement.

Health Insurance
First, the bad news. Fees for medical services this year, including doctor's visits, emergency room services, prescription drugs, hospital confinement and surgeries, are not hitting any all-time lows. An unexpected accident can leave a seminary student in serious financial trouble. To ensure that you will be able to provide for these emergencies, Fuller's registration policies require each student registered for more than 8 units to be covered by an adequate health insurance plan.

And now, the good news: Fuller is committed to helping students care for their medical needs in a moderately priced way. All students who are registered in at least one class for credit may enroll in Fuller's group policy. Policy options include: Student Only; Student and Spouse; Student, Spouse and Children; and Student and Children. Any of these policies can be contracted on a per quarter or per year basis. Annual policies are less expensive.

You can enroll in a health insurance policy for yourself or for your whole family easily during quarterly registrations, or during the first week of each quarter in the Office of Student Concerns, located on the 2nd floor of the Student Center. If you are already enrolled in a comparable plan, or if you are enrolled in 8 units or less per quarter and wish to waive the insurance requirement, you will have to stop by the Health Insurance table at quarterly registration anyway to sign a waiver form. Full-time students who are waiving are required to show proof of other coverage.

Whether you choose to hold a student policy, or already have a policy with another insurance company, the Office of Student Concerns is your resource center for questions regarding physicians in the area offering student discounts, and hospital and emergency room locations. Claim forms for filing insurance claims, pre-addressed envelopes and brochures that explain your student insurance policy are available outside the Office of Student Concerns. Written instructions on "How to File A Claim" are available on the back of the policy brochure. The staff there is available Monday - Friday from 8-12 a.m. and from 1-5 p.m. to answer your questions.

Health and Referral Center
Take advantage of the Health Service on campus! The Health and Referral Service provides low cost medical care and referrals to currently enrolled students, faculty, and staff at Fuller. The services of a nurse practitioner are available, under the direct supervision and guidance of the medical director, Dr. Don Thomas, of Huntington Memorial Hospital. Medical services provided include: general medical advice, free health educational programs, treatment of minor illnesses and injuries, laboratory services, family planning counseling, tetanus boosters, tuberculosis screening, anemia testing, pregnancy testing, and PAP smears. Charges for these services are on a sliding scale fee basis, payable when services are rendered. The Health and Referral Service is especially valuable for facilitating entry into the health care system. It operates at the Pasadena Community Counseling Center facility (Finch Hall #237). Call 584-5585 for an appointment.
Housing

Soon after arriving at Fuller, you’ll be needing a place to live. The Fuller Student Housing Office is a good place to begin, by mail or in person. The staff is available from 9:00 a.m. to 12 noon and from 1:00 p.m. to 4:30 p.m., Monday–Friday. They will process your application for student housing and offer accommodations from the waiting list as they become available. They will also provide information about rental units available in the community.

STUDENT HOUSING

The Seminary maintains student housing in about 400 apartments in several complexes within walking or biking distance. Apartment rents vary from $240–$280 a month for bachelors/studios; $310–$370 for a 1-bedroom (to be rented to a married couple or roommates of the same sex); $385–$415 for 1 1/2 and 2 bedroom units (which are reserved for couples with children); and $475–$550 for 3-bedroom units (reserved for families of 5 or more).

If you’re thinking about living in Fuller housing in the future, you may apply anytime AFTER you’ve been accepted into a degree program. There is an on-going waiting list for all student housing accommodations. THE WAITING PERIOD FOR FULLER HOUSING UNITS IS APPROXIMATELY 6–10 MONTHS FOR ONE-BEDROOM (OR SMALLER) UNITS, AND 12–14 MONTHS FOR TWO-BEDROOM UNITS. THREE-BEDROOM UNITS ARE FEW IN NUMBER WITH AN EXTENSIVE WAITING LIST.

APARTMENTS IN THE COMMUNITY

As apartments in the community provide housing for most incoming students, the Housing Office has continuing contact with property owners who prefer to rent to Fuller students, usually at rates a little lower than the general market rentals. These vacancies are posted on our Housing Board and you can get complete contact information in the Housing Office. Rentals are arranged directly between you and the owner or manager. Other listings include Fuller students looking for roommates, houses shared in “Christian community living,” housing-employment offers, and rooms in private homes. This information is available only to Fuller students and staff. Sorry, it is not possible to make this information available by telephone.

Apartment owners in the community frequently charge first and last month's rent in advance, and/or a security deposit. Rooms in private homes rent for about $200 a month, with private or shared bath and kitchen privileges. Monthly rates for apartments and houses usually fall in the following ranges:

- 1-bedroom, $375–$450
- 2-bedroom, $450–$565
- 3-bedroom, $550–$785
- 2-or 3-bedroom house, $750–$1500

TEMPORARY HOUSING

When you first arrive in Pasadena, you may need a place to stay while you get situated for the coming year. Temporary housing is available on a limited basis at reduced rates for incoming students. Please call the Housing Office for current rates and reservation information. We can also provide listings for nearby hotels and motels upon request.

BUYING A HOME

If you are in the fortunate position to consider purchase of a home, the staff of Auxiliary Services will be happy to advise you on local real estate conditions and to suggest Christian realtors in the local area. Do contact them!

I.D. Cards

A student identification card is prepared for you at your first registration. This
is to be your permanent student I.D. card; replacements are available from the Registrar’s Office at a cost of $5.00. Your card will be updated with a sticker periodically to verify current enrollment. It will be useful in identifying yourself at various Fuller offices, and may help you in obtaining student discounts on transportation and entertainment in the L.A. area.

Immigration/Visas

Questions regarding immigration status should be directed to the Immigration Counselor in the Office of the Registrar.

Incompletes and Hold

INCOMPLETES
A student whose work in a master’s level course in the School of Theology or School of World Mission is not completed at the end of the quarter may request a grade of Incomplete. (For students in School of Theology classes, this requires that a Request for Incomplete be signed by the professor and returned to the Registrar’s Office by 5:00 Friday of the tenth week of the quarter). Each faculty member decides whether work not finished at the end of the quarter warrants an Incomplete grade for the course, a reduction in grade or a grade of NC (No Credit). The policy for the course must be stated clearly in the course syllabus.

Incomplete are normally to be granted only when the student’s work in the course has not been completed due to extenuating circumstances. They are not to be given for the purpose of allowing a student to improve his or her grade in a course. A grade of Incomplete is not to be given on the basis that the design of the course requires more work than can reasonably be expected to be completed within the quarter.

If the Incomplete grade is granted, the completed course work is due to the professor by the end of the last day of the tenth week of the following quarter. Grade penalties for work completed during this period may be assessed if such a policy has been clearly described in the syllabus for the course. If the work for the course has not been completed by this time, the faculty member determines whether a reduced grade or a grade of No Credit is warranted, based upon the policy published in the course syllabus. The Incomplete must be resolved to a regular grade (A through C-, or NC) at this time; the grade of Incomplete cannot remain on the record. Further extensions of time (which can only be given by the Academic Affairs Committee of the school involved) are not normally granted. When the grade has been recorded, a footnote appears on the student’s transcript to indicate that the grade has been changed from an Incomplete.

HOLDS
Students enrolled in the Theology Graduate program (Th.M. and Ph.D.), the D.Min. program, the School of Psychology, and the D.Miss. program of the School of World Mission whose work in a course in their respective schools is not completed at the end of the quarter of registration may request a "hold" grade from the professor. This allows two additional quarters to complete the work. Unless an extension is granted (by the Academic Affairs committee of the School or program), the completed work must be submitted to the professor no later than the last day of the tenth week of the second quarter, and a grade must be submitted; the "hold" grade cannot remain. When the grade has been recorded, no indication of the "hold" grade remains on the student's record.
Information

Okay, so this handbook hasn’t answered all of your questions about life at Fuller. Perhaps there was a subject we didn’t cover at all. Or maybe the explanation printed here just made you feel more confused. The staff of the Office of Student Concerns are available weekdays from 8:00-12:00 a.m. and 1:00-5:00 p.m. to assist you in finding further information as needed.

International Students Committee

The International Students Committee (ISC) is an autonomous special interest group sponsored by the All-Seminary Council. ISC seeks to include in its membership representatives from all identified international student groups at Fuller. The chairperson of ISC serves on the All-Seminary Council and provides advocacy for the needs and interests of international students at council meetings. All international students are invited to check the International Students Committee bulletin board for information on upcoming activities and events of special interest to the international community at Fuller.

International Student Services

International Student Services, coordinated through the Office of Student Concerns, assists the international community at Fuller through a variety of activities and support services. These services include Orientation to American Culture, teaming new international students with Americans and returning internationals from their areas, maintaining a garage where used household items can be obtained for a minimal fee, and providing other support services necessary to living and studying in a second culture.

