

# Student Handbook

---

2011–2012



# Contents

AMBS STUDENT HANDBOOK

<b>Introduction</b> .....	<b>2</b>	<b>Procedures</b> .....	<b>22</b>
<b>Family Educational Rights and Privacy Act</b> .....	<b>2</b>	AMBS publicity and student consent .....	22
<b>Academic information</b> .....	<b>3</b>	Enrollment verification procedures.....	23
Academic calendar.....	3	Facility reservations.....	23
Registration information .....	3	Fundraising.....	23
Academic expectations .....	3	Maintenance requests .....	23
Academic standards for major papers.....	4	Master calendar reservations.....	24
Course evaluations.....	6	Student complaints.....	24
Course requirements .....	6	Student employment.....	24
Mailing student papers .....	7	Student payroll .....	24
Recording class sessions .....	7	Student billing and business office information .....	25
Whom to see regarding academic program concerns.....	7	<b>Safety and accessibility</b> .....	<b>26</b>
<b>Campus communication</b> .....	<b>7</b>	Campus security .....	26
<i>AMBS Communicator</i> .....	7	Service dogs and pets .....	28
Online communication .....	8	Tornado safety.....	28
Bulletin boards .....	8	<b>Spiritual life and worship</b> .....	<b>29</b>
Campus calendar .....	8	Campus pastor .....	29
Email.....	9	Chapel.....	29
Flashboards .....	9	Pastoral counseling.....	30
Telephone and faxes.....	9	The Pilgrim's Way (labyrinth) .....	30
<b>Campus facilities</b> .....	<b>9</b>	Spiritual direction.....	30
Children's play areas .....	9	Spiritual retreats.....	30
Frey and Dyck Guesthouses.....	9	<b>Student services and resources</b> .....	<b>30</b>
Mennonite Cooperative Bookstore .....	10	Audiovisual services.....	30
Student Activity Center.....	11	Bicycle racks .....	31
Student lockers .....	12	Library .....	31
<b>Community life</b> .....	<b>12</b>	Mail center.....	32
Campus breaks .....	12	Meals and snacks .....	32
Ensemble .....	12	Musical instruments .....	33
Forum .....	12	Parking and use of cars for seminary travel .....	33
Student Body Organization .....	12	Resting room .....	33
Student Life Committee.....	12	Student-accessible computers and file space.....	33
<b>Health care information</b> .....	<b>13</b>	Writing services .....	34
AMBS physicians network.....	13	<b>Area resources</b> .....	<b>34</b>
Other health resources.....	13	Banking .....	34
Student health insurance requirement.....	14	Bicycle leasing .....	34
Fitness and health .....	15	Car insurance .....	34
<b>Policies</b> .....	<b>15</b>	Car repairs.....	35
Audiovisual service policies .....	15	Childcare and nursery schools .....	35
Cell phone use.....	17	Emergency telephone numbers.....	35
Computer use and network access.....	17	Events .....	35
Consensual, amorous relationships.....	18	Haircuts .....	35
Drug-free policy.....	18	Health clubs and fitness centers .....	36
E-mail and Internet access for all students .....	19	Home and property insurance .....	36
Firearms.....	20	Indiana Bureau of Motor Vehicles .....	36
Grievances .....	20	Mennonite agencies .....	36
Inclusive language .....	20	Mennonite congregations.....	37
Sexual harassment.....	21	Post office.....	39
Smoke-free campus.....	21	Public library.....	39
Visitors to campus .....	21	Services.....	39
Unsupervised adolescents and children on campus.....	22	Shopping .....	39
		Social Security Administration.....	41
		Telephone service .....	41
		<b>Maps</b> .....	<b>42</b>
		<b>Index</b> .....	<b>46</b>

# Introduction

---

Welcome to the AMBS community—students, faculty, staff and families! This Student Handbook, compiled by the registrar’s office, provides information about campus facilities, services and policies. It also provides some information about services in the larger Elkhart community. Additional information about academic programs, community life, policies and procedures can be found in the AMBS Catalog and online at AMBS Central (see *Online communication*, page 8).

## Family Educational Rights and Privacy Act

---

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review their education records. Records are maintained in the registrar’s office, and requests to review them should be made to the registrar.
2. The right to request amendment of the student’s education records that the student believes are inaccurate or misleading. Such a request should be made in writing to the registrar, clearly identifying the part of the record the student wants changed, and specifying why it is inaccurate or misleading.  
If the seminary decides not to amend the record as requested by the student, the student may be granted a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure is permitted without consent to school officials with legitimate educational interests who need to review a record in order to fulfill their professional responsibilities. A school official is a person employed by the seminary in an administrative, supervisory, academic, or support staff position; a person or company with whom the seminary has contracted (such as an attorney or an auditor); or a person serving on the seminary board.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the seminary to comply with the requirement of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

The following information is considered public information and will be supplied to any inquirer: fact of attendance, dates of attendance, date of graduation and degree received, full- or part-time status, and verification of birthdate supplied by inquirer.

A student directory is printed each year, containing name, phone number, name of spouse, name(s) of children 18 and younger, address (mailing and email), home community, degree program, and photo. This directory is intended for personal use of AMBS students, faculty, staff, and board, and is not for distribution outside of AMBS. If you wish not to be listed in this directory, please inform the registrar’s office in writing by September 15.

# Academic information

---

## Academic calendar for 2011–2012

The Academic Calendar is available in two locations:

- Online with the PDF course offering list: [www.ambs.edu/files/documents/academics/2011-12\\_Course\\_List\\_Academic\\_Calendar.pdf](http://www.ambs.edu/files/documents/academics/2011-12_Course_List_Academic_Calendar.pdf)
- At the beginning of the AMBS Catalog, available in print form and online at [www.ambs.edu/academics/catalog](http://www.ambs.edu/academics/catalog)

## Registration information

All registration is completed online through [my.ambs.edu](http://my.ambs.edu). Each student is assigned a unique [my.ambs.edu](http://my.ambs.edu) user ID and password that ensures the student's privacy. Each student has access to his or her academic record, and no other students can access this information.

[My.ambs.edu](http://my.ambs.edu) allows students to register for classes; find out when classes meet; review report cards, unofficial transcripts and progress on degree requirements; view billing statements; and change address information online. Instructions are emailed to new students. Questions about and requests for assistance should be directed to the registrar's office.

Students are encouraged to consult their faculty advisers to review course schedules during advising periods prior to registering each semester. A student who registers by the deadline date for each term as listed on the academic calendar (see locations above) qualifies for an early registration discount that is equal to the registration fee. Students may register for courses up to the first day of the term.

Students may add or drop courses through their accounts at [my.ambs.edu](http://my.ambs.edu). Changes to registration (dropping and adding courses or requesting a change in grading plan) may be made up to the close of registration as listed on the academic calendar. Courses dropped prior to the close of registration will not appear on the transcript and are eligible for a 100 percent tuition refund, excluding registration and application fees. These fees are not refundable unless the course is cancelled by AMBS. To drop a course after the close of registration, the student must complete the Change of Registration form, obtain necessary signatures, and pay a fee for the change in registration.

Statements of tuition and fees will be available approximately two weeks prior to the beginning of each term, either through the postal mail or in campus mailboxes. Full payment of tuition is due by 4:00 p.m. on the first day of the term. Non-payment of a student account balance may result in cancellation of registration.

Students are expected to adhere to the academic calendar for all dates related to registration and registration changes. Contact the registrar for more information.

## Academic expectations

**You are expected to use the internet for many course-related assignments.** You are responsible to check your AMBS email account several times each week. (See the policy *Email and Internet access for all students* on page 19.)

**You may expect to spend a significant amount of money for textbooks and other study materials.** Professors carefully choose materials that must be read and studied in order to achieve the goals of the course. Materials are also chosen for their usefulness in future ministry and study. Seminary studies give you the opportunity to

develop your own professional library.

**You will be expected to read materials that are on reserve in the library.** Typical graduate theological courses require reading selected texts from many sources. You will not be expected to buy all of these items. However, you may expect to spend several hours in the library each week reading the materials on reserve. The checkout period for reserve materials in the library is two hours or overnight beginning half an hour before the library closes. Some students may choose to photocopy the reserve readings in order to read them at home. Photocopies in the library cost seven to ten cents per page.

Please remember: Items on the library reserve shelf are shared by all members of the class. Please follow the policies that are posted on the reserve shelf in the library.

**You may expect to spend time in the library doing research.** Some courses require independent research requiring library resources. The professors and the librarians are ready to assist you. Small group orientation and training sessions are held in the library at the beginning of each semester. These sessions are designed especially for those who have had little experience working in an academic library. This orientation includes important online resources available for specialized projects or research. Librarians give individualized assistance to students during regular library hours.

**You may expect to spend time on campus meeting with your professor and with other students.** Some courses require regular sessions with the professor for supervision and evaluation. Some courses have group projects. Group meetings are in addition to the scheduled class sessions.

There is great variety in course requirements at AMBS. Students are advised to read the course syllabus carefully and to discuss concerns with the course instructor or with their adviser. Additional information also is included in the Academic Policies and Procedures Manual, available on AMBS Central.

—*Curriculum Committee, 12/99, Revised 10/04*

## **Academic standards for major papers** (See also Turabian, 7th Ed.)

### **The title page**

This page should include the title of the paper, the name of the writer, the name of the course and the date.

### **Outline or table of contents**

The outline or table of contents identifies the main headings in the body of the paper and the subheadings.

### **The body of the discussion**

This includes:

1. an introductory statement about the purpose or thesis of the paper and the procedure for justifying the purpose or thesis to be followed
2. the development of the theme or thesis (the main part of the paper);
3. summary or conclusion.

### **Bibliography (See Turabian, 7th edition)**

This contains an alphabetical list of reference materials used in the preparation of the paper. Entries should identify author, title, publisher, date, and page reference. Stan-

standard forms for books, chapters, and periodical articles should be observed.

## Style

Papers should be printed double-spaced unless directed otherwise by the professor. There should be an adequate margin on the left side for binding and for the professor's comments. In some cases professors will require papers to be submitted electronically, with comments returned electronically as well. The text may be printed on both sides of the page. The pages should be numbered. Correct grammar, spelling, punctuation, and capitalization are required. All papers should be proofread before submitting them. Students are encouraged to use the services of the Writing Center and to allow sufficient time for feedback from the Writing Center before a paper is due. (Writing Center hours will be posted clearly at the beginning of each semester.)

Footnotes should appear at the bottom of the page. The short form for references (appearing in the text at the end of the sentence, listing only the author's last name and the page) is acceptable, provided that the bibliography is in good order. Diagrams, charts, tables, and maps may be appropriate in certain papers. (*See Turabian*)

Do not copy anyone else's work without documentation or represent anyone else's work as your own. This applies not only to published sources, whether printed or electronic (such as works on CD-ROM or on the internet), but also to the work of your peers. It is your responsibility to know what plagiarism is and to avoid it. For more on what plagiarism is and how to avoid it, see *Rules for Writers*, pp. 392–94, 399–402.

## Plagiarism

Plagiarism is a serious academic offense for which there are consequences. Plagiarism refers not only to word-for-word quotations, but also to the ways in which others' ideas are expressed.

"Three different acts are considered plagiarism:

1. failing to cite quotations and borrowed ideas,
2. failing to enclose borrowed language in quotation marks, and
3. failing to put summaries and paraphrases in your own words."

(Diana Hacker, *Rules for Writers: A Brief Handbook*, 4th ed [Boston: Bedford, 2000], p. 399).

Someone else's work should not be copied without documentation. Students should not represent anyone else's work as their own. This applies not only to published sources, whether printed or electronic (such as works on CD-ROM or on the Internet), but also to the work of student peers. It is the student's responsibility to know what plagiarism is and to avoid it.

AMBS teaching faculty may use a range of consequences when dealing with occurrences of plagiarism in course assignments: 1) requirement to rewrite the assignment; 2) failure of the assignment; or 3) failure of the course.

All instances of plagiarism will be reported to the academic dean and the student's adviser. Should a student have repeated instances of plagiarism, the academic dean will review the violations of personal and academic integrity to determine whether the student should discontinue studies at AMBS.

For more on what plagiarism is and how to avoid it, students should refer to *Rules for Writers*, pp. 392–94, 399–402.

—Curriculum Committee, 4/78; Revisions 9/79; 9/95; 7/99; 10/04; 5/10

## Course evaluations

As part of AMBS's commitment to improve the quality of teaching and learning, we take seriously the feedback we receive from students in course evaluations. By seminary policy, students are required to complete a course evaluation for each course they are taking in order to receive the grade for the class. These course evaluations will be done online outside of class time. The online course evaluation is available to students at <http://evals.ambs.edu> at the times noted below.

This requirement does not apply to independent studies or individualized practica.

Course evaluations must be completed in the two-week window beginning one week before the last day of class and ending one week after the last day of class. Failure to complete the evaluation during this two-week window will result in a \$25.00 late fee to reopen the database.

## Course requirements

### Hours

The student is expected to spend approximately three hours of preparation outside of class for each hour in class. A full-time study load per week for students enrolled for 13 hours thus would be 13 hours + 39 hours = 52 hours per week. This will vary week to week in the case of a given course, depending on its requirements. For each three-hour course, this comes to 12 hours per week.

### Reading requirements

The suggested range of pages of required reading is from 1000 to 1500 for a three-hour course. Assuming a reading rate of 20 pages per hour, the time required will range from 50 to 75 hours (roughly equal to one-half of the total study time available). Depending on the difficulty of the material, more or less reading time may be required. The professor will give some guidelines on the value of particular readings to focus the student's reading.

### Papers

When a paper is required, it will serve a clear educational rationale within the course. Major research papers are not required in every course.

Major papers will be around 4000 to 5000 words in length. In some cases, major research papers will be made available to others in the class through email attachment or posting on Moodle. AMBS's standard for research papers and theses is the most recent edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Guides to Writing, Editing, and Publishing, 7th edition* (Chicago: University of Chicago Press 2007). Individual faculty on occasion may specify in the syllabus an alternative standard for a given class. All students are strongly advised to consult Nancy Jean Vyhmeister, *Quality Research Papers: For Students of Religion and Theology* (Zondervan, 2001) as a standard guide to doing research on the graduate seminary level.

### Grammar and writing assessment

New students are required to take a grammar and writing assessment before the start of the fall semester to determine whether remedial work through Writing Services may be indicated. The assessments are available at AMBS Central.

