

# parent/family handbook 2008-09



**seattle pacific university**

Engaging the culture,  
changing the world.



# Parent/Family Handbook 2008-09

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## **Welcome to Seattle Pacific University**

On behalf of the faculty, staff, and alumni of Seattle Pacific University, we would like to welcome your student into our community of learners. We have set lofty goals for our students and a lofty goal for ourselves as well: to educate every student to go out into the world and make a difference. SPU is on a mission, to engage the culture and change the world, and we are thrilled that your student is joining this great adventure with us.

The Seattle Pacific faculty and staff understand the mixture of feelings that you experience as you and your student prepare to start the academic year, and during your student's first few days and weeks. The SPU tradition is founded on more than 100 years of welcoming new students, preparing them for personal growth, and helping them to make lasting changes in their lives, their communities, and the world.

Because we appreciate your interest in maintaining channels of communication while your student is at Seattle Pacific, we have created this handbook to provide an overview of services and resources available to students and parents, as well as our educational philosophy, important dates in the academic year, and department contact information. The Office of Academic Affairs, Student Academic Services, and the Office of Student Life are places to provide service not only to your student, but also to you as family members.

We are honored to play a role in your student's learning, linking academic and student life experiences. We would be pleased to answer any inquiries you may have or to help you reach the faculty or staff member who can answer them.

Please keep and use this booklet, and call upon us when needs arise. Remember that as you undertake this journey with your student, you have partners and friends at SPU who will teach, guide, challenge, and support your student.

**Cindy Price, Ph.D.**

*Associate Vice President for Academic Affairs, Curriculum, and Assessment*  
cprice@spu.edu  
206-281-2134

**Ruth Adams, M.S.**

*Director of Student Academic Services*  
*University Registrar*  
radams@spu.edu  
206-281-2548

**Jeff Jordan, Ed.D.**

*Associate Vice President for Academic Affairs*  
*Dean of Student Life*  
jordaj2@spu.edu  
206-281-2481

**Helpful Tips for Parents**

Someone close to you is going to college. What's next? We hope you'll embrace these new experiences as part of the continuing development of your student. The first few weeks of college may be a time of disorientation for your student, so prayerfully consider how you can help your student thrive. The following tips may be helpful to support and care for your student.

- Be prepared for some significant and, at times, controversial discussions.
- Stay connected and appropriately engage in conversations about decisions.
- Respect your student's decisions. Remember that God is working in your student's life and preparing your student for the future.
- Be confident in your student's potential. Praise accomplishments.
- Be assured that the SPU faculty and staff are deeply committed to your student's success.
- Listen carefully for what is and isn't said.
- Keep your sense of humor.
- Consistently communicate with your student (email is a great vehicle).
- Keep in mind that cultivating good time-management skills will help your student succeed.
- Nurture the spirit of persistence.
- Work cooperatively on reasonable budgets.
- Understand that formation of identity, independence, and intimacy are as much a part of college as classes and papers are.
- Remember that your student is in the process of becoming a

responsible adult, but it won't happen overnight. Change requires adjustment, and stress is inevitable.

- Be prepared for the “empty nest” of your home. It won't be the same.
- Be prepared for your student's return as an “adult.”

Adapted from *Helping Your First-Year College Student Succeed: A Guide for Parents*, by Richard H. Mullendore (vice president for student affairs and associate provost at the University of Georgia) and Cathie Hatch; and *Letting Go: A Parents' Guide to Understanding the College Years*, by Karen Levin Coburn and Madge Lawrence Treeger.

## **The First Year of College**

Although each student will handle the transition to college life differently, there are some typical issues that many new students experience. The following timeline is not exact, but will provide you with a general summary of the freshmen experience:

### **September**

- Saying goodbye to family, friends, and pets.
- Excitement and/or fear of a new experience.
- Learning to live with someone new.

### **October**

- Homesickness and long-distance relationships.
- Figuring out class and time management.
- Settling into a schedule.
- Wondering whether I will be able to keep up the pace.

### **November**

- Academic issues are a reality. Midterm exam time, papers due.
- Campus friendships beginning to form.
- Selecting classes for next quarter.
- Going home for Thanksgiving — different expectations of home.
- Will there be skiing this year?

### **December**

- Finals week. All academic work is due. No slack time.
- Questions about Christmas — time, friends, family, gifts.
- Back home with family and friends. Away from SPU friends.
- Time to sleep. Time to assess the quarter.

### **January**

- Reuniting with SPU friends.
- Feelings about Christmas Break.
- Wondering what happened to the sun and whether spring will ever come.

## **February**

- Valentine's Day.
- Registering for Spring Quarter.
- Homecoming.
- Midwinter blues.
- Finding new ways to balance academics and social life.

## **March**

- Pushing to get it all done.
- Finals and papers due.
- What will I do for Spring Break?

## **April**

- Starting a new quarter.
- Planning for next year—What major will I choose? Where will I live?
- What will I do this summer?

## **May**

- Choosing classes for next year.
- Experiencing the beauty and wonder of springtime in Seattle.

## **June**

- Yikes, it's the end of the year already!
- Final exams and papers.
- Ready or not, I'm coming home!

## **Our Educational Philosophy**

*“Apply your heart to instruction and your ears to words of knowledge.”  
Proverbs 23:12*

### **A Vital Learning Community**

We are a Christian university that treasures knowledge and seeks to be a vibrant learning community that grounds its intellectual activity in learning theory. Our faculty and staff are committed learners who mentor learners. We are convinced that the best learning occurs within a relational context of the teacher, student, and subject matter; therefore, we prize the relationships between faculty, staff, and students. We are committed to learning for cultural engagement. We seek to rigorously investigate the critical issues of our time, and to offer thoughtful and Christian insight into these issues. We believe these issues can be investigated through a variety of academic disciplines; they cannot, however, be fully understood through only one discipline. Therefore we are committed to interdisciplinary learning—learning that explores these critical issues through several disciplinary lenses in order to come to a clear view of the issue. We are a learning community, and all that we do is intended to support

learning. Therefore, all our work with student life, residence life, student leadership, university ministries, athletics, and lectures and symposia is intended to contribute, along with the curriculum, to learning.

## **An Integrated Curriculum**

As a comprehensive university, we offer learning opportunities in the humanities, arts, sciences, and professions; and all our programs are grounded in the liberal arts. The liberal arts include particular content areas but also imply a style of education that seeks to develop critical thinking, analytical thinking, and communication skills. Research indicates that students do not see the connections between general education, majors, and their future. Through a three-part curriculum, we seek to integrate general education with the major in ways that help students make the connections. We begin with a commitment to a very distinctive Christian Common Curriculum. In the first quarter of their freshman year, SPU students are enrolled in University Seminar, an intensive exploration of a special interdisciplinary topic. Twenty to 25 students enroll in each course to form a “cohort,” and attend other freshman classes in the Common Curriculum together. Their University Seminar professor serves as their first-year academic advisor. In their freshman, sophomore, and junior years at Seattle Pacific, students participate in two parallel sequences of required courses. Cumulative and developmental in nature, these classes are designed to support and enhance students’ learning in the majors. The University Core sequence explores key human questions in three classes, “The Arts and the Christian Community,” “The West and the World,” and “Belief, Morality, and the Modern Mind.” The University Foundations sequence looks at the basics of faith in “Christian Formation,” “Christian Scriptures,” and “Christian Theology.” A senior capstone course in the student’s major adds application and personal calling to the picture.