International Student Services works closely with the International Students Committee. If you are an international student looking for information or support at any time during your stay at Fuller, or if you are an American student seeking deeper involvement with the international community at the seminary, please stop by the International Student Services office. The staff will be happy to offer you their assistance.

Intramural Sports

Fuller’s Intramural program (sponsored by ASC) is an effort to aid in building and strengthening good community and physical well-being. Intramurals offer a wide range of sports for both team and individual participation, for both men and women. Each quarter a different team sport is highlighted. In the fall, flag football is offered. In the winter, both basketball and volleyball are available. Softball is the final team sport, organized in the spring. The purpose of intramurals is to enhance community cooperation and fun together. Tournaments are set-up at various times throughout the year for such sports as golf, tennis, racquetball, and others depending upon interest. Sign-up sheets will be posted on the Intramural board, located opposite the mailroom, near the vending machines.

For information on the Intramural program, or memberships to the Pasadena Athletic Club or the YMCA, please contact the ASC Sports Commissioner, Box 76, ext. 5454.

Library

HOURS
McAlister Library is open from 8:00 a.m. to 10:30 p.m. Monday through Friday, and from 9:00 a.m. to 10:30 p.m. on Saturdays. For vacation days and times when classes are not in session, special hours will be posted in advance.

CARDS
Present your student I.D. card at the circulation desk to receive a library card. If lost, a duplicate may be purchased for $1. You should not lend your card to anyone. You will be liable for all fines.
and/or replacement costs for all books checked out on your card.

**Maximum Number of Borrowed Books**
No more than 10 books may be checked out at any one time, nor may you have more than 10 books in your possession at any time. Writers of dissertations should inquire at the Circulation Desk for further details.

**Due Dates**
Circulating books are checked out for three-week periods and may not be renewed. Writers of dissertations may have a three-month borrowing period, unless the book is requested by another patron, in which case it is subject to the regular three-week loan period. Reserve books may be checked out at 8:00 p.m. for overnight use and are due at 9:00 a.m. the following day. Some reserve books are loaned for three days. Dissertations are checked out for 3 weeks only.

**Returning Checked-Out Books**
Books should be returned to the Circulation Desk on or before the due date, or to the Book Drop when the Library is closed. Please do not lend books checked out on your card to others.

**Fines**
Library fines are 20 cents per day for each overdue book (or 10 cents per day, if payment is made when books are returned). Fines for overdue reserve books are 25 cents per hour. Fines for three-day reserve books are $1.00 per day. Delinquent accounts may result in a hold placed upon registration.

**Reference Books**
Reference books do not circulate, so allow yourself plenty of time to use these tools during regular Library hours.

**Periodicals**
Magazines and other periodicals are also not circulated.

**Photocopiers**
Photocopiers are available on the first and fourth floors, and second basement, for duplicating materials, at 5 per page or with a prepurchased copier card. Three copiers are coin-operated and 2 are card-operated. Copier cards may be purchased in the Fuller Bookstore.

**Study Carrels**
Graduate students and thesis writers are given first rights to study carrels. If you want to reserve a carrel for the quarter, sign up at the circulation desk between Sept. 1 and the beginning of Fall Quarter. School of World Mission students should contact the School of World Mission Office regarding carrels. All carrels are assigned each Fall for the whole year.

**Interlibrary Loans**
For $1.50, students may request an inter-library loan. Graduate Theological Union (Berkeley) and Missionary Research Library (New York) catalogues are located in the Library, listing their available holdings. Some libraries charge an extra fee for loaning out books. Photocopying of journal articles may also be requested. Charges vary according to loaning library.

**Other Libraries**
You may also check out books from the library of the School of Theology in Claremont using your Fuller library card as identification. Also, you may purchase a borrowing card from UCLA at reduced costs.

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**Lost and Found**

**Don't Panic.** It is very possible that whatever it is that you've lost on campus will be turned in to the Lost and Found, located at the Switchboard in the main lobby. You can identify your lost item for the Switchboard operator (available on Monday-Friday from 8:00 a.m. to 5:00 p.m.) to reclaim it. If you happen to find something on campus that may be of value to the original owner, kindly take a moment to turn it in to the Switchboard operator. Someone who is panicking right now about losing it will be very grateful.

**Mail Services**
To assist you in communicating with home and friends, Fuller's Mail Center will provide you with all of your postal needs. The Mail Center is a postal contract unit and can provide you with stamps, insured mail, registered mail, express mail, money orders, and most other services that your
local post office offers. The hours for the post office are as follows: Monday-Friday, 8:00 a.m. to 12:00 p.m. and 1:00 to 5:00 p.m.

As a new student, you are given a mailbox when you register. Please limit the use of this mailbox to seminary mail only. Your mail will usually be in your mailbox by 12 noon Monday-Friday with no deliveries on the weekend.

Outgoing mail is taken to the post office twice daily; once at 8:30 a.m. and again at 4:30 p.m. Mail may be deposited in the drop near the service window in the lobby of the post office. All intra-campus mail must be accompanied by a green student delivery slip, available in the lobby of the post office. If you are "stuffing boxes" with flyers or memos for your campus organization, box stuffing hours are 8:00 a.m.-10:00 a.m. and 2:00 p.m.-5:00 p.m. Tuesday through Friday.

For more information about services offered by the Mail Center and the regulations, please consult the Mail Services Guidebook, available at the Mail Center, the switchboard, or the Office of Auxiliary Services.

Media Services

Designed to serve the Fuller Community, the Media Services Department provides a sizeable tape library of classes, language tapes, theology lectures, chapel sermons and many seminars and symposiums.

This department also stocks a large supply of blank audio and video tapes for sale. A tape duplication service is provided for personal recordings as well.

Media services rents video players, film projectors, mics, or other equipment from its large audio/visual equipment inventory. Prices are lower than those available at off-campus locations.

A full video studio complete with color cameras, 3/4 inch editing, character generator and SEG is maintained by the media staff. This facility is available at a reduced rate for special projects, dissertation work, etc.

Located on the second level basement of McAlister Library, the Media Services Office is open Monday through Friday. You’re invited to stop by anytime to talk further with the staff about available services and to pick up the 5th Edition of the Media Services tape catalog.

Medical Care

Advocacy for student health needs at Fuller is provided by the Office of Student Concerns, located on the 2nd floor of the Student Center Building (above the Catalyst). Referral lists, etc. are available in the OSC for doctors and dentists in the area offering discounts or special services to the Fuller community. The Health Services Coordinator can assist you in filing insurance claims and advise you concerning your insurance policy coverage. There is also a Health and
Referral Center on campus for medical consultation and assistance with entry into the health care system. (See "Health and Referral Service")

Mission Concerns

If the cause of missions is dear to you and you would like to see more Fuller students have a burden for missions you should join the Missions Concerns Committee.

The Missions Concerns Committee is an active group of students from all three schools who have banded together to promote the cause of world missions among the student body. Their primary focus is to ignite a concern for missions among students who previously had none.

The committee organizes prayer groups, special chapels, a missions conference, ministry teams, and also facilitates short-term internships overseas. Their office is on the third floor of the Student Center Building in room 305. If you have any questions contact Paul Varberg through FTS Box 689 or call (818)791-3561.

Mission-Beyond-the-Mission

The Mission Beyond the Mission, a fourteen-page document adopted unanimously by Fuller’s faculty and Board of Trustees, was issued by the seminary in the Fall of 1983. It is our approach to the tough issues that face the entire Christian community, and us as a theological seminary. In it are our reflections on the simple and the complex aspects of Christian faith and life. Fuller has received responses from leaders and other members of the Church around the world affirming with us the direction we are heading as an institution.

It is a forward-looking document. It examines two basic evangelical priorities: evangelism and church renewal. At the same time it emphasizes our need to bring biblical perspectives to the sometimes dangerously subtle moral and ethical issues of today. We see it providing opportunities to venture forth in full discipleship toward new horizons. We see it as a walk of faith and as an expression of the willingness of Christians to face both the challenge and risk of being the people of God here and now, and not only in the Age to Come.

Museums

If Church History isn’t the only type of history that intrigues you, this list of museums and historical sites in the L.A. area may provide you with many happy weekend and holiday excursions into California’s rich past, present and future.

California Museum of Science and Industry
700 State Drive, Los Angeles

El Molino Viejo
1120 Old Mill Road, San Marino

Gamble House
4 Westmoreland Place, Pasadena

Heritage Square
3800 Homer Street, Highland

Huntington Library
1151 Oxford Road, San Marino

Los Angeles Children’s Museum
300 N. Main Street, Los Angeles

Lumis Home
200 E. Avenue 43, Highland Park

Natural History Museum of L.A. County
900 Exposition Blvd., L.A.

Page La Brea Discoveries Museum
5801 Wilshire Blvd., Hancock Park, L.A.

