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1 INTRODUCTION

The Student Handbook is a guide to life at Catholic Theological Union: your academic life, your spiritual life, and your 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 you to graduate study and finding your way around the school, the Hyde Park neighborhood, and the City of Chicago. We hope you will find everything you need to make your time at CTU an enjoyable and profitable learning experience. Please take some time to acquaint yourself with the materials that follow and keep this Student Handbook handy throughout your time here at CTU. If you are unable to find the answer to your question in these pages, our friendly staff, faculty, and your fellow students are happy to point you in the right direction.

This handbook is also available online via the Union at http://union.ctu.edu.
Dear CTU Student,

On behalf of our students, faculty, staff, and Board of Trustees, it is my great pleasure to welcome you to Catholic Theological Union. We are grateful you are here.

Our commitment to you is to provide you the finest Catholic theological education possible in an atmosphere that is supportive and responsive to your needs. We hope you will enjoy our Academic and Conference Center and our recently renovated dining and residence facilities. Above all, we hope that your time here at CTU will be one of grace and blessing.

This Student Handbook, with all of its practical information, is one sign of our welcome. You will find here guidance to help make your stay at CTU most satisfying. It is built on 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,

Fr. Donald Senior, C.P.

President
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 inter-cultural 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.
2 ADMINISTRATION AND SERVICES

ADMINISTRATION ORGANIZATIONAL CHART
See Appendix A

FACULTY AND STAFF DIRECTORY
See Appendix B

2.1 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.

Administrative offices are 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, 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), the Friday after Thanksgiving, Christmas Eve (December 24), Christmas Day (December 25), the day after Christmas (December 26), and New Year’s Eve (December 31, beginning at 12:30 p.m.). If a holiday falls on a weekend, CTU will announce the date it will be closed in observance.

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 6:00 a.m.

Academic and Conference Center, 5416 S. Cornell
During the school year, students have access to the Academic and Conference Center at 5416 S. Cornell during regular library hours which are: Monday-Thursday, 8:00 a.m.-10:00 p.m.; Friday, 8:30 a.m.-4:30 p.m.; Saturday, 11:00 a.m.-4:00 p.m.; and Sunday, 4:00 p.m.-9:00 p.m.

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 an hour.

Residence Hall and Student Center, 5401 S. Cornell
During the school year, students have access to the Residence Hall and Student Center at 5401 S. Cornell during meal hours (see section 3.6.2 for hours). Residents of the building have 24-hour access.

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. (See also ID cards, 8.8; Security on Campus, 12.2.1)
2.2 Administration and Finance

The Administration and Finance Office is responsible for all the physical facilities, 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 e-mail vpadminoffice@ctu.edu.

2.3 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 a subscription to New Theology Review, library privileges, Logos (the CTU newsletter) and a 25 percent discount on tuition for Summer Institute. For more information, contact the Alumnae/i Coordinator, in the Development Department Office at 773.371.5410 or stop by Room 316.

2.4 Business Office Services

Many of the financial aspects of student life are handled through the CTU Business Office in 5416 S. Cornell, Room 315. Joyce O’Connor, Controller (773.371.5408), Usha Khakhkhar (773.371.5405), Linda Nagdeman (773.371.5407) and Liz Sienkiewicz (773.371.5406) are willing to help you with any financial questions or concerns. Regular office hours are 8:30 a.m.–4:30 p.m., Monday–Friday. The office is open until 7:00 p.m., Monday–Thursday for the first month of each semester. The office is closed for lunch daily from 12:30 p.m.-1:30 p.m.

2.4.1 Check Cashing

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

2.4.2 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 5.2 Tuition and Fees)

Parking: Payments are due the first day of each term/semester. To discontinue parking garage access and billing for parking, you must return the decal and/or card to the Student Services Office. After this is done, Student Services will inform the Business Office.

Rent: Payments are due the first day of the semester. The security deposit cannot be used for the last month’s rent. 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 your check or money order payable to CTU. Include your student ID number on the check. Deliver your payment to the Business Office in the Academic and Conference Center, 5416 S. Cornell, 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). Credit cards are also accepted.

• 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.

2.5 DEVELOPMENT DEPARTMENT

The Development Department exists to advance the mission of Catholic Theological Union.
Through sound fund-raising 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 JoAnn Marciszewski and Anne Marie Tirpak. The office is located in
Rooms 316 and 318 of the Academic and Conference Center.

Communications: CTU students are automatically on the Logos (CTU newsletter) mailing
list. Students may request to have family members and friends added to the mailing list at
no cost. Similarly, Weekly Reflections and monthly A Word from CTU e-communications
are sent to donors and friends. If you would like to receive these e-communications or add
names to our e-mail list, please submit names and addresses to JoAnn Marciszewski in
Room 316 or at jmarciszewski@ctu.edu.

Giving: If you have family members or friends who might be interested in financially
supporting the mission of CTU, please let us know and we will add them 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 Office. You may
wish to make a gift to CTU as a memorial for a friend or family member. For more
information contact: Anne Marie Tirpak, Director of Development, at 773.371.5417, e-mail:
atirpak@ctu.edu.

Student Ambassadors: Catholic Theological Union Student Ambassadors are a group of
student volunteers who are selected to serve as CTU representatives at special events. Each
Student Ambassador is responsible for attending a training session and serving at two events
per semester. Please see the Development Department, Room 316, for an application.

2.6 EVENTS OFFICE

CTU holds many events throughout the year including lectures, art gallery openings, social
gatherings, and conferences. Students 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 Coordinator, Amanda
Hain, to schedule space and coordinate other event needs. Amanda can be reached at
events@ctu.edu or 773.371.5402.
2.7 EXTERNAL RELATIONS

The External Relations Department of CTU is responsible for all public aspects of the school. All recruitment, marketing, communications, and public relations are handled by this department.

Brian Murphy, Vice President for External Relations, works with all departments and programs to enhance awareness of CTU in the city, around the country, and across the globe. The External Relations Department is located in the Academic and Conference Center, Room 314.

2.7.1 ADMISSIONS AND RECRUITMENT

The purpose of this office is recruitment and admission of students to CTU, to convey the opportunity of graduate theological education at CTU to prospective students, and to guide them through the admissions process. In addition, this office is responsible for student financial aid. The Admissions and Recruitment Office is located in Room 371 of the Academic and Conference Center. Any inquiries about admissions or financial aid at CTU should be directed to Kathy Van Duser, Director of Admissions and Recruitment, at 773.371.5450, or kvanduser@ctu.edu. Valerie Holloway, Assistant to the Director of Admissions, can be reached at 773.371.5451 or admissionassist@ctu.edu.

2.7.2 PUBLIC INFORMATION AND MEDIA RELATIONS

The Public Information and Media Relations office primary purpose is the integration of all marketing and communications at CTU. Their goal is to convey the welcoming institutional image and presence that is CTU. This office, located in Room 319 of the Academic and Conference Center, provides assistance and direction to the various programs and departments of CTU concerning their marketing strategies and promotional pieces. In addition, this office is responsible for CTU’s external communications including the public websites, advertising, Logos newsletter, marketing materials, and media relations. Any inquiries from the media about CTU should be directed to Beth Jennings White, Director of Public Information and Media Relations, at 773.371.5415 or ewhite@ctu.edu. Kathryn Dill, Communications Assistant, can be reached at 773.371.5416 or kdill@ctu.edu.

2.8 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, Student Technology Services, for a complete description of the various IT resources and contact information or contact Kelvin Sledge, IT Manager, ksledge@ctu.edu.

2.9 NOTARY PUBLIC

Notary public service is available during regular business hours in the Student Services Office in 5416 S. Cornell, Room 311, or at the Reception Desk on the first floor (8:30 a.m.-4:30 p.m., Monday-Friday).
2.10 STUDENT SERVICES

The Student Services Office handles student housing, guest housing, meal plans, parking and bicycle registration, student insurance, student employment, and coordinates the online CTU Apparel Store. Student Services is located in Room 311 of the Academic and Conference Center, 5416 S. Cornell. Regular office hours are 8:30 a.m.-4:30 p.m., Monday-Friday.
3 FACILITIES AND SERVICES

3.1 CAMPUS MAP, BUILDING LIST

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
- Atrium Student Lounge/Café
- Vending Machines
- Copy Room
- 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
- Food Services Office and Cafeteria
- Hesburgh Sabbatical Program
- Institute of Religious Formation
- Institute of Sexuality Studies
- Institute of Spiritual Leadership
- National Coalition for Church Vocations
- National Religious Vocation Conference
- Religious Brothers Conference
- Student Lounge/Vending, First Floor
- Student Residences
3.1.1 DIRECTIONS TO CTU

The Catholic Theological Union Campus (Academic and Conference Center at 5416 S. Cornell and Residence Hall and Student Center and Student Center at 5401 S. Cornell) is located at 54th Street and Cornell Avenue in Chicago. One can reach CTU easily from Lake Shore Drive, the Dan Ryan Expressway (I90-94), and the Chicago Skyway (I90).

Lake Shore Drive (U.S. #41) (from the south)
Exit at 57th Street. Go west to Hyde Park Boulevard. Turn north (right) on Hyde Park Boulevard to 54th Street. Turn west (left) on 54th Street to Cornell Avenue.

Lake Shore Drive (U.S. #41) (from the north)
Exit at 53rd Street. Go west to Cornell Avenue. Turn south (left) on Cornell Ave. to 54th St.

Dan Ryan Expressway (I90-94)
Exit at Garfield Boulevard. Turn east (left) on Garfield Boulevard. In Washington Park, watch for the 55th Street sign. Turn east (right) on 55th Street and continue to Cornell Avenue. Turn north (left) on Cornell Avenue to 54th Street.

Chicago Skyway (I90)
Exit at Stony Island. Continue north on Stony Island to 56th Street. Turn east (right) on 56th to Cornell Avenue. Turn north (left) on Cornell Avenue to 54th Street.

For directions from any starting location, use MapQuest online at www.mapquest.com, and type CTU’s address (5416 S. Cornell, Chicago, IL 60615).

3.2 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 the reality that truth is not only communicated through words and ideas, but also through senses and emotions. It is the hope that the various exhibits in this gallery will nurture an appreciation for and understanding of art and enliven the imagination and spirit to discover beauty and truth. For more information, contact Beth Jennings White, Director of Public Information and Media Relations, at 773.371.5415 or e-mail ewhite@ctu.edu.

3.3 APPAREL STORE

CTU is currently offering CTU logo apparel and accessory items in its online Apparel and Accessories E-store. You can purchase CTU logo apparel and accessory items in a variety of sizes and colors. All orders are custom-made and shipped directly to you from our 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. If you have suggestions about the CTU Apparel and Accessories Store, please contact Christine Henderson, Student Services Coordinator, at 773.371.5403 or studentservices@ctu.edu.
3.4 **BICYCLES**

A Bike Room is located in the CTU parking garage and is available to all CTU students, staff, and faculty. All bikes must be registered with the Student Services Office, 5416 S. Cornell, Room 311, and display an authorized decal. Non-registered bikes will be removed from the premises.

**BOOKSTORE, SEE 4.4**

**COMMUNICATION, SEE COMMUNICATION, SECTION 10**

**COMPUTER SERVICES, SEE STUDENT TECHNOLOGY SERVICES, SECTION 11**

3.5 **FIRST AID**

First Aid kits are available in three locations: 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 Student Services Office, Room 311. A wheelchair is kept in the first floor coatroom of the 5416 Building.

*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
- Tweezers

*Note:* First Aid kits do NOT contain aspirin, acetaminophen, or ibuprofen.

If a serious injury or illness occurs, **dial 911** for emergency medical assistance, then notify a member of the administration, or, for residents at CTU, a Resident Assistant.

*(See also Emergency Procedures, 12.1.1)*

**AUTOMATED EXTERNAL DEFIBRILLATOR (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

Please familiarize yourself with the location of these devices in the event their use is necessary. A number of staff and faculty are trained in CPR and the use of the AED devices.

3.6 **FOOD SERVICES**

There are two dining locations on campus: The Atrium Café, located in the Atrium on the third floor of 5416 S. Cornell, and CTU’s cafeteria, located on the first floor of the Residence Hall and Student Center at 5401 S. Cornell. Both are open to all students, faculty, and staff.

Fair-trade coffee is offered at both locations.

Menus change weekly and appear in CTU’s weekly e-mail newsletter, *News, Notes & Reminders* (see section 10.9). Menus are also posted at the Atrium Café and in the lobby of the 5401 Building at the entrance to the Cafeteria.

3.6.1 **ATRIUM CAFÉ**

The Atrium Café (located on the third floor of 5416 S. Cornell) offers freshly prepared grab-and-go food for breakfast or morning snacks.

*Hours:* (when school is in session)

**Monday-Thursday, 8:00 a.m.-11:00 a.m.**
Coffee is available on the Honor System when the Café is closed. (A money box is provided for payment.)

3.6.2 CAFETERIA

For full-service dining, CTU’s cafeteria is located on the first floor of the Residence Hall and Student Center at 5401 S. Cornell.

<table>
<thead>
<tr>
<th>Meal</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Daily</td>
<td>7:30-8:45 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Monday-Friday</td>
<td>11:30 a.m.-1:15 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday and Sunday</td>
<td>Noon-1:00 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>Daily</td>
<td>5:30-6:30 p.m.</td>
</tr>
</tbody>
</table>

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 in News, Notes & Reminders.

3.6.3 FOOD AND DRINKS POLICY

Only drinks with lids are permitted in classrooms and the library. If you wish to bring a beverage out of the cafeteria or Atrium Café, make sure it is covered. Please deposit cups and cans in recycling or waste containers.

3.7 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. Guests of CTU are welcome to use the cafeteria located on the first floor of 5401 S. Cornell on a pay-as-you-go basis when it is open. To reserve a guest room, please contact Student Services in the Academic and Conference Center, 5416 S. Cornell Room 311, call 773.371.5403, or e-mail

studentservices@ctu.edu.

3.8 STUDENT HOUSING

CTU owns and operates the Residence Hall and Student Center at 5401 S. Cornell. The rooms are furnished and 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.

To be eligible for CTU housing, you must be a full-time or part-time student. 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, Student Services Coordinator, in 5416 S. Cornell, Room 311, call 773.371.5403, or e-mail:

studentservices@ctu.edu.
3.8.1 FACILITIES, MEAL PLAN AND COSTS

All rooms are fully furnished with a bed, chair, desk, lamps, garbage bin, bookcase and shower curtain. Linens, towels, toiletries and kitchen items are not supplied by CTU for U.S. students.

INTERNATIONAL STUDENTS ONLY: CTU provides one set each of bed linens and bath towels upon arrival.

Housing and meal plan rates are reviewed in May of each year and are set for the following year. Present rates are valid thru May 31, 2011:

HOUSING
CTU offers CTU students rooms at the Residence Hall and Student Center located at 5401 S. Cornell Ave, Chicago, IL 60615; such 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 Coordinator for more information.

Fall 2010 Semester - $2,600
J Term 2011 - $650
Spring 2011 Semester - $2,600

MEAL PLANS
3 Meals per day:
Fall 2010 Semester - $2,000
J Term 2011 - $500
Spring 2011 Semester - $2,000

2 Meals per day:
Fall 2010 Semester - $1,600
J Term 2011 - $400
Spring 2011 Semester - $1,600

1 Meal per day:
Fall 2010 Semester - $1,000
J Term 2011 - $250
Spring 2011 Semester - $1,000

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 $700 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, 2.4.2

Utilities such as heating, electricity, local telephone service, and Wi-Fi Internet connection are included in the housing fee.

Incidental Charges:
- Mailbox Key Deposit $10 (refunded at end of lease)
- Room Key Deposit $40 (refunded at end of lease)
- Lost Room Key $40
- Lost CTU ID Card $15
- Check Return Fee $35
Late Rental Charges $35

Residential Community Life

Director of Residential Community Life: The director 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. Practical concerns about the facilities and other forms of service to residents should be addressed to the Resident Assistants.

Resident Assistants (RAs): The 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 CTU and will organize informational housing meetings for the resident students. CTU expects participation by residents during these important informational meetings.

3.8.2 Housing Policies

Residents are required to have read and to comply with housing policies and lease agreements that can be found in the CTU Housing Handbook. Each resident is provided a copy of the CTU Housing Handbook.

3.8.3 Telephone and Internet

All resident rooms in the Residence Hall and Student Center at 5401 S. Cornell have a telephone and wireless Internet capability. Residents are not charged for local calls. Telephone calling cards are available at Walgreens and CVS pharmacies.

3.9 Laundry

Washers and dryers are located in the 5401 S. Cornell Residence Hall and Student Center, Rooms 104 and 425. Use of the washing machines and dryers is complimentary and included in the housing fee; however, you must provide your own laundry detergent and fabric softener. There are several laundromats around Hyde Park. Some offer wash-and-fold service.

3.10 Lockers

There is a coatroom on the first floor of the Academic and Conference Center which has 105 lockers for your use on a first-come first-served basis. Combination locks are available from Reception. You must pay a $1 deposit for the lock and you will be given the combination. You may keep the locker and lock for the term for which you are currently registered. When the term is over you must return the lock to Reception.

3.11 Lost and Found

Please see the Receptionist in the Academic and Conference Center, Harrietta Holloway or Jim Doyle, to turn in or to inquire about lost items.
3.12 Mail and Packages

The Mailroom is located behind the Reception Desk in the Academic and Conference Center, 5416 S. Cornell. All CTU resident students are assigned a mailbox. Please see the CTU Receptionist to receive a key for your assigned mailbox. There is a $10 deposit required for your mailbox key. CTU commuter students are assigned a hanging folder for receipt of mail. CTU mail is placed in these mailboxes or hanging folders. Please check them regularly. If you receive a package or large piece of mail, a package slip will be placed in your box or hanging folder. All packages delivered are placed in the package room of the Academic and Conference Center. The package room is locked at all times. If you receive a notification that you have a package, please see a Receptionist, Harrietta Holloway or Jim Doyle, during regular business hours (8:30 a.m.-4:30 p.m., Monday-Friday) to retrieve your package. The Receptionist will ask you to initial their log to acknowledge receipt of your package. You have 24 hours to collect your package.

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; you may purchase them at the Post Office.

International Shipping: International students wishing to ship printed matter (books, paper, etc.) to an address outside the United States 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

3.13 Maintenance and Housekeeping

If a resident of the Residence Hall and Student Center notices maintenance issues or problems, please complete a work order form which can be found in the Mailroom, 5416 S. Cornell. After completing the work order, please leave it in the designated space for Maintenance. In most cases non-emergency repairs will be taken care of within one week. Under no circumstances should residents attempt to make repairs.

Maintenance Checks: 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. You will be notified in advance of inspections unless there is an emergency.

Physical Building Emergencies: In the event of a physical emergency (broken water pipe, electrical short, etc.) immediately contact the Maintenance on-call cell phone at 773.844.1167 or Marty Fitzgerald, Director of Facilities, at 773.371.5401 or ext. 401, Room 101 on the first floor in the Academic and Conference Center at 5416 S. Cornell. There is an “On-Call” list with contact information for Maintenance personnel on duty after office hours in case of emergency; this is posted on notice boards throughout all CTU buildings.

Housekeeping: CTU does not provide Housekeeping Services to residents. (Linen service and light housekeeping are available to IRF and Hesburgh Program participants only.) You are responsible for keeping your own room clean. Please do not place your linens or any other items outside your door for servicing. You may use the laundry facilities to launder your clothes and linens.

3.14 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.
Parking Permit Price | Fall or Spring Semester | J-Term or Summer Institute
---|---|---
24-Hour Parking | $500.00 | $75.00
Daily Parking | $180.00 | $45.00

Please note the following guidelines and procedures:

- You must have a parking permit displayed on your car to park in the CTU parking garage. 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 your ID card.
- To request a parking permit, fill out a parking permit application available from Christine Henderson in the Student Services Office, Room 311, or e-mail: studentservices@ctu.edu. You must show your 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 your windows are tinted, please affix your 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 your vehicle displays a valid parking permit and is improperly towed, it is the contractual responsibility of the towing service company to return your car to the lot at their expense. CTU has no authority to intervene when a car is towed.
- Towing company contact information: Rendered Services Inc., 3601 South Iron Street, Chicago, IL 60609; 773.927.8888.
- Please lock your parked vehicle. CTU is not responsible for any damage or theft that might occur.
- If you have any questions, please e-mail: studentservices@ctu.edu.

