# Student Handbook 2013-2014

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SECTION 1 — INTRODUCTION

The Student Handbook is a guide to life at Catholic Theological Union (CTU): academic life, spiritual life, and life as a member of the diverse yet close-knit CTU community. Included in these pages are maps, policies, procedures, recommendations, and helpful hints that will orient students to graduate study as well as assist in navigating the school, the Hyde Park neighborhood, and the City of Chicago. We hope this resource enables students to find everything necessary for time spent at CTU to be an enjoyable and profitable learning experience. If the answer to any question cannot be found in these pages, our staff, faculty, and returning students are happy to assist. Students are asked to please take some time to acquaint yourself with the materials that follow and keep this Student Handbook available throughout your time here at CTU. The Student Handbook is updated annually. The most current handbook is available online at www.ctu.edu/student-life/student-handbook.

MYPORTAL @ CTU

Catholic Theological Union is pleased to offer students secure online access to course registration, calendars, account balances, transcripts, course grades, and financial aid information through CTU’s online student account portal.

Current students may access this portal at myportal.ctu.edu using any Internet enabled web browser (Internet Explorer, Firefox, Chrome, Safari, etc.).

Secure access is granted by entering unique student information that includes the student ID number located on active student ID cards. Please contact Maria de Jesús Lemus at mlemus@ctu.edu or the Registrar’s Office, 773.371.5453 or 773.371.5454, with any questions or concerns.

We recommend students bookmark MyPortal for ease of reference.
WELCOME FROM THE PRESIDENT

August 2013

Dear CTU Student,

As you begin your time at Catholic Theological Union, I’d like to wish you a warm welcome on behalf of our students, faculty, staff, and board of trustees. Your presence adds to the rich diversity that is our community of learning here at CTU.

We pledge to offer you the best possible theological education and ministerial training in a supportive Christian community that will be responsive to your needs. We hope you will enjoy our Academic and Conference Center and our Residence Hall and Student Center. Above all, we hope that your time here at CTU will be one of challenge, grace, and blessing.

This Student Handbook is one sign of our welcome. You will find here guidance to help make your stay at CTU more satisfying. Its design is inspired by the wisdom and experience of many students before you as well as the expertise of our faculty and staff.

If you have any suggestions as to how we can better assist you, please pass them along to us.

May God’s loving Spirit be with you throughout your time at CTU.

Sincerely yours,

Mark R. Francis, CSV
MISSION STATEMENT

The mission of Catholic Theological Union is to prepare effective leaders for the Church, ready to witness to Christ’s good news of justice, love, and peace.

OUR VISION

In concert with our sponsoring religious communities, our founding mission is the academic and pastoral preparation of religious order candidates for the ordained priesthood and support for the formation and continuing education efforts of these religious communities.

Moreover, as a Roman Catholic graduate school of theology and ministry, we are dedicated to offering quality theological education and ongoing formation for laity, religious, and clergy who are preparing for or who are already engaged in ministry in the United States and around the world.

As an intercultural community of faith and learning, we seek to bring the richness of the Roman Catholic tradition, teaching, and practice to our students, to the broader Church, and to the public. We accomplish this through our graduate degree programs, our faculty, our programs for youth and young adults, and a variety of other educational opportunities and resources.

In communion with the Church, we are committed to ecumenism as well as interreligious dialogue, particularly with the Jewish and Muslim communities, and we welcome students from those communities who are seeking to study in a Catholic context.

We strive to accomplish this mission in a community environment composed of religious, clergy, and lay women and men who mirror the local and global Catholic Church in all its vibrant diversity.
SECTION 2 — ADMINISTRATION AND SERVICES

ORGANIZATIONAL CHART, See Appendix A

FACULTY AND STAFF DIRECTORY, See Appendix B

OFFICE HOURS/BUILDING HOURS

ADMINISTRATIVE OFFICES, 5416 S. CORNELL
Administrative offices are open all year, 8:30 a.m. - 4:30 p.m., Monday - Friday, with the exception of the holiday schedule below and other special conditions.

If CTU must be closed on an unscheduled day, due to weather conditions for example, a notice will be posted on the CTU website, www.ctu.edu, by 6 a.m.

CTU is closed for the following holidays each year:

New Year’s Day (January 1)
Martin Luther King, Jr. Day (the third Monday in January)
Holy Thursday (beginning at 12:30 p.m.)
Good Friday
Easter Monday
Memorial Day (the last Monday in May)
Independence Day (July 4)
Labor Day (the first Monday in September)
Thanksgiving Day (the fourth Thursday in November)
Friday after Thanksgiving
Christmas Eve (December 24)
Christmas Day (December 25)
Day after Christmas (December 26)
New Year’s Eve (December 31, beginning at 12:30 p.m.)

If a holiday falls on a weekend, CTU will announce the dates it will be closed in observance.

ACADEMIC AND CONFERENCE CENTER, 5416 S. CORNELL
During the school year, students have access to the Academic and Conference Center during regular library hours, which are: Monday - Thursday, 8 a.m. - 10 p.m.; Friday, 8:30 a.m. - 4:30 p.m.; Saturday, 11 a.m. - 4 p.m.; and Sunday, 4 p.m. - 10 p.m. Library hours are modified during semester breaks and the summer. See Section 6, Paul Bechtold Library, and check the website for library hours.
Please note that regular business hours for administrative offices are 8:30 a.m. - 4:30 p.m., Monday - Friday. Most offices close for lunch for 30 minutes to one hour.

**Residence Hall and Student Center, 5401 S. Cornell**

Resident students have 24-hour access to the Residence Hall and Student Center at 5401 S. Cornell.

**Access to Buildings**

Entry to the Residence Hall and Student Center, 5401 S. Cornell, and the Academic and Conference Center, 5416 S. Cornell, requires a valid CTU photo identification card. New students will need to be photographed during Orientation for an ID card. Students obtain their CTU ID card from the Registrar’s Office in 5416 S. Cornell, room 375. Residential access, meal plans, and parking are programmed onto the card by the student services manager, in room 347, 5416 S. Cornell.

Students who do not have their ID card should ask the receptionist in the Academic and Conference Center to let them in. Students will be required to provide proof of identity. The maintenance staff has keys to the buildings if anyone is locked out. (*See also Section 8, Identification Cards and Section 12, Security*)

**Administration and Finance**

The Administration and Finance Office is responsible for all physical facilities, the Business Office, student services, information technology, events, and other non-academic, everyday operations of CTU. The office is located in room 310 of the Academic and Conference Center, 5416 S. Cornell. Regular office hours are 8:30 a.m. - 4:30 p.m., Monday - Friday. Please come by with any questions or concerns, or email vpadminoffice@ctu.edu.

**Alumnae/i Association**

Graduates of all degree and certificate programs are eligible for membership in the Alumnae/i Association. Membership dues of $55 are payable each spring and cover the following calendar year. Membership benefits include Logos (the CTU newsletter), access to Career Services (including job postings), and a 25 percent discount on tuition on Summer Institute courses taken for audit or continuing education units. For more information, contact the Development Department at 773.371.5410, or stop by room 316.
BUSINESS OFFICE

Many of the financial aspects of student life are handled through the CTU Business Office in 5416 S. Cornell, room 315. Controller Dionne Day (773.371.5408), Usha Khakhkhar (773.371.5405), Linda Nagdeman (773.371.5407), and Liz Sienkiewicz (773.371.5406) are able to help with any financial questions or concerns.

Regular office hours are 8:30 a.m. - 4:30 p.m., Monday - Friday. The office remains open through the lunch hour and is open until 7:00 p.m., Monday - Thursday for the first month of each semester.

CHECK CASHING
Personal checks up to $50 (per week) may be cashed during regular business hours.

PAYING TUITION AND OTHER BILLS
TUITION: Invoices are sent to students one month before classes begin. If scholarships are issued, that will be indicated on the invoice. Tuition payment is due the first day of class each term. (See Section 5, Tuition and Fees)

Students can see their running tuition, financial aid, and scholarship balances on MyPortal at myportal.ctu.edu using any Internet-enabled web browser (Internet Explorer, Firefox, Chrome, Safari, etc.). Secure access is granted by entering unique student information that includes the student ID number located on active student ID cards.

PARKING: Payments are due the first day of each term/semester. To discontinue parking garage access and billing for parking, students must return the decal and/or card to the Events and Student Services Office, room 347.

HOUSING FEE: Payments are due the first day of the semester. The security deposit cannot be used for any portion of the housing fee for any term. Security and key deposits will be refunded to the student’s account when a housing withdrawal form has been issued to the Business Office by student services.

BILL PAYMENT: Please make checks or money orders payable to CTU or use a credit card. Student must include their student ID number on the check. Deliver payments to the Business Office in the Academic and Conference Center, room 315, or mail payment along with the return portion of the statement, allowing sufficient time for it to reach the Business Office by the due date listed (first day of the academic term).
All payments that are mailed should be sent to: Catholic Theological Union Business Office 5401 South Cornell Avenue Chicago, IL 60615 Note: Do not mail cash

DEVELOPMENT DEPARTMENT

The Development Department exists to advance the mission of Catholic Theological Union through sound fundraising practices. This department works to secure the philanthropic resources necessary for the school to meet its annual operating and scholarship obligations and to fund CTU’s capital needs. The department endeavors to do this through education, cultivation, and the maintenance of superb relations with individuals, corporations, and foundations so that they join CTU in its mission and vision of witnessing to the Gospel through personal and financial investment and engagement. Department members include Cynthia “Sam” Bowns and Director Anne Marie Tirpak. The office is located in rooms 316 and 318 of the Academic and Conference Center.

COMMUNICATIONS

CTU students are automatically added to the Logos (CTU newsletter) and Weekly Reflections mailing lists. Students may request to have family members and friends added to the mailing list at no cost. These communications are also sent to donors and friends. To add names to our email list, please submit names and addresses to the Development Department in room 316.

GIVING

If family members or friends are interested in financially supporting the mission of CTU, please contact the Development Department and they will be added to our list of friends who receive CTU appeal letters. In addition, they can become members of CTU’s monthly donor club.

MEMORIAL CARDS

CTU memorial cards are available in the Development Department. For more information about making a gift to CTU as a memorial for a friend or family member contact: Anne Marie Tirpak, director of development, at 773.371.5417, or email atirpak@ctu.edu.
ENROLLMENT MANAGEMENT DEPARTMENT

The Department of Enrollment Management, which consists of the offices of Admissions, Recruitment, and Marketing and Communications, directs, coordinates, and advances the school’s overall enrollment program in accordance with its mission. The department is responsible for the formulation, coordination, and implementation of an overall strategic enrollment management plan; ensuring market analysis and direction of effective marketing activities; oversight of the gathering and analysis of enrollment data; direction of strategic recruitment efforts; oversight of the admissions process; direction of financial aid and scholarship processes; coordination with CTU’s academic programs and policies; development and implementation of retention policies and programs; and direction of specific student services such as orientation and registration as they relate to enrollment strategy.

The department’s structure includes: a Senior Director of Enrollment Management responsible for departmental vision and mission and oversight of collaborative and integrated enrollment policies and practices; a Director of Recruitment tasked with primary prospect outreach and follow-up initiatives; a Director of Admissions charged with application monitoring and admittance processing; and a Director of Marketing and Communications who procures product placement and positioning (advertisements), and assists in development of communication strategies to potential and prospective students. The Marketing and Communications Office also includes a Communications Assistant and Webmaster responsible for advancing marketing and communication initiatives. The Enrollment Management Department also includes an Administrative Assistant tasked with providing support to departmental efforts.

Questions about the department’s strategic initiatives can be directed to Ryan J. Hoffmann, senior director of enrollment management, at 773.371.5523 or by email at rhoffmann@ctu.edu.

Inquiries about the department’s processes and procedures should be directed to Valerie Holloway, administrative assistant to the director of enrollment management, at 773.371.5451 or admissionassist@ctu.edu.

OFFICE OF RECRUITMENT

The Office of Recruitment is responsible for the execution of a strategic outreach and recruitment strategy. The director of recruitment is the first point of contact for prospective students inquiring about CTU; attends recruitment fairs, conferences, colleges and universities, and events; and hosts students on campus for individual and open house visits. The director of recruitment is also responsible for administering CTU scholarship assistance for incoming and current students. Director of Recruitment Kathy Van Duser can be reached at 773.371.5450 or by email at kvanduser@ctu.edu.
**Office of Admissions**
The Office of Admissions is responsible for implementing a comprehensive admissions process for those applying to CTU. The director of admissions answers questions about admissions criteria and requirements, monitors applications, oversees the admittance process, and works with program directors to ensure timely admittance. The director of admissions facilitates student orientations and assists students with their transition to life at CTU. The director of admissions is also responsible for facilitating the student financial aid process for students who need and qualify for federal student loans. Director of Admissions Angela Paviglianiti can be reached at 773.371.5445 or by email at angelap@ctu.edu.

**Office of Marketing and Communications**
The purpose of Catholic Theological Union’s Office of Marketing and Communications is to broaden public awareness of CTU’s presence and mission, and help to increase student enrollment, public participation, and financial support. The office seeks to assist all members of the CTU community in their efforts to create and nurture partnerships in CTU’s mission and the mission of the programs and centers that are central to the vibrant and diverse life of Catholic Theological Union.

Questions about the office’s strategic initiatives can be directed to Nancy Nickel, director of marketing and communications, at 773.371.5415 or by email at nnickel@ctu.edu. Karla Meier, communications assistant, can be reached at 773.371.5416 or by email at kmeier@ctu.edu. Ronit Bezalel, webmaster, can be reached at 773.371.5490 or by email at rbezalel@ctu.edu.

**Events Office**

CTU holds many events throughout the year including lectures, art gallery openings, social gatherings, and conferences. Information about events is found on the CTU homepage at www.ctu.edu. Students also receive the CTU weekly e-newsletter, News, Notes & Reminders, which includes listings of events at CTU.

Student groups that want to hold an event should contact the Events Office, located in room 347 of the Academic and Conference Center, to schedule space and coordinate other event needs at least two weeks before the proposed event date. Christine Henderson, the manager of events and student services, can be reached at chenderson@ctu.edu or 773.371.5402.

**Facilities Department**
The Facilities Department includes the maintenance and housekeeping staff for the entire CTU campus. CTU uses a work order system for any building, garage, or grounds issues...
that are not emergencies. Work order forms are available in the mailroom behind the reception desk in the Academic and Conference Center or from the receptionist on duty.

For building-related emergencies see Section 12, Safety for detailed instructions and contact numbers for specific types of emergencies, including medical, fire, severe weather and others. For questions please contact Director of Facilities Martin Fitzgerald at 773.371.5401 or mfitzgerald@ctu.edu.

**INFORMATION TECHNOLOGY (IT) DEPARTMENT**

The Information Technology (IT) Department is responsible for all CTU technology (hardware and software). IT maintains a Help Desk for quick response to immediate IT issues. Please see Section 11, Technology Services and Resources, for a complete description of the various IT resources. For questions or problems, please contact IT Manager Darnell Payne at dpayne@ctu.edu or support@ctu.edu.

**NOTARY PUBLIC**

Notary public service is available during regular business hours in the Events and Student Services Office in 5416 S. Cornell, room 347, or at the reception desk on the first floor of the Academic and Conference Center.

**STUDENT SERVICES**

Student Services includes student housing, guest housing, meal plans, parking and bicycle registration, student insurance, student employment, career services, and the online CTU Apparel Store. The Student Services Office is located in room 347 of the Academic and Conference Center and is open 8:30 a.m. - 4:30 p.m., Monday - Friday. Christine Henderson, the manager of events and student services, can be reached at 773.371.5402 or at chenderson@ctu.edu.
SECTION 3 — FACILITIES AND SERVICES

CAMPUS MAP, BUILDING DIRECTORIES

5416 S. CORNELL
Academic and Conference Center

1st Floor
- Reception Area
- Mailboxes
- Coat Room/Locker Room
- Parking Garage
- Family Restroom

2nd Floor
- Worship Space
- Assembly Hall
- VIP Lounge
- Restrooms
3rd Floor
Classrooms
Breakout Rooms
Conference Rooms
Administration and Staff Offices
Program Offices
Bernardin Center
Rev. Donald P. Senior, CP, Atrium/Student Lounge
Vending Machines
Restrooms

4th Floor
Faculty Offices
Meditation Room
Art Gallery
Restrooms & Family Restroom

5th Floor
Paul Bechtold Library
Faculty Offices
Copy Room
Restrooms
IT Help Desk

5401 S. CORNELL
Residence Hall and Student Center

1st Floor
Food Services Office and Resident Cafeteria
Resident Student Lounge
Restrooms

2nd Floor
Council of Religious Leaders of Metropolitan Chicago
Hesburgh Sabbatical Program
Institute of Religious Formation
Institute of Spiritual Leadership
National Religious Vocation Conference

3rd Floor
Augustinian Midwest Province Office
Institute of Sexuality Studies

7th - 9th Floors
Student Residences
DIRECTIONS TO CTU

The Catholic Theological Union campus is located at 54th Street and Cornell Avenue in Chicago. For detailed directions, go to the CTU homepage at www.ctu.edu.

ART GALLERY

The Mary-Frances and Bill Veeck Art Gallery at CTU is located on the fourth floor of the Academic and Conference Center. Exhibit themes are chosen to correspond with a season, a timely topic, or an event that is occurring at CTU. Diverse artists from the Chicago area and from around the world are invited to share their works. The idea for a gallery at CTU was born from an appreciation that truth and spirit are communicated visually as well as verbally. For more information, contact Nancy Nickel, director of marketing and communications, at 773.371.5415 or email nnickel@ctu.edu.

APPAREL STORE

CTU is currently offering CTU logo apparel and accessory items in its online Apparel E-store. All orders are custom-made and shipped directly to the desired shipping address from the vendor’s manufacturing facility. The CTU Apparel and Accessories E-store can be accessed through the CTU homepage at www.ctu.edu. The direct address is: www.estoresbyzome.com/catholic_theological_union.php. Suggestions or questions about the CTU Apparel Store can be directed to Christine Henderson, manager of events and student services at 773.371.5402 or chenderson@ctu.edu.

BICYCLES

A bike room is located in the CTU parking garage and is available to all CTU students, staff, and faculty. Additional bicycle parking is available in the southwest corner of the first level of the parking garage and there is a bike rack in front of the Residence Hall and Student Center. All bikes must be registered with the Student Services Office, 5416 S. Cornell, room 347, and display an authorized decal. Non-registered bikes will be removed from the premises.

BOOKSTORE, See Section 4 for how to access CTU’s Virtual Bookstore.
BREAKOUT/QUIET ROOMS

There are several small rooms just off the north end of the Rev. Donald P. Senior, CP, Atrium in the Academic and Conference Center, which can be used for class breakout groups, small group study, or student quiet study spaces. If a room is reserved a notice is posted on the door. Students may use them at any time there is nothing posted. To reserve one of these rooms please email Events and Student Services Manager Christine Henderson at chenderson@ctu.edu a minimum of three business days in advance.

COMPUTER SERVICES, See Technology Services and Resources, Section 11.

FIRST AID

First aid kits are available at: the reception desk in the lobby of the Academic and Conference Center at 5416 S. Cornell; the Office of the Vice President for Administration and Finance, room 310; and the Events and Student Services Office, room 347. First aid kits contain: first aid manual, Band-Aids, cleansing wipes, sterile gauze and bandages of assorted sizes, medical exam gloves, adhesive tape, small scissors, and tweezers. First aid kits do NOT contain aspirin, acetaminophen, or ibuprofen.

A wheelchair is kept in the first floor coatroom of the 5416 building.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) DEVICES

AED devices are located in both CTU buildings:

- Academic and Conference Center, 5416 S. Cornell:
  Third floor, vending machine area

- Residence Hall and Student Center, 5401 S. Cornell
  First floor, adjacent to dining area

Students should become familiar with the location of these devices in the event their use is necessary. A number of staff and faculty members are trained in CPR and the use of the AED devices.

If a serious injury or illness occurs, dial 911 for emergency medical assistance, and then notify a member of the administration, or, for residents at CTU, a resident assistant. (See also Emergency Procedures, Section 12.)
FOOD SERVICE

COFFEE
Coffee, including fair trade options, is offered in the atrium of the Academic and Conference Center. There are coffee machines, which offer a variety of coffees and teas for $1 per cup. The machines only accept $1 bills.

CAFETERIA
CTU’s cafeteria is located on the first floor of the Residence Hall and Student Center at 5401 S. Cornell and is open to resident students with the meal plan and resident program participants.

The cafeteria is closed on CTU holidays and has modified hours from time to time. Notice of any change in hours and closing dates will be provided by email announcement.

FOOD AND DRINKS POLICY
Only drinks with lids are permitted in classrooms and the library. Before bringing a beverage out of the cafeteria or atrium make sure it is covered. Please deposit cups and cans in recycling or waste containers.

GUEST HOUSING
CTU has a limited number of rooms available for guest housing in the Residence Hall and Student Center at 5401 S. Cornell. Guest rooms are available for short-term guests of CTU students and CTU affiliates. The cost of a guest room is $75 per night per person. CTU’s guest rooms are fully furnished and have private baths. To reserve a guest room, please contact Christine Henderson, the manager of events and student services, in the Academic and Conference Center, room 347 at 773.371.5402 or by email to chenderson@ctu.edu.

STUDENT HOUSING
CTU owns and operates the Residence Hall and Student Center at 5401 S. Cornell. Rooms include a private bath. Residents have access to common spaces such as kitchen, lounge, laundry room, and chapel. Meal plans are offered when school is in session. If resident housing is not available, applicants may be placed on a waiting list and notified when space is available.

CTU housing is available for full-time or part-time students. Students living in the residential facilities must be making progress in a degree program or other CTU programs and be in good standing (as defined by the vice president and academic dean).
at CTU. All who have completed their academic programs are required to move out of the CTU residence soon after graduation in accordance with their lease agreement.

For questions regarding CTU housing, contact Christine Henderson, manager of events and student services, in 5416 S. Cornell, room 347, at 773.371.5402, or by email at chenderson@ctu.edu.

**HOUSING**
All rooms are fully furnished with a double bed, chair, desk, lamps, garbage bin, bookcase, and shower curtain. All furnishings must remain in the room as there is no space for storage. Linens, towels, toiletries, and kitchen items are not supplied by CTU for U.S. students. CTU will provide sheets and towels for international students upon their arrival from abroad.

Utilities such as heating, electricity, local telephone service, and Wi-Fi Internet connection are included in the housing fee. Air conditioners are provided by CTU. All resident rooms have a telephone and wireless Internet capability. Residents are not charged for local calls. Telephone calling cards are available at Walgreens and CVS pharmacies.

Housing rates are reviewed in May of each year and are set for the following year. Present rates are valid through the close of spring semester 2014.

**HOUSING COSTS**
Student rooms are billable by semester or term. CTU does not offer daily or monthly rental rates to students during the academic school year, however monthly rentals are available to students wishing to remain on campus during the summer months. Please see the student services manager for more information.

<table>
<thead>
<tr>
<th></th>
<th>Fall 2013 Semester</th>
<th>J-Term 2014</th>
<th>Spring 2014 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rent</strong></td>
<td>$2,640</td>
<td>$660</td>
<td>$2,640</td>
</tr>
<tr>
<td><strong>MEAL PLAN</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Meals per day</td>
<td>Fall 2013 Semester</td>
<td>$1,600</td>
<td>J-Term 2014</td>
</tr>
<tr>
<td>(lunch and dinner)</td>
<td>Spring 2014 Semester</td>
<td>$1,600</td>
<td></td>
</tr>
</tbody>
</table>

Rent and/or meal plan fees are due on the first day of the semester. Payment should be made to the Business Office in 5416 S. Cornell, room 315. A total security and key
deposit of $70 is required and will be refunded to the resident student account at the end of lease after room check-out. (See also Paying Tuition and Other Bills, Section 2.)

**INCIDENTAL CHARGES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailbox key deposit</td>
<td>$10 (refunded at end of lease)</td>
</tr>
<tr>
<td>Room key deposit</td>
<td>$40 (refunded at end of lease)</td>
</tr>
<tr>
<td>Lost room key</td>
<td>$50</td>
</tr>
<tr>
<td>Lost CTU ID Card</td>
<td>$20</td>
</tr>
<tr>
<td>Check return fee</td>
<td>$35</td>
</tr>
<tr>
<td>Late rental charges</td>
<td>$30</td>
</tr>
</tbody>
</table>

**RESIDENTIAL COMMUNITY LIFE**

The Director of Residential Community Life assists in fostering community life for student residents. The director works with the residents to facilitate a rich liturgical life and social opportunities, and can provide referrals for students in need of personal help. CTU residents can contact the director of residential community life. Practical concerns about the facilities and other forms of service to residents should be addressed to the resident assistants.

