

NPTS STUDENT HANDBOOK

Welcome to North Park Theological Seminary! This handbook is a companion to the [NPTS Academic Catalog](#), and contains additional information regarding Seminary life, including policies, procedures, services, and resources. Please familiarize yourself with the Student Handbook, as you are responsible for the information it contains and your enrollment as a student is your agreement to abide by all policies. The Student Handbook also provides valuable information to help you make the most of your time at North Park.

If you have any questions regarding the information contained in this handbook, please contact **Seminary Student Services** (semervices@northpark.edu).

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INTRODUCTION

Welcome! Whether you are a new or returning student, we are delighted to have you as part of our learning community. On behalf of the faculty and staff of NPTS, we look forward to walking with you as you engage in the transformative experience of theological education and continue to discern your vocational call.

Our desire is to foster a welcoming and healthy learning community where all members practice hospitality. As a Christian community, we seek to create charitable spaces and hold every member responsible to their role in that aim. We all share the responsibility to make the most of our gifts, which contribute to the greater good of the community. Each member is called to promote behaviors consistent with the values and mission of NPTS and to hold one another accountable to the Christian ethic of charity.

This Student Handbook was created to help you on that journey. Whether you are a student on campus, online, or a conference cohort, this handbook highlights your responsibilities as a North Park community member and contains useful information for navigating your life in Seminary. In it, you will find the policies and procedures which help govern our life together.

Our prayer for you is that you are transformed by the people you meet and the classes you take. We hope you find belonging and meaning in your experience at NPTS. We are grateful to share in this part of your journey and ready and willing to support you as you seek to accomplish your educational goals.

Many blessings on the journey,

Emily Wagner

Director of Student Life & Formation

THE NPTS COMMUNITY

North Park Theological Seminary prepares men and women for ministerial service. We are an institution where students from a variety of denominational backgrounds and pursuing various ministry careers are welcome to participate in academic and community life. At NPTS, we prepare students to answer their call to ministry through the academic curriculum and the spiritual and practical formation that comes with participating in the community.

Community Events

Throughout the academic year, NPTS and its student groups sponsor several community and academic events. These events take place both during the traditional semesters and

during intensive weeks specifically for distance/cohort students studying together for the week. They include discussion forums, presentations, community meals, lectures, and worship services.

Community Worship

Corporate worship is a crucial component of our community life together. NPTS offers weekly worship services during the academic year and during intensive weeks. These services are a time to worship as a community and for students to learn how to plan and lead worship services to prepare for future ministry. The structure and style of worship services may vary between testimony and song, prayer, communion, and services of the Word. Services are most often held in Isaacson Chapel in Nyvall Hall. Students, faculty, and staff are expected to regularly attend and encouraged to participate.

The Director of Community Worship, who works with a team of students and faculty, is responsible for the worship life at North Park Theological Seminary. Services strive to be inclusive of the variety of denominational and cultural backgrounds represented in the Seminary community and serve to teach about the historical forms of worship within the Evangelical Covenant Church as well as the broader historical church.

Worship is often followed by a community meal. These meals serve as a primary gathering of the Seminary community and provide opportunities to connect, share, and learn with and from one another.

Nyvall News & Notes

Nyvall News & Notes is our primary method of communicating all things NPTS. Published and distributed weekly as both a blog post and a newsletter, *Nyvall News & Notes* contains articles related to the Seminary community as well as upcoming events, reminders, community worship information, job opportunities, and announcements. If you wish to place an announcement in *Nyvall News & Notes*, please follow these instructions. All announcements are subject to administrative approval.

New students' email addresses are automatically added to the *Nyvall News & Notes* mailing list. If you have not received it in your inbox, make sure to check your Spam and Junk folders.

Campus Residency Requirements

Because Seminary education entails the formation of whole people in service to a holistic gospel, North Park Theological Seminary maintains embodied, community learning. Distance students are required to come to campus each September for Campus Immersion; a student's missing courses offered in this format is likely to delay graduation. Distance students are advised to come to campus each June for intensive electives.

SEMINARY ADMINISTRATION

Dean of the Seminary

The Dean of the Seminary is responsible for the overall administration of the Seminary. The Dean also serves as the Vice President for Church Relations for the University and often represents the Seminary to the wider church community. Students can contact the Dean by setting up an appointment to meet during office hours.

Dean of Faculty/Seminary Academic Services

The Dean of Faculty is responsible for the academic programs of the Seminary and provides leadership and support of the faculty as well as directs curriculum review and development. The Seminary Academic Services office oversees registration, the academic calendar, course schedules, verification of academic standing, and completion of requirements. This office also publishes the Academic Catalog.

Any questions regarding academic issues should be addressed to SemAcademicServ@northpark.edu.

Director of Student Life and Formation/Seminary Student Services

The Director handles matters pertaining to community life and formation. All non-academic student issues are handled by the Director with the Dean of the Seminary. Some concerns and responsibilities of this office include the worship life of the community, orientation of new students, vocational and spiritual formation, advising, student support, counseling and other referrals, pastoral care, and student leadership. The Director is available for discussion regarding any of these matters, or personal concerns, by appointment.

The Director oversees the Deacons' Fund which can be dispersed for emergency needs, ongoing counseling, or spiritual direction. The Wiberg Fund is provided for unexpected medical emergencies which may arise during a student's time in Seminary. Applications for assistance from these funds may be accessed at:

<https://www.northpark.edu/Seminary/Academics/Student-Resources/Personal-Financial-Resources/>.

Seminary Admissions

Seminary Admissions helps individuals discern their call to Seminary through the recruitment and admission process into the various programs at the Seminary. In addition, they make initial financial aid awards and work with scholarship programs to assist students in financing their education.

Contextual and Lifelong Learning

The office of Contextual and Lifelong Learning assists students in planning for internship and Clinical Pastoral Education (CPE) requirements. Field Education requirements vary depending on degree program and vocational interests. Details about these requirements can be found in the Academic Catalog. The field education requirements are in addition to the academic requirements for each degree.