3.15 Photocopying

The Paul Bechtold Library (5th floor in the Academic and Conference Center, 5416 S. Cornell) has photocopiers for student use. Your CTU ID doubles as a photocopying card. To add money, swipe your 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.

The Copy Room located between Rooms 364 and 368 in the Academic and Conference Center is designated for faculty and staff use only.

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

3.16 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 should be 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 our campus. Students, staff, and faculty are encouraged to bring their own reusable glass or cup to the cafeteria and Atrium Café for beverages. You even receive a discount at the Atrium Café when you bring our own mug. Bringing your own mug is a simple, effective way to reduce waste. Clearly it is not a “solution,” but a way to lessen the problem.

3.17 RESTROOMS

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

3.17.1 ACCESSIBLE RESTROOMS

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

3.17.2 FAMILY RESTROOMS

Family restrooms are located on the first and fourth floors of 5416 S. Cornell.

3.18 TELEPHONE

To make a call outside of CTU, first dial “9.” The local area code is 773. For all phone numbers dial a “1,” then the three-digit area code, then the seven-digit phone number.

The telephones in the residents’ rooms will not allow you to make international or other long distance calls except to the Chicago area codes 773, 312, 847, 708 and 630. For all other long distance and international calls you must use a telephone calling card. Telephone calling cards are available at Walgreens and CVS pharmacies.

3.19 VENDING MACHINES

Soda and other beverages, candy, and snacks are available from vending machines in the
CTU Cafeteria at 5401 S. Cornell and on the third floor of 5416 S. Cornell. Please report any problems with the vending machines to the Receptionist at the front desk. If you lose money deposited into the vending machines without getting your purchase please follow this simple procedure:

1. Obtain a vendor reimbursement form from the Receptionist in 5416 S. Cornell and fill it out.
2. Give the completed form to the Receptionist.
3. The Receptionist will reimburse you for your loss.
4 ACADEMIC INFORMATION

4.1 ACADEMIC CALENDAR 2010-2011

CTU operates on a semester-based academic calendar, consisting of a 15-week semester in the fall with a reading week, an intermediate term in January, and a 15-week semester in the spring with a reading week. There is also a summer term.

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23-Sept 3</td>
<td>New Student Registration for Fall Semester 2010 and J-Term 2011</td>
</tr>
<tr>
<td>September 1</td>
<td>New Student Orientation, 5:30 p.m.</td>
</tr>
<tr>
<td>September 3</td>
<td>New Student Orientation, 9:00 a.m.</td>
</tr>
<tr>
<td>September 6</td>
<td>Labor Day-CTU Closed</td>
</tr>
<tr>
<td>September 7</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 14</td>
<td>Last Day to Add/Drop Courses</td>
</tr>
<tr>
<td>October 18-23</td>
<td>Reading Week (no classes)</td>
</tr>
<tr>
<td>November 15-17</td>
<td>Registration for Spring Semester</td>
</tr>
<tr>
<td>November 25-28</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 13</td>
<td>Semester Ends</td>
</tr>
</tbody>
</table>

**J Term**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>J-Term Intensives Begin</td>
</tr>
<tr>
<td>January 5</td>
<td>Last Day to Add/Drop</td>
</tr>
<tr>
<td>January 17</td>
<td>Martin Luther King Jr. Day/No Class</td>
</tr>
<tr>
<td>January 31</td>
<td>J-Term Intensives End</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2</td>
<td>New Student Orientation, 5:30 p.m.</td>
</tr>
<tr>
<td>February 7</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>February 14</td>
<td>Last Day to Add/Drop Courses</td>
</tr>
<tr>
<td>March 21-26</td>
<td>Reading Week (no classes)</td>
</tr>
<tr>
<td>April 11-13</td>
<td>Registration for Fall Semester 2011 and J-Term 2012</td>
</tr>
<tr>
<td>April 22-25</td>
<td>Holy Week/Easter Recess</td>
</tr>
<tr>
<td>May 12</td>
<td>Graduation</td>
</tr>
<tr>
<td>May 17</td>
<td>Semester Ends</td>
</tr>
</tbody>
</table>

**SUMMER INSTITUTE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 6-11</td>
<td>Summer Session I</td>
</tr>
<tr>
<td>June 13-18</td>
<td>Summer Session II</td>
</tr>
<tr>
<td>June 20-25</td>
<td>Summer Session II</td>
</tr>
</tbody>
</table>

4.2 ACADEMIC INFORMATION AND POLICIES

Academic information is outlined in this section. For specific program and degree information consult your program manual and/or your program director.

4.2.1 ACADEMIC ADVISING

Each student is assigned an academic advisor from the faculty. You will meet with your advisor each semester to plan a course of study and choose your classes for registration for
the next term. While the academic advisor monitors your progress, you are responsible for meeting all requirements for graduation according to the specifications of the program and program manual for the specific degree.

4.2.2 **ACADEMIC DEPARTMENTS**

<table>
<thead>
<tr>
<th>Department</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible Languages and Literature</td>
<td>BLL</td>
</tr>
<tr>
<td>Historical and Doctrinal Studies</td>
<td>HDS</td>
</tr>
<tr>
<td>Intercultural Studies and Ministry</td>
<td>ICSM</td>
</tr>
<tr>
<td>Spirituality and Pastoral Ministry</td>
<td>SPM</td>
</tr>
<tr>
<td>Word and Worship</td>
<td>WW</td>
</tr>
</tbody>
</table>

4.2.3 **ADD/DROP/CHANGE OF STATUS**

The first week of classes is considered add/drop week with no financial penalty. Add/Drop/Change of Status Forms are available at the Registrar’s Office, Room 375, and online at [http://union.ctu.edu](http://union.ctu.edu), the Union course management system homepage. If you wish to add another course, drop a registered course, change a particular flag attached to a course, or change a course from audit to credit or vice versa, complete the form and return it to the Registrar. *(This form must be signed by you and your advisor.)*

**Course Flags:**
- MA: Credit toward your M.A. degree
- AUD: Taken as Audit
- C: Continuing Education Course
- P: Prerequisite Course
- R: Re-taken Course
- T: Transfer Course

4.2.4 **ADVANCED STANDING**

Students beginning the M.Div. and M.A.P.S. programs may petition to receive advanced standing for previous work in foundational courses. Students should consult with their respective program directors. If the petition is granted, the hours in those areas become elective.

4.2.5 **AUDITING COURSES**

Instructors may permit auditors to attend their courses. While auditors may participate in class discussions, instructors are not required to evaluate any written work from them nor are the students required to take tests or examinations. 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 the academic advisor and the instructor involved is necessary to change from credit to audit. More information about changing status is available from the Registrar.

4.2.6 **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 projects or theses. 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 in so far as possible when they speak about God.

4.2.7 Continuing Education

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 prerequisites. When registering, use the regular registration form and indicate “Audit” in the appropriate box. For more information or to register, contact Keiren O’Kelly, Director of Continuing and Distance Education, 773.371.5442 or kokelly@ctu.edu.

4.2.8 Continuous Registration

If for any reason (work, health, personal, financial), you are unable to take any courses during a particular semester or semesters, you need to submit a Continuous Registration Form. This maintains your student status with CTU and avoids the necessity of having to apply for re-admittance after two years of inactivity. Forms are available at the Registrar’s Office, Room 375, or by contacting mlemus@ctu.edu or records@ctu.edu, or online at http://union.ctu.edu.

4.2.9 Copyright

It is the intent of Catholic Theological Union (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: 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.

4.2.10 Course Lettering

Each course is prefaced by a letter code to indicate the discipline within the curriculum which is addressed by that particular course.

- B  Bible
- C  Intercultural Studies
- D  Doctrine
- E  Ethics
- F  Foundational Core
- FP Foundations: Theology and Practice of Ministry
- FA Foundations: Doing Theology
- FR Foundations: Religious Experience in Context
- FT Foundations: Understanding Christian Theology
- H  History
- I  Integration/Interdisciplinary
- M  Ministerial Studies
- MP Ministry Related to Pastoral Ministry
- MW Ministry Related to Word and Worship
- P  Philosophy
- S  Spirituality
- W  Word and Worship
Courses with more than one letter code are applicable to more than one discipline area of the curriculum.

4.2.11 Course Levels

CTU’s curriculum integrates the personal, intellectual, and interdisciplinary dimensions of theology and ministry. The M.Div. curriculum components include:

The Foundational Courses are comprised of four courses that focus on ministry, method, context, and tradition. These courses are interdisciplinary and give a broad landscape of theological understanding.

Area Requirements 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.

The Integrating Courses consist of three individual courses: Triune God and Mission: The God of Jesus Christ; Liturgy, Contemplation, and Mission: Ecclesial Spirituality; and 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.

4.2.12 Credit by Cross Registration, (See also ACTS Registration, 4.3)

Students enrolled in master’s 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.

4.2.13 Credit by Exam

Students in the M.Div. and M.A.P.S. 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.

4.2.14 Distance Learning

You can update your theology, enhance ministerial skills, and pursue a deeper understanding of your faith through online and blended courses. Certified as online instructors by the Catholic Distance Learning Network of the National Catholic Education Association’s Seminary Department, the CTU faculty makes their expertise accessible to you wherever you may be.

Certificates Online
You can earn the Certificate in Pastoral Studies or the Certificate in Hispanic Theology and Ministry entirely online. These ministerial credentials are designed to enhance your ministry.

Master of Arts in Pastoral Studies
Through a combination of online and blended courses, you can earn this professional ministerial degree. Blended courses meet three Saturdays during a semester or during a week of Summer Institute. Degree seekers will also participate in the Emmaus Lay Formation Program.

For more information about Distance Education, contact Keiren O’Kelly, Director of Continuing and Distance Education, at kokelly@ctu.edu, or by phone at 773.371.5442.
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. You will notice that requirements for M.Div. and M.A.P.S. students focus on the ministerial emphasis of these degrees. Requirements for M.A. students usually involve some dimension of academic research. Requirements for D.Min. students focus on the methodology of practical theology.

The focus of CTU’s academic programs and supporting curriculum is student learning. This focus 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 are to communicate clearly to the student the expectations associated with all assignments and overall with learning in the course. Students are encouraged to carefully review course syllabi to familiarize themselves with the course and program outcomes and to discuss these with their instructors and academic advisors.

**4.2.16 Extension/Incomplete**

Each instructor sets the deadline for the submission of all course work. Students 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 do so, 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.

Please note: students who do not submit a petition for extension and do not complete the course work by the end of the semester will receive a “Permanent Incomplete” (PI). Students must secure the form for petition for extension from the Registrar, who can provide additional information on the policies and procedures regarding incompletes. The granting of extensions and incompletes is the sole prerogative of the instructor. No instructor is required to grant an extension. Continuation of an extension can be granted by the Vice President and Academic Dean after consultation with the instructor.

Incompletes cannot be 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 registration.

**4.2.17 Field Education**

Field Education is required of all M.Div. 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 four workshops ordinarily taken in the first year: VIRTUS Training, Human Sexuality, Professional Standards, and the 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). Contact: Mark Schramm, SVD at mschramm@ctu.edu, or 773.595.4025 for more information.

4.2.18 Grades

CTU uses a letter grade system. Students are required to maintain a cumulative grade point average of 3.0. Please note that pluses and minuses in CTU’s letter grade system do affect your GPA.

The instructor is solely responsible for evaluating the course work of students and assigning grades. At the end of each semester the student will receive a grade report listing the total hours accumulated and the cumulative grade point average. The Registrar is responsible for distributing the grade reports.

Instructors assign a letter grade, except in practica courses, which follow a pass-fail system. The Registrar uses a numerical system to compute the student’s grade point average according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
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<th>Points</th>
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<tbody>
<tr>
<td>A+ / A</td>
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<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>Good work</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>Fair work</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.75</td>
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<tr>
<td>D</td>
<td>Poor work</td>
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<tr>
<td>P</td>
<td>Pass</td>
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<tr>
<td>PI</td>
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</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 Grade Point Average (GPA) to graduate. 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.
4.2.19 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 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: 2010-2011

- October 8: Pick up a graduation packet in the Registrar’s office, Room 375.
- November 5: Credit-check forms are due from the students to the Registrar. The Registrar will forward credit checks, along with your unofficial transcript, to your program director.
- December 1 thru January 31: Arrange credit-check evaluation meeting with your program director. You must procure the signature of your program director on all graduation application forms prior to returning the forms to the Registrar’s office.
- February 11: Signed, completed graduation application and all graduation fees are due to the Registrar. Cap and Gown order form is due.
- February 11: Credit-check forms are due to the Registrar from program directors.
- March 16: D.Min. and M.A. Research students: draft of thesis is due to readers.
- March 10: Faculty vote on candidates for graduation.
- March 16: Graduation volunteers sign up with Registrar’s Office.
- March 28: Graduation speaker nominations begin.
- April 4: Speaker nominations are due to the Registrar.
- April 5: Graduation speaker voting begins.
- April 18: Last day to vote for graduation speaker.
- April 18: M.A. General: last day to complete comprehensive exams.
- April 18: D.Min. and M.A. Research: final draft of thesis must be submitted and accepted by readers; inform your program director and the Dean’s Office that the final draft was submitted.
- April 20: Graduation speaker announced.
- April 26: Board of Trustees votes on candidates for graduation.
- April 26: Last day for payment of outstanding bills (tuition, library fines, etc.)
- April 26: Thesis/Projects in final format are due to the Vice President and Academic Dean (revised/edited and accepted). No exceptions will be made.
- May 12: Graduation

4.2.20 Grievances

1. 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.

2. 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:
   a. Prejudice: in a case where the grade has been based on factors extraneous to the course and the successful completion of its objectives.
b. Caprice: in a case where the avowed standards for assigning grades have been deliberately ignored.

c. Inconsistency: in a case where the standards of grading are not consistent for all students in the course.

d. Dishonesty: in a case where grades have been lowered because of alleged dishonesty of the student including allegations of cheating or plagiarism.

3. 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.

4.2.20.1 Grievance Board

1. The Grievance Board hears and decides upon grievances brought to it.
2. 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.
3. The Vice President and Academic Dean will convene the Grievance Board.

4.2.20.2 Grievance Procedure

1. 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.
2. 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.
3. 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 allegation, 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.
4. 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 (Rationale 2, a-d). The Grievance Board will meet within 10 days after receipt of the statement and will report its decision, in writing, to the student and to the instructor.
5. If the Grievance Board decides there is no reasonable cause for a hearing, the case is closed. The student has the right however, to petition the CTU Senate to have the Grievance Board reconsider its judgment. The student must petition the CTU Senate within 20 days after the Grievance Board has rendered final judgment.
6. 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.
4.2.20.3 The Grievance Board Hearing

1. 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.

2. 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.

3. An official tape 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 tape record the hearings of the Grievance Board.

4. 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 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.

5. 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 grade point average. If the course involved fulfilled degree requirements, the course need not be repeated.

4.2.20.3.1 Appealing a Grievance Board Decision

1. Under certain specified circumstances, either party in a grievance may appeal the decision of the Grievance Board. The request of appeal will be presented, in writing, to the President of the CTU Senate within 10 days after receipt of the decision of the Grievance Board.

2. The specified circumstances under which an appeal may be filed include the following:
   a. Evidence of substantial procedural irregularities in the implementation of the grievance procedures;
   b. The uncovering of substantial new evidence;
   c. Substantial evidence that the Grievance Board decision was erroneous or unfair.

3. The President of the Senate will convene the Executive Committee of the Senate within five days of receipt of the appeal request to determine whether there is reasonable cause for reopening the grievance case. The Executive Committee will consider the appeal request of the appellant and at their discretion decide whether the specified circumstances warrant a reopening of the hearing. The decision of the Executive Committee is final in this regard.

4. If the Executive Committee decides that the grievance case is to be reopened, it will notify the parties involved in the case, the Grievance Board, and the members of the Senate, of their decision and publish with this the date and place of the hearing.

5. The Vice President and Academic Dean will forward to the Senate all pertinent materials and tapes concerning the grievance case.

6. The hearing procedures before the Senate are the same as the procedures outlined above for the Grievance Board Hearing.

7. The President of the Senate will use his/her discretion in making materials received from the Grievance Board available to the parties involved.
8. Upon conclusion of the presentation, the Senate will deliberate in closed session. Decisions are reached by majority vote and are final. Senate decisions are not subject to further appeal or hearing. The Senate will decide on the basis of evidence presented that the Grievance Board reopen and re-hear the grievance case or that the evidence does not warrant reopening the case. The Senate will convey its decision, in writing, to all parties involved.

4.2.20.4 Grievance Procedure for Cross-Registrants

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

4.2.21 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 defines learning tasks 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 during the same semester that they are offered. Independent studies must be taken for credit. The decision to accept responsibility for supervising independent studies is left to the discretion of faculty members.

4.2.22 Internet Etiquette and Ethics (Netiquette/Nethics)

All classes at Catholic Theological Union (CTU) 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 that assist you and the community to communicate effectively.

Netiquette
- Prepare your 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.” Explain with what and why you 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 e-mail, publishing on your blog or through the social discussion forum, “Water Cooler.” Addresses of participants must not be used for other purposes.
- Respond to a posting with which you disagree strongly in a manner constructive to the discussion. You might request clarification or identify a point of disagreement and state your position.

4.2.23 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.

4.2.24 Privacy

Catholic Theological Union respects the 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. For more information about the Family Educational Rights and Privacy Act go to http://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 go to http://www.copyright.gov/title17/92chap1.html#107.

4.2.25 Probation

Students in degree programs must maintain a 3.0 cumulative Grade Point Average (GPA) to graduate. 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.

4.2.26 Program Administration

Each program at CTU is administered by a program director and is in accordance with the program manual as described below.
4.2.26.1 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.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.Min.</td>
<td>Carmen Nanko-Fernández</td>
</tr>
<tr>
<td>M.Div.</td>
<td>Michel Andraos</td>
</tr>
<tr>
<td>M.A.</td>
<td>Antonio Sison, CPPS</td>
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<tr>
<td>M.A.P.S</td>
<td>Keiren O’Kelly</td>
</tr>
<tr>
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<td>Keiren O’Kelly</td>
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<td>M.A. in Hispanic Theology and Ministry</td>
<td>Keiren O’Kelly</td>
</tr>
<tr>
<td>M.A. in Intercultural Ministry</td>
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<td>M.A. in Justice Ministry</td>
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<td>M.A. in Liturgy</td>
<td>Keiren O’Kelly</td>
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Certificates

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<td>Biblical Spirituality</td>
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<td>Hispanic Theology and Ministry</td>
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<td>Health Care Mission Leadership</td>
<td>Dawn Nothwehr, OSF</td>
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<td>Scott Alexander</td>
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<td>Liturgical Studies</td>
<td>Richard McCarron</td>
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<td>Pastoral Studies</td>
<td>Carmen Nanko-Fernández</td>
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</tr>
<tr>
<td>Spirituality</td>
<td>Gilberto Cavazos-González, OFM</td>
</tr>
</tbody>
</table>

4.2.26.2 Program Manuals

A program manual for each degree program may be obtained through the degree program director. Some are posted on Union (http://union.ctu.edu); all are to be posted there as soon as possible. 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. Some of the program manuals are in the process of revision. Please consult with your program director who can advise you about the program regulations.

4.2.27 Registrar

The Office of the Registrar (located at 5416 S. Cornell in Room 375) manages all course registration.

Office hours
Monday-Thursday, 8:30 a.m.-4:00 p.m.
Friday, 8:30 a.m.-12:00 p.m.