Resident Assistants (RAs) serve as important resources for CTU residents. The RA is the liaison with CTU administration and intervenes in emergency or disruptive situations. The RA may assist in coordinating informal gatherings for residents and will organize informational housing meetings for the resident students. CTU expects participation by residents during these important informational meetings.

**HOUSING POLICIES**

Residents are required to have read and to comply with the housing policies and procedures below and with the terms of their lease agreements. Residents must also be familiar with and follow the emergency procedures detailed in Section 12. Emergency fire and tornado procedures are posted on the inside of every resident room door.

CTU IS A SMOKE-FREE FACILITY. Smoking is not permitted in any CTU building.

**ALCOHOL AND OTHER DRUGS**

Catholic Theological Union expects the drug and alcohol-free performances of duties by faculty members, staff members, and students. Catholic Theological Union prohibits the unlawful possession, use or distribution of alcohol and illicit drugs on the school premises or as part of any school activity by all students, faculty members and staff members. See Alcohol and Other Drugs, Section 13, Campus Polices, for the complete, detailed policy.
BUILDING EMERGENCIES

DURING REGULAR BUSINESS HOURS
Call the Vice President for Administration and Finance Office at 773.371.5484 or Student Services Office at 773.371.5402.

BEFORE 8:30 A.M. AND AFTER 3:30 P.M.
Call maintenance (on-call) at 773.844.1167.

NIGHT-TIME OR WEEKEND EMERGENCY
For after-hours maintenance emergencies ONLY refer to the emergency on-call schedule. A schedule is posted on each resident floor and in the elevators.

CARE OF FACILITIES

To maintain the lowest possible rental and cleaning costs, residents are asked to cooperate in the upkeep of their rooms and common areas of the campus buildings. Please treat all areas of the buildings with care. Report any maintenance problems using the work order system. See below.

HOUSEKEEPING
CTU does not provide housekeeping services to student residents. Students are responsible for keeping their own rooms clean. A vacuum cleaner is available to use. Housekeeping staff will clean common kitchen floors once a week. Other kitchen cleaning and trash removal are the responsibility of residents. (Light housekeeping is available to IRF and Hesburgh Program participants only.)

KITCHEN USE AND CLEANING
Never leave any food unattended while cooking. This includes the use of microwaves, toasters, hot pots, rice cookers, etc. This is a fire hazard.

Every resident using the designated kitchen is equally responsible for keeping it clean and uncluttered. CTU suggests that residents come to an equitable agreement to ensure that the following chores are accomplished:

- Trash and recycling removed from the kitchens as needed and placed in the trash and recycle bins found at the stairwell.
- Refrigerator kept clean and free of expired foods and leftovers.
- All dishes washed and put away after each meal. Dishwasher (if applicable) should be fully loaded before using and emptied after each usage.
- Floor swept and mopped as needed, no less than once a week.
- Stove cleaned after each use and kept free of grease build-up.
Cleaning supplies, paper goods, and trash bags for each kitchen must be supplied by residents as needed and expenses shared as agreed upon by residents.

**ELEVATOR IN RESIDENTIAL BUILDING**
There is an emergency telephone list inside (and outside) of the elevator. The phone inside the elevator connects to CTU’s elevator repair company in case of an emergency or breakdown.

**IF CAUGHT IN THE ELEVATOR, PLEASE DO THE FOLLOWING:**
- Stay calm.
- Press the open and close buttons several times alternately.
- If that does not work, ring the red alarm bell. This bell alerts building residents to seek the immediate assistance of the resident assistants.
- If no one responds within three (3) minutes, follow the procedure posted inside the elevator about who to contact.
- DO NOT force or pry the doors open unless instructed by a resident assistant or emergency response personnel, as the elevator may move suddenly or unexpectedly.

**FIRE HAZARDS**

Due to the fire code issued by the City of Chicago: **COOKING in the residential rooms is PROHIBITED.** The following are examples of some cooking devices that are absolutely prohibited: hotplates, coffee pots, crock pots, and rice cookers. The use of all heating or cooking devices is prohibited in resident rooms. Residents may store these devices in their rooms for safe keeping, but devices must be used **ONLY** in the designated kitchens.

**CANDLES AND OPEN FLAMES**

Because of potential fire danger candles, oil lamps, potpourri burners, incense, etc., that have flames or must be ignited with a flame are not allowed in the residence hall. Candle warmers are allowed; however, any damage due to spilled wax is the responsibility of the residents. The wick must be removed from the candle.

**CHRISTMAS DECORATIONS**

Live Christmas trees or greenery, fiber optic trees, and lights (string lights or tube lights) are not permitted due to fire regulations and the risk of overloading circuits. Flame-retardant trees and greenery are allowed without lights. Trees cannot be placed in corridors, which are pathways.

**HANGING PICTURES OR OBJECTS**

Residents are NOT to nail, tape, or otherwise attach items to the walls. CTU facilities staff will hang pictures or objects for residents. Residents must complete a work order form indicating that they would like to have pictures or objects hung in their room. Damage to the walls, doors, or furniture in a resident’s room will result in a deduction from or loss of
security deposit. It is prohibited to hang any items from the sprinkler system. This could cause the system to malfunction in the event of fire or to release water unnecessarily.

**Fitness Room**

There is an exercise room with basic equipment located on the third floor adjacent to the computer lab. Residents are asked to use the room at the posted times so as not to interfere with scheduled classes going on next door.

**Heating and Air Conditioning**

Rooms are equipped with individual heaters. For best results, the heating unit should be left on constantly during the heating season so that the thermostat, when properly set, will maintain the desired temperature. Maintenance will remove air-conditioner units from windows in the fall. Air conditioners will be stored in the closet of each resident room.

**Laundry**

Complimentary laundry facilities are located on the fourth floor (room 425) in the Residence Hall and Student Center. These laundry facilities are for building residents for their personal laundry only. Residents must provide their own laundry detergent and other supplies. Be respectful of others’ time. Please remove clothes from the washer and/or dryer immediately after the cycle is completed. It is never appropriate to place another person’s clothing into a dryer unless that person has given permission; however, if a resident is monopolizing the washer/dryer by not removing their clothes in a timely manner, be aware that someone may remove them.

**Maintenance Work Orders**

Please complete a work order form for any non-emergency problem in an individual room or within the building. Work order forms are in the mailroom at 5416 S. Cornell. Fill out work order forms and leave them in the designated space for maintenance to pick up. An initial response to the work order request will generally be made within 48 hours. For non-emergencies, please use the work order form and do not leave voice mail messages with housing or maintenance. If there are questions about the status of a work order do not hesitate to call the Facilities Department at 773.371.5401. Maintenance will leave a tag on the resident’s door while they are working and after the work is completed so residents will know the work order has been addressed.
MEDICAL EMERGENCIES

In the event of a severe medical emergency, call 911 for an ambulance or emergency response team.

If a resident experiences a medical emergency contact a resident assistant. They may be able to assist or will serve as a resource person to find appropriate assistance. Students have an absolute right to emergency room treatment. Students cannot be denied treatment; however, treatment is given in order of medical need as determined by the medical staff. If the medical staff determines the condition is of a non-emergency nature, the wait is likely to be very long, and the treatment is not likely to be covered by the student health insurance plan.

MOVING IN AND OUT

Please contact the Student Services Office a minimum of seven days in advance when moving in or out of the building if there is a need to lock one of the elevators for temporary use.

PEST CONTROL

Pest problems should be reported immediately to the Facilities Department. Remember that proper garbage disposal both within resident rooms and the common areas (kitchens and lounges) are the responsibility of the residents. Following our recycling procedures and regular garbage disposal will eliminate unwanted pests.

PETS

Pets are not allowed in CTU buildings unless it is for a reasonable accommodation for individuals with special needs.

SECURITY

Students living on campus should not let any person unknown to them through the doors or onto the elevator of the Residence Hall and Student Center. All CTU personnel and students have an ID card that provides them access to all the appropriate buildings and areas. If a resident sees someone who makes them feel uncomfortable, who is behaving suspiciously in hallways or at the door, or who is tampering with property, press the PANIC BUTTON in the vestibule of the residence hall or call 911. There is also a white
security phone located on the corner of 54th Street and Cornell Avenue that can be used to alert police.

Do not hesitate to call Chicago Police at 911 or the University of Chicago Police at 773.702.8181.

Anyone who is a victim of a crime should please inform Michael W. Connors, vice president for administration and finance at 773.371.5404, or his assistant, Susan Hickman, at 773.371.5484, as soon as possible. Anyone involved in, or witness to, any incident on the CTU campus (for example, a slip and fall or other injury, or damage to property) must fill out an incident report. Incident report forms are available in the Administration and Finance Office, room 310.

**STAFF AND CONTRACTOR ENTRY INTO RESIDENT ROOMS**

Entry into student rooms may be necessary to address maintenance needs or assess problems in the building. Residents will be informed of these entries in advance, except in the case of an emergency. General maintenance checks of residence rooms are made during the academic year. Maintenance makes these checks for the purpose of determining the condition of walls, ceilings, floors, smoke alarms, furnishings, window locks, etc. Residents will be notified in advance of inspections unless there is an emergency.

**SUMMER ACCOMMODATIONS**

**HOUSING**

CTU will make every effort to accommodate continuing students who wish to remain as a resident of CTU housing during the summer months. Graduating students are required to move off campus after graduation in accordance with the lease specifications. Students interested in summer housing should make arrangements as early as possible so that their needs do not conflict with summer maintenance and repair schedules. The Student Services Office will send a housing renewal form in the spring to determine what each resident’s needs are before the termination of lease agreement. This form is not an extension of the lease; it is for informational purposes only. CTU is host to numerous summer programs and conferences; it is imperative all residents communicate with the Student Services Office, 5416 S. Cornell, room 347, as soon as possible to discuss summer housing needs.

**STORAGE**

Residents who wish to store belongings at CTU for the summer or while participating in an extended academic program away from the campus may store a limited number of
boxes at CTU for $50 per month. The boxes must be taped and labeled before they will be accepted in the storage area. Residents must contact the Student Services Office, 5416 S. Cornell, room 374, three months before they are leaving to arrange for storage.

**TELEPHONE AND VESTIBULE INTERCOM**

A telephone number is provided to all residents. Local calls are included in the housing lease at no additional cost; local calls are for the following area codes: 773, 312, 708, 630, 847, and 219. A calling card is required for long distance and international calls.

**TO PHONE LOCAL NUMBERS:**
Press (9)+(1)+(area code)+(7 digit number)

**TO PHONE LONG DISTANCE:**
Press (9) and follow directions on calling card

**TO PHONE ROOMS WITHIN THE 5401 BUILDING:**
Press (7)+(last three digits of the room telephone number)

**TO PHONE OFFICES IN THE 5416 BUILDING:**
Press (5)+(last three digits of the office telephone number)

A three-digit entry code number will be given to every resident. Residents should give this code to guests to ring the room telephone when they arrive in the vestibule of 5401. Residents must then meet their guests downstairs to let them in to the building. These individual three-digit numbers will not be made public. Telephone and entry code numbers are available in the Events and Student Services Office. For any issues with the telephone system, please contact the IT Department at 773.371.5470.

**Lockers**

There is a coatroom on the first floor of the Academic and Conference Center, which contains lockers for use on a first-come first-served basis. Combination locks are available from reception. There is a $1 deposit for the lock. Students may keep the locker and lock for the term for which they are currently registered. When the term is over the lock must be returned to reception.

**LOST AND FOUND**

Please see the receptionist in the Academic and Conference Center to turn in or to inquire about lost items.
MAIL AND PACKAGES

The mailroom is located behind the reception desk in the Academic and Conference Center. All CTU resident students are assigned a mailbox. Please see the CTU receptionist to obtain the key; a $10 deposit is required. CTU commuter students are assigned a hanging folder in the mailroom for receipt of mail. CTU mail is placed in these mailboxes and hanging folders. Students should check them regularly. If a student receives a package or large piece of mail, a package slip will be placed in the mailbox or hanging folder. All packages are placed in the locked package room behind the reception desk. Please see a receptionist during regular business hours (8:30 a.m. - 4:30 p.m., Monday - Friday) to retrieve packages. Students must initial the package log to acknowledge receipt of their packages.

Outgoing mail weighing less than one pound may be placed in the postal bag in the mailroom. Any mail or packages weighing more than one pound must be mailed at the post office. The nearest post office is located in the Hyde Park Shopping Center at 55th Street and Lake Park Avenue. CTU does not sell stamps; they can be purchased at the post office.

International shipping: International students wishing to ship printed matter (books, paper, etc.) to an address outside the U.S. may use “M-bags.” This economic way to ship goods is available at some post offices. To learn more about M-bags and other international shipping options visit: www.usps.com/international/mbags.htm.

MAINTENANCE

GENERAL MAINTENANCE
For maintenance issues please complete a work order form. Forms are kept in the mailroom, 5416 S. Cornell. After completing the work order, please leave it for maintenance in the designated space. In most cases non-emergency repairs will be taken care of within one week. Under no circumstances should anyone other than the maintenance staff attempt to make repairs.

PHYSICAL BUILDING EMERGENCIES
In the event of a building emergency (broken water pipe, electrical short, etc.) during regular business hours call Susan Hickman, assistant to the vice president for administration and finance at 773.371.5484 or the receptionist at 773.371.5400. After 3:30 p.m. call the maintenance on-call number at 773.844.1167.
Parking

Parking is available by permit only in the parking garage located at 5416 S. Cornell. Please note the following permit costs and parking guidelines.

<table>
<thead>
<tr>
<th></th>
<th>Fall/Spring Semesters</th>
<th>J-Term</th>
<th>Summer Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-hour Parking</td>
<td>$310</td>
<td>$77.50</td>
<td>$77.50</td>
</tr>
<tr>
<td>Daily Parking</td>
<td>$185</td>
<td>$46.25</td>
<td>$25 per week</td>
</tr>
</tbody>
</table>

A parking permit must be displayed on any car parked in the CTU parking garage. Once programmed for parking, the student ID card elevates the gate and garage door. The garage door is closed on evenings and weekends, however the door will open using the CTU ID card.

To request a parking permit or for additional information, fill out a parking permit application available from the Events and Student Services Office, room 347, or email: chenderson@ctu.edu. Students must show their CTU ID card in order to receive a parking permit.

All permits should be affixed to the left side of the rear window (driver’s side). If the windows are tinted, please affix the parking permit on the right side of the front window above the city sticker.

Vehicles that do not display a parking permit sticker will be towed. If a vehicle displays a valid parking permit and is improperly towed, it is the contractual responsibility of the towing service company to return the car to the lot at their expense. CTU has no authority to intervene when a car is towed. The towing company can be contacted at Rendered Services Inc., 3601 South Iron St., Chicago, Ill., 60609; 773.927.8888.

Please lock parked vehicles. CTU is not responsible for any damage or theft that might occur. All vehicles must be registered, insured and drivable.

Photocopying

There are photocopiers for student use in the Paul Bechtold Library on the fifth floor in the Academic and Conference Center. The CTU ID serves as a photocopying card. To add money, swipe the CTU ID card in the copy card machine located in the Library copy room and insert cash. The photocopier deducts the cost of each copy.

For long or complicated projects or for high-tech machines, the best resource in the neighborhood is the FedEx Office, 1315 E. 57th St., between Kimbark Avenue and
Kenwood Avenue, which is open 24 hours a day.

**RECYCLING**

Catholic Theological Union is committed to recycling the materials it uses. CTU recycles all paper, cardboard, aluminum cans, glass, and plastics. It is the responsibility of every member of our campus (faculty, staff, and students) to support these efforts that will protect our environment by conserving resources and preserving rapidly diminishing landfill space. The entire campus community is expected to actively participate in CTU’s Recycling Program and waste-reduction efforts. Four methods are used to implement this policy: source reduction, reuse of materials, recycling, and purchase of recycled materials.

**LOCATION OF RECYCLING BINS**

**5401 S. CORNELL**
- The landings on floors 1-9 each have three recycling bins: one for paper, one for glass and plastic bottles, and one for aluminum cans.
- A recycling bin for paper is located in the computer lab, room 302. A large recycling bin for plastic and glass bottles and aluminum cans is located in the hallway outside of the cafeteria.

**5416 S. CORNELL**
- Recycling bins for paper are located throughout the main building.
- Small recycling bins are located in each classroom.
- Large containers are located: in the third floor copy room; in the fifth floor library copy room; on the third, fourth, and fifth floors along the north wall near the stairs.
- A large recycling bin for plastic and glass bottles and aluminum cans is located in the vending room on the third floor.
- A container to recycle toner and inkjet cartridges is located outside the IT Help Desk Office, room 530, in the northeast corner of the library.

CTU endorses “Bring Your Own Mug” on the campus. Students, staff, and faculty are encouraged to bring their own reusable glass or cup to the cafeteria and atrium for beverages. This is a simple, effective way to reduce waste.

**REFRIGERATOR**

A refrigerator for students to store their lunches or snacks is located in the coat room on the first floor of the 5416 building. Any items left in the refrigerator will be thrown out on Friday afternoons.
RESTROOMS

Public and accessible restrooms are located on the first floor of 5401 S. Cornell and on each floor of 5416 S. Cornell.

SUGGESTION BOX

Send suggestions to the online suggestion box located at the bottom of the homepage at www.ctu.edu.

VENDING MACHINES AND COFFEE

Soda and other beverages, candy, and snacks are available from vending and coffee machines located on the third floor of 5416 S. Cornell. In case of lost money deposited into the vending machines, obtain a vending reimbursement form from Susan Hickman in room 310 or the receptionist at the front desk. Vending machine losses will be immediately reimbursed.
SECTION 4 — ACADEMIC INFORMATION

ACADEMIC CALENDAR 2013-2014

CTU operates on a semester-based academic calendar, consisting of a 14-week semester in the fall, which includes a reading week and an exam week, a 4-week term in January, and a 14-week semester in the spring, which includes a reading week and an exam week. There is also a 3-week Summer Institute in June.

FALL SEMESTER
August 28    New Student Orientation, 5 p.m.
August 29    New Student Orientation, 8:30 a.m.
September 2  Labor Day – CTU closed
September 3  Classes begin
September 10 Last day to add/drop courses
October 14-19 Reading week (no classes)
October 21-23 Registration for spring semester
November 28-29 Thanksgiving break
December 9   Semester ends

J-TERM
January 6    J-Term Intensives begin
January 9    Last day to add/drop
January 20   Martin Luther King Jr. Day – CTU closed
February 3   J-Term Intensives end

SPRING SEMESTER
February 5   New Student Orientation, 5:30 p.m.
February 10  Classes begin
February 17  Last day to add/drop courses
March 24-29  Reading week
April 14-16  Registration for fall semester 2013 and J-Term 2014
April 17 – 21 Easter break (no classes) – CTU closed from 12:30 p.m. Holy Thursday through Monday, April 21. Classes resume April 22.
May 15       Graduation
May 19       Semester ends

SUMMER INSTITUTE
June 9-13    Summer Session I
June 16-20   Summer Session II
Academic Information and Policies

Academic information is outlined in this section. For specific program and degree information consult the program manual and/or the program director. Program manuals can be found on www.ctu.edu.

Academic Advising

Each student is assigned an academic advisor from the faculty. Students are to meet regularly with their advisor to plan their course of study and choose classes. Students must have their advisor’s approval for their course selection prior to registration. Students are encouraged to plan their classes a year in advance. While the academic advisor monitors the student’s progress, students are responsible for meeting all requirements for graduation according to the specifications of the program and program manual for the specific degree.

Academic Departments

- Biblical Literature and Languages (BLL)
- Historical and Doctrinal Studies (HDS)
- Intercultural Studies and Ministry (ICSM)
- Spirituality and Pastoral Ministry (SPM)
- Word and Worship (WW)

Academic Program Administration

Each program at CTU is administered by a program director and in accordance with the program manual as described below.

Academic Program Directors

Each academic program has a director who is responsible for general oversight of the program. The program director ensures that students enrolled in the program follow the program’s regulations and procedures.

- DMin  Mary Frohlich, RSCJ
- MDiv  vanThanh Nguyen, SVD
- MA Theology  Antonio Sison, CPPS
- MAPS  Eileen Crowley
- MA in Hispanic Theology and Ministry  Eileen Crowley
- MA in Biblical Ministry  Eileen Crowley
- MA in Intercultural Ministry  Eileen Crowley
- MA in Justice Ministry  Eileen Crowley
- MA in Liturgy  Eileen Crowley
- Continuing Education  Antoine Lawlor, IHM
CERTIFICATES

Biblical Spirituality       vanThanh Nguyen, SVD
Hispanic Theology and Ministry   Gilberto Cavazos-González, OFM
Health Care Mission Leadership Regina Wolfe
Intercultural Studies Roger Schroeder, SVD
Interreligious Studies Scott Alexander
Mission Studies Scott Alexander
Liturgical Studies Richard McCarron
Pastoral Studies C. Vanessa White
Spiritual Formation Gilberto Cavazos-González, OFM
Spirituality Gilberto Cavazos-González, OFM

ACADEMIC PROGRAM MANUALS

A program manual for each degree program is available on the CTU website at www.ctu.edu. The manuals provide complete academic information and the official regulations and procedures relevant to each program. Students are responsible for becoming acquainted with the manual of the degree they are pursuing. Students should also consult with their program director for advice about the program regulations and procedures.

ADD/DROP/CHANGE OF STATUS

During the first week of classes students may add or drop courses with no financial penalty. Add/drop/change of status forms are available at the Registrar’s Office, room 375, and online at www.union.ctu.edu. Students wishing to add a course, drop a course for which they had registered, change a particular flag attached to a course, or change a course from audit to credit or vice versa, must complete the form and return it to the registrar. (This form must be signed by the student and the student’s advisor.)

Course Flags:

<table>
<thead>
<tr>
<th>MA</th>
<th>Credit toward MA Theology degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Taken as audit</td>
</tr>
<tr>
<td>C</td>
<td>Continuing education course</td>
</tr>
<tr>
<td>P</td>
<td>Prerequisite course</td>
</tr>
<tr>
<td>R</td>
<td>Re-taken course</td>
</tr>
<tr>
<td>T</td>
<td>Transfer course</td>
</tr>
</tbody>
</table>
ADVANCED STANDING

At the beginning of their program students may petition to receive advanced standing for previous undergraduate work in foundational courses. Students should consult with their respective program directors. If the petition is granted, the hours in those areas are then used for electives.

Upon admission, a student may request that prior intellectual formation and ministerial experience be assessed for advanced standing with credit. Up to one-sixth of the degree program may be approved. Ordinarily, advanced standing with credit is granted for foundational courses and/or the practicum.

PROCEDURE

1. The student confers with the academic advisor concerning the course/courses for which advanced standing with credit is sought.
   A. For foundational courses, the student petitions with the documentation to support the request including:
      • Course syllabus
      • Faculty name and credentials
      • Transcript or certificate of completion
      • Description of context of learning
      • Applies to the instructor of the respective foundational course for assessment

   B. For practicum, the student petitions with the documentation to support the request including:
      • Written request that practicum credit be awarded for prior ministry experience that included Theological Reflection
      • A description of the ministry site, leadership role, and responsibilities
      • Supervisor contact information and description of kinds of supervision offered
      • Identity and competency
      • A letter from the ministry supervisor including:
         o Evaluation of the ministry
         o Recommendation for recognition of the prior substantive supervised ministry
      • Applies to the director of field education for assessment

Ordinarily a student requesting advanced standing for practicum is expected to have had some theological education prior to the ministry experience.

2. The instructor or director of field education to whom the petition for advanced standing is submitted will forward the successful petition with the assessment
and recommendation to the program director who submits the petition to the vice president and academic dean for final approval.

3. The student pays one-third of the tuition rate for the credits granted.

ASSessment

As an institution, CTU is committed to a culture of assessment. All academic and ministerial programs are assessed on a rotating cycle in order to measure the effectiveness of student learning. The data collected is used by committees of the board of trustees, the administration, and the faculty to improve current programs and the planning of new ones, and in the strategic planning for the institution as a whole. Through questionnaires, surveys, and course evaluations, students are invited to assess their own learning and that of their peers. Formal opportunities are provided for students to assess the effectiveness of the design and implementation of the curriculum of their respective academic programs. In addition, students also provide periodic formal evaluations of facilities and student services, which are used in overall institutional planning.

The quality of CTU as the premier Roman Catholic school of theology and ministry in the U.S. is sustained by data-based strategic planning, which affects all aspects of the institution. CTU students are an integral part of that planning.

Auditing Courses

Instructors may permit auditors to attend their courses. While auditors may participate in class discussions, they are not expected to do any of the required assignments, nor are instructors required to evaluate any work from them. While audit courses are listed on the student’s permanent record, no grade is given. Space for auditors may be limited in some courses. Permission of both the academic advisor and the instructor involved is necessary to change status from credit to audit. More information about changing status is available from the registrar.