Pasadena Historical Museum
470 W. Walnut Street, Pasadena

Pacific Asia Museum
46 N. Los Robles Avenue, Pasadena

Rancho Los Alamitos
6400 E. Bixby Hill Road, Long Beach

Will Rogers State Historic Park
14253 Sunset Blvd., Pacific Palisades

San Gabriel Mission
537 W. Mission Drive, San Gabriel

Southwest Museum
234 Museum Drive, Highland Park

Wrigley Mansion
391 S. Orange Grove Blvd., Pasadena
Non-Discriminatory Language Statement

The Joint Faculty of Fuller Theological Seminary has adopted the following statement recommending the use of non-discriminatory language by all members of the Seminary community. This has been done to be consistent with the clear commitment of the Seminary to the full equality of women and men and to the training of women as equal partners with men for all areas of Christian ministry.

"As members of the Joint Faculty of Fuller Theological Seminary, we are committed to the use of non-discriminatory language in all areas of the community's life. We recognize that many women and men no longer find "man," "men," and "mankind" acceptable as generic terms. We understand that such exclusive language, though once normative in our speaking and writing, now tends increasingly to alienate a substantial group of people. We wish to challenge patterns of language that may be doing harm even when harm is inflicted unconsciously and without intention. As Christians desiring to support human equality, we intend to avoid exclusive language which might express or encourage discrimination within the church or society. We pledge ourselves as faculty and encourage students, staff members and administrators to use language which includes women and men in all our teaching, writing, witness, and worship."

Optimum Patrol Agency

On any given night, Officer Joe Shawn of Optimum Patrol Agency (OPA) never knows what he will find when responding to emergency calls while patrolling Fuller’s campus: a Fuller student returning home after a late night of studying in the library, a man climbing through a window while carrying a 12-inch knife, a possum scratching through garbage, 5 teenage boys breaking into cars. These are all actual occurrences taken from the nightly log filed by OPA.

In the Pasadena area security is a concern not to be taken lightly. However, Fuller has hired the Optimum Patrol Agency (OPA), an excellent security patrol, to provide greater security for you, your personal belongings, and the seminary campus. No doubt, you will be seeing the signs and patrol cars around campus. OPA comes highly recommended and has a high rate of success due to their qualified personnel and strategy of patrol.

OPA patrols the main and north campus, as well as outlying Fuller housing on a limited basis, with a fully marked and outfitted patrol car. They patrol every night from roughly 8:30 p.m. until 5:30 a.m. To cover emergencies during daylight hours OPA patrols on a limited basis, but a dispatcher is available to take calls and can have an OPA or Pasadena police car rolling within minutes to offer assistance. All patrol personnel are fully trained by the police academy, qualify for California Peace Officer status, carry valid CPR and First Aid Certificates, and are certified for fire arm use.

With a car exclusively patrolling Fuller property, response time to a call is swift: literally within minutes. Should you see or hear anything of a suspicious nature during OPA patrol hours, please call the dispatcher immediately at 304-0411. OPA’s business phone is (818)792-0522. Phone stickers imprinted with this number are available in the Office of Auxiliary Services. Put one on your phone and do not hesitate to call them at any time!

Remember, you cannot ignore your own personal security precautions. A patrol is only an aid in security. You must take responsibility for your own safety by avoiding potentially dangerous situations. Make use of the Security Escort Service, lock your cars, rooms and apartments, know your neighbors, be alert to the security risk which is a part of urban settings such as ours, and cooperate with OPA, identifying yourself when they approach you on campus. If you live in Fuller housing, you may also wish to join one of the Neighborhood Watch groups.

 Orientation

New Student Orientation at Fuller is an important introduction to Fuller life, acquainting you with curriculum, providing campus tours, opportunities to dialogue
with faculty and administrators, new student registration, and time to meet and interact with fellow students before the quarter actually begins. During Orientation, you can begin to taste the life of the Fuller community and get a glimpse of what you will be involved in for the next few years.

Since the majority of our students begin in the Fall Quarter, there is an entire week of Orientation and Registration held at the beginning of each Fall Quarter. All entering students are cordially invited and are expected to attend. For those who enter in Winter, Spring, or Summer Quarters, Orientation takes place one day prior to the beginning of classes. As with Fall Orientation, all entering students are encouraged to attend. Students who enter in winter or spring may attend the week-long Orientation in the fall. Students who enter in the Summer Quarter are expected to attend Fall Orientation.

For international students, International Student Services conducts a special "Orientation to American Culture" each Fall Quarter in cooperation with Fall Orientation. This is your chance to get acquainted with the ISS staff who will assist you throughout your time at Fuller with problems and questions that will arise concerning American culture and lifestyles.

Each entering student will receive a letter about one month before Orientation giving the schedule and details, along with a reply card to return to us. The Office of Student Concerns staff looks forward to meeting you at Orientation!

Parking

Unless you live in Fuller housing just north of campus, or within walking or biking distance of the seminary, you’re probably wondering about campus parking. You may ask, "Where am I allowed to park? Do I need to have a permit? What if I can’t find a parking space? Is there a particular place for me to park my motorcycle?"

All of these questions and many more that are bound to arise are answered in the Fuller Theological Seminary Traffic and Parking Regulations brochure which you received at Orientation. Copies of the Regulations brochure are also available in the Parking Office (1st Floor of the Student Center Building) and the Office of Auxiliary Services (3rd Floor of the Student Center Building).

Basically, you are required to purchase a parking permit and decal for your car, motorcycle or moped at the beginning of each quarter. Your decal is to be displayed on the lower right corner of your rear window or the rear fender of your motorcycle or moped. There are five categories of parking on the Fuller campus with five colors of permits. Check your parking map included in your parking brochure for the lots available to you.

If you have questions about parking, stop by the Office of Auxiliary Services. The Parking Coordinator will make an appointment with you to give you information or to talk over parking citation disputes, if necessary.

And speaking of parking citations, if you park your vehicle improperly or without a permit in Fuller lots, you will very likely be ticketed.

Parks

Whether it is a place for a picnic, a good open area for playing frisbee golf, or a quiet grassy spot for reading theology in the California sunshine, the parks listed here are close enough to drive or bike to on a weekday afternoon — all year round! (Eat your heart out, Chicago.)

Brookside Park
Arroyo Blvd. and Seco Street, Pasadena

Griffith Park
Riverside Dr. & Los Feliz Blvd., L.A.
Lacy Park
1485 Virginia Road, San Marino

MacArthur Park
Bounded by 6th, Alvarado, 7th and Park View Streets, L.A.

Victory Park
Altadena Drive and Paloma Street, Pasadena

Wilderness Park
1140 Highland Oaks Drive, Arcadia

Pasadena

So, you’ve finally arrived . . . in Pasadena? The home of the Rose Parade and "little old ladies." The host of the Rose Bowl, the Los Angeles Aztecs and smog. Pasadena?! Why would anyone want to live in Pasadena?

WAIT A MINUTE! Look around you. The streets are clean. Thousands of graceful trees shade the avenues. The architecture fascinates the appreciative eye in its array and beauty. There are high, pine-forested mountains and a lazy but impressive arroyo (canyon). Nationalities and races of every origin create an ethos of cultural diversity. You can snow ski in the mountains, water ski in the lakes, sun in the desert, or swim in the ocean, all within an hour’s drive of Pasadena. Victorians and palms, Spanish adobe and eucalyptus charm this city.

In the midst of the charm, Pasadena brings with it all the complexities of an urban setting. When large numbers of people live in the same area and draw from the same resources, there are consequences. We all drive our cars, and smog is the result. The smog does get bad, although it is only a marked irritant during a few times of the year. (Besides, it encourages you to study in the library.) There is also traffic and noise, but every city rumbles and churns with congestion.

Another characteristic of Pasadena’s urban setting is the group of people who live on the streets. This group is composed of people with a variety of needs. Some of these "street people" are chronically mentally ill, some are homeless families in transition, while others make a living on the street. Our response to this group is a complex issue, and one deserving of forethought. Your response to their needs is a personal decision. However, a list of community resources (shelters, food distribution) is provided in your orientation packet and in the Office of Student Concerns.

Pasadena is a city in its own right. It has a unique and distinctive history. It possesses beautiful and historic architecture. Restaurants and cafes of excellent quality grace the city. Museums, art exhibits, concerts, and stimulating educational programs abound. Pasadenaans comprise a subtle, yet distinctive, Southern California subculture, who identify with the city’s rich and varied cultural and historical setting. Make the most of Pasadena by exploring and appreciating its charm and being.

One of the best places to start is at the Pasadena Chamber of Commerce, 181 S. Los Robles (795-3355). Through their many free brochures and displays, you can discover a wealth of material concerning the exploration and enjoyment of Pasadena.