### Evaluation

Professors may use various methods to evaluate students' work, including exams

(during the course or at semester's end), journals, daily assignments, class reports, notebooks, and interviews. Written final examinations will not exceed two hours in length.

### **Other requirements**

The diversity of teaching approaches appropriate for particular subjects suggests the need for different types of requirements. Lecture courses, language courses, seminars, practica, and independent studies each utilize distinctive methodologies.

At the beginning of the semester the professor will clarify for the class the nature and extent of the course requirements as well as the methods of evaluation. This may be done orally as well as in the syllabus.

See the AMBS Catalog for the grading system and policies.

### **Mailing student papers**

If students leave campus before their papers are distributed at the end of a term, class papers will be sent to them without the binders. Students should check with the mail center if they wish to have their binders returned. (See *Mail Center*, page 32.)

The cost of mailing student papers from course sites off campus or from AMBS–Great Plains to professors in Elkhart will be at the expense of the student; the cost of mailing papers back to the student after grading will be at the expense of AMBS.

The student pays the cost of photocopies for all student papers written for class assignments. This includes all copies distributed to classmates and papers put on reserve in the library, either by the desire of the student or required by the professor.

### **Recording class sessions**

Students who wish to use digital or cassette recorders in class should first seek permission from the professor. Recording of individual class sessions is solely the responsibility of the student.

### **Whom to see regarding academic program concerns**

If you have questions regarding your academic program, first check to see if a policy or procedure is available on AMBS Central in the *Academic Policies and Procedures Manual*. Next, see your adviser for questions about academic programs or to negotiate substitutions. If your adviser cannot answer your question, check with the registrar. If none of the above can help, make an appointment to see the academic dean.

## **Campus communication**

---

### ***AMBS Communicator***

Near the end of every week, a newsletter called *AMBS Communicator* is distributed to students and employees by email and is posted on the community events bulletin board and AMBS website. *AMBS Communicator* includes information about the week's events, menus, schedules and announcements. Items for *AMBS Communicator* should be given to Rosie Reschly by 4 p.m. on Wednesdays.

## Online communication

The AMBS website ([www.ambs.edu](http://www.ambs.edu)) is the best all-in-one source for information about the seminary—courses, calendar, programs of study, contact information for faculty and staff, and resources. When you visit the AMBS website, select *Current Students* on the home page. There you will find links to the following important sites:

- **AMBS Central:** At AMBS Central (a Moodle “course”), you will find electronic versions of the AMBS Directory, policies, study aids, and much more.
- **AMBS forms:** The first place to look for forms, such as those needed to register for a class, drop or add a class, petition for an extension, or request audiovisual services is [www.ambs.edu/forms](http://www.ambs.edu/forms). Handbooks, such as those for Ministry in Church and World and the MA programs, also are accessible there.
- **[maintenance.ambs.edu](http://maintenance.ambs.edu):** To request maintenance service for any location on campus, visit this site to complete a request.

## Bulletin boards

Numerous bulletin boards are located in Waltner Hall.

1. Just left around the corner from the main entrance and mailboxes is the AMBS community bulletin board, where students can find or post:
  - a copy of *AMBS Communicator*
  - the dining room menu
  - AMBS community announcements
  - events on the AMBS campus
2. In the lounge, there are bulletin boards for the following items. Students may post information on these boards, and are asked to sign and date anything they put up.
  - AMBS community announcements
  - prayer concerns (students and employees may post items directly here, or notices will be moved here from the flashboards)
  - area or national events
  - advertisements
  - alumni news
  - minutes of AMBS meetings available to students
  - job openings and service opportunities
  - academic/study/scholarship opportunities
  - peace and justice issues
  - opinions (“The Wittenberg Door”)
3. Several administrative bulletin boards are located on the main hallway, featuring:
  - spiritual formation retreat information
  - class and conference schedules
  - travel and mail center information
  - AMBS communications

## Campus calendar

The AMBS master calendar is maintained in the president’s office. A link to the online master calendar is on the AMBS website. Monthly calendars of AMBS events are posted on the community events bulletin board near the receptionist desk.

## Email

All AMBS students are required to have email and Internet access. AMBS provides an email account for each student as well as several student-accessible computers. **Students will be held accountable for information conveyed through an AMBS email account or through a course website.** Professors are not obligated to accommodate students who do not use their AMBS-provided email address. The library may not put material on reserve that is available on a course website.

**All students will receive email at their AMBS-provided accounts.** If students choose to use email accounts other than their AMBS accounts, **they are responsible to set up forwarding** (as per instructions included in their registration packet) or some other mechanism by which they will receive AMBS email. (See also page 19.)

## Flashboards

Clipboards are posted at several entrances to Waltner Hall and the library building. The flashboards are for short-term or urgent messages of concern to the entire campus. Please do not use them for advertisements.

## Telephone and faxes

### Telephone

Incoming telephone messages for students will be placed in their mailboxes. Only in the case of an emergency call will direct contact be made. Students are expected to inform family and friends of new telephone numbers as soon as they receive them.

### Faxes

Incoming and outgoing fax service is available to students. Students should see Business Services for assistance during mailroom hours. Fax service charges are as follows; students should bring payment:

#### Outgoing

US and Canada: \$1.00 for the first page; \$0.50 per page thereafter

International: \$2.00 for the first page; \$1.00 per page thereafter

Local and 800 numbers: \$0.50 per page

**Incoming** faxes usually have no charge. However, excessive incoming pages may incur a minimal fee. Incoming faxes will be placed in student mailboxes.

## Campus facilities

---

### Children's play areas

AMBS has indoor and outdoor play areas for children—a room in the basement of the 50s apartment building and a fenced yard with swings and other playground structures.

### Frey and Dyck Guesthouses

Two guesthouses are on the west edge of the AMBS campus. The Frey Guesthouse includes a conference area, facilities for meal preparation, and rooms for 10 to 12 people;

several bedrooms have private bathrooms. The C.J. and Wilma Dyck Guesthouse has several bedrooms with shared bathroom facilities. Both guesthouses are available for short-term lodging.

To arrange for lodging in the guesthouses, contact the AMBS receptionist at 574 295-3726, ext. 0.

Rates are:

- \$20.00 per night for AMBS students
- \$50.00 per night per visitor (12 years +)
- \$75.00 per night for a married couple
- \$7.50 per night per child (2–11 years)
- Children under 2 are free

Payment is due on arrival and may be made by Visa or MasterCard.

## **Mennonite Cooperative Bookstore**

The Mennonite Co-op Bookstore is a nonprofit bookstore that provides books and supplies for students, faculty, and visitors. Membership in the cooperative is open to any bookstore user. Members receive a 10 percent discount off the retail price of most items sold in the store, although the discount may vary depending on the item. Members have the right to attend and vote at all meetings of the bookstore cooperative. A person does not need to be a member of the cooperative to make purchases in the bookstore. The bookstore is located by the tower entrance of the library building.

### **Hours**

**Monday to Friday:** 9 a.m. to noon and 1 to 5 p.m.

**Saturday:** 9 a.m. to 1 p.m.

The store closes 15 minutes early on Tuesday and Friday mornings so employees can attend chapel. The store is closed anytime both the AMBS offices and the library are closed.

### **Inventory**

The bookstore carries textbooks for AMBS classes and books that cover subjects pertaining to ministry in the church and in the wider world. Greeting cards, music CDs, Bible software, office supplies, and fair trade coffee, tea, and chocolate are also available. The bookstore has a clearance section, in which books are available at reduced prices.

### **Postage stamps**

The bookstore sells postage stamps for envelopes and small packages sent within the United States and for envelopes sent outside the US. Packages that weigh one pound or more and all international packages must be taken to a US Post Office.

### **Membership prices**

One year	\$18.00
One semester	\$10.00
Entire summer	\$8.00
Short-term	\$5.00 (Interterm or one summer class)

### **Payment options**

The bookstore accepts cash, checks, and credit cards. Credit cards accepted are Visa, MasterCard, Discover, and American Express.

AMBS students may open a bookstore charge account. A bookstore charge account is separate from an AMBS student account. Students are expected to pay the bookstore directly and promptly when they receive their monthly bookstore statements. If students have adequate funds in their AMBS student accounts, they may authorize the AMBS business office to transfer money from their AMBS account to the bookstore. The transfer request forms are available in the bookstore and the business office.

Anyone who has more than \$200 on their account for more than 90 days will not be allowed to charge any new purchases until the overdue amount is paid.

### **Return policy**

The return of textbooks follows the same timetable as the schedule for close of registration and tuition refunds; books may be returned anytime before the third meeting of a class. Textbooks will be accepted for return only if they have not been used and are in saleable condition.

Returns of other items, with the exception of special orders, are accepted with a receipt within 90 days of purchase. Purchases made with credit card or charged to a bookstore account will be credited to the card or account. Cash refunds will be given for purchases made with cash and for purchases made with checks written at least 30 days prior to the return.

### **Special orders**

The bookstore can order almost any book not normally carried in stock. Most books will arrive in three to ten days. A handling fee may be added for some orders, but usually there is no additional cost. The book buyer can provide an estimate of cost and date of arrival when the order is placed. Special orders may not be returned.

Special pricing on large orders may be negotiated with business manager or the book buyer.

### **Bookstore Committee**

Two student representatives and one faculty representative make up the Bookstore Committee. The committee serves in an advisory capacity for the bookstore employees, sets overarching policies, provides accountability, and serves as a channel of communication between the seminary community and the managers.

### **Staff**

**Manager:** Lane Miller

**Administrative assistant:** Paula Lemus

### **Student Activity Center**

The Student Activity Center is in the west end of the 30s apartment building (apartments 31 and 32)—a new location. It has exercise and TV rooms for all students and their families. Students living in the 50s and 60s apartments may use their apartment building keys. Other students may ask the receptionist for a key, which they may keep until leaving AMBS.

In the Student Activity Center one area has computers, a television with cable hookup and a VCR; it also can be used for visiting, playing games or napping. Courtesy is expected in sharing use of the TV and VCR. A second room has a variety of exercise equipment. Please report equipment that is not working properly to Janeen Bertsche Johnson or Mark Seymour. A bathroom with shower facilities is included in the Student Activity Center.

Children, youth and guests must be accompanied by an AMBS student or spouse in order to use the center. Children are asked not to use the exercise equipment. Please leave the rooms clean and neat.

In addition to these facilities, there is a ping-pong table in the basement of the 60s apartment building, a children's playroom in the basement of the 50s apartment building, and an outdoor fenced playground area for children.

## **Student lockers**

Lockers are available for commuter students to store coats, bags, and other personal items while they are on campus. They are located in the hallway off the gallery near the library. Students should provide their own locks.

# **Community Life**

---

## **Campus breaks**

From 9:45 to 10:15 a.m. Tuesday through Friday, students, spouses, faculty and staff gather in the lounge for break. A shorter afternoon break occurs between 3:00 and 3:15 p.m. These are good times for making connections and visiting.

## **Ensemble**

The seminary ensemble is open to students, spouses, faculty and staff who enjoy singing. Rehearsals are Wednesdays from 12:30 to 1:30 p.m. Ensemble is available for academic credit of one hour per semester; up to three credit hours may be used toward the MDiv degree.

## **Forum**

Forum is a weekly gathering for presentations and discussion. It is held in the Lam-bright Center dining hall from noon to 1:00 p.m. each Thursday. Lunch is served beginning at 11:40 a.m.; please arrive before noon so the presentation can start promptly. Members of the AMBS community and guest speakers present forums. Questions or comments may be directed to Janeen Bertsche Johnson.

## **Student Body Organization**

The AMBS Student Body meets at least two times a year, usually during a forum time. Meetings and agenda are announced ahead of time. All students are encouraged to attend to discuss issues relevant to students.

Student representatives are selected for most of the committees and meetings of AMBS, including the seminary board, faculty meetings, curriculum committee, and worship planning. There also are several committees comprised only of students. Volunteers are welcome; speak to Bob Rosa, director of enrollment and student services, if you are interested in serving on a committee.

## **Student Life Committee**

The Student Life Committee, a group of students and spouses, plans occasional campus activities such as meals, coffeehouses and movies. Soccer, basketball, Frisbee and volleyball games often are organized by groups of students. Any student who orga-

nizes a social activity announced to the entire student body may apply for up to \$50 to cover costs of the event.

For more information about student life, see Janeen Bertsche Johnson, campus pastor.

## **Health care information**

---

### **AMBS physicians health network**

AMBS participates in a health care provider network. This is a network of doctors in the Elkhart and Goshen areas who are willing to see AMBS students and their family members. Students should select a physician and set up an initial visit as soon as possible. After this initial contact, students normally can be seen for urgent care within several days.

#### **Maple City Health Clinic (574 534-3300)**

Maple City Health Clinic is a community clinic located in Goshen, Ind. It is staffed by a physician, two nurse midwives, a family nurse practitioner, and a pediatric nurse practitioner. Maple City would like to establish ongoing relationships with AMBS students and their families during and after their seminary study, to provide them with the most appropriate care. Their primary objective is to become the medical home for those they serve although they would also provide care for those in urgent need.

#### **Goshen Family Physicians (574 534-0050)**

Goshen Family Physicians consists of seven physicians who provide family health care services, including ob/gyn. They are willing to see students and their families either long term or on an as needed basis during their seminary study.

#### **Concord Family Medicine (574 522-1201)**

Harley Yoder, M.D., at Concord Family Medicine, will see AMBS students or family members within two days, if students are unable to establish a relationship with a local physician before becoming ill. In order to receive this priority care, students must identify themselves as AMBS students when making an appointment.

### **Other health resources**

#### **Dentists**

Dentists listed below all have an A+ rating from the Better Business Bureau.

**R. Daron Sheline, D.D.S.**, 415 Waterfall Drive, Suite A, Elkhart, IN 46516, 574 293-2709, [www.drsheline.com](http://www.drsheline.com)

**Aegis Trusted Dentistry**, 4568 Elkhart Road, Suite 500, Elkhart, IN 46517, 574 875-7711, [www.aegistrusteddentistry.com](http://www.aegistrusteddentistry.com)

**Dunlap Dental Services PC**, 3700 E Mishawaka Road Suite 1, Elkhart, IN 46517, 574 875-6595

**Afdent Dental Services**, 605 W Douglas Road, Mishawaka, IN 46545, 574 277-2220, [www.afdent.com](http://www.afdent.com)

#### **Chiropractors**

The chiropractor listed below has an A+ listing with the Better Business Bureau.