Bias-free Language

Faculty and students are expected to use inclusive, nondiscriminatory language when referring to human beings in classroom presentations and discussions, in written materials and papers for courses, and in theses or thesis projects. While recognizing the complexity of the cultural contexts and theological issues around the question of how we name God, everyone is also encouraged to use gender-neutral or gender-balanced language and imagery insofar as possible when they speak about God.
**Books**

**E-BOOKSTORE: MBS DIRECT (CTU’S OFFICIAL VIRTUAL BOOKSTORE)**
The CTU’s virtual bookstore can be accessed by going to the MBS Direct webpage: www.mbsdirect.com and searching by entering the school’s name. Students can also copy and paste or type the following web address onto their internet browser: http://bookstore.mbsdirect.net/ctubookstore.htm.

Students are encouraged to purchase their books through this vendor; it will have the booklists professors will require and recommend for their courses. Books required for CTU courses are listed by term and by course number. If you need assistance using the e-bookstore contact Sue Schack, academic assistant, room 370A in the Academic and Conference Center.

**Area Bookstores**

**University of Chicago Bookstore:** Located at 970 E. 58th St.  
Website: http://uchicago.bkstore.com

**Seminary Co-op Bookstore:** There are two locations in Hyde Park: the Seminary Co-op (5751 S. Woodlawn Avenue) and 57th Street Books (1301 E. 57th St.)  
Website: www.semcoop.indiebound.com

**Powell’s Bookstore:** Located at 1501 E. 57th St., it’s an excellent source for used books.

**Candidacy/Continuance**
The conferral of candidacy or continuance is a necessary condition for the awarding of all master-level degrees. When students have completed 25 percent of their coursework toward their degree, they petition to be approved for candidacy or continuance in their degree program. The form to petition for candidacy/continuance is available on the degree program course section of Union (www.ctu.edu).

Catholic Theological Union as a school of theology and ministry prepares people for the service of the Church. The good of the Church is the chief criterion for decisions concerning whether or not to advance and graduate any student in programs preparing people for professional ministry. Thus, CTU reserves the right to advance any student or refuse any student for graduation. All such decisions made by CTU are final.

**Continuing Education Units (CEU’s)**

Students not seeking a degree or a certificate may audit any course offered for continuing education units (CEU’s) rather than credit. Registration to audit some courses, however,
may require permission from the instructor or fulfillment of prerequisites. When registering, use the regular registration form and indicate “audit” in the appropriate box. For more information or to register, contact Antoine Lawlor, IHM, director of continuing education, at 773.371.5422 or continuinged@ctu.edu.

CONTINUOUS REGISTRATION

Students who, for any reason (work, health, personal, financial), are unable to take any courses during a particular semester or semesters, are required to submit a continuous registration form to maintain student status with CTU. After two years of inactivity in a degree program a student must apply for re-admittance. Forms are available online at www.union.ctu.edu, at the Registrar’s Office, room 375, or by contacting mlemus@ctu.edu or records@ctu.edu.

COPYRIGHT

It is the intent of Catholic Theological Union that all members of the CTU community adhere to the provisions of the United States Copyright Law (Title 17, USC, Section 101 et seq) and all related legislative acts. CTU expects those using materials, which are or may be copyright protected to be familiar with and comply with copyright law. For more information about copyright visit: http://www.copyright.gov/title17/92chap1.html#107. Please send information about alleged copyright infringements to CTU’s designated DMCA agent at copyright@ctu.edu.

COURSE LETTERING

Each course is prefaced by a letter code to indicate the discipline within the curriculum, which is addressed by that particular course. Courses with more than one letter code deal with more than one discipline area of the curriculum.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Biblical Studies</td>
</tr>
<tr>
<td>C</td>
<td>Intercultural Studies</td>
</tr>
<tr>
<td>D</td>
<td>Doctrinal Studies</td>
</tr>
<tr>
<td>E</td>
<td>Ethical Studies</td>
</tr>
<tr>
<td>F</td>
<td>Foundational Course</td>
</tr>
<tr>
<td>FP</td>
<td>Foundations: Theology and Practice of Ministry</td>
</tr>
<tr>
<td>FA</td>
<td>Foundations: Doing Theology</td>
</tr>
<tr>
<td>FR</td>
<td>Foundations: Religious Experience in Context</td>
</tr>
<tr>
<td>FT</td>
<td>Foundations: Understanding Christian Theology</td>
</tr>
<tr>
<td>H</td>
<td>Historical Studies</td>
</tr>
<tr>
<td>I</td>
<td>Interdisciplinary/Integrative</td>
</tr>
</tbody>
</table>
COURSE LEVELS
CTU’s curriculum integrates the personal, intellectual, and interdisciplinary dimensions of theology and ministry.

FOUNDATIONAL COURSES
These consist of four courses that focus on ministry, method, context, and tradition. The courses are interdisciplinary and give a broad landscape of theological understanding.

AREA REQUIREMENTS
These courses build on the foundational courses and provide grounding in theological disciplines, turning to the specific rather than the landscape. While the foundational courses provide a more deductive introduction to theological education, these courses provide a more inductive introduction.

INTEGRATING COURSES
These consist of three individual courses: DC4100 Triune God and Mission: The God of Jesus Christ; WS4100 Liturgy, Contemplation, and Mission: Ecclesial Spirituality; and EMP4100 Catholic Social Teaching and Ministry: Living the Values of the Reign of God. These courses are interdisciplinary in an intentional and focused way.

There are also electives, which allow for further study of particular theological areas.

CREDIT BY CROSS REGISTRATION (See also ACTS Registration below)
Students enrolled in master-level programs may take courses at any school belonging to the Association of Chicago Theological Schools (ACTS) at no extra charge, and at the University of Chicago with a significant reduction of tuition. Credit for courses taken in these schools may be applied to CTU degree requirements.

CREDIT BY EXAM
Students in the MDiv and MAPS programs may petition to receive credit by examination in some areas in their respective programs. Interested students may consult their respective program manuals and directors.
DISTANCE LEARNING

Catholic Theological Union offers online courses and blended course options that include some onsite time. Students pursuing the Certificate in Pastoral Studies in Hispanic Theology and Ministry may complete the coursework entirely online. MAPS candidates using the distance format meet for one week for the onsite portion of the blended course requirements offered each June. In addition, all lay distance degree candidates participate in online formation and formation during the June summer session. For more information see www.ctu.edu/click2connect.

EVALUATIVE REQUIREMENTS

CTU faculty use a number of different evaluative requirements (e.g., tests, reflection papers, journaling, book reports, annotated bibliographies, oral and performance presentations, research papers, etc.) depending on the nature of the course and its emphasis. In addition, the presence of students in a variety of degree programs in the same course demands some distinction in the evaluative requirements. Requirements for students in the MDiv and MAs in Specialized Ministries focus on the ministerial emphasis of these degrees. Requirements for Research and General Academic MA students usually involve some dimension of academic research. DMin requirements engage the methodologies of practical theology.

The focus of CTU’s academic programs and supporting curriculum is student learning. This is expressed in the program outcomes for each of CTU’s academic programs and the learning outcomes for each course. To that end, syllabi for courses explicitly identify for the student both the learning outcomes for the individual course and the program outcomes met by the course.

Course assignments are designed to further the stated course learning and program outcomes. Course assignments are also designed to help the student and instructor measure progress in achieving the stated outcomes. Performance criteria for assignments communicate to the student the expectations associated with all assignments and overall learning in the course. Students are encouraged to review carefully course syllabi to familiarize themselves with the course and program outcomes and to discuss these with their instructors and academic advisors.

EXTENSION/INCOMPLETE

Each instructor sets the deadline for the submission of all course work. A student who wishes to receive an extension to submit the work for the course after the deadline must petition the instructor to receive an incomplete (I); a grade that denotes that the work for a
course has not been completed by the deadline. An incomplete received in the fall semester must be removed by the end of the spring semester. An incomplete received in the spring must be removed by the start of the fall semester. If the student fails to complete the work within the designated timeframe, the grade will be changed to a permanent incomplete (PI). In either case, no credit is given, and the course must be repeated if it is a required course.

The granting of extensions and incompletes is the sole prerogative of the instructor. No instructor is required to grant an extension. If an instructor agrees to grant an incomplete, the student must secure the form for petition for extension from the registrar, who can provide additional information on the policies and procedures regarding incompletes. Continuation of an extension can be granted by the vice president and academic dean in consultation with the instructor.

Students who do not submit a petition for extension and do not complete the coursework by the end of the semester will receive a permanent incomplete (PI) or a failing grade as assigned by the professor.

Incompletes are not given by visiting instructors or by instructors who will be on sabbatical leave the following semester. Students who have two incompletes or who are on academic probation must consult with the vice president and academic dean before they are permitted to register for further courses.

**FIELD EDUCATION**

Field education is required of all students in the MDiv and professional MA programs who require a practicum experience.

For MDiv students this requirement is fulfilled by taking M4203 Ministry Practicum. M4203 is a two-semester course that is usually taken in the second year after a student has completed two full semesters including the foundational courses. The prerequisites for M2403 include FP4001 Foundations: Theology and Practice of Ministry, and four workshops ordinarily taken in the first year: VIRTUS Training, Human Sexuality, Professional Standards, and Orientation to Ministry Practicum. Students are required to register for these four workshops. Ministry Practicum consists of eight hours per week of supervised ministry experience at a CTU-approved ministry site and a one-and-a-half-hours per week Theological Reflection group session facilitated by a CTU faculty member. Students in the ordination track are required to take an additional three credits of field education, which can be fulfilled by various immersion experiences or clinical pastoral education (CPE).
Students in the MAPS and MA in Specialized Ministries should contact their program director and the director of field education well in advance of the practicum experience for detailed information and expectations.

Contact: Mark Schramm, SVD, director of field education, at mschramm@ctu.edu, or 773.371.5528 for more information.

**GRADES**

CTU uses a letter grade system. Students are required to maintain a cumulative grade point average of 3.0. Pluses and minuses in CTU's letter grade system are calculated in the GPA with the values indicated below.

The instructor is the sole person responsible for evaluating the course work of students and assigning grades. At the end of each semester the student receives a grade report listing the total hours accumulated and the cumulative GPA. The registrar is responsible for distributing the grade reports.

Students can also access their grades through on MyPortal at [http://myportal.ctu.edu](http://myportal.ctu.edu). Secure access is granted by entering unique student information that includes the student ID number located on active student ID cards.

Instructors assign a letter grade. The registrar uses a numerical system to compute the student’s GPA according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent work</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td></td>
<td>3.75</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.50</td>
</tr>
<tr>
<td>B+</td>
<td>Good work</td>
<td>3.00</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>2.75</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.50</td>
</tr>
<tr>
<td>C+</td>
<td>Fair work</td>
<td>2.00</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>1.75</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>D</td>
<td>Poor work</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0.00</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrew passing</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew failing</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>PI</td>
<td>Permanent incomplete</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>No grade</td>
<td></td>
</tr>
</tbody>
</table>
ACADEMIC PROBATION

Students in degree programs must maintain a 3.0 cumulative GPA. Students whose GPA falls below 3.0 in two successive semesters are subject to academic probation. Students failing to show improvement are subject to dismissal. CTU reserves the right to dismiss students whose academic progress or adjustment to the school is unsatisfactory. Students who are dismissed for academic reasons cannot be readmitted to a degree program.

GRADUATION

Students who anticipate completing all the requirements of their degree or certificate programs in a particular year must apply for graduation with the registrar during the fall semester of the academic year they intend to graduate. Students planning to graduate in December must apply during the fall semester of the previous academic year. Students are responsible for completing all requirements of their degree program. Degrees are granted by the board of trustees upon recommendation of the faculty.

GRADUATION DEADLINES: 2013-2014

October 18  
Students pick up a graduation packet in the Registrar’s Office, room 375.

November 15  
Graduation credit evaluation forms are due from the students to the registrar. The registrar will forward credit checks, along with the student’s unofficial transcript, to the student’s program director.

November 18 - January 31  
Students arrange credit-check evaluation meeting with their program director. Students must procure the signature of their program director on all graduation application forms prior to returning the forms to the Registrar’s Office.

February 21  
Last day for program directors to return credit checks to the registrar.

February 21  
Signed, completed graduation application and all graduation fees are due to the registrar. Cap and gown order form is due.

March 14  
DMin, MAPS, and MA (Research) students: draft of thesis is due to readers.

March 20  
Faculty votes on candidates for graduation.

April 11  
Graduation speaker nominations begin.

April 17  
Speaker nominations are due to the registrar.

April 17  
MA (General): last day to complete comprehensive exams for May graduation ceremony.

April 22  
DMin and MA (General and Research) final draft of thesis accepted by thesis director.

April 22  
DMin, MAPS, and MA (Research): final draft of thesis must be submitted to thesis director or project director, as well as submitted, reviewed, and accepted by readers. Students must inform program
director and the Vice President and Academic Dean’s Office that the final draft was submitted.

April 23  Graduation speaker voting begins.
April 25  Graduation volunteers sign up with Registrar’s Office.
April 28  Last day for payment of outstanding bills (tuition, library fines, etc.).
April 28  Thesis/projects in final format are due to the vice president and academic dean (revised/edited and accepted). No exceptions will be made.
April 28  Board of trustees votes on candidates for graduation.
April 30  Last day to vote for graduation speaker.
May 2    Graduation speaker is announced.
May 15   Graduation.

**GRIEVANCES REGARDING GRADES**

Grades are a measure of the level of achievement reached by a student in fulfilling the objectives of a course. The instructor of a specific course assesses achievement and assigns grades, and that instructor is the only person who can change the grade given.

These grievance procedures are intended to provide channels of redress for a student who has evidence or reason to believe that a grade assigned to work in a particular course was inappropriate. Such a grade may be challenged when evidence of any of the following can be presented:

- **Prejudice:** in a case where the grade has been based on factors extraneous to the course and the successful completion of its objectives.
- **Caprice:** in a case where the avowed standards for assigning grades have been deliberately ignored.
- **Inconsistency:** in a case where the standards of grading are not consistent for all students in the course.
- **Dishonesty:** in a case where grades have been lowered because of alleged dishonesty of the student including allegations of cheating or plagiarism.

These grievance procedures are administrative and not judicial in nature. Therefore, rules and procedures pertaining to the redress of grievances presented here are considered final.

**GRIEVANCE BOARD**

The grievance board hears and decides upon grievances brought to it. The grievance board consists of the vice president and academic dean, the chairs of all academic departments, and one student appointed annually by the student representative council. In
cases where a member of the grievance board is a party to the grievance, the vice president and academic dean will appoint another member from that department for the duration of the hearings on the specific grievances. The vice president and academic dean will convene the grievance board.

**GRIEVANCE PROCEDURE**

A student wishing to challenge a grade must file a written “Notice of Grievance” with the vice president and academic dean within three weeks after the start of the semester following the semester in which the grade was given. The student then has a maximum of 10 days to resolve the grievance with the instructor who gave the challenged grade. If a mutually acceptable decision can be reached, the instructor will inform the vice president and academic dean and the aggrieved student, in writing, of the decision. If the decision results in a change of grade, the vice president and academic dean will direct the registrar to make the appropriate change.

If no mutually acceptable decision is reached, the student has five more days (that is a total of 15 days from the date of the filing of the “Notice of Grievance”) in which to present a written statement to the vice president and academic dean detailing the allegations, facts and circumstances, and requesting, in the same statement, the convening of the grievance board. At the same time, the student will present a copy of the statement to the instructor who gave the challenged grade.

Upon receipt of the statement of the aggrieved student, the vice president and academic dean will convene the grievance board to determine if there is reasonable cause to proceed with a hearing. This will be determined by the reasons brought forward in the aggrieved student’s statement and the grievance board’s judgment that the grievance falls within one of the four categories outlined above. The grievance board will meet within ten days after receipt of the statement and will report its decision, in writing, to the student and to the instructor.

If the grievance board decides there is no reasonable cause for a hearing, the case is closed. If the grievance board decides that there is reasonable cause to proceed with the hearing, it will inform the parties of the date of the hearing, which will be not later than two weeks after the announcement of the decision. The instructor will make all pertinent grading reports available to the vice president and academic dean immediately upon request of notice of the hearing. Access to this material will be subject to pertinent legislation and good academic procedure.

**THE GRIEVANCE BOARD HEARING**

The hearing of the grievance board is closed unless both parties agree that it is to be open. The vice president and academic dean determines the location and the time of the hearing. Parties are entitled to be aided in their presentations by colleagues or academic
advisers. Since the grievance procedure is an administrative review and not judicial in nature, parties may not be aided by lawyers in their presentations.

If the aggrieved student does not appear, the case is considered closed. If the instructor does not appear, the hearing continues on the presumption that the instructor does not wish to challenge evidence or witnesses brought forward by the student.

An official audio recording is to be made of the hearing and filed in the Vice President and Academic Dean’s Office for at least one year. The recording is considered confidential and can be used only in further appeal or under legal compulsion. Under no circumstances will the student be allowed to record the hearings of the grievance board.

Both parties have the right to bring forward evidence and witnesses in the presentation of their cases and have the right to cross-examine witnesses. Wide latitude will be given the rules of evidence in regard to direct and cross-examination of witnesses. At the conclusion of the hearing, the grievance board will deliberate in closed session. By a majority vote, the grievance board can recommend the changing of the original grade. The grievance board will send a written report of its decision to both parties within five days of the conclusion of the hearing.

Upon receipt of the decision of the grievance board that a change of the original grade has been recommended, the instructor has five days in which to respond. If the instructor is unwilling to make the change, the vice president and academic dean will direct the registrar to note in the transcript of the student that the grade was challenged and that the challenge was upheld by the CTU grievance board. Further, the grade and hours attempted in the challenged course are not computed in the GPA. If the course involved fulfilled degree requirements, the course need not be repeated.

**GRIEVANCE PROCEDURE FOR CROSS-REGISTRANTS**

A student from another ACTS school registered at CTU and wishing to challenge a grade given in a course at CTU is subject to CTU grievance procedures. A CTU student registered in another ACTS school and wishing to challenge a grade given in a course taken at that ACTS school will first inform the CTU vice president and academic dean of his/her intention in writing.

If the aggrieved CTU student cannot reach a mutually acceptable decision with the instructor involved, the student will inform the CTU vice president and academic dean of this fact, in writing, and request permission of the CTU vice president and academic dean to initiate grievance procedures against the instructor in the ACTS school. It is within the sole discretion of the CTU vice president and academic dean to determine whether or not reasonable cause for grievance exists. If the CTU vice president and academic dean decides that reasonable cause does exist, he/she will inform the dean of the ACTS school of the student’s intention along with his/her permission to initiate grievance proceedings. If the CTU vice president and academic dean decides that reasonable cause does not
exist, he/she will inform the dean of the ACTS school of the intention of the student. The CTU vice president and academic dean will also inform the CTU student of his/her decision regarding the proposed grievance case.

Upon receipt of permission from the CTU vice president and academic dean, the aggrieved CTU student is subject to the grievance procedures of the ACTS school in which the alleged grievance has taken place.

**INDEPENDENT STUDY**

Opportunities for independent study allow students to pursue interests not covered by regular course offerings. Interested students may contact a member of the faculty who, in collaboration with the student, defines learning objectives and course requirements. Students are responsible for completing the necessary form before registration. This form is available from the registrar. Courses that are regularly offered may not be taken as an independent study. Independent studies must be taken for credit. The decision to accept responsibility for supervising independent studies is left to the discretion of faculty members.

**INTERNET ETIQUETTE AND ETHICS**

All classes at Catholic Theological Union represent a community gathered by choice to reflect critically and from various contexts and perspectives on theology and ministry. Online course discussion requires the same sensitivity to the dignity of others and respect for a diversity of opinion that any discussion in a classroom requires. CTU reserves the right to admit or dismiss students. In addition, online learning includes “netiquette” conventions (see below) that assist students and the community to communicate effectively. “Netiquette” polices are provided every time a student enrolls in a course on Union and are also posted under “student resources and handbooks” on Union (www.union.ctu.edu).

**Netiquette:**

- Prepare responses with attention to good grammar, spelling, and punctuation.
- Be accountable as a class member by participating online early and after careful attention to course materials and others’ comments.
- Post only concise but substantive messages. Avoid, for example, “I agree.” A student should explain with what and why they agree.
- Avoid the use of all capital letters in this visual medium BECAUSE IT SEEMS LIKE SHOUTING.
- Maintain the integrity of the course content and its discussion forums by chatting about non-related issues through a personal email, publishing on
an individual blog or through the social discussion forum. Addresses of participants must not be used for other purposes.

- Students should respond to a posting with which they disagree strongly in a manner constructive to the discussion. They might request clarification or identify a point of disagreement and state their own position.

PLAGIARISM

Academic integrity demands that a student acknowledge all sources employed in the preparation of written assignments, whether in the use of exact quotations or in substantial reproduction of ideas. Failure to do so (plagiarism) will result in a failing grade for the course and may also result in dismissal from the school.

A free online seminar on how to recognize plagiarism is available from Indiana University at: www.indiana.edu/~istd/plagiarism_test.html.

PRIVACY

Catholic Theological Union respects the rights to privacy of both faculty and students. Participants in courses and programs at CTU have access to the personal information of both faculty and students, such as course materials and coursework, discussion board postings, class lists, and addresses. In keeping with both federal law and CTU policy, participants may not share information about course participants or course content with anyone outside the course. For more information about the Family Educational Rights and Privacy Act go to www.ed.gov/policy/gen/reg/ferpa/index.html.

In addition, materials used in a course may be subject to copyright protection. For more information about copyright visit: www.copyright.gov/title17/92chap1.html#107.

PROBATION

Students in degree programs must maintain a 3.0 cumulative GPA. Students whose GPA falls below 3.0 in two successive semesters are subject to academic probation. Students failing to show improvement are subject to dismissal. CTU reserves the right to dismiss students whose academic progress or adjustment to the school is unsatisfactory. Students who are dismissed for academic reasons cannot be readmitted to a degree program. Students who are on academic probation and readmitted must consult with the vice president and academic dean before registration.
REGISTRAR/REGISTRATION

The Office of the Registrar (located at 5416 S. Cornell, room 375) manages all course registration. Office hours are Monday - Thursday, 8:30 a.m. - 4:30 p.m.; Friday, 8:30 a.m. - noon. Office fax: 773.324.1009. Maria de Jesus Lemus, registrar; 773.371.5453; registrar@ctu.edu or mlemus@ctu.edu; and Esther Renteria, administrative assistant to the registrar; 773.371.5454, records@ctu.edu are available to assist.

In order to secure needed courses, students should register as soon as registration opens. Courses that have a low registration are subject to cancellation and may not be available if students fail to register as soon as possible.

REGISTRATION PROCEDURES

Pick up the necessary registration documents: registration form, ACTS form and/or course listings outside of the Registrar’s Office, room 375, or online at www.union.ctu.edu. Students should contact their assigned academic advisor at least two weeks prior to each term’s designated registration date. Students should design their course schedule selections based on their academic advisor’s recommendations for the student’s degree requirements and electives. Select alternate courses and write them on the form in case a particular selection is full or closed. After the student completes the course registration form, they should sign and obtain their advisor’s signature at the bottom of the form. Bring signed course registration forms at the designated registration time slot and day to the Registrar’s Office. Students must bring it in person so that any concerns may be addressed at the time of registration; otherwise, their registration will be placed on hold, which may decrease the chances for enrollment in their preferred course selections.

ONLINE REGISTRATION

Students have the option to register online. Secure online access to course registration (and calendars, account balances, transcripts, course grades, and financial aid information) is available through CTU’s online student account portal MyPortal at myportal.ctu.edu.

Secure access is granted by entering unique student information that includes the student ID number located on active student ID cards. Please contact Maria de Jesus Lemus at mlemus@ctu.edu or the Registrar’s Office with any questions or concerns.

Registrations are processed by credit hours and degree, and in the order they are received. Registering online does NOT replace the advising session. Students must meet with their academic advisor BEFORE completing the online form to ensure a successful registration process. The advisor must approve any online course registration. Questions and concerns should be directed to the Registrar’s Office.
SCHEDULE OF CLASSES
Current course schedules and schedules for upcoming terms are available in the Registrar’s Office. They are also available online at www.ctu.edu/Academics/Course Offerings/.

STUDENT AIDS

THE HANDBOOK FOR WRITING
The electronic copy of the CTU handbook for writing is available on the course management system at www.union.ctu.edu under “student resources and handbooks.” This electronic copy is the ONLY valid version of the writing handbook. Printed copies may have been superseded by an updated version and should not be used.

The handbook covers important topics for all students, including CTU’s formal policies regarding plagiarism and the use of bias-free language. It also includes up-to-date information on style, documentation, and citation, as well as explanations of several genres of writing and lists of additional writing resources.

For questions about your specific classroom writing assignments, please contact the professor for the particular class. For questions specifically about the CTU handbook for writing contact Melody McMahon at mmcmahon@ctu.edu.