## **SEATTLE PACIFIC UNIVERSITY UNDERGRADUATE DEGREE PROGRAM LEARNING OUTCOMES**

### *Purpose*

The entire SPU community of educators and professionals across the curricular and co-curricular programs joins in commitment to seek the achievement of these outcomes and to sow the seeds for their continuing development in the lives of our student after graduation.

## **MISSION OF SEATTLE PACIFIC UNIVERSITY**

“Seattle Pacific University seeks to be a premier Christian university

fully committed to engaging the culture and changing the world by graduating people of competence and character, becoming people of wisdom, and modeling grace-filled community.”

### **BECOMING PEOPLE OF WISDOM**

SPU graduates will make decisions that reflect what is true and good even within complex or ambiguous situations.

### **COMPETENCE**

SPU graduates will articulate discipline-specific knowledge and apply essential skills enlivened by the liberal arts.

*Graduates should:*

- Demonstrate knowledge of Christian narrative and beliefs.
- Demonstrate knowledge in disciplinary field as articulated by the departments.
- Integrate liberal arts and disciplinary knowledge.
- Apply knowledge, inquiry, and critical thinking skills in problem-solving.
- Demonstrate a global perspective.
- Communicate effectively.

### **MODEL GRACE-FILLED COMMUNITY**

SPU graduates will cultivate a life of friendship, civility, and community through responsible discourse and respect for each other.

*Graduates should:*

- Demonstrate interpersonal skills necessary for effective personal and professional relationships.
- Engage with diverse others.

### **CHARACTER FORMATION**

SPU graduates will embody personal and professional integrity by serving the public good in doing what is right and doing so with an awareness of consequences.

*Graduates should:*

- Reflect upon ideas and actions through the lens of Christian faith and ethics.
- Balance interests of self, others, and the community in pursuit of the common good.

## **Student Academic Services**

Demaray Hall 151

206-281-2031

sasinfo@spu.edu

www.spu.edu/sas

### **How can I support my student's academic success?**

Most students will realize within their first quarter at SPU that university coursework is quite different from high school coursework. It is common for a student who received a 3.50 GPA in high school to receive a 3.0 in his or her first quarter at SPU. Freshmen quickly discover that it is up to them to meet deadlines and to discipline themselves to study.

Encourage your student to read and be familiar with the *Online Undergraduate Catalog*. This is your student's guide for academic programs, policies, processes, and responsibilities. If your student experiences difficulties transitioning to academic life, or understanding academic programs and policies, encourage your student to discuss those difficulties with his or her faculty advisor, a professor, an undergraduate academic counselor, or a staff member in the Center for Learning.

### **What is the difference between faculty advisors and academic counselors?**

Your student's faculty advisor is a trained faculty member who is available to talk with your student about academic and vocational issues, and assist with course selection and registration. The faculty advisor can provide your student with information about academic choices, class schedule planning, major, and general requirements for the completion of a bachelor's degree. For students entering the University as new freshmen during Autumn Quarter, their University Seminar professor serves as their faculty advisor for the freshman year. Transfer students are assigned a faculty advisor in their intended academic major.

Students are required to meet with a faculty advisor prior to registration each quarter until the students are accepted into a major, and, after students have been accepted into a major, they are encouraged to continue to meet with the advisor.

An undergraduate academic counselor serves as a policy expert who assists students and faculty advisors by offering general course and major advising, evaluating transcripts from other institutions (including study abroad programs), counseling students on academic probation, completing "graduation checklists," and coordinating the

awarding of honors and diplomas.

### **What are the academic support services SPU provides for its students?**

There are a number of support services, including the following:

- *Learning strategy workshops.* The Center for Learning offers study-strategy workshops providing proven techniques to improve effectiveness in time and task management, reading rate and comprehension, and test-taking performance.
- *Success-in-college classes.* These classes provide information on the best techniques for succeeding in college, with a focus on study strategies, memory, motivation, and understanding oneself as a learner. Course style is interactive and practical.
- *Tutoring.* Students who want to receive extra help in academic subjects may contact the Center for Learning to arrange for tutoring from trained peer tutors.
- *Services for students with disabilities.* Students with learning, physical, psychological, and/or medical disabilities are encouraged to contact the Disability Support Services coordinator in the Center for Learning for information on documentation and accommodations.
- *Writing Center.* The Writing Center provides the opportunity to improve writing skills while working on papers for current courses.
- *Library resources.* The SPU Library has resources ranging from computer data research to reserving a study room for a group or an individual study period.
- *Electronic resources/computer labs.* The computer lab in the Library can be used for class assignments, information searches, and Internet use.
- *Online Degree Services.* Students may check their progress toward their degree each quarter. The Degree Check program lets students know what requirements have been completed and what requirements need to be met. Students may check how courses from other institutions would be accepted at SPU by using the *Online Equivalency Guide*. Transfer credits that have been accepted are also available for students and faculty to review.
- *Email and Internet/Web.* The SPU email address is the primary and required source of communication to students from the professors and departments. All students are required to have an SPU email address and are encouraged to consistently review messages. Students can sign on for a free email account in the library computer lab or on a personally owned computer.

### **How many classes should my student take in a quarter?**

To be considered full-time, a student must take at least 12 credits per quarter. The average load per quarter is 15 credits, and first-quarter

freshmen are usually advised not to exceed 15 credits. Students taking more than 18 credits per quarter are charged additional tuition for each credit above 18. Individual abilities, time commitments, and study habits will dictate how many credits a student should take.

### **What should I do if my student is struggling with or failing a class?**

If your student appears to be struggling in a class, encourage him or her to talk to the professor and arrange tutoring or an individual learning consultation at the Center for Learning. If your student is failing a class, encourage him or her to talk to the professor, your student's faculty advisor, an undergraduate academic counselor, or a staff member in the Center for Learning. If your student disagrees with an academic decision, he or she can review the academic appeals process explained in the *Online Undergraduate Catalog* and in the *Online Student Handbook* on the SPU homepage.

### **How is class status calculated?**

Class status is calculated as follows:

- Freshman: Fewer than 45 earned credits.
- Sophomore: 45–89 earned credits.
- Junior: 90–134 earned credits.
- Senior: At least 135 earned credits; however, senior status does not necessarily ensure graduation with that class.