Staff
Maria de Jesus Lemus, Registrar; 773.371.5453; registrar@ctu.edu or mlemus@ctu.edu
Registration Procedures: Pick up your necessary registration documents: registration form, ACTS form and/or course listings, outside of the Registrar’s Office, Room 375, or online at http://union.ctu.edu.ctu.edu. Contact your assigned academic advisor at least two weeks prior to each term’s designated registration date. Design your course schedule selections based on your advisor’s recommendations for your degree requirements and electives. Select alternate courses and write them on the form in case a particular selection is full or closed. Complete the Course Registration Form, sign and obtain your advisor’s signature at the bottom of the form. Bring your signed Course Registration Form at your designated registration time slot and day to the Registrar’s Office. You must bring it in person so that any concerns may be addressed at the time of registration; otherwise, your registration will be placed on hold and may decrease your chances for enrollment in your preferred course selections.

Online Registration: Students have the option of registering online at www.ctu.edu/register. This option enables you to complete your course registration on the CTU website and avoid the long lines of registering in person at the Registrar’s Office. Simply go to the CTU website at www.ctu.edu and select Courses and Programs. Then go to Course Offerings, select Registration Forms, click on Semester/Term Form. Enter your name and e-mail address, complete all field requests; choose the courses you would like to take; choose the credit type for each course, then click “Submit.” Your registration is sent directly to your academic advisor, who will then approve your course selections and forward them to the Registrar’s Office. Registrations are processed by credit hours and degree, and in the order they are received.

Remember, online registration does NOT replace the advising session. You must meet with your academic advisor BEFORE completing the online form to ensure a successful registration process.

In order to secure the courses you need, you should register as soon as registration opens. When courses have a low registration, they are cancelled, so a course you a planning to take may not be available if you don’t register as soon as possible.

4.2.28 Schedule of Classes

Current course schedules and schedules for upcoming terms are available in the Registrar’s Office. They are also available online at http://www.ctu.edu/Courses_and_Programs/Courses_Offerings/

4.2.29 Student Aids

CTU has developed aids to help you in your academic journey.

The Handbook for Writing: The electronic copy of the CTU Handbook for Writing is available on the course management system at: http://union.ctu.edu.ctu.edu under “Student Resources and Handbooks.” This electronic copy is the ONLY valid version of the writing handbook. All printed copies may not have been updated, are considered older, 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: Richard E. McCarron at: rmccarron@ctu.edu.

**Biblical Studies Resources:** The Bible Department has developed a Biblical Studies Resources section on Union (http://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 “Biblical Studies Resources.” The enrollment key is BIBLE (all caps).

### 4.2.30 Study Abroad

Discover new ways of understanding theology and spirituality by studying abroad with CTU’s expert faculty. You can spend two or six weeks in Israel, following the steps of Jesus. You can walk in Paul’s footsteps through Greece and Turkey. You can travel to Syria or North Africa, or study at the Catholic University of Louvain in Belgium. You can spend nine weeks in Ghana, West Africa, immersing yourself in traditional village life.

**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 you the opportunity to deepen your understanding of the Bible and foster your spiritual growth. Your 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 eight-week Fall Study Program, and a number of other special trips.

- **Israel-Jordan Study Program** Mid-January, two weeks (academic credit optional)
  The Israel-Jordan Study Program is a two-week study tour of Israel, the Palestinian Authority, and Jordan. This intensive study tour deepens your knowledge of the Bible and includes a full range of major biblical sites. Live in the Old City of Jerusalem near the Church of the Holy Sepulchre, the Temple Mount, and the Western Wall. In Israel and Palestine, visit the Sea of Galilee, the Mount of the Beatitudes, the Dead Sea, Bethlehem, and Nazareth. Travel to Jordan to explore the ancient city of Petra and other sites. CTU students may take The History and Archaeology of Israel (B 4404) for academic credit at no additional charge.

- **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 you travel in Israel. 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 to late October, annual (academic credit available)
The Fall Program is a time of study and exploration of biblical and historical sites in
Greece, Turkey, Israel, the Palestinian Authority, Jordan, and Egypt. 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** (six weeks; six semester credit hours) This program combines
focused course work in the Bible with visits to historical and archaeological sites,
including Bethlehem, Jerusalem, the Galilee and the Negev. Primary residence facilities
are in ancient Bethany.

**The Middle East Part C** (two weeks; three semester credit hours) This program also
features academic work in the Bible with visits to historical and archaeological sites such
as Petra in Jordan and Cairo in Egypt.

**The Complete Fall Program Parts A, B and C** (10 weeks; 12 credit hours) Participating
in all three parts of the Fall Program offers you an extraordinary study and travel
experience.

For more information, contact: Sallie Latkovich, Director of the Biblical Study and Travel
Programs, at 773.371.5436, or e-mail CTUTravel@ctu.edu.

**Italy Study Program**
Cities like Rome, Assisi, Florence, and Ravenna have been the backdrop for many of the
important events and people that have shaped our 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 our 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 at 773.371.5531, or e-mail otrebligcg@ctu.edu.

**Travel Seminar to Thailand**
Contact: Edmund Chia, at 773.371.5508 or e-mail echia@ctu.edu.

For more information about these and other study abroad opportunities: Catholic University
of Louvain, Belgium; Ghana, West Africa (Tamale Institute of Cross-Cultural Studies)
Overseas Training Program; contact: Barbara Reid, O.P., Vice President and Academic Dean,
at 773.371.5423 or deansoffice@ctu.edu.

4.2.31 **Summer Institute**
The Summer Institute provides three weeks of courses for credit or audit from a variety of
departments. Typically, a course meets Monday through 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 your academic advisor. For
more information, contact
Sallie Latkovich, Director of Summer Institute and Biblical Study and Travel Programs at 773.371.5436, or slatkovich@ctu.edu or go to www.ctu.edu to view course descriptions and to register online.

4.2.32 **Transfer Credit**

Graduate credit in theology, completed within the last seven years for a grade of “B” or better, may be transferred to Catholic Theological Union. Ordinarily, no more than six semester hours may be transferred into the M.A. and M.A.P.S. programs, and no more than 24 semester hours into the M.Div. Program. Students must consult with their program directors in order to transfer 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 credit and are not counted as transfer credit.

4.2.33 **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.

4.2.34 **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 Catholic Theological Union and includes only those courses attempted at Catholic Theological Union. 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).

**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. The Transcript Request Form, which can be obtained at the Registrar’s Office, should be filled out at the time of submission or mailed to the Registrar. Fax requests are accepted, but transcripts will NOT be forwarded by fax. Information is also found on the CTU website at: [http://www.ctu.edu/Courses-Programs/Transcripts](http://www.ctu.edu/Courses-Programs/Transcripts).

**What information to include with a transcript request:** Your full name under which you attended CTU, your date of birth, your date of last attendance, your Social Security number and your student ID number. Also, include the complete name and address to which you want the transcript mailed, your current address, and a daytime telephone number. No transcripts are sent without a written request and only when all accounts are paid. Your signature must appear on the request authorizing the Registrar’s Office to release your 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) - $9 per transcript  
Same Day Service - $12 per transcript  
Unofficial Transcript - $7 per transcript

Every transcript that is issued directly to a student is clearly so marked. Most institutions will not accept a transcript that has been in the student’s possession, therefore we strongly recommend that you 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.

4.2.35 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, Tuition and Fees Refund Policy, 5.2.3
4.3 ACTS REGISTRATION

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. 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 your 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 your 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

Catholic Theological Union
(Roman Catholic)
5401 S. Cornell Avenue
Chicago, IL 60615-5698
www.ctu.edu

Chicago Theological Seminary
(United Church of Christ)
5757 South University Avenue
Chicago, IL 60637-1507
www.ctschicago.edu

Garret-Evangelical Theological Seminary
(United Methodist Church)
2121 Sheridan Road
Evanston, IL 60201-3298
www.garrett.edu

Lutheran School of Theology at Chicago
(Evangelical Lutheran Church in America)
1100 E. 55th Street
Chicago, IL 60615-5134
www.lstc.edu

McCormick Theological Seminary
(Presbyterian Church, U.S.A.)
5460 S. University Avenue
Chicago, IL 60615
www.mccormick.edu

Meadville/Lombard Theological School
(Unitarian Universalist Association)
5701 S. Woodlawn Avenue
Chicago, IL 60637-1602
www.meadville.edu

North Park Theological Seminary
(Evangelical Covenant Church)
3225 W. Foster Avenue
Chicago, IL 60625-4895
www.northpark.edu/seminary

Northern Seminary
(American Baptist Churches)
660 East Butterfield Road
Lombard, IL 60148-5698
www.seminary.edu

Seabury-Western Theological Seminary
(Episcopal Church)
2122 Sheridan Road
Evanston, IL 60201-2976
www.seabury.edu

Trinity Evangelical Divinity School
(Evangelical Free Church)
2065 Half Day Road
Deerfield, IL 60015-1283
www.tiu.edu/divinity

University of St. Mary of the Lake
Mundelein Seminary (Roman Catholic)
1000 East Maple Avenue
Mundelein, IL 60060-1174
www.usml.edu
4.4 **BOOKSTORE**

**CTU E-Bookstore**

The CTU e-bookstore can be accessed from the link on the CTU home page at [www.ctu.edu](http://www.ctu.edu). Students are encouraged to purchase their books through this portal because CTU receives a percentage of the sales. Books required for CTU courses are listed by course number, and books by CTU professors are highlighted. The bookstore connects directly through amazon.com so you may purchase any book (or any other item) you are looking for directly through the CTU e-bookstore, and your purchase will be mailed directly to you. If you need assistance using the e-bookstore contact Christine Henderson, Student Services Coordinator, Room 311 in the Academic and Conference Center, 773.371.5403, [studentservices@ctu.edu](mailto:studentservices@ctu.edu) for assistance.

CTU hopes that providing this web portal to Amazon is helpful. If you have any problems with products or delivery, contact Amazon directly at 866-216-1072.

**Other Area Bookstores**

*University of Chicago Bookstore:* located at 970 E. 58th Street. Phone: 773.702.8729.  
*Regular Hours:* Monday-Friday, 8:00 a.m.-6:00 p.m.; Saturday, 9:00 a.m.-4:00 p.m.; Sunday, closed. *Website:* [http://uchicago.bkstore.com](http://uchicago.bkstore.com)

*Seminary Co-Op Bookstore:* There are two locations in Hyde Park: the Seminary Co-op (5757 S. University Avenue) and 57th Street Books (1301 E. 57th Street). This cooperative is one of the finest bookstores in the United States with over 100,000 volumes in stock including excellent theology, philosophy, and scholarly books.  

*Seminary Co-Op Hours:*  
Monday-Friday, 8:30 a.m.-8:00 p.m.  
Saturday, 10:00 a.m.-6:00 p.m.  
Sunday, Noon-6:00 p.m.  
*Website:* [www.semcoop.indiebound.com](http://www.semcoop.indiebound.com)  
*Phone:* 773.752.4381

*57th Street Books Hours:*  
Hours: 10:00 a.m.-8:00 p.m., seven days a week

*Powell's Bookstore:* located at 1501 E. 57th Street is an excellent source for used books.  
*Hours:* 9:00 a.m.–11:00 p.m., 7 days a week  
*Website:* [http://www.powellschicago.com](http://www.powellschicago.com)

*Borders Books and Music:* located at 1539 E. 53rd St. This is a popular national chain featuring an extensive selection of fiction and non-fiction. Phone: 773.752.8663.  
*Website:* [http://www.borders.com](http://www.borders.com)

**Tuition and Fees**  
See Financial Information, 5.2

**Union (Moodle)**  
See Student Technology Services, 11.5
5  **Financial Information**

**Business Office**  SEE Administration and Services, 2.6

5.1 **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. For more information about scholarships and other financial aid, contact the Office of Admissions and Recruitment, Room 371 in the Academic and Conference Center, 773.371.5450 or admissions@ctu.edu.

5.1.1 **Scholarships**

**Special Scholarships**
- **Bernardin Scholarships**: available to M.A. and D.Min. students (100 percent tuition). Scholarship forms are available from the Bernardin Center, Room 351 in the Academic and Conference Center. Call or email for information to bernardincneter@ctu.edu or 773.371.5432. **Application deadline: March 1.**
- **Augustus Tolton Scholarships**: available to Black Catholic lay students preparing for ministry in the Archdiocese of Chicago (100 percent tuition). Scholarship forms are available from the Director of the Tolton Program, Room 356 in the Academic and Conference Center, 773.371.5440 or tolton@ctu.edu. **Application deadline: May 31.**
- **Oscar Romero Scholarships**: available to Hispanic/Latino Catholic lay students preparing for ministry in the Archdiocese of Chicago (100 percent tuition). Scholarship forms are available from the Director of the Romero Program, Room 354 in the Academic and Conference Center, 773.371.5441 or romero@ctu.edu. **Application deadline: May 31.**
- **International Women’s Scholarships**: available to women from developing countries whom a Catholic parish or agency sponsors and who seek credentials for Roman Catholic ministry in their countries (amount varies). **Application deadline: March 1.** Contact the Office of Admissions and Recruitment, Room 371 in the Academic and Conference Center, 773.371.5451 or admissions@ctu.edu.

**General Scholarships**: Awards are available to primarily lay women and men, as well as women religious and international ordained men. Current awards vary from 25 percent to 40 percent of tuition. To apply, complete the Financial Aid Application Form, available in the Office of Admissions. Students are encouraged to apply as soon as possible for these General Scholarships. **Deadline: May 1 for fall semester; November 1 for spring semester.**

**Other Financial Assistance Sources**
- **Chicago Archdiocesan Leadership Program**: available to employees of the Archdiocese of Chicago. Contact the Archdiocese at 847.837.4550. **Matched by CTU at 33 percent.**
- **“Together in God’s Service” (TIGS) Program**: available to future Pastoral Associates and Directors of Religious Education in the Archdiocese of Chicago. Contact the Archdiocese at 847.837.4550. **Matched by CTU at 33 percent.**
Matching Gift Program: for degree students whose parish, school, or other agency agrees to pay up to 25% of the tuition. Matched up to 25 percent by CTU. The organization must send a letter to CTU (on their letterhead) stating their contribution. When CTU receives the funds, they are matched up to 25 percent of the tuition.

U.S. Federal Stafford Student Loan Program (See Educational Loans, 5.1.3; Student Loans, 5.1.4)

5.1.2 SCHOLARSHIPS, OTHER SOURCES

In addition to scholarships available from Catholic Theological Union, you are encouraged to pursue outside scholarships. The following is a list of websites that contain information about possible financial assistance. CTU doesn’t endorse these opportunities or provide assistance to any student who wishes to pursue them. It is up to you to seek out the scholarships or financial assistance and apply for them.

Scholarships On The Net (1,500)
https://advocacy-net.com/scholarmks.htm

The Fund for Theological Education
http://www.thefund.org

FastWEB Scholarship Search
http://www.fastweb.com/

THE Hispanic College Fund
http://hispanicfund.org

Academy for Educational Development Fellowships
http://www.aed.org

Tylenol Scholarships
http://scholarship.tylenol.com/

State Farm Insurance Hispanic Scholarship Fund
www.statefarm.com/about/part_spos/grants/hispanic.asp

Ronald E. McNair Post-baccalaureate Achievement Program

National Scholarships at all levels
http://scholarships.kachinatech.com/scholars.html

Sallie Mae Free Scholarship Search
www.salliemae.com/before_college/students_plan/free_money/scholarships

Scholarship Search - From FreSch!
http://www.freschinfo.com

College Fund/UNCF
http://www.uncf.org/
Ambassadorial Scholarships
http://www.rotary.org/en/StudentsAndYouth/EducationalPrograms/AmbassadorialScholarships

Baptist Scholarships
http://www.free-4u.com/baptist_scholarships.htm

Methodist Scholarships
http://www.free-4u.com/methodist_scholarships.htm

Gateway to Free Scholarship Searches
http://www.college-scholarships.com/free_scholarship_searches.htm

Gateways to US Government Grants/money
http://www.students.gov

American Psychological Association (APA) Scholarships and Fellowships
http://www.apa.org/students/funding.html

AmeriCorps
http://www.cns.gov/

Student Video Scholarships
http://www.christophers.org/vidcon2k.html

Brand Leadership Resources
http://www.instituteforbrandleadership.org

Gates Millennium Scholarships (major)
www.gmsp.org

Thurgood Marshall Scholarship Fund
http://www.thurgoodmarshallfund.org

FinAid: The Smart Students Guide to Financial Aid (scholarships)
http://www.finaid.org

Presidential Freedom Scholarships
www.learnandserve.gov/about/programs/pfs.asp

American Political Science Association Minority Scholar Resources
http://www.apsanet.org/PS/grants/aspen3.cfm

ROTC Military Scholarships (Navy, Army, Marines, Airforce)
www.todaysmilitary.com/before-serving/rotc

International Educational Financial Aid
http://www.iefa.org/

College Board Scholarship Search
http://apps.collegeboard.com/cbsearch_ss/welcome.jsp
5.1.3 EDUCATIONAL LOANS

Understanding Credit. Applying for an educational loan is a step toward establishing credit. Credit is simply a promise to pay later for goods, services, or money that a person receives now. You are encouraged to control your use of credit and protect your credit record by budgeting, planning ahead, and considering how educational debt will affect your future lifestyle. Consider these factors carefully before making an educational loan commitment.

Eligibility. Most financial aid requires demonstrated financial need. Your need level is determined by calculating the amount that your estimated educational expenses exceed your anticipated outside resources and expected family contribution (EFC). The EFC is calculated by using information you report about your income and assets on your FAFSA form.

Eligibility Requirements. To qualify, you must be admitted as a regular or probation student in a degree program, maintain Financial Aid Satisfactory Academic Progress, be enrolled at least half time, and be in compliance with Selective Service laws, Social Security regulations, and Department of Homeland Security requirements to receive loan proceeds. If you have prior unresolved loan defaults or owe a refund of Title IV funds, you are ineligible for student loans.

In accordance with Section 428 of the Department of Education Higher Education Technical Amendments of 1991, Catholic Theological Union (CTU) reserves the right to refuse to certify an otherwise eligible borrower’s loan application on the following grounds:
• poor credit history (including accounts at CTU)
• high indebtedness relative to your anticipated income
• any other factors suggesting your unwillingness or inability to pay your student loans.

In cases in which CTU refuses to certify your loan application, the reason for such action will be documented and provided to you in writing.

In certain cases, the enrollment criteria for loan origination (i.e., getting a new loan or receiving loan proceeds) are stricter than the criteria for deferment of payment on previous loans. Check with Kathy Van Duser, the Financial Aid Officer, about the loan implications of an atypical course load or enrollment options (e.g., any zero-unit registration option, field education, thesis units, dissertation, continuation, CPE).

Choosing Educational Loan Credit. You should carefully determine whether you will be able to repay your educational loans. Inability to repay the loan according to the repayment schedule and agreement will affect your ability to make future credit-based purchases such as a car or home.

Eligibility for educational loan programs is determined by the Financial Aid Officer according to federal guidelines.

Withdrawal from Classes. If you withdraw completely from classes after receiving Federal Student Loan Funds, you are subject to a Federal Return of Title IV Aid Calculation. This calculation determines the amount of federal loan funds that CTU may retain for the academic period; and the amount that CTU must return immediately to your lender. Note that if CTU returns loan funds to your lender, then you will owe CTU whatever charges for tuition and fees that those funds formerly covered. This will show up as a balance due on your student account.

The Registrar’s Office regularly runs reports to identify students who have completely withdrawn from classes, either officially or unofficially. Official withdrawal occurs when students withdraw officially using a Drop/Add Form. An unofficial withdrawal occurs when a student stops attending classes without dropping, usually resulting in failing grades for all classes.

For official withdrawals, the date of withdrawal is the date on which you notify CTU of the intent to drop all classes. For unofficial withdrawals, CTU the midpoint of the semester is generally considered as the withdrawal date. CTU may use an alternative date if we can document that you attended to that point.