BIBLICAL STUDIES RESOURCES
The Bible department has developed a Biblical Studies resources section on Union (www.union.ctu.edu). This site introduces you to the Bible Department faculty, provides a number of helpful links to other websites, and includes style guidelines applicable for Biblical Studies writing projects and papers, a Biblical Studies workshop, lists of other resources and Church documents pertinent to Biblical Studies. Go to union.ctu.edu. Click on “Bible” then “Biblical Studies resources.” The enrollment key is BIBLE (all caps).

STUDY ABROAD

Discover new ways of understanding Scripture, theology, and spirituality by studying abroad with CTU’s expert faculty. Spend two or six weeks in Israel, studying in the land of Jesus. Walk in Paul’s footsteps through Greece and Turkey. Explore Christian history, art, and architecture in Italy.

THE BIBLICAL STUDY AND TRAVEL PROGRAMS
CTU’s signature study abroad programs offer a variety of study trips throughout the year to the lands of the Bible, including Greece, Turkey, Egypt, Israel, the Palestinian Authority, and Jordan. The Biblical Study and Travel Programs offer the opportunity to deepen
understanding of the Bible and foster spiritual growth. The experience is guided by members of CTU’s world-renowned biblical faculty, noted for their skilled teaching, highly respected scholarship, and personal interest in their students. Choose from a two-week Holy Land Retreat, the ten-week Fall Study Program, and a number of other special trips.

**HOLY LAND RETREAT LATE MAY, TWO WEEKS, ANNUAL**
For two weeks each spring, the Holy Land Retreat provides an opportunity to reflect prayerfully on Scripture while traveling in Israel and the Palestinian Authority. A portion of each day is spent visiting biblical sites for reflection and prayer. Retreat conferences with CTU faculty develop the religious impact of the biblical and archaeological sites visited. Begin near the Sea of Galilee, visit Nazareth, Mount Tabor, Capernaum, and other sites. Then head south to Jerusalem and vicinity, the Mount of Olives, the Holy Sepulchre, Gethsemane, Bethlehem, the Judean desert, and beyond.

**FALL PROGRAM MID AUGUST - LATE OCTOBER, ANNUAL (CREDIT AVAILABLE)**
The Fall Program is a time of study and exploration of biblical and historical sites in Greece, Turkey, Israel, the Palestinian Authority, and Jordan. The program’s three parts may be taken separately or combined for a total of 12 semester credit hours.

**GREECE AND TURKEY PART A:** (Last two weeks of August; three credit hours.) Visit ancient sites both biblical (Corinth, Ephesus, Thessalonica) and historical (Athens, Delphi, Istanbul, Troy).

**THE MIDDLE EAST PART B:** (Five weeks; six semester credit hours.) This program combines focused course work in the Bible with visits to historical and archaeological sites, including Bethlehem, Jerusalem, Galilee, and the Negev. Primary residence facilities are in ancient Bethany.

**THE MIDDLE EAST PART C:** (One week; three semester credit hours.) This program also features academic work in the Bible with visits to historical and archaeological sites in Jordan.

**THE COMPLETE FALL PROGRAM PARTS A, B AND C:** (Eight weeks; 12 credit hours.) Participating in all three parts of the Fall Program offers an extraordinary study and travel experience.

For more information, contact: Sallie Latkovich, CSJ, director of the Biblical Study and Travel Programs, at 773.371.5436, or email CTUTravel@ctu.edu.

**ABRAHAM’S CHILDREN (12 DAYS, J-TERM)**
This travel seminar to Israel and the Palestinian Authority visits some of the holiest sites of the three traditions: living Jewish, Christian, and Muslim communities in a region with a
rich history for each of these three. Focus is on study and reflection of the intra-religious and interreligious diversity of the three traditions.

ITALY STUDY PROGRAM
Rome, Assisi, Florence, and Ravenna have been the backdrop for many of the important events and people that have shaped the Christian faith. They have been the canvas on which much of Western Christian spirituality has been painted. By visiting these four Italian cities, the course takes an interdisciplinary approach to studying significant moments and figures pertaining to Christian history and spirituality. Topics include the catacombs and martyrdom, spirituality, early medieval Church images and edifices, mendicant spirituality, as well as early Franciscan visual and literary history, the politics and pictorial programs at work in Ravenna and the Church’s role in the Florentine Renaissance. The aim of the course is to familiarize students with the role that art and architecture have had in promoting the Christian faith. For more information, contact Gilberto Cavazos-González, OFM, at 773. 371.5531, or email otrebligcg@ctu.edu.

For more information about these and other study abroad opportunities contact: Sallie Latkovich, CSJ, director of the Biblical Study and Travel Programs, at 773.371.5436, or email CTUTravel@ctu.edu.

SUMMER INSTITUTE
The Summer Institute provides three weeks of courses for credit or audit from a variety of departments. Typically, a course meets Monday - Friday for two and a half hours each day and awards one academic credit or one continuing education unit per week upon completion of the coursework. Some courses may have two sections and, with the consent of an instructor, may be taken for up to three credits with additional work. Courses taken for credit may be applied to a degree program with the consent of the student’s academic advisor. For more information, contact Sallie Latkovich, CSJ, director of the Summer Institute at 773.371.5436, or slatkovich@ctu.edu or go to www.ctu.edu to view course descriptions and to register online.

Summer blended course requirements open online in late May, meet onsite for five days in June, and last 10 weeks in total. Specific course dates are listed on the course schedule.

TRANSFER CREDIT
Graduate credit in theology, completed within the last seven years for which a student earned a grade of “B” or better, may be considered for transfer to Catholic Theological Union. Ordinarily, no more than six semester hours may be transferred into the MA
(Theology) and MAPS programs, no more than four semester hours into the Professional MA programs, and no more than 24 semester hours into the MDiv program. Students must consult with their program director in order to begin the process of transfer of credits. Forms for this purpose are available from the registrar. Such credits will be recognized only after students have successfully completed one year of academic work at CTU. Courses taken as part of CTU-approved cooperative programs are considered CTU credits and are not counted as transfer credits.

**TRANSFER CREDIT AFTER ADMISSION**

After admission, students are expected to take courses for their degrees at CTU, one of the ACTS schools, or the University of Chicago. If a student wishes to take a course elsewhere for credit toward a CTU degree, permission must be obtained in advance. Students should consult their respective degree program manuals and directors for the appropriate procedures.

**TRANSCRIPT/TRANSCRIPT REQUEST**

A student may request in writing that the registrar send an academic transcript to designated persons or institutions. Transcripts submitted to CTU as part of the admissions process become the property of Catholic Theological Union. A transcript is a complete and unabridged copy of all academic work earned at CTU and includes only those courses attempted at CTU. The course and grade information contained on the transcript is released only upon written consent from the student as required by the federal Family Educational Rights and Privacy Act of 1974 (as amended).

Students can see their transcripts on MyPortal at myportal.ctu.edu. Secure access is granted by entering unique student information that includes the student ID number located on active student ID cards. In MyPortal there is a link to the online transcript request form.

**HOW TO OBTAIN A TRANSCRIPT**

A student may obtain a transcript of his or her CTU record by applying in writing to the Office of the Registrar at least one week in advance of the date on which the transcript is needed. Fax requests are accepted, but transcripts will NOT be forwarded by fax. The transcript request form can be obtained at the Registrar’s Office, downloaded from the CTU website, or submitted through the online form found through the www.ctu.edu/academics/transcripts page.

**INFORMATION TO INCLUDE WITH A TRANSCRIPT REQUEST**

The full name under which the student attended CTU, date of birth, date of last attendance, Social Security number, and student ID number must be included with a
transcript request. Requests should include the complete name and address to which the transcript should be mailed, the student’s current address, if different, and a daytime telephone number. No transcripts are sent without a written request and only when all accounts are paid. The student’s signature must appear on the request authorizing the Registrar’s Office to release the record.

**COST FOR PROCESSING A TRANSCRIPT**

The first transcript is sent free of charge. For all other transcripts, payment of the fee must accompany the request. Payment is due upon services rendered. Make payment by cash, money order, or check, payable to Catholic Theological Union, attention Registrar’s Office.

- **Regular service (within three working days)**  $10 per transcript
- **Rush service (within one working day)**  $12 per transcript
- **Unofficial Transcript**  $9 per transcript

Every transcript that is issued directly to a student is so marked. Most institutions will not accept a transcript that has been in the student’s possession; therefore we strongly recommend that students request the Office of the Registrar to mail a transcript directly to the institution involved. Students who elect not to follow this recommendation are liable for any further charges for additional transcripts.

**TUTORING PROGRAM AT CTU**

One-on-one tutoring is available for students who wish further clarification in a particular skill area. CTU’s tutoring program can help students build the oral and written skills that they need to be successful in the rigorous academic environment. The flexible session timetable can easily fit students’ busy schedules. Contact Mark Schramm, SVD, at 773.371.5528, or mschramm@ctu.edu.

**WITHDRAWALS**

Students may withdraw from any course up to the end of the seventh week of the semester. They are to secure the withdrawal form from the registrar and seek the approval of their academic advisor and the faculty member involved. Withdrawals after the seventh week will be noted on the student’s record as either withdrew passing (WP) or withdrew failing (WF).

Full-tuition refunds are only granted within the first week of classes, during the add/drop period. See also, Refund Policy, Section 5.
**ACTS Registration**

Master-level students enrolled at Catholic Theological Union may take courses at any of the other member schools of the Association of Chicago Theological Schools (ACTS) at no extra charge, and at the University of Chicago with a significant reduction of tuition. An exception is Seabury-Western Theological Seminary, to whom tuition must be paid for any courses taken there. Credit for courses taken at these schools may be applied to CTU degree requirements. Students are encouraged to take advantage of this opportunity. Up to one-third of the course work may be done at any of the other 10 ACTS schools. By special arrangement, this may be increased to one-half.

Use the ACTS registration form to enroll in a course. The form must be completed at the student’s advising session for each semester and brought to the registrar at the time of registration to be forwarded to the particular ACTS school. A list of all ACTS course offerings can be found on the ACTS website: www.actschicago.org.

**The Association of Chicago Theological Schools**

<table>
<thead>
<tr>
<th>Catholic Theological Union (Roman Catholic)</th>
<th>McCormick Theological Seminary (Presbyterian Church, U.S.A.)</th>
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</thead>
<tbody>
<tr>
<td>5401 S. Cornell Ave.</td>
<td>5460 S. University Ave.</td>
</tr>
<tr>
<td>Chicago, IL 60615-5698</td>
<td>Chicago, IL 60615</td>
</tr>
<tr>
<td><a href="http://www.ctu.edu">www.ctu.edu</a></td>
<td><a href="http://www.mccormick.edu">www.mccormick.edu</a></td>
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<th>Chicago Theological Seminary (United Church of Christ)</th>
<th>Meadville/Lombard Theological School (Unitarian Universalist Association)</th>
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</thead>
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<tr>
<td>1407 E. 60th St.</td>
<td>610 S. Michigan Ave.</td>
</tr>
<tr>
<td>Chicago, IL 60637</td>
<td>Chicago, IL 60605</td>
</tr>
<tr>
<td><a href="http://www.ctschicago.edu">www.ctschicago.edu</a></td>
<td><a href="http://www.meadville.edu">www.meadville.edu</a></td>
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<tr>
<th>Garret-Evangelical Theological Seminary (United Methodist Church)</th>
<th>North Park Theological Seminary (Evangelical Covenant Church)</th>
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<tbody>
<tr>
<td>2121 Sheridan Road</td>
<td>3225 W. Foster Ave.</td>
</tr>
<tr>
<td>Evanston, IL 60201-3298</td>
<td>Chicago, IL 60625-4895</td>
</tr>
<tr>
<td><a href="http://www.garrett.edu">www.garrett.edu</a></td>
<td><a href="http://www.northpark.edu/seminary">www.northpark.edu/seminary</a></td>
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</tbody>
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<table>
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<th>Lutheran School of Theology at Chicago (Evangelical Lutheran Church in America)</th>
<th>Northern Seminary (American Baptist Churches)</th>
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<tbody>
<tr>
<td>1100 E. 55th St.</td>
<td>660 East Butterfield Road</td>
</tr>
<tr>
<td>Chicago, IL 60615-5134</td>
<td>Lombard, IL 60148-5698</td>
</tr>
<tr>
<td><a href="http://www.lstc.edu">www.lstc.edu</a></td>
<td><a href="http://www.seminary.edu">www.seminary.edu</a></td>
</tr>
<tr>
<td>Institution</td>
<td>Address</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Seabury-Western Theological Seminary</td>
<td>8765 W. Higgins Road, Chicago, IL 60631</td>
</tr>
<tr>
<td>Trinity Evangelical Divinity School</td>
<td>2065 Half Day Road, Deerfield, IL 60015-1283</td>
</tr>
<tr>
<td>University of St. Mary of the Lake</td>
<td>1000 East Maple Avenue, Mundelein, IL 60060-1174</td>
</tr>
</tbody>
</table>

**Union**

Union is CTU’s online course management system. For details and information about access see *Section 11, Technology Services and Resources.*
SECTION 5 — FINANCIAL INFORMATION

BUSINESS OFFICE  See Administration and Services, Section 2.

FINANCIAL AID

Catholic Theological Union is committed to providing need-based financial aid to qualified students in order to make theological and ministerial education accessible.

Financial aid at CTU is categorized in three ways:

CTU SCHOLARSHIP ASSISTANCE: (http://www.ctu.edu/ctu-scholarships)

FEDERAL STUDENT FINANCIAL AID: (http://www.ctu.edu/federal-aid)

EXTERNAL FINANCIAL AID RESOURCES: (http://www.ctu.edu/external-aid)

Information about all these sources of financial aid is catalogued on CTU’s website at: http://www.ctu.edu/admissions/scholarships-financial-aid

A student’s running financial aid or scholarship balance is available on MyPortal at http://myportal.ctu.edu using any Internet-enabled web browser (Internet Explorer, Firefox, Chrome, Safari, etc.). Secure access is granted by entering unique student information that includes the student ID number located on active student ID cards.

CTU SCHOLARSHIP ASSISTANCE

Financial assistance in this category is facilitated by Director of Recruitment Kathy Van Duser, 773.371.5450 or kvanduser@ctu.edu, room 371 in the Academic and Conference Center.

GENERAL SCHOLARSHIP FUND

CTU offers substantial partial-tuition scholarship awards to lay men and women, including women religious through its General Scholarship Fund. A variety of scholarships are available for students interested in pursuing degrees and certificates.

In order to be considered for any of CTU’s scholarships, applicants must complete the Application for Financial Aid – General Scholarship Fund. Application forms can be accessed at www.ctu.edu/ctu-scholarships.
APPLICATION PROCESS AND DEADLINES
The Application for Financial Aid – General Scholarship Fund form should be sent to the Office of Recruitment with the application for admissions, or completed online. Only individuals who have been admitted as a CTU student are considered for scholarships. To access the CTU application, go to www.ctu.edu/apply.

New General Scholarship Applications for the fall semester must be received by April 1. The deadline for scholarship applications for the spring semester is November 1. (Applications for general scholarships may be accepted after those dates, but applicants must contact the Office of Recruitment for further information and consideration.)

The General Scholarship Financial Aid Committee meets in April and November to review applications. Recipients will be notified by mail following the meeting. CTU awards financial aid incrementally each academic term, for a period of one year or less. Students who have received a scholarship in the past year are sent a scholarship renewal application. Applications to renew a scholarship must be received by March 1.

FULL SCHOLARSHIPS
Award recipients are selected on the basis of academic performance, aptitude, and other criteria. Full-tuition scholarships at CTU are designed to bring new students into the school.

BERNARDIN SCHOLARSHIP PROGRAM
Available to MA (Theology), MA in Biblical Ministry, MA in Hispanic Theology and Ministry, MA in Intercultural Ministry, MA in Justice Ministry, MA in Liturgy, or DMin students who want to focus on the signature issues of Cardinal Bernardin’s vision: reconciliation and peacemaking, interreligious dialogue, the consistent ethic of life, leadership development for the Catholic Church, and Catholic Common Ground. Questions should be directed to the Bernardin Center, room 351 in the Academic and Conference Center. Call or email for information to bernardincenter@ctu.edu or 773.371.5432. Students must be admitted to CTU by February 21 to be considered for this scholarship. Scholarship applications must be submitted by March 1. Applications can be accessed at www.ctu.edu/ctu-scholarships. This scholarship provides 100 percent tuition.

AUGUSTUS TOLTEN SCHOLARSHIP FUND
Available to Black Catholic lay students preparing for ministry in the Archdiocese of Chicago. Questions should be directed to the director of the Tolton Program, room 356 in the Academic and Conference Center, 773.371.5440 or tolton@ctu.edu. Applications
must be submitted by May 31 and can be accessed at www.ctu.edu/ctu-scholarships. This scholarship provides 100 percent tuition.

**Oscar Romero Scholarship Fund**
Available to Hispanic/Latino/a lay students preparing for ministry in the Archdiocese of Chicago. Questions should be directed to the director of the Romero Program, room 354 in the Academic and Conference Center, 773.0371.5441 or romero@ctu.edu. Applications must be submitted by March 15 and can be accessed at www.ctu.edu/ctu-scholarships. This scholarship provides 100 percent tuition.

**International Women's Scholarship Fund**
Available to women from developing countries whom a Catholic parish or agency sponsors and who are seeking credentials for Roman Catholic ministries in their countries. The recipients agree to work in their country after the completion of their program. Questions should be directed to Kathy Van Duser, the director of recruitment, at 773.371.5450 or kvanduser@ctu.edu. Applications must be submitted by March 1 and can be accessed at www.ctu.edu/ctu-scholarships. This scholarship provides 100 percent tuition, books, and housing.

**Leadership and Ministry Scholarships**

**The Arthur Vining Davis Foundation Scholarships**
These scholarships are available to MA degree students and to students in the MAs in Biblical Ministry, Hispanic Theology and Ministry, Intercultural Ministry, Justice Ministry, and Liturgy. Scholars are expected to be actively engaged in extracurricular activities that demonstrate ministerial leadership. Questions may be directed to Kathy Van Duser, the director of recruitment, at 773.371.5450 or kvanduser@ctu.edu. Students must be admitted to CTU by February 21 to be considered for this scholarship. Scholarship applications must be submitted by March 1 and can be accessed at http://www.ctu.edu/ctu-scholarships. This scholarship provides 100 percent tuition.

**The Helen V. Brach Foundation Scholarships**
These scholarships are available to MA degree students and to students in the MAs in Biblical Ministry, Hispanic Theology and Ministry, Intercultural Ministry, Justice Ministry, and Liturgy. In addition, those pursuing the MAPS or the MDiv are welcome to apply. Scholars are expected to be actively engaged in extracurricular activities that demonstrate ministerial leadership. Questions may be directed to Kathy Van Duser, the director of recruitment, at 773.371.5450 or kvanduser@ctu.edu. Students must be admitted to CTU by February 21 to be considered for this scholarship. Scholarship applications must be submitted by March 1 and can be accessed at http://www.ctu.edu/ctu-scholarships.
THE ARTHUR J. SCHMITT FOUNDATION SCHOLARSHIP

These scholarships are available to MA degree students and to students in the MAs in Biblical Ministry, Hispanic Theology and Ministry, Intercultural Ministry, Justice Ministry, and Liturgy. In addition, those pursuing the MAPS or the MDiv are welcome to apply. Scholars are expected to be actively engaged in extracurricular activities that demonstrate ministerial leadership and will read the book *Quest for Leadership*. Questions may be directed to Kathy Van Duser, the director of recruitment, at 773.371.5450 or kvanduser@ctu.edu. Students must be admitted to CTU by February 21 to be considered for this scholarship. Scholarship applications must be submitted by March 1 and can be accessed at http://www.ctu.edu/ctu-scholarships.

To learn more about CTU scholarship assistance visit www.ctu.edu/ctu-scholarships.

FEDERAL STUDENT FINANCIAL AID

CTU works with the U.S. government to make federal student assistance available to students. These are loans, which must be paid back by the student. Federal financial aid is overseen by Director of Admissions Angela Pavligianiti, 773.371.5445 or angelap@ctu.edu.

In order to be considered for federal student assistance, students must fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Students should use CTU's student code: G09232. Students needing federal financial aid should fill out the FAFSA at least four weeks before they plan to enroll.

To learn more about federal financial aid and the steps involved in applying, visit: www.ctu.edu/federal-aid.

EXTERNAL FINANCIAL AID RESOURCES

MATCHING GRANTS

CTU offers matching grants to those students who secure a portion of their tuition funds from a qualifying institution, parish, school, diocese, hospital, agency, etc. To qualify for matching grants, the sponsoring institution must submit a letter on their letterhead indicating that it will provide funding to the student. These grants must be renewed each semester. Grants from the following institutions will be matched by CTU:

PARISHES, SCHOOLS, DIOCESES, HOSPITALS, AND OTHER AGENCIES: Matched up to 25 percent.

CHICAGO ARCHDIOCESAN LEADERSHIP PROGRAM: This program is for Archdiocesan employees. Contact the Archdiocese of Chicago for information. Matched at 33 percent.
“TOGETHER IN GOD’S SERVICE”: Contact the Archdiocese of Chicago for information. Matched at 33 percent.

CTU/Catholic Extension Society/Diocesan

Students admitted to CTU who are active ministers in a diocese/archdiocese served by Catholic Extension are potentially eligible for matching grant programs. All applications for the grants must be made and endorsed by the local bishop. Specific information is available from the Recruitment Office.

CATHOLIC ORGANIZATIONS

If students or their family members have been active in any Catholic organizations or have been educated by a religious community, students are encouraged to inquire with that organization to see if they have a scholarship fund. Many organizations have aid available for education.

VOLUNTEER SCHOLARSHIPS

For new full-time, degree-seeking lay students who have worked for one year or more as a full-time volunteer in a recognized volunteer program, the first course taken at CTU is free. These students are also welcome to apply for other CTU scholarship opportunities.

EMPLOYMENT

There are a limited number of opportunities for student employment at CTU. Preference is given to need-based applicants. Applications are available. For more information contact student services, room 347 at 5416 S. Cornell Ave., call 773.371.5402 or email chenderson@ctu.edu.

LISTING OF EXTERNAL FINANCIAL AID OPTIONS

CTU maintains an online listing of financial aid options received by the recruitment and Admissions Office. The Fund for Theological Education, for example, offers scholarships to students pursuing ministerial careers. This list, and more information about all external forms of financial aid, can be accessed online at www.ctu.edu/external-aid.
TUITION AND FEES

TUITION
Tuition, per credit hour $745
($2,235 per three-credit course)
Audit fee, per credit hour $400
($1,200 per three-credit course)
Joint DMin Package Program $14,974
Thesis/Project direction - MA $2,235

FEES
Matriculation $55
Transcript copy
  Unofficial $7
  Regular service (three business days) $10
  Same day service $12
Graduation $175

INDEPENDENT STUDIES AND PROJECTS
Clinical Pastoral Education (three credits) $698
Pastoral Internship (three credits) $698
Immersion (three credits) $698
Overseas Training Program (six credits) $1,396
Workshop Registration varies

Tuition, fees, and other student expenses are reviewed annually and are subject to change.

REFUND POLICY

When withdrawing from courses, a tuition refund is granted based on the following scale:
• 100 percent in the first week of classes
• 75 percent in the second week of classes
• 50 percent in the third week of classes
• 25 percent in the fourth week of classes

No refunds will be made for withdrawals following the fourth week of classes. A general activity fee is charged for each dropped and/or added course after the first week of class. See also Section 4, Withdrawals.
TUITION PAYMENT POLICY

- Payment of tuition and fees is due on the first day of each term/semester.
- Late payment (after 30 days) is subject to a 1 percent per month penalty on the unpaid balance.
- Unpaid balance cannot be carried to the next term/semester.
- CTU reserves the right to withhold registration, library privileges, transfer of credits, diplomas, and transcripts until all charges and penalties have been paid in full.

PAYMENT PLANS

Students may request special payment plans by contacting Dionne Day, controller, in room 315 in the Academic and Conference Center at the beginning of the term. A payment plan must be submitted in writing to the business office by the tuition due date. Students who are current with their payment plan will not receive a late payment charge.
SECTION 6 — PAUL BECHTOLD LIBRARY

The Paul Bechtold Library contains 154,000 volumes and receives more than 450 periodicals, providing resources for study and research by students and faculty members. In addition, the library provides many electronic resources, including online databases, reference materials, e-books, and full-text journals. Most of these resources are available off campus (with a validated library barcode), as well as for use within the library.

Beyond the general theological holdings, the library has special collections in mission studies, history of religions, and homiletics. Recent additions to the library include the Weber-Killgallon collection in religious education, Moreanna (St. Thomas More), religious life, and Franciscana.