**Spinal Adjusting Center**, 2424 Peddlers Village Rd, Goshen, IN 46518, 574 533-0815

## Care for children

**Healthy Beginnings (574 522-0104), 1400 Hudson St., Elkhart**, provides assistance to families with children. The fee is based on income. They offer exams for well children ages 0–12 (no illnesses treated) and injections required for school-age children. There is a dental program; speech, vision and auditory testing; some school physicals; and blood screening (hemoglobin and lead levels). WIC (Women, Infants, Children) supplemental nutrition program information available also.

## Counseling and mental health services

**Oaklawn (574 533-1234)** provides a wide range of mental health services for all ages, from counseling to intensive residential treatment. Although current capacity for pastoral counseling is limited, a direct referral from Janeen Bertsche Johnson may increase your chances of seeing a counselor. Oaklawn uses a sliding fee scale based on income. Costs for students with health care insurance and little income can be quite low. There is a limit of five individual counseling sessions on the sliding fee scale for persons without insurance.

Group therapy options may extend beyond this limit. Oaklawn is sponsored by Menonite Health Services Alliance. Visit [www.oaklawn.org](http://www.oaklawn.org) online for more information.

**Samaritan Center (574 262-3597)** is a faith-based mental health agency of professional caregivers, consultants and community volunteers. Its main office is located in central Elkhart and it has six local branch offices, including one at First United Methodist Church just south of AMBS on Mishawaka Road. Services at Samaritan Center include pastoral counseling, psychotherapy (individual, couple, family and group), psychological assessment and various workshops. Current counseling staff includes four women and three men, including some with extensive experience in abuse recovery, grief and loss, women's issues and clergy therapy. Health insurance may cover a portion of the cost but Samaritan Center does not file insurance claims. Clients with low income may qualify for reduced fees. Visit [www.elkhartsamaritan.org](http://www.elkhartsamaritan.org) online for more information. Janeen Bertsche Johnson has additional information about the staff members

## Student health insurance requirement

Students registered for a minimum of six credit hours on the Elkhart campus are required to enroll in the accident and health insurance plan offered by American College Student Association (ACSA) unless they show proof of coverage with other providers.

The cost for each student for the full 2011–12 academic year is outlined below. The low option is the minimum amount of coverage required by AMBS and the option in which students will be required to enroll if they are not currently covered by another provider. If students prefer, they may enroll in the ACSA high option which provides greater coverage at a higher premium. Coverage for spouse and family is also available at a higher rate. The plan is medical only; no dental or vision coverage is included, except as noted in plan materials. Effective dates and corresponding premiums are below:

U.S. students		
Low option	Annual premium	Semi-annual premium (for Fall-only or Spring-only students)
Under age 30	\$1,018	\$519
Age 30–39	\$1,117	\$570
Age 40 and older	\$1,172	\$598

International students		
Low option	Annual premium	Semi-annual premium (for Fall-only or Spring-only students)
Under age 30	\$641	\$327
Age 30–39	\$884	\$451
Age 40 and Older	\$1,550	\$791

As an additional ACSA member benefit, a separate dental plan is offered through Humana One. The dental premium for Indiana is \$15.74 per month. It will cover two cleanings per year at 100 percent. There is a six-month waiting period for coverage for any basic services such as extractions, fillings, spacers, oral surgery, and crowns (covered at 50 percent after a \$50 deductible).

Details on the health insurance plan(s) are available through a link on the AMBS website. Please review the information to see which plan is right for you. If you have any questions, please check with the AMBS financial aid counselor.

Any student who does not complete a waiver form online by the date of the close of registration to add courses and change grading plans will be enrolled for the low option plan and will be charged the appropriate premium for coverage for the student only. THE FEE IS NONREFUNDABLE. Please visit the AMBS website to complete the waiver form: [www.ambs.edu/student-resources/health-insurance](http://www.ambs.edu/student-resources/health-insurance).

## Fitness and health

See page 36 for information about the Goshen College Rec/Fitness Center and the Elkhart YMCA.

## Policies

---

Admission to AMBS assumes a commitment on the part of every student to join and to participate in a community devoted to theological education and preparation for ministry, worship, study and the life of Christian faith. This community is part of and accountable to the church of Jesus Christ, the Anabaptist-Mennonite tradition and the seminary's sponsoring churches. It is understood that all members of the seminary community will respect the confessions, convictions, values and commitments of the tradition and the churches whom it serves.

If a student who has been admitted does not honor these understandings, AMBS will ask the student to enter into conversation regarding faith, value commitments and/or personal lifestyle. It is hoped that this conversation will lead to clarification and resolution of the matter in a way that is satisfactory to both the student and the seminary. However, in some cases, the student may be asked to terminate studies.

The *Student Handbook* contains information about several policies. Complete policies are available in the *AMBS Academic Policies and Procedures Manual* and *AMBS Community Life Manual* at AMBS Central and from the president's office.

## Audiovisual service policies

### Definitions

The following definitions apply throughout this policy:

- *AMBS Community* means AMBS employees, students, and members of their immediate families.

- *Amplify* means that the AV technician will, prior to the event, set up microphones in the event venue and will monitor sound during the event.
- *Record* means that the AV technician will digitally record the event, provided prior consent to do so has been given either implicitly or explicitly as indicated in “Consent for Recording,” below.

### **Regular AV services**

AMBS AV technicians will amplify and record AMBS chapels and forums.

For chapel services, the AV technician will provide a microphone at the lectern or pulpit, and will digitally record the event.

For forums, the AV technician will provide two microphones—one at the lectern and another for fielding questions and comments from attendees—and will digitally record the event.

### **Special AV services**

For requests for amplification beyond regular services, the AV technician requires the submission of an AV Services Reservation Form at least one week prior to the event. Examples of requests that require a reservation form include, but are not limited to:

- using a wireless microphone in chapel
- using several microphones at forum
- special events and conferences (e.g., Pastors Week, Theological Guest Lectureship, Theological Center Guest, Mission Lectureship)

Within reason, assistance with built-in classroom technology for presentations does not require a reservation form, though one week of prior warning is appreciated. Tasks that require the ongoing or repeated presence of the AV technician (e.g., video recording a class, special setup and subsequent tear down of equipment, reassuring presence) do require an AV Services Reservation Form.

### **Recording**

Except for chapels and forums, the AV technician will record only those events for which all of the following are true:

- an AV Services Reservation Form has been submitted at least one week prior to the event;
- all speakers are members of the AMBS community, or the AV technician has received a signed Event Recording Release Form from any non-seminary speaker prior to the presentation or event being recorded (or prior to the first session of a multi-session event);
- the event occurs in either the Lambright Center Dining Hall or the Chapel of the Sermon on the Mount; and
- all primary participants use microphones.

For events with a question and answer period, the event organizer should announce that the event is being recorded.

### **Consent for recording**

By agreeing to speak at a public campus event (e.g., chapel, forum, Theological Lectureship), AMBS students and employees consent to being recorded. Speakers who are not AMBS students or employees must complete the Event Recording Release Form.

Event planners who wish to have events recorded are responsible for assuring that

all event participants are willing to be recorded. Persons who do not wish to be recorded should inform the event planner prior to the event.

### **Policy for distribution of recorded events**

AMBS will make recordings of events available to members of the AMBS community through the campus network. Retrieval and duplication of recordings is on a self-service basis. Though the Information Technology staff is available for training, neither the IT staff nor the Library staff will duplicate recordings of campus events for members of the AMBS community.

Event recordings are not available to those who are not members of the AMBS community, unless the speaker has agreed to let AMBS post his or her presentation online.

### **Cell phone use**

Cell phones must be turned off during class, chapel, forum and other gathering events (both ring and vibrate modes). People on campus who must be available for emergencies should give out the main AMBS number for that purpose: 574 295-3726, ext. 0. (For evening or weekend courses, 574 612-9331 or 574 298-2575 used for emergencies only.) People wishing to talk on a cell phone should use the spaces between the double doors at the southeast and northwest corners of Waltner Hall or the entrance to Lambright Center for this purpose.

### **Computer use and network access**

#### **Computer use**

**Computers in the library computer area are intended to benefit the AMBS community.** Members of the AMBS community are current students, employees, and their spouses and children. People who are not members of the AMBS community and wish to use AMBS-provided computers in the library should inquire at the library service desk.

Acceptable use of library computers is governed by the following:

- **Catalog search computers may be used by library patrons to search the library catalog and access other reference materials.** Other use is prohibited.
- **Student use of computers takes precedence over non-student use.** Children and non-student spouses who are members of the AMBS community may use computers only as space is available and others who are students are not waiting to use a computer.
- **Academic use of computers takes precedence over recreational use.** Recreational use of computers includes, but is not limited to, playing games, non-academic instant messaging or email correspondence, and Web browsing not related to academic work.
- **Children, regardless of age, may use student computers only under the direct supervision of a parent.**
- **Viewing pornography; illegal music, video, and file sharing; and other illicit activities are prohibited.**

A similar posted policy applies to the computers in the lounge in Waltner Hall.

#### **Network access and appropriate use**

AMBS provides Internet access in each employee office, in most common areas, and in the Library. Access to the network is open to anyone with an appropriately equipped device.

AMBS provides and maintains a dedicated high-speed Internet connection to:

- support the work and research of employees, students, library patrons, and guests;
- provide news and information through the AMBS and AMBS-related websites; and
- communicate with the church and others through electronic means (email, instant message, video, etc.).

Use of network resources in ways that impede the above is prohibited. Prohibited activities include, but are not limited to:

- hosting a server for a business,
- gambling,
- viewing pornography or other obscene materials,
- deliberately circumventing security controls on websites or other network resources in order to gain access to materials so-protected,
- sending unsolicited bulk commercial email (spam),
- creating and releasing computer viruses,
- participating in schemes to defraud individuals,
- downloading and trading copyrighted material for which the user has not obtained such rights, and
- other illegal activities.

## **Consensual, amorous relationships**

It is the responsibility of the AMBS Administrative Cabinet to discern how to process cases of consensual, amorous relationships that may become or are problematic for the institution. If persons involved include a member or members of the Administrative Cabinet, the Board chair shall designate an accountability group to process the situation.

## **Drug-free policy for all students and employees of AMBS**

The health, welfare and safety of all Associated Mennonite Biblical Seminary (AMBS) employees and students is of concern to the institution. Toward this end, it is the intention of AMBS to maintain a drug-free campus and to work against the unlawful manufacture, possession, use or distribution of controlled substances by students and employees on its property or as a part of any of its activities; it is also the intention of AMBS to work against the abuse of alcohol by any of its students and employees.

The Controlled Substances Act of 1970 (modified by congressional action in 1984 and the Anti-Drug Abuse Act of 1986) provides penalties for the unlawful manufacturing, distributing and dispensing of controlled substances.

The penalties can include mandatory prison sentences and fines, depending on the drug, the quantity involved and whether it's a first or second offense.

**Therefore, in view of the health risks and the legal sanctions against drug abuse, AMBS prohibits employees and students from the illegal manufacture, use, possession and distribution of any controlled substance on its premises or in conjunction with any of its activities, whether on campus or off, or the abuse of any drugs (including alcohol) which impairs the ability of persons to function as an employee or student in a normal, safe and alert manner.** Employees are also required to report their own conviction under a criminal drug statute for violations occurring either in the workplace or during the performance of work-related duties or activities within five days after the conviction, as required by the Drug-Free Workplace Act of 1988.

Failure on the part of employees or students to comply with this drug-free policy will result in one or more of the following actions:

- mandatory participation in either a substance abuse education or rehabilitation program (possibly at the employee's or student's expense) as a condition of continued employment or study at AMBS;
- probationary status as an employee or student;
- temporary termination of employment or student status;
- termination of employment or student status.

These disciplinary sanctions will be imposed following due process by action of the AMBS Administrative Cabinet in the case of employees and by action of the AMBS Admissions Committee in the case of students.

AMBS is committed to working with persons with addictions problems in order to help them become drug-free. For example, this could mean helping a person to get into a drug rehabilitation program, of which there are a number in this community (for instance, Oaklawn has inpatient, outpatient and day hospital addictions treatment programs; for more information, inquire in the administrative vice president's office); and where there is demonstrated financial need, some financial assistance might be made available for treatment.

## Email and Internet access for all students

### Policy

All AMBS students are required to have email and Internet access. AMBS provides an email account for each student as well as several student-accessible Internet-enabled computers. **Students are held accountable for information conveyed through AMBS email accounts and through course websites.** Professors are not obligated to accommodate students who do not use their AMBS-provided email addresses. The Library may not put material on reserve that is available on a course website.

### Implementation

All students will receive email at their AMBS-provided accounts. If students choose to use email accounts other than their AMBS accounts, they are responsible to set up forwarding (as per instructions included in their registration packet) or some other mechanism by which they may receive AMBS email.

### Rationale

This requirement carries several advantages, including:

- **Ease of communication.** Students can keep faculty apprised of the status of various assignments as that status changes; faculty can keep students apprised of changes in schedule. Communication of this nature can happen rapidly, easily, and frequently.
- **Information centralization.** A course website can be a central location for communication. With centralization of data comes reduced workload as centralized information can be found with less effort. Additionally, centralized information can lead to greater peace of mind as students know where important information about a class will be posted, and faculty know that important information about a class, posted on the site, will be read by the students.

Students and faculty who experience problems with AMBS email or with a course website should notify the AMBS Information Technology staff about the problem.

## Firearms

Possession of firearms on the AMBS campus is prohibited. Exceptions must be cleared with the vice president.

## Grievances

The purpose of a grievance policy is to give a fair hearing when a member of an institution is aggrieved and to provide an orderly process for the resolution of grievances. In the context of a Christian institution such as AMBS, a grievance policy also should work toward reconciling parties who are estranged and restore both personal and communal shalom.

The complete grievance policy is available in the president's office.

## Inclusive language

Language is a basic means of expression and communication. Life experience shapes much of our language and, at times, new languages or new ways of using language can lead to important insights.