You might begin your explorations of Pasadena at the Pasadena Civic Center, located between the streets of Walnut and Cordova on the north and south, and Marengo and Los Robles on the west and east. Stop in at the City Hall (100 N. Garfield), the Main Post Office (281 E. Colorado Boulevard), the Central Public Library (285 E. Walnut), the Pasadena Conference Center (300 E. Green), or the Civic Auditorium (300 E. Green). Their architectural styles are diverse, ranging from romanesque to Spanish-colonial to baroque.

Just in case you haven’t noticed by now, this publication lists local attractions under appropriate headings, such as Art Galleries, Beaches, Museums, Parks, and Produce Markets. We’ve given you the basics but if you have other questions about things to do and places to see in Pasadena, there are referral lists available in the Office of Student Concerns.
Peace and Justice Concerns Committee

Initiated and envisioned by student concern for issues of ethical and social importance, the Peace and Justice Committee encourages the Fuller community to become more sensitive to and aware of the social problems facing contemporary society. Composed of students, the Peace and Justice Committee stimulates campus awareness by sponsoring and directing convocations, outside speakers, and information displays. Watch the SEMI for news about specific topics and meeting locations.

Petition Process

Petition forms relating to course substitutions, final exams, incompletes, academic regulations, and financial refunds are available in the various academic advising offices. Any student who petitions for a change in an academic regulation who receives a favorable response must act upon the petition within 7 calendar days from the official notification.

Psychology students should check with the Psychology Office to see which issues relate to Psychology and which to the Seminary in general. School of World Mission students should check with the SWM Advising Office. Please note that ignorance of academic and/or financial regulations is not an adequate support for granting a petition.

Plagiarism Position Statement

Plagiarism is both an odd word and also a practice which has become all too common in American academic life. In a world where Christians are too often squeezed into the mold of the world, in contrast to the image of Christ, even Christian students take up this questionable practice. Indeed, even seminary students have been known to plagiarize.

Plagiarism involves: 1. Failure to acknowledge material which is copied word-for-word from others. 2. Failure to acknowledge one’s indebtedness to someone else for the gist of important thoughts in a paper.

Failure to acknowledge properly the source of material also has several immediate, negative consequences: 1. It causes readers to assume that the plagiarist is something which he/she is not; they may be led to believe that the plagiarist possesses more knowledge than is actually the case; or they may understand that the plagiarist’s mind has power that it in fact does not have. 2. It deprives the reader of an opportunity to go to the source of the writer’s thoughts for further enrichment. This is unfortunate, for the world needs all the wisdom it can find—and plagiarism short-circuits that quest. 3. Another negative consequence of plagiarism is that it casts a reader at the mercy of the plagiarist, not allowing the reader to check out the sources available to the plagiarist.

The seriousness of plagiarism goes much deeper than the substantial reasons already offered. Basically, plagiarism is a distortion and violation of the nature of God, who is Truth itself. One could scarcely find a more prominent theme in all of Scripture than truth. God himself is known as the True One and in his truthfulness is faithful and dependable. The biblical word against false witness and lying is also prominent, a counterpart to the affirmation of God as the God of truth.

For the Christian, to be trustworthy and truthful with regard to the way in which one presents materials is surely as important, if not more so, than the language and logic and factual accuracy of one’s writing.
Produce Markets

One of the greatest advantages to living in a warm climate is the year-round availability of fresh fruits and vegetables. Pasadena has a number of markets solely devoted to fresh produce. We've listed the ones we know of here.

The Big Tomato
175 S. Fair Oaks Avenue, Pasadena
(796-5586)

Farmer's Market (outdoor)
Villa and Los Robles
(open Tuesdays only)

Lake Avenue Produce
847 N. Lake Avenue, Pasadena

Victory Park (outdoor)
Altadena Drive and Paloma Street, Pasadena

Psychological Center Services

Fuller's Psychological Center consists of eleven clinics and facilities which are part of the Graduate School of Psychology's doctoral program. Services are available for people at all points along the lifespan.

The Child Development Clinic (CDC) serves children and teenagers who need outpatient psychological services. The Pasadena Community Counseling Clinic (PCCC) serves adult individuals and couples who need outpatient psychological or interpersonal assistance. Services include psychological evaluation, individual, marital and group therapy. CDC and PCCC are located at 155 N. Madison Avenue. Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday; however evening appointments are scheduled regularly. Fees for both clinics are on a sliding scale, based on family size and monthly income.

Stop Abusive Family Environments (SAFE) is a domestic violence program which provides crisis and ongoing counseling, advocacy, and court assistance to victims of spousal abuse.

Gerontological services include Heritage House, an outpatient facility for seniors needing psychological counseling; the Crime Resistance Involvement Council (CRIC) which along with the Pasadena Police Department and senior volunteers helps prevent crime and provide assistance to senior victims of crime; and the Community Assistance Program for Seniors (CAPS), a day treatment/day care program for the frail elderly.

Other services of The Psychological Center include Covenant House, Inter-Community Alternatives Network (I-CAN), and the Church-Based Human Services Network. Covenant House is a residential treatment facility for developmentally disabled children ages 6-12. I-CAN is a day treatment program for chronically mentally-ill adults. Network is a voluntary system of churches and parachurch organizations ministering to human needs in the West San Gabriel Valley.

Programs of The Psychological Center are staffed by supervised interns and trainees of the Graduate School of Psychology and by Christian clinical psychologists, social workers, and marriage and family therapists. For more information on any of the programs described above, call 577-8482.

Refectory

Although all of you theological scholars may envision "an eating hall, especially in a monastery or convent," the Refectory at Fuller has none of the cloisters and cassocks, the hardwood benches and bowls of
gruel, the chants and silent communication that are usually associated with such places. Instead, the Fuller Refectory offers a veritable jungle of potted plants, contemporary and colorful decor, round tables conducive to fellowship with friends, and a pleasant variety of food offerings, including a salad and sandwich bar. Only the name remains the same!

The Refectory is open weekdays and serves breakfast and lunch. Donuts, coffee, and soft drinks are on sale all day. The Refectory is closed on weekends and holidays.

MEAL TICKETS
Meal tickets are available to any member of the Fuller community. Your meal card will be good for a 16 1/2 % discount on meal costs. There is a minimum amount on these cards, so check with the Refectory for pricing information. Meal cards are available at Mail Center and Refectory.

REFUNDS
If you decide to withdraw from seminary at any time, you can receive a refund on a pro rata basis for the unused portion of your card. Contact the Office of Auxiliary Services for more information.

Referrals

When you’re new in town and your bank account is playing the “Bottom-of-the-Barrel Blues”, your car is begging for a tune-up, you and your spouse haven’t had an evening without the kids in 7 years, and every one of the little darlings needs major dental work, YOU NEED HELP.

The Office of Student Concerns just may have your answer. We’ve compiled lists of referrals from your fellow students on doctors and dentists who offer discounts to Fuller student child care options, local Christian and public schools, area merchants, and many other topics.

Registrar's Office

The Registrar’s Office provides accurate information and timely assistance to students regarding registration, grades, enrollment certification, transcripts, program changes, veterans’ benefits, immigration and visa status (international students), diplomas, and permanent academic files. Office hours are 9 a.m. to noon and 1-4 p.m. Monday through Thursday, and 1-4 p.m. Friday.

Registration

Registration for Fall Quarter takes place the week prior to the first week of classes. For all other quarters, registration takes place during the eighth week of the previous quarter, with procedures available for continuing and late registration.

Registration involves four distinct steps:

1. Consult with an academic advisor.
2. Determine your priority number.
3. Complete the Registration procedures.
4. Pay your bill.

ACADEMIC ADVISORS
One of the key people during your time at Fuller will be your academic advisor. Students in the School of Theology and School of World Mission are advised by specially trained fellow students, while students in the School of Psychology are advised both by assigned faculty members (for Ph.D. in Psychology work) and peer advisors (for M.A. or M.Div. in Theology work). Fuller’s "peer advising" system has become a model for seminaries around the country. You will be assigned an advisor when you enter Fuller and that advisor will help you find and schedule the courses that will help you meet your own goals and fulfill the graduation requirements.

In order to register as a School of Theology or School of World Mission student, you need to schedule an appointment with your academic advisor before you do anything else! Your advisor will discuss the class schedule with you and assist you in filling in your class
request card. Only when the class request card is signed can you enter the registration line.

School of Psychology students should take the following steps before registering: 1) arrange an appointment with your faculty advisor, 2) arrange an appointment with your Theology advisor, and 3) make a "drop-in" call to the office of the Dean of the School of Psychology for the Dean's signature on your class request card. Now you are ready to register.

All course changes (add/drop, credit/no credit, etc) must be approved in writing by your academic advisor before any changes may be made.