CTU memberships in the Association of Chicago Theological Schools, Chicago Area Theological Library Association, the Consortium of Academic and Research Libraries in Illinois (CARLI), and the OCLC WorldCat allow patrons to access library resources in the City of Chicago, the State of Illinois, and the rest of the world.

BORROWING POLICIES

CIRCULATING MATERIALS
A valid CTU ID card is needed to borrow materials directly from the Paul Bechtold Library or through the I-SHARE online catalog system. The loan period for all books is the length of the semester, with one renewal of 60 days. The loan period for AV materials is seven days with one renewal of seven days.

NON-CIRCULATING MATERIALS
PERIODICALS AND REFERENCE BOOKS ARE FOR IN-LIBRARY USE ONLY
Books and materials placed on class reserves are to be read or photocopied in the library. Students may borrow two items at a time for in-library use only. Reserve items may be borrowed overnight 30 minutes before the library closes and returned by 9 a.m. on the next school day (a two-item limit). Books returned late are fined at $1 for any portion of the first hour overdue and $1 for each additional hour up to a maximum of $10 per each reserve book overdue.

RENEWALS
Renewals are the responsibility of the patron and can be done by computer either in the library or remotely by accessing the “My Account” button in the library’s online catalog.
**RECALLS**

If a book is needed for reserve it must be returned immediately. Books that are only available in the CTU library can be recalled by another student after two weeks from the date borrowed. All other titles may be requested through I-SHARE or Interlibrary Loan (see Book Requests below.) Books not returned in five working days could be assessed a charge of $5 per book per day.

**BOOK REQUESTS**

Students may make book requests if the Paul Bechtold Library’s copy is checked out or if the library does not own it. If a student needs to request a book, they should first click on the “Request” button found on the I-SHARE online catalog at the library or from a remote location with Internet access to the library at www.ctu.edu.

**ARTICLE REQUESTS**

If the Paul Bechtold Library does not have a journal in print or available as a full-text online journal in one of its databases, students may request an interlibrary loan. If a book or an article is not available from I-SHARE, students may order it using the interlibrary loan forms found in the information section of the CTU library or visit www.ctu.edu/library/services for the online form. See the interlibrary loan staff for assistance with interlibrary loan requests 8:30 a.m. - 4:30 p.m., Monday - Friday.

**FINES**

Overdue books are fined at $.25 per day/per book up to a maximum of $5 per book. Reserve books returned late are fined at $1 for any portion of the first hour overdue and $1 for each additional hour up to a maximum of $10 per each reserve book overdue.

**LOST BOOKS**

Replacement charges for lost books include the price of the book plus a $15 processing fee. The out-of-print book charge is $80 or the prevailing price of the book in the used book market plus a processing fee of $15. Books that were assumed lost and are found and returned to the CTU library are subject to the overdue fee of $5.

**USING THE LIBRARY**

**LIBRARY CARDS**

Students must obtain a valid institutional ID card and register with the library. All CTU ID cards must be validated or re-validated at the circulation desk Monday - Friday, 8:30 a.m. - 4p.m., at the time of registration or a change in status.

**USING OTHER LIBRARIES**

CTU students who use the ACTS libraries need to obtain a valid ACTS Borrower Identification Card before going to these schools. Students who wish to use other CARLI libraries must have a current and valid identification card from CTU. Privileges for the University of Chicago Library can be obtained by visiting the ID and Privileges Office in
Regenstein Library during that office’s regular hours. CTU users will need to show both a picture ID and currently valid ACTS card in order to be issued privileges. Based on the expiration date of the ACTS card, University of Chicago library privileges will be extended through the academic semester that most closely matches the expiration date of the ACTS card.

**Research Assistance**
The library provides brief online tutorials to show how to use specific library resources and to help students get started with their research. The tutorials can be viewed at [www.ctu.edu/library/tutorials](http://www.ctu.edu/library/tutorials). For help with research, visit the library, call 773.371.5460, or contact mmcmahon@ctu.edu. See the website at [www.ctu.edu/library/find-help-research](http://www.ctu.edu/library/find-help-research) for further details.

**Computers**
There are computers dedicated for library research with access to the online catalog, periodical articles, and electronic books and resources such as Bibleworks and Index Islamicus. An iMac computer is available for audio visual and graphical design projects, and includes Camtasia and Adobe Pro, in addition to the standard Mac audiovisual editing programs. In addition, there are several lab computers set up in the Northwest corner of the library. These can be used for email and general Internet browsing and Microsoft Office. The library is wireless; students are welcome to use their laptops.

**Equipment**
The library has laptop computers that may be checked out for 24 hours (longer periods may be arranged by special request). Video recorders and other audio-visual equipment may also be used. There is a book edge scanner available to make electronic copies of books and articles, which can be emailed or saved as a file to a USB drive at no charge. Two photocopy machines are also available, one of which is also capable of scanning a document to be sent by email. A machine is available in the copy room that allows students to add money to their CTU ID card for the photocopy machine.

**Room Requests**
Requests to use the Weber-Killgallon Room or Stuhlmueller Room should be submitted to library circulation at least 24 hours prior to use. The rooms are allotted on a first-come, first-serve basis. Reservation forms are located in the information section of the CTU library.

**Library Hours**
- **Monday - Thursday,** 8 a.m. - 10 p.m.
- **Friday,** 8 a.m. - 4:30 p.m.
- **Saturday,** 11 a.m. - 4 p.m.
- **Sunday,** 4 - 10 p.m.

**Summer and Semester Break Hours**
- **Monday - Friday,** 9 a.m. - 4 p.m.
Any changes to library hours will be posted on the library doors. If unsure if the library will be open, call ahead to the circulation desk at 773.371.5465 or check online.

**LIBRARY STAFF**

- Melody Layton McMahon, director of library services 773.371.5460
- Lisa Gonzalez, electronic services librarian 773.371.5463
- Frances Hankins, office/public services/ILL manager 773.371.5464
- Ann Heinrichs, metadata librarian 773.371.5462
- Juventino Lagos, library acquisitions 773.371.5461
- LaToya Thompson, library assistant 773.371.5465
SECTION 7 — SPIRITUAL LIFE AND FORMATION

BLESSSED SACRAMENT

The Blessed Sacrament is reserved in the Meditation Room, room 427 on the fourth floor of the Academic and Conference Center. All are welcome to come to the Meditation Room to pray in the presence of the Blessed Sacrament.

EMMAUS FORMATION FOR MINISTRY PROGRAM

The Emmaus Formation for Ministry Program at CTU is a ministerial human/spiritual formation program required for students in the MA, MAPS, MDiv, and professional ministerial MA degree programs who are not members of religious communities. All CTU students are most welcome to attend any of the Emmaus events.

The Emmaus Program takes its title from the Emmaus Story in Luke 24:13-35 that highlights the role of companions on the journey, the place of shared experiences and storytelling, and the importance of recognition of the Risen Lord in people’s everyday lives. With that in mind, the goal of the Emmaus Program is to accompany and support students with their human/spiritual growth throughout their time at CTU.

The Emmaus Program assists students in the development of a ministerial identity, integrating personal and spiritual life with ministerial and academic experiences. Students are invited into a deeper and more prayerful reflection on their experiences of responding to God’s call to service as they become more deeply immersed in theological studies. Student participation is required in four areas: theological reflection groups, retreats, individual spiritual direction, and covenant meetings where personal and spiritual goals are outlined and assessed. Additional optional formation conversations and forums are held throughout the year. Emmaus formation activities and goals are consistent with the U.S. Catholic Bishops’ lay ecclesial ministry formation activities and goals set out in Co-Workers in the Vineyard (1985).

BASIC EMMAUS PROGRAM (F4995, 4998, 4999)

The Basic Emmaus Program begins during the student’s first year at CTU and continues through six semesters. Fundamental themes and topics of Christian Spirituality are incorporated into the theological reflection groups and retreats in a continuing three year cycle. The Basic Emmaus Program three-year cycle of themes for retreats and theological reflection are as follows:

- Relationship with God 2013-14 academic year
- Relationship with Others and Creation 2014-15 academic year
ADVANCED FORMATION OPPORTUNITIES (F4994)
After the student has successfully completed six semesters of the basic Emmaus Program, beginning in the student’s seventh semester, the option to select the Advanced Formation Opportunities (F-4994) is available or the student can simply continue with the basic Emmaus Program. In the Advanced Formation Opportunities, the student is invited to design a specific formational activity, e.g., retreat, theological reflection, evening of reflection, for a specific group, e.g., RCIA, Small Faith Community, of specific interest to the student that will benefit the targeted group. The student will complete an alternative formation proposal form describing the proposal activity and intended outcomes and meet with a member of the Emmaus Team for approval. Upon completion of the formation project, the student will assess his/her experience in writing and in a meeting with an Emmaus Team member. Successful completion of the Advanced Formation Opportunity will fulfill the student’s Emmaus theological reflection and retreat requirement for the semester. Students must receive approval in advance and register for this option (F-4994).

BASIC EMMAUS PROGRAM REQUIREMENTS

FORMATION INTRODUCTORY WORKSHOP
All Emmaus participants are required to attend a half-day Formation Introductory Workshop at the beginning of their academic studies. The workshop explores the meaning of formation for ministry, the various formation activities in Emmaus and desired outcomes of the program. Attendance at this workshop satisfies the theological reflection requirement for the semester. Students register for this workshop (F4995) through regular class registration forms available in the Registrar’s Office, room 375 in the Academic and Conference Center.

THEOLOGICAL REFLECTION
Students register for two semesters of theological reflection (F4999) each year through regular class registration forms available in the Registrar’s Office. Dates and times are listed in the class listings each semester.

RETREATS
Students participate in two retreats each academic year. The Emmaus Program sponsors seven retreats per year, six of which are one day, 9 a.m. - 3 p.m., most on campus and offered at no cost. Dates and times are posted on the semester’s class schedule (F4998) and in the Emmaus Office, room 363 in the Academic and Conference Center. Emails are periodically sent to all students. Students register for retreats with the registrar (F4998) or on forms outside the Emmaus Office, by email or by phone (see numbers listed below). Students may also choose to make one retreat a year outside CTU. Prior permission is required for Emmaus credit and may be obtained by filling out an alternate retreat form available from the Emmaus office.
COVENANT MEETINGS
Individual covenant human/spiritual goal-setting meetings with one of the directors are required twice a year. Dates and times are listed on sign-up sheets outside of the Emmaus Office. Registration may be done in person (room 360) or by phone.

SPIRITUAL DIRECTION
Spiritual direction is required of every lay, master-level student. A list of qualified spiritual directors to assist students’ choices is also available in the office.

DISTANCE AND ONLINE STUDENTS
The Emmaus Program requirements for distance/online students are the same as for local students with the following modifications. During the summer session at CTU, distance/online students will participate in a theological reflection group and retreat and will have a Covenant meeting. The second theological reflection may be online in either the fall or spring semester. The second retreat is the student’s responsibility to schedule as an alternative retreat.

EMMAUS OFFICE CONTACT INFORMATION
The Emmaus site on the Union [http://union.ctu.edu](http://union.ctu.edu) includes listings of Emmaus activities and all Emmaus forms and documents. Students are always encouraged to visit the Emmaus office and discuss program activities and their personal formation goals. For more information, contact the Emmaus Office, 773.371.5447 or email:

Eugenia Callison, director  
Mary Ellen Knuth, associate director  
Terry Stadler, associate director  

For more information, contact the Emmaus Office, 773.371.5447 or email:

ecallison@ctu.edu  
meknuth@ctu.edu  
terrys@ctu.edu

FORMATION COUNCIL
The Formation Council is comprised of the formation directors from the participating religious communities, along with the directors of the Emmaus Program, Tolton Program, Romero Program, and the Institute of Religious Formation. The Formation Council provides formation directors an opportunity to share experiences and insights regarding the spiritual dimension of priestly and religious formation. The Formation Council may make recommendations to the administration regarding policies that affect the religious well-being of the student body in general and of the students from participating communities in particular. Members of the Formation Council are integrated into the academic and ministerial programs of CTU through their presence at the Faculty Assembly and their service on faculty committees.
THE HESBURGH SABBATICAL PROGRAM

At the heart of The Hesburgh Sabbatical Program is the rich diversity of its participants - men and women from the international community of priests, sisters, brothers, deacons, and lay ministers. Individuals must have a college-level preparation for ministry, 10 years of full-time ministry experience, and be returning to ministry after completing the program. The program offers a wide array of courses taught by master teachers who are scholars and pastoral leaders.

The sabbatical community is made up of experienced veterans of ministry who form a community of learners who accompany one another in their semester of renewal. The community promotes not only intellectual growth but spiritual and emotional growth as well. Through days of recollection, reflection groups, and integration days, participants have opportunities to articulate the pastoral and social dimensions of learning. Physical fitness, nutrition programs, and spiritual direction are also offered.

Through the semester-long session, the participants come to renew and relax in the presence of a God who loves and cares for them. It is through the sabbatical community that the participants come to know God’s love and care in new and deeper ways.

MODULES

CTU students are invited to join the Hesburgh community by participating in individual program modules. For further information, contact Rev. Msgr. Patrick Lagges, director of the Hesburgh Sabbatical Program, at 773.595.4013 or plagges@ctu.edu.

INSTITUTE OF RELIGIOUS FORMATION (IRF)

The Institute of Religious Formation prepares formation leaders for a global Church. Designed primarily for those with formation responsibilities in Roman Catholic religious communities and diocesan seminaries, this nine-month program commits itself to a comprehensive, spiritual, collaborative, intellectual, and experiential approach formation ministry. Participants also engage in research of their own interest and contribute a project that will enhance their formation program. They live with fellow ministers from different parts of the world, allowing them to experience intercultural community. By living, worshipping, and studying together, participants are able to model and live the kind of communities they wish to create in a formation program. Upon completion of the program participants earn graduate credit and receive a certificate from the Institute for Religious Formation.

For further information, contact Director Paul Michalenko, ST, at 773.595.4034, or Program Coordinator Timothy Crum at 773.595.4016 or tcrum@ctu.edu.
LOCAL AREA CHURCHES *(See Local Area Churches and Places of Worship, Section 13)*

PASTORAL CARE OF STUDENTS *(See Personal Help, Section 8)*

COMMUNITIES PARTICIPATING IN THE UNION
The ultimate strength of CTU is the unprecedented union of the 24 religious communities who stand faithfully behind the school’s mission and operations. Sponsors are those religious communities who constitute the Corporation which is the sole owner of Catholic Theological Union.

At present the 24 Sponsors are:
Order of St. Augustine (Our Mother of Good Counsel Province)
Congregation of the Blessed Sacrament (Province of St. Ann)
Claretian Missionaries (Eastern Province)
Missionary Society of St. Columban (United States Region)
Comboni Missionaries of the Heart of Jesus (North American Province)
Crosier Fathers and Brothers (USA Province of St. Odilia)
Society of the Divine Word (Chicago Province)
Capuchin Franciscan Friars (St. Joseph Province)
Order of Friar Servants of Mary (USA Province)
Order of Friars Minor (Assumption BVM Province)
Order of Friars Minor (Province of the Sacred Heart)
Order of Friars Minor (St. John the Baptist Province)
Maryknoll Fathers and Brothers (United States Foundation)
Missionaries of the Sacred Heart (United States Province)
Missionaries of the Precious Blood (Cincinnati Province)
Missionaries of the Precious Blood (Kansas City Province)
Missionaries of St. Charles (Scalabrinians) (Province of St. John the Baptist)
Congregation of the Passion (Holy Cross Province)
Congregation of the Passion (St. Paul of the Cross Province)
Canons Regular of Premontre (Norbertines) (St. Norbert Abbey)
Congregation of the Most Holy Redeemer (Denver Province)
Congregation of the Holy Spirit (USA Eastern Province)
Clerics of St. Viator (Province of the United States)
Xaverian Missionaries (USA Province)

OSCAR ROMERO SCHOLARS PROGRAM

Jointly sponsored by CTU and the Archdiocese of Chicago, the Oscar Romero Scholars Program prepares Hispanic/Latino/a lay people for professional ministry by providing
full-tuition support as they earn a graduate degree. Scholars commit to work in the Archdiocese of Chicago for a minimum of three years after graduation.

With formation as an integral part of the program, Romero Scholars prepare themselves for ministry through the Master of Arts in Pastoral Studies (MAPS), Master of Divinity (MDiv), Master of Arts in Theology (MA), or the Doctor of Ministry (DMin) degree programs. Monthly formational and theological reflection sessions, annual retreats, and special workshops help the Romero Scholars develop and deepen a vision of ministry rooted in the Gospel - one which is practical, culturally sensitive, and personally enriching.

For more information, contact the director of the Romero Scholars Program, Marco Lopez, room 354 in the Academic and Conference Center, at 773.371.5441, or romeroprogram@ctu.edu.

**SPIRITUAL DIRECTION**

Contact the Emmaus Office in the Academic and Conference Center, room 363, to obtain a list of available spiritual directors.

**AUGUSTUS TOLTON PASTORAL MINISTRY PROGRAM**

To meet the growing need for professionally trained and fully credentialed ministers in the Black Catholic community in Chicago, CTU and the Archdiocese of Chicago jointly sponsor the Augustus Tolton Pastoral Ministry Program. The Tolton Program provides graduate theological education and formation with full-tuition support to Black Catholic men and women who want to minister in the Archdiocese of Chicago. Scholars commit to work in the Archdiocese for a minimum of three years after graduation.

Tolton Scholars participate in activities designed to enhance their own spirituality and integrate spiritual formation, academic understanding, and practical ministerial skills. All of these activities take place within the context of the African - American culture in Chicago.

The formation consists of theological reflection with other scholars, retreats, and participation in events and seminars. For more information, contact the director of the Tolton Pastoral Ministry Program, C. Vanessa White, room 356 in the Academic and Conference Center, at 773.371.5440, or tolton@ctu.edu.
WOMEN IN MINISTRY

Women in Ministry is open to all interested women students, staff, faculty, and alumnae. The group meets four times each semester on Thursday evenings for a simple supper, reflection on the Scriptures, and faith sharing from the context of particular challenges that women face in ministry. The specific dates are in the Academic Calendar. For information contact Susan Hickman in the Office of the Vice President for Administration and Finance, room 310 in the Academic and Conference Center, 773.371.5484, shickman@ctu.edu.

WORSHIP AT CTU

There are daily opportunities for worship and prayer, along with all-school liturgies during the academic year. These all-community liturgies are open to all, and all are encouraged to be involved and take an active part as planners, musicians and singers, lectors, ministers of Holy Communion, ministers of hospitality, coordinators of the environment, and presiders. Students should contact Richard McCarron, associate professor of liturgy, by email at rmccarron@ctu.edu if they are able to help.

CHAPELS AND LITURGIES

WORSHIP SPACE 210A
Announcements of prayer services, liturgy of the hours, centering prayer, all-school Masses, and all other prayer events are communicated through CTU’s weekly email newsletter, News, Notes & Reminders, and the CTU academic calendar. All are welcome.

WORSHIP SCHEDULE
Daily Mass: Monday - Wednesday, 5 p.m.; Thursday, 12:15 p.m., Chapel room 210A (time subject to change)

8TH FLOOR CHAPEL, 5401 S. CORNELL
There is a chapel located in the Residence Hall and Student Center, which is available for personal prayer and meditation and is also available for group liturgical celebrations. If students wish to use the chapel for a group, they must contact the events manager, at chenderson@ctu.edu to reserve it.

Many religious communities who live at CTU or in the Hyde Park neighborhood welcome student participation in their daily community liturgies. Please inquire with a member of the community for a schedule. (See also local area churches, living in Hyde Park and Chicago, Section 14.)
MEDITATION ROOM

The Meditation Room is open for personal prayer every day during regular student access time to the Academic and Conference Center. It is on the northwest end of the gallery wing on the fourth floor of the Academic and Conference Center, room 427.

The Blessed Sacrament is reserved in this room. Everyone is welcome to come to the Meditation Room to pray in the presence of the Blessed Sacrament.
SECTION 8 — STUDENT LIFE

INTRODUCTION

CTU is a diverse yet close-knit community. CTU endeavors to be a welcoming and comfortable place for students’ overall life. Students are encouraged to participate actively in the varied life at CTU and are given numerous opportunities to provide information for CTU’s ongoing assessment of its academic and institutional life.

ART GALLERY (Mary-Frances and Bill Veeck Gallery) (See Art Gallery in Facilities and Services, Section 3)

BANKING

It is very useful to have an account at a local bank while a student at CTU. CTU highly recommends BMO Harris Bank for their good service. It is conveniently located one block from CTU.

BMO HARRIS BANK: 5493 S. Cornell Ave., Chicago Ill., 60615; 773.241.5100
- Account recommended: Harris everyday checking account.
- No monthly account fees; no teller transaction fees; no ATM fees with BMO Harris Bank ATMs with a student fee waiver.
- ATM card is issued on the day account is opened.
- ATM machine: there are two located at this branch at the corner of 54th Street and Cornell Avenue.
- Checks: Temporary checks are issued on the day account is opened. The checkbook will be ready 10 days later. Free online checking/transactions are available.

Students should bring their passport (or for U.S. citizens, a driver’s license) and a letter from CTU stating they are enrolled at CTU. Students can obtain a letter from the vice president for administration and finance, room 301 or by contacting 773.371.5484 or vpadminoffice@ctu.edu.

Other banks in the Hyde Park area:
- Bank of America 1439 E. 53rd St., Chicago, IL 60615; 773.667.0408
- Chase Bank 1204 E. 53rd St., Chicago, IL 60615; 773.241.5110
- Fifth Third Bank 1420 E. 53rd St., Chicago, IL 60615; 773.256.3400
BULLETIN BOARDS

(See Bulletin Boards, Section 10)

CAREER SERVICES

CTU strives to assist students in all areas of development including their preparation for employment after graduation. This includes résumé writing assistance, tips for searching for available positions, and interview preparation. Please visit www.ctu.edu/current students for tools and resources. Contact Christine Henderson, manager of events and student services, at chenderson@ctu.edu, or 773.371.5402 for more information.

COMMUTER LIFE

Although many students live in CTU housing or nearby in Hyde Park, lay students from the Chicago area often commute to their classes and live at home in Chicago or the surrounding suburbs. Commuter students are an important part of the student body and have much to contribute to student life. Commuters are invited and encouraged to take part in all CTU activities. Advance notice of events is given to allow sufficient planning time so all students can attend. Commuter students are also invited and encouraged to join the Student Representative Council (SRC). The SRC is the voice of the student body on the academic and student services committees of CTU. The SRC also plans fun events and service activities that are open to all students. Contact the SRC at src@ctu.edu. For more detailed information about the SRC see below.

EXERCISE FACILITIES

The University of Chicago allows CTU students to purchase a gym pass to use their athletic facilities. Applications for gym/athletic passes are made through the University of Chicago, 5530 S. Ellis, at the Ratner Athletics Center. See Christine Henderson, events and student services manager, for more information, room 347, or email chenderson@ctu.edu.

The YMCA is a full-service gym and athletic center with reasonable membership rates. Please check their website (http://www.ymcachgo.org) or phone 773.947.0700 for more details. South Side YMCA, 6330 S. Stony Island Ave., Chicago, IL 60637.

LA Fitness Club allows CTU students to use their facilities at a reduced membership fee plus posted court fees. The club is located at 1301 E. 47th St., 773.924.9889.
FORMATION

Formation is essential to the life and work of the minister and is required for all students in a degree program. For students who are members of religious congregations, the formational requirements of the congregation are considered integral to their program of study. Students in the MAPS, MA, MDiv, and specialized ministerial MA programs who are not members of a religious community must participate in one of three lay formation programs: Emmaus Formation Program (open to all lay students), Augustus Tolton Pastoral Ministry Program, or Oscar Romero Scholars Program (See Section 7 above). Each program provides retreats, individual spiritual direction, theological reflection groups, and consultations with the respective director to outline personal goals for each year of study.

HEALTH INSURANCE

Health insurance is mandatory for all international students. If a student has existing coverage, they must provide proof of coverage to the registrar by November 1 in order to be able to register for the spring semester. Students may have coverage through their own insurance company or may utilize one of these two recommended options below:

STUDENT SECURITY PLAN

Both international and domestic students are eligible for this plan. The annual and quarterly costs are significantly lower than the insurance option with the University of Chicago (see below).

The major differences are: on this plan the student must contact the insurance company directly to enroll in the plan and make insurance premium payments directly to them, not CTU. This plan offers basic coverage. Note that this plan has a lower level of coverage, offers more plan options, and the student can see any provider they want. This plan does not cover any pre-existing condition.

Students may begin coverage when they want. See brochure for details for effective dates and premium amounts. Plan brochures are available in the Student Services Office, room 347 in the Academic and Conference Center. Students must have a brochure to enroll. Call 847.564.3660 with questions about the plan or look at the plan online by visiting www.ejsmith.com.