STUDENT RESPONSIBILITY

NPTS invites students to join a community of learners who are informed and involved. North Park students have both rights and responsibilities. We take seriously the assurance of these rights for every member of the community. Likewise, we expect each community member to fulfill his or her responsibilities. You are responsible for knowing and understanding the expectations and policies as they apply to students.

Identification Cards

During in-person orientation (for campus students) or while on campus for their first intensive course (for net and/or Covenant Cohort students), students visit the Campus Safety Office to obtain a student identification (ID) card. All enrolled Seminary students must possess an ID for the duration of the time they are actively enrolled in Seminary. All students must display their ID card while on campus and must replace it if it is lost, stolen, or broken. Any student needing to replace their ID card should visit the Campus Safety Office and request a replacement. Their account will be billed for the replacement cost.

Student ID cards are used for the following:

- Access to Nyvall Hall, Helwig Recreation Center, and Brandel Library
- To be identified as a current North Park student
- To utilize library and computer services
- To utilize printers and photocopiers
- To gain entrance to North Park athletic or social events

All students withdrawing from the Seminary during the current academic year must turn in their ID cards to the Campus Safety Office before leaving campus.

Email

All students are given a North Park email account. Once a student pays their tuition deposit, their email account name is assigned. It is then the student's responsibility to set up their account and password. Follow the instructions here:

<https://www.northpark.edu/Seminary/Admissions/Admitted-Students/Next-Steps>.

Students are required to check their North Park email. Communication from the Seminary and North Park will only be sent to an NPU address. Faculty and administrators at the Seminary and University rely on email to communicate quickly and effectively with students. Students may have their email forwarded to a personal account if desired.

Further information is available here: <https://www.northpark.edu/Campus-Life-and-Services/Information-Technology>.

Student Health Insurance

The University does not provide an insurance plan or require proof of coverage, but the Seminary strongly encourages each student to obtain health insurance prior to the start of the academic year.

International students will continue to be required to have health insurance as a condition of their visas and student status.

Immunizations

Every student taking 6 semester hours of credit or more on campus is required to complete a medical questionnaire. As required by law in Illinois, all students must have proof of the required immunizations. Exceptions for immunization records are made for medical or religious reasons; however, a statement signed by the student indicating the reasons for the exemption should be sent to Health Services. International students have additional requirements that will need to be met and should work directly with the International Student Office and Health Services.

Financial Responsibility

The willful failure to pay bills or passing bad checks to the University, or to any local commercial establishment by a student is illegal. If a student has any outstanding financial commitment to the University, grades, transcripts, and diplomas may be held until financial commitments have been met or payment plans arranged. See further details under “Student Accounts and Billing” in Seminary and Campus Resources: <https://www.northpark.edu/Admissions-Aid/Financial-Aid/Student-Accounts-and-Billing>.

Canvas

North Park Theological Seminary uses Canvas as a platform for its courses. This tool is used to communicate, deliver resources and materials, and facilitate learning. An optional tutorial course is available to assist in learning the Canvas platform as well as several online guides. The Office of Online Education can answer questions and provide additional help: <https://www.northpark.edu/Academics/Online-Education>.

Self-Service

Self-Service is used by NPTS for registration, program planning, and account information. Students use Self-Service to register for, drop and add classes, to check their student account and financial aid, to view their grades and transcript, to pay their tuition and rent, and to update their personal information: <https://www.northpark.edu/MyNpu-Student>.

Students must keep their contact information up to date.

HelpDesk

The preferred way to get help with computer problems on campus is for students to submit a HelpDesk ticket. This system can be accessed through the North Park website: <https://www.northpark.edu/Campus-Life-and-Services/Information-Technology>. This website provides tips and advice to help you determine the source of your problem.

RESPONSIBILITY TO THE INTEGRITY OF ONE'S EDUCATION

To acquire an education that is complete and authentic, individuals must treat their academic pursuit with respect. All members of the North Park University community are obligated to maintain an atmosphere conducive to academic work so that the educational mission will not be hindered. Academic life is full of challenges, and meeting those challenges should be a student's primary objective. NPTS requires students to adhere to the following policies to ensure the honesty and integrity of their academic performance.

This section of the Student Handbook should be considered a supplement to the information found in the NPTS Academic Catalog. Students are encouraged to regularly review the Catalog and consult it on academic policies and procedures.

Application Integrity

Academic dishonesty runs counter to the goals and ideals of every educational institution and will not be tolerated at North Park Theological Seminary/North Park University.

Academic dishonesty is addressed in the Academic Catalog available here:

<https://www.northpark.edu/Seminary/Academics/Seminary-Catalog>.

Attendance

Students are expected to be prompt and regular in attendance at all scheduled classes. Individual instructors set attendance requirements for their courses. Arrangements for short-term absences due to illness or emergency must be made with the instructor. In circumstances requiring longer-term absences or special circumstances, the student should notify Seminary Academic and Student Services.

CAMPUS SAFETY: A SHARED RESPONSIBILITY

At North Park we are concerned with the welfare of every person on our campus—student, staff, faculty, and visitor. As North Park is an urban campus, and no campus is completely immune from the pressures of the surrounding community, precautions must be taken to create a safe and secure environment.

This first involves minimizing criminal opportunities wherever possible, including locking apartment doors, not leaving valuables in cars, hallways, or open rooms, and using lockers at the gym. This also includes encouraging North Park community members to be responsible for themselves and the security of others. You are encouraged to report any suspicious behavior or persons to Campus Safety with utmost haste.

The University has established the following policies, procedures, and resources to help keep our campus safe. We hope that you will use this information to help foster a safe environment.

Campus Safety

The Office of Campus Safety is charged with maintaining safety on the campus. North Park security officers patrol campus 24 hours each day, 365 days (about 12 months) per year. They have the authority to stop, detain, and question anyone suspected of committing a criminal offense on campus. Because they are law enforcement professionals, our security officers have the power of arrest. Security officers enforce all rules and regulations of the institution. Due to their law enforcement training and background, our security officers are aware of any current security concerns in the area and of the actions of local police.