Humanity includes all people regardless of age, sex, or race. As Christians called to articulate and exemplify the love of neighbor and reconciling justice, we commit ourselves to use language which reflects this love and justice. We therefore, as AMBS faculty and staff, agree to the following guidelines for inclusive language:

1. To use multiple terms or more inclusive words (such as *women and men* or *humans*, etc.) rather than the generic use of male terms (such as *man, men, he, him, his*, etc.) when referring to men and women together.
2. To use neuter pronouns in reference to anything without gender or collectivities including both genders.
3. To avoid language which stereotypes an occupation according to gender unless a specific illustration requires it.
4. To guard against double standards in reference to characteristics when applied to men or women (such as an *aggressive salesman/pushy saleswoman* or *man with no backbone/woman of compassion*) and when applied to qualities of character which may be found in all people regardless of gender (*strength, gentleness*, etc.).
5. To use the full names of individual people (such as *Michelle Miller* rather than *Mrs. Tom Miller*) and to use corresponding titles such as *Mr./Ms.* as needed rather than *Mr./Mrs./Miss*.

We adopt these guidelines for usage in the classroom, in class and office materials, in chapel services, and in other gatherings at AMBS.

We understand this as a commitment to using language inclusively. We will seek to learn from further experience and to improve our common commitments in these matters.

We welcome dialogue with students about using appropriate language as one means of countering and correcting sexist (as well as racist or ageist) attitudes and behavior. We encourage students to consider similar guidelines toward a more inclusive language.

The AMBS faculty and staff adopted this statement, "Commitment on the Use of Inclusive Language," in the spring of 1985.

## Sexual harassment policy

AMBS intends to maintain a work and academic environment that exemplifies and supports Christian sexual values, maintains the dignity and worth of all individuals, and fosters relational trust between men and women. Because it undermines Christian values, personal dignity, and trusting relationships, sexual harassment is strictly forbidden among all AMBS employees, students, AMBS housing residents, and others who do business with AMBS. Sexual harassment can become cause for temporary suspension from employment or student status at AMBS or even termination of employment or student status. Sexual harassment is prohibited by law under such federal and state statutes as Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; and the Indiana Civil Rights Act. Institutional policy and governmental law alone cannot address the larger and more pressing issue—namely, the cultivation of a community of trust and mutual regard between faculty, administration, staff, students, and other members of the AMBS community, and between women and men. The development and maintenance of a healthy community life is AMBS's primary commitment and not simply the "laying down of the law."

The complete sexual harassment policy is available in the president's office.

## Smoke-free campus

Associated Mennonite Biblical Seminary is committed to maintaining a smoke-free campus environment. Smoking is prohibited in **all** campus facilities, including classrooms and student apartments, and in all common areas outdoors.

## Visitors to campus

From time to time, people with emotional or material needs appear on the AMBS campus and seek support.

How we respond to such visitors raises issues of hospitality, safety, charity, and accountability. Our interaction with these individuals needs to be kind, wise, and firm. Several things to keep in mind:

It probably is unwise to give money, no matter how compelling the story. Without knowing more about the individual, it is too likely that such money will go for something other than the stated purpose.

AMBS does not have the staff or facilities to provide pastoral care or counseling for troubled individuals needing a haven. Do not raise expectations that you and others may be unable to fulfill.

Do not be alone with a stranger in your apartment or elsewhere. In addition to physical safety concerns, being alone with a stranger makes you vulnerable to accusations about your conduct that could have legal implications. With visitors you do not know well, it is important for your own protection to have one or more witnesses even for simple acts of kindness. If possible, leave some kind of record or otherwise be able to establish what was done, by whom, and for what purpose.

Refer strangers in need to a local congregation, or to Oaklawn, or to Church Community Services (907 Oakland Avenue, Elkhart, 295-3673) and ask them to leave campus if they do not have seminary-related business. It is better for us to volunteer (or donate money) through a church or social service agency than to give money directly to an individual about whom we know little.

If you have concerns about how to relate to a stranger on campus and wish for assistance, contact an Ad Cabinet member.

See also *Campus Security*, pages 26–28. Note especially the items regarding what to do if you feel unsafe or threatened, and what to do in cases of criminal activity such as theft or vandalism.

## **Unsupervised adolescents and children on campus**

Faculty, staff, and students want to model the hospitality of Jesus and the missional nature of the church to our neighbors. We also want to hold guests accountable for appropriate behavior while they are on our campus.

When an unsupervised youth or child is on campus, initiate contact with him or her. Ask the name, and use the name in conversation. Interactions should begin with interest in the individual, not with suspicion.

Except in circumstances approved by the receptionist, campus pastor, or a member of the Administrative Cabinet, unsupervised youth and children should not be wandering through or loitering in campus buildings. The lounge is a public space where unsupervised youth and children may spend short periods of time, as long as they are not disturbing office occupants or classrooms.

If a youth or child is encountered in a space where he or she should not be, call the person by name (ask the name first, if necessary), and politely inform the person that he or she should not be in that space. Stay with the youth/child until he or she leaves that space, or call for help from the receptionist or an Administrative Cabinet member (or, as a last resort, the police) if the youth/child refuses to leave. All such encounters, even if the youth leaves without protest, should be reported by email to the vice president, so it can be determined if the youth/child in question is respecting identified boundaries. If the same youth or child continues to visit off-limit spaces, the community will need to discern further action, such as stricter limits for the youth or child's presence, conversation with a parent or guardian, or a ban on future visits.

If a youth or child is encountered while he or she is engaged in illegal or dangerous activity, or is damaging property, immediately report that to the receptionist, an Administrative Cabinet member, a member of the maintenance staff, and/or police. All such encounters should be reported in person or by email to the vice president. See also *Campus Security*, pages 26–28.

## **Procedures**

---

### **AMBS publicity and student consent**

Photographs are routinely taken at campus events, at informal gatherings and in classes and campus settings. If you wish that photos of you not be used in AMBS publicity or informational materials, please inform the director of communications. Subsequently, if you appear in a photo that is taken, the communications department will make sure that the photo is not used or that you are not included in the image as it is used.

A directory is printed each year, containing contact information for students, staff and faculty. See more details on page 2 in the Family Educational Rights and Privacy Act section of the *Student Handbook*.

## Enrollment verification procedures

The registrar's office provides verification of enrollment, academic standing or enrollment status when this is needed.

- Enrollment can be verified only after the term has started and after the registration is closed (the end of the drop/add period).
- If the term has not yet begun, the registrar can state only that a student is pre-registered.

### General processing information

- The AMBS Request for Enrollment Verification Form must accompany all verification forms submitted to the registrar's office.
- If a student asks AMBS to mail forms for him or her, the student must provide an addressed and stamped envelope.
- When a letter is needed for enrollment verification, this will be mailed in an AMBS letterhead envelope.
- Please allow five to seven business days for processing time. More time may be needed during peak times for enrollment verifications, especially during the weeks immediately following the close of registration.
- Requests are processed in the order in which they are received in the registrar's office.

## Facility reservations

The chapel, classrooms and Lambright Center rooms may be reserved. Reservations are made with the receptionist. Catering service by the kitchen staff may also be ordered with a form available from the receptionist.

## Fundraising

Anyone considering any fundraising effort on the AMBS campus—for AMBS or for another organization—should confer with the vice president (Ron Ringenberg) to get institutional approval. This assures there are no conflicts or concerns about the effort.

## Maintenance requests

Anyone who is aware of a need for maintenance should report it as follows:

### Emergency requests

#### • During office hours, 8 a.m. to 4:30 p.m.:

Call the Maintenance Department (574 298-2575 (Jeff Marshall's cell phone) or 574 612-9331 (Nate Koets's cell phone)). If there is no answer, call the receptionist, and she/he will locate a maintenance staff member.

#### • After 4:30 p.m. and on weekends:

Only if it is a **maintenance emergency**, call in this order:

1. Nate Koets cell: 574 612-9331
2. Jeff Marshall cell: 574 298-2575
3. Nate Koets home: 574 294-2849

#### • Non-emergency requests

Report needs for maintenance or repair through the online request system at <http://maintenance.ambs.edu>. Login is required using an AMBS username and password.

## Master calendar reservations

People wishing to schedule an AMBS event should find the “Event Setup Form” at [www.ambs.edu/forms](http://www.ambs.edu/forms), or contact the receptionist. After you give the completed form to the receptionist, she will make room reservations and the master calendar is checked for conflicting events. If none exist, the request is approved and entered on the calendar. Copies of the form are sent to the person who applied as confirmation of the date and room reservation.

## Student complaints

In accord with U.S. federally mandated policy, administered by North Central Association, formal written student complaints that are addressed to the three head officers of the educational institution (president, dean or campus pastor) and signed by the student are filed in the president’s office, together with information on how the administration responded to the complaint.

## Student employment

AMBS has a limited number of part-time jobs available on campus. Employment cannot be guaranteed, but students who apply will be considered for positions that are open. To apply for campus employment, check the job postings and submit an application on the AMBS website at [www.ambs.edu/employment/student-employment](http://www.ambs.edu/employment/student-employment).

Students who are not citizens of the U.S. and who enter the country on a student visa are restricted from some types of employment by regulation of the U.S. Bureau of Citizenship and Immigration Services (BCIS). Students with an F-1 or J-1 status may work on campus a maximum of 10 hours per week during the school year and full-time during the summer, but may not be employed off-campus. Spouses of students on F-1 visas may not be employed. Spouses of students on J-1 visas may apply to the Immigration Service for a work permit if they meet the criteria.

For information, contact:

Jody Walker  
Lambright Center, Room A  
574 296-6266 / [jwalker@ambs.edu](mailto:jwalker@ambs.edu)

## Student payroll

For questions about payroll, contact:

Jeff L. Miller  
Waltner Hall, Office 109  
“In” tray: inside door to business office, Waltner Hall Room 101  
574 296-6206 / [jlmiller@ambs.edu](mailto:jlmiller@ambs.edu)

Time cards and payment

Deliver completed and signed time cards to Jeff Miller

Deadline: Noon on the first business day of a month

Time card forms: Available on cabinet inside door to business office, Waltner Hall Room 101

Checks issued: Between the 5th and the 7th of the month, depending on weekends and holidays

**Incomplete time cards will be returned unpaid.**

Payroll checks may be deposited into a student account. Endorsement is required.

## Student billing and business office information

Contact:

Colleen White  
Waltner Hall, Room 101  
574 296-6226 / [cwhite@ambs.edu](mailto:cwhite@ambs.edu)  
Office hours: 8:00 a.m.–4:30 p.m., Monday through Friday

### Student statements

Student statements are published to students' online accounts monthly and may be accessed with passwords. Additionally, statements for which an amount is owed are printed and distributed through campus mail or by the postal service. Statements also can be printed, published or sent by email as an attachment at any time upon request.

### Payment deadlines

**Full payment is required for each semester or term** before 4:00 p.m. on the date published by the registrar's office in the Academic Calendar: [www.ambs.edu/files/documents/academics/2011-12\\_Course\\_List\\_Academic\\_Calendar.pdf](http://www.ambs.edu/files/documents/academics/2011-12_Course_List_Academic_Calendar.pdf). An "invoice" is printed on the reverse side of each student's Student Schedule, distributed by the registrar's office a few weeks before the beginning of each term. The payment due date is clearly printed on the schedule.

**Important: If you are expecting support funds from a church or conference that may not arrive prior to the payment deadline, contact Colleen White in the business office to make other arrangements.**

### Housing or rent payment

Monthly resident and commuting student housing payment is due as follows:

Each month by 4:00 p.m. on the 10th day of the month

Past due accounts or payments will be charged a \$25 late fee each month a balance is owed.

### Deferred tuition payment plan

Students taking 4.0 or more credit hours of study may qualify for a deferred tuition payment plan if they unable to pay in full by the payment deadline. Contact Colleen White in business office for details.

### Payments to student account

Make payments Monday through Friday before 4:00 p.m. to the receptionist in Waltner Hall. Pay by check payable to "AMBS," by cash (US cash only), or by bank debit or credit card.

### Refund of credit balance

A remaining credit balance on a student account will be remitted to the student automatically under the following conditions:

- Student graduate has completed studies and is departing the seminary
- Student has been granted a formal Leave of Absence
- Student has withdrawn from AMBS studies
- Course for which the student paid has been cancelled. A full refund will be issued. The student may request funds be kept in the account for future term/session expenses.
- Student overpaid or received support funds from another source creating an excess credit balance. The student may request funds be kept in the account for future

term/session expenses.

- Student received Stafford Loan funds. Important: AMBS is required to remit the balance of loan funds to the student after all course and/or campus housing expenses for the same term have been paid. If student desires Stafford Loan funds to be applied to past or future term expenses, a formal authorization form must be signed and submitted to the financial aid office. The authorization form is available in the financial aid office.

### **How to request excess funds from a student account**

Students may request a check or cash payment from their student accounts only if the balance exceeds the amount required to cover tuition, rent and other required semi-annual costs. Excess funds appear in brackets as a credit balance.

Limited to one request per month

Option #1: Request by email: [cwhite@ambs.edu](mailto:cwhite@ambs.edu)

Option #2: Complete a "Check Request Form" located on cabinet inside the business office (Room 101)

Deadline: Tuesday 1:00 p.m. for Thursday payment

Requests received after 1:00 p.m. Tuesday **will be held** for processing the following week.

### **Optional charges to student account for on-campus expenses and activities**

If there are adequate **excess** funds on a student account, the student may authorize various expenses and fees to be paid directly from the student account, including the following:

- Lunch tickets (minimum 10 tickets): Purchase at the receptionist's desk
- Bookstore purchases
- Registration for Church Leadership Center workshops and events
- Spiritual direction fee
- Library copy card charges
- Library carrel key deposit fee

Inquire at the receptionist's desk or ask Colleen White to process a request.

### **Canadian student payment at-par allowance**

Contact Colleen White, business office, for current at-par available balance.

### **Local bank information**

See page 34.

## **Safety and accessibility**

---

### **Campus security**

Associated Mennonite Biblical Seminary is committed to fostering a welcoming, safe, and secure campus environment. Toward that end, and to comply with the United States' Crime Awareness and Campus Security Act of 1990, AMBS has adopted this policy statement on campus security.

1. The seminary will inform students and employees about campus security proce-

dures and crime prevention at student orientations at the outset of each semester and occasionally at forums. During each of these occasions, the “Campus Security at AMBS” statement will be distributed.