As soon as you receive the letter telling you to which advisor you have been assigned, it is a good idea to make an appointment to talk over your goals and how the course schedule can help you meet those goals. Some advisors will be available throughout the summer and all will be available during the two weeks prior to Orientation. For the School of Theology, appointments can be made through the Academic Advising Office. For the Schools of World Mission and Psychology, make an appointment through your respective offices.

Remember: you cannot register for classes until you have first seen your academic advisor.

**PRIORITY NUMBERS**

Registration at Fuller is scheduled through a system of priority numbers, with the lowest numbers registering first and highest numbers registering last. The more units you have completed toward your degree, the lower your number will be. This means that, as a beginning student, you will be registering later in the process than returning students. We use this system because students closer to the end of their degree programs need certain classes in order to graduate. The problem for you now, as an entering student, is that some classes will be full by the time you register. You prepare for this with the help of your academic advisor by selecting several "alternative" classes that you can put on your program if classes you want are closed.

To find your priority number, go to the Registrar's Office bulletin board (near the Mail Room) or to the Academic Advising Office. There will be a computer print-out which lists students in alphabetical order and gives priority numbers. Write down your priority number. Then look at the Registration Schedule and find the group where your priority number falls. That will give you the day and time when you will register. Write that down, too. If you are not listed, go to the Registrar's Office to find your priority number.

**THE REGISTRATION LINE**

Like any institution of higher education, registration at Fuller involves lines, but the Registrar's Office has done a great deal to simplify procedures. The registration line is usually held in Room 101 of Payton Hall. Go to Payton 101 at the time indicated on the schedule. If you cannot be there at your assigned time, you can go through the line at the end of any group with a later time than yours. You may not register earlier than your assigned time.
Before you enter the registration line, you must do three things: (1) see your academic advisor; (2) determine your priority number; and (3) clear your student account, housing account and your Bookstore account. The initial stops in the line will check to see that you have completed these items and provide charges for health insurance, parking, and other incidentals. Then your request for classes will be entered into the computer. The computer will calculate your bill and you will receive a printed copy of your class schedule and bill. You must pay all fees at the time of registration. Usually there are other stops in the registration line, such as Field Education and I.D. cards. Be sure to stop at each one before leaving Payton 101. Also, there is an academic advisor in the registration area to assist you with any program changes.

LATE REGISTRATION
Students who find it impossible to register during the regularly scheduled registration periods may register after those periods using Continuing Registration packets, available from academic advising offices. Mail-in registration packets are also available to students who qualify. There is a small charge for the use of either of these packets. Registration during the first week of classes is considered late registration, and an additional service charge applies. Registration is not permitted after the end of the first week of classes.

OVERLAP CLASSES
Registration is not authorized for classes which overlap in their meeting times. Any exceptions to this policy require special petition to the Petitions Committee or the Academic Affairs Committee. However, in the event that a student in his or her final quarter of residence has two core requirements which overlap, the student need only secure permission of the professor whose course will be missed.

WAITING LIST
Students who have asked to be placed on the waiting list for any class at Registration should consult the Registrar's Office bulletin board daily during the first week of classes. Any openings in classes will be posted there, along with additional instructions.

Residence Requirement
In the School of Theology, the residence requirement for the M.Div. degree is 16 courses. The residence requirement for the M.A. degree is 12 courses.

Restaurants
Pasadena has hundreds of eating establishments of every ethnic and economic patronage. Whether you crave sushi or sandwiches, long for lasagna or lobster, hunger for hot soup or hamburgers, the "Crown City" offers a challenging array of restaurants for the cuisine-minded seminarian to explore and sample.

Here's a hot tip for the rookies: many of Pasadena's finer cafes are literally hidden in alleyways, behind trees, or on quiet streets. A newcomer to this area may notice only the more prominent and recognizable chain restaurants and perhaps will never discover the more subtle and distinctive cafes.

The Office of Student Concerns has a rather comprehensive listing of area restaurants with such information as address, phone number, and specialties. You can also contact the Pasadena Chamber of Commerce for a copy of their restaurant guidebook, or purchase a book called "Restaurant Rose", a wonderful publication with copies of menus from Pasadena restaurants. It's available at many local bookstores and shops.

Satisfactory Academic Progress
Satisfactory academic progress is defined as "reasonable progress toward completion of an educational goal." The following guidelines have been established to define the minimum standards for satisfactory
academic progress at Fuller Theological Seminary. Individual schools or programs may impose additional or more stringent standards (see student or program handbooks for details).

Oversight of these standards of satisfactory academic progress is the responsibility of the Joint Faculty. Implementation of the standards is the responsibility of the Academic Affairs Committees of the individual schools, with the administrative support of the Office of the Registrar.

**TIME LIMITS FOR COMPLETION OF DEGREES**

The time limit for the completion of the Master of Arts (M.A.) and Master of Divinity (M.Div) degrees in the School of Theology is seven (7) years from the date of matriculation. For the Ph.D. degree the time limit is eight (8) years. The time limit for the Master of Theology degree in the School of Theology is three (3) years, and for the Doctor of Ministry the limit is five (5) years. There is a ten (10) year time limit for completion of degrees in the School of World Mission (master’s or doctoral level) and the Graduate School of Psychology. In all instances, the time limit is based on the date of matriculation.

**CONTINUOUS ENROLLMENT**

Continuous enrollment is encouraged but not required. Leaves of absence may be granted by individual schools (policies governing such leaves are described in the appropriate student handbooks). Students who expect to discontinue their work at the Seminary are expected to complete the appropriate withdrawal forms. Leaves of more than one year and unofficial withdrawals require that a student reactivate his or her status through the Admissions Office.

**ENROLLMENT STATUS**

Student enrollment status may be defined on a quarterly basis or an annual basis. Enrollment status which is defined and calculated on an annual basis includes all units completed during the academic year from fall through summer.

**FULL-TIME STUDY**

For School of Theology and School of World Mission students in master’s level programs, the minimum full-time study load is twelve (12) units per quarter or thirty-six (36) units per academic year (see also Field Education, below), with the recommended full-time study load being sixteen (16) units per quarter for forty-eight (48) units per academic year. The maximum study load is twenty (20) units in any quarter.

At the doctoral level (including the Master of Theology degree in the School of Theology), eight (8) units per quarter or twenty-four (24) units per academic year is considered a full-time study load.

For students in the School of Psychology, the maximum academic load is sixteen (16) units in any given quarter (including the summer quarter), except during the clinical sequence and clerkship, when the maximum load is 17 units per quarter. In either case, courses in any of the three schools (including School of Theology Extension Education) are counted toward the maximum load.

**HALF-TIME STUDY**

Six to ten (6-11) units per quarter or eighteen (18) units per academic year constitutes half-time status at the master’s level (see also Field Education, below). Half-time status at the doctoral level is defined as four to seven (4-7) units per quarter or twelve (12) units per academic year.

**PART-TIME STUDY**

At the master’s level, less than six (6) units per quarter or less than eighteen (18) units per academic year constitutes part-time (i.e., less than half-time) study (see also Field Education, below). Part-time status at the doctoral level is defined as less than four (4) units per quarter or less than twelve (12) units per academic year.

**FIELD EDUCATION**

If the second Field Education course required for completion of the Master of Divinity (M.Div.) degree is taken as a
non-credit (zero units) course, it may still be applied toward enrollment certification. If taken as a full-time internship for one quarter, it is equivalent to full-time enrollment status. If taken as a part-time internship for three quarters, it is equivalent to four (4) units enrollment each quarter.

ACADEMIC STANDING
To remain in good academic standing, students must successfully complete 75% of the courses in which they enroll with a cumulative grade point average (GPA) of 2.5.

Grades which represent successful completion are A, A-, B+, B, B-, C+, C, C-, CR (Credit), or SAT (Satisfactory). Grades which do not represent successful completion are I (Incomplete), H (Hold), NC (No Credit), and W (Withdrawal).

REVIEW OF STUDENT PROGRESS
Review of student records will occur quarterly (after the grading period) for all students with regular admission status who have enrolled in at least four (4) courses or sixteen (16) units subsequent to matriculation (for students admitted on probation and special students, see below).

In the event that a student fails to meet the above standards for good academic standing, he or she will be notified in writing and counseled toward reestablishment of good standing. If, within twelve (12) units after receiving such notification, the student has been unable to reestablish good academic standing, he or she will be placed on academic probation and notified in writing of this status. Students placed on probation may be subject to dismissal if they are unable to establish good academic standing within twenty (20) units after being placed on probation. In either case, students may request an exception to this policy by presenting a written description of their extenuating circumstances to the Academic Affairs Committee of the school involved.