In case of a criminal incident, security personnel will:

- Respond to the incident as required
- Investigate the incident and prepare a North Park Security Incident Report
- Contact the local police agency and have an official police report prepared
- Summon additional support from the local police agency if needed
- Contact the local police agency for support in any follow-up investigation

How to Report a Security Incident

If members of the campus community witness, have knowledge of or are victims of a criminal incident, it is their duty to report it immediately.

- **Emergencies.** For campus emergencies, please call Campus Safety at **773-244-5600** and request that a Security Officer be dispatched to the location. Security

Officers are equipped with portable radios and remain in constant contact with the Campus Safety desk attendant. **Persons observing a crime in progress should contact local police by dialing 911 and then notify Campus Safety personnel.**

- **Non-emergencies.** For situations where an immediate response by Campus Safety or the police is not required, report your concerns to Campus Security (773-244-5600) who will put security personnel in touch with you. We invite you to report any concern or observation, whether a serious emergency or minor incident.

How Information is Shared

When a criminal incident occurs or crime pattern arises which threatens the safety and/or security of the community, Campus Safety informs the campus. The Vice President for Administration and Finance may call a meeting with the emergency management team (including the University and Seminary Deans of Students and the Director of Security, Human Resources and Communications among others) to determine the most effective approach and process for information dissemination. Depending upon the nature of the incident, the committee may send flyers in the form of a security bulletin or alert, post bulletin board messages, contact Residence Hall directors and personnel, utilize campus publications, alert the local media, or in some cases send individual correspondence.

Viking Shuttle

Campus Safety also offers a Safety Escort Service from dusk till dawn. Additionally, Campus Safety runs the Viking Shuttle, which provides vehicle service between 7:00pm and 2:00am during the school year. The Viking Shuttle is free to students and staff with a North Park ID. To request the Viking Shuttle, or a Safety Escort, call 773-244-5600. You can also use the LiveSafe app to request these services. More information can be found here: <https://www.northpark.edu/Campus-Life-and-Services/Campus-Services/Campus-Safety-and-Security/Viking-Shuttle>.

LiveSafe

North Park utilizes LiveSafe, a free safety mobile app for colleges. Students, campus employees, parents, and the community can use this to engage in a two-way conversation with our Campus Safety and Security Office, even when it's not safe to make a voice call. Users can quickly and easily contact 911 or North Park's Security team to get help or to report suspicious or unsafe activity. The app allows you to invite friends or family to follow your location while walking home or connect with a security escort via SafeWalk and SafeRide requests; submit tips and safety information, with the option to include picture or video evidence; provides a way to contact the police; includes a safety map and allows access to campus resources. Download the app for free on the Google Play or Apple App

Store. More information is available at: <https://www.northpark.edu/Campus-Life-and-Services/Campus-Services/Campus-Safety-and-Security/LiveSafe>.

Parking Regulations

All students who park their vehicles in a North Park parking space are required to purchase a parking permit. Students are responsible for knowing and abiding by all parking regulations. Current information regarding parking permits, regulations, and violations can be found on the website: <https://www.northpark.edu/About-North-Park-University/Visit/Parking>.

Visitor Parking

Visitor parking is located in the Kedzie Avenue parking lot just north of Carmen Avenue. Visitor Parking Permits are available from Seminary Student Services. Visitors should also consider parking on the side streets just north of campus. This Campus Map shows the parking lots and their assignments: <https://www.northpark.edu/About/Locations/North-Park-Campus-Map>.

SEMINARY AND CAMPUS RESOURCES

North Park Theological Seminary is part of the broader North Park University and Nyvall Hall, home of the Seminary, is in the heart of campus. NPTS works in collaboration with NPU and utilizes many of its resources and administrative offices.

C. John Weborg Center for Spiritual Direction

The Center for Spiritual Direction began in 2005 with its first cohort of 20 participants. For three one- week summer intensives and two year-long programs, students may earn 15 credits and a Certificate in Spiritual Direction. In year one, participants begin by discerning and affirming their call and giftedness to the ministry of spiritual direction. In addition to course work, receiving and giving direction are core requirements of the program. Visit the following website for more information: <https://www.northpark.edu/Seminary/Seminary-Centers/Center-for-Spiritual-Direction>

The Center for World Christian Studies

The Center for World Christian Studies (CWCS) is a cooperative venture between North Park Theological Seminary (NPTS) and the Department of World Mission of the Evangelical Covenant Church. CWCS exists to engage students, missionaries, national church leaders, pastors, and congregations together in intercultural biblical reflection, promoting God's mission among people around the world. CWCS promotes the discipline of missiology throughout the curriculum of NPTS and the university by developing interdisciplinary courses addressing relevant global and missiological topics in the context

of the various fields of study. Its aim is to prepare current and future leaders of the Covenant church to better engage with the cross-cultural context of the world. See the website for more information:

<https://www.northpark.edu/Seminary/Seminary/Centers/Center-for-World-Christian-Studies>.

Prayer Room

A prayer room is located on the south side of Isaacson Chapel and may be accessed through the front of the chapel or by a stairway located on the south end of the basement near N-011. It is open from 7:30 am to 11 pm daily for private or group prayer and meditation. It is also used for spiritual direction throughout the week. Please see the schedule on the door for available times.

University Ministries

University Ministries (UMIN) is a department dedicated to the spiritual formation of the North Park University community. Most programs are focused on undergraduate students, but UMIN collaborates with NPTS to provide meaningful ministry opportunities for seminary students. These include facilitating a small group, leading a Bible study, advising Global Outreach trips or serving as a site leader for Urban Outreach. UMIN may have a limited number of internships available for seminary students.