2. Reporting of criminal actions and other emergencies:
  - a. If a criminal act is being committed or a suspected emergency is in progress, the Elkhart City Police should be called at once. Use the emergency system number: 911.
  - b. Anyone feeling threatened or fearing for his or her own safety or the safety of others should immediately call the Elkhart City Police emergency number: 911.
  - c. All criminal actions on campus involving seminary personnel (employees or students), seminary property, or property on campus belonging to seminary personnel should be reported as soon as possible to the maintenance department (Nate Koets, Jeff Marshall).
  - d. When an employee is aware of such an event, he or she should immediately notify a member of the Administrative Cabinet. The president or the highest ranking officer on campus will notify the community of the situation as appropriate.
3. AMBS maintains records and statistics about criminal offenses on campus during the most recent calendar year and during the two preceding calendar years for which data are available. The following offenses are reported: murder, rape, robbery, aggravated assault, burglary, vandalism, motor vehicle theft, liquor law violations, and weapons possession. These records are publicly accessible and may be requested from the president’s office by any current student or employee or any applicant for enrollment or employment.
4. If and when someone is apprehended and charged with a criminal offense against AMBS as an institution (e.g., through theft or vandalism), the seminary will work redemptively with those so charged and/or convicted. This may involve petitioning the court system to work with the Victim-Offender Reconciliation Program (VORP).
5. AMBS employs no campus security personnel.
6. Waltner Hall, Lambright Center, and the Chapel of the Sermon on the Mount are “secured” with electronic systems activated during off-hours when the offices and/or library are closed. Only authorized persons (faculty, administrators, staff, and the student[s] hired for lockup purposes) are to have access to the security code, key to the outside door, or to the building itself in off-hours.
7. AMBS discourages the possession and use of alcoholic beverages on campus, in seminary-owned housing, and at any seminary-sponsored functions on or off campus. AMBS prohibits the illegal use of alcohol by minors on campus. AMBS persons (students and employees) who abuse or become addicted to alcohol will be subject to disciplinary action, depending upon the severity and frequency of the problem. Disciplinary action may consist of mandatory participation in alcohol addiction programs, temporary suspension from academic programs or employment, or permanent dismissal from academic programs or employment. (*A new alcohol use policy currently is being developed.*)
8. AMBS prohibits the possession, use, or sale of illegal drugs on campus or at any seminary-related function on or off campus. (For more on numbers 7 and 8, see the *Drug-Free Policy*, pages 18–19.)

9. Guidelines on the prevention of crimes and vandalism:
  - a. Students who live on campus or in seminary-owned housing are encouraged to lock their outside apartment doors at all times, even while occupied.
  - b. Parents living on campus or in campus housing are to monitor their children playing outdoors.
  - c. The maintenance department will inform all occupants before any off-campus service personnel provide services in seminary-owned housing. Maintenance personnel also will give occupants of seminary-owned housing advance notice for entering apartments to do repairs and other maintenance tasks. The director of student housing may access occupied AMBS housing, with permission of the occupants, to show housing options to prospective students. Occupants are discouraged from giving access to apartments or other seminary-owned housing to any unauthorized persons.
  - d. Cars on campus should be locked at all times and valuables should not be kept in them. It is recommended that cars left at AMBS overnight be parked near campus residences.
  - e. If there are people on campus whom you think do not belong or seem to be engaging in suspicious activity, employees and students may confront them nonviolently or report such people or suspicious activity as soon as possible to the maintenance department (Nate Koets or Jeff Marshall). After office hours, call one of the following in the order listed:
    - i. Nate Koets: 574 294-1849 (home).
    - ii. Jeff Marshall: 574 298-2575 (cell).
  - f. At night, people are discouraged from walking alone.
  - g. Suggestions for enhancing campus security should be directed to the maintenance department.

—052192/021109

## Service dogs and pets

Service dogs for people with disabilities are welcome in all areas on campus. Pets are not allowed in any of the buildings.

## Tornado safety

Tornadoes may occur during the months of March through September. April and May are the months when they are most likely to occur.

If a storm situation exists, listen to weather reports on the following stations:

Radio:	Television:
WFRN 104.7 FM	WNDU Channel 16
WCMR 1270 AM	WSBT Channel 22
WTRC 1340 AM	WSJV FOX Channel 28

### Mobile phone:

If you have a mobile phone that is text-enabled, you can sign up for weather alert messages by visiting [www.wsbtc.com/weather](http://www.wsbtc.com/weather) and signing up for “WSBT Alert.”

### **Tornado watch**

A **tornado watch** means that weather conditions are such that a tornado could occur. There is no need to change activities or go for shelter. However, you should know where to go for shelter if needed and be prepared to go there in a moment's notice. If a tornado watch is given, note:

- **the specific geographical area.** We are located in Elkhart County. St. Joseph County is located to the west and Marshall County to the southwest.
- **the time duration announced.** Be sure to remain in touch with weather reports during this time.

### **Tornado warning**

If a **tornado warning** is given for your area, it means that a tornado has been sighted. **Take cover immediately.** You may have only a few minutes.

**Tornado warnings** are announced on radio and television, and people are alerted by city sirens (day and night). Remember that funnel clouds usually move from the southwest to the northeast, so you are safest in the southwest corner of a basement. Stay under cover until you hear an all-clear siren.

### **Shelter locations on campus**

The following are recommended shelter locations on campus. See the campus map on page 41 for help in locating these places.

- **Apartments:** Those in apartments should proceed to the basements in either the 50s or 60s buildings. A 325 key is needed to enter. People in a campus house that has a basement should go to that basement.
- **Guesthouses:** People in a guesthouse should go to the basement of that house.
- **Lambright Center, Waltner Hall, Library and chapel:** People in these buildings should go to the nearest location of the following: library basement, tunnel between Waltner Hall and the chapel, or the chapel basement.

## **Spiritual life and worship**

---

### **Campus pastor**

Janeen Bertsche Johnson, campus pastor, offers pastoral care and counseling to students and their families, serves as a resource person to students and student committees, and works with the regular and special events that foster community life. Students may stop by her office during her regular office hours, or call her at home in case of an emergency, 574 533-3608.

### **Chapel**

Worship services are held in the Chapel of the Sermon on the Mount from 11:45 a.m. to 12:15 p.m. on Tuesday and Friday during the school year, and occasionally during summer sessions. *AMBS Communicator* announces when chapel services will be held and what is planned. Various formats are used, including preaching, storytelling, intercessory prayer, music, drama and communion. Worship services are planned and led by students, spouses, faculty, staff and campus guests, and give opportunity for celebration, reflection, renewal, support and growth. The Spiritual Life Committee, made up of faculty and students, schedules speakers and leaders. For details, contact Janeen Bertsche Johnson, campus pastor.

## Pastoral counseling

The campus pastor can provide up to three sessions of pastoral counseling for students, spouses or couples, and up to six sessions of premarital counseling. Many other counselors and mental health professionals are available in the area, some working privately and others with Oaklawn or the Samaritan Center. See page 14 for details.

## The Pilgrim's Way

The Pilgrim's Way is a labyrinth in the meadow on the AMBS campus, which provides outdoor space for reflection and prayer. A flier is available with suggestions of ways to pray while walking the labyrinth.

## Spiritual direction

Several AMBS faculty and retired faculty members along with trained spiritual directors from Northern Indiana and Southwest Michigan are available to provide a mentoring relationship to students for nurturing greater awareness of God's presence. Spiritual directors meet with students for a one-hour session approximately once each month during the school year. The fee for this service for full-time students is \$25 per semester. For more information, contact Janeen Bertsche Johnson, campus pastor.

## Spiritual retreats

Spiritual retreats are offered several times each year, focusing on different topics or different ways of praying. For information, see the Spiritual Formation Informer (published each semester). Or contact Janeen Bertsche Johnson.

# Student services and resources

---

## Audiovisual (AV) services

The AV staff, under the supervision of the Director of Information Technology, provides AV services. Services include amplification, audio recording of on-campus events (chapels, forums, etc.), storage and maintenance of AV equipment, and storage of event recordings. The form for requesting AV services is available at [www.ambs.edu/forms](http://www.ambs.edu/forms). For more information about AV services, read "Audiovisual service policies" in the Policies section of this handbook (pages 15–17) and the "Audiovisual Procedures" section of the *Community Life Policies and Procedures Manual*, available at AMBS Central.

## AV equipment

Most classrooms have a VCR, DVD player, and digital projector. These are not to be moved without permission from the Director of Information Technology. The library stores other AV equipment: a video camera and tripod, a 35mm slide projector, an overhead projector, an LCD projector, a CD player, a small DVD player, a digital audio recorder, and a portable amplification system. These may be requested at the service desk.

Report any equipment problems or malfunctions to the Director of Information Technology.

## Recording of class sessions

Students who want to record a class (for example, due to a planned absence) are

responsible to get consent from the instructor and to make arrangements for a fellow student to record the class. The AMBS AV staff will not record class sessions for individuals.

## Bicycle racks

Bicycle racks are located at the north entrance of Waltner Hall, near the library, and at Waltner Hall's front entrance. The racks are available for faculty, staff, students and their families, and other visitors to the seminary. Individuals planning to store their bicycles in these areas should bring their own bicycle locks.

## Library

The AMBS Library collection includes more than 110,000 volumes, and about 400 current periodicals, audio-video materials and electronic resources. The library has a variety of settings for individual and small group study. An area with student-accessible computers is in the south wing of the library.

An online catalog provides access to materials in the AMBS library and other libraries around the world. The library website ([www.ambs.edu/library](http://www.ambs.edu/library)) is the gateway to numerous online and print resources for theological study and research. Library card holders have remote access to online indexes and electronic texts.

Materials that are not held in the AMBS Library may be requested through interlibrary loan (<http://ambs.edu/library/services/ill>). Interlibrary loan services are free and most requests are filled in about a week. AMBS students have borrowing privileges in all academic libraries in Indiana.

Instructions for a self-guided tour of the facility are available at the service desk. The tour is an introduction to the materials and collections of the library as well as to policies for their use. All AMBS students should take the library tour at the beginning of their studies on campus.

## Photocopier and printer

The photocopier in the library may be used on a self-service basis according to posted procedures. Students may have their library cards programmed to make photocopies (\$.07 per page) or may borrow the library's copier card and pay cash (\$.10 per page).

Print jobs may be sent to the library's public printer using the AMBS network. A campus network login is necessary to release the print job. Personal laptops may be set up to print to the library printer. Instructions are available adjacent to the printer.

## Food and beverages

Food may not be consumed in the library. Drinks are allowed in the library in closed containers. A closed container does not allow any liquid to leak when it is on its side.

## Hours

When classes are in session, the library is generally open:

Monday–Thursday	8 a.m. to 10 p.m.
Friday	8 a.m. to 6:30 p.m.
Saturday	9:30 a.m. to 6:30 p.m.
Tuesdays and Fridays	Closed for chapel from 11:40 a.m. to 12:20 p.m.

When classes are not in session, the library is open Monday through Friday, 9 a.m. to 5 p.m. Check the library Web pages for specific hours or call 574 296-6253.

## Mail center

All students will be assigned an on-campus mailbox in the Waltner Hall mail center in order to receive communication from professors, phone messages, class papers, etc.

Students living on campus also will receive their mail in their campus mailboxes and should have personal mail addressed to 3003 Benham Ave., Elkhart IN 46517-1999. The mail comes and goes around 9:30 a.m. daily (subject to change). There is no mail service at AMBS on Saturdays and Sundays. COD (cash on delivery) packages will be received when prepayment is made with the receptionist.

Students not living on campus should use their off-campus addresses if possible.

Mail center hours are 8:30–9:00 and 11:00–11:40 a.m., Monday through Friday. Mail can be weighed in the bookstore and stamps and envelopes can be purchased there.

The Elkhart post office is located at 601 S Main Street; the telephone number is 574 293-5502.

At the end of spring semester, any papers that students have not yet received will be sent to them. If the papers are in a binder, the contents will be removed to be sent. To obtain the binder, the student should pay the receptionist \$5.00 to cover postage.

When students know their summer plans (address, etc.), they should inform the receptionist so their mail can be handled appropriately. First-class mail and periodicals can be forwarded without charge. To have standard mail sent, students should pay \$5.00 to the receptionist and standard mail will be sent up to the amount prepaid.

Those who wish to have their name and address removed from some direct marketing mailing lists may write the Direct Marketing Association at Mail Preference Service, Box 643, Carmel, NY 10512, or call 212 768-7277, or visit [www.dmaconsumers.org](http://www.dmaconsumers.org).

When students leave AMBS, they should not send a change of address through the post office. The post office will not forward anything for an institution. The AMBS mail center handles mail forwarding. Students should inform their magazine publishers, doctors' offices, banks, etc. of their new address as soon as possible; the mail center has forms for notification of a change of address.

The receptionist is available to answer questions during mail center hours.

## Meals and snacks

Lunch is served Tuesday through Friday in the Lambright Center dining room during fall and spring semesters; Monday through Friday during Interterm and summer sessions. Tickets should be purchased in advance at the receptionist's desk. The costs for AMBS students, faculty, and staff are:

- individual meals for \$6.00 at the door
- packets of five for \$23.00
- packets of 40 for \$170.00
- semester plan (first to last day of classes; no individual tickets) for \$200

Children ages 3 to 6 may eat at half price; children under age 3 eat free. The cost for all other people is \$6.00 per meal.

If you are having a lunch meeting in the dining room, signal this by putting on your table one of the wooden birds (kept in the corner near the sound system controls). These indicate that those at the table are having a private conversation.

Snacks and fair-trade, organic coffee are available from dispensers in the lounge. A refrigerator also is available in the lounge for those who bring a lunch to campus.

## **Musical instruments**

From September through January, two pianos are available, one in the Wadsworth Room of Waltner Hall and one in the Lambright Center dining room. Please schedule times for playing either of these with the receptionist.

During second semester, the piano that had been in the Wadsworth Room will be located in the lounge and will be available for use by adults (and by children only if under the supervision of an adult). Please be sensitive to those who are working nearby and classes meeting in Room 214.

During second semester, several additional instruments will be available: a Steinway grand piano and an organ in the chapel and two pianos (and a practice room) in the fellowship hall (basement of the chapel). The pianos in the fellowship hall are for use by anyone in the seminary community, including children of students. The chapel organ is available for private lessons for a fee, either for credit or noncredit. Practice time on any of these instruments must be scheduled with the receptionist.

## **Parking and use of cars for seminary travel**

Cars are to be parked in the designated parking lots, not on the roadside. Drivers are cautioned to drive slowly on the campus and to be alert for children who might be playing in the street. Please not to drive on the grass.

Each vehicle associated with a student or employee is to display an AMBS parking tag on or near the rearview mirror. Tags are available at the receptionist's desk.