The Federal Return of Title IV Aid calculation stipulates the following:
1. For withdrawal on or before the first day of classes, 100 percent of the Title IV Aid is to be returned to the lender.
2. For withdrawal during the semester but prior to the 60 percent point of the semester, the Registrar’s Office will determine the percentage of the semester completed by the student. That percentage of the Title IV Aid is considered “earned.” The rest, or the “unearned” portion of Title IV Aid, must be returned to the lender.
3. For withdrawal after the 60 percent point of the semester, 100 percent of the Title IV Aid is considered “earned.” In this case, no return of Title IV Aid is required.
4. In #1 and #2 above, CTU must determine the amount of Title IV Aid that covered direct costs for the semester, such as tuition, activity fees, and rent (for students in CTU housing). Then CTU must return a percentage of this amount, according to the basic calculation described above. These funds will be returned by a check charged to your CTU student account.
5. For students who have received checks from their loan disbursements to cover living expenses, a percentage of those amounts may be considered “unearned Title IV Aid” (see #2 above). However, as long as you established eligibility for the loan (see below), then you only have to repay the funds according to the original terms of the loan. In other words, deferment and other Stafford loan benefits still apply.

6. The Return of Title IV Aid is separate from CTU’s own refund policy. As a result, you may receive a refund for tuition before Title IV funds are returned to the lender. Later, when CTU returns loan funds, there will be a charge to your student account. In such a case, you should hold on to the CTU refund in order to be able to pay that charge. Furthermore, if you withdraw late in the quarter, you may not receive any refund from CTU. If CTU has to return funds to your lender, then your student account will still be billed for those charges.

Please note that you must establish eligibility for federal aid by attending classes at a half-time level during the semester. When you withdraw completely, officially or unofficially, CTU will use attendance records from the first two weeks of classes to verify attendance at a half-time level. If you never attended at a half-time level, then CTU must make a 100 percent return of Title IV Aid (see the points above). Your lender will also be notified that you did not establish eligibility for the loan(s). The lender has the option, in these cases, to demand accelerated repayment of any amount given to you for living expenses.

It is very important that you attend classes at a half-time level, especially during the first two weeks when attendance is taken. If you receive Title IV Aid and then consider dropping all of your classes or dropping below half-time, then you are strongly encouraged to make an appointment with the Registrar’s Office at 773.371.5453. A joint meeting with the Business Office and the Registrar is advisable.

For further information and examples of the Return of Title IV Aid Calculation, visit the Office of Admissions and Recruitment, Room 371 in the Academic and Conference Center, or contact the Business Office at 773.371.5406.

5.1.4 STUDENT LOANS

Catholic Theological Union participates in the Federal Stafford Student Loan Program. Once you are accepted to CTU, contact the Office of Admissions and Recruitment, 773.371.5450, Room 371 in the Academic and Conference Center, for more information.

Important details of the Loan Process:
- It is always your responsibility to repay the loan.
- You must be enrolled at least as a half-time student, taking at least two courses per semester.
- Complete a Free Application for Federal Student Aid (FAFSA) form. This form should be done online at www.fafsa.ed.gov. CTU’s Federal Loan ID number is 009232.
- After completing and submitting the FAFSA form, you will receive a notice of eligibility from the government, called the Student Aid Report (SAR).
- After you receive the SAR and have filed a Promissory Note (at www.studentloans.gov), make an appointment with the Director of Admissions and Recruitment, Room 369, 773.371.5450. You can determine your cost of attendance budget. The cost of attendance budget, along with any scholarship awards and the Estimated Family Contribution identified on the SAR form, determines your eligibility for a specific loan amount. Any student considering applying for a loan should go online to www.studentloans.gov to receive entrance loan counseling.
To complete the process, please make an appointment with the Director of Admissions and Recruitment, Room 369.

There are two types of Federal Stafford Loans: subsidized and unsubsidized. The subsidized loan is based on need, and the U.S. government pays the interest while you are enrolled in school. The unsubsidized loan is not based on need, and you are responsible for the interest from the beginning of the loan. The maximum annual subsidized loan amount is $8,500 and the maximum annual total subsidized and unsubsidized loan amount is $20,500.

Disbursements are usually made directly to CTU in two installments, one for each semester.

After CTU's Controller deducts the current amount owed to the school (e.g., tuition, housing, health care), you will receive the balance from the disbursement (if any) to pay for the other eligible educational costs (e.g., books, food, etc.)

As you prepare for graduation, you must go to www.studentloans.gov for exit loan counseling.

5.2 Tuition and Fees

Tuition

<table>
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<tr>
<th>Tuition</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition, per credit hour</td>
<td>$640 ($1,920 per three-credit course)</td>
</tr>
<tr>
<td>Audit fee, per credit hour</td>
<td>$340 ($1,020 per three-credit course)</td>
</tr>
<tr>
<td>Joint D.Min. Package Program</td>
<td>$13,065</td>
</tr>
<tr>
<td>Thesis/Project Direction-M.A.</td>
<td>$1,920</td>
</tr>
<tr>
<td>Continuing Education Unit</td>
<td>$290</td>
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<tr>
<td>Gary Diocese Program-Student Cost</td>
<td>$1,720</td>
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Fees

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<th>Fees</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Community Service, per credit hour</td>
<td>$10 ($30.00 per three-credit course)</td>
</tr>
<tr>
<td>Matriculation</td>
<td>$50</td>
</tr>
<tr>
<td>Transcript copy</td>
<td></td>
</tr>
<tr>
<td>Unofficial</td>
<td>$7</td>
</tr>
<tr>
<td>Regular Service (three business days)</td>
<td>$9</td>
</tr>
<tr>
<td>Same Day Service</td>
<td>$12</td>
</tr>
<tr>
<td>Graduation</td>
<td>$165</td>
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Independent Studies and Projects

<table>
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<th>Independent Studies and Projects</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Pastoral Education (three credits)</td>
<td>$640</td>
</tr>
<tr>
<td>Pastoral Internship (three credits)</td>
<td>$640</td>
</tr>
<tr>
<td>Immersion (three credits)</td>
<td>$640</td>
</tr>
<tr>
<td>Overseas Training Program (six credits)</td>
<td>$1,280</td>
</tr>
</tbody>
</table>

Workshop Registration | varies

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

5.2.1 Continuation Fee

Students who complete all course work for their degrees must register every semester until they complete all other requirements for graduation. They pay a nominal continuation fee connected with this registration. The continuing students who make regular use of the library and faculty advisement are charged a slightly higher fee.
5.2.2 PAYMENT POLICY

Tuition, fees, and other student expenses are subject to annual review and are subject to change.

Payment of tuition and fees is due on the first day of each semester. Late payment (after 30 days) is subject to a 1 percent per month penalty on the unpaid balance. Students may request special payment plans by contacting the Controller in the Business Office, Room 315, 773.371.5408, at the beginning of the semester. Students with unpaid balances in one semester may register for the following semester on a conditional basis. Unpaid balances cannot be carried past the following semester or into the next academic year. 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.

5.2.3 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 Withdrawals, 4.2.35

5.2.4 TUITION 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.
- Students may request special payment plans by contacting Joyce O’Connor, Controller, in Room 315 in the Academic and Conference Center at 5416 S. Cornell at the beginning of the term/semester. 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.
The Paul Bechtold Library contains 154,000 volumes and receives more than 500 periodicals, providing resources for study and research by students and faculty members. 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, Christian Art, 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.

6.1 Borrowing Policies

Circulating Materials: When borrowing materials directly from the Paul Bechtold Library or through the I-SHARE online catalog system, you will need to have a valid CTU ID card.

Loan Periods: 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.

Reserve Books and Materials: 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 one-half hour before the library closes and returned by 9:00 a.m. on the next school day (There is 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: You may make book requests if the Paul Bechtold Library’s copy is checked out or if we do not own it. If you need to request a book, 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 Bechtold Library web page.

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, you may request an interlibrary loan.

If a book or an article is not available from I-SHARE, you may order it using the interlibrary loan forms found in the information section of the CTU library. See the interlibrary loan staff
between 8:30 a.m. and 4:30 p.m., Monday through Friday for assistance with interlibrary loan requests.

**Fines:** Overdue books are fined at $.25 per day/per book up to a maximum of $5 per book. Reserve books that circulate overnight are fined at $1 for any portion of the first hour overdue and $.25 for each additional hour up to a maximum of $5 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.

**Audio-Visual and Room Reservations:** Reservation forms for borrowing audio-visual equipment or to use the Weber-Killgallon Room or Stuhlmueller Room should be submitted to Library Circulation 24 hours prior to use. Reservation forms are located in the information section of the CTU library.

**Laptops:** The library has laptop computers that may be checked out for 24 hours (longer periods may be arranged by special request).

### 6.2 Library Hours

**Academic Semesters**
- Monday-Thursday, 8:00 a.m.-10:00 p.m.
- Friday, 8:00 a.m.-4:30 p.m.
- Saturday, 11:00 a.m.-4:00 p.m.
- Sunday, 4:00 p.m.-10:00 p.m.

**Summer and Semester Breaks**
- Monday-Friday, 9:00 a.m.-4:00 p.m.
Any changes to library hours will be posted on the library doors. If you are unsure if the library will be open, call ahead to the Circulation Desk at 773.371.5465.

### 6.3 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
- Juventino Lagos, Library Acquisitions 773.371.5461
- Catherine Meaney, Library Staff Cataloger 773.371.5462
- Kenneth O’Malley, Archivist 773.371.5466
- LaToya Thompson, Library Assistant 773.371.5465

### 6.4 Using the Library

Students must obtain a valid institutional identification card and register with the library. All CTU ID cards must be validated or re-validated at the Circulation Desk Monday through Friday, 8:30 a.m.-4:00 p.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 quarter that most closely matches the expiration date of the ACTS card.

*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. In addition, there are several lab computers set up in the Northwest corner of the library. These can be used for e-mail and general Internet browsing and Microsoft Office. The library is wireless; you are welcome to use your laptop.

*Research Assistance:* For help with research: please stop in the library, call 773.371.5460 or contact mmcmahon@ctu.edu. See our website at [www.ctu.lib.il.us/services-students-faculty](http://www.ctu.lib.il.us/services-students-faculty) for further details.

6.4.1 **Online Access**

*Online Resources:* The library makes available a number of online databases and electronic books. Many of our periodicals have online full-text available. Please visit us at [www.ctu.lib.il.us/index.html](http://www.ctu.lib.il.us/index.html) to see what is available. Most of these resources are available off campus as well as for use within the library.
7 SPIRITUAL LIFE AND FORMATION

7.1 BLESSED SACRAMENT

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

7.2 EMMAUS FORMATION FOR MINISTRY PROGRAM

The Emmaus Formation for Ministry Program at CTU is a ministerial and spiritual formation program of activities required for students in the M.A., M.A.P.S., M.Div., and professional ministerial M.A 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 our everyday lives. With that in mind, the goal of the Emmaus Program is to accompany and support students 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.

Students register for two semesters of Theological Reflection (F-4999) each year through regular Class Registration Forms available in the Registrar’s Office, Room 375 in the Academic and Conference Center. Dates and times are listed in the class listings each semester.

Students participate in two retreats each academic year. The Emmaus Program sponsors seven retreats a year, six of which are one day, 9:00 a.m. to 3:00 p.m., most on campus and offered at no cost. Dates and times are posted on the semester’s class schedule (F-4998) and in the Emmaus Office, Room 360 in the Academic and Conference Center. E-mailings are periodically sent to all students. Students register for retreats with the Registrar (F-4998) or on forms outside the Emmaus Office, by e-mail or by phone (numbers listed below). Individual covenant/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 by phone. A list of qualified spiritual directors to assist students’ choices is also available in the office.

Within the Emmaus Program, students engage their own formation process of growth and on-going transformation that prepares them for ministry. The students themselves must take ownership for their formation for ministry.
For more information, contact the Emmaus Office, 773.371.5447 or e-mail: 
Terry Stadler, Director  terrys@ctu.edu
Mary Ellen Knuth, Associate Director  meknuth@ctu.edu
Judy Logue, Associate Director  jlogue@ctu.edu
Bob Wheeler, Associate Director  rwheeler@ctu.edu

7.3  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.

For more information, contact Brian Culley, CMF, via e-mail: bricully@yahoo.com.

7.4  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 16-week 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. Patrick Lagges, Director of The Hesburgh Sabbatical Program, at 773.371.5482 or plagges@ctu.edu.

7.5  INSTITUTE OF RELIGIOUS FORMATION (IRF)

The Institute of Religious Formation empowers 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 to learning,
life and ministry - all focused within the context of ministry. Participants live in community and share their experiences with fellow ministers from throughout the world, allowing them to experience the global Church in a real way. By living, worshipping, and studying together, participants are able to model and live what is ideal in communities of formation. Through this process, participants have the time for lasting integration. Participants earn graduate credit and receive a certificate from the Institute for Religious Formation. For further information, contact Sr. Maria Hughes, A.S.C., Director of the IRF, 773.371.5481 or mhughes@ctu.edu.

**Local Area Churches (See Local Area Churches and Places of Worship, 13.6)**

**Pastoral Care of Students (See Personal Help, 8.10)**

### 7.6 Religious Orders at CTU

The following are the initials and names of the many religious communities (including different provinces of some) represented by students, faculty, and staff at CTU.

<table>
<thead>
<tr>
<th>Initial</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>ASC</td>
<td>Adorers of the Blood of Christ</td>
</tr>
<tr>
<td>BVM</td>
<td>Sisters of Charity of the Blessed Virgin Mary</td>
</tr>
<tr>
<td>CDD</td>
<td>Congregation of the Disciples of the Lord</td>
</tr>
<tr>
<td>CFC</td>
<td>Congregation of Christian Brothers</td>
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<tr>
<td>CICM</td>
<td>Missionhurst - Congregation of the Immaculate Heart of Mary</td>
</tr>
<tr>
<td>CM</td>
<td>Vincentians</td>
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<tr>
<td>CMF</td>
<td>Clarettians</td>
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<tr>
<td>CMS</td>
<td>Camboni Missionary Sisters</td>
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<tr>
<td>CND</td>
<td>Congregation of Notre Dame</td>
</tr>
<tr>
<td>CP</td>
<td>Passionists</td>
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<tr>
<td>CPPS</td>
<td>Missionaries of the Precious Blood</td>
</tr>
<tr>
<td>CS</td>
<td>Scalabrinians, Missionaries of St. Charles</td>
</tr>
<tr>
<td>CSA</td>
<td>Congregation of St. Agnes</td>
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<tr>
<td>CSCM</td>
<td>Sisters of the Sacred Heart of Mary</td>
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<tr>
<td>CFN</td>
<td>Sisters of the Holy Family of Nazareth</td>
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<tr>
<td>CSJ</td>
<td>Sisters of St. Joseph</td>
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<tr>
<td>CSSp</td>
<td>Spiritans - Congregation of the Holy Ghost</td>
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<tr>
<td>CSSF</td>
<td>Congregation of the Sisters of St. Felix (Felician Sisters)</td>
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<tr>
<td>CSsR</td>
<td>Redemptorists</td>
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<tr>
<td>CSV</td>
<td>Viatorians</td>
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<tr>
<td>CSW</td>
<td>Congregation of the Sacred Word</td>
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<tr>
<td>DC</td>
<td>Daughters of Charity</td>
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<tr>
<td>DOLC</td>
<td>Daughters of Our Lady of Compassion</td>
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<tr>
<td>DDL</td>
<td>Daughters of Divine Love</td>
</tr>
<tr>
<td>FMM</td>
<td>Franciscan Missionaries</td>
</tr>
<tr>
<td>FMS</td>
<td>Marist Brothers</td>
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<tr>
<td>FSC</td>
<td>Brothers of the Christian Schools</td>
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<tr>
<td>FSPA</td>
<td>Franciscan Sisters of Perpetual Adoration</td>
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<tr>
<td>FSSC</td>
<td>Franciscan Sisters of St. Clare</td>
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<tr>
<td>IHM</td>
<td>Immaculate Heart of Mary Sisters</td>
</tr>
<tr>
<td>LoB</td>
<td>Little Sisters of Bethany</td>
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<tr>
<td>LSJ</td>
<td>Missionaries of the Assumption</td>
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<tr>
<td>MA</td>
<td>Comboni Missionaries</td>
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<tr>
<td>MCCJ</td>
<td>Guadalupe Missionaries</td>
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<tr>
<td>IBVM</td>
<td>Institute of the Blessed Virgin Mary</td>
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<tr>
<td>MM</td>
<td>Maryknoll Fathers and Brothers</td>
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<tr>
<td>MSC</td>
<td>Maryknoll Sisters</td>
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<tr>
<td>OCarm</td>
<td>Missionaries of the Sacred Heart</td>
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<tr>
<td>OCD</td>
<td>Order of Carmelites</td>
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<tr>
<td>OFM</td>
<td>Discalced Carmelites</td>
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<tr>
<td>OFM Cap</td>
<td>Franciscan Friars</td>
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<tr>
<td>OFM Conv</td>
<td>Conventual Franciscans</td>
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<tr>
<td>OLVM</td>
<td>Our Lady of Victory Missionaries</td>
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<tr>
<td>OMI</td>
<td>Oblates of Mary Immaculate</td>
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<tr>
<td>OP</td>
<td>Order of Preachers (Dominicans)</td>
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<tr>
<td>OPraem</td>
<td>Norbertines</td>
</tr>
<tr>
<td>OSA</td>
<td>Augustinians</td>
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<tr>
<td>OSB</td>
<td>Benedictines</td>
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<tr>
<td>OSC</td>
<td>Crosiers</td>
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<tr>
<td>OSF</td>
<td>Sisters of the Third Order of St. Francis</td>
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<tr>
<td>OSM</td>
<td>Servites/Servite Friars</td>
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<tr>
<td>OSP</td>
<td>Oblate Sisters of Providence</td>
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<tr>
<td>OSU</td>
<td>Ursulines</td>
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<tr>
<td>Abbreviation</td>
<td>Name</td>
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<tr>
<td>PIME</td>
<td>Pontifical Institute for the Foreign Missions</td>
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<tr>
<td>RC</td>
<td>Religious of the Cenacle</td>
</tr>
<tr>
<td>RLR</td>
<td>Sisters of La Retraite</td>
</tr>
<tr>
<td>RSCJ</td>
<td>Religious of the Sacred Heart</td>
</tr>
<tr>
<td>RSJ</td>
<td>Sisters of St. Joseph of the Sacred Heart</td>
</tr>
<tr>
<td>RSM</td>
<td>Religious Sisters of Mercy</td>
</tr>
<tr>
<td>SBS</td>
<td>Sisters of the Blessed Sacrament</td>
</tr>
<tr>
<td>SC</td>
<td>Sisters of Charity</td>
</tr>
<tr>
<td>SCJ</td>
<td>Sacred Heart Fathers and Brothers of Jesus and Mary</td>
</tr>
<tr>
<td>SCN</td>
<td>Sisters of Charity of Nazareth, Kentucky</td>
</tr>
<tr>
<td>SGS</td>
<td>Good Samaritan Sisters</td>
</tr>
<tr>
<td>SH</td>
<td>Society of Helpers</td>
</tr>
<tr>
<td>SJ</td>
<td>Society of Jesus (Jesuits)</td>
</tr>
<tr>
<td>SM</td>
<td>Society of Mary (Marianists)</td>
</tr>
<tr>
<td>SND</td>
<td>Sisters of Notre Dame</td>
</tr>
<tr>
<td>SP</td>
<td>Sisters of Providence</td>
</tr>
<tr>
<td>SSC</td>
<td>Columbans</td>
</tr>
<tr>
<td>SCC</td>
<td>Sisters of St. Casimir</td>
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<tr>
<td>SSCM</td>
<td>Congregation of the Sacred Hearts</td>
</tr>
<tr>
<td>SSSF</td>
<td>School Sisters of St. Francis</td>
</tr>
<tr>
<td>SSJ</td>
<td>Sisters of St. Joseph</td>
</tr>
<tr>
<td>SSND</td>
<td>School Sisters of Notre Dame</td>
</tr>
<tr>
<td>SSPS</td>
<td>Holy Spirit Missionary Sisters</td>
</tr>
<tr>
<td>SSS</td>
<td>Congregation of the Blessed Sacrament</td>
</tr>
<tr>
<td>SST</td>
<td>Sisters of St. Thomas</td>
</tr>
<tr>
<td>SVD</td>
<td>Society of the Divine Word</td>
</tr>
<tr>
<td>SX</td>
<td>Xaverians</td>
</tr>
</tbody>
</table>

**COMMUNITIES PARTICIPATING IN THE UNION**

**Canons Regular of the Order of the Holy Cross (Crosier Fathers and Brothers)**

**U.S. Province of St. Odilia**

Canons Regular of the Order of the Holy Cross (Crosier Fathers and Brothers) founded in 1210 by Blessed Theodore de Celles, the Crosiers are vowed men called to embrace and proclaim the Cross of Jesus Christ through lives of community, prayer and ministry to help the people of God find hope in suffering and joy amidst struggle. Crosiers are dedicated to the Spirituality of the Cross, which is expressed in their name - Order of the Holy Cross. This spirituality is rooted in the suffering, death and resurrection of Jesus. Crosiers follow the Rule of St. Augustine in their community life. Their being Crosier together, their fidelity to the public celebration of the Liturgy of the Church, and their rich contemplative prayer life form a substantial part of their ministry to the Church. Their modeling of unity, love, and reconciliation together through the ups and downs of their communal lives creates a living ministry and witness to the world. Crosiers minister out of their community life with diverse gifts to various needs of the Church and society, including education, chaplain service, and pastoral ministry. There are 500 members worldwide; 80 members in the U.S. Province of St. Odilia. Members of the U.S. Province serve in Minnesota, Arizona, Maryland, Michigan, Brazil, Indonesia, and Rome, Italy.