U-SHIP (UNIVERSITY STUDENT HEALTH INSURANCE PLAN)

This plan is offered through the University of Chicago (U of C) Student Care Center. The fee is more expensive than the previous option, but this plan provides more comprehensive coverage. The coverage dates are September 1, 2013 - August 31, 2014. There is an additional fee for the University of Chicago Student Care Center. You
must sign up for both the U-SHIP Insurance and the U of C Student Care Center. The firm
deadline to sign up for this plan is Friday, September 27, 2013.

To sign up for this plan, contact Christine Henderson, the events and student services
manager, in the Academic and Conference Center, 5416 S. Cornell, room 347, at
773.371.5402, or chenderson@ctu.edu to complete the registration and
acknowledgement form.

To contact the insurance company directly, please call 773.834.1554 or
uchicagoadvocates@uhcsr.com. For more information also see
http://studenthealth.uchicago.edu/studentinsurance/

**HOUSING** (See Student Housing, Section 3)

**IDENTIFICATION CARDS**

A CTU Identification Card (ID card) is needed to gain access to CTU buildings, to use as
a copy card, for CTU’s Paul Bechtold Library services, to gain access to the parking
garage, for ACTS Cluster Libraries, and the University of Chicago shuttle bus. The ID
cards are also useful for student discounts at movies, museums, and some stores. New
students will need to be photographed during orientation for an ID card.

- Students obtain their CTU ID card from the Registrar’s Office in 5416 S. Cornell,
  room 375.
- Residential access, meal plans, and parking are programmed onto the card by the
  events and student services manager, in room 347, 5416 S. Cornell.

**KEYS**

Copies of all keys are kept in the Maintenance Office. All keys are cataloged to prevent
the distribution of unauthorized keys. The building master key must fit all locks in the
building for the purpose of night cleaning and in case of emergencies. Any student
leaving CTU must return their key to the events and student services manager, 5416 S.
Cornell, room 347, or they will be charged for the replacement of the lock.

The student ID card serves as the student’s entry key to CTU’s Academic and Conference
Center, 5416 S. Cornell Avenue. (See ID Cards, above)
**Personal Help**

During regular office hours (8:30 a.m. - 4:30 p.m.), students who are not members of a CTU-affiliated religious community should contact the Emmaus Program for non-academic and non-emergency concerns during at 5416 S. Cornell, room 363, or 773.371.5447.

CTU residents can contact the director of residential community life, who can also provide information about referrals for specific personal needs.

**Photocopying**

There are photocopiers for student use in the Paul Bechtold Library on the fifth floor in the Academic and Conference Center. The CTU ID serves as a photocopying card. To add money, swipe the CTU ID card in the copy card machine located in the library copy room and insert cash. The photocopier deducts the cost of each copy.

For long or complicated projects or for high-tech machines, the best resource in the neighborhood is FedEx Office, 1315 E. 57th St., between Kimbark Avenue and Kenwood Avenue, which is open 24 hours a day.

**Student Activities**

The activities listed below are examples of things which contribute to student life at CTU. Attendance is free and open to all students. See also Student Representative Council below for a description of the opportunities for student participation in all aspects of CTU’s institutional life.

**Earth Connection**

Earth Connection is a gathering of CTU people for activities to connect to Earth, one another, and all of creation. They share environmental awareness, practical learning, and ways to live more sustainably in their communities. All are welcome to bring their insights and promote life together in harmony with the Earth community. For more information about this group, please contact Mary Frohlich, RSCJ at frohlich@ctu.edu.

**Fiesta Primavera**

This is a celebration of Latino/a culture and food sponsored by Organización for Latino/a Awareness (OLA) and the Romero Scholarship Program.

**Haiti Cup**

This group organizes an annual soccer tournament to benefit Haitian relief efforts.
**Imagining Peace**

Imagining Peace is an international, intercultural meeting space for students and other members of the CTU community who are interested in the promotion of justice and peace. Group members meet on a regular basis to share, reflect, pray, build community, and organize actions for peace; help each other nurture a spirituality of nonviolence and a personal commitment to become peacemakers; empower members to build communities of reconciliation and peace; and support the ministry of social peacemaking in the Church and in the world. For information about this group, please contact Michel Andraos, CTU justice and peace coordinator, at mandraos@ctu.edu.

**Lectures**

Lectures on a variety of topics relevant to theology and ministry are held throughout the year. Different academic departments, as well as the Bernardin Center, are among the groups that sponsor guest speakers, who themselves represent Catholicism, other Christian denominations, Judaism, and Islam. The lectures are free and open to all students. Upcoming lectures are communicated through CTU’s weekly email newsletter, News, Notes & Reminders, and posted online and on the “This Week at CTU” bulletin board in the atrium of the Academic and Conference Center.

**OLA (Organización for Latino/a Awareness)**

This organization, sponsored by CTU’s Hispanic Ministry Program, sponsors a variety of activities through the year, including Fiesta Primavera, aiming to build community among students, faculty, and staff.

**PASO (Pan-African Students Association)**

PASO is an organization that provides a forum and community in which students of African descent can explore and share the richness of their home cultures, identifying shared elements of African culture and the unique histories and gifts of diverse African peoples. PASO gatherings are open to all faculty, students, and staff.

**Taste of CTU**

The Taste is an ethnic food-fest and party to celebrate the various cultures and countries of origin of the CTU student body. Students are encouraged to wear their native dress, describe its origins, and share their customs.

**Women in Ministry**

Women in Ministry is open to all interested women students, staff, faculty, and alums. The group meets four times each semester on Thursday evenings for a simple supper, reflection on the Scriptures, and faith-sharing from the context of particular challenges that women face in ministry. The specific dates are in the Academic Calendar. For information contact Susan Hickman in the Office of the Vice President for Administration and Finance, room 310 in the Academic and Conference Center, 773.371.5484, shickman@ctu.edu.
STUDENT EMPLOYMENT

CTU students in good standing and with financial needs can apply for work at CTU. CTU recognizes that student workers can make valuable contributions to CTU by performing services that might not be economically feasible if the service of a full-time employee was required. At the same time, it is recognized that a student worker should be a student first and a worker second.

GUIDELINES

- Student workers are not permitted to work more than 20 hours per week during the academic term. Violations to this rule may result in loss of employment.
- International students must have a valid Social Security number (see Social Security number, Section 9) and must be declared eligible to work. Work must also conform to the type of work allowed by the student’s visa. (See Visas, Section 9)
- All student worker applications must be processed by Events and Student Services Manager Christine Henderson, located in the Academic and Conference Center, room 347, or by email to chenderson@ctu.edu.
- Once employment is secured, the student must complete necessary payroll documents through the events and student services manager.

STUDENT EMPLOYMENT OPPORTUNITIES MAY INCLUDE

- Library: shelving books and serials, reading stacks, sorting and alphabetizing catalog cards, assembling newspaper material, circulation, etc.
- Administrative Offices: general office work such as typing, filing, answering the telephone, data input, using Word and Excel, etc.
- Food Service: setting up and cleaning up, serving food, and other activities related to catering service for events hosted by CTU.
- IT Department: general computer and A/V help and troubleshooting.
- Receptionist: includes answering telephone, providing general information, sorting mail.

Other employment opportunities can be found on the CTU website at www.ctu.edu/current students. Sign-in as a current student with the username and password provided each semester by the Registrar’s Office through a student email (same information used to access this section to register for classes). In the Career Services section click on “Job Postings.”

TIME CARDS

Student workers need to obtain an employee time report (timecard) from the Business Office. To receive payment, complete the timecard, have their time cards signed by their supervisor and return it to the Business Office, Academic and Conference Center, room 315. Hours recorded on this form should be an accurate reflection of hours worked. The timecard must contain all necessary information including the period end date, the
student’s name clearly printed, and in and out times. Calculate total hours for each day and for the pay period.

**MISPLACED CHECKS**
If a student worker loses a paycheck or if it is stolen, the Business Office should be immediately notified to authorize a stop payment. A new check will be issued as soon as possible. Direct deposit of paychecks will avoid such problems. Students should notify the Business Office, room 315, if there is any discrepancy in the amount of pay due.

**TIME OFF**
Student workers are paid only for time worked. Time away from the job for any reason is unpaid time. It is important for students to communicate with their supervisor well in advance when time off is planned.

**STUDENT LOUNGES**
Student lounges and quiet rooms are located in the atrium located on the third floor of the Academic and Conference Center at 5416 S. Cornell along the north wall.

**STUDENT PARTICIPATION IN PEACEBUILDERS**
Housed in the Bernardin Center for Theology and Ministry at CTU, Peacebuilders Initiative prepares Catholic youth from Catholic high schools and parishes for active leadership roles in peacemaking, reconciliation, and conflict transformation in their homes, schools, parish communities, and neighborhoods, and thereby inspires them to consider ministry as a life choice. The Peacebuilders Initiative also responds to the needs of adult educators, youth ministers, and other vital staff working with youth to enhance their skills and deepen their own faith formation. To support campus ministers, high school teachers, youth ministers, and others who work with young people, the Peacebuilders Initiative offers professional development opportunities including workshops and graduate-level courses, as well as weekly Gospel reflections and resources on their website.

CTU students have the opportunity to participate in the Peacebuilders Initiative by applying to be mentors. Mentors serve as the primary group leaders for high school participants throughout the seven-day summer residential program at CTU. Additionally, mentors assist in leading two follow-up retreats for high school participants during the subsequent academic year, and maintain a supportive role in the design and implementation of the high school participants’ peace projects.

For more information, visit [www.peaccebuilders.org](http://www.peaccebuilders.org) or contact the Bernardin Center, in room 351, 773.371.5432.
STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council is the vehicle for student opinion and action and is open to all students. It is made up of seminarians, women and men religious, and lay men and women, including full-time, part-time, and commuting students. The SRC organizes social activities, cultural sharing, and educational forums, and is a voice for the student body to the administration. Service on the SRC is voluntary. All are welcome.

The SRC recruits members from the various student groups and strives to see that those serving on the SRC represent the ethnic diversity at the school. SRC assists with planning and sponsorship of community-building events, such as Gaudeamus, Fiesta Primavera, and Taste of CTU, among others. SRC also supports various CTU events by making presentations about the SRC at new student orientations; reporting on the activities of the SRC at the Faculty Assembly; and assisting at graduation.

The goals of the organization are to:
- Represent the diversity of the student body;
- Enhance the sense of community among all students at CTU whether part-time or full-time, lay or seminarian, including Hesburgh and Institute of Religious Formation students;
- Represent the student body and provide student input to the administration.

A representative from the SRC serves on each of the committees listed below. The SRC representatives provide student input at the meetings and feedback to the student body on what happened at the meetings.
- Academic Programs and Policies (reviews and makes academic policies)
- Committee on Assessment (oversees and implements assessment)
- Board of Trustees’ Student Affairs Committee (reviews CTU student life)
- Commencement (assists in planning graduation)
- Evaluation and Recruitment (evaluates current and recruits new faculty)
- Faculty and Curriculum Development (reviews curriculum)
- Institutional Planning (strategic planning)
- International Women’s Scholarship (reviews applications and makes awards)
- Student Services (reviews and makes recommendations regarding facilities and services for students)

The SRC has an office on the third floor of the Academic and Conference Center at the north end of the atrium. Anyone interested in joining the SRC or helping with committees or events should email src@ctu.edu.
SECTION 9 — INTERNATIONAL STUDENTS

INTRODUCTION TO CTU INTERNATIONAL STUDENT SERVICES

The Student Services Office, the Registrar’s Office, and the director of Residential Community Life, as well as the various program directors, welcome, support, and accompany independent international students (lay and religious) on campus and help CTU’s administration improve the structures that provide services to international students. CTU’s goal is to provide a space where international students feel supported and encouraged to share their concerns as well as the richness they bring with them. Each fall semester CTU conducts a “Transition Workshop” to assist international students with their adjustment to life and study in the United States. Check the academic calendar for the exact date.

The Vice President and Academic Dean’s Office, the Office of the Vice President for Administration and Finance, the Events and Student Services Office, the Registrar’s Office, the Admissions Office, and Recruitment Office all collaborate to address issues that facilitate the life of international students at CTU. These offices and the Student Services Committee focus on the particular needs of international students and assist in addressing these needs within the overall CTU context. The contact for international students is Maria de Jesus Lemus, registrar, at 773.371.5453, or mlemus@ctu.edu.

Information about obtaining a Social Security card, Illinois driver’s license, or state ID is included below. The Social Security number is intended primarily for seeking employment; therefore the Social Security Administration now requires international students to have proof of an offer of employment in order to obtain a number.

ENGLISH LANGUAGE CLASSES

Assistance is available to students, both international and native English speakers, to hone their English language skills. Based on one's demonstration of English proficiency in the admissions process, a student might be directed to enroll in one of the many English language programs available in Chicago or in the CTU English for Theological Education Peer Tutoring Program.

One-on-one tutoring is available for CTU students who wish further clarification in a particular skill area. On campus assessment of English proficiency takes place at the beginning of each semester. CTU’s tutoring program can help students build the oral and
written skills that they need to be successful in the rigorous academic environment. The flexible session timetable can easily fit students’ busy schedules.

A student’s judgment of their own English skills and needs is also very important. Therefore, a student might decide on their own that improving English skills is critical to personal success as a theological student at CTU.

All students are welcome to pursue the improvement of their English language skills prior to or concurrent with their theological studies. While the administration of CTU might recommend a particular school in some cases, it is the student’s responsibility to contact the school of their choice and enroll in the English classes.

International students who decide to enroll in an English class during the summer must transfer CTU’s I-20 to that school, and that school will issue a Form I-20 as their student.

When the student is ready to begin classes at CTU, they must transfer the English school’s form I-20 back to CTU. Bring the I-20 issued by that school to the CTU Registrar’s Office, room 375, in the Academic and Conference Center. A new I-20 from CTU will be issued.

Contact the director of English for Theological Education, Mark Schramm, SVD, in the Academic and Conference Center, room at 517, 773.371.5528, or mschramm@ctu.edu.

CTU’S Tutoring Program

One-on-one tutoring is available for students who wish further clarification in a particular skill area. CTU’s tutoring program can help students build the oral and written skills that they need to be successful in the rigorous academic environment. The flexible session timetable can easily fit students’ busy schedules. Contact Mark Schramm, SVD, at 773.371.5528, or mschramm@ctu.edu.

Immigration Information at CTU

**Primary Designated School Official (PDSO) for Immigration**

Maria de Jesus Lemus, registrar

**Designated School Officials (DSO)**

Tim Crum, Hesburgh Program
Sr. Barbara Reid, OP, vice president and academic dean
CHANGE OF ADDRESS NOTIFICATION

All non-U.S. citizens must communicate to U.S. Citizenship and Immigration Services (USCIS) – a division of the Department of Homeland Security – any address changes within 10 days of the change. This applies to lawful permanent residents, “green card” holders, as well as non-immigrants in the U.S. Failure to do so could result in the imposition of a fine, imprisonment, or deportation. Form AR-11 must be used to communicate information to USCIS.

THE I-20 FORM

The I-20 form is the documentation given by the academic institution so that U.S. embassies can grant student visas to international students. This form can be transferred to another educational institution if the student wishes to study elsewhere. The DSO of the student’s program must sign this form at least two weeks before travel outside of the U.S. If the DSO is not available, go to the Registrar’s Office to get the form signed by Maria de Jesus Lemus or Esther Renteria. The signature will be valid for one year only. (For other travel information, see Traveling Outside of U.S., Section 9.)

INTERNATIONAL STUDENT IDENTITY CARDS (ISIC)

International Student Identity Cards are useful for full-time students who wish to travel within the U.S. or to other countries. The ISIC offers discounts with various retailers, tourism sites, and hotels in the U.S. and abroad, the opportunity to receive discounted airfare, access to travel organizations, and basic travel and health insurance for trips outside the U.S.

Those applying for an ISIC must provide either a valid student ID, current class schedule, or tuition receipt to STA Travel. Email: proof@statravel.com or visit their Chicago offices at the DePaul University loop campus bookstore, 1 E. Jackson Blvd.

SOCIAL SECURITY NUMBER

International students need a Social Security number and card to work in the U.S. Students must first procure an offer of employment as a student worker at CTU as described in a letter from the Student Services Office, 5416 S. Cornell, room 347. The student must then procure a letter from the Registrar’s Office, room 375, which states that the student is enrolled at CTU.
The Social Security Office rejects any application that does not include the letter from the school and a clear job offer. They insist that a Social Security number is primarily for working in the U.S. To get an original number and card, students will need to complete an application for a Social Security card (form SS-5) and show documents that prove age, identity, U.S. citizenship, or lawful alien status, and present the employment letter. The work the student is doing must conform to the student’s visa type. Only students with an F-1 visa are eligible for student work at CTU.

To get an application visit www.socialsecurity.gov, call 1.800.772.1213 (national office 7 a.m. - 7 p.m.) or 312.353.4011 (Chicago office 9 a.m. - 4 p.m.), or email il.fo.chicago.loop@ssa.gov.

Students will need to bring proof of identification to the Social Security Office. Acceptable forms include:

- Driver’s license
- Valid passport
- Employer ID card
- School ID card
- Marriage or divorce record
- Health insurance card (not a Medicare card)
- Military ID card
- Adoption record
- Life insurance policy

**TRANSFER VERIFICATION FORM**

Students residing in the United States and who have studied at another school before CTU must complete the Transfer Verification Form. Once the international student’s admissions process has been completed and the student has been admitted to CTU, the form must be sent to the institution from which the student is transferring the current I-20 form. In order to receive an I-20 from CTU and to complete the transfer, the prior institution must return the form to CTU as soon as possible. The process of transfer must be completed within 10 days of the first day of class.

**TRAVELING OUTSIDE THE U.S.**

If international students with I-20 forms (F-1 visas) wish to travel outside of the U.S., they must see the DSO of their program or the PDSO (the registrar) a minimum of two weeks before travel. Students must carry all of the following items for “port of entry”:

- Valid passport
- Valid traveling visa
- Valid I-94 card within passport (states the duration of status in the U.S.)
- Valid signed SEVIS I-20 form
- Enrollment letter from Registrar’s Office (must be requested two weeks before travel) or scholar program director
- Unofficial printout of course history (transcript) (must be requested two weeks before travel)
- Current support letter or financial affidavit of support
- Return ticket

**UNITED STATES IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)**

The Bureau of Immigration and Customs Enforcement (formerly INS-Immigration and Naturalization Services) is a division of the U.S. Department of Homeland Security. For information about status, forms, or immigration issues, contact the USCIS by calling 800.375.5283 (automated self-service available 24 hours a day; direct assistance available Monday - Friday, 8 a.m. - 6 p.m.) or visit the website at [http://www.uscis.gov](http://www.uscis.gov).

**VISAS**

**THE VISA PRINTED WITHIN THE PASSPORT:** This is known as a “traveling visa.” It is granted to permit travel and re-entry to the U.S. by international students. This visa must be maintained valid to travel and to allow re-entry into the U.S. It must be renewed 60-90 days before it expires.

**F-1 VISA:** This is the study visa granted to a student with a valid I-20 document from the academic institution. The student must be studying full time (9 credit hours) each semester. The student can work 20 hours per week at the CTU campus. Students are not permitted to work outside of the school campus. This will endanger the student’s legal status and possibly future entry into the U.S. Students with an F-1 visa cannot reside at a parish and provide services. This can cause deportation.

**R-1 VISA:** This is the visa granted to religious workers. Students with an R-1 visa can reside at a parish and provide services as designated by the R-1 visa regulations.
SECTION 10 — COMMUNICATION

EMERGENCY COMMUNICATIONS

IMPORTANT EMERGENCY PHONE NUMBERS

- Dial 911 for situations that run the risk of causing harm to individuals at CTU.
- During regular business hours, notify Michael Connors, vice president for administration and finance: 773.371.5404, or the receptionist, 773.371.5400.
- After hours, notify senior management of CTU: 773.913.8424.

Emergency contact numbers and evacuation routes are posted throughout the buildings.

In the event of an emergency, the safe and rapid evacuation of the affected area is the joint responsibility of CTU and each person. It is imperative that each person become familiar with the emergency procedures described in detail in Section 12, Safety. If a student has any questions about these procedures, please call the maintenance office at 773.371.5401 before an emergency arises.

GENERAL COMMUNICATIONS

BULLETIN BOARDS

Several community bulletin boards providing space for internal communication are located on the third floor of the Academic and Conference Center in the corridor by the vending machines. To give all posting fair bulletin board exposure, please place items on specifically assigned boards following the guidelines below.

GENERAL POSTING GUIDELINES

All postings must be stamped by the Vice President and Academic Dean’s Office, room 367. Undated postings will be removed after two weeks. The stamp may also be obtained from the Office of the Vice President for Administration and Finance, room 310. Postings without proper approval will be removed.

THE PRESIDENT’S MESSAGE BOARD: Important messages from the Office of the President are posted here.

STUDENT CONNECTIONS: This board is located in the atrium between the two doors to room 337 and is for CTU events for the current week, student information and announcements. Postings must be approved by the Office of the Vice President for Administration and Finance.
DISPLAYS IN PUBLIC SPACES
To help regulate the use of the school’s limited public spaces, students, faculty, and staff are asked to observe the following guidelines:

- Public spaces include the entrance lobby, the front lawn and façade of the buildings, the cafeteria, the 5401 building first-floor lobby and lounge, the reception area, the library, the walls and corridors on each floor, and the atrium in the Academic and Conference Center.
- Only official school displays initiated or approved by the offices of the vice president and academic dean, or vice president for administration and finance are to be placed in the CTU public spaces.
- Official CTU activities include: events or lectures, school liturgies, official activities of the SRC or other CTU-recognized groups.
- Notices or displays, once approved, will be placed in the lobby on one of the two large event boards. There is one for the current week’s events and one for things coming up in the next two weeks. No other easels and advertising posters for events should be placed in the lobby. Notices should not be affixed to walls, windows, or doors.
- For safety reasons, displays may not contain lit candles or other lighted materials.
- Displays should be removed as soon as the event being publicized is over.

FLYERS AND ATRIUM SHELVING
Notices for events at or sponsored by CTU and other events and activities can be placed on designated shelving in the third floor atrium of the Academic and Conference Center after receiving a stamp of approval by the Vice President and Academic Dean’s Office or the Office of the Vice President for Administration and Finance. Please do not place flyers on the tables and chairs. Materials which are not stamped will be removed.

KIOSK
The kiosk located in the Academic and Conference Center lobby is reserved for information about official CTU news and events. To have something displayed on the kiosk students must provide the material on a single PowerPoint slide to Susan Hickman in the Office of the Vice President for Administration and Finance, vpadminoffice@ctu.edu for approval and posting. Slides must be received by Thursday for posting the following week.

EMAIL (FOR INTERNAL CTU COMMUNICATION)

Email is an essential tool for communication at CTU. Student email addresses are on record with the Registrar’s Office and are automatically added to our internal student
Students who do not have any email address may receive assistance in setting up an email account in the IT Office. (See Student Email Accounts, Section 11)

Upcoming events, important news that affects student life, and other announcements from CTU administration are communicated through this mailing list. Students should check their email regularly to stay informed. Students should contact the Registrar’s Office, at 773.371.5454, to change their email address on record or if they are having problems receiving CTU email.

**EMAIL/INTERNET NETWORK USAGE POLICY**

The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of student accounts must be in support of education and research and consistent with the educational objectives of CTU. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected as a trade secret.

**EVENTS**

To schedule or plan an event, stop by the Events and Student Services Office, room 347 in the Academic and Conference Center or send in the internal events form found at [www.ctu.edu/internal_events_form](http://www.ctu.edu/internal_events_form). Any proposed event must be coordinated with the events and student services manager. Planners must provide a minimum of 10 business days notice for any event.

CTU events can be found in the academic calendar and on the event calendar on the CTU website. An updated list of events will be included in News, Notes & Reminders, the CTU weekly e-newsletter.

**FAX MACHINE**

CTU has a general fax machine available for students to use located in the mailroom of the Academic and Conference Center. The fax number is 773.324.4360. Please see the receptionist for information about the fax machine.

**LOGOS NEWSLETTER**

Logos, the official CTU newsletter, is published periodically by the Marketing and Communications Department. Contact Nancy Nickel, director of marketing and communications at 773.371.5415 or nnickel@ctu.edu for information or to submit story
possibilities. Logos reports on the people and programs of CTU. Complimentary copies are sent to friends and alumnae/i of CTU and distributed to students, faculty, and staff at the school. Logos is also available on the CTU website at www.ctu.edu.

**NEWS, NOTES & REMINDERS**

*News, Notes & Reminders (NN&R)* is CTU’s e-newsletter published weekly during academic terms. It contains special announcements, cafeteria menus, meeting schedules, events, and other useful information. Students are encouraged to read NN&R each week to stay informed of events and announcements. To have any school-related event or announcement included in any edition of News, Notes & Reminders, the information must be received by noon on Wednesday to be included the following week. All submissions must be sent as an email to: chenderson@ctu.edu. News, Notes & Reminders must be included in the subject section of the email.