All cars used for trips involving seminary interests for which the seminary pays mileage must receive proper authorization from the business office or the administration. Mileage payments are assumed to cover expenses of operation, and car owners must have liability and collision insurance.

## **Resting room**

In the basement near the lounge, there is a resting room with a recliner. Please use the sign on the door to show if the room is occupied or empty.

## **Student-accessible computers and file space**

AMBS provides some desktop PCs for student use. Most of these are in the library computing area; two are in the Student Activity Center and two are at the west entrance to the lounge in Waltner Hall. The computers in the lounge are intended for brief Web browsing and checking email. The computers in the Student Activity Center are intended for after-hours use by students.

There are also notebook computers available for checkout in the library. Network ports are available in classrooms and the library, and wireless access to the Internet is available in Waltner Hall and the Lambright Center.

Every student at AMBS has private file space and a personal email account. Information on logging in to and out of the AMBS network is sent to new students near the beginning of each term. While reasonable effort is taken to ensure that private file space remains inaccessible to unauthorized users, and that information stored in this file space is backed up regularly, loss and misuse of data may still occur. AMBS will not be held responsible for loss or misuse of data due to failure to follow recommended log in and log out procedures, carelessness or equipment failure. In addition to being stored in a student's private file space, important documents should

be printed or saved elsewhere as well (e.g., online, on CD or on USB flash memory). Students must provide their own digital media.

## Writing services

Students who need assistance at any stage of developing a written assignment may use the resources of Writing Services. Announcements will be published in *AMBS Communicator* and will be sent to AMBS student email accounts about the location of Writing Services and how to schedule time with the specialist. Assistance is available for all stages of development: focusing a topic, honing a thesis, working out a writing plan or outline, revising a draft and fine-tuning grammar and citations. Limited copy editing services also are available.

## Area resources

---

### Banking

A U.S. Social Security number is required at most local banks to open a checking account. Obtain a student ID card from the AMBS registrar to qualify for free student checking. The following offices are located less than three miles from campus:

**Key Bank**, 230 W Hively Ave (located at nearby Woodland Crossing shopping center), 574 295-8351, [www.key.com](http://www.key.com)

**JPMorgan Chase**, 211 Concord Mall Drive, (about 2.3 miles east on Mishawaka Rd, then north .1 mile on Concord Mall Drive), 574 538-5830, [www.chase.com](http://www.chase.com)

**Teachers Credit Union**, 206 Concord Mall Dr (about 2.3 miles southeast on Mishawaka Rd, then north .2 mile on Concord Mall Dr), 574 875-1110, [www.tcunet.com](http://www.tcunet.com)

**Credit Union Centers Of Indiana**, 3702 E Mishawaka Rd, (about 2.3 miles southeast on Mishawaka Rd, at corner of Concord Mall Drive), 574 875-9126

**Mennonite Financial Credit Union**, [www.mennonitefinancial.com](http://www.mennonitefinancial.com)

Deposits and withdrawals may be performed at local credit union offices including Teachers Credit Union and Credit Union Centers of Indiana (both listed above).

### Bicycle leasing

Maynard Good, a member of Prairie Street Mennonite Church, often has bicycles available to lease to AMBS students for a \$25 deposit. He also will repair the bicycles if that is needed. If you are interested in borrowing a bicycle for the time you are in Elkhart, contact Maynard at 574 875-5697.

### Car insurance

Liability insurance is required by the state of Indiana. Most companies require foreign students to have either an Indiana driver's license or an international license before insuring the car. Some suggested companies:

**MAX – MutualAid eXchange**.....574 533-5396  
1013 Division St, PO Box 773, Goshen, [www.MutualAidExchange.com](http://www.MutualAidExchange.com)

**State Farm Insurance**.....574 293-0561  
2408 S Nappanee, Elkhart

**Allstate Insurance** .....574 293-8581  
293 S Nappanee St, Elkhart

**Pletcher Insurance** ..... 574 875-0808  
3712 E Mishawaka Rd, Elkhart

## Car repairs

There are many local auto mechanics, some of whom specialize in particular makes of cars. A number of people from AMBS have gone to LaVerne’s Repair, on a farm at 60726 County Road 11, between Elkhart and Goshen. (574 875-7277) It’s a little further than the closest alternatives, but LaVerne’s customers almost always speak well of his work.

## Childcare and nursery schools

Some area possibilities

**Elkhart Child Development Center** .....574 293-5316  
2121 Prairie St, Elkhart, IN 46517

**Hively Avenue Mennonite Preschool**..... 574 294-4022  
800 E Hively Ave, Elkhart, IN 46517

**Montessori School of Elkhart** .....574 264-3037  
416 E Crawford, Elkhart, IN 46514

## Emergency telephone numbers

**Emergency—fire, police, ambulance** ..... 911

**Elkhart General Hospital**.....574 294-2621  
600 East Blvd, Elkhart, IN 46514

**Indiana Poison Control Center**..... 1-800 222-1222

## Events

**Mennonite Central Committee Relief Sale:** Elkhart County Fair Grounds, County Road 34, east of Goshen. The money raised goes to Mennonite Central Committee for worldwide relief and service work. The sale happens annual on the fourth weekend of September. For details, including relief sale dates, visit <http://mcc.org/reliefsales/us.html>

**First Fridays in Goshen:** Special events, entertainment, food vendors and art displays are part of this event which happens the first Friday of each month from 5 to 9 p.m. in downtown Goshen.

## Haircuts

Some area possibilities

**Great Clips**  
4536 Elkhart Rd, Goshen, IN 46526 (near Meijer).....574 875-5215  
2719 Emerson Dr, Elkhart, IN 46514 ..... 574 266-6090

**J.C. Penney**.....574 875-8431  
Concord Mall

**Klashique Hair Design**..... 574 295-5077  
522 S Main St, Elkhart, IN 46516

## Health clubs and fitness centers

### Goshen College Rec/Fitness Center

Goshen College offers AMBS students and employees (and members of their immediate families) corporate membership for the use of the Rec/Fitness Center at a significantly reduced rate. Students who qualify for this are those who are “admitted”; one-course students do not qualify. The membership is for the regular school year, September 1 through August 31. However, membership can begin at any time during the year and the fee will be prorated for the actual time of membership between the start date and ending date on August 31. For forms and enrollment, contact:

Barb Gamble  
Waltner Hall, Office 202  
574 296-6255 / bgamble@ambs.edu

**YMCA** .....574 389-7878  
200 E Jackson St, Elkhart, IN 46516  
Offers a wide range of programs and facilities.

## Home and property insurance

**MAX – MutualAid eXchange** .....574 533-5396  
1013 Division St, PO Box 773, Goshen, www.MutualAidExchange.com

## Indiana Bureau of Motor Vehicles

**Elkhart County License Branch** .....574 293-9121  
222 Harrison St, Elkhart, IN 46516  
*Call to find out current hours of operation.*

**Driver’s license:** Students from Canada do not need to obtain an Indiana license or change their license plate if their Canadian insurance company covers them while studying in the U.S. It is recommended that foreign students (other than Canadians) obtain an Indiana driver’s license.

## Mennonite agencies

**Bethany Christian High School and Middle School** .....574 534-2567  
2904 S Main St, Goshen, IN 46526-5499

**Central District Conference** .....574 534-1485  
1015 Division St, Goshen, IN 46528

**Everence** .....574 533-9511  
1110 N Main St, PO Box 483, Goshen, IN 46527

**Goshen College** .....574 535-7000  
1700 S Main St, Goshen, IN 46526

**Indiana-Michigan Mennonite Conference** .....574 534-4006  
212 S Main St, Goshen, IN 46526

**Mennonite Education Agency** .....574 642-3164  
(at Clinton Frame Mennonite Church) 63846 County Road 35, Goshen, IN 46528

**Mennonite Church USA Great Lakes Office** .....574 294-7523  
(includes Office of Congregational Life) 1601 West Beardsley Ave. Elkhart, IN 46514  
PO Box 1245, Elkhart, IN 46515-1245

**Mennonite Mission Network** .....574 294-7523  
 1601 W Beardsley Ave., Elkhart, IN 46514-1825  
 PO Box 370, Elkhart, IN 46515-0370

## Mennonite congregations

There are several Mennonite congregations in the surrounding area. Listed below are their addresses, telephone numbers and membership or average attendance. Please contact the church office for specific information on style of worship, ministry focus, specialized ministries for children, youth and adults. (Note: Worship times may vary and are subject to change. Times listed are for Sundays unless noted.)

**Assembly Mennonite** ..... 534-4190  
 1201 S 11th St, Goshen, IN 46526  
**Worship** 9:30 a.m. to 12 p.m. (worship and adult Christian education)  
**SS** 10:45 a.m. (children and youth)  
**Attendance** 150

**Belmont Mennonite**.....293-5160  
 925 Oxford St, Elkhart, IN 46516  
**Worship** 9:30 a.m. and 5:00 p.m.  
**SS** 11:00 a.m.  
**Attendance** 150 (a.m.); 55 (p.m.)

**Benton Mennonite**..... 574 642-3245  
 15350 County Road 44, Goshen, IN 46528  
**Worship** 9:30 a.m.  
**SS** 11:00 a.m.  
**Members** 90

**Berkey Ave Menn Fellowship** ..... 534-2398  
 2509 Berkey Ave, Goshen, IN 46526  
**Worship** 9:00 a.m.  
**SS** 10:30 a.m.  
**Attendance** 200

**Bonneyville Mennonite**..... 848-7148  
 15273 State Road 120, Bristol, IN 46507  
**SS** 9:00 a.m.  
**Worship** 10:00 a.m.  
**Attendance** 80

**Church Without Walls** ..... 293-0776  
 731 Wagner Ave, Elkhart, IN 46516  
**SS** 10:00 a.m.  
**Worship** 11:00 a.m.  
**Attendance** 50

**Clinton Brick Mennonite**..... 574 642-3805  
 PO Box 713, Goshen, IN 46527  
 62499 State Road 13 (7 mi S of Middlebury)  
**SS** 9:00 a.m.  
**Worship** 10:00 a.m.  
**Members** 50

**Clinton Frame Mennonite** ..... 574 642-3165  
 63846 County Road 35, Goshen, IN 46528-9621  
**SS** 9:30 a.m.  
**Worship** 10:30 a.m.  
**Attendance** 465

**College Mennonite** .....535-7262  
 1900 S Main St, Goshen, IN 46526  
 (Goshen College campus)  
**Singing** 9:15 (pre-worship)  
**Worship** 9:30 a.m.  
**SS** 10:45 a.m.  
**Members** 1,075

**East Goshen Mennonite**.....533-7161  
 17861 State Road 4, Goshen, IN 46528-3150  
**Worship** 8:15 a.m. and 10:30 a.m.  
**SS** 9:25 a.m.  
**Attendance** 200

**Eighth Street Mennonite**..... 533-6720  
 602 S Eighth St, Goshen, IN 46526  
**Worship** 9:30 a.m.  
**SS** 11:00 a.m.  
**Members** 265

**Faith Mennonite**.....533-9702  
 1201 S 11th St, Goshen, IN 46526  
**Worship** 5:00 p.m. (Sundays)  
**Attendance** 80-90

**Fellowship of Hope**.....294-1416  
 1618 S Sixth St, Elkhart, IN 46516-2543  
**Worship** 10:00 a.m.—noon (fellowship, worship and Sunday School)  
**Attendance** 30

**First Mennonite of Middlebury** .....825-5135  
 Box 508, Middlebury, IN 46540  
 203 E Lawrence St  
**Worship** 9:00 a.m.  
**SS** 10:15 a.m.  
**Attendance** 200

<b>First Mennonite of Nappanee</b> ..... 574 773-7294 900 W Market St, Nappanee, IN 46550 <b>Worship</b> 10:00 a.m. <b>SS</b> 9:00 a.m. <b>Attendance</b> 45	<b>North Main St Mennonite</b> ..... 574 773-4558 504 N Main St, Nappanee, IN 46550 <b>Worship</b> 9:30 a.m. <b>SS</b> 10:45 a.m. <b>Attendance</b> 145
<b>Forks Mennonite</b> ..... 825-9333 11435 W – 025 S, Middlebury, IN 46540 <b>SS</b> 9:00 a.m. <b>Worship</b> 10:00 a.m. <b>Members</b> 125	<b>Olive Mennonite</b> ..... 293-2320 61081 County Road 3, Elkhart, IN 46517 <b>Worship</b> 9:30 a.m. <b>SS</b> 11:00 a.m. <b>Members</b> 133
<b>Hively Avenue Mennonite</b> ..... 294-3423 800 E Hively Ave, Elkhart, IN 46517-2564 <b>Worship</b> 9:30 a.m. <b>SS</b> 11:00 a.m. <b>Attendance</b> 85	<b>Pleasant Oaks Mennonite</b> ..... 825-2784 Box 447, Middlebury, IN 46540 13307 County Road 16 <b>SS</b> 9:00 a.m. <b>Worship</b> 10:00 a.m. <b>Attendance</b> 30
<b>Holdeman Mennonite</b> ..... 862-4751 65723 County Road 1, Wakarusa, IN 46573 <b>Worship</b> 9:30 a.m. <b>SS</b> 10:45 a.m. <b>Members</b> 160	<b>Pleasant View Mennonite</b> ..... 533-2872 58529 County Road 23, Goshen, IN 46528 <b>Worship</b> 9:00 a.m. <b>SS</b> 10:30 a.m. <b>Attendance</b> 300
<b>House of Power Fellowship</b> ..... 226-8876 28103 County Road 20 W, Elkhart, IN 46517-1123 <b>SS</b> 10:00 a.m. <b>Worship</b> 11:30 a.m.	<b>Prairie Street Mennonite</b> ..... 293-0377 1316 Prairie St, Elkhart, IN 46516-3908 <b>Worship</b> 9:30 a.m. <b>SS</b> 11:00 a.m. <b>Attendance</b> 150
<b>Iglesia Menonita del Buen Pastor</b> ..... 537-8403 (The Good Shepherd) 523 S 6th St, Goshen, IN 46526 <b>Worship</b> 9:45 a.m. <b>SS</b> 10:25 a.m. <b>Attendance</b> 65	<b>The Gate</b> ..... 574 596-6889 Meets at Crossing Cafe 1202 W Pike, Goshen, IN <b>Carry-in meal</b> 6:30 p.m. (Saturdays) <b>Worship</b> 7:00 p.m. (Saturdays) <b>Attendance</b> 25–50
<b>Kern Road Mennonite</b> ..... 574 291-0924 18211 Kern Rd, South Bend, IN 46614 <b>Worship</b> 9:30 a.m. <b>SS</b> 11:00 a.m. <b>Members</b> 190	<b>Shore Mennonite</b> ..... 260 768-4240 7235 W US 20, Shipshewana, IN 46565 <b>Worship</b> 9:15 a.m. <b>SS</b> 10:30 a.m. <b>Attendance</b> 240
<b>Marion Mennonite</b> ..... 260-562-2910 5460 N 450 W, Shipshewana, IN 46565 <b>Worship</b> 9:00 a.m. <b>SS</b> 10:30 a.m. <b>Attendance</b> 100+	<b>Silverwood Mennonite</b> ..... 533-1922 1712 W Clinton, Goshen, IN 46526 <b>SS</b> Child 9:15 a.m.; Adult 9:30 a.m. <b>Worship</b> 10:30 a.m. <b>Attendance</b> 225
<b>North Goshen Mennonite</b> ..... 533-4255 501 N 8th St, Goshen, IN 46527 <b>Worship</b> 9:00 a.m. <b>SS</b> 10:15 a.m. <b>Attendance</b> 165	<b>Southside Fellowship</b> ..... 293-2825 Meets at AMBS Chapel, 3003 Benham Ave, Elkhart Office: 140 W Mishawaka Rd, Elkhart, IN 46517 <b>Worship</b> 9:30 a.m. <b>SS</b> 11:00 a.m. <b>Members</b> 64