Disability Services

The University is committed to full inclusion and participation of people with disabilities in all aspects of university life. Reasonable accommodations to aid students with disabilities are coordinated by the Division of Student Engagement and the Learning Specialist. If you are requesting disability accommodation, you will need to complete the preliminary survey, submit necessary documentation and schedule a meeting with our Learning Specialist. For more information, visit our website at [Disability Resources - North Park University](#).

Brandel Library

The Brandel Library serves the Seminary and the undergraduate/graduate programs of North Park University. Our goal is to help you succeed at North Park. We welcome your ideas and concerns about the Brandel Library.

Seminary Library Liaison

Dr. Evan Kuehn serves as the seminary liaison at Brandel Library. Students are encouraged to consult with Evan for help with papers, exegesis questions, and any other research projects. Evan's office is located on the first floor of the library, and he may be contacted

by email at ekuehn@northpark.edu. He is available for meetings with students regardless of home location.

Library website

The library website is <http://Library.NorthPark.edu>. You may use this website to search the library's catalog and collection of online resources from on or off campus. The website also contains the library's current hours, staff contact information, library policies, and information on technology in the library and printing.

Collections

The library has a strong circulating collection of theological books. Other physical collections to be aware of include a theological reference collection that includes a number of heavily used Bible commentaries, course reserve material accessible at the circulation desk, a small Christian Education (CE) collection in the curriculum center on the 2nd floor, and a collection of Covenant history materials in the F.M. Johnson Archives located on the lower level of the library. The library also provides access to several digital resources including full text e-journals, databases with articles, e-books, and digital collections of historic Covenant documents.

Technology in the Library

The library has a computer lab on the lower level. There are additional computers throughout the library building and the library has a collection of MacBook laptops you can check out at the circulation desk. Circulation laptops must stay in the library building. All library computers require a North Park username and password to login. The library contains several printers and a copier and scanner available for students. Students are given an allowance for printing and may supplement it with additional money as needed. More information on the Papercut print management system used at North Park can be found at <https://wiki.northpark.edu:8447/display/ITKB/PaperCut>.

Using Other Libraries

With your North Park ID card, you can access many libraries in the Chicago area and check out their materials. Brandel Library participates in two reciprocal borrowing programs:

- **IShare** is our most popular program and allows you access to many Illinois academic libraries and their books. You can search and request IShare books by using the library catalog and selecting "All I-Share Libraries" as the target for your search.
- **ACTS (Association of Chicago Theological Schools)** is a second group of schools that you may access as a North Park Theological Seminary student. Please

see the theological librarian for a special card before visiting an ACTS library.

Beyond IShare and ACTS the Brandel Library can request books and articles from libraries across the country. If you need an article that we do not have, you can submit an ILL (Interlibrary Loan) request, and we will email you a .pdf of the article. You can also request books through ILL and have the book shipped to the Brandel Library for you to pick up.

Library Policies

Please consult the “About Us” section of the library’s website for all current policies regarding borrowing materials, fines, and building use.

Carrels

The library allows graduate students to reserve a limited number of carrels on the third floor. Typically, two students share a carrel, and they are reserved for an academic year. Please see the Seminary Library Liaison for more information or to reserve a carrel.

Library Resources for Distance Students

Library staff will digitally scan and e-mail shorter portions from print books and articles from print journals. Copyright restrictions preclude copying large portions or entire books. Such scans are especially useful for reference books (dictionaries, encyclopedias, handbooks, companions, etc., that contain shorter articles), biblical commentaries, and symposia (collections of essays by various authors), but also for chapters from books. The library will mail books from our collection to distance students, at our expense, with some extensions of the usual 4-week loan period to account for mailing time. These may be renewed one or more times, following the regular loan procedure on campus. Students will be responsible for the return postage. Contact Evan Kuehn for any questions about scans or loans for distance students.

Covenant Archives

The Covenant Archives and Historical Library is the official repository of the records of the Evangelical Covenant Church. Archival collections include the correspondence, minutes, and reports of various denominational departments, as well as the records of numerous individual churches. Of note are microfilmed records of 355 Covenant churches founded before 1930. Personal papers of individuals include manuscripts, correspondence, diaries, and other documentary material. Much of the material written before 1925 is in Swedish. In addition, the Archives have extensive collections of indexed photos, audio and videotapes, and microfilms, which document the activities of North Park and the Covenant Church. The Historical Library, of approximately 6000 monographs and periodicals, complements the Archives. The Archives, located in the lower level of the Brandel Library, is open to

researchers by appointment. Please contact the Archivist to make an appointment at (773) 244-6224.

Center for Online Education (COE)

The Center for Online Education is located on the garden level of Sohlberg Hall. This office oversees all online learning for the University including the Seminary's distance learning program. The office supports faculty and students using Canvas's course management system and strategic planning for distributed learning at the University. If you are having problems accessing online courses, you can contact their staff at CoE@northpark.edu or **(773) 244-6204**.

Counseling and Health Services

Health Services

With support and direction from Swedish Covenant Hospital, North Park University's Health Services provides a variety of services for students to improve or maintain their health, obtain appropriate medical care, and make healthy life choices. Health Services and Counseling Support are at 3317 W. Foster Avenue. Office hours are **Monday-Friday, 9am-3pm** during the fall and spring semesters. A registered nurse is present on campus four days a week and a certified nursing assistant is present during office hours Monday through Friday. Basic services include evaluation of illnesses, referrals, access to basic cold medicine, first aid, pregnancy tests, blood pressure screening, allergy injections, immunizations (state required and travel), and tuberculosis testing. More information can be found here: [Health Services - North Park University](#)

In the event of a medical emergency, call **911** or go directly to Swedish Covenant Hospital emergency department on Foster Avenue just east of California Avenue. You can also reach the office staff at Health Services at **(773) 244-4897** or HealthServices@northpark.edu.