**THE UNION (CTU’S COURSE MANAGEMENT SYSTEM)**

**UNION.CTU.EDU**

Union is a private website where students can locate CTU’s online course management system. Union allows students to access many resources regarding their coursework at CTU. *(See Technology Services and Resources, Section 11.)*

**WEBSITES**

Catholic Theological Union has a web-system that includes six separate websites. The Union site is managed through the IT Department. The five websites listed below are public websites connected through an umbrella system and managed through the Marketing and Communications Office by Ronit Bezalel, website and media manager. At the top of the page of each site, one is able to quickly link to the other websites within the CTU public website system.

**WWW.CTU.EDU**

CTU’s primary website contains general information about CTU programs, people, admissions, course offerings, news, and events. Those who wish to make a financial donation to CTU may use the secure online giving form. Information is updated regularly. If a student notices any errors, they should please send an email to webmaster@ctu.edu.
LEARN.CTU.EDU
Learn@CTU provides an experience of theological education at CTU. This multimedia site includes video, audio, and text of CTU events, lectures, and gatherings.

WWW.PEACEBUILDERSINITIATIVE.ORG
The Peacebuilders Initiative, a theology and ministry program for high school students sponsored by the Bernardin Center for Theology and Ministry has its own website. A growing theological resource for high school students, as well as youth and campus ministers, this website features an extensive discussion board for program participants and anyone interested in talking about issues of peacebuilding and reconciliation.

WWW.CATHOLICSONCALL.ORG
Catholics on Call, another program sponsored by the Bernardin Center for Theology and Ministry, assists young adults to reflect on God’s call in their lives. The program reaches out to men and women of college and post-college age who may be considering the possibility of a life of service in the Church as a lay minister, religious sister or brother, or priest. Through this website and through program offerings, Catholics on Call helps individuals learn about the opportunities of service in the Church and about listening to God’s call in one’s life.

WWW.CATHOLICCOMMONGROUND.ORG
The Catholic Common Ground Initiative (CCGI) is housed in the Bernardin Center for Theology and Ministry. CCGI was founded in 1996 by Cardinal Bernardin in an effort to lessen polarities and divisions that weaken the communion of the Church. Originally housed at the National Pastoral Life Center in New York, the Initiative moved to the Bernardin Center at CTU in 2009. This website contains many of the archival and new resources from the Initiative.
SECTION 11 — TECHNOLOGY SERVICES AND RESOURCES

CTU has many technology resources for students located in the Paul Bechtold Library on the fifth floor of the Academic and Conference Center. There is an IT Help Desk for technology assistance located in the northeast corner of the library. In addition to these physical resources, the Internet makes other common resources accessible both on and off campus, especially email and the course management system that powers the Union (union.ctu.edu). Except for printing, these resources are available without charge.

STUDENT COMPUTER CENTERS

PAUL BECHTOLD LIBRARY

Various technology resources are located on the fifth floor of the Academic and Conference Center in the Paul Bechtold Library. The library’s west wall houses computer workstations, and a black and white laser printer. In addition, there are numerous study carrels with Internet access ports for personal laptops along the east and west walls of the library. There is also wireless access. A network (ethernet) card and cable or wireless network card are required and can be checked out from the library if needed. There are eight public terminals within the library intended for library use only. Dial-up connections are not available.

Please note that technology services are limited. Be attentive to the needs others may have to access computer time. Although there is no time restriction on the personal use of computers (for example, personal email), priority will be given to those who need to use the computer workstations for study purposes.

WORKSTATION EQUIPMENT

The workstations in the Paul Bechtold Library consist of a computer with Internet access and various kinds of storage. Students are expected to provide their own storage media, i.e., flash drives or CDs. Each computer has a shared storage area, but there is no guarantee that materials will remain there indefinitely since storage is limited. We strongly advise against saving anything on the workstation hard drives because they are public resources and are frequently moved, replaced, and reformatted without notice.

LOGIN: Workstations are numbered from tc01 through tc08. The workstation number is also the username. The password for login is “ctulab” if needed.

PRINTER: There is a shared network printer for all workstations. To print, one must have a student ID card or pay card with money credited to it. Money can be added to the
student ID card in the library copy room with cash. Once money is loaded onto the card, it cannot be refunded in cash.

To print, swipe the card through the card reader by the printer. Move the mouse if necessary to wake up the computer. Double-click the workstation name. There should be a list of documents that have been sent to the printer. Select the document and click the Print button. The cost is $.10 per page. The cost of the print job and the amount left on the card will be displayed. Repeat as needed. (Don’t forget to take the card back.) A document can be cancelled rather than printed. Documents may not survive overnight in the queue so printing should be done as soon as possible.

SCANNING: Scanners available for student use are located within the library in the copier room. Documents can be scanned into PDF files from one of the copiers as well as using the SmartBook Scanner. Please follow the instructions posted.

CD BURNING: A couple of workstations are equipped with CD burners and software for student use. Please follow the instructions found on the workstation area.

WORKSTATION SOFTWARE

- Each workstation has the Microsoft Office productivity suite of software: Word (word processing), PowerPoint (slide presentations), Excel (spreadsheets), Access (databases), and Publisher (publication preparation).
- Please note: These computers are setup to revert back to their original state once the student logs off. Any files not saved to an external drive or media will be lost.
- Students may also access any web-based email system through Internet Explorer or Mozilla Firefox. (See Student Email Accounts, below)
- Various media plug-ins are available for viewing other formats: Windows Media Player, Adobe Reader, Flash Player, QuickTime, and so forth. If a student needs a plug-in not on this list, they should contact the IT staff with their request so the IT staff can determine if the plug-in is suitable for installation on a lab workstation.
- For Internet access, CTU uses Internet Explorer and Mozilla Firefox. The Internet is key to two major learning resources: email and Union.

THE JOHN NEVILLE STUDENT COMPUTER CENTER
This center is located on the third floor of the Residence Hall and Student Center, 5401 S. Cornell Ave. The Neville Computer Center has full computing software and hardware facilities, Internet access, network laser printers, and scanners. The Center was created through a gift from The Lilly Endowment, Inc.

HELP DESK

The technology resource staff and Help Desk Office are located within the library at the northeast corner, room 528. The office is staffed during regular business hours, although
the staff may be working elsewhere on campus as needed. The library and the IT Help Desk Office hours are posted near the library entrance. The regular hours are the same as the library hours unless otherwise posted. The Help Desk can be reached at 773.371.5470. If a staff member is not present and you need assistance, leave a note or send an email to support@ctu.edu. A help ticket may be submitted through our Help Desk support portal at helpdesk.ctu.edu:8081.

Help Desk hours of operation are:
Monday - Wednesday 8 a.m. - 7 p.m.
Thursday - Friday 8 a.m. - 4 p.m.
Saturday and Sunday Closed

Note that hours are different when school is not in session, during the summer, and at other special times.

**WIRELESS (WI-FI) ACCESS**
CTU has a campus-wide encrypted wireless network. There is 128-bit encryption that requires authentication. Instructions for accessing the wireless network can be found on the CTU Help Desk blog.

**STUDENT EMAIL ACCOUNTS**
Students often have their own personal email addresses, which may be used for all CTU communications: announcements sent to students and CTU at-large as well as class communications organized within the Union course management system. For help establishing an email account, see IT Manager Darnell Payne in room 361 of the Academic and Conference Center. Once a student has registered for a course, IT will create a Union account and email account if needed. **In order to use Union, students must have both a Union and an email account.**

**TECHNOLOGY IN THE CLASSROOM**
Classroom technology is normally used only by instructors. However, under supervision, students may be invited to make presentations in the classroom. Each classroom has a full suite of hardware and software with Internet capability and access to the local area network.
UNION COURSE MANAGEMENT SYSTEM

CTU Union (union.ctu.edu) is the course management system used in conjunction with classroom learning. Union contains additional resources and can facilitate course-related discussions. Suggestions for improving Union are welcome and should be sent to the IT manager.

Instructors use our internet-based course management system accessible anywhere from any computer connected to the Internet. Those using Union for online courses should have access to a high-speed Internet connection, updated anti-virus software, word processor, Internet browser, media player capability, and speakers. Microphone capacity and a back-up plan in case of technical difficulties are recommended.

A new student who registers for a first course will receive a personal account on Union from the IT manager. The IT manager will email the login name, typically first name initial and last name (unless that combination is in use by another account) and a password. Students may change the temporary password supplied once they have logged in for the first time. Professors may create course sites under the department categories on the front page of Union. There they may place materials such as a syllabus or readings for students’ use. Bible courses, for example, under (B) Bible can be searched for a particular course number and name.

For assistance in orienting to Union, enroll in the Introduction to Online Learning, the first category, with the password: “welcome2CTU.” Please remember to log out of the system when finished.

For problem-solving or answers to questions contact the IT Help Desk at 773.371.5470, send an email to support@ctu.edu, or visit the Help Desk Office in the northeast corner of the library.

ADDITIONAL RESOURCES ON UNION
In addition to course materials and other academic resources, a news forum, a list of upcoming events, and the academic calendar are all posted on Union. There are also direct links to the online resources of the Paul Bechtold Library.

ACCESSING ARTICLES ON DATABASES
CTU subscribes to a number of databases where students can access academic articles and journals. In order to access articles that professors have posted on Union students will need to either be on:

- The CTU network:
  - On a library computer
  - On their laptop with wireless Internet connection in the Academic and Conference Center
  - On a lab computer in the residence hall, 5401 S. Cornell
o On their laptop with wireless connection in the residence hall, 5401 S. Cornell
- On their computer at home with a student ID Card.

In order to access the database from home, a student must have a student ID card. When accessing an article from home, students will be asked to log in to the database after selecting a link on Union. Login information includes a username (ID number, located underneath the barcode) and a password (student’s last name).

Note: this login information IS NOT the same as the student’s Union account. To obtain a username and password for Union please email or visit the IT Help Desk, located in the northeast corner of the library on the fifth floor of the Academic and Conference Center.

**MyPortal @ CTU**

Catholic Theological Union is pleased to offer students secure online access to course registration, calendars, account balances, transcripts, course grades, and financial aid information through CTU’s online student account portal.

Current students may access this portal at [http://myportal.ctu.edu](http://myportal.ctu.edu) using any Internet enabled web browser (Internet Explorer, Firefox, Chrome, Safari, etc.).

Secure access is granted by entering unique student information that includes the student ID number located on active student ID cards. Please contact Maria de Jesús Lemus at mlemus@ctu.edu or the Registrar’s Office with any questions or concerns.

We recommend students bookmark MyPortal for ease of reference.
Section 12 — Safety

Safety and Security

All students, staff, and faculty contribute to the safety and security of the entire CTU community. Students should become familiar with safety policies and procedures and follow them carefully. Please note the locations of the emergency contact numbers and evacuation routes, which are posted throughout the buildings.

General Safety Precautions

Because CTU is located within a large city, security is a concern for CTU and our residents. Students should not let any person unknown to them through a locked security door. The temptation to do so is especially strong when entering the Residence Hall and Student Center. Never leave open or prop open an outside door. Anyone who sees someone unknown to them, or with whom they feel uncomfortable, or who is behaving suspiciously in hallways, at the security door, or who is tampering with property please notify the receptionist who will follow-up with the situation.

After Hours

- Call 911 for any immediate threat to a person(s).
- Call 311 to report any suspicious persons in the entrance areas or press the panic button located in the vestibule of the 5401 CTU building, use the white security phone located on the corner of 54th Street and Cornell Avenue, or press one of the panic buttons in the CTU garage.
- Then call 773.913.8424 to notify senior management; this is an answering service, which will contact an administrator.

Our security system is composed of many elements including a fire and smoke detector system. In addition, during non-business hours, automatic alarms on exterior doors provide added security. Specific elements of our comprehensive security system are outlined below. Bear in mind, however, that the ultimate responsibility for security rests with each person.

CTU also provides a street safety presentation once each academic year, usually done by the University of Chicago Police Department. These presentations provide tips for students, staff, and faculty about being “street smart” and staying safe in an urban setting.
UNIVERSITY OF CHICAGO POLICE

The University of Chicago Police Department operates 24 hours a day, seven days a week, on campus and throughout the area. They patrol north to 39th, south to 63rd, east to Lake Shore Drive, and west to Cottage Grove. Officers are armed and fully empowered to make arrests. University Police and the City of Chicago Police Department work together by monitoring each others’ calls within the University Police coverage area.

If a student sees suspicious activity or is a witness to or victim of a crime they should call the University of Chicago police at 773.702.8181 or the Chicago police at 911. The University of Chicago police can also be reached through email at cops@uchicago.edu.

WHITE EMERGENCY PHONES (See picture)
There are approximately 300 white emergency phones in the area, located on thoroughfares heavily used by pedestrians. Students should make themselves aware of security phones on routes that they travel and use these phones anytime they feel uncomfortable or in danger. The University of Chicago Police Department will respond. Simply press the red button inside the phone box and the location will be immediately transmitted to the university police. Then explain any concerns to the dispatcher.

If threatened; students should not explain, but keep moving to protect themselves. Continue to use emergency phones along the way so that police can track the caller’s location. An officer or patrol car will come immediately.

A white emergency phone box is located outside the 5401 S. Cornell Residence Hall and Student Center.

EMERGENCY CALL BUTTONS (yellow box with a red illuminated button)
These buttons are in various locations in the 5416 building garage. When the button is pushed it will call and dispatch the police. No alarms will sound. These buttons are to be used for safety reasons only. The emergency call buttons are not to be used for being locked out of the building, lost keys, flat tire, or obtaining a jump-start and the like.

If a student is a victim of a crime they should inform Michael Connors, vice president for administration and finance, 773.371.5404, or his assistant, Susan Hickman, 773.371.5484, or vpadminoffice@ctu.edu as soon as possible.

Ultimate responsibility for security rests with everyone at CTU. All entrances and exits to student rooms should be locked when students leave their rooms or leave CTU. Students should take valuables such as purses or laptop computers or lock them when leaving a
classroom. All residence or CTU classroom windows must be shut and locked before leaving.

**EMERGENCY PROCEDURES**

In the event of an emergency in either building, the safe and rapid evacuation of the affected area is the joint responsibility of CTU and each person. It is imperative that each person become familiar with the procedures described on the following pages. If a student has questions about these procedures, they should call the maintenance office, 773.371.5401, or the Office of the Vice President for Administration and Finance, 773.371.5484, before an emergency arises.

**IMPORTANT EMERGENCY PHONE NUMBERS**

- Dial 911 for situations that run the risk of causing harm to individuals at CTU.
- Local Police: 773.702.8181 (University of Chicago police).
- During regular business hours (8:30 a.m. - 4:30 p.m.) notify Michael Connors, vice president for administration and finance: 773.371.5404, or the receptionist at 337.371.5400.
- Before or after regular business hours notify senior management of CTU: 773.913.8424.
- Before 8:30 a.m. and after 3:30 p.m. notify maintenance at 773.844.1167.

**EARTHQUAKE SAFETY**

Earthquakes rarely occur but have been known to affect Chicago. To be prepared, survey the area for conditions that would pose hazardous in an earthquake.

- Stay indoors until the initial shock is over.
- “Duck, cover, and hold”: drop to the floor away from windows, outside doors and walls, take cover under a sturdy desk or table, and hold onto it firmly.
- When the initial shock is over, leave the building and evacuate to the same area as for fire evacuation.
- DO NOT USE THE ELEVATORS.
- Do not go back into the building until it is cleared for re-entry.
FIRE SAFETY

Combating this hazard effectively requires a thorough knowledge of the buildings’ safety features, escape routes, and fire and evacuation procedures. At the time a fire occurs, responses must be automatic and exact. Every student must be familiar with the procedures and information outlined in this section. Fire drills will be conducted periodically.

BUILDING FIRE SAFETY

- Hallways must be kept clear to allow people to easily exit in the event of an emergency.
- Stairwell doors must not be propped open. Open doors allow the spread of fire or smoke into the exit stairwells.
- Everyone should become familiar with the location of all exit stairwells on their floor and in their buildings.
- DO NOT USE THE ELEVATORS in the event of a fire alarm.

SMOKE/FIRE EMERGENCY PROCEDURES

SMELL OF SMOKE:
- During regular business hours call the Office of the Vice President for Administration and Finance, 773.371.5484, or reception at 773.371.5400. Report the smoke’s exact location and any other available details.
- Wait for a response from the Office of the Vice President for Administration and Finance or receptionist.
- After business hours call 773.913.8424 or 773.844.1167.
- DO NOT USE THE ELEVATOR. USE STAIRWELLS ONLY.
- See the detailed evacuation procedures below.

VISIBLE FIRE:
- Close all doors leading to the fire; keep doors unlocked.
- Use a telephone nearest the exit or a cellphone to call 911.
  - After calling 911 during regular business hours notify the Office of the Vice President for Administration and Finance at 773.371.5484 or reception at 773.371.5400, and report the fire’s exact location and what is burning.
  - Before 8:30 a.m. and after 4:30 p.m. call 911 and then call 773.913.8424.
- For small fires ONLY (areas less than four to six square feet), initiate fire fighting operations unless doing so would cause personal danger, cause delay in pulling an alarm pull station, calling the maintenance office, or evacuating the area.
- DO NOT USE THE ELEVATOR. USE STAIRWELLS ONLY.
IF A FIRE ALARM IS ACTIVATED OR THERE ARE ORDERS TO EVACUATE:

- Follow the evacuation instructions precisely.
- DO NOT USE THE ELEVATOR. USE STAIRWELLS ONLY.
- Proceed down the nearest stairwell and outside to the designated evacuation area the building.
- See the detailed evacuation procedures below.

PORTABLE FIRE EXTINGUISHERS

Fire extinguishers are located in multiple locations on each floor. In the case of a small fire people who are able should follow instructions on the extinguisher. Do not fight the fire if unsure about the type of extinguisher or how to use it, or if the fire is spreading or blocking escape.

ANYONE TRAPPED SHOULD:

- Stay calm and take steps to be protected.
- If there is a working phone, call the Fire Department Emergency 911 or during regular business hours, the maintenance office at 773.371.5401, or reception at 773.371.5400, and give the exact location.
- Stay where they can be located by rescuers through the window and wave a light-colored cloth to attract their attention.
- If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
- Stuff clothing, towels, newspapers, or papers around the cracks in doors to keep out smoke.
- If possible to do safely, close all open doors and windows but do not lock them, as air feeds fire and can cause a dangerous back draft.
- When dense smoke is present always stay very low to the ground. Smoke inhalation is the primary danger in a fire.
- If clothing or any part of the body ignites in flames, STOP, DROP, and ROLL on the ground until the fire is extinguished.

FIRE EVACUATION PROCEDURES

5416 EVACUEES: Exit building and go left (north), stay on sidewalk until reaching the parking lot beyond the building next door.

5401 EVACUEES: Exit building and go left (south), stay on sidewalk until reaching the front of the next building.
After leaving the building, wait to hear directions from an administrative support person or emergency personnel. Remain calm, do not run, do not panic, and trust the CTU staff and other people working to resolve the situation.

Stay away from the dangerous area. Do not investigate. Wait in the evacuation area until help arrives. Follow instructions given by CTU fire marshals or fire department personnel.

**Medical Emergency**

If a student, staff, or faculty member requires emergency medical attention, call 911. If an ambulance is required the ambulance service will automatically take the patient to the nearest medical facility – most likely the hospital at the University of Chicago, 5841 S. Maryland Ave.

Be prepared to provide:
- The address of the building: 5401 S. Cornell Ave. (CTU’s Residence Hall and Student Center) or 5416 S. Cornell Ave. (CTU’s Academic and Conference Center)
- The floor and room number

Contact a resident assistant or a member of the CTU administration as soon as possible.

**During Regular Business Hours:** Call the receptionist, 773.371.5400; or the office of the Vice President for Administration and Finance, 773.371.5484, so they know the emergency vehicle is coming. Make sure an employee will meet the medical service in order to direct them to the person in need of medical assistance.

**During Non-Business Hours:** After calling 911, then call senior management at 773.913.8424; this is an answering service, which will contact an administrator.

**Power Failure**

CTU is designed to minimize the risk of a general power failure resulting from causes within the building. Should a power failure occur, it will affect either an isolated area of the building or a larger portion of the surrounding geographic area. CTU is equipped with independently powered exit signs and emergency lights. These will remain illuminated in a general power failure. If an electrical failure does occur, follow these guidelines:
**DURING REGULAR BUSINESS HOURS:** call the office of the Vice President for Administration and Finance Office, 773.371.5484 or reception at 773.371.5400.  
**DURING NON-BUSINESS HOURS:** call senior management at 773.913.8424; this is an answering service, which will contact an administrator.  
- Open draperies and raise blinds to let in outside light. If there is adequate lighting from windows, continue performing assignments as well as possible.  
- If instructed to evacuate, use the stairs.  
- Do not congregate in lobby areas or in the street.  
- If trapped in an elevator during a power failure, wait for assistance. The elevator will cease operation but **WILL NOT FALL**. Do not force open the doors or try to escape through the roof hatch. **DO NOT PANIC.** There are instructions in the elevators.

The maintenance office will advise regarding the length and cause of the power failure as quickly as possible. Staff, faculty, and students whose telephone or email service remains operational during the power failure will be contacted by the maintenance office. Others will be informed in person by a member of the CTU administrative staff.

**TORNADO AND SEVERE WEATHER SAFETY**

**TORNADO WARNING**
This alert means that a tornado is entering the area. **DO NOT LEAVE THE BUILDING.** Evacuate as follows:

**5401 RESIDENCE HALL AND STUDENT CENTER**  
- Line up in the corridor outside of the dining hall.  
- Stay away from windows.  
- **DO NOT GO OUTSIDE THE BUILDING.**

**5416 ACADEMIC AND CONFERENCE CENTER**  
- People on floors 2, 3, 4 or 5 go to 210 assembly room A.  
- People on the first floor go into the coat room/locker room.  
- **DO NOT GO OUTSIDE THE BUILDING.**

CTU will direct residents to safer locations whenever CTU administrative staff learns that a tornado warning has been issued or other life-threatening weather emergencies arise. However, students should take these precautions for their own safety and that of their neighbors whenever they become aware of severe weather because CTU staff may not always be immediately available to assist.
Warning sirens are sounded for severe thunderstorm warnings and tornado warnings. Once the storm has passed the siren will sound for three minutes. Wait for the all-clear instructions from CTU personnel or local radio before leaving the evacuation location.

WEATHER EMERGENCIES

Chicago occasionally has severe weather. Spring and summer are especially likely to have strong thunderstorms with heavy rain, high winds, and lightning. Chicago is also at risk for tornadoes, deadly windstorms caused by V-shaped clouds of winds circling at more than 120 mph (180 kilometers per hour). The National Weather Service has a weather advisory system to provide information concerning potentially dangerous weather events. These alerts are broadcast on radio and television stations and give instructions for safety.

SEVERE THUNDERSTORM WARNING
This alert means that dangerously powerful thunderstorms are entering the area, causing heavy rain or hail, high winds, and dangerous lightning.

- Take refuge immediately inside a strong building like the 5401 and 5416 S. Cornell Ave. buildings.
- DO NOT USE THE ELEVATORS.
- Stay away from windows.
- Avoid using electrical devices or appliances, including telephones.
- If there is time, unplug computers, televisions, and stereos, as surge suppressors will not protect these devices against a nearby lightning strike.
SECTION 13 — ADDITIONAL CAMPUS POLICIES

Alcohol and Other Drugs Policy

Standard of Conduct
CTU expects the drug-free and alcohol-free performances of duties by faculty, staff, and students. CTU prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs on the school premises or as part of any school activity by all students, faculty members, and staff members.

The only acceptable distribution or use of alcohol on the school premises is distribution or moderate consumption at approved school functions (e.g., receptions, special meals) by those legally permitted to distribute or consume alcohol or the private consumption of alcohol by resident students over the age of 21. CTU residents over the age of 21 are to use the utmost discretion when consuming alcohol on premises. All activities should be engaged in with a respectful awareness of others; all should be cognizant that every individual’s behavior may impact other residents.

Guidelines for Campus Events
The following school guidelines govern events on campus where alcoholic beverages are served:

- Alcoholic beverages may not be served at any school function or other event at which persons under the age of 21 are present without prior written approval from the Office of the Vice President for Administration and Finance.
- Faculty and academic departments that wish to serve alcoholic beverages in a public area of the school (common rooms, lounges, etc.) at an event at which graduate students are likely to be in attendance must register the event at least one week in advance with the vice president and academic dean and must designate a person to be present and responsible for the event.
- The Student Representative Council or other student organizations, in planning receptions for graduate students at which alcoholic beverages may be served, must obtain the written permission of the Office of the Vice President for Administration and Finance at least one week in advance and must designate a person to be present and responsible for the event. Additional security and insurance may be required.
- Non-alcoholic beverages in reasonable quantities must be available at all school functions where alcohol is served, and food must be served at such events.
There may be no reference to the availability of alcohol in any publicizing of an event.