STUDENTS ADMITTED ON PROBATION AND SPECIAL STUDENTS
Students who are admitted with probationary status, including Special Students, must establish good academic standing. Their records will be reviewed quarterly. They may be subject to dismissal if they are unable to establish good academic standing after twenty-four (24) units of work at Fuller. This decision may be appealed by presenting written description of extenuating circumstances to the Academic Affairs Committee of the school involved.

Students admitted with Special or Probationary status may be eligible for regular admission following the successful completion of forty-eight (48) units of study at Fuller. During this period, they may register for courses on a Credit/No Credit (CR/NC) basis, but the course grade submitted by the professor will be used when evaluating their progress toward regular admission status.

APPEAL PROCESS
Students may request exceptions to this policy, as noted above, by presenting a written description of their extenuating circumstances and their plan for reestablishment of good academic standing to the Academic Affairs Committee of their school for consideration. The student will be advised in writing of the decision after review by the committee.

SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID
Students must meet the Seminary’s minimum standards for satisfactory academic progress in order to be eligible for financial aid.

Student Status/Financial Aid - Special Students are ineligible for Seminary financial aid as well as federal financial aid. (Students accepted through the Black Ministries or Hispanic Ministries special access program are eligible for Seminary grant). See paragraph on Special Students under the Seminary’s Satisfactory Academic Progress policy for clarification on review procedure and acceptance into a degree program. When a student's record has been reviewed and he/she has been accepted into a degree program with a student status of Regular, he/she is eligible for all forms of financial aid. Students admitted on Probation are ineligible for all forms of financial aid but may apply for federal financial aid after they have completed 12 units successfully and are making satisfactory academic progress. See paragraph on Students Admitted on Probation under the Seminary’s Satisfactory Academic Progress policy for clarification on review and change of status to Regular. When a student’s status has been reviewed and
changed to Regular, he/she is also eligible for Seminary financial aid.

Academic Standing - Review of student records will occur quarterly (after the grading period) for all students with a status of Regular. In the event that a student fails to meet Seminary standards for good academic standing, the student will be notified and will be unable to receive Seminary financial aid or federal financial aid until good standing is re-established within twelve (12) units after receiving such notification. If such students are unable to re-establish good academic standing and are placed on academic probation, they are ineligible for both seminary financial aid and federal financial aid.

Academic Progress - In order to maintain eligibility for additional federal financial aid, students are required to be making progress toward the completion of their degrees. For purposes of federal financial aid, students will have advanced a grade level when the following number of units have been completed:

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<tbody>
<tr>
<td>0-36</td>
<td>0-18</td>
<td>0-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37-72</td>
<td>29-36</td>
<td>16-30</td>
<td>31-45</td>
<td></td>
</tr>
<tr>
<td>73-108</td>
<td>37-54</td>
<td>46-60</td>
<td>55-72</td>
<td>61-72</td>
</tr>
<tr>
<td>109-144</td>
<td>55-72</td>
<td></td>
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</tbody>
</table>

Students need not advance a grade level each year — they are simply eligible for a certain amount of federal money in each grade level and cannot receive additional federal financial aid until they have made advancement. No financial aid will be awarded to students who are enrolled beyond the time limit established by the Seminary for the completion of degree work, or to students who register for 0 units credit for dissertation work.

Semi

The typical Fuller student (that’s you) is not exactly burdened with spare time. By reading this publication, though, one would think you did nothing but run from office to office asking for "further details" and "additional information". There’s got to be a quicker, easier way, right?

There is! Every week during the regular academic school year and once a month during Summer Quarter the Office of Student Concerns publishes the SEMI newsletter, Fuller’s single most important and up-to-date announcement, schedule and notice communicator. The SEMI is distributed to all campus mailboxes and is available each week in the Mail Center, at the Switchboard in the main lobby, and in the Office of Student Concerns.

If your seminary organization needs to announce a program or meeting to the Fuller Community, put it in the SEMI. Nearly 2,000 copies of the SEMI spread campus-wide will get your short announcement maximum coverage...and for FREE! Watch the SEMI, too, for class schedule changes, location information for chapel, prayer meetings and important denominational and recreational activities.

You or your student group can also run a full or part-page advertisement in the SEMI to make sure your message gets seen. Or you can place a personal ad to sell your typewriter, look for a babysitter or say thanks to a friend! Check with the Office of Student Concerns (ext. 5435) for ad rates since they tend to vary each quarter.

Announcements, ads, and items of interest to the Fuller community for publication in the SEMI should be submitted to the Office of Student Concerns (2nd floor, Student Center) by 5:00 p.m. on the Friday prior to the week in which it will appear.

Seminary Services

Created in the Fall of 1983, the Seminary Services division of the seminary contains many different offices that provide support services to students, faculty and staff. The Vice President for Seminary Services is responsible for the offices and functions of Admissions, Records, Financial Aid, Student Concerns, Auxiliary Services, Building Services, Personnel Services, Computer Services and Campus Planning.
Statement On Sexual Standards and Marriage and Divorce

(FORMAL STATEMENTS OF COMMUNITY STANDARDS)

PREAMBLE

We recognize that the power which Jesus Christ has imparted to his Church has among its purposes the redemption of our lives, including the formation and maintenance of the moral integrity of the community. Such power is an utter necessity in a world that challenges Christian integrity in every area, especially the areas of sexuality and marriage.

We also know that such integrity often entails the struggle to understand what is required of us as Christians and how to put that understanding into practice. Therefore, in matters of Christian conduct, mutual instruction and encouragement, as well as open dialogue, are desirable as a Christian community seeks to help its members mature in their own lives and to prepare them to serve others who long for maturity.

This maturity ought to include the practice of loving confrontation when any member of a Christian community feels that another member is living in violation of what the Bible teaches about Christian conduct. The Seminary, therefore, encourages individuals to follow, where feasible, the steps of confrontation and dialogue described in Matthew 18:15-22. Where these steps either discover that no wrongful conduct has taken place or they prompt repentance and change of conduct on the part of the one who has violated the biblical standards, the matter may be dropped.

Wherever circumstances warrant, however, the Seminary itself will assume responsibility for investigation and subsequent procedure of disciplines as described below.

The use of policies here stated should always be viewed as a last resort. In no way do they exempt the Seminary from making every possible effort to encourage stable family life and wholesome approaches to sexuality, to provide education and counseling to those in need, to extend Christian charity to all parties involved in marital conflict or the struggle for sexual identity, and to demonstrate the personal forgiveness available through Christ for all human failure.

SEXUAL STANDARDS

Men and women of God are suited for Christian service by moral character as well as by academic achievement and spiritual gifts. They are qualified by compassion for individual persons, by sensitivity to the needs of the communities of which they are a part, by a burden that the whole of God's will be obeyed on earth by personal integrity, and by readiness to accept correction and a desire for moral growth. Candidates for a degree from Fuller are expected to exhibit these moral characteristics.

The ethical standards of Fuller Theological Seminary are guided by our understanding of Scripture and our commitment to its authority regarding all matters of Christian faith and living. The Seminary community also desires to honor and respect the moral traditions of the churches for whose students we seek to provide training. These moral standards encompass every area of life, but the confusion about this specific topic demands that the community speak clearly regarding sexual ethics.

Our understanding of a Christian sexual ethic reserves heterosexual union for marriage and insists on continence for the unmarried. We believe premarital, extramarital, and homosexual forms of explicit sexual conduct to be inconsistent with the teaching of Scripture.

Consequently, we expect all members of the Seminary community—trustees, faculty members, students, administrators, and classified staff members—to abstain from what we hold to be unbiblical sexual practices. If any member of the administration, faculty, trustees, classified staff, or student body is charged with failure to abide by this Statement of Sexual Standards, the Seminary will invoke the procedures for investigation and, where necessary, discipline outlined in the Faculty, Staff, or Student Handbooks.

MARRIAGE AND DIVORCE

The Seminary's biblical convictions and churchly responsibilities call us to make clear our commitment to Scripture's teachings on the nature of marriage as a covenant. These teachings view marriage as a witness to the permanent relationship between Christ and his Church, and do not condone divorce as an acceptable way of solving marital differences.
Our concern for the sanctity of marriage must show itself in attitudes and programs that foster marital harmony and in support of and compassion for those who struggle to keep their marriages stable, under the almost relentless pressures of our society. At the same time, our spiritual commitment requires fidelity within marriage and sexual continence outside of it for participation in the official life of the Seminary, whether as trustee, faculty member, student, administrator, or staff member whose position is classified as central to the religious goals and activities of Fuller (see stipulation for "classified" status).

The Seminary’s role in serving a multi-denominational constituency and in encouraging Christian ethical conduct among the leadership of the churches requires that the members of the Seminary community be exemplary in these and all other ethical matters.