A minimum of 180 credits is required for graduation. The student's undergraduate academic counselor and faculty advisor will assist the student with staying on track toward timely graduation according to the requirements for a specific major.

### **What is FERPA?**

FERPA is the Family Educational Rights and Privacy Information Act of 1974. FERPA governs what information is considered public and what is considered private. FERPA also allows students to have access to their own academic records. The SPU FERPA policy is available at [www.spu.edu/depts/sas/ferpa.html](http://www.spu.edu/depts/sas/ferpa.html).

### **Do I receive a copy of my student's grades?**

No, you will not receive a copy of your student's academic progress records. Under FERPA, a student's grades are released only to the student and are kept confidential in the University's records. Students may access their grades online after the grading deadline each quarter. Your student may request that an unofficial transcript be sent to you at any time. These are free of charge.

### **What is SpringBoard?**

SpringBoard: Explore Your Vocation and Career is a series of events and opportunities to help SPU students explore choices related to

their major, vocation, and career journey. Each spring, undergraduate students take one more step in coming closer to graduation. Spring-Board events include the SPU Majors Fair, where students participate in information sessions on majors and career choices, and other events geared toward informing students and encouraging them to progress to the next academic level. Students will be encouraged to complete specific action steps as they progress to graduation, relating to the requirements for each class:

- Freshmen: Select or confirm an intended major and select a new faculty advisor.
- Sophomore: Apply for a major.
- Junior: Apply for graduation.
- Senior: Complete the steps for participating in graduation events.

Visit [www.spu.edu/springboard](http://www.spu.edu/springboard) for more information about Spring-Board events.

### **How will my student receive all this information?**

Your student can find detailed information in the *Online Undergraduate Catalog*. Students are also encouraged to talk to a faculty advisor, student academic counselor, or professor if they have questions.

### **Whom should I contact if I feel my student needs academic assistance or if I have questions about academic policies?**

First, encourage your student to seek out the campus resources described in this booklet, in the *Online Undergraduate Catalog*, and on the SPU website. If you still have questions or concerns, you can contact the University Registrar, who will listen to your concerns and, if needed, point you or your student in the right direction for additional help. However, as noted above, FERPA regulations restrict staff from discussing your student's specific grades and academic standing without written permission from your student. If you have questions about specific academic policies, feel free to contact an undergraduate academic counselor at 206-281-2021 or the University Registrar at [radams@spu.edu](mailto:radams@spu.edu) or 206-281-2548.

## **Academic Resources**

### **Library**

206-281-2228

[reference@spu.edu](mailto:reference@spu.edu)

[www.spu.edu/library](http://www.spu.edu/library)

Printed and electronic reference sources are available through the library. The library catalog is accessible online. Inter-library borrowing is available as well as access to materials at many private universities in the Puget Sound area.

## **Computer and Information Systems**

Lower Marston

206-281-2982

[help@spu.edu](mailto:help@spu.edu)

[www.spu.edu/cishelpdesk](http://www.spu.edu/cishelpdesk)

Computer and Information Systems (CIS) is available for students who need help with computer issues. Information regarding recommended hardware and software for personal computers is listed on the departmental Web site at [www.spu.edu/cishelpdesk](http://www.spu.edu/cishelpdesk). Antivirus software is available to keep student computers and the university network operating at optimal levels. Computer labs are available on campus. Each student will have an SPU email account and access to the administrative system to check on grades and transcripts. Faculty members utilize online discussion groups and online learning components for many courses. On-campus students will have access to the university phone system. Voicemail boxes can be set at the beginning of the year.

## **Student Accounts and Financial Aid**

### **Student Financial Services**

Demaray Hall 10

206-281-2061 or 800/737-8826

[www.spu.edu/sfs](http://www.spu.edu/sfs)

#### ***What does the cost of tuition cover?***

Tuition pays for direct instructional costs; student and academic services, including guidance services; library resources; and social activities, such as admission to all athletic events and participation in intramural activities.

#### ***Are there other charges or special fees that are not included in tuition?***

There are some additional fees, including the Associated Students of Seattle Pacific (ASSP) and technology fees. The ASSP fee of \$80 per quarter for full-time undergraduates provides for student-led programming and ministries, publications, and leadership opportunities. The technology fee of \$40 per quarter for full-time students is used to offer new software, upgrade classrooms, and improve technology support to students, faculty, and labs. Additional fees in academic courses and programs or other student initiated charges/services (e.g. health services, parking and library fines, Advantage Points, etc.) may be required.

#### ***Are there late registration fees and deadlines?***

Yes. There is a late registration fee of \$50 to register for a course after the first week of classes, unless there is a special circumstance.

**Do I have access to my student's account information?**

Student account information (bills or Student Account Statements, charges, payments, and financial aid) is considered personal information and is protected by FERPA. However, students can authorize parents and others to have access to aspects of their records by completing Information Access Authorizations (FERPA) online in the Banner Info System at [www.spu.edu](http://www.spu.edu). Depending on the authorization, students can grant you access to

- \* talk to Student Financial Services (SFS) on the phone about your child's account;
- \* receive paper copies of the monthly bills; or
- \* request revisions to the financial aid offer.

Without these authorizations in place, we will not be able to discuss your child's account or financial aid details with you.

**How will my student or I get a bill?**

An electronic notice of an available online Student Account Statement reflecting tuition and fee charges, payments, and the current amount due will be sent to the student's SPU email address by the fourth week of each month. SFS will also mail a copy of the account statement to an additional address, such as the parent's, at the student's request. The student must complete an Information Access Authorization (FERPA) online through the Banner Info System at [www.spu.edu](http://www.spu.edu) to authorize others' access to account information, including the mailed statement.

**How can I make a payment?**

Payments can be made in three ways: by mail, in person, or online. SFS accepts personal checks by mail, and accepts checks and cash in person. Online payments through the QuikPAY™ website can be made by electronic check or credit card (there is a service fee for credit card payments); the three accepted credit cards are MasterCard, American Express, and Discover.

**IMPORTANT:** please note that if you would like to pay online and have access to an online version of the Student Account Statement, your student will need to set up Authorized Payer access online at [www.spu.edu](http://www.spu.edu), by viewing the Online Services menu, clicking Online Payments and following the set-up instructions.

**What is the SPU payment policy?**

The student account must be paid in full to be able to register for subsequent quarters. Students may choose to meet their financial obligations in one of three options: (A) Payment-in-Full by the payment-in-full due dates; (B) the Combined Installments Plan (application

and fee due August 1); or (C) the Three-Installment Plan (Autumn Quarter application and fee due August 1). Refer to the *Undergraduate Catalog* for more details and examples. Visit the SFS website for the applications and process details of the SPU Payment Plans. Reminder: Registration occurs before the end of the quarter, and students will be unable to register for subsequent quarters if their account is past-due.