**Canons Regular of Prémontré (Norbertines)**

**St. Norbert Abbey**

Canons Regular of Prémontré (Norbertines) founded in 1893 by members of Berne Abbey, Holland. Bernard Pennings, OPræm., was the founding superior and first abbot. The Canons Regular of Prémontré dedicate themselves to active “communio” encouraging each other by word and example. They are committed to a life-long conversion, to the apostolic way of life, and to service to the world. The Norbertines embrace those persons already dedicated to their mission and welcome the association of other men and women. They are committed to the ministry of the Word and promise to witness the reality of the Word in common life and to share it with all the people they serve. The Norbertines profess a poverty that reflects simplicity of life, a celibacy that is open to growth in the Spirit in union with men and women, and an obedience that is attentive to God’s will. They are dedicated to a life of self-giving rooted in the Eucharist and Common Prayer. This is the environment for apostolic formation, reconciliation, and life-long personal and spiritual growth. Placing themselves at the service of one another and the needs of people, with special emphasis on service and advocacy for the poor, they are committed to traditional ministries while being open to...
new apostolates. They strive to live within the tensions that are associated with the relationship between contemplation and action, community life and apostolates. Members of St. Norbert Abbey serve as pastors, educators/administrators, military and hospital chaplains, in ministries of peace and justice, and in Peruvian missions. There are 1,400 Norbertines worldwide and 75 men in our canonry. They serve in Wisconsin, Illinois, New Mexico, Mississippi, Hawaii, Iraq, and Peru.

**Capuchin Franciscan Friars (Capuchins)**  
**Province of St. Joseph (Midwest, USA)**  
**Detroit, MI**

Founded in 1525 in Albacino, Italy, the Capuchins are a 16th-century reform order of the Franciscans. The early reform mixed an extensive contemplative lifestyle with active service outside the friary. This resulted in the Capuchins being called a “semi-contemplative order.” Today, this historical background is visible in Capuchin interest in retreat ministry, spirituality centers, and chaplaincies in hospitals, schools, jails, prisons, and nursing institutions. European Capuchins came to North America to serve immigrant populations in ethnic parishes and in institutions reflecting these special ministries to their served ethnic groups. Over the last century, Capuchins have increasingly involved themselves in direct services to poor people and work addressing the causes of poverty. A strong missionary emphasis over the past 100 years has resulted in more than 80 Capuchin provinces in every corner of the world.

**Claretian Missionaries (Claretsians)**  
**Eastern Province**  
**Chicago, IL**

Founded on July 16, 1849, in Vic (Barcelona), Spain, by St. Anthony Claret, the Claretians are a Roman Catholic religious community of priests and brothers dedicated to the mission of living and spreading the Gospel of Jesus in more than 60 countries on five continents. The Claretian ministries are devoted to social concerns and issues of justice and peace in parishes, foreign missions, and publishing. Claretians embody the special charisms of community, mission, evangelization, and spirituality and are dedicated to seeing the world through the eyes of the poor. They strive to respond to the most urgent and timely needs using all means possible to care for the spiritual and material needs of others. There are 3,050 members worldwide. Currently there are 60 men in the Eastern Province, serving in Chicago, IL; Perth Amboy, NJ; Springfield, MO; and Stone Mountain, GA.

**Clerics of St. Viator (Viatorians)**  
**Province of the United States**  
**Arlington Heights, IL**

Founded in 1831 by Louis Marie Querbes, in Vourles (Lyons) France, the Viatorian charism, as described in its vision statement, affirms that we are called to be prophetic in addressing contemporary social issues. Specifically, Viatorians reaffirm our Gospel-inspired mission to be dedicated educators of faith and to raise up communities of believers. To make the charism a reality, we acknowledge and respect the role of the laity by ministering with them as equal partners. We minister to and with young people and are committed to their faith development and active membership in their respective faith communities. Lastly, we embrace those who are “accounted of little importance.”

In 1865, three Viatorians left Montreal, Canada, for Bourbonnais, Ill. to establish a school, which later became St. Viator College. After its closing in 1938, Viatorians branched out to serve as high school administrators and teachers, university professors, parish priests, hospital and military chaplains, and other specialized ministries. In 1961, the Viatorians founded St. Viator High School in Arlington Heights, Illinois and they now serve the school in administrative, teaching, and ministerial capacities. Viatorians also serve in parish ministry in Illinois and Nevada as well as in Colombia and Belize. Other ministries include teaching on the university level, chaplaincy in hospital and military settings, and retreat work.

The general directorate is located in Rome and there are five provinces throughout the world: Canada, Chile, France, Spain and the United States. Worldwide, Viatorians total 605 vowed religious
and 253 associates. In the United States, 87 vowed religious and 42 lay associates constitute the province. Viatorian missions are located in Belize, Bolivia, Burkina Faso, Colombia, the Ivory Coast, Haiti, Honduras, Japan, Peru, and Taiwan.

**Comboni Missionaries of the Heart of Jesus**  
**North American Province**  
Cincinnati, OH

St. Daniel Comboni founded this missionary institute in 1867 in Verona, Italy. St. Daniel went into Central Africa with a Plan - a great insight almost totally original in its day – that the people of Africa should become the instruments of their own redemption. His followers are still animated by this basic insight, which St. Daniel believed came to him from God and has found its way into contemporary thought on missionary enculturation. With 4,000 priests, sisters, brothers, and lay missionaries in 41 counties around the world, Comboni Missionaries spread the love of Christ and the hope of the Gospel to those St. Daniel loved as the world’s "poorest and most abandoned people." They work in Africa, Asia, and the Americas. Excluding those studying for priesthood, religious life, and lay mission ministry, approximately 65 Comboni priests and religious work in the United States and Canada - their ministry focuses on the poor, primarily in Hispanic, African-American, and immigrant communities, and in maintaining the missionary mandate on the forefront of the ministry of the local Church.

**Congregation of the Blessed Sacrament**  
**Province of St. Ann**  
Highland Heights, OH

Founded in 1856 by St. Peter Julian Eymard, in Paris, France, the charism of the Congregation of the Blessed Sacrament is to call attention to the Eucharist as the center of Christian life through a variety of ministries - mostly parishes, retreats, workshops, and publishing. As Blessed Sacrament religious, we value life in community, full participation in liturgical celebrations, personal and community prayer in the presence of the Eucharist, and collaborative ministry with the laity. We have 940 members worldwide, and 76 in St. Ann Province. These men serve in Albuquerque, NM; Chicago, IL; Cleveland, OH; Holiday, FL; Houston, TX; New York, NY; and San Antonio, TX.

**Congregation of the Holy Spirit (Spiritans)**  
**Province of the United States**  
Bethel Park, PA

Founded in 1703 by Claude Poullart des Places, in Paris, France, the Spiritan Generalate is in Rome, Italy. They were established in the United States in 1872. Presently there are two provinces in the United States. One, the Eastern Province, is headquartered in Bethel Park, Penn., and the other, the Western Province, is in Houston, Texas. The former is a member of the CTU Corporation communities. The Eastern Province of the Spiritans numbers 77 members. They have members in the archdioceses of Baltimore, Chicago, Cincinnati, Detroit, New York, Philadelphia, and Washington. They have members in the dioceses of Arlington, Pittsburgh, Providence, Venice, and are serving also in Puerto Rico, Dominican Republic, Ethiopia, Tanzania, and South Africa.

**Congregation of the Mission (Vincentians)**  
**Western Province**  
Earth City, MO

The Congregation of the Mission, more commonly the Vincentian Priests and Brothers, is a Roman Catholic Apostolic community founded by St. Vincent DePaul to follow Jesus Christ, evangelizing the poor. In the United States, the Vincentian Priests and Brothers (or confreres) of the Western Province work to address the needs of the poor through innovative works of direct service and systemic change.

**Congregation of the Most Holy Redeemer (Redemptorists)**  
**Denver Province**  
Denver, CO

Founded in 1732 by St. Alphonsus Liguori, in Scala, Italy, we are called to the explicit proclamation of the Good News especially to the abandoned and in particular to the economically poor.
charism is expressed through parish mission preaching, parochial ministry, retreat ministry, publications (Liguori Publications), working with young adults, and a growing commitment to lay collaboration. Today there are 5,800 members worldwide and 219 in the Denver Province (which was formed in 1996 from the St. Louis and Oakland provinces and now includes the former New Orleans Vice-Province). These men serve in Michigan, Wisconsin, Minnesota, Illinois, Missouri, Kansas, Colorado, Nevada, Arizona, California, Washington, Idaho, Tennessee, Mississippi, Louisiana, and Texas as well as in foreign missions in Brazil, Thailand, and Nigeria. Including the foreign missions, the Denver Province is made up of 448 priests and brothers.

**Congregation of the Passion (Passionists)**

**Holy Cross Province**  
*Chicago, IL*

Founded in 1741 by St. Paul of the Cross, in Monte Argentario, Italy, their charism is to “keep alive the memory of the Passion.” Principal ministries are: itinerant preaching of parish missions and retreats for laity, religious, and clergy. They also run four large retreat centers. In addition, they have men involved in Hispanic ministry, chaplaincies to hospitals and retirement homes, and theological education. This Province was one of the three founding communities of CTU. They have accompanied it through the ups and downs of its existence. Today there are 2,267 Passionists worldwide, and 119 in the Holy Cross Province, serving Alabama, California, Florida, Illinois, Kentucky, Michigan, and Texas, as well as several foundations in India.

**Congregation of the Passion (Passionists)**

**St. Paul of the Cross Province**  
*South River, NJ*

Founded in 1720 by St. Paul of the Cross, in Monte Argentario, Italy, the Passionists Generalate, Saints John and Paul, is in Rome, Italy. They were established in the United States in 1853 and are members of the CTU Corporation. They number 173 members in the United States and staff 12 parishes, 23 community houses, and seven retreat centers in the United States. They are represented in the archdioceses of Atlanta, Baltimore, Hartford, Newark, New York, and Philadelphia; and in the dioceses of Altoona-Johnstown, Brooklyn, Methuchen, Palm Beach, Pittsburgh, Raleigh, Rockville Centre, Scranton, Springfield (MA), Wheeling-Charleston, and Worcester. They are also in Canada, Haiti, Honduras, Jamaica, W.I., and the Philippines.

**Maryknoll Fathers and Brothers**

**U.S. Foundation**  
*Maryknoll, NY*

The Maryknoll Fathers and Brothers are an American Catholic organization that, for nearly 100 years, has been reaching out to those in the world who are the most in need. They describe themselves as “the heart and hands of the U.S. Catholic Church overseas.” The momentum for the Maryknoll movement began more than 100 years ago. The first Maryknoll missionaries went to China in 1918. Now 1,200 Maryknoll missionary men, women, and families serve around the globe.

**Missionaries of the Precious Blood**

**Cincinnati Province**  
*Dayton, OH*

Founded in 1815 by St. Gaspar del Bufalo, in Giano Italy, this congregation proclaims to the life-giving and reconciling Blood of Jesus Christ. The charism of the Precious Blood is a source of reconciliation and hope in a world torn by violence. In living out this charism, they proclaim the sacredness and dignity of all life no matter how broken, uniformed, disabled, or desperate that life may seem. Their ministries include urban and rural parishes; education; chaplains in hospitals, colleges, prisons, and the military; serving in foreign missions; preachers of retreats and parish missions; and administration and support service for our congregational institutions. They are a Society of Apostolic Life whose members, priests and brothers, make a promise of fidelity to live the Bond of Charity. Lay associates called Companions share in their spirituality and mission. Today there are 520 members worldwide, with 185 members serving in the Cincinnati Province, which includes Ohio, Michigan, Indiana, Illinois, Pennsylvania, Florida, California, Chile, Peru, Guatemala, and Bogotá.
Missionaries of the Sacred Heart
United States Province
Aurora, IL
Founded in 1854 by Jules Chevalier, in Issodun, France, they are dedicated to sharing the spirituality of the heart - discovering God's love in human love, as seen in the humanity of Christ. Their ministries include working with the marginalized, especially in a cross-cultural context, and traditionally in missionary outreach. They have 2,000 members worldwide, and 78 in the U.S. Province. These men serve in Illinois, Ohio, Pennsylvania, New York, California, Texas, Colombia, and Papua New Guinea.

Missionaries of St. Charles (Scalabrinians)
Province of St. John the Baptist
Oak Park, IL
Founded in 1887 by Blessed John Baptist Scalabini, in Piacenza, Italy, the Scalabrinians are involved in a variety of ministries, particularly working with migrants: parish ministry (48 percent), formation and vocation ministry (18 percent), Casas del Migrante -- shelters for migrants in Mexico and Guatemala (13 percent), and other specialized ministries (6 percent). There are 748 Scalabrinians worldwide and 72 priests and brothers in this province, serving from Cincinnati, OH, and Windsor, Ontario, to the West Coast of the United States, and Canada, all of Mexico, and all of Guatemala.

Missionary Oblates of Mary Immaculate
United States Province
Washington, D.C.
Founded in 1816, by St. Eugene DeMazenod, in Marseilles, France, the Oblates were founded to work with the poor after the French Revolution, with a special emphasis on preaching parish missions. Today there are 4,300 members worldwide, with 400 in the U.S. Province. (The U.S. Province was restructured from five provinces in 1999.) The U.S. Oblates serve in 16 states, Canada, and the Philippines. In addition, they have a mission in Tijuana, Mexico, and a delegation in Zambia. They also operate the Oblate School of Theology in San Antonio, Texas, and several shrines, including the Shrine of Our Lady of the Snows in Belleville, IL.

Missionary Society of St. Columban (Columbans)
U.S. Region
St. Columban’s, NE
The Columban Fathers, as the Society is popularly known, was founded in Ireland in 1918, by Fr. (later Bishop) Edward Galvin with the collaboration of Fr. John Blowick. The Society’s charism and ministries may be described as: sent by the Church “to the nations,” to proclaim and witness to the Good News in Jesus Christ of the full Christian liberation and reconciliation of all peoples. Principal ministries are: foreign missions, ministry to migrants, and other specialized ministries in Asia, Oceania, and Latin America.

In its early years, it recruited members from Ireland, Britain, the United States, Australia, and New Zealand, specifically to evangelize in China. In time, the Society opened missions in other Asian countries, in the Pacific Islands, and in Latin America. Its membership now also includes Chileans, Filipinos, Fijians, Koreans, Peruvians, and Tongans. The Society also has an international lay mission program. Today, Columban missionaries, ordained and lay, are recruited in almost all of the countries where the SSC has a presence and, after their training, go on mission outside of their home culture.

Number of members worldwide: priests: 518; clerical students: 42; priest associates: 12; and lay missionaries: 61. There are 86 men in the U.S. Region, serving in the archdioceses of Chicago, Omaha, and Los Angeles, and the dioceses of Buffalo, El Paso, Providence, San Bernardino, and Juarez, Mexico.
Order of Friars Minor (Franciscan Friars)

Assumption of the Blessed Virgin Mary Province
Franklin, WI
The Order of Friars Minor (Franciscan Friars) was founded in 1209, by St. Francis, Assisi, Italy. The Assumption Province was founded in 1887 by Brother Augustin Zeytz in Pulaski, WI. The Provincial headquarters are in Franklin, WI. Their mission is to live the Gospel in the Church. Inspired by St. Francis, they declare themselves to be guided by a life in fraternity, the centrality of prayer, a preferential option for the economically poor, and the formation into a missionary spirit. Ministries include: foreign missions, home missions (Mississippi and Texas), shelters for the poor and for immigrants, pastoral ministers (parishes, prisons, substance abuse centers, hospitals, nursing homes, and sisters’ communities), and education (high school and college). Brothers from the province serve both Roman and Byzantine Catholics. Today there are approximately 15,000 brothers of the Order of Friars Minor in 110 countries across five continents. One hundred fifty-five men belong to the Assumption Province, serving in 15 states and four countries outside of the United States.

Order of Friars Minor (Franciscan Friars)
St. John the Baptist Province
Cincinnati, OH
Founded in 1844, the friars came from the Tyrol in Germany/Austria to minister to the German-speaking immigrants of Cincinnati, Detroit and Louisville. They serve the Catholic Church as brothers and priests, devoting their lives to the search for God in a communal life of poverty, prayer, and service to others. They work as parish and campus ministers; as hospital, military, and prison chaplains; as teachers in high schools, colleges, and our formation program; as directors of youth or anti-poverty programs; as skilled craftsmen and in support services; as counselors; as spiritual assistants to our Secular Franciscan sisters and brothers; as writers and communicators; as teachers and retreat directors; and as missionaries. In July 2002, the former Vice Province of the Holy Savior ceased to exist and joined this province. There are approximately 15,000 members worldwide and 194 in this province, serving in 12 states, primarily in the Midwest, as well as in Jamaica, Germany, Kenya, Japan, Mexico, the Philippines, and Switzerland.

Order of Friars Minor (Franciscan Friars)
Province of the Sacred Heart
St. Louis, MO
Founded in 1209 by St. Francis of Assisi, the Franciscan charism and mission are rooted in living the Gospel of Jesus Christ in a wide variety of ministries. This order has identified five priorities: prayer, communion of life, solidarity, mission, and formation; and this Province has worked to implement these in their spirit and life. There are 15,000 members worldwide, and 285 in the Sacred Heart Province. The province covers a dozen states in the Midwest and South, and several foreign countries.

Order of Friar Servants of Mary (Servites)
United States of America Province
Chicago, IL
Founded in 1923 by Seven Holy Founders, the Generalate is in Rome, Italy. The Servites were established in the United States in 1970. Their charism is threefold – Service, Fraternity and Devotion to Mary at the foot of the cross. The United States Province numbers 91 friars serving in the United States, Australia, and South Africa. They staff 12 parishes, one high school and two shrines in the United States. They are present in the archdioceses of Chicago, Denver, Portland, St. Louis, and Santa Fe, and the dioceses of Oakland, Orange, and Springfield–Cape Girardeau. They also serve in Australia and South Africa.
Order of St. Augustine (Augustinians)
Province of Our Mother of Good Counsel
Olympia Fields, IL
Province of St. Augustine
Province of St. Thomas of Villanova
Province of St. Joseph
Founded in 1244 by Pope Innocent IV, the Augustinian charism seeks Christian communion with the Lord and with one another, and helping one another on the way to God. We are one of the mendicant orders. We are involved in all traditional ministries: parochial work, education, scholarship, and missions. There are 2,900 Augustinians in the world today, and 107 in our province, serving Wisconsin, Michigan, Illinois, Missouri, Oklahoma, Texas, and Peru, in South America.