The Counseling Center

The Counseling Center seeks to address the spirit, mind, and body in facilitating personal and interpersonal growth and healing. It provides counseling, referrals, information, and other services. A counselor is available by appointment at **(773) 244-5569** for a one-time consultation or ongoing, short-term counseling. The counseling center provides a limited number of free sessions to full-time students. In addition, the Director of Student Life and Formation has several referral options for students looking for an off-campus clinician. For more information about the Counseling Center, please visit their website: [Counseling Support Services - North Park University](#)

In case of an emergency, call **911** or go to a hospital emergency room.

Student Administrative Services

Student Administrative Services is located on the first floor of the Johnson Center in Student Engagement. SAS is open **Monday-Thursday, 8am-6:30pm; Friday, 8am-4:30pm; and Saturday, 9am-1pm**. This office is responsible for the following:

- Undergraduate student registration and enrollment
- Statements for tuition, fees, and rent
- Signing promissory notes and other papers
- Exit interviews for Perkins loans
- Endorsing Stafford loan checks

Student Accounts/Billing

Students are responsible for knowing the billing policies of the University and Seminary: <https://www.northpark.edu/Admissions-Aid/Financial-Aid/Student-Accounts-and-Billing>

Student billing is processed on a semester basis. Students pre-registered for the fall term will receive bills starting in mid-July. Billing for students pre-registered for spring classes will be billed in mid-December. You can always view current balances online through Self-Service.

All students must arrange for financing each year's charges before the academic year starts. Graduate students enrolling in August must have payment arrangements for the fall term in place by the time classes begin. Estimated charges will be billed in advance of each term based on the student's pre-registration schedule as reported by the Registrar, and estimated aid as reported by the Financial Aid Office. For information on rent billing, see Housing addendum. Payment for those charges is due the first day of class of each term unless a payment plan is already in place.

Changes to pre-registration that occur during the registration period may affect student charges. Adjusted billing statements reflecting those changes will be issued after the second week of the term. The amounts due then are to be paid immediately. After the second week of each term, any unpaid balance will be subject to a finance charge of 1.5% per month.

Payment plans

A Student Administrative Services Specialist can help you develop a comprehensive payment plan if desired. To contact Student Administrative Services, please call **(773) 244-5560** or **(773) 244- 5605**, or email the office: StudentAccounts@northpark.edu

Business Office Clearance for Registration

All students must receive Business Office clearance to register for classes. Resident students need clearance to confirm campus housing. In addition, pre-registration cannot be confirmed without Business Office clearance. To receive clearance outstanding balances from prior terms must be paid in full and charges for the current term must be paid by the payment due date or payment arrangements must be approved. Satisfactory payment arrangements include enrollment in an approved monthly payment plan or a pending approved loan and/or other financial aid. (Note that Perkins loan recipients must sign promissory notes in the Student Administrative Services office.) Students with outstanding balances will not be allowed to register for a new term until all amounts from prior terms are paid or financing is arranged. Any student with an outstanding balance will not have transcripts released until all past due amounts are paid. Students with outstanding balances from the past semester may have registered for courses dropped in future terms at the discretion of the Student Administrative Services office.

Refund Policy

Students who withdraw before the end of a term may be entitled to a refund of charges. Students who withdraw before the start of a term, or before the end of the first week, are eligible for 100 percent tuition and fee refund. Students who withdraw after the start of the second week of a term are eligible for partial refunds based on a schedule. See the course refund policy in the Academic Catalog. There will be no refunds of tuition and fees after the end of the fourth week of the term.

International Students

North Park University is home to many international students from a wide variety of countries. The International Student Services Office has been established to provide orientation, counseling, advising, and referral services specially designed for the international student. The office also assists international students with immigration details. All international students should report to the International Services Office upon arrival. More information is available here: [International Student Support - North Park University](#)

Recreation/Athletics

The Helwig Recreation Center is located on the southwest corner of Kedzie and Carmen. The building includes a 200m (about 656.17 ft) two-lane indoor running track, batting cages, two basketball courts, three volleyball courts, a 35-yard section of practice turf mirroring the turf on the outdoor competition field, a climbing wall, a two-level fitness area, classrooms, and offices. NPTS students, faculty, and staff are welcome to use this facility during normal hours posted in the Helwig Recreation Center. A student ID card is required

for entrance, and a waiver must be updated yearly before use. Seminary students are invited to participate in intramural sports at North Park University. Students may sign up individually or organize teams to enter the leagues. Helwig also offers a variety of group fitness classes each semester. Schedules can be obtained at the Helwig front desk. More information about Helwig can be found here: [Helwig Recreation Center - North Park University](#)

Employment

NPTS regularly posts community employment opportunities as well as national ministry opportunities to the Nyvall News and Notes job board. There is a submission form if you would like to post an opening. The University website also has employment opportunities listed under Campus Life: <http://www.northpark.edu/Campus-Life-and-Services/Career-Development-and-Internships> The North Park University Human Resources Office is located on the third floor of Old Main.

There are student employment opportunities on campus and NPU Employment opportunities are listed on the website under Human Resources: [Prospective Employees - North Park University](#)

Campus Bookstore

The North Park Online Bookstore, powered by TextbookX, operates completely online, and can be visited at NorthPark.TextbookX.com. Students may visit the website to order online and have their textbooks shipped to their home or to campus while digital course material access is emailed. The bookstore also sells branded merchandise, course supplies, and other items. Created in partnership with Akademos, Inc. and powered by TextbookX, the online bookstore simplifies the textbook process for students and professors while providing them with a variety of physical and digital textbook formats.

Food Service

North Park food service is provided by ARAMARK and includes the campus dining room located in the Magnuson Campus Center, the Viking Café in the gymnasium building and Bickner Bistro and Einstein Bros Bagels located in the Johnson Center. Seminary students may purchase meal plans or individual meals. The dining hall will be open to serve students at the beginning of orientation week in the fall semester. It will be closed during Thanksgiving, Christmas, and spring breaks. There is more information here: [Dining on Campus - North Park University](#)

Postal Center

The Postal Center is located on Foster Avenue, just west of the intersection of Foster and Spaulding Avenues. Current hours can be found here: [Postal Center - North Park University](#)

Sending mail from the Postal Center is welcome. The postal service is also able to provide most of your postal needs except for registered mail, insurance, and delivery confirmation. Overnight and second-day mail is offered through three different carriers: UPS, Federal Express, and the Post Office. UPS also offers third-day delivery.