**Sunnyside Mennonite**.....875-7790  
 23786 Sunnyside Ave, Elkhart, IN 46516-6193  
**Worship** 9:30 a.m.  
**SS** 10:45 a.m.  
**Attendance** 140

**Waterford Mennonite**..... 533-5642  
 65975 State Road 15, Goshen, IN 46526  
**Worship** 9:00 a.m.  
**SS** 10:15 a.m.  
**Attendance** 275

**True Vine Tabernacle**.....264-0035  
 54365 Independence St, Elkhart, IN 46514  
**SS** 10:00 a.m.  
**Worship** English 11:30 a.m.  
 Spanish 1:00 p.m.  
**Attendance** 45

**Yellow Creek Mennonite**.....862-2595  
 64901 County Road 11, Goshen, IN 46526  
**Worship** 9:00 a.m.  
**SS** 10:30 a.m.  
**Members** 508

**Walnut Hill Mennonite** ..... 533-8023  
 909 N Sixth St, Goshen, IN 46528  
**Worship** 9:30 a.m.  
**SS** 10:45 a.m.  
**Attendance** 130

**Post Office** .....574 293-5502  
 601 S Main St, Elkhart, IN 46514

## Public library

**Elkhart Public Library, downtown** ..... 574 522-2665  
 300 S Second St, Elkhart, IN 46516  
 Monday – Thursday 9:00 a.m. to 9:00 p.m.  
 Friday, Saturday 9:00 a.m. to 6:00 p.m.  
 Sunday closed

**Elkhart Public Library, Pierre Moran branch** ..... 574 294-6418  
 2400 Benham Ave, Elkhart, IN 46517 (North of the Sears store at Woodland Crossing Mall)  
 Monday – Thursday 9:00 a.m. to 8:00 p.m.  
 Friday, Saturday 9:00 a.m. to 6:00 p.m.  
 Sunday 1:00 to 5:00 p.m.

## Services

Be sure to check out the front section of the local telephone book. The Community Magazine section contains a helpful digest of local events and services.

## Shopping

### Malls

#### Woodland Crossing Shopping Center

Between Benham Ave and Prairie St north of Hively Ave  
 Kroger Grocery Store (open 24 hours); Sears; Big Lots; CVS Pharmacy

#### Concord Mall

About two miles east of the seminary on Mishawaka Rd  
 J.C. Penney, Elder Beerman, Jo-Ann Fabrics and Crafts, Hobby Lobby, ABC Warehouse

### **University Park Mall**

6502 N Grape Rd, Mishawaka, Indiana (approximately 15 miles west)  
J.C. Penney, Macy's, Sears, Barnes and Noble, Banana Republic, food court

### **Large discount stores**

Along US 33, Dunlap

**Meijer** (groceries and non-grocery items); **Target** (mostly non-grocery items); **Wal-Mart** (groceries and non-grocery items); **Sam's Wholesale Club** (groceries and non-grocery items)

### **Grocery stores**

**Kroger** Woodland Crossing Shopping Mall; within walking distance; large selection of fresh produce

**Martin's** Three locations: near Concord Mall; 555 E Jackson in Elkhart; 1527 Bashor Road on the north edge of Goshen

**Meijer** US 33, Dunlap (just outside of Elkhart on the way to Goshen)

### **Discount foods**

**Aldi's** 2815 County Home Road (on US 33 on the way to Goshen, just south of Meijer)

**E&S Sales** (bulk foods) 1265 N State Road 5 in Shipshewana, IN (260 768-4736)

**Gordon Food Service** 2700 Cassopolis, Elkhart

### **Food cooperative**

**Maple City Market** ..... 574 534-2355  
314 S Main, Goshen, IN 46526

### **Fruits, vegetables, meats, breads**

**Millrace Center Farmers Market** ..... 574 533-4747  
200 block of West Washington St, Goshen  
Organic meats, fruits and vegetables  
Tuesday 3:00 to 7:00 p.m. (summer)  
Saturday 8:00 a.m. to 1:00 p.m.

**Rachel's Bread** (small diner with organic baked goods at Millrace Center Farmers Market)

Tuesday 8:00 a.m. to 7:00 p.m.

Wednesday – Friday 8:00 a.m. to 5:30 p.m.

Saturday 8:00 a.m. to 3:00 p.m.

Next door is an art gallery and work space for woodworking, pottery and photography guilds.

### **Bullard Farms Market**

County Road 17 and County Road 16

### **Charlie's Butcher Block**

1900 Berry, Elkhart

### **Kercher Sunrise Orchards**

19498 County Road 38 (south of Goshen)

## Pick your own fruit

### Jones Blueberry Farm

54743 Buckeye Rd (5 miles west of Memorial High School, right on Buckeye)

### Beech Rd Blueberry Farm

Three miles west and one mile south of Wakarusa

## Pharmacies

**CVS Drug Store and Pharmacy** .....574 293-2231

104 W Hively Ave, Elkhart, IN 46517

**Walgreens**.....574 522-2197

102 E Hively Ave, Elkhart, IN 46517

## Used clothing and household supplies

### Salvation Army Thrift Store

1657 Cassopolis St, Elkhart

**Goodwill Industries** (There are four locations in the Elkhart/Goshen area)

3717 S Main, Elkhart (near Concord Mall)

549 E Jackson Blvd, Elkhart

3241 Northview Dr, Elkhart (near 1-80 and Cassopolis)

1905 Lincolnway East, Goshen

### Ditto Quality Resale

109 E Lexington, Elkhart

### The Depot and the Whistle Stop (MCC Thrift Shop)

1013 Division St, Goshen (near Old Bag Factory)

## Social Security Administration

**Office** ..... 574 294-5667

231 Waterfall Drive, Elkhart, IN 46516

## Telephone service

**Verizon** .....800 483-4000

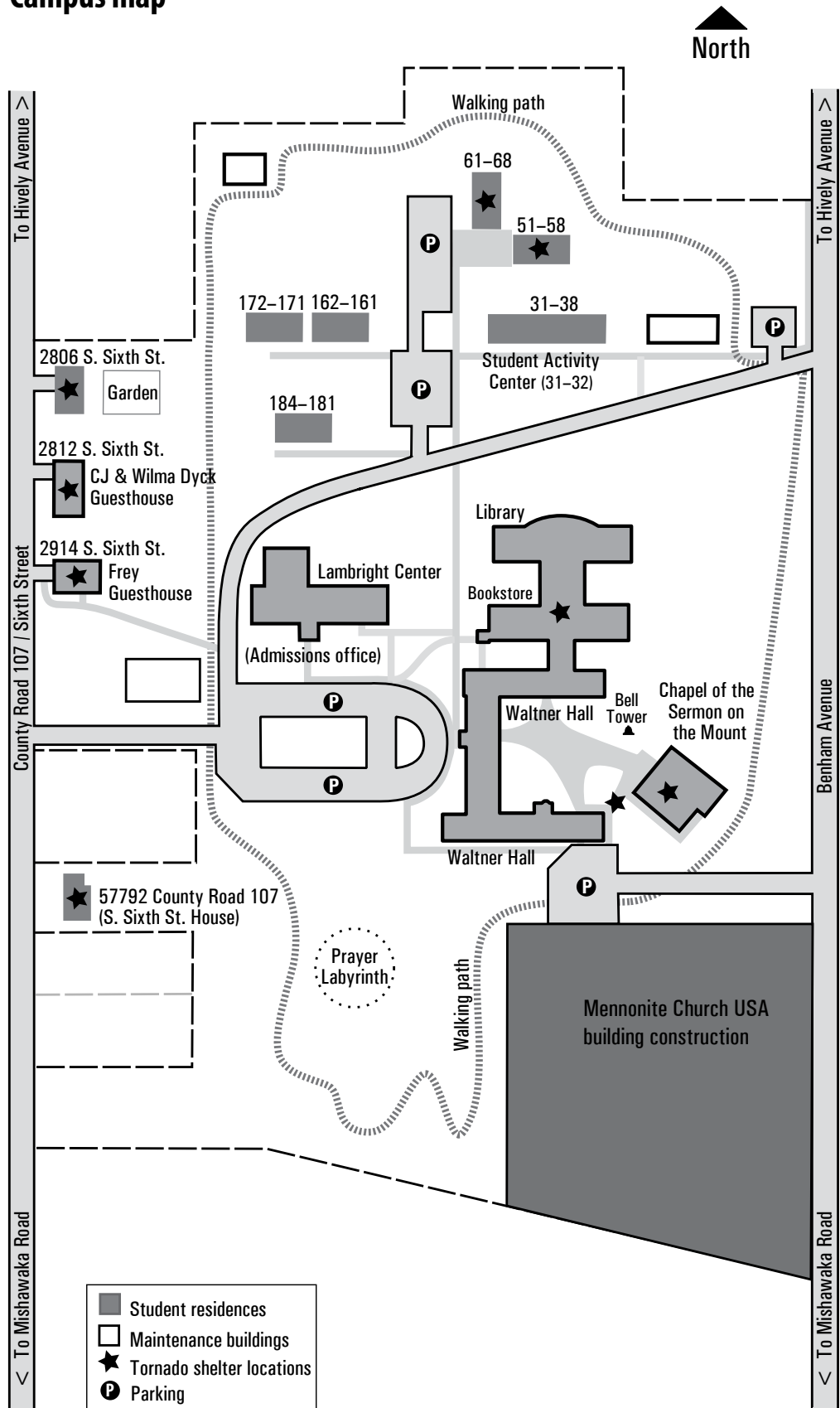
129 S Second St, Elkhart, IN 46516

Be prepared to give your legal name and social security number to Verizon for a credit check. The hook-up fee is divided over the first three monthly payments. Phones can be bought from Sears, Target, etc. The basic residential rate is \$25 a month plus taxes and options. It can take three to five days for phone service to begin after your request is received.

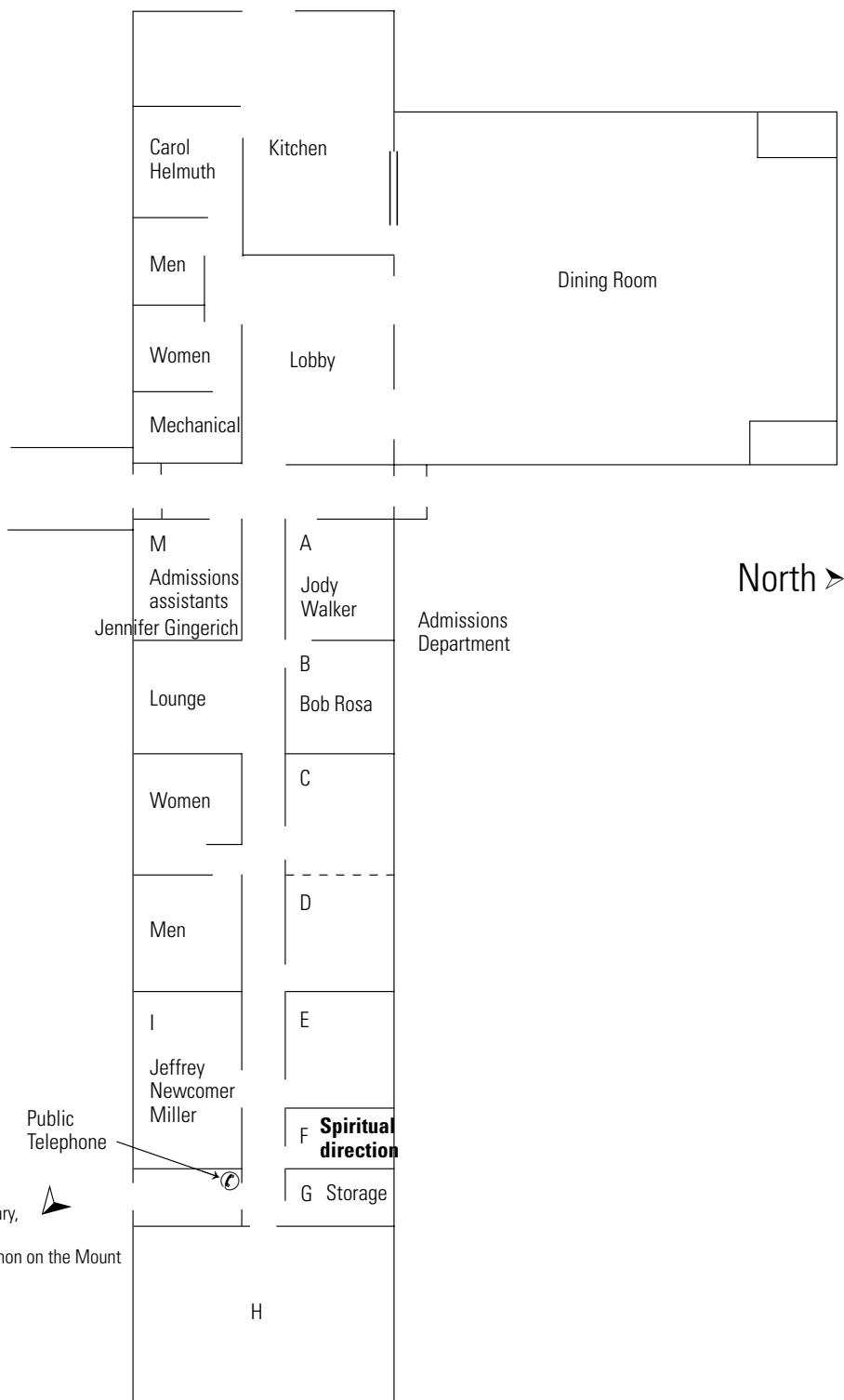
If you do not have a Social Security number, you will need to go to 129 S. 2nd St in Elkhart to show three "positive IDs" such as a passport or student visa papers (like I-20 or DS-2019) and a student ID from the school to order phone service. If the person at the desk does not accept your passport as valid identification, ask to speak with a supervisor or call 800 483-4000 (Verizon Customer Service).