Priests of the Sacred Heart
Hales Corners, WI
Fr. Leo John Dehon founded the Congregation of the Priests of the Sacred Heart on June 28, 1878. The Congregation of the Priests of the Sacred Heart is a religious community committed to continuing Christ's work of rebuilding our world into God's kingdom of justice and love. They serve as pastors in urban and rural parishes. Priests of the Sacred Heart are involved in teaching, counseling, chaplaincies, and social justice concerns. They are engaged in seminary education and religious formation. In all that they do and to all whom they serve, they strive to bring the love of the Heart of Jesus.

Society of the Divine Word
Chicago Province
Techny, IL
Founded in 1875 by Arnold Janssen, in Steyl, Holland, the Society of the Divine Word are missionaries seeking to proclaim the Word of God, bring new faith communities into being, foster their growth, promote communication among them and the Church. The SVD community has been involved with CTU since 1969. There are 6,102 S.V.D.s worldwide and 276 in the Chicago Province, serving 10 states (Illinois, New Jersey, Massachusetts, Wisconsin, Iowa, Tennessee, Pennsylvania, West Virginia, Washington D.C., and Missouri), Canada, Jamaica, and the Caribbean.

Society of the Precious Blood
Kansas City Province
Liberty, MO
Founded in 1815 by St. Gaspar del Bufalo, in Giano, Italy, this congregation proclaims the life-giving and reconciling Blood of Jesus Christ. Their charism includes working with Hispanics in the Kansas City area and in Texas. Flowing from their charism they are also involved in the ministry of reconciliation. They have men who are teachers, pastors, and chaplains, and have a new mission in Vietnam. They are a Society of Apostolic Life and take no vows. They do live in the bond of charity and emphasize both their common life and the apostolate. Today there are 520 members worldwide. The Kansas City Province has 57 members.

Xaverian Missionaries
United States of America Province
Chicago Province
United States of America Province
The Xaverian Missionaries are a religious community of priests and brothers founded in 1895 by Blessed Guido M. Conforti. Inspired by the life and dreams of St. Francis Xavier, who left his home country and family to preach the Word of God to distant lands, the Xaverians contribute toward making of the world one single family by proclaiming in word and action the Good News of God’s Reign to non-Christians. Xaverians respond to Jesus Christ’s invitation to be his witnesses to the ends of the world by a life-long commitment to serving the poorest among the poor. The Xaverian Missionaries work in Burundi, Cameroon, Chad, Dem. Rep. of Congo, Mozambique, Sierra Leone, Bangladesh, Indonesia, Japan, Philippines, Taiwan, France, Great Britain, Italy, Spain, Brazil, Colombia, Mexico, and the United States.
7.7 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 either the Master of Arts in Pastoral Studies (M.A.P.S.) or Master of Divinity (M.Div.) 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, Carlos Salmerón, Room 354 in the Academic and Conference Center, 773.371.5441, csalmeron@ctu.edu.

7.8 SPIRITUAL DIRECTION

Contact the Emmaus Office in the Academic and Conference Center, 5416 S. Cornell, Room 363, to obtain a list of available spiritual directors.

7.9 AUGUSTUS TOLTION 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 twice-monthly 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, 773.371.5440, tolton@ctu.edu.

7.10 WORSHIP AT CTU

There are daily opportunities for worship and prayer, along with all-school liturgies during the academic year where the CTU community comes together for celebration. These liturgies are open to all and you are encouraged to be involved and take an active part as planners, musicians and singers, proclaimers of the Word, Eucharistic ministers, ushers, those who want to assist with the environment, and presiders. Please contact Richard McCarron, Associate Professor of Liturgy by e-mail at rmccarron@ctu.edu and let him know if you are able to help.

7.10.1 CHAPELS AND LITURGIES

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

Worship Schedule:
Daily Mass *(subject to change)*:
Monday-Wednesday, 5:00 p.m., Chapel Room 210A
Thursday, 12:10 p.m., Chapel Room 210A

**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 you wish to use the chapel for a group, please contact Amanda Hain, the Events Coordinator, at events@ctu.edu to reserve it.
Many religious communities who live at CTU or in the Hyde Park neighborhood welcome your 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, 13.6.)*

**7.10.2 Meditation Room, 4th Floor, 5416 S. Cornell**

The Meditation Room is open for your 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. You are welcome to come to the Meditation Room to pray in the presence of the Blessed Sacrament.
8 STUDENT LIFE

8.1 INTRODUCTION

CTU is a diverse yet close-knit community. We endeavor to be a welcoming and comfortable place for your overall life at CTU. 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.

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 United States is sustained by data-based strategic planning which affects all aspects of the institution. Our students are an integral part of that planning.

ART GALLERY (MARY-FRANCES AND BILL VEECK GALLERY) (SEE FACILITIES AND SERVICES, 3.2)

8.2 BANKING

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

Harris Bank 5493 South Cornell Avenue, Chicago IL 60615; 773.241.5100

- Name of account recommended: Lion Power Free Checking account
- Fees: No monthly account fees; no teller transaction fees; no ATM fees with Harris Bank ATMs
- ATM card: Your 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 Ave.
- Checks: Temporary checks are issued on the day account is opened. Your checkbook will be ready 10 days later.
- Bring your passport (for U.S. citizens a driver’s license) and a letter from CTU stating you are enrolled at CTU.
- Free cashier’s checks available (one per day)
Free Online checking/transactions available

Other banks in the Hyde Park area:
- **Bank of America** 1439 E. 53rd Street, Chicago, IL 60615; 773.667.0408
- **Fifth Third Bank** 1420 E. 53rd Street, Chicago, IL 60615; 773.256.3400
- **Hyde Park Bank** 1525 E. 53rd Street, Chicago, IL 60615; 773.752.4600

**Bulletin Boards**  
(See Bulletin Boards, 10.2)

### 8.3 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 contact Christine Henderson in the Student Services Office, studentservices@ctu.edu, 773.371.5403 for more information.

#### 8.3.1 Job Postings

Local and national employers often send job postings to CTU. These are posted on the Union website found at [http://union.ctu.edu](http://union.ctu.edu) under the Main Menu as Student Job Placement Service for 60 days or until the posted deadline for the application.

#### 8.3.2 Student Employment

Student workers are CTU students in good standing and with financial needs. 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, 9.3.4) and must be declared eligible to work. Your work must also conform to the type of work allowed by your visa. (See Visas, 9.3.8.)
- All student worker applications must be processed through the Student Services Office located in the Academic and Conference Center at 5416 S. Cornell, Room 311, or by e-mail to studentservices@ctu.edu.
- Once employment is secured, the student must complete necessary payroll documents through the Student Services Office.
- Student employment opportunities may include any of the following:

  - **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.
  - **Atrium Café Service**: acting as barista and cashier at the Café located in the 3rd Floor Atrium
Food Service: setting up and cleaning up, serving food, and other activities related to food service for events hosted by CTU

IT Department: general computer and A/V help and troubleshooting for CTU

Receptionist: includes answering telephone, providing general information, sorting mail

Other employment opportunities can be found on the Union website at http://union.ctu.edu under the Main Menu as Student Job Placement Service.

Time Cards
- Student workers need to obtain an Employee Time Report (timecard) from the Business Office. To receive payment, complete the timecard and return it to the Business Office, 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, your name clearly printed, and In and Out times. Calculate total hours for each day and for the pay period.
- The timecard must be signed by your supervisor before it is submitted.

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. Please notify the Business Office, Room 315, if you have 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 to communicate with your supervisor well in advance when time off is planned.

8.4 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 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. (See also SRC, 8.15.)

8.5 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 Student Services for more information, Room 311 or e-mail studentservices@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.
Bally Total 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 Street, 773.924.9889.
The Dyett Recreation Center at 525 E. 51st Street has open adult swimming Monday through Friday, 1:00 p.m. - 9:30 p.m., and Saturday, 1:00 p.m. - 4:30 p.m. Directions: Take 55th Street west to Ellsworth Drive (where 55th becomes Garfield), turn right on Ellsworth, and Dyett is the first building on the right.
The McGuane Recreation Center at 2901 S. Poplar (29th and Halsted) has open adult swimming at various times during the week. Call 312.747.7463 for current hours.

8.6 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. Likewise, students in the M.A.P.S., M.A., M.Div., and professional ministerial M.A. 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; see 7.2 above), Augustus Tolton Pastoral Ministry Program (for Tolton Scholars; see 7.9 above), or Oscar Romero Scholars Program (for Romero Scholars; see 7.7 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.

8.7 HEALTH INSURANCE

Health insurance is mandatory for all international students. If you have existing CTU coverage, please 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 your own insurance company or you may utilize one of these two options that are recommended:

- **Sentry 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 you must contact the insurance company directly to enroll yourself in the plan and make your insurance premium payments directly to them, not CTU. Please note that, when choosing a plan to fit your needs, this plan has a lower level of coverage, offers more plan options, and you can see any provider you want. This plan offers basic coverage. **Note: This plan does not cover any pre-existing condition.**
  You may begin coverage when you want. See brochure for details for effective dates and premium amounts. Plan brochures are available in the Student Services Office, Room 311 in the Academic and Conference Center. You must have a brochure to enroll. Call 847.564.3660 with questions about the plan. You may also 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, 2010-August 31, 2011. 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 30, 2010.** Although this plan is more expensive, the coverage is more comprehensive.

To sign up for this plan, contact Christine Henderson, Student Services Coordinator, in the Academic and Conference Center, 5416 S. Cornell, Room 311, 773.371.5403, studentservices@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/.

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**Housing** *(See Student Housing, 3.8)*

### 8.8 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. You obtain your CTU ID card from the Registrar’s Office in 5416 S. Cornell, Room 375. Residential access, meal plans, and parking are programmed by the Student Services Office, in Room 311, 5416 S. Cornell.

### 8.9 Keys

Copies of all keys are kept in the Maintenance Office. All keys are cataloged to prevent unauthorized keys from being distributed. 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 Student Services Office, 5416 S. Cornell, Room 311, or you will be charged for the replacement of the lock.

*(For more information, see Student Housing, 3.8.)*

Your student ID card serves as your key to CTU’s Academic and Conference Center, 5416 S. Cornell Avenue and to the Residence Hall and Student Center at 5401 S. Cornell Avenue.

*(See ID Cards, 8.8.)*

### 8.10 Personal Help

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

The Director of Residential Community Life, Joy Ziemke, 5401 S. Cornell, Room 824, 773.595.4175, can also provide information about referrals for specific personal needs.

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**Photocopying** *(See Photocopying, 3.15)*

### 8.11 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.
**Earth Connection**

Earth Connection is a gathering of CTU people for activities to connect to the earth, one another, and all of creation. We share environmental awareness, practical learning, and ways to live more sustainably in our 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 Dawn Nothwehr, faculty liaison, at nothwda@ctu.edu.

**Guadeamus**

This is an event honoring CTU faculty for the books they have written. Books are available for purchase at a discount, and the faculty is available to autograph them.

**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 e-mail newsletter, *News, Notes & Reminders* and posted 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, 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**

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.

See also 8.15, *Student Representative Council* for a description of the opportunities for student participation in all aspects of CTU’s institutional life.
8.12 **STUDENT AMBASSADORS (SEE ALSO DEVELOPMENT OFFICE, 2.5)**

CTU Student Ambassadors are a group of student volunteers who are selected to serve as CTU representatives at special events. Each Student Ambassador is responsible for serving at three events per semester and attending a training session. Please see the Development Office in the Academic and Conference Center, Room 316, for an application.

8.13 **STUDENT LOUNGE**

Student lounges are located on the first floor of the Residence Hall and Student Center at 5401 S. Cornell and in the Atrium located on the third floor of the Academic and Conference Center at 5416 S. Cornell.

8.14 **STUDENT PARTICIPATION IN PEACEBUILDERS**

Housed in the Bernardin Center 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 program employs an integrative and holistic approach, including summer seminars, mentoring, theological reflection, prayer and worship, ministry experience, peace projects, weekend retreats, and an interactive website.

Additionally, Peacebuilders Initiative 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, Peacebuilders Initiative offers professional development opportunities including workshops and graduate-level courses, as well as weekly Gospel reflections and resources on our website.

CTU students have the opportunity to participate in 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.peacebuildersinitiative.org](http://www.peacebuildersinitiative.org) or contact Kyle Schreiner, Associate Director, in Room 351, 773.371.5433, kschreiner@ctu.edu.

8.15 **STUDENT REPRESENTATIVE COUNCIL (SRC)**

The Student Representative Council is the vehicle for student opinion and action. It is made up of seminarians; women and men religious; and lay men and women; and 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. 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.
To meet these goals, the SRC does the following:
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 services to students)*

SRC also:
- recruits members from the various student groups and strives to see that those serving on the SRC represent the ethnic diversity at the school;
- plans and sponsors community-building events, such as Gaudeamus, Fiesta Primavera and Taste of CTU, among others;
- 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 as ushers, parking lot attendants, etc.

Membership: The SRC is open to all students and has an office on the third floor of the Academic and Conference Center at the north end of the Atrium. If you would like to join the SRC or would like to help with committees or events, e-mail: src@ctu.edu.

### 8.16 Women in Ministry

Women in Ministry is open to any interested women students, staff, and faculty. The group meets several 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. 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, vpadminoffice@ctu.edu.
9  INTERNATIONAL STUDENTS

9.1  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. Our goal is to provide a space for international students where they feel supported and encouraged to share their concerns as well as the richness they bring with them.

Information about obtaining a Social Security Card (see also Social Security Number, 9.3.4, State of Illinois Driver’s License (see also Driver’s License,13.3) 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. (See Section 9.3.4 for more details.)

The Dean’s Office, the Office of the Vice President for Administration and Finance, the Student Services Office, the Registrar’s Office, and the Admissions 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 dé Jesús Lemus, Registrar, 773.371.5453, mlemus@ctu.edu.

9.2  ENGLISH LANGUAGE CLASSES

Since the start of your theological studies here at CTU will involve many transitions, we want to assist you in developing competence in the English language by providing information about English language classes that are offered in the Chicago area. The English Reading and Writing Sample, which you submitted with your application packet, is one way we assess your proficiency with the English language. All students must complete the English Reading and Writing Sample. Based on our assessment of your sample, you might be directed to enroll in one of the many English language classes held in Chicago or to enroll in the Tutoring Program here at CTU. Contact the Director of English for Theological Education, Mark Schramm, SVD, in 5401 S. Cornell, Room 217, 773.595.4025, mschramm@ctu.edu. Judging your own English skills and needs is also very important. Therefore, you might decide on your own that improving your English skills is critical to your 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 your responsibility to contact the school of your choice and enroll in the English classes.

If you are an international student and you decide to enroll in an English class during the summer, you will need to transfer CTU’s I-20 to that school, and the school will issue a Form I-20 to you as their student. When you are ready to begin classes at CTU, you should transfer the English school’s I-20 back to CTU and bring the I-20 issued by the school where
you are studying English to the CTU Registrar's Office, Room 375, in the Academic and Conference Center, 5416 S. Cornell. A new I-20 from CTU will be issued to you.

**The University of Chicago**

The University of Chicago International House offers Intermediate Language Skills for high beginner to intermediate level students. This course helps students become more effective in conversation, using functional language, and improving listening skills. Exercises and drills target grammar trouble spots in speaking and writing and common pronunciation errors. Students also learn phrasal verbs and develop more sophisticated vocabulary.

**ADVANCED LANGUAGE SKILLS**
For high intermediate to advanced level, students develop and perfect language skills for teamwork, discussions, debates, and other verbal interactions needed to be successful in interviews, leading discussions, and giving class presentations. Guided exercises aid students in improving listening and reading skills. Pronunciation, grammar, and some focused opinion-based writing further enhance the skills of each student.

**SPEAKING AND LISTENING**
Students with limited exposure to native-spoken English develop confidence in their listening and speaking skills through extensive practice. Skills are taught in a relaxed atmosphere that activates learning.

**FOCUS ON ACCENT REDUCTION**
Expressing yourself clearly and comfortably is essential to successful professional and social interaction. Students learn the skills necessary to speak more naturally and with greater fluency. Pronunciation trouble areas are addressed, as well as problems with syllable stress and intonation. Everyday language skills and formal academic oral skills are also emphasized through small- and large-group role-play situations and individual oral presentations. This class is ideal for advanced students who experience persistent pronunciation and/or communication problems in the office, lab, or classroom.

**COMMUNICATION STRATEGIES**
For high-intermediate to advanced non-native speakers who want to refine their fluency, communication, and writing skills while acquiring a better understanding of American culture, customs, and cross-cultural social, academic, and business issues. Role plays, informative reading with small- and large-group discussion, vocabulary development with American idiomatic expressions, listening skills, pronunciation skills, and oral presentation skills make up the format for this class.

**EFFECTIVE ACADEMIC WRITING**
Writing effectively is a necessary skill in the academic and professional world. Learning how to produce concise, clear, and error-free written communication is the focus of this course. Students bring samples of their own writing to class. Students review essential grammar skills related to effective writing; focus on individual needs through one-on-one instruction; learn to edit and revise their writing for maximum effect; learn the basics of technical writing; analyze the importance of tone and style in communication; and learn to summarize facts and information in reports. For more information: [http://ihouse.uchicago.edu/esl/esl_classes.shtml](http://ihouse.uchicago.edu/esl/esl_classes.shtml).

**CTU’S TUTORING PROGRAM**
One-on-one and small-group tutoring is available for students who wish further clarification in a particular skill area. Our Tutoring Program can help you build the oral and written skills that you need to be successful in the rigorous academic environment.
The flexible session timetable can easily fit your busy schedule. Contact Mark Schramm, SVD, 773.595.4025, msschramm@ctu.edu.

DePaul University

The English Language Academy (ELA) at DePaul University offers English as a Second Language classes. Additional information about the ELA can be found at http://ela.depaul.edu. Applications can also be downloaded from this website.

The ELA has an eight-week summer program (from mid-June to mid-August). This is a full-time (20 hours per week) course that meets 9:00 a.m.–2:45 p.m. each weekday. Students are matched with the appropriate course among five different levels of English proficiency. Four courses are available to full-time students: Writing and Word Processing, Reading and Vocabulary Development, Grammar, and Spoken English and Listening. For costs, contact: 312.362.6455 or ela@depaul.edu or visit: http://ela.depaul.edu/costs/index.asp.

9.3 IMMIGRATION INFORMATION AT CTU

PRIMARY DESIGNATED SCHOOL OFFICIAL (PDSO) FOR IMMIGRATION:
Maria d' Jesús Lemus, Registrar

DESIGNATED SCHOOL OFFICIALS (DSO):
Fr. Patrick Lagges, Hesburgh Program
Sr. Maria Hughes, A.S.C., Institute of Religious Formation (IRF)
Minembe Mateene, Registrar's Office
Carmen Guzman, Dean's Office
Fr. Donald Senior, C.P., President
Sr. Barbara Reid, O.P., Vice President and Vice President and Academic Dean

9.3.1 CHANGE OF ADDRESS NOTIFICATION

As of August 1, 2002, 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 United States. 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.

9.3.2 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 your appropriate program must sign this form at least two weeks before travel outside of the United States. If your DSO is not available, go to the Registrar's Office to get the form signed by Maria Lemus or Minembe Mateene. The signature will be valid for one year only. (For other travel information see Traveling Outside of U.S., 9.3.6).

9.3.3 INTERNATIONAL STUDENT IDENTITY CARDS (ISIC)

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

To apply for an ISIC, you must provide either a valid student ID, current class schedule, or tuition receipt to STA Travel. E-mail: proof@statravel.com or visit their Chicago offices at the DePaul University Loop Campus Bookstore, 1 E. Jackson Blvd.

9.3.4 SOCIAL SECURITY NUMBER

International students need a Social Security Number and card to work in the United States. You must first procure an offer of employment as a student worker as described in a letter from the Student Services Office, 5416 S. Cornell Ave., Room 311. Then, you must procure a letter from the Registrar’s Office, 5416 S. Cornell Ave., Room 375, which states that you are 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 United States. To get an original number and card, you will need to complete an Application for a Social Security Card (Form SS-5) and show documents that prove your age, identity, U.S. citizenship, or lawful alien status, and present the employment letter.