NPU Announcements

North Park University emails announcements to all community members throughout the school year. This includes campus-wide events, job opportunities, information on intramural sports, and security alerts. Though these announcements are general to the university community, they can contain information that is relevant and applicable to the seminary and its students.

SEMINARY POLICIES AND PROCEDURES

These policies are designed to support and maintain a scholarly community that values diversity and an inclusive educational environment. Students must commit to conduct themselves honestly, thoughtfully, and consistently with the values of the community. Standards of Conduct Policy North Park Theological Seminary is committed to preparing individuals for Christian ministry in a variety of settings. This commitment assumes a high standard of conduct and competence among our students, faculty and staff. The Seminary encourages students to give attention to their spiritual lives through a vibrant devotional life in prayer, Bible study, and participation in the worship life of the Seminary community. We urge students to seek an appropriate balance in their lives between personal, family, academic, and vocational responsibilities. NPTS also encourages students to become involved in the life of their churches and various communities. We are committed to creating a safe environment where theological exploration, community formation, and personal growth can take place. To that end:

- We agree to honor God in all our relationships by maintaining appropriate boundaries, respecting one another, and looking to the needs of those around us.
- We agree to maintain the safety and well-being of others.
- We agree to exhibit behavior as persons called to Christian leadership that puts charity above self-interest.
- We will NOT behave in any way that endangers ourselves, the Seminary community, the academic process, or the ministries to which we have been called.
- We will NOT intimidate others with our words, actions, or social media presence. This includes but is not limited to exhibiting threatening or bullying behavior, disrespecting community members including any students, faculty or staff or any other action that disrupts the safe and healthy function of the seminary community

and its members.

- We will NOT exhibit behavior that creates undue noise, interrupts or harasses members of the seminary or university community. This includes but is not limited to drunkenness, violating quiet and/or courtesy hours, playing musical instruments and playing athletic games in a non-authorized campus building.
- We will NOT interfere with the safe or clean environment of others.
- We will NOT use tobacco in any form as it is prohibited in all campus buildings and on campus property. This includes smoking, chewing, vaping, or dipping tobacco. Please see the complete policy below.
- No one may record a class or other event without the express permission of the instructor or event coordinator.

The above behavioral guidelines extend to field education experiences or practicums and online activities including email, texting, and social media. Please see the complete social media Policy below.

Visitors

All members of the Seminary community have responsibility to help secure the community's welfare and safety by communicating to visitors the expectations established through these policies. All people shall take responsibility for their guests. Students hosting guests who violate seminary policy are subject to discipline.

Additional Regulations

The Director of Student Life and Formation, with the advisement of the Pastoral Care Committee and collaboration of the Student Leadership Team, may establish additional rules and regulations designed to implement this policy. It is understood that indecent, inappropriate, or disorderly conduct, and/or failure to comply with the directions of campus officials acting in the regular performance of their duties is not compatible with the seminary's function as an educational institution. Any such conduct, which is physically disruptive, constitutes a threat to the orderly operation of the campus, or endangers the health or safety of others, will result in disciplinary action.

Disciplinary Actions

North Park reserves the right to discipline violators of its policies. Disciplinary actions may include:

- An informal discussion with a member of the Pastoral Care Committee
- A formal meeting with the Director of Student Life and Formation and members of the Pastoral Care Committee, and a subsequent letter of documentation of the

incident, the formal meeting and discussion, and any sanction that is imposed. One copy of the letter is kept in the student's academic file.

- Any sanction, including disqualification for any seminary program is the sole discretion of the Dean of the Seminary, who may consult the Director of Student Life and Formation, the Dean of the Faculty, and/or the faculty to reach a final decision regarding a particular student.

Grievance Process for Violations of Standards of Conduct

The process outlined below applies to any student grievance related to standards of conduct. Grievances challenging decisions or actions by Director of Student Life and Formation/Pastoral Care Committee proceed directly to Step 2. Issues involving the Policy against Discrimination, Harassment, Sexual Violence Relationship Violence and Retaliation should be addressed to the Title IX Coordinator and/or the Deputy Coordinator (See appendix for full policy).

Step 1. The grievance shall be presented, in writing, to the Director of Student Life and Formation. The grievance shall be presented promptly and no later than 5 days after it arises. The grievance must summarize the decision, action, or other matter being grieved and explain why it is being challenged. Copies of any related documentation shall be attached. The Director of Student Life and Formation will conduct any investigation deemed necessary and may request the student grievant and the person who is the subject of the grievance, if any, to attend a joint meeting. In the event of a meeting, both the grievant and any person who is the subject of the grievance may request the assistance and presence of another member of the North Park Community for support and/or guidance. Director of Student Life and Formation in collaboration with Dean of Seminary will promptly render a decision.

Step 2. If the student is dissatisfied with the prior decision, the student may appeal to the Dean of the Seminary. The appeal must be taken no later than 5 days after the prior decision and shall be in writing. The appeal must summarize the decision, action, or other matter at issue, explain why it is being challenged, and describe any prior steps of the grievance process, including the determination. Copies of any related documentation shall be attached. The Dean of the Seminary shall determine the appeal based upon the record presented, and any additional investigation the Dean of the Seminary deems appropriate. The decision of the Dean of the Seminary shall be final and binding.

Alcohol, Drug and Tobacco Policy

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and based on an institutional commitment to provide a drug- and alcohol-free learning and work

environment, North Park is committed to the following institutional policy that applies to all students and employees. These policies apply on campus and at all institution-sponsored events.

Prohibitions

Controlled substances. North Park prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance. North Park also prohibits possession, use, or distribution of medical marijuana.