We take with full seriousness the apostolic pattern that sets up special qualifications in character and conduct for Christian leaders (e.g. 1 Tim. 3:1-13), including stability of marriage and family life. These qualifications are carefully considered in the selection of trustees, faculty members, administrators, and specially classified staff members. No divorced person will be called to any of these offices without a thorough review of the circumstances of the divorce by the Trustee Affairs Committee in the case of trustees, the Faculty Senate in the case of faculty members of academic administrators; Administrative cabinet in the case of other administrators) and will inform the person of the committee’s recommendation as to whether or not his/her status in the Seminary can be continued. The committee’s recommendation will be reviewed by the Executive Committee of the Board who will have the final authority to decide whether the Committee’s recommendation will be accepted.

Where a student undergoes the tragedy of divorce while in any program of the Seminary, that student shall, by the time of the interlocutory judgment, report the matter to his/her respective Dean, who will determine whether any further investigation is necessary. If such further investigation is necessary, the process shall be carried out in accordance with the procedures for investigation and discipline. A printed copy of these procedures is available upon request in the Office of Student Concerns.

In any of these cases, failure to report the divorce within thirty days after the interlocutory judgment shall be grounds for discipline.
Shopping Malls

There are 3 large shopping malls in the Pasadena area which can help you find the largest selection for your shopping needs within self-contained AIR CONDITIONED buildings. (Even if you can only afford "window shopping", they're great places to cool off when the ol' mercury begins to soar.)

Plaza Pasadena
Bounded by Los Robles Ave., Colorado Blvd., Marengo Ave., and Green Street

Santa Anita Fashion Park
Baldwin and Huntington Blvd., Arcadia

Glendale Galleria
135 Glendale Galleria Way, Glendale

In order to actualize and encourage Christian community at Fuller, several committees and groups serve to explore and express the joy and struggle, the inward strengthening, and the outward activism of Christian identity. The Office of Christian Community, the Chapel program, the Spiritual Life Committee, the Office of Student Concerns, and the Concerns groups sponsored by the All-Seminary Council (A.S.C.) serve to challenge and accentuate the reality of Christian life together.

Spiritual Life

You will find theological education at Fuller to be a challenge to your faith, and this challenge will come from two directions. First, Fuller is a diverse community. You will find fellow believers of every race, culture, and theological tradition. You will rub shoulders with people who are part of denominations and traditions that you may have only read about in books. These people and their traditions will challenge your perspective. Second, theological education is in and of itself challenging. We are forced to study and examine beliefs and attitudes that we may have held without much thought. You may find more questions than you do answers.

The goal of this challenging experience is greater Christian maturity. Our faith in Christ will never be strong unless it is tested. Our commitment to our own tradition will never be full unless it lives in the crucible. We have come to seminary in order to grow, and growth always comes through being challenged.

The ground of our experience at Fuller is Jesus Christ. We intend to be a community of persons who are committed to serving Christ and his Church with integrity and faithfulness. Thus we also intend to surround the challenges with a network of supportive relationships and experiences—in other words, with Christian community.

Spiritual Life Committee

The Spiritual Life Committee is a working sub-committee of the Joint Faculty with representation from each of the three schools. It attempts to monitor and highlight various spiritual needs represented on campus. It works closely with the Dean of the Chapel, the Office of Christian Community, the Office of Student Concerns, and the All-Seminary Council in this regard. It reports its findings to the Joint Faculty and when appropriate, to the Student Affairs Committee of the Board of Trustees.
Student Accounts

Your student account number is the number on your I.D. card. If you have a question regarding your student account, appointment may be made with the receptionist by phone at 584-5470 or in person at the Business Office.

DEFERRED PAYMENT PLAN
There is a $10 deferred payment fee. Deferred payments are due as follows:

Ten Week Classes:
1/3 due first week of quarter
1/3 due third week of quarter
Balance due seventh week of quarter

Five Week Classes:
1/2 due first week of class
Balance due third week of class

Two Week Classes:
Total due first week

Payments may be made in person to the Office of Finance and Accounting receptionist or mailed (addressed: ATTENTION—STUDENT ACCOUNTS). If your account is not current, you will not be able to register for classes, or have transcripts issued, unless special arrangements are made prior to the week of Registration. Overdue accounts will be assessed 1% interest per month on the owing balance, until the account is paid in full.

Student Center

Inspired, initiated, and managed by students, the Student Center provides vital services to the Fuller community. Within the Student Center you will find the Catalyst, the world’s first (only?) theological sandwich bar, an individual room available for small group meetings. The second floor of the Student Center houses the All-Seminary Council office, the offices of the Psychology, SWM, and Theology Graduate Unions, the Office of Women’s Concerns, and the Office of Student Concerns. The Housing Office, the Office of Auxiliary Services, the offices of the Concerns Committees and the Sports Commissioner’s office are on the third floor.

Student Concerns

If you have a concern or question and aren’t sure where to turn with it, come to the 2nd floor of the Student Center where you’ll find the Office of Student Concerns (OSC), a part of the Seminary Services division. OSC is responsible for special services and programs designed to supplement the formal educational environment for students. The office is open to individual students for expression of their needs and concerns.

Services provided by OSC include, but are not limited to, health care services, coordination of orientation, international student services, liaison with student government, listening, and referral services.

The Office of Student Concerns also edits and distributes 2 on-campus publications which are important resources for students, staff and faculty. The SEMI newsletter is published weekly. The second publication, published once per year, is particularly outstanding — you’re reading it right now.

Team Ministry

A special team ministry grant is available to married couples, both of whom are regular students in the M.A. or M.Div. program of the School of Theology or the M.A. or Th.M. programs of the School of World Mission. Under this team ministry program, couples pay full rate for the first 16 units of their combined tuition in any given quarter, and receive a grant equal to 75% of the cost of their tuition beyond the first 16 units. If one spouse is taking more than 16 units, the team ministry grant for the extra units beyond 16 for one person is based on need and must be approved by the Office of Financial Aid. If one spouse is in a doctoral program, a similar benefit is available, but different conditions apply. Details are available in the Office of Financial Aid or from the Office of the Dean of the School of World Mission.
If both students are in the School of Psychology, both apply individually for School of Psych. grant-in-aid. Spouses of School of Psychology students enrolled in School of Theology courses may be eligible for a team ministry grant in the School of Theology.

In most cases, a team ministry grant is available during the summer quarter to a spouse whose partner has paid full tuition for 16 units in each of the previous three quarters.

In addition to team ministry, couples can apply for any of the special endowed scholarships from which grant awards are based on specific criteria established by donors as well as financial need. Aside from these special endowed grants, team ministry grant represents the maximum grant available to a married couple studying in the Seminary.

### Telephones, On-Campus

Pay phones are located in the Catalyst, in the Garth, in the hallway west of the Switchboard, and on the first floor of the Library. There is an in-house phone for calling on-campus extensions at the Switchboard. Telephone services at Fuller are part of the Auxiliary Services division.

Most on-campus numbers can be dialed directly without going through the main switchboard operator, so please keep a record of the phone numbers of offices you call frequently.

### Term Papers

Students are strongly urged to retain copies of all term papers and typed assignments submitted for course credit. In view of the diversity of the campus, the fast-moving calendar of academic quarters, and a variety of due dates for removing grades of incomplete, the possibility of misplaced papers is large. Save your copies at least until you receive your final grade notification from the Office of the Registrar.

### Ticketron

There are several Ticketron locations in the Pasadena area where you can purchase tickets for concerts, ball games and other athletic events, and some Southern California attractions such as the Hearst Castle.

If you’re planning on doing any camping or backpacking on weekends, vacations or holidays, you’ll want to purchase your campsite in advance at a Ticketron outlet. Campgrounds, especially beach and mountain sites, and popular parks such as Yosemite and Mammoth, sell out fast — up to a year in advance for national holidays.

Ticketron general information: (213) 642-5700
Ticketron at Cal Tech: 356-4652
There are also Ticketron outlets throughout Southern California in all Montgomery Ward and Sears department stores.

### Transcripts

You can request your Fuller transcripts to be sent by the Registrar’s Office. The first copy ever requested is sent free of charge, with a charge of $3 for each additional copy. Requests are processed regularly, generally within two days. Your transcripts can be issued only if your student account is current at the Office of Finance and Accounting. Transcripts of credits earned at other institutions are not available from the Registrar’s Office.

### Transfer Credits

Fuller normally accepts transfer credit from regionally accredited graduate institutions. A maximum of six courses of non-religious graduate studies may be accepted for transfer credit if they are appropriate to the field of concentration.
and are approved by the Academic Advising Office.

Courses taken at an undergraduate institution which were not used for B.A. credit and which are marked in the Catalog as applicable toward requirements for a master's degree, are allowed to transfer to the M.A. or M.Div. degree, subject to the approval of the Academic Advising Office.

No course completed at the M.A. or M.Div. level with a grade lower than C (2.0) may be transferred to satisfy a degree requirement.