### **What is the late fee?**

A monthly late fee (15% per annum, 1.25% per month) will be assessed on any past-due portion of the balance shown on the student's last account statement.

### **Is there a tuition refund policy if my student withdraws from the University?**

The percentage reimbursed is dependent on the withdrawal date, according to the following schedule. Please refer to the *Undergraduate Catalog* for the refund schedule for housing and meal plan charges.

- First week of the quarter 100%
- Second week 75%
- Third week 50%
- Fourth/fifth week 25%
- Sixth and following 0%

### **How does my student apply for federal and state financial aid?**

To apply for financial aid (grants, loans, and work-study) through SPU, the student must complete the Free Application for Federal Student Aid (FAFSA), available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or in paper form available in SFS. The FAFSA is available January 1 of each year and should be submitted as soon as possible. Students must reapply for financial aid by completing the FAFSA each year.

### **The FAFSA asks for the last tax year's income; what if my income has changed or I have unforeseen expenses?**

Please let SFS know if your student's or your financial circumstances change at any time. Often SFS may be able to provide additional assistance and financing options.

### **What about scholarships?**

SPU merit scholarships are offered at the point of admission to the University. Throughout the academic year, SFS informs students directly or generally of available scholarship opportunities. Students interested in additional scholarships should review their SPU email account often for notifications of available scholarships and refer to the Grants/Scholarships section of the SFS website. Most scholarships have various conditions that must be met; therefore, details of eligibility requirements will be communicated at each notice. Addition-

ally, students currently awarded a renewable SPU merit scholarship must maintain academic criteria for each award; please refer to the *Undergraduate Catalog* or the *Guide to Student Accounts and Financial Aid* for more details.

**What are the different types of financial aid that my student might receive from SPU?**

SFS presents to your student the best possible financial aid award available given the student's demonstrated financial need and the financial aid resources available at the time of awarding. Therefore, students may receive grants, scholarships, loans, and student employment (work-study) as part of their financial aid award. Money earned from a work-study job is paid directly to students in the form of a paycheck, and is not automatically applied to their account. For additional details on financial aid programs, refer to the *Undergraduate Catalog* or the *Guide to Student Accounts and Financial Aid*.

## **Campus and Community Life**

### **Office of Student Life**

*Student Union Building 209*

206-281-2481

[www.spu.edu/studentlife](http://www.spu.edu/studentlife)

With almost 3,000 undergraduate students living, learning, playing, and engaging in life on the SPU campus, student life is never boring! Students, faculty, and staff work with each other to make this a gracious environment, one that promotes every aspect of learning. Outside the classroom, students are key leaders in developing and implementing programs about issues such as diversity, leadership, wellness, and ministry. Expectations for living in the Seattle Pacific community provide an environment conducive to learning. Specific information is available on our website

### **Center for Learning**

*Lower Moyer Hall*

206-281-2475

[www.spu.edu/cfl](http://www.spu.edu/cfl)

**What kind of learning support does the Center for Learning provide?**

The Center provides or coordinates resources to support the educational success of all students. Your student can either call or visit us for information on individual learning consultations, tutoring, the Writing Center, Success in College study skill classes, and other resources for learning both inside and outside the classroom.

### **What disability support services are available?**

The Center for Learning staff coordinates services for students with learning, psychological, medical, and physical disabilities to promote curricular and co-curricular program support and accommodations. Students who want to receive services and accommodations because of a disability should contact the Disability Support Services Coordinator in the Center for Learning via email at [centerforlearning3@spu.edu](mailto:centerforlearning3@spu.edu), by phone at 206-281-2272, or you may visit us on the Web at [www.spu.edu/depts/cfl/dss](http://www.spu.edu/depts/cfl/dss).

### **Career Development Center**

*Student Union Building, Second Floor*

206-281-2485

[cdcinfo@spu.edu](mailto:cdcinfo@spu.edu)

[www.spu.edu/cdc](http://www.spu.edu/cdc)

The Career Development Center helps students to find their vocational calling, choose a major, and find an internship or job in their field of interest. Encourage your student to register for GS 2001, "Major and Career Exploration," a one-credit course designed to help students understand their gifts and interests, and make decisions about major. Juniors and seniors should register for GS 3001, "Career and Life Transition," which assists with the transition from SPU to career, graduate school, or another "next step." More information about our classes, programs, and services, at [www.spu.edu/cdc](http://www.spu.edu/cdc).

### **Health Services**

*Watson Hall, First Floor*

206-281-2231

[www.spu.edu/healthservices](http://www.spu.edu/healthservices)

Health Services is open Monday through Friday during Autumn, Winter, and Spring quarters. It is closed during quarter breaks and holidays. All registered students are eligible to use Health Services for injuries, illness, mental health, and wellness issues regardless of insurance coverage. Services are provided by a staff of nurse practitioners with prescriptive authority (authority to write prescriptions), RNs, and a psychiatrist.

Health Services is compliant with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, and no information will be released without the explicit written permission of the student. All records are confidential. Written consent from a student is required before Health Services professionals discuss medical issues with parents or anyone else. Students should have the following:

- Copy of both sides of the health insurance card, subscriber name, and address.

- Preferred provider list for Seattle area, if needed.
- Brief past medical history in writing; drug allergy list; current medical problem list, including name, address, and telephone number of emergency contact people in case you are not available.
- Supply of current medications and means to obtain refills.
- In case of a medical emergency, students should call the Office of Safety and Security at 206-281-2911, then notify the Peer Advisor (PA) or Residence Life Coordinator (RLC). Security will contact the appropriate medical service. The University is not responsible for providing emergency medical transport. The Seattle Fire Department provides emergency medical response and may transport students via their medic unit or by private ambulance, depending on the circumstances. In less critical situations, students may opt to be transported by friends or family in a private car. It is important that each student have a completed Emergency Contact Card on file with the Office of Safety and Security. The card should include all pertinent medical information.

## **Student Counseling Center**

*Watson Hall, First Floor*

206-281-2657

[www.spu.edu/depts/scc](http://www.spu.edu/depts/scc)

### ***What if my student is having personal or emotional problems?***

The Student Counseling Center (SCC) is available to provide individual, couple, family, and group counseling to SPU undergraduate students during the academic year. The goal of the SCC is help students with personal, emotional, social, and spiritual challenges that interfere in their daily functioning and success as a student.

The SCC also provides on-campus workshops, presentations, and educational programs on a wide variety of mental health topics. Each year the SCC organizes the “Respect Your Body Week” at SPU.

Services are provided by a professional staff of masters and doctoral level staff and professional interns in graduate masters and doctoral programs. In addition the SCC has a professional registered dietitian on staff to help students with nutritional and body image issues. The issues addressed at the SCC include adjustment to college life, stress and anxiety, depression, grief and loss, current or past trauma or abuse, eating disorders, and relationship conflicts and concerns.