Alcohol. North Park prohibits the possession or use of alcohol on campus or with institution-sponsored events, whether on or off campus. No North Park sponsored publication, broadcast or other communication shall accept or contain any promotion of alcoholic beverages. Further, North Park does not condone the display of alcoholic containers or advertisements in campus windows or on posted communications.

In Illinois, persons under 21 shall not purchase, consume, or possess alcoholic beverages. It is against Illinois law to sell or furnish alcoholic beverages to persons under 21 and to sell alcoholic beverages without a license to anyone. North Park community standards and the laws of Illinois should guide student decisions about alcoholic beverages. Students who violate these standards and laws risk the sanction of the community.

Any student found present in an on-campus situation where alcohol is found and/or being consumed by minors is also culpable. Behavior that is disruptive to the community and related to the influence of alcohol and/or other substances is prohibited. North Park expects its students to be sober while on campus. Any student, who after using alcohol and/or other substances, exhibits disruptive behavior, becomes physically violent, excessively aggressive, is a nuisance or is uncooperative with any University employee, is in violation of this policy.

Available Assistance

North Park believes that rehabilitation is the preferred solution to drug and alcohol misuse disorders. We are committed to the health, safety, and well-being of all employees and students. For this reason, students are encouraged to use the North Park University Counseling and Health Services for assistance and/or referral. The responsibility for following through with treatment recommendations and referrals belongs to the individual. Participation in rehabilitation does not shield students from disciplinary action for non-compliance with North Park policy.

Smoke and Tobacco Free Policy

Smoking and tobacco use is prohibited on all campus property and North Park University, both indoors and outdoors, in university-owned buildings, vehicles and in privately owned vehicles parked on Campus property. Smoking is defined as the use of smoke-producing tobacco products and includes but is not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products and hookahs. This applies to anyone on campus and includes students, staff, faculty, other employees, contractors, or visitors to the campus.

Student Disciplinary Sanctions

Students who violate North Park's policy concerning drugs, alcohol, or tobacco will be referred to the Dean of Seminary for possible disciplinary action, up to and including dismissal, depending on the severity of the case.

Language Guidelines for Inclusive Worship

"As Christian communicators we acknowledge our responsibility to affirm and promote equality of all people. We have committed ourselves to be inclusive in language to eliminate prejudice of all sexual, racial, ethnic, national, denominational, cultural, or physical nature. This way of proceeding does not deny individuality in these respects. It guards against any use of word or phrase that tends to exclude people." (Board of Publication Policy, Evangelical Covenant Church, 1987)

Language is important. It defines who we are as people. Language influences, shapes and molds attitudes and actions. Thus, we request that the seminary chapel become a context of sharing and learning about one another, and where language used can impact everyone for the Gospel.

Inclusive language can be defined as the use of words in such a way that persons, male or female, youth or adult, clergy or laity feel included. It is not sufficient that the leader "intends" to include everyone. In communication theory, it is the receiver of the message who assigns meaning to it out of her or his own life experience. Using masculine pronouns in chapel can exclude part of our seminary community. If sensitivity is not modeled in the seminary years, future pastors may risk excluding many in their congregation during their worship services. We make the following suggestions for those leading and speaking in our seminary chapel services.

Hymns in relationship to the people of God:

- Use the language as it exists when, given the circumstances, it is clearly the best option.
- Consider the following options as substitutions for masculine nouns and pronouns such as sons, fathers, brothers, or brethren: one, child, saints, Christians, people
- Omit stanzas where masculine words cannot be changed (as above) to be inclusive of both men and women.
- When changes are made, it is best to have the hymn printed in the worship program (assuming no copyright infringement). Changes should be as seamless as possible.

Biblical readings in relationship to the people of God:

- In the reading of the Biblical texts aloud, consider using the NRSV and TNIV, which translate gender neutral Hebrew and Greek words in an inclusive manner (a more accurate translation).
- When reading from versions with less than accurate use of gender nouns and pronouns consider the following substitutions (only after checking the original language for intention and historical situation): Where the text reads “brothers,” read “brothers and sisters.” Where the text reads “men,” read “men and women” or “people.” Where the text reads “he,” read “they” (now considered to be grammatically correct).

Prayers:

- Consider using a variety of terms in addressing God. “Father” is not the only title for God, even though it is a biblical and meaningful one.
- Use a descriptive word along with God, such as loving God, merciful God, generous God, creative God, forgiving God, etc.
- Use biblical titles and descriptions such as “Ancient of Days,” “Alpha and Omega,” or “Counselor.”

Sermons:

- Try to use inclusive language (he/she, sisters, and brothers, they) in descriptive material.
- Tell stories and give examples from a wide range of experiences and types including considerations of audience: gender, age, ethnicity, etc.

NYVALL HALL ROOM USE POLICY

NPTS Event Organization and Booking

If you would like to reserve a space in Nyvall Hall for your event, please reach out directly to **Seminary Student Services** (semservices@northpark.edu).

NPTS Event Promotion

Nyvall News & Notes. Submit a blurb for Nyvall News. Email submissions to semservices@northpark.edu. All requests must be received by Wednesday at 3pm, be 100 words or fewer, in Times New Roman font size 12 for posting. Please include any relevant links and/or attachments. Announcements will be kept on NNN for two weeks unless a special request is made. Student Services occasionally sends out dedicated event emails.

Posters. You are welcome to make a poster and hang it on the appropriate bulletin board. If you want to put them on university boards, you must take them to the Campus Center for approval first.

Community dinner. You are welcome to make an announcement during dinner after community worship to promote your event.