The Academic Advising Office is responsible for all transfer credit granted in the School of Theology. Students requesting consideration of transfer credit should make an appointment with their academic advisor. Psychology students should see their Psychology advisor and the School of Psychology Handbook regarding transfer credit. School of World Mission students should see the SWM Academic Advisor for transfer credit information.

**Transportation**

One of the first problems faced by the new student at Fuller (after getting used to a little smog) is finding the campus. On the back inside cover of this handbook you'll find a map of Fuller to help get you oriented. Commuter students especially should be sure to read the information listed under "PARKING" in this handbook, as well as checking out a copy of the "Official Traffic and Parking Regulations" brochure in Building Services, the library, or the Office of Student Concerns.

**AIRPORTS**

The nearest commercial airport is the Burbank Airport in Burbank. Flights to Burbank are available from most cities served by PSA, AirCal, and Sun Air; and from selected cities served by Republic Airlines, Continental Airlines, and American Airlines. Special arrangements can be made through Pacific Transit, (213) 666-3034, for shuttle service to Pasadena. Or you should be sure to make advance arrangements for transportation with friends, plan to take an RTD bus (call 781-5890 for schedule info) or taxi.

Los Angeles International Airport (LAX) is served by every major airline. When you arrive at LAX, Airport Service buses are available in front of each terminal building. Look for buses marked "Pasadena". These buses stop at the Huntington Sheraton Hotel and at the Pasadena Hilton. If you're going to campus, get off at the Hilton, only four blocks south of our bookstore at Los Robles and Union Streets. The Airport Service costs $7.90 one way to or from the airport (a good deal since it saves you the hassle of driving L.A. freeways). For schedule info, call (818) 796-9108.

**AMTRAK**

The nearest Amtrak station is only about 1 mile from campus at 222 S. Raymond Avenue (at Del Mar Street). RTD buses are available to take you to and from the station. You can call this toll-free number for information on schedules and fares: 1-800-USA-RAIL.

**BUS**

The Greyhound station in Pasadena is at 645 E. Walnut Street, two blocks east of the Fuller campus. Consult this Greyhound office for schedules and cost. Also, see the heading called "BUS" in this handbook for information on RTD public bus transportation.

**Tuition Refund Policy**

Tuition is refunded for classes dropped at the following rates:

- 2nd day of 2nd week: 100%
- End of 2nd week: 75%
- End of 3rd week: 50%
- End of 4th week: 25%

Refunds are not made for courses dropped following the fourth week. If all classes are dropped during a quarter, a $50 severance fee will be assessed. Refunds for audit charges are not made.
In 10-day or two-week intensive sessions, refund rates follow the schedule shown below:

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<tr>
<th>Day</th>
<th>Refund Rate</th>
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<tr>
<td>1-2</td>
<td>100%</td>
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<tr>
<td>3</td>
<td>75%</td>
</tr>
<tr>
<td>4</td>
<td>50%</td>
</tr>
<tr>
<td>5</td>
<td>25%</td>
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Refunds are not made for courses dropped following the fifth day. In a 5-week course, refund rates follow this schedule:

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<tr>
<th>Day</th>
<th>Refund Rate</th>
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</thead>
<tbody>
<tr>
<td>1-3</td>
<td>100%</td>
</tr>
<tr>
<td>4-6</td>
<td>75%</td>
</tr>
<tr>
<td>7-8</td>
<td>50%</td>
</tr>
<tr>
<td>9-10</td>
<td>25%</td>
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</tbody>
</table>

There are no tuition refunds for Psychology students. Refunds for courses taken in Extension are governed by policies set forth in the Extension Student Handbook.

Utilities

Moving in and need to get your utilities hooked up? Here are the offices for Pasadena and Altadena:

**ELECTRICITY**

- **Pasadena**
  - Pasadena Municipal Serv.
  - 100 N. Garfield Ave.
  - Pasadena
  - (818) 405-4005
  - Open: Monday-Friday 8:00 a.m. to 4:45 p.m.
  - Deposit: $25-$100

**WATER**

- **Pasadena**
  - Pasadena Municipal Serv.
  - 100 N. Garfield Ave.
  - Pasadena
  - (818) 405-4005
  - Open: Monday-Friday 8:00 a.m. to 4:45 p.m.
  - Deposit: $25-$100

- **Altadena**
  -has several local water companies, depending upon where you live. Check with your landlord or real estate agent.

**GAS**

- **Pasadena and Altadena**
  - Southern California Gas Co.
  - 281 Ramona
  - Pasadena
  - (818) 796-9341
  - Open: Monday-Friday 8:30 a.m. to 5:00 p.m.
  - Deposit: $15-$50

**RUBBISH COLLECTION**

- **Pasadena**
  - Pasadena Public Works
  - 233 W. Mountain Ave.
  - Pasadena
  - (818) 405-4087
  - Open: Monday-Friday 7:00 a.m. to 4:00 p.m.
  - Deposit: None

- **Altadena**
  - is served by a number of rubbish companies, depending upon where you live. Check with your landlord or neighbors.

**TELEPHONE**

- **Pasadena and Altadena**
  - Pacific Telephone (Bell System)
  - 177 E. Colorado Blvd.
  - Pasadena
  - (818) 356-7200
  - Open: Monday-Friday 8:30 a.m. to 5:00 p.m.
  - Deposit: $80 and up, unless you have had Bell System service for over one year during the past two years.
Veteran’s Assistance

Eligible veterans may receive educational benefits for training at Fuller Seminary. Upon matriculation, all students eligible for veterans benefits should contact the Veterans Affairs Advisor, located in the Registrar’s Office.

EDUCATIONAL INTERRUPTIONS

All interruptions in training/unsatisfactory progress must be reported to the VA immediately by the Registrar’s Office. This includes all grades of incomplete.

PROGRAM CHANGES

Any program change altering a student’s status affecting the amount of benefits he or she receives will be reported to the VA. Changes will be effective the date the Veteran Affairs Advisor is notified or the first day of the quarter as appropriate. In order to implement this reporting process, all changes made by the student must be reported immediately to the Veteran Affairs Advisor.

According to VA Regulations, all students must have completed work (concerning incompletes) by thirty days beyond the date of extension given the student by the school. This means that work not completed at that time will be reported and the VA will ask for reimbursement of money.

ACADEMIC STANDARDS

The student veteran is responsible for all academic standards and other regulations contained in this handbook.

Waivers

Students who believe they have covered the material in a required course by work done previously on the collegiate level may submit a petition requesting a waiver of the requirement. Some divisions may waive courses only by testing. If the petition is approved, an elective is substituted in lieu of the waived requirement. In no case is a student permitted to graduate with fewer than the total number of units required for a particular degree. Psychology students should see their Psychology advisor regarding waivers.

FIELD EDUCATION WAIVER

Students who enter seminary with significant background in church ministry may petition to waive one or both of the Field Education requirements. Waiver forms are available from the Field Education Office (in the building at 90 N. Oakland) or from the Academic Advising Office (in the Admissions Building).

Withdrawal

Students who expect to discontinue their work at the Seminary must complete the withdrawal forms to be signed by the student’s Academic Advisor, the Registrar, and the Student Accounts Coordinator. Students who drop all courses during a quarter will be charged a severance fee. Psychology students must petition the Dean of the School of Psychology.

Women’s Concerns, Office of

Fuller Seminary is committed to providing women students with an affirmative setting for professional growth and training. Located on the 2nd floor of the Student Center Building, the Director for Women’s Concerns serves as an advocate to represent women’s academic, professional, and personal needs on campus. Programs and activities for Fuller women students are coordinated through this office, in cooperation with the Women’s Concerns Committee, as are issues of general concern to all women at Fuller. All women students are invited to make this office one of their first stops on campus, and any woman with a question, concern, or need will be helped here.
**Women’s Concerns Committee**

This is a group of women students from all three schools which meets weekly to represent women at Fuller Seminary. Programs and social events are planned through this group, which also serves as a referral source for areas of women’s concerns. Any woman interested in serving on the committee may contact the Office of Women’s Concerns. This committee is chaired by the Women’s Representative of the All-Seminary Council, an elected position.

**Women’s Resource Center**

The third floor of the library holds a collection of materials on a wide variety of women’s concerns. This file is constantly being updated to reflect the newest scholarship in these areas. The library also has books in its regular collection for research in women’s issues.

**Work Study**

There are 20–25 College Work Study positions on campus. They are advertised along with all other campus employment in the Personnel Office and on the Jobs Board. If there is a position advertised requiring College Work Study eligibility for which you would like to interview, contact the Office of Financial Aid to determine your eligibility. If eligible, you will be given a document certifying your eligibility and then you are free to interview for the position. If you have any questions about College Work Study, please contact the Office of Financial Aid.