Services are provided with the assurance of confidentiality and within the scope of state and federal laws governing counseling related

confidential communications and client records. In most cases a written release of information form is required for any SCC counselor to discuss a student (client) with any third party, including a parent.

Most students are provided up to six sessions per academic year. For students who want and need counseling related services beyond what the SCC can provide, referrals are made to local community agencies and to private therapists, most of whom offer a fee reduction for SPU students.

For students needing psychiatric medication, the SCC collaborates closely with the SPU Health Center (next door) and the professional nursing staff and psychiatric consultant to assure that services are well coordinated. In addition, the SCC will coordinate services with the student's family physician or psychiatrist or other health care provider as long as a written release of information is signed by the student.

In case of an immediate mental health crisis after hours, students are encouraged to contact their Peer Advisor (PA) or Residence Life Coordinator (RLC), the community 24-hour crisis hotline (206) 461-3222, or SPU's Office of Safety and Security (206) 281-2911.

## **Residence Life**

*Student Union Building, Second Floor*

206-281-2043

[www.spu.edu/reslife](http://www.spu.edu/reslife)

As educators, the Residence Life staff seek to provide a living-learning environment that encourages educational excellence and personal growth. The on-campus residential program has been developed to foster learning opportunities from everyday experiences and relationships to organized activities and events. In this way, Residence Life serves to provide an extension of the classroom learning experience. Living in a residence hall is an incredibly formative experience that shapes students for successful living. Here residents are stretched to learn more about who they are, understand their gifts and challenges, and learn what it means to live in community. This fun environment is focused on shaping men and women to be mature and capable individuals who will be effective citizens in the world and a positive force of change. Each traditional residence hall has two Residence Life Coordinators (RLCs) who supervise the Peer Advisors (PAs), our paraprofessional staff who live on each floor and who are located throughout campus houses and apartments. RLCs are full-time, live-in professionals who hold a master's degree in student development, counseling, or a related field. Contact information is available online

at [www.spu.edu/depts/reslife/residential/staff.asp](http://www.spu.edu/depts/reslife/residential/staff.asp). Residence Life partners with parents to promote learning and empowers students to assume responsibility and take actions leading to a successful educational experience.

## **Campus Dining Services**

3220 Sixth West

206-281-2225

[www.spu.edu/depts/us/dining](http://www.spu.edu/depts/us/dining)

### **If my student leaves SPU before the quarter ends, what is the refund schedule for his or her housing and meal-plan contract?**

Refunds are calculated based on the day a student signs a checkout form. The schedule is available in the *Undergraduate Catalog*.

### **What food services are available on campus?**

There are four dining locations on campus. Crossroads at Gwinn Commons offers a restaurant-style dining facility with exhibition cooking and made-to-order meals. Located off Martin Square, the Corner Place Market convenience store features Subway® sandwiches and a variety of snacks and beverages. Located in Weter Lounge, Pura Vida offers coffee and espresso drinks and snacks. The Student Union Building (SUB) houses Falcon's Landing which features Noah's Bagels, Freshens Smoothies, Grill 155, and Academic Perks—an espresso kiosk that offers a variety of coffee drinks and light snacks.

### **What if my student has special dietary needs?**

Our Campus Dining staff encourages students with special dietary concerns to meet with them and discuss how the students' needs can be accommodated in the dining hall. Your student may contact Campus Dining at 206-281-2225 to arrange an appointment.

### **What is the meal-plan requirement for residential students?**

All students living in Ashton, Hill, Emerson, and Moyer Halls are required to choose from one of the five “metal” meal plans: Platinum, Gold, Silver, Copper, and Bronze. Robbins residents are required to purchase a minimum of the Robbins Plan (\$214 in Advantage Points) each quarter, but may choose an expanded meal plan if desired. Theme housing residents are required to choose a minimum of one Block 25 meal plan per year.

### **How do the various meal plans work?**

Each meal plan allows students unlimited access to the main dining hall, Crossroads, during different times of the day, along with SPU Points to spend at any of the dining locations. Weekday and weekend

hours are listed on the website, and no Sunday night meal is served. SPU Points are worth a penny a point and save you sales tax. Unused SPU points will roll from quarter to quarter but not year to year. Refer to [www.spu.edu/depts/dining/plans.html](http://www.spu.edu/depts/dining/plans.html) for details.

Block plans provide a specific number of entrances (25 or 50) into Crossroads. These plans are great for the commuter student or campus apartment resident who wants an occasional meal on campus. Advantage Points are used in the same manner as SPU points. They are worth a penny a point at any dining location and save students from paying sales tax. Unused Advantage Points will roll from quarter to quarter and year to year, unless no activity is recorded on the student's account for three consecutive quarters.

## **University Ministries and the Center for Worship**

*Student Union Building, Second Floor*

206-281-2966

[www.spu.edu/um](http://www.spu.edu/um)

Grounding everything we do on the transforming gospel of Jesus Christ, SPU seeks to be “clearly evangelical, genuinely ecumenical, and guided by a Wesleyan heritage.” Seattle Pacific is historically orthodox in its Christian doctrine.

Out of our Wesleyan heritage comes the University's strong conviction that faith and intellect are both essential for a meaningful life, as well as the principle that a Christian university education should be open to both Christian and non-Christian students.

The University is committed to active engagement in the community, the church, and the world. The celebration of faith and intellect at SPU occurs in classes, forums, chapels, volunteer service, campus leadership, and campus life.

### **How does Christian community formation happen at SPU?**

The Office of University Ministries and Center for Worship aids students in exploring the meaning and implications of the Christian faith for their lives, academic disciplines, and the world.

University Ministries and the Center for Worship encourage Christian formation through the following ministries:

*University worship.*

- *Chapel.* A multi-traditional worship service, with speakers from the campus community and around the world.
- *group.* An evening, student-led service of contemporary praise and worship along with inspirational speakers.

- *Prayer and Holy Communion.* An early morning, 30-minute weekly liturgical service of prayer and Holy Communion.
- *University gatherings.* These events are opportunities for the entire campus community to celebrate, worship, and learn together.
- *Faith Learning Forums.* Forums include interactive lectures, debates, and discussions that address various contemporary and relevant topics from the perspective of, or in relation to, the Christian faith.

*Small groups and discipleship.*

- *Cadres.* Weekly cadres led by faculty and staff explore the impact of the Christian faith on academics, future vocations, personal lives, contemporary issues, and the greater community.
- *SMC ministries.* On each Residence Hall floor a Student Ministry Coordinator (SMC) provides spiritual support, guidance, and encouragement to students.
- *Sharpen ministries.* The Sharpen ministry provides spiritual growth opportunities for off-campus students, such as small groups, peer mentoring relationships, and intentional living communities.