**SANCTIONS**

There may be serious sanctions, both legal and school-related, for the unlawful possession, use, or distribution of alcohol or illicit drugs.

**LEGAL SANCTIONS:** Various federal, state and local laws prohibit the possession, distribution, and use of illicit drugs. Illinois law prohibits the consumption and possession of alcohol by any person under the age of 21. Additionally, Illinois law prohibits public intoxication, operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and consumption of alcohol in a public place. Violation of these laws or other laws relating to illicit drugs and alcohol may result in probation, fines, imprisonment, and a criminal record.

**SCHOOL SANCTIONS:** The unlawful possession, use, or distribution of illicit drugs or alcohol by a student, faculty member, or staff member may result in appropriate discipline. The president in his sole discretion may impose sanctions for misconduct involving illicit drugs or alcohol. Sanctions may include, but are not limited to, removal from school housing, discharge from student employment, probation, suspension or expulsion from the school, or termination of employment.

The president retains full and final discretion on whether, when, and under what conditions a student, faculty member, or staff member may be reinstated or re-employed after an instance of alcohol abuse or improper drug use. Particular sanctions in a given case will depend on the nature of the violation, the seriousness of the offense, and the existence of a prior record, and may include the successful completion of an approved rehabilitation of chemical dependency program.

A student, faculty member, or staff member who is convicted of a violation of any criminal drug statutes (including misdemeanors) for a violation occurring either on school property or during working hours must notify the Office of the Vice President for Administration and Finance within five days of the date of the conviction. A conviction includes any plea or finding of guilt, any plea of “nolo contendere” (no contest), and/or any imposition of a fine, jail sentence or other penalty. If the convicted individual is working on a project funded through a federal grant or contract, the school is required by law to notify the contracting or granting agency within 10 days of receiving such notice of conviction.
COUNSELING, TREATMENT, AND REFERRAL

CTU, as a concerned Christian community acting in justice and charity, recognizes that in our society and our community there are numerous illnesses among which are alcoholism and other chemical dependencies. It is the CTU policy to provide the earliest possible identification, intervention, and appropriate help for anyone suffering from these harmful dependencies. These illnesses manifest themselves in impairments of one’s bodily, mental, social, and spiritual capacities, and unless stopped and treated, can lead to irreparable damage.

PROCEDURE

Any student who becomes aware of his/her own need, or anyone who knows someone who suffers from these illnesses, is encouraged to seek advice and/or assistance from a member of the administration. Any and all inquiries are kept confidential. The member of administration, along with professional consultants, will diagnose the dependency, evaluate its seriousness to the individual, and provide appropriate recommendations or referrals for help. Anyone who is referred or seeks assistance will naturally be a part of the evaluative procedure in determining what course of action is best suited for the individual. Every effort will be made by the school to cooperate with any student undergoing treatment and to minimize the disruption of studies during treatment. To further guarantee confidentiality, only the member of the administration approached and, if necessary, the president will know the reasons for such a leave.

The primary objective of this policy is one of Christian concern, formulated in the hope of relieving pain and suffering, as well as restoring the individual to health, dignity, and a productive, rewarding involvement in his/her school, ministry, and/or community.

HEALTH RISKS

The use of illicit drugs and the abuse of alcohol have been definitively shown to have potential health consequences that may be permanent. These consequences include disorders and dysfunctions that affect the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. Specifically, there are both short- and long-term effects on cognition, memory retention, information processing, coordination, athletic, and academic performance. The use of illicit drugs and the abuse of alcohol may also affect emotional equilibrium and mental well-being and the ability to make critical decisions and may contribute to self-destructive or other risk-taking or inappropriate behavior. The chronic use and abuse of illicit drugs and alcohol have been shown to cause adverse permanent health changes that can lead to severe impairment, disability, and premature death.
NO SMOKING POLICY

Smoking is NOT permitted anywhere in any area of CTU buildings.

BIAS-FREE LANGUAGE (SEE ACADEMIC INFORMATION, BIAS-FREE LANGUAGE, SECTION 4)

COPYRIGHT

It is the intent of CTU that all members of the CTU community adhere to the provisions of the United States Copyright Law (Title 17, USC, Section 101 et seq) and all related legislative acts. CTU expects those using materials, which are or may be copyright protected to be familiar with and comply with copyright law. For more information about copyright go to: www.copyright.gov/title17/92chap1.html#107. Please send information about alleged copyright infringements to CTU’s designated DMCA agent: copyright@ctu.edu.

INCIDENT REPORTS

Students must make an incident report regarding any accident, theft, injury, or other incident occurring on the CTU property. CTU appreciates students’ cooperation in answering any questions CTU may have. Please report any incident to the Office of the Vice President for Administration and Finance at 773.371.5484, room 310 in the Academic and Conference Center, or email vpadminoffice@ctu.edu.

INTERNET USAGE

ACCEPTABLE USE
The use of a student internet account must be in support of education and research and consistent with the educational objectives of CTU. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected as a trade secret.
MEDIA INQUIRIES

When anyone from the media or press (or any other person) inquires about any CTU incident or events at CTU, please direct them to the Marketing and Communications Office. Contact Nancy Nickel, director of marketing and communications, 773.371.5415, or email nnickel@ctu.edu. The director of marketing and communications is the designated CTU spokesperson for media relations.

NON-DISCRIMINATION/SEXUAL HARASSMENT POLICY

CTU is committed to providing a work and study atmosphere that is free from all forms of discrimination or harassment based on race, color, sex, gender, sexual orientation, age, non-distinguishing physical or mental handicap, religion, national origin, veteran’s status, or marital status. Any form of discrimination or harassment of an employee, an applicant or a student is contrary to CTU’s policy and subject to appropriate disciplinary action up to and including suspension or expulsion from the school or termination of employment.

Because the full scope of prohibited sexual harassment is frequently not understood, the following is a clarification of the prohibition against any form of sexual harassment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. No supervisor, employee, or student shall indicate in any manner, either explicitly or implicitly, that an employee’s, applicant’s, or student’s refusal to submit to sexual advances will adversely affect that person’s career. Similarly, no employee or student shall promise, imply, or grant any preferential treatment in return for an employee, applicant or student engaging in any sexual conduct.

Sexual harassment also includes unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; unnecessary touching of an individual; graphic or verbal comments about an individual’s body; sexually degrading words to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit or offensive jokes; physical assault; or any conduct, which has the purpose or effect of creating an intimidating, hostile, or offensive work or study environment.

CTU expects the cooperation of all employees, faculty, and students in avoiding such harassment.

REPORTING PROCEDURE

Any applicant or student who feels that he or she has been subjected to discrimination or harassment including sexual harassment by an employee or student of CTU should
immediately report the situation to the vice president and academic dean or the president. When reporting a complaint, the applicant or student should be prepared to furnish accurate dates, names, and facts. All such complaints will be treated in a confidential manner to the extent feasible while CTU investigates and determines the appropriate action.

CTU will investigate all complaints. If it is determined, after an investigation, that an employee, faculty member, or student has violated this policy, he or she will be subject to appropriate disciplinary action, up to and including suspension or expulsion from the school or termination of employment.

**Privacy of Student Records and Personal Information**

All students have the right to inspect and review their educational records. In order to inspect and review their educational records, a student must complete the request form in the Registrar’s Office, room 375 in the Academic and Conference Center or email: records@ctu.edu.

CTU respects the privacy rights of both faculty and students. Participants in courses and programs at CTU have access to the personal information of both faculty and students such as course materials and coursework, discussion board postings, class lists and addresses. In keeping with both federal law and CTU policy, participants may not share information about course participants or course content with anyone outside the course.

In addition, materials in a course may be subject to copyright protection. For more information about copyright go to www.copyright.gov/title17/92chap1.html#107.

CTU protects the privacy of students’ personal information. Any student who does not want their contact information included in the annual CTU directory is given the option to omit their information from the directory.


**Solicitation**

Solicitation is not permitted within the CTU buildings. If a student notices a solicitor or suspicious person within the CTU buildings, they should call the Office of the Vice
President for Administration and Finance, 773.371.5484, or reception, 773.371.5400, and provide as much detailed information as possible regarding the person. CTU personnel will escort unwelcome visitors off the premises. After regular business hours students should call 311 to report any suspicious persons.

Students should ask for identification from repair people or other outside people who come to work in their area.

**Theft and Insurance**

Any suspected theft, no matter how small, should be reported immediately to the Office of the Vice President for Administration and Finance at 773.371.5484. For the sake of prevention, CTU needs to be kept informed of any thefts in the buildings.

The insurance policy for CTU does not cover personal belongings. Personal property insurance is the responsibility of each individual.

**Visitors**

Visitors are welcome at CTU but are not allowed to walk around CTU unattended. All visitors need to sign the guest log at the reception desk in the lobby of the Academic and Conference Center. A student should inform the receptionist at the front desk when they are expecting a visitor. Visitors are expected to wait in the lobby area until their host arrives to greet them. The host is responsible for their guest at all times. Visitors must purchase a parking pass to use the CTU parking lot.
SECTION 14 — LIVING IN HYDE PARK AND CHICAGO

CHICAGO NEIGHBORHOODS AND ONLINE CITY GUIDES

Chicago is often called the “City of Neighborhoods.” Many areas retain a specific ethnic flavor and heritage, and everywhere there are wonderful opportunities to explore.

There is so much to do and see in Chicago that students may find it helpful to use the Internet to check out some online resources. The University of Chicago (U of C) has a good guide for Hyde Park and Chicago. In addition to the U of C site, here are some popular, comprehensive internet sites about Chicago entertainment, dining, sports, and other popular spots:

- chicagolife.uchicago.edu
- Metromix: http://chicago.metromix.com is a great guide to entertainment, events, dining, and bars and clubs. The restaurant reviews are very helpful, and movie schedules are available.
- City of Chicago: www.explorechicago.org
- City Search Neighborhood Guide: chicago.citysearch.com/feature/15797

DRIVER’S LICENSE

If a student has an out-of-state or out-of-country driver’s license, they may use it for as long as they maintain residency in the state where it was issued. If a student is moving permanently to Illinois, they may use their out-of-state license only for their first three months here. To change an out-of-state or out-of-country driver’s license to an Illinois license, a person must bring their Social Security card (See Social Security number, Section 9), another form of ID, a utility or phone bill verifying that they are an Illinois resident, and the appropriate fee to a motor vehicle facility. Check at www.cyberdriveillinois.com for all the forms of identification that will be accepted. Drivers will have to pass written and eye exams; international license holders also have to pass a road test.

Illinois motor vehicle facilities website: www.sos.state.il.us
The Chicago facility information line: 312.793.1010
HOTELS IN THE CHICAGO AREA

The hotel located closest to CTU is the Ramada Inn Lake Shore (4900 S. Lake Shore Drive, 800.695.8284 or 773.288.5800).

Because Chicago is such a large city, many other hotels are available, although further away. Some sources when looking for a hotel are:

- [http://chicago.hotelguide.net/](http://chicago.hotelguide.net/)
- [www.hotels.com](http://www.hotels.com)
- [www.chicagotraveler.com/chicago-hotels.htm](http://www.chicagotraveler.com/chicago-hotels.htm)

Guest housing is also available at CTU at a reasonable cost. (See Guest Housing, Section 3.)

HYDE PARK PLACES OF INTEREST

Hyde Park offers a great selection of shops, restaurants, and museums – many within walking distance of CTU. There are many more neighborhood treasures that can be found by exploring the area on foot. The Hyde Park Chamber of Commerce directory is also available from the events and student services manager, room 347, in the Academic and Conference Center.

SHOPPING

- Fifty-Seventh Street Books, 1301 E. 57th St.
- Seminary Co-op Bookstore, 5751 S. Woodlawn Ave.
- Hyde Park Shopping Center, 55th St. and Lake Park Ave.
- Treasure Island Grocery, 1526 E. 55th St.
- Cornell Florist, 1645 E. 55th St.

SPECIALTIES

- Bon Jour Bakery, 1550 E. 55th St. (Hyde Park Shopping Center)
- Starbucks Coffee, 1500 E. 53rd St. and 1174 E. 55th St.
- Court Theatre, 5535 S. Ellis, 773.753.4472
MUSEUMS

- DuSable Museum of African American History, 740 E. 56th St.
- Frank Lloyd Wright’s Robie House, 5757 S. Woodlawn
- Hyde Park Historical Society, 5529 S. Lake Park Ave.
- Museum of Science and Industry, 5700 Lake Shore Drive
- Oriental Institute Museum, 1155 E. 58th St.
- David and Alfred Smart Museum of Art, 5550 S. Greenwood Ave.

FOOD: A variety of great restaurants can be found along 53rd, 55th and 57th Streets – too many to list here. Their fare ranges from Middle Eastern to pizza to Asian to American fast food to Caribbean to BBQ. A walk down any of these streets is sure to find a good (affordable) meal.

LOCAL AREA CHURCHES AND PLACES OF WORSHIP

The Hyde Park community is home to many churches representing most major denominations. For a more complete listing, contact the Hyde Park and Kenwood Interfaith Council at 773.752.1911 or visit their website: www.hydepark.org/spirituality.

CHRISTIAN CHURCHES IN THE NEIGHBORHOOD

<table>
<thead>
<tr>
<th>St. Thomas the Apostle Catholic Church</th>
<th>Augustana Lutheran Church</th>
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<tbody>
<tr>
<td>5472 S. Kimbark</td>
<td>5500 S. Woodlawn Ave.</td>
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<tr>
<td>773.324.2626</td>
<td>773.493.6451</td>
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<tr>
<th>Calvert House Catholic Student Center at the University of Chicago</th>
<th>St. Ambrose Catholic Church</th>
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<tbody>
<tr>
<td>5737 S. University Ave.</td>
<td>1012 E. 47th St.</td>
</tr>
<tr>
<td>773.288.2311</td>
<td>773.624.3695</td>
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</tbody>
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<tr>
<th>Ellis Avenue Baptist Church</th>
<th>The United Church of Hyde Park</th>
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<tr>
<td>5001 S. Ellis Ave.</td>
<td>1448 E. 53rd St.</td>
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<tr>
<td>773.363.1620</td>
<td>773.288.5870</td>
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<tr>
<th>First Unitarian Church</th>
<th>Quaker House (57th Street Meeting of Friends)</th>
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<tbody>
<tr>
<td>5650 S. Woodlawn Ave.</td>
<td>5615 S. Woodlawn Ave.</td>
</tr>
<tr>
<td>773.324.4100</td>
<td>773.288.3066</td>
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</tbody>
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RESOURCES FOR MUSLIM AND JEWISH WORSHIP

ISLAM
Muslim Students Association
1135 E. 57th St.
630.881.5211

SYNAGOGUES
Congregation Rodfei Zedek
5200 S. Hyde Park Blvd.
773.752.2770

KAM Isaiah Israel Congregation
1100 E. Hyde Park Blvd.
773.924.1234

Newberger Hillel Center
University of Chicago
5715 S. Woodlawn Ave.
773.752.1127

PASSPORT

Students will need a valid passport if they are planning to leave the country for a short visit or to study abroad. When applying for a passport a student must bring their birth certificate or some proof of U.S. citizenship, Social Security number, additional ID (driver’s license or student ID), two passport photos, and a fee. Check the following website for details: www.travel.state.gov. Apply at any post office, courthouse, or municipal office.

PUBLIC TRANSPORTATION

When heading to downtown Chicago (also called “the Loop”), there are several transportation options, including buses and trains. In fact, transportation gave downtown Chicago its nickname, the Loop, referring to the elevated trains encircling the area. Bicycling down the lakefront is an option, too; it is about 7.5 miles from Hyde Park to the Loop. Bikes can be taken on CTA (Chicago Transit Authority) trains, and many buses are
equipped to transport bikes. Check the following website for transportation options, bus and rail schedules, and maps: www.transitchicago.com.

**TAXIS**

Taxis can easily be hailed from the street in downtown Chicago, but in Hyde Park it is best to call in advance and arrange for a cab pickup (allow about 20 minutes). The City of Chicago requires that all non-independent (affiliated) taxis accept credit cards. Almost all cabs in the city are affiliated. In Chicago, passengers pay the amount shown on the meter, plus any tolls. There is an extra $1 charge for one additional passenger over 12 and under 65 and a $.50 charge for each additional passenger. There is no charge for baggage. The main cab services are Yellow Cab and Checker Cab. Both can be reached ahead of time by calling 312-TAXICAB (312.829.4222).

**TRANSPORTATION TO AND FROM THE AIRPORTS**

Midway and O’Hare are the two airports that serve Chicago. Midway is closer to Hyde Park and much smaller and less crowded. Midway is on the southwest side of Chicago, about 30 minutes from Hyde Park. O’Hare, located in a northwest suburb of Chicago, is at least 45 minutes from CTU by car if there is no traffic. Check www.transitchicago.com for routes and schedules. Door-to-door taxi service from campus to O’Hare will cost more than $60 before tip. A ride to Midway will cost about $30-35 before tip.

**VOTER REGISTRATION**

U.S. citizens 18 years of age or older are eligible to vote in federal, state, and local elections. Students must register with the precinct where they live in order to receive a voter registration card that confirms their eligibility to vote.

To register to vote, go to the Board of Elections Office, or register at any Chicago Public Library during normal business hours. The Hyde Park branch of the Chicago Public Library is located at 4904 S. Lake Park Ave., 773.747.0511. Two forms of ID that include name and address are required. You can also mail in your voter registration form. Forms are available on the Board of Election Commissioners website at www.chicagoelections.com.
WEATHER AND CLIMATE

Chicago’s climate can be hot and humid in the summer and very cold in the winter. Chicago’s nickname is the Windy City. Gusts off Lake Michigan are occasionally powerful enough to make walking difficult, especially downtown. However, Lake Michigan can also serve to create a more temperate climate in any season for locations as close to the lakefront as CTU: somewhat milder in the winter and a cooling lake breeze in the summer. From May to September, temperatures range 60-95 degrees Fahrenheit, or 16-32 degrees Celsius. Winter can stretch from November to March, and temperatures may frequently dip below freezing. Heavy winter coats, boots (especially when walking in snow), hats, gloves, and scarves, are all necessary. A water-resistant raincoat and umbrella will be useful year-round.
### Section 15 — Frequently Asked Questions

**Where Do I Go To:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>See my tuition balance?</td>
<td><strong>MyPortal@CTU</strong> at <a href="http://myportal.ctu.edu">http://myportal.ctu.edu</a></td>
</tr>
<tr>
<td>See the classes I am registered for?</td>
<td><strong>MyPortal@CTU</strong> at <a href="http://myportal.ctu.edu">http://myportal.ctu.edu</a></td>
</tr>
<tr>
<td>See my grades?</td>
<td><strong>MyPortal@CTU</strong> at <a href="http://myportal.ctu.edu">http://myportal.ctu.edu</a></td>
</tr>
<tr>
<td>See my transcript?</td>
<td><strong>MyPortal@CTU</strong> at <a href="http://myportal.ctu.edu">http://myportal.ctu.edu</a> or registrar, 5416 S. Cornell, room 375</td>
</tr>
<tr>
<td>Register for classes?</td>
<td><strong>MyPortal@CTU</strong> at <a href="http://myportal.ctu.edu">http://myportal.ctu.edu</a></td>
</tr>
<tr>
<td>See my financial aid/scholarship balance?</td>
<td><strong>MyPortal@CTU</strong> at <a href="http://myportal.ctu.edu">http://myportal.ctu.edu</a></td>
</tr>
<tr>
<td>Pay my student account bill?</td>
<td>Business office, 5416 S. Cornell, room 315</td>
</tr>
<tr>
<td>Check on my grades or request a transcript?</td>
<td><strong>MYPortal@CTU</strong> at <a href="http://myportal.ctu.edu">http://myportal.ctu.edu</a> or registrar, 5416 S. Cornell, room 375</td>
</tr>
<tr>
<td>Make a copy?</td>
<td>Library, 5416 S. Cornell, fifth floor</td>
</tr>
<tr>
<td>Have something notarized?</td>
<td>Events and Student Services Manager Christine Henderson, room 347, or Receptionist Harrietta Holloway, lobby, 5416 S. Cornell</td>
</tr>
<tr>
<td>Get a parking pass?</td>
<td>events and student services manager, 5416 S. Cornell, room 347</td>
</tr>
<tr>
<td>Get a CTU ID (identification card)?</td>
<td>Registrar, 5416 S. Cornell, room 375</td>
</tr>
<tr>
<td>Check out audio-video (A/V) equipment?</td>
<td>Library, 5416 S. Cornell, fifth floor</td>
</tr>
<tr>
<td>Get a returned course paper, exam, etc.?</td>
<td>See the professor to collect papers unless informed otherwise. CTU does not mail returned papers to students.</td>
</tr>
<tr>
<td>Reserve space for a meeting or comprehensive exams?</td>
<td><strong>Meetings/Events:</strong> Events and student services manager, 5416 S. Cornell, room 347 or Office of the Vice President for Administration and Finance, room 310</td>
</tr>
<tr>
<td></td>
<td><strong>Comps:</strong> Rooms for comps are scheduled by the Vice President and Academic Dean’s Office, room 367. Or the library for library conference rooms</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule an event?</td>
<td>Events and student services manager, 5416 S. Cornell, room 347, or <a href="mailto:chenderson@ctu.edu">chenderson@ctu.edu</a>. Submit an online event form at <a href="http://www.ctu.edu/internal_events_form">www.ctu.edu/internal_events_form</a></td>
</tr>
<tr>
<td>Put an announcement on a bulletin board?</td>
<td>Vice President and Academic Dean’s Office, room 367, or Vice President of Administration and Finance Office, room 310, 5416 S. Cornell</td>
</tr>
<tr>
<td>Have a coffee break or snack?</td>
<td>The third floor atrium in 5416 S. Cornell</td>
</tr>
<tr>
<td>Make an outside phone call?</td>
<td>Phones in resident rooms using a pre-paid calling card for long distance and international calls.</td>
</tr>
<tr>
<td>Find out what is going on?</td>
<td>Bulletin boards on third floor and the “This Week at CTU” board in the atrium in 5416 S. Cornell, the digital display in the lobby of the 5416 S. Cornell, and News, Notes &amp; Reminders</td>
</tr>
<tr>
<td>Leave something for a professor?</td>
<td>Message rooms on fourth or fifth floors or faculty mailboxes in 5416 S. Cornell behind the reception desk</td>
</tr>
<tr>
<td>Cash a check?</td>
<td>The business office, 5416 S. Cornell, room 315, can cash a check up to $50. Checks can also be cashed at a bank or Currency Exchange. Two forms of ID are required.</td>
</tr>
<tr>
<td>Report a problem?</td>
<td>Academic: Contact the academic advisor or the vice president and academic dean, 5416 S. Cornell, room 367 Building: Fill out a work order form at the reception desk, 5416 S. Cornell Personal: Contact formation director or the Emmaus Office, 5416 S. Cornell, room 363</td>
</tr>
<tr>
<td>Make an incident report?</td>
<td>Contact the Vice President of Administration and Finance Office, room 310, 5416 S. Cornell, or email <a href="mailto:vpadminoffice@ctu.edu">vpadminoffice@ctu.edu</a></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>Find a degree program manual for a degree program?</td>
<td>Online via Union at <a href="http://www.union.ctu.edu">www.union.ctu.edu</a> or from the academic services assistant in 5416 S. Cornell, room 370A</td>
</tr>
<tr>
<td>Get an academic calendar?</td>
<td>Online at <a href="http://www.ctu.edu">www.ctu.edu</a></td>
</tr>
<tr>
<td>Get a “Mug Book” (and what is it)?</td>
<td>Registrar’s Office, 5416 S. Cornell, room 375; the “Mug Book” is a directory of faculty, staff, and students at CTU. This book contains contact information as well as a photograph of each person and is updated annually.</td>
</tr>
<tr>
<td>Get information about financial aid?</td>
<td>Recruitment Office, room 369, or Admissions Office, room 371, 5416 S. Cornell</td>
</tr>
<tr>
<td>Return course evaluations?</td>
<td>By replying to the email survey from the Vice President and Academic Dean’s Office</td>
</tr>
<tr>
<td>Check for or turn in lost and found items?</td>
<td>Receptionist, front desk, 5416 S. Cornell</td>
</tr>
<tr>
<td>Book a room for a guest who is coming to visit?</td>
<td>Events and student services manager, 5416 S. Cornell, room 347, or <a href="mailto:chenderson@ctu.edu">chenderson@ctu.edu</a>.</td>
</tr>
<tr>
<td>Make suggestions?</td>
<td>Online at <a href="http://www.cut.edu">www.cut.edu</a>, see “Suggestion Box” at the bottom of the home page</td>
</tr>
</tbody>
</table>