Remember that the work you are doing must conform to your visa type.

To get an application:
- Visit www.socialsecurity.gov
- Call 1.800.772.1213 (National Office 7:00 a.m.-7:00 p.m.) or 312.353.4011 (Chicago Office 9:00 a.m.-4:00 p.m.)
- E-mail il.fo.chicago.loop@ssa.gov
- Visit a local office (Monday-Friday, 9:00 a.m.- 4:00 p.m.)
  Social Security Offices in Chicago:
  - 77 West Jackson Boulevard, Suite 300
  - 111 E. 87th Street
  - 6338 S. Cottage Grove Avenue
  - 5130 W. North Avenue
  - 4652 S. Bishop Street
  - 55 W. Monroe Street
  - 1233 W. Adams Street
  - 120 S. Sangamon Street

You will need to bring proof of identification with you. 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

(See also, Student Employment, 8.3.2.)
9.3.5 Transfer Verification Form

Students residing in the United States and who have studied at another school before CTU must complete the Transfer Verification Form. Upon completion of the international student admissions process and having 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.

9.3.6 Traveling Outside the United States

If international students with I-20 forms (F-1 visas) wish to travel outside of the United States, they must see the DSO of their appropriate 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":

1) Valid passport
2) Valid traveling visa
3) Valid I-94 card within passport (states the duration of status in the United States)
4) Valid signed SEVIS I-20 Form
5) Enrollment letter from Registrar’s Office (must be requested two weeks before travel) or Scholar Program Director
6) Unofficial printout of course history (transcript) (must be requested two weeks before travel)
7) Current support letter or financial affidavit of support
8) Return ticket

9.3.7 United States Citizenship and Immigration Services (ICE)

The Bureau of Citizenship and Immigration Services (formerly INS-Immigration and Naturalization Services) is a division of the U.S. Department of Homeland Security. If you have any questions about your status, forms, or immigration issues, you can contact the USCIS by calling 800.375.5283 (automated self-service available 24 hours/day; direct assistance available Monday-Friday, 8:00 a.m.-6:00 p.m.) or visit the website at http://www.uscis.gov.

9.3.8 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 United States by international students. This visa must be maintained valid to travel and to allow re-entry into the United States. It must be renewed 60-90 days before it expires.

F-1 Visa: the study visa granted to a student with a valid I-20 document from the academic institution. The student must be studying full-time, 9-12 credit hours, each semester. The student can work 20 hours per week at the school 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 United States. Students cannot reside at a parish and provide services. This can cause deportation.

R-1 Visa: the visa granted to religious workers. Students can reside at a parish and provide services as designated by the R-1 Visa regulations.
9.4 Tutoring at CTU

One-on-one and small group tutoring is available for students who wish further clarification in a particular skill area. Our Tutoring Program can help you build the oral and written skills that you need to be successful in the rigorous academic environment. The flexible session timetable can easily fit into your busy schedule. Contact: Mark Schramm, S.V.D., 773.595.4025, mschramm@ctu.edu.
10 COMMUNICATION

10.1 EMERGENCY COMMUNICATIONS

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 procedures described in detail in Section 12.** If you have any questions about these procedures, please call the Maintenance Office 773.371.540 or ext. 401, before an emergency arises.

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

**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)
- Notify senior management of CTU: 773.913.8424
- CTU contacts:
  - Michael Connors, Vice President for Administration and Finance: 773.371.5404 or ext. 404
  - Martin Fitzgerald, Director of Facilities, 773.371.5401 or ext. 401

*(See also Safety and Emergency Procedures, Section 12.)*

GENERAL

10.2 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.

**Dedicated Boards**

In an attempt to give all posting adequate and fair bulletin board exposure, please place items on specifically assigned boards, including job postings and volunteer opportunities.

**The President’s Message Board**

Important messages from the Office of the President are posted here.

**General Posting Guideline:**
ALL postings must be stamped by the Vice President and Academic Dean’s Office, Room 367. Postings without proper approval will be removed. Undated postings will be removed after two weeks. If that office is closed stamps may be obtained the Office of the Vice President for Administration and Finance, Room 310.

**This Week at CTU**

This board is located in the Atrium between the two doors to Room 337 and is for CTU events for the current week only. All postings must be stamped by the Vice President and Academic Dean’s Office, Room 367, or the Office of the Vice President for Administration and Finance, Room 310. Postings without proper approval will be removed.
10.3 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 are defined as, but not limited to, 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.

Displays include, but are not limited to: posters, notices, objects, or decorations.

1. Only official school displays initiated or approved by the offices of the President, 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

2. Notices or displays, once approved, should be placed in the lobby and in general should be confined to a poster mounted on a tripod. The Events Office will be glad to help you with easels and posters.
   Notices should not be affixed to walls, windows or doors.
   For safety reasons, displays may not contain lit candles or other lighted materials.

3. Notices for other events and activities are welcome to be placed on designated existing bulletin boards 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.

10.3.1 EASELS

Approval for easel displays must be obtained from the Events Office, the Vice President and Academic Dean’s Office or the Office of the Vice President for Administration and Finance. You should provide information for approval indicating the nature of the display, the timeframe, and the person or group responsible.

10.3.2 FLYERS/ATRIUM SHELVING

Notices for events at or sponsored by CTU and other events and activities are welcome to 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.

10.3.3 KIOSK

The kiosk located in the Academic and Conference Center Lobby is reserved for information about official CTU news and events. If you want something displayed on the kiosk you must provide the material on a single power point 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.
(See also, Bulletin Boards, 10.2, and News, Notes & Reminders, 10.9.)
10.4 **E-mail (for internal CTU Communication)**

E-mail is an essential tool for communication at CTU. Your e-mail address on record with the Registrar’s Office, records@ctu.edu, is automatically added to our internal student e-mail list. Students who do not have any e-mail address may receive assistance in setting up an e-mail account in the IT Office. *(See Student E-Mail Accounts, 11.3.)*

Upcoming events, important news that affects student life, and other announcements from CTU administration are communicated through this mailing list. *Please check your e-mail regularly to stay informed.* Contact the Registrar's Office, 773.371.5454, records@ctu.edu if you believe you are not receiving these e-mails or to change your e-mail address on record.

*Student Technology Services and Resources:* CTU has many technology resources for students located on the fifth floor in the Paul Bechtold Library at 5416 S. Cornell. There is also a computer center on the third floor of the 5401 S. Cornell Residence Hall and Student Center. In addition to these physical resources, the Internet makes other common resources accessible both on and off campus, especially e-mail and the course management system that powers the Union ([http://union.ctu.edu](http://union.ctu.edu)). Except for printing, these facilities are available without charge. *(See Student Computer Centers, 11.2.)*

10.5 **E-mail/Internet Network Usage Policy**

**Terms and Conditions of Use/Acceptable Use**

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 your 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.

10.6 **Events**

To schedule or plan an event, stop by the Events Coordinator’s Office, Room 347 in the Academic and Conference Center, or e-mail: events@ctu.edu for an Event Form. You must coordinate any proposed event with the Events Coordinator, Amanda Hain, and provide a **minimum of two weeks’ notice** for anything you want to plan.

CTU events can be found in the Academic Calendar. An updated list of events will be included in News, Notes & Reminders, the e-newsletter which you will receive every week (see 10.9).

10.7 **Fax (facsimile) Machine (773.324.4360)**

CTU has a general fax machine located in the Mailroom of the Academic and Conference Center, 5416 S. Cornell, that is available for students to use. The fax number is 773.324.4360. Please see either Harrietta Holloway or James Doyle in the lobby of 5416 S. Cornell for information about the fax machine. *(Job Postings, See 8.3.1)*

10.8 **Logos Newsletter**

*Logos,* the official CTU newsletter, is published periodically by the Office of Public Information and Media Relations. *Logos* reports on the people and programs of CTU. Complimentary copies are sent to friends and alumnae/i of CTU and distributed to students,
10.9 NEWS, NOTES & REMINDERS

News, Notes & Reminders (NN&R) is CTU's weekly e-newsletter. It contains special announcements, 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 your school-related event or announcement included in any edition of News, Notes & Reminders, information must be received by noon on Thursday to be included the following week. All submissions must be sent as an e-mail to: events@ctu.edu. You must include News, Notes & Reminders in the subject section of your e-mail.

THE UNION (MOODLE) (SEE STUDENT TECHNOLOGY SERVICES, 11.5)

10.10 WEBSITES

CTU's primary website is located at www.ctu.edu. This 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; however, if you find any errors, please send an e-mail to webmaster@ctu.edu.

The Union (Moodle), http://union.ctu.edu is where you can locate our online course management system. It allows students to access many resources revolving around their coursework at CTU.

The Peacebuilders Initiative, a theology and ministry program for high school students sponsored by the Bernardin Center, has its own website at www.peacebuildersinitiative.org. 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.

Catholics on Call, another program sponsored by the Bernardin Center, assists young adults to reflect on God's call in their lives. The website address is www.catholicsoncall.org. 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 your life.

The Catholic Common Ground Initiative is housed in the Bernardin Center. The Catholic Common Ground Initiative was founded in 1996 in an effort to lessen polarities and divisions that weaken the communion of the Church. At the origin of the Initiative, the National Pastoral Life Center released a charter statement, “Called to Be Catholic,” proposing guidelines for dialogue within the Church. The Initiative begun thirteen years ago by Cardinal Bernardin continues today and moved to the Bernardin Center in 2009. The Catholic Common Ground Initiative is committed not only to facilitating dialogue but also to exemplifying a process of communication that values varying perspectives and works to foster faith and understanding.
Through lectures, conferences, and programs in Catholic parishes, schools, and organizations, the Catholic Common Ground Initiative continues to promote dialogue within the Church on a variety of theological and social issues, including the changing roles of women, human sexuality, healthcare reform, and immigration—challenges facing not just the American Catholic Church but the United States as a whole. In the Spring of 2009, the Initiative created a new strategic plan, “A Living Witness.”

The Catholic Common Ground Initiative, inspired by the call to be one in Christ, invites Catholics with differing views about critical issues in the Church to engage in prayerful dialogue for the sake of building up the communion of the Church. The website is catholiccommonground.org.

(See also Section 11.1 for more information about the CTU website and the CTU Student Portal)
11 STUDENT 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, and there is an IT Help Desk for technology assistance. The Help Desk Office is 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 e-mail and the course management system that powers the Union (http://union.ctu.edu). Except for printing, these resources are available without charge.

11.1 CTU WEBSITE AND CTU UNION (MOODLE)

CTU maintains a central website at: http://www.ctu.edu (See Websites, 10.10)
CTU Union (http://http://union.ctu.edu.ctu.edu) is the course management system used in conjunction with classroom learning. (See 11.5) Union contains additional resources and can facilitate course-related discussions. Suggestions for improving the website or Union are welcome and should be sent to: Kelvin Sledge, IT Manager, ksledge@ctu.edu.

11.2 STUDENT COMPUTER CENTERS

Various technology resources are located on the fifth floor of the Academic and Conference Center in the Bechtold Library. The library's west wall houses computer workstations, CD burners, a scanner, a black-and-white laser printer, and a color 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.

The technology resource staff and Help Desk Office are located within the library at the northeast corner, Room 530. The office is staffed during regular business hours, although the staff may be working elsewhere on campus as needed. The regular hours are the same as the library hours unless otherwise posted at the library entrance. 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 e-mail to support@ctu.edu.

The library and the IT Help Desk Office hours are posted near the library entrance (Also see section 6.2). Note that hours are different when school is not in session, during the summer, and at other special times.

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 e-mail), priority will be given to those who need to use the computer workstations for study purposes.

The John Neville Student Computer Center is located on the third floor of the Residence Hall and Student Center at 5401 S. Cornell Avenue. The Neville Computer Center has full computing software and hardware facilities, Internet access, networked laser printers, and
scanners. The Neville Computer Center was created through a gift from The Lilly Endowment Inc.

11.2.1 WORKSTATION EQUIPMENT

The workstations in the 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 user name. The password for login is ctulab if needed.

Printer: There is a networked printer for all workstations together. To print, one uses the normal print function of an application which places the document in a queue, or waiting line, for later retrieval. Queues are associated with the computer workstation, so if you are using workstation tc03, that will be the user that you click on to retrieve your documents for that session. Before printing you must have a student ID card or pay card with money credited to it. Money can be added to your card in the library in the copy room by using cash. Once money is loaded onto the card it cannot be refunded in cash.

When you are ready to print, swipe your card through the card reader by the printer. Move the mouse if necessary to wake up the computer. Double click the workstation name. You should see a list of documents you have sent to the printer. Click in the box to the left of a 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. If you don’t have enough money, QUIT and add money to the card. If you have sufficient funds and the cost is satisfactory click PRINT. Repeat as needed. (Don’t forget to take your card back.) If you decide that you want to cancel a document rather than print it, you may do that.

If you forget to print out a document, it may not survive overnight in the queue. Scanning: Two workstations are available for student use in the workstation area. If you are unfamiliar with the process of scanning, please follow the instructions posted on the scanners. You can also scan documents into PDF files from one of the mac machines in the library copy room.

CD Burning: A couple of workstations are equipped with CD burners and software for student use. If you are unfamiliar with the process of CD burning, please follow the instructions found on the workstation area.

11.2.2 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). You may also access any web-based e-mail system through Internet Explorer or Mozilla Firefox. (See Student E-mail Accounts, 11.3 below) Various media plug-ins are available for viewing other formats: Windows Media Player, Adobe Reader, Flash Player, Quicktime, and so forth. If you need a plug-in not on this list, please contact the Information Technology staff with your request so we 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: e-mail and the Union. *(See 11.5)*

11.3 **STUDENT E-MAIL ACCOUNTS**

Students often have their own personal e-mail address, 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. If you need help establishing an e-mail account, see Kelvin Sledge, Room 361 in the Academic and Conference Center. Once you have registered for a course, IT will create an account and e-mail for you. In order to use the Union (Moodle) you must have an account. If you have questions contact an IT staff person.

11.4 **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.

11.5 **THE UNION COURSE MANAGEMENT SYSTEM AT HTTP://UNION.CTU.EDU**

Instructors use our Internet-based course management system run by a powerful software package called “Moodle.” It is 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 within a few days from the IT Manager. The IT Manager will e-mail the login name, typically your first name initial and your last name unless that combination is in use by another account, and a password. You may change the temporary password supplied on your account once you have logged in for the first time. Your 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 your use. Bible courses, for example, under (B) Bible can be searched for a particular course number and name.

If you would like assistance in orienting yourself to Union, you may enroll yourself in the Introduction to Online Learning, the first category, with the password: welcome2010. Any professor who would like you to enter a course site on Union will give you an enrollment key so that only your class will have access to copyrighted materials and your student work. You will only have to enroll once in a course. *Please remember to log out of the system when finished.*

If you are having trouble or have 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 on the fifth floor of the Academic and Conference Center.

**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 and the CTU e-bookstore.
Chapter 12  SAFETY AND OTHER CAMPUS POLICIES

12.1  SAFETY

We are pleased to have you at CTU and hope that you will add your efforts to enhance the safety and security of the entire CTU community. Emergency contact numbers and evacuation routes are posted throughout the buildings.

12.1.1  EMERGENCY PROCEDURES

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 procedures described on the following pages. If you have any questions about these procedures, please call the Maintenance Office, 773.371.5401 or ext. 401, 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)
- Notify senior management of CTU 773.913.8424
- CTU contacts:
  - Michael Connors, Vice President for Administration and Finance: 773.371.5404 or ext. 404
  - Martin Fitzgerald, Director of Facilities, 773.371.5401 or ext. 401

12.1.2  FIRE SAFETY

To combat this hazard effectively requires a thorough knowledge of the building’s safety features, escape routes, and fire and evacuation procedures. At the time a fire occurs, responses must be automatic and exact. **Make sure you are familiar with the procedures and information outlined in this section.** Fire drills will be conducted periodically.

Building Fire Safety Features

- 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.

Smoke/Fire Emergency Procedures

If you smell **smoke**:
1. Call the Maintenance Office at 773.371.5401 or ext. 401, or Reception at 773.371.5400 or ext. 400. Report the smoke's exact location if possible and any other available details.
2. Wait for a response from the Maintenance Office or Receptionist.
3. **DO NOT USE THE ELEVATOR. USE STAIRWELLS ONLY.**  
   *(See Evacuation Procedures, 12.1.2.1)*
If you see fire:
1. Close all doors leading to the fire; keep doors unlocked.
2. Use a telephone nearest the exit to call the Maintenance Office at 773.371.5401 or ext. 401, or Reception at 773.371.5400 or ext. 400, and report the fire’s exact location and what is burning. Proceed, after making the call, down the stairwell and outside to the designated evacuation area outside the building.
3. Evacuate the floor according to the evacuation procedures stated below.
4. For small fires ONLY (areas less than four to six square feet), initiate fire fighting operations unless doing so would expose you to personal danger, cause delay in pulling an alarm pull station, calling the Maintenance Office, or evacuating the area.
5. DO NOT USE THE ELEVATOR. USE STAIRWELLS ONLY.
(See Evacuation Procedures, 12.1.2.1)

If a fire alarm is activated or you are ordered to evacuate:
1. Follow the evacuation instructions precisely.
2. DO NOT USE THE ELEVATOR. USE STAIRWELLS ONLY.
(See Evacuation Procedures, 12.1.2.1)

Portable Fire Extinguishers: Fire extinguishers are located in multiple locations on each floor. If you are able and it is a small fire, follow instructions on the extinguisher. Do not fight the fire if you are unsure about the type of extinguisher or how to use it, or if the fire is spreading or blocking your escape.

If you are trapped:
1. Stay calm and take steps to protect yourself.
2. If there is a working phone call the Fire Department Emergency 911 or the Maintenance Office at 773.371.5401 or ext. 401, or Reception at 773.371.5400 or ext. 400, and give your exact location.
3. Stay where rescuers can see you through the window and wave a light-colored cloth to attract their attention.
4. If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
5. Stuff clothing, towels, newspapers, or papers around the cracks in doors to keep out smoke.

12.1.2.1 Fire Evacuation Procedures

Evacuation Route for All CTU Buildings
- 5416 Evacuees: Exit building and go left (north), stay on side walk until you reach the parking lot beyond the building next door.
- 5401 Evacuees: Exit building and go left (south), stay on side walk until you reach the front of the next building.

After you have left the building, please 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. NEVER BLOCK THE BUILDING ENTRANCE, the Fire Department needs immediate access.

If you can do so safely, close all open doors and windows, as air feeds fire and can cause a dangerous back draft. (If possible, close all doors but do not lock them. If you encounter dense smoke always stay very low to the ground.) Smoke inhalation is the primary danger in a fire.
If your clothes or any part of your body ignites in flames, STOP, DROP, and ROLL on the ground until the fire is extinguished. Stay away from the dangerous area. Do not investigate on your own and stay with your neighbors until help arrives. Communicate with each other and remember that CTU Fire Marshals are doing their best to get help and resolve the problem.

12.1.3 **MEDICAL EMERGENCY**

If a student, staff, or faculty member requires emergency medical attention, contact your Resident Assistant or a member of the CTU administration. Call the Chicago Fire Department by dialing 911.

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

**During Regular Business Hours:**
Call the Maintenance Office at 773.371.540 or ext. 401, or Reception at 773.371.5400 or ext. 400, so they know the 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: DIAL 911**
*Ambulance Services:* The Chicago Emergency Paramedic Service (call 911), will automatically take the patient to the nearest medical facility – probably University of Chicago Hospital at 5841 South Maryland Avenue.
In non-emergency situations, call and inform the Chicago Paramedic Service and they will call an ambulance. Until the ambulance arrives they will provide intermediate care.

12.1.4 **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 lit in a general power failure. If an electrical failure does occur, the following guidelines should be followed.

- Call the Maintenance Office at 773.371.540 or ext. 401 or Reception at 773.371.5400 or ext. 400, if your telephone remains operational.
- 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 you are instructed to evacuate, use the stairs.  (**See Evacuation Procedures, 12.1.2.1**)
- Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. Your 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 attempt to advise you regarding the length and cause of the power failure as quickly as possible. Staff, faculty, and students whose telephone or e-mail 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.