**How will my student know what is offered through University Ministries and the Center for Worship?**

Each quarter, every student is provided with a description and schedule of programs. Regular announcements are made through a weekly newsletter and on our website. Parents are welcome to follow these activities by reviewing the website ([www.spu.edu/um](http://www.spu.edu/um)).

**How will my student find a church in the area?**

An online guide to local churches is available at [www.spu.edu/depts/um/resources/localchurches/index.asp](http://www.spu.edu/depts/um/resources/localchurches/index.asp). Some churches provide transport to and from campus. First Free Methodist Church is across the street from the campus.

**The John Perkins Center for Reconciliation, Leadership Training, and Community Development**

*Student Union Building, Second Floor*

*Demaray Hall 253*

*206-281-2455*

*[www.spu.edu/perkinscenter](http://www.spu.edu/perkinscenter)*

Founded in 2004, The John Perkins Center is a first-of-its-kind partnership between The John Perkins Foundation of Jackson, Mississippi, Seattle Pacific University, and Christian community leaders throughout the Pacific Northwest.

Our vision is to see generations of global urban leaders, organizations, and institutions engaging the culture and changing the world by modeling reconciliation and contributing to community health and wholeness. Opportunities available to students:

#### *Local*

- *Urban Involvement*. In-depth, ongoing volunteer opportunities coordinated with ministry partners throughout the city.
- *Latreia*. A service program for SPU community members to connect with volunteer opportunities through quarterly service activities and a volunteer database.
- *Urban Youth Leadership Academy (UYLA)*. UYLA partners with local organizations, schools, and churches to facilitate leadership and educational development for urban youth. Ongoing volunteer opportunities are available for SPU students.

#### *Global*

- *SPRINT* (Seattle Pacific Reachout International) offers short-term service/mission projects over Summer Break.
- *International service learning*. Several learning opportunities exist to integrate study and service-learning with reconciliation and systemic community development.

## **Student Programs**

*Student Union Building, Second Floor*

206-281-2247

[www.spu.edu/studentprograms](http://www.spu.edu/studentprograms)

Becoming involved as a student is an essential element for success in college. Student Programs is committed to helping SPU students maximize their educational experience through a full spectrum of opportunities and programs.

Student programs provide many benefits to students, including promoting student involvement in the campus community; developing student leadership skills and competencies; coordinating programming for a dynamic campus atmosphere; and providing particular support services for commuters and parents.

### **Student Leadership**

Seattle Pacific University is recognized for its quality of student leaders and leadership programs. Our programs help students identify personal abilities and foster a supportive environment in which they can be utilized. Working in close coordination with the Associated Students of Seattle Pacific (ASSP), we offer classes and a diversity of

leadership activities. Specific programs include various clubs and organizations, leadership practicum, the Student Activities Board (STUB), student publications (including *The Falcon*), and the Student Senate. Student Programs desires to contribute to the leadership skills of all students, whether the student is in a specific position of leadership or simply wants to develop leadership potential.

### **Orientation/Welcome Week**

Student Programs plans and implements each year's Orientation/Welcome Week. Orientation/Welcome Week is designed to welcome new students, both first-year and transfer students, to the Seattle Pacific community and help them make a successful transition into SPU's learning community.

### **Information Services**

Uni-Com is a campus information and service desk located on the first floor of the Student Union Building (SUB). SPU students are employed to provide various services including directing phone calls; welcoming visitors; assisting with vending machines; issuing bus, swim, and Seattle Art Museum passes; and managing the lost-and-found.

Student Programs also assists in the coordination of the University Master Calendar to ensure concerted programming across campus. Current campus events and programs are also regularly communicated through To The Point, a weekly student email informational publication.

### **Events and Programs**

Student Programs is committed to enrich the overall SPU learning experience through advising and coordinating events and programs such as Family Weekend, commuter programming, and the Student Leadership Celebration. Whether planning general campus events, advising ASSP and STUB initiatives, or collaborating with other offices in developing new programs, Student Programs assists Seattle Pacific to reach its educational goals.

### **Student Life Activities**

Student activities abound at Seattle Pacific University, giving students many opportunities to pursue personal interests, challenge creativity and leadership skills, and to meet new people. It can be difficult to balance academics with extra-curricular involvement, but by carefully identifying priorities, students are able to make the most of their time at SPU.

## **The Pacific Collegium**

([www.spu.edu/depts/studentlife/commuters/collegium.asp](http://www.spu.edu/depts/studentlife/commuters/collegium.asp)).

The Pacific Collegium is a premium gathering place — a home away from home for commuter students where they can relax, study, eat, spend some quiet time alone, or catch up with classmates. It is also a place where commuters can come for an informal talk given by a favorite faculty member, see a film, or share a dinner with other students facing many of the same issues.

## **Associated Students of Seattle Pacific (ASSP)**

*Student Union Building, First Floor*

206-281-2126

[www.spu.edu/assp](http://www.spu.edu/assp)

All undergraduate students are members of the Associated Students of Seattle Pacific (ASSP), and volunteers are always needed in each area of the association. If you are interested in participating, please visit the ASSP office on the first floor of the Student Union Building, or call 206-281-2126.

The ASSP office funds the Metro Bus and Seattle Art Museum passes and makes them available for a five-hour checkout to any undergraduate student. Additionally, ASSP sells tickets to campus and community events.

The ASSP executive officers are elected during Spring Quarter to serve a one-year term during the following year. Office positions include president, executive vice president, vice president of campus activities, vice president of ministries, and vice president of finance.

Student Senate. Student Senate is the governing body of students that represents students to the University administration and provides a voice in many University affairs. ASSP senators are elected each spring to serve a one-year term during the following academic year.

The Senate consists of representatives from residence halls, academic departments, commuter students, and intercultural and at-large positions. The body is advised by one representative each from the faculty and Office of Student Life.

ASSP includes the following major areas of service to students:

- *Activities and Events.* Student activities are programmed by the Student Union Board (STUB). This organization plans all-campus events such as the annual Talent Show and Tradition at Christmas. The board consists of an executive director, publicist,

and six main-event programmers. Team activities personnel (TAPS) serve as volunteers and work on specific programs and projects that are part of STUB campus programming.

- *Leadership Services.* Leadership services offered through ASSP involve programs such as the Fall Leadership Retreat and other leadership development opportunities throughout the year.
- *Ministry Opportunities.* There are many ministry opportunities supported by ASSP both on- and off-campus.
  - On-campus opportunities include group, Chapel Worship Team, and the Student Ministry Coordinator (SMC) program in the residence halls. For more information contact University Ministries and the Center for Worship.
  - Off-campus and service ministry opportunities include Seattle Pacific Reachout International (SPRINT), Urban Involvement, and Latreia. For more information, contact the John Perkins Center.

## **Clubs and Organizations**

There are numerous activities and clubs in which students participate. For a complete, up-to-date listing, please see the links below “Clubs” on the ASSP homepage.