# Maps

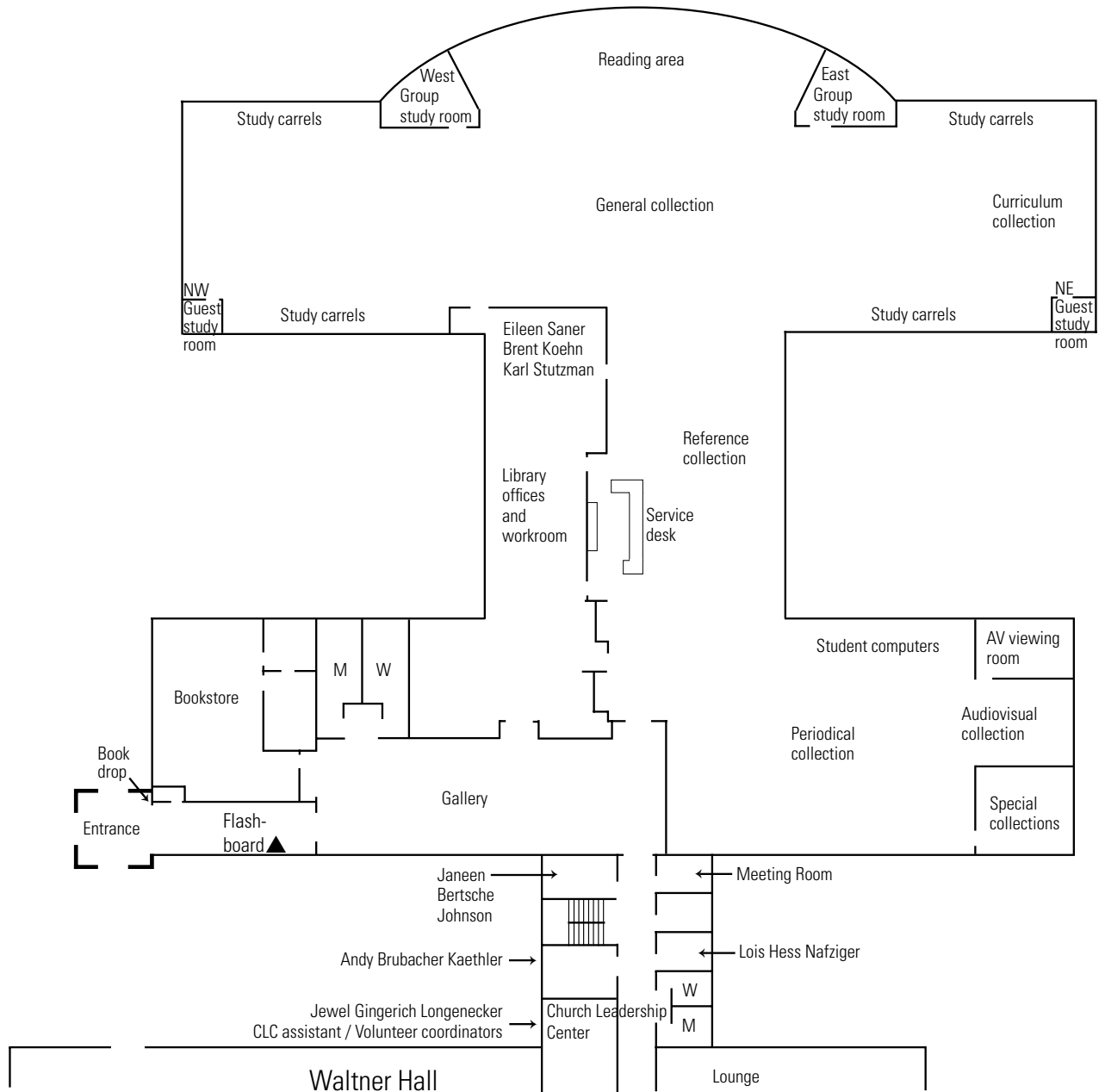
## Campus map



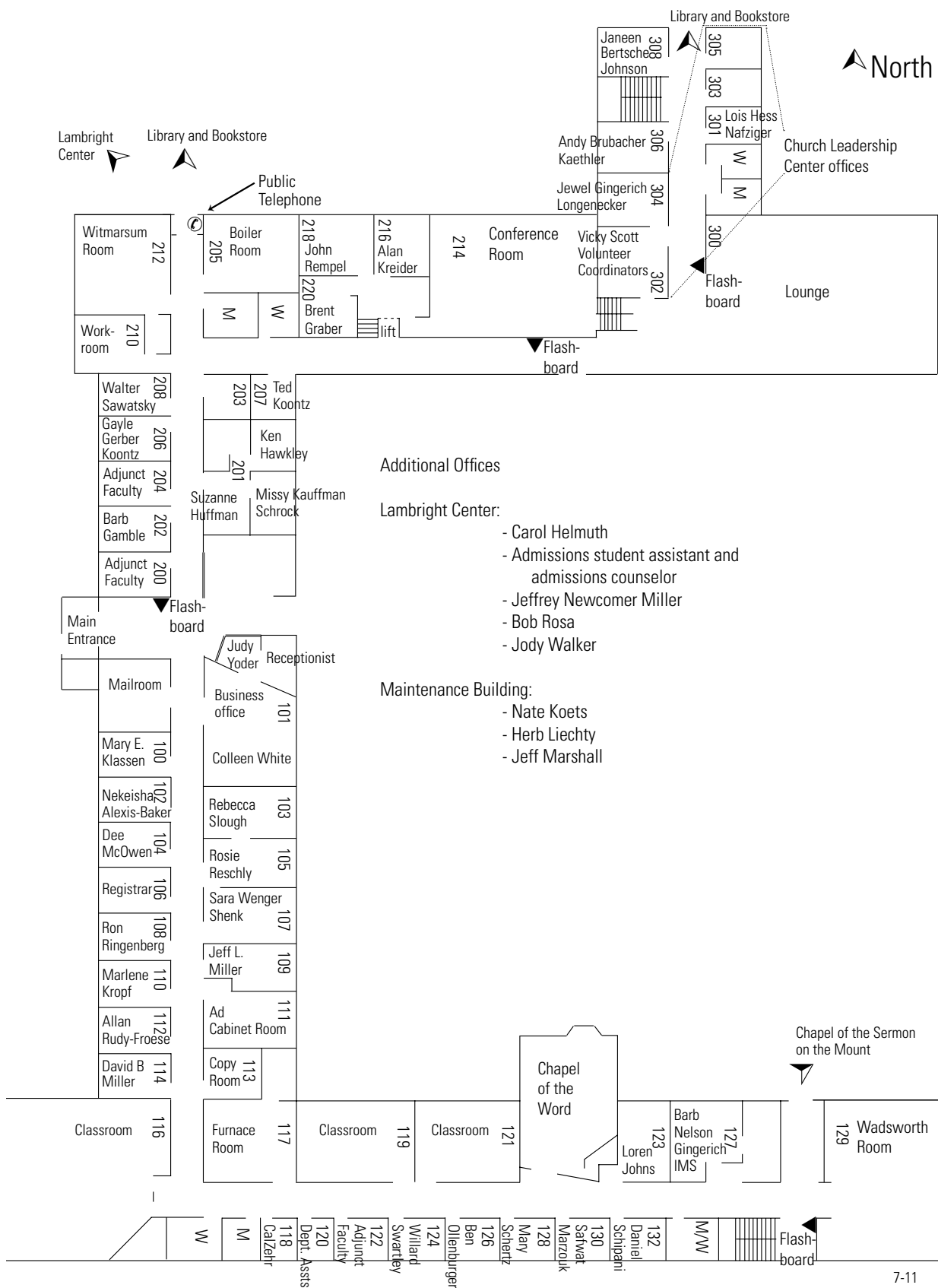
# Lambright Center



# Library



# Waltner Hall



**Additional Offices**

**Lambright Center:**

- Carol Helmuth
- Admissions student assistant and admissions counselor
- Jeffrey Newcomer Miller
- Bob Rosa
- Jody Walker

**Maintenance Building:**

- Nate Koets
- Herb Liechty
- Jeff Marshall

# Index

## A

Academic calendar . . . . .	3
Academic expectations . . . . .	3
Academic information . . . . .	3
Academic standards for major papers . . . . .	4
<i>AMBS Communicator</i> . . . . .	7
Area resources . . . . .	34
Audiovisual service policies . . . . .	5
Audiovisual services . . . . .	30

## B

Banking . . . . .	34
Bicycle leasing . . . . .	34
Bicycle racks . . . . .	31
Billing . . . . .	25
Bookstore . . . . .	10
Bulletin boards . . . . .	8
Business office . . . . .	25

## C

Calendar, academic . . . . .	3
Calendar, campus . . . . .	8
Campus breaks . . . . .	12
Campus calendar . . . . .	8
Campus communication . . . . .	7
Campus facilities . . . . .	9
Campus map . . . . .	42
Campus pastor . . . . .	29
Campus security . . . . .	26
Car insurance . . . . .	35
Car repairs . . . . .	35
Cell phone use . . . . .	17
Chapel . . . . .	29
Childcare and nursery schools . . . . .	35
Children's play areas . . . . .	9
Communication . . . . .	7
Community life . . . . .	12
Complaints . . . . .	20, 24
Computers . . . . .	33
Computer use and network access . . . . .	17
Consensual, amorous relationships . . . . .	18
Course evaluations . . . . .	3, 6
Course requirements . . . . .	6

## D

Drug-free policy . . . . .	18
----------------------------	----

## E

Email . . . . .	9
Email and Internet access . . . . .	19
Emergency telephone numbers . . . . .	35
Employment . . . . .	24
Enrollment verification procedures . . . . .	23
Ensemble . . . . .	12
Events in the area . . . . .	35

## F

Facilities . . . . .	9
Facility reservations . . . . .	23
Family Educational Rights and Privacy Act . . . . .	2
Firearms . . . . .	20
Fitness and health . . . . .	15
Flashboard . . . . .	9
Food cooperatives . . . . .	40
Food markets . . . . .	40
Forum . . . . .	12
Frey and Dyck Guesthouses . . . . .	9
Fundraising . . . . .	23

## G

Grievances . . . . .	20, 24
Grocery stores . . . . .	40
Guesthouses . . . . .	9

## H

Haircuts . . . . .	35
Health care information . . . . .	13
Health clubs and fitness centers . . . . .	36
Health insurance . . . . .	14
Health resources . . . . .	13
Home and property insurance . . . . .	36

## I

Inclusive language . . . . .	20
Indiana Bureau of Motor Vehicles . . . . .	36
Insurance, car . . . . .	35
Insurance, health . . . . .	14
Insurance, home and property . . . . .	36
Internet access . . . . .	19
Introduction . . . . .	2

## L

Labyrinth . . . . .	30
Lambright Center map . . . . .	43
Library . . . . .	31
Library map . . . . .	44
Library, public . . . . .	39
Lockers . . . . .	12

## M

Mail center . . . . .	32
Mailing student papers . . . . .	7
Maintenance requests . . . . .	23
Malls . . . . .	39
Maps . . . . .	42
Master calendar reservations . . . . .	24
Meals and snacks . . . . .	32
Mennonite agencies . . . . .	36
Mennonite congregations . . . . .	37
Mennonite Cooperative Bookstore . . . . .	10
Musical instruments . . . . .	33
My.ambs.edu. . . . .	3

## N

Network access . . . . .	17
--------------------------	----

## O

Online communication . . . . .	8
--------------------------------	---

## P

Parking . . . . .	33
Pastoral counseling . . . . .	30
Payroll . . . . .	24
Pets . . . . .	28
Pharmacies . . . . .	41
Photocopier . . . . .	31
Physicians health network . . . . .	13
Pilgrim's Way . . . . .	30
Policies . . . . .	15
Post Office . . . . .	39
Printer . . . . .	31
Procedures . . . . .	22
Publicity and student consent . . . . .	22
Public library . . . . .	39

## R

Recording class sessions . . . . .	7, 30
Registration information . . . . .	3
Resting room . . . . .	33

## S

Safety and accessibility . . . . .	26
Security . . . . .	26
Service dogs and pets . . . . .	28
Services . . . . .	39
Sexual harassment . . . . .	21
Shopping . . . . .	39
Smoke-free campus . . . . .	21
Social Security Administration . . . . .	41
Spiritual direction . . . . .	30
Spiritual life and worship . . . . .	29
Spiritual retreats . . . . .	30
Student-accessible computers and file space . . . . .	33
Student Activity Center . . . . .	11
Student billing and business office information . . . . .	25
Student Body Organization . . . . .	12
Student complaints . . . . .	24
Student employment . . . . .	24
Student health insurance . . . . .	14
Student Life Committee . . . . .	12
Student lockers . . . . .	12
Student payroll . . . . .	24
Student services and resources . . . . .	30

## T

Telephones and faxes . . . . .	9
Telephone service . . . . .	41
Tornado safety . . . . .	28

## U

Unsupervised adolescents and children on campus . . . . .	22
Use of cars for seminary travel . . . . .	33
Used clothing and household supplies . . . . .	41

## V

Visitors to campus . . . . .	21
------------------------------	----

## W

Waltner Hall map . . . . .	45
Whom to see regarding academic program concerns . . . . .	7
Worship . . . . .	29
Writing services . . . . .	34





*Associated  
Mennonite  
Biblical  
Seminary*

*3003 Benham Avenue  
Elkhart, Indiana 46517  
574 295-3726  
[www.ambs.edu](http://www.ambs.edu)*

810 170 IK