Nyvall Hall Kitchen Use Policy

- There is one kitchen on the main floor (NYVL-101) and one kitchenette in the basement (NYVL-019) of Nyvall Hall.
- Generally, always leave the kitchen(s) cleaner than when you entered them.
- The dishwashers in NYVL-101 use “DIRTY”/ “CLEAN” signs to indicate the status of dishes inside. Please consult the signs and proceed accordingly: used dishes should be placed in a “DIRTY” dishwasher if available or washed and put away where they belong if both dishwashers are “CLEAN.” Do not leave unwashed dishes in the kitchen for any reason. When you use any dishes, you are responsible for washing and putting them away. Leaving them on the drying rack does not count!
- The first-floor refrigerator is for staff and faculty use ONLY. Students may use the refrigerator in NYVL-019. The refrigerator may not be used for long-term storage. **Please label/date your food.** Refrigerators are cleaned out monthly and all expired/unlabeled items thrown out.

- Please place all food waste in the compost and/or the trash and never in the sink, as it clogs the drains.

Records Disclosure

North Park maintains an educational record for each student who is or has been enrolled at North Park. In accordance with the Family Education Rights and Privacy Act of 1974, as amended, (hereafter “Act”) the following student rights are covered by the Act and afforded to all eligible students of North Park.

- The right to inspect and review information contained in the student’s educational records.
- The right to request amendment of the contents of student’s educational records if believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
- The right to prevent disclosure without consent, except as permitted by the Act.
- The right to secure a copy of North Park Theological Seminary’s record privacy policy.
- The right to file complaints with the U.S. Department of Education concerning alleged failures by North Park Theological Seminary to comply with provisions of the Act.

Each of these rights with any limitations or exceptions is explained in North Park’s policy statement, a copy of which may be obtained in the Records Office.

North Park may provide Directory information in accordance with the provisions of the Act without the written consent of a student unless the student submits a written request that such information may not be disclosed. The following items are designated as Directory information: name, spouse name, address, phone number, enrolled program, denominational affiliation.

Current eligible students may prohibit general disclosure in the Directory by notifying the Director of Student Life and Formation in writing within 10 calendar days after the first scheduled day of each fall term. North Park will honor the request for one academic year only; thereafter, the student must file the request annually. The student should carefully consider the consequences of any decision to withhold Directory information. Regardless of the effect upon a student, North Park Seminary assumes no liability that may arise out of its compliance with a request that such information be withheld. Failure by a student to request non-disclosure of Directory information constitutes consent to disclosure. Any questions concerning rights and responsibilities under the Family Educational and Privacy Act should be referred to the Records Office.

Social Media Use Policy

North Park Theological Seminary recognizes that social media is a relevant means of communication for the students, faculty, staff, alumni, and friends in our community. Those who use this platform should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional, and individual reputations. The following serve as a guideline for the use of social media as it pertains to North Park Theological Seminary students, the NPTS Facebook group and community standards of conduct. These guidelines have been adapted from the social media policy of North Park University.

A. Responsibility and Transparency

- a. You are responsible for anything you write and do online.
- b. If in doubt over a post, or if something does not feel right, allow time for reflection before posting or ask a friend or colleague to review and provide feedback before posting.
- c. Never underestimate the power of words, photographs, and videos. They can help communicate your message in a creative, compelling way, but may also be easily misinterpreted, so use sound judgment in making selections.

B. Practice Academic Integrity

- a. Do not post content that invites academic dishonesty. Remember both the enabler and the student taking advantage of the material are equally guilty.

C. Respect Your Audience and Community

- a. Abide by the ethical, moral, and professional standards of North Park University as outlined in the Academic Catalog, Student Handbook, Employee Handbook, and Manual of Academic Personnel Policies. This includes the Policy Against Discrimination, Harassment, and Retaliation.
- b. Never make statements or post photos or video that directly or indirectly threaten harm (whether through violence, economic intimidation, exclusion, or other means) to an individual, group, or the University.
- c. Do not promote illegal conduct such as sexual violence, vandalism, underage drinking, or involvement with controlled substances.
- d. Think about the consequences of what you are posting. Assume your post will spread. We encourage responding to community members offline as it is a more effective way to resolve disagreements.

D. Unacceptable Posts Will Be Removed from the NPTS Facebook Page

Actions that are unacceptable in other settings are also unacceptable on social media

platforms. Posts or interactions that violate our community standards and policies will be removed at the discretion of the administration. These include, but are not limited to, the following:

- Harassment or disrespect in any form.
- Failure to respect the rights of others.
- Distribution of copyrighted materials without the permission of the copyright owner.
- Posts containing personal attacks, profanity, nudity, hate speech, illegal material or that otherwise violate the Social Media Guidelines.

If you feel you have been harassed or victimized by another individual's social media use, please report it to the Director of Student Life and Formation/Pastoral Care Committee.

Free Expression/Peaceful Assembly

North Park Theological Seminary is embedded within the broader North Park University community. The University affirms its belief in the importance of free expression and the right of all members of the University community to speak in favor of causes they support, and to criticize policies with which they disagree. At the same time, students share with the University a responsibility to help ensure a campus climate of civility – one that is not intimidating, hostile, or demeaning to any individual or group. Therefore, obstructive or non-peaceful demonstrations, regardless of duration, are not permitted. As a general guideline, “obstructive demonstrations” are those which attempt to deliberately disrupt access to University facilities or activities relevant to the University's mission or which by number of participants and location of demonstration effectively prevent access to a University facility or participation in a University-sanctioned event. Additionally, University community members are expected to take ownership of their expression. Therefore, all letters, posters or electronic forms of communication distributed to the campus community regarding any issue will identify the author(s), so that dialogue and understanding may be achieved. University and community members must adhere to University posting regulations at all times.

Appendix A
**Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship
Violence and Retaliation**

North Park's policy against discrimination, harassment, sexual misconduct, relationship violence and retaliation reflect its deep commitment to a diverse campus community that provides a uniformly welcoming environment. The Policy applies equally to every member of the North Park community. A copy of the Policy can be found at
www.northpark.edu/About/Title-IX

Appendix B
Housing Policies

For North Park University's full Graduate Student Housing policy and procedures including how to apply for campus housing, please visit: [Graduate Student Housing Guidelines - North Park University](#)