Student government is a primary partner in creating a dynamic living-learning community through representation, programs, and involvement opportunities focused on “student serving student.” ASSP executive officers and senators are elected each spring to serve the following academic year. These leaders represent student interests, managing more than 70 paid student employees, and hundreds of volunteers, in programs throughout the campus, including the following:

- *Student clubs* ([www.spu.edu/depts/assp/clubs](http://www.spu.edu/depts/assp/clubs)). Students can choose from more than 30 campus clubs and organizations. Anyone can apply to start a new club and receive funding for it from ASSP. Involvement with a club is an excellent way to develop leadership skills.
- *Student ministries* ([www.spu.edu/depts/um/about/studentleaders/index.asp](http://www.spu.edu/depts/um/about/studentleaders/index.asp)). ASSP funds leadership roles dedicated to service and worship, living the call of Christ on campus, in Seattle, and around the world.
- *Student publications.* ASSP funds a weekly student newspaper (*The Falcon* — [www.thefalcononline.com](http://www.thefalcononline.com)), a student literary magazine (*Lingua*), and the annual Cascade yearbook.
- *Student Union Board (STUB)* ([www.spu.edu/depts/assp/clubs/stub.asp](http://www.spu.edu/depts/assp/clubs/stub.asp)). STUB is a group of ASSP paid program planners who produce campus-wide social, cultural, and educational events for the SPU community. Volunteers can get involved as TAPs

(Team Action Personnel). New applications for STUB positions are accepted each Spring Quarter.

## **Multi-Ethnic Programs**

*Student Union Building, Second Floor*

206-281-2598

[www.spu.edu/mep](http://www.spu.edu/mep)

Many campuses serve ethnic minority and international students through entirely separate offices. At SPU we place special emphasis on “multi-ethnic” programs and services in student life in order to facilitate the fullest participation of students from other cultures in the life of the campus, as well as to develop awareness and cross-cultural skills among students from the majority culture. We believe that our Christian educational mission calls us to work for reconciliation that both respects our cultural differences and affirms our common humanity as we are created, redeemed, and empowered by God in Christ.

## **Fine and Performing Arts**

*Crawford Music Building*

206-281-2205

[www.spu.edu/fpa](http://www.spu.edu/fpa)

The musical and theatrical programs give students the opportunity to perform on- and off- campus.

- Instrumental. SPU's instrumental groups include the Brass Ensemble, Percussion Ensemble, Woodwind Ensemble, String Ensemble, Keyboard Ensemble, Jazz Ensemble, Symphonic Wind Ensemble, and Thalia Symphony.
- Vocal. SPU's vocal performing groups include the Chamber Singers, Seattle Pacific Singers, Concert Choir, Men's Choir, Women's Choir, Chamber Ensemble, and Vocal Jazz Ensemble. Unlimited is a group of vocal and instrumental musicians who minister through contemporary concerts on- and off -campus.
- Theatre. The Theatre Department provides Mainstage and studio theatre productions. University Players is an acting troupe composed of students who write and direct their own performances on- and off- campus. For more information on tickets, dates, and upcoming events, visit [www.spu.edu/depts/fpa/theatre/tre\\_homepage.asp](http://www.spu.edu/depts/fpa/theatre/tre_homepage.asp).

## **Athletics**

Royal Brougham Pavilion

206-281-2085

[www.spu.edu/athletics](http://www.spu.edu/athletics)

Seattle Pacific University is affiliated with the National Collegiate Athletic Association (NCAA) Division II. Fourteen intercollegiate athletics options are offered:

Men's cross country

Men's soccer

Men's indoor track & field

Men's basketball

Women's gymnastics

Men's outdoor track & field

Men's crew

Women's cross country

Women's soccer

Women's indoor track & field

Women's basketball

Women's volleyball

Women's outdoor track & field

Women's crew

Additionally, intramurals offer a wide range of activities for male, female, or co-ed teams. The schedule for athletic events is available online at [www.spu.edu/athletics](http://www.spu.edu/athletics).

## **Community Learning Programs**

The President's Symposia and the Day of Common Learning provide opportunities throughout the year for the SPU community and the public to participate together around contemporary topics of research, scholarship, and development. Examples of former topics include "Building Bridges Through Community Development," "The Gospel and Cultural Engagement," and "How the Brain Learns."

## **SPU Parent Resources**

### **Safety and Emergencies**

Office of Safety and Security

601 West Emerson

206-281-2922

[www.spu.edu/security](http://www.spu.edu/security)

The Office of Safety and Security offers many services to SPU students. Escorts are available on campus and within several blocks of campus. Staff officers have advanced first-aid training in case of necessary medical response. Parking information and enforcement are handled through this department. Residential parking is limited, and space is assigned by class and date the application is received in Safety and Security. If your family has an emergency after hours,

contact Safety and Security. Safety and Security will work with other staff to locate your student. If there is an emergency situation in the Seattle area, the SPU website will be updated with information as quickly as possible.

The Office of Safety and Security is open 24 hours daily.

## **Support for SPU**

*Office of Advancement*

206-281-2131

<http://advance.spu.edu>

If you would like to further contribute to the vision and work of Seattle Pacific University, please contact Mark Miles, director of annual giving. There are many ways to assist SPU, from an outright gift to regular support for the endowment.

## **Area Hotels**

When you want to visit your student and need a place to stay, see [www.spu.edu/info/hotels.asp](http://www.spu.edu/info/hotels.asp) for a list of area hotels.

## **Statement on Parental Involvement**

Our goal at SPU is to help students realize their full potential as independent people who are well equipped to make wise choices. Because our primary relationship is with the student, SPU has a university policy to encourage students to tackle problem-solving as much as possible and to take responsibility for their choices. SPU policies do not include direct parental presence in proceedings dealing with academic, residential, or lifestyle matters. Although families may be separated now in distance, they are still the major influence on students' lives and success. Parents can help their students by making sure students understand SPU policies and processes, and by providing family emotional support. SPU follows all federal and state regulations on information-sharing about students. Family members may view the full text of the FERPA (Family Educational Rights and Privacy Act) policy on our Student Academic Services website at [www.spu.edu/depts/sas/ferpa.html](http://www.spu.edu/depts/sas/ferpa.html). Additional information about this federal law may be found at the U.S. Department of Education website at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). SPU also follows HIPAA (Health Insurance Portability and Accountability Act) policies; information may be found at [www.spu.edu/depts/studentlife/policies.asp](http://www.spu.edu/depts/studentlife/policies.asp). Parents will find various sources of information about how they can support their students' goals at SPU from these sources:

- Activities for student involvement. Visit the Office of Student Life website at [www.spu.edu/studentlife](http://www.spu.edu/studentlife).
- Career Development Center resources for parents. Visit [www.spu.edu/depts/cdc/parents/index.asp](http://www.spu.edu/depts/cdc/parents/index.asp).
- Campus events calendar. Visit [www.spu.edu/qamastercal.asp](http://www.spu.edu/qamastercal.asp).

Parents may address any questions about this statement to the dean of students by calling 206-281-2481.

# University Calendar 2008–2009

## Autumn Quarter 2009

Housing Deposit Refund Deadline for New Students	MON	June 30
Labor Day (holiday)	MON	September 1
Autumn Registration for Non-Admitted Students Begins	TUE	September 2
Class Instruction Begins	MON	September 29
Waitlist Ends	TUE	September 30
Last Day to Register or Add Courses* to Register Without Late Fee or to Apply for Audit	FRI	October 3
Autumn Quarter 100% Tuition Refund Deadline	FRI	October 3
Last Day to Apply for Pass/No Credit Independent Study Internships and Individual Instruction	FRI	October 10
Autumn Quarter 75% Tuition Refund Deadline	FRI	October 10
Autumn Quarter 50% Tuition Refund Deadline	FRI	October 17
Day of Common Learning	WED	October 15
Autumn Quarter 25% Tuition Refund Deadline	FRI	October 31
Last Day to Withdraw From Courses	FRI	November 7
Veterans Day (holiday); no classes	TUE	November 11
Winter Registration for Admitted Students Currently in Attendance	MON-THU	Nov 17–20
Winter Registration for Graduate or New Admits Begins	MON	November 24
Thanksgiving (holiday); no classes	THU-FRI	Nov 27–28
Winter Registration for Non-Admitted Students Begins	MON	December 8
Last Class for Day Classes	TUE	December 9
Final Examinations or Last Class for All Evening Classes	MON-THU	Dec 8–11
Final Examination for All Day Classes	WED-FRI	Dec 10–12
Grades Due	FRI	December 19

## **Winter Quarter 2008**

Housing Deposit Refund Deadline for Cont. Students	MON	December 1
Housing Deposit Refund Deadline for New Students	FRI	December 12
Class Instruction Begins	MON	January 5
Waitlist Ends	TUE	January 6
Last Day to Register or Add Courses* to Register Without Late Fee or to Apply for Audit	FRI	January 9
Winter Quarter 100% Tuition Refund Deadline	FRI	January 9
Last Day to Apply for Pass/No Credit Independent Study Internships and Individual Instruction	FRI	January 16
Winter Quarter 75% Tuition Refund Deadline	FRI	January 16
Martin Luther King Jr. Day (holiday); evening classes meet**	MON	January 19
Winter Quarter 50% Tuition Refund Deadline	MON	January 26
Winter Quarter 25% Tuition Refund Deadline	MON	February 9
Last Day to Withdraw From Courses	FRI	February 13
Presidents Day (holiday); evening classes meet**	MON	February 16
Spring Registration for Admitted Students Currently in Attendance	MON-THU	Feb 23-26
Spring Registration for Graduate or New Admits Begins	MON	March 2
Spring Registration for Non-Admitted Students Begins	MON	March 16
Last Class for Day Classes	MON	March 16
Final Examinations or Last Class for All Evening Classes	MON-THU	March 16-19
Final Examination for All Day Classes	TUE-THU	March 17-19
Spring Vacation		March 20-29
Grades Due	THU	March 26

## Spring Quarter 2009

Housing Deposit Refund Deadline for Continuing Students	FRI	March 6
Housing Deposit Refund Deadline for New Students	FRI	March 20
Class Instruction Begins	MON	March 30
Waitlist Ends	TUE	March 31
Last Day to Register or Add Courses* to Register Without Late Fee or to Apply or Audit	FRI	April 3
Spring Quarter 100% Tuition Refund Deadline	FRI	April 3
Good Friday (half-day holiday)	FRI	April 10
Last Day to Apply for Pass/No Credit Independent Study Internships and Individual Instruction	MON	April 13
Spring Quarter 75% Tuition Refund Deadline	MON	April 13
Summer Registration Begins	WED	April 15
Spring Quarter 50% Tuition Refund Deadline	MON	April 20
Spring Quarter 25% Tuition Refund Deadline	MON	May 4
Last Day to Withdraw From Courses	FRI	May 8
Autumn Registration for Admitted Students Currently in Attendance	MON-THU	May 11-14
Autumn Registration for New Admits Begins	SAT	May 16

## Summer Sessions 2009

First Four-Week Session Begins	MON	June 15
First Four-Week Education Graduate Session Begins	MON	June 29
Independence Day (Holiday); no classes	FRI	July 3
Second Four-Week Session Begins	MON	July 13
Last day to register for independent study, internship, individual instruction, and dissertation	MON	July 13
Second Four-Week Education Graduate Session Begins	MON	July 27
Grades Due	FRI	September 11

Evening classes include all classes that begin at 4:30 p.m. or later. The last day of class is the week prior to the scheduled final.

\*Late fees will be charged if registration occurs after the fifth day of the instructional quarter. Students must process a registration petition to be considered for later registration with supporting statements from each instructor.

\*\*Monday evening classes will meet on Martin Luther King Jr. Day, Presidents Day, and Memorial Day in order to have the required class sessions.

Students who withdraw from University housing after the beginning of the contract period will forfeit their room deposit and will receive a refund of their room and meal plan charges based on the date they sign their checkout form, according to the following schedule:

First week of the quarter	90%
Second week	75%
Third week	50%
Fourth and fifth weeks	25%
Sixth week and following	0%

Note: The first week of the quarter begins the day residence halls officially open and ends the Monday after the first day of classes. Each successive week runs Tuesday through Monday.

## Quick Phone Reference

All area codes are 206 unless otherwise indicated.

### Academics

Academic Support	281-2134
Computer and Information Systems	281-2982
Library	281-2228

### Registration

Admissions	281-2021
Student Academic Services	281-2032
Student Financial Services	281-2061 or 800-737-8826

### Campus and Community Life

Associated Students of Seattle Pacific (ASSP)	281-2126
Athletics and Sports Information	281-2085
Career Development Center	281-2485
Campus Dining Services	281-2225
Center for Learning	281-2475
Education Services	281-2475
Fine and Performing Arts	281-2205
Health Services	281-2231
Perkins Center	281-2455
Residence Life	281-2043
Student Counseling Center	281-2657
Student Life/Dean of Students	281-2481
Student Programs	281-2247
Theatre Ticket Office	281-2959
University Ministries/Center For Worship	281-2966
University Services	281-2188

### Other

Advancement, Mark Miles	281-2131
Alumni Relations, Doug Taylor	281-2586
Bookstore	281-2137

Seattle Pacific University  
Office of Student Programs  
3307 Third Avenue West, Suite 217  
Seattle, Washington 98119

Student Programs: 206-281-2247  
New Student Orientation: 206-281-2831  
**orientation@spu.edu**  
**www.spu.edu/orientation**