12.1.5 Tornado and Severe Weather Safety

5401 Residence Hall and Student Center – TORNADO
Please follow the same procedures as for fire; however, 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 - TORNADO
Follow the same procedures as for fire; however, everyone should meet in the 210 Assembly Room or if on the first floor go into the Cloakroom. Do not leave the building.

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 your safety.

Two alerts are particularly important for you to observe: Severe Thunderstorm Warnings and Tornado Warnings. Warning sirens are sounded. **No all-clear siren sounds. You should wait for instructions before leaving the location to which you are evacuated.**

Severe Thunderstorm Warning: This alert means that dangerously powerful thunderstorms are entering your area, causing heavy rain or hail, high winds and dangerous lightning. You should take refuge immediately inside a strong building like the 5401 and 5416 South Cornell Avenue buildings. Do not use elevators. Stay away from windows. Avoid using electrical devices or appliances, including telephones. You may want to unplug your computer, television, and stereo, as surge suppressors will not protect your devices against a nearby lightning strike.

Tornado Warning: This alert means that a tornado is entering your area. If you are in the Academic and Conference Center at 5416 S. Cornell, you should go immediately to the 210A Assembly Room on the second floor. If you are in the Residence Hall and Student Center at 5401 S. Cornell you should take refuge immediately in the first floor hallway located next to the dining hall. Stay away from windows. If you are not on campus, take shelter in the basement of any building or in a bathroom. Do not use elevators.

It is the policy of CTU to 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, you should take these precautions for your own safety and that of your neighbors whenever you become aware of severe weather because CTU staff may not always be immediately available to assist you.

12.2 Security

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 you.
12.2.1 Security on Campus

A white emergency phone box is located outside the 5401 S. Cornell Residence Hall and Student Center. Use this phone to contact the University of Chicago police in case of emergency. Emergency call buttons (yellow box with a red illuminated button) are in various locations in the 5416 building garage. When this 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 for your car and the like.

12.2.2 Building Access

Access to the Residence Hall and Student Center, 5401 S. Cornell, and the Academic and Conference Center, 5416 S. Cornell, requires a valid CTU photo ID card. All students have access to CTU’s 5416 building: Monday–Thursday, from 8:30 a.m. until 9:00 p.m.; Friday, 8:30 a.m.–4:30 p.m.; Saturday, from 11:00 a.m. until 4:00 p.m.; and Sunday, from 4:00 p.m. until 9:00 p.m. Non-resident students have access to 5401 the Residence Hall and Student Center building during normal meal hours (see section 3.6.2 for hours). Residents of the building have 24-hour access. If you do not have your ID card, ask the Receptionist at the 5416 building to let you in. You will be required to provide proof of identity. Please do not allow anyone into the building unless you are sure that the person is a current student or employee of CTU. If any faculty, staff, or student notices a situation of concern, such as someone you feel should not be allowed in the building, please notify the Receptionist and the Receptionist will follow-up with the situation. After hours call 311 to report any suspicious persons in the entrance areas.

The Maintenance staff has keys to the buildings if you get locked out.

12.2.3 General Precautions

Because CTU is located within a large city, security is a concern for CTU and our residents. Students living on campus should not let any person unknown to them through a locked security door. The temptation to do so is especially strong when entering your residence. Never leave open or prop open an outside door. Should you see someone you do not know with whom you feel uncomfortable or who is behaving suspiciously in hallways, at the security door, or who is tampering with property, press the panic button located in the vestibule of each CTU building or use the white security phone located on the corner of 54th Street and Cornell Avenue. Notify any CTU staff member immediately. Inform Michael Connors, Vice President for Administration and Finance, 773.371.5404, or his assistant, Susan Hickman, 773.371.5484, if you are a victim of a crime.

Ultimate responsibility for security must rest with everyone at CTU. Please be sure that all entrances and exits to your room are locked when leaving CTU. Valuables such as purses or laptop computers should be locked up or taken with you when leaving a classroom. All windows must be shut and locked before leaving, whether in your residence or a CTU classroom.

12.2.4 University of Chicago Police

The University of Chicago Police operate 24 hours a day, seven days a week, on campus and
throughout the Hyde Park, Kenwood, Oakland, and Woodlawn neighborhoods. 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 in accordance with the requirements of the Illinois Law Enforcement Officers Training Board and consistent with Illinois State statutes. University Police and the City of Chicago Police Department work together by monitoring each others’ calls within the University Police coverage area.

Do not hesitate to call the University of Chicago Police at 773.702.8181 or the Chicago Police at 911 if you see suspicious activity or witness or are victim to a crime. The white Security Phones are connected directly with University of Chicago Police and are located throughout Hyde Park. Please make yourself aware of security phones on routes that you travel. If at any time you feel uncomfortable or in danger, open the door to the phone box, push the call button and the University of Chicago Police will respond.

University of Chicago Police headquarters is located at 5555 South Ellis Avenue. The University of Chicago Police can also be reached through e-mail at cops@uchicago.edu.

OTHER POLICIES (12.3-12.16)

12.3 ALCOHOL AND OTHER DRUGS

12.3.1 STANDARD OF CONDUCT

CTU expects the drug- 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 twenty one. 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.

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.
12.3.2 Sanctions

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

12.3.2.1 Legal Sanctions

Various federal, state and local laws prohibit the possession, distribution, and use of illicit drugs. Moreover, 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.

12.3.2.2 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. Pursuant to federal law, if the convicted individual is working on a project funded through a federal grant or contract, the school is required to notify the federal contracting or granting agency within ten days of receiving such notice of conviction.

12.3.3 Counseling, Treatment, and Referral

CTU, as a concerned Christian community acting in justice and charity, recognizes that in our society and our community 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/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.

Resources outside of CTU: If you think you have a problem with drugs or alcohol, or are concerned about a family member who has a problem, there are resources available to help. There are several options for students struggling with drug and/or alcohol abuse, or who have questions about a friend or loved one. Some of the resources listed below are informational, and others can direct you toward professionals qualified to treat these problems.

- [http://www.addictioncareoptions.com](http://www.addictioncareoptions.com) or call the toll-free hotline 800.784.6776
- The U.S. Government’s Substance Abuse and Mental Health Services Administration (SAMHSA) sponsors an online resource at [www.samhsa.gov](http://www.samhsa.gov), and offers the following resources:
  - Directories of Service Providers
  - SAMHS Directory of Services
  - Substance Abuse Treatment Facility Locator
  - The CMHS Mental Health Directory

Local Treatment Facilities:
- Jack Clark’s Family
  [info@jackclarksfamily.org](mailto:info@jackclarksfamily.org)
  3200 West Fulton Street
  Chicago, IL 60624
  773.252.2877

  Primary Focus: Substance abuse treatment services
  Type of Care: Non-hospital residential (24 hour)
  Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, Persons with HIV/AIDS, Gay and lesbian, Criminal justice clients
  Forms of Payment Accepted: Self-payment
  Payment Assistance: Sliding fee scale (fee is based on income and other factors)
  Special Language Services: Spanish

- McDermott Center/Haymarket Center
  4910 Martin Luther King Drive
  Chicago, IL 60615
  773.548.7593
  Hotlines: 866.945.5786 or 866 WILL-STOP
Primary Focus: Substance abuse treatment services
Type of Care: Non-hospital residential (24 hour)
Special Programs/Groups: Pregnant/postpartum women, Women
Forms of Payment Accepted: self-payment, private health insurance, military insurance (e.g., VA, TRICARE)
Payment Assistance: Sliding fee scale (fee is based on income and other factors)
Special Language Services: ASL or other assistance for hearing impaired, Arabic, Polish, and Spanish

- Adolescent Family Life Program
  2311 East 98th Street
  Chicago, IL 60617
  773.933.5570
  www.hrdi.org

Primary Focus: Substance abuse treatment services
Type of Care: Non-hospital residential (twenty four hour)
Special Programs/Groups: Adolescents, Women
Forms of Payment Accepted: self payment, Medicaid, private health insurance
Payment Assistance: Sliding fee scale (fee is based on income and other factors)
Special Language Services: ASL or other assistance for hearing impaired, Arabic, Polish and Spanish

12.3.4 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.

12.3.5 No Smoking Policy

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

BIAS-FREE LANGUAGE (SEE ACADEMIC INFORMATION, BIAS-FREE LANGUAGE, 4.2.6)

12.4 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: http://www.copyright.gov/title17/92chap1.html#107.
Please send information about alleged copyright infringements to CTU's designated DMCA agent: copyright@ctu.edu.
12.5 INCIDENT REPORTS

To provide an accurate record of every incident, contact Maintenance staff or the Office of the Vice President for Administration and Finance regarding any accident, theft, injury, or other incident occurring on the CTU property. We appreciate your cooperation in answering any questions CTU may have. Please report any incident to the Maintenance Office at 773.371.5401 or ext. 401, or e-mail: mfitzgerald@ctu.edu; or contact Susan Hickman, the Assistant to the Vice President for Administration and Finance, 773.371.5484 or ext. 484, Room 310 in the Academic and Conference Center, or e-mail: vpadminoffice@ctu.edu.

12.6 INTERNET USAGE

Acceptable Use
The use of your 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.

12.7 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 our Public Information and Media Relations Department. Contact: Beth Jennings White, Director of Public Information and Media Relations, 773.371.5415 or ext. 415, or e-mail: ewhite@ctu.edu. The Director of Public Information and Media Relations is the designated CTU spokesperson for media relations.

12.8 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, 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.

**Reporting Procedure**

Any employee, 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 employee, 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 expects the cooperation of all employees and students in avoiding such harassment. CTU will investigate all complaints. If it is determined, after an investigation, that an employee 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.

12.9 **PRIVACY OF STUDENT RECORDS**

All students have the right to inspect and review their educational records. In order to inspect and review your educational records, complete the request form in the Registrar's Office, Room 375 in the Academic and Conference Center; e-mail: records@ctu.edu.

CTU respects the 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. For more information about the Family Educational Rights and Privacy Act, go to http://www.ed.gov/policy/gen/reg/ferpa/index.html.

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

12.10 **SOLICITATION**

Solicitation is not permitted within the CTU buildings. If you notice a solicitor or suspicious person within the CTU buildings, please call the Maintenance Office, 773.371.540 or ext. 401, or Reception, 773.371.5400 or ext. 400, and provide as much detailed information as possible regarding the person. CTU personnel will escort unwelcome visitors off the premises.

We suggest that you require identification from repair people or other outside people who come to work in your area.

12.11 **THEFT AND INSURANCE**

Any suspected theft, no matter how small, should be reported to the Office of the Vice President for Administration and Finance immediately at 773.371.5484 or ext. 484. 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.
12.12 VISITORS

Visitors are welcome at CTU, but visitors 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. Please inform the Receptionist at the front desk when you are expecting a visitor. Visitors are expected to wait in the lobby area until you arrive to greet them. You are responsible for your guest at all times. Visitors must purchase a parking pass to use the CTU parking lot.
13 LIVING IN HYDE PARK AND CHICAGO

13.1 CHICAGO NEIGHBORHOODS

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. City Search Neighborhood Guide: http://chicago.citysearch.com/feature/15797

13.2 CHICAGO ONLINE CITY GUIDES

There is so much to do and see in Chicago that you may find it helpful to use the Internet to check out some online resources. Here are some popular, comprehensive Internet sites about Chicago entertainment, dining, sports, and other popular spots:

- The University of Chicago has a good guide for Hyde Park and Chicago: 
  http://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 you can also access movie schedules.

- City of Chicago: www.explorecicago.org

13.3 DRIVER’S LICENSE

If you have an out-of-state or out-of-country driver’s license, you may use it for as long as you maintain your residency in the state where it was issued. If you are moving permanently to Illinois, you may use your out-of-state license for only your first three months here. To change your out-of-state or out-of-country driver’s license to an Illinois license, bring your Social Security card (See Social Security Number, 9.3.4), another form of ID, a utility or phone bill verifying that you are an Illinois resident, and $10 to a motor vehicle facility. You 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
Facility locator:
www.cyberdriveillinois.com/departments/drivers/facilities/chicago/home.html
Chicago Central
Address: 100 West Randolph Street (concourse level)
Monday-Friday, 8:00 a.m.-5:00 p.m.
Chicago South
Address: 9901 South Martin Luther King Drive
Monday-Tuesday, Thursday-Friday, 8:30 a.m.-5:00 p.m.
Wednesday, 10:00 a.m.-7:00 p.m.
13.4 HOTELS IN THE CHICAGO AREA

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

Because Chicago is such a large city, many other hotels are available, although further away. From luxury hotels in the heart of downtown, to the mid-priced and discount hotels near the airports, it is easy to find the right hotel for your needs and your budget.

Some sources when looking for a hotel are:
- [http://chicago.hotelguide.net/](http://chicago.hotelguide.net/)
- [http://www.hotels.com](http://www.hotels.com)

Guest housing is also available at CTU at a reasonable cost. (See Section 3.7)

13.5 HYDE PARK MAP AND PLACES OF INTEREST
Hyde Park offers a great selection of shops, restaurants, and museums -- many within walking distance of CTU. Use the map above along with this list of suggestions to help you begin to get to know the community. There are many more neighborhood treasures that can be found by exploring the area on foot.

Shops
- Fifty-Seventh Street Books, 1301 E. 57th Street
- Seminary Co-op Bookstore, 5757 S. University Avenue
- Hyde Park Shopping Center, 55th Street and Lake Park Avenue
- Harper Court Shopping Center, 53rd Street and Harper
- Treasure Island Groceries, 1526 E. 55th Street
- Cornell Florist, 1645 E. 55th Street
- Borders Books and Music, 53rd Street and Lake Park Avenue

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

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

Food: A variety of great restaurants can be found along 53rd, 55th and 57th Streets - too many to list here. Their fares range from Lebanese to pizza, from Asian to American fast food, from Caribbean to BBQ. A walk down any of these streets is sure to bring you to a good (affordable) meal.

13.6 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. Listed below are just a few of the Christian churches located in our neighborhood.

St. Thomas the Apostle Catholic Church
5472 S. Kimbark
773.324.2626

Augustana Lutheran Church
5500 S. Woodlawn Ave.
773.493.6451

Calvert House Catholic Student Center at the University of Chicago
5737 S. University Ave.
773.288.2311

St. Ambrose Catholic Church
1012 E. 47th St.
773.624.3695
Ellis Avenue Baptist Church
5001 S. Ellis Ave.
773.363.1620

The United Church of Hyde Park
1448 E. 53rd St.
773.288.5870

First Unitarian Church
5650 S. Woodlawn Ave.
773.324.4100

Quaker House (57th Street Meeting of Friends)
5615 S. Woodlawn Ave.
773.288.3066

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

13.7 Newspapers, Television, Radio (Local Outlets)

Newspapers
Many publications are available for browsing at the library or you can visit their web sites:

- Chicago Sun-Times [www.suntimes.com](http://www.suntimes.com). This tabloid-sized daily also has good entertainment coverage on weekends.
- Chicago Tribune [www.chicagotribune.com](http://www.chicagotribune.com). This broadsheet-sized daily has good local and international news coverage.
- Chicago Reader [www.chireader.com](http://www.chireader.com). This free alternative weekly newspaper includes "News of the Weird", "The Straight Dope", local news, listing of events, and a classified section.

Radio Stations
Go to [www.ontheradio.net/metro/chicago_il.aspx](http://www.ontheradio.net/metro/chicago_il.aspx) to find all the area radio stations.

Television Stations
- CBS: Channel 2
- NBC: Channel 5
- ABC: Channel 7
- WGN (WB): Channel 9
- PBS: Channel 11
- METV: Channel 23
- Fox: Channel 32
- Telemundo: Channel 44
- UPN: Channel 50
- Univision: Channel 60
13.8 **Passport**

You will need a valid passport if you are planning to leave the country for a short visit or to study abroad. Apply at any post office, courthouse, or municipal office. Bring your birth certificate or some proof of U.S. citizenship, Social Security Number, additional ID (driver's license or student ID), two passport photos, and an $80 (approx.) fee.

**U.S. Passport Agency**
400 E. Randolph Street
Chicago 60601
Phone: 312.388.8472
[www.travel.state.gov](http://www.travel.state.gov)

13.9 **Public Transportation**

When heading to downtown Chicago (also called "the Loop"), you have 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. You can take your bike on CTA trains and many buses are equipped to transport bikes.

13.9.1 **Bus and Train: Chicago Transit Authority (CTA)**

The CTA operates buses and trains (both elevated and subway; the train is typically called the "L") throughout the city.

*CTA Express Buses:* A quick, inexpensive way to get Downtown, the #6 Jackson Park Express and the #28X Stony Island Express follow Lake Shore Drive north to Downtown. The #6 makes several stops on Michigan Avenue up to Wacker Drive, while the #28X heads west to Union Station. They follow similar routes back to Hyde Park, (the #6 takes State Street south instead of Michigan Avenue.) A one-way ride takes approximately 30 minutes.

- **Where to catch the bus:**
  54th St. and Hyde Park Blvd.

- **When to catch it:**
  The bus runs approximately every eight to 10 minutes.
  The #6 Jackson Park Express starts running early (between 4:00 a.m. and 5:00 a.m. depending on the day).
  The last bus back to Hyde Park leaves the Loop at around 1:00 a.m. Monday-Saturday nights, and 12:30 a.m. Sunday nights.
  The #28X Stony Island Express is a rush-hour-only bus, running in the morning and evening.

For updated schedules, maps, and more, contact:
CTA transit information: 312.836.7000
CTA customer assistance: 888.968.7282
Web: [www.transitchicago.com](http://www.transitchicago.com)

**Basic fare:** $2.25 one-way (*prices subject to change by the CTA*).

**Transit card:** Bus: $2.00 one way; Train: $2.25 one way. This is the best buy if you ride the CTA frequently. Put the card in any train or bus fare-card machine, and the amount is deducted from
your card. Buy transit cards at any CTA train station in any denomination. You can keep using the card and if your balance gets low, add more cash at a transit card machine located in CTA train stations.
Or visit [www.transitchicago.com](http://www.transitchicago.com) to learn about other fare card options and services.

13.9.2 Metropolitan Rail (Metra)

Web: [www.metrarail.com](http://www.metrarail.com)
Phone: 312.836.7000
Metra offers commuter train service between various suburbs and downtown. Metra’s University Park Line, which runs right through Hyde Park, is best for reaching the outer city limits and the suburbs. The main depot is at Randolph Street and Michigan Avenue. A ride to the Loop takes about 15 or 20 minutes.

- Where to catch it:
  South Lake Park Ave. at 51st St.
  South Lake Park Avenue at 53rd St. and 55th St.
  South Lake Park Avenue at 57th St. (transfer point)

- When to catch it:
  **Northbound hours**
  Monday-Saturday: 7:29 a.m.-12:27 a.m.
  Sunday: 6:08 a.m.-12:38 a.m.
  **Southbound hours**
  (from Randolph St./South Water St.
  Monday-Saturday: 5:15 a.m.-12:50 a.m.
  Sunday: 5:00 a.m.-12:55 a.m.

_Fares:_ are determined by the areas of the route where you get on and off. Area A is from the last Randolph Street/South Water Street exit to 27th Street. Area B contains all the Hyde Park stops: 51st Street/53rd Street, 55th/56th/57th Streets, and 59th Street.

Travel between Area A and Area B costs $2.15 if you buy your ticket at the train station. Fares can also be purchased on the train, but you will pay an extra fee.
If you use the Metra frequently, buy a 10-ride pass (for use between Areas A and B). Up to three children (11 and under) can travel free with an adult.

13.9.3 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 to pick you up (allow about 20 minutes). If you do call ahead, you can pay by credit card. In Chicago, you 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. Tipping is optional. Car seats for children are available.
The main cab services are Yellow Cab and Checker Cab. Both can be reached ahead of time by calling 312-TAXICAB (312.829.4222).
**13.9.4 Transportation to the Airport**

If you are flying in or out of Chicago, you will use either Midway or O'Hare Airports. If you can, opt for Midway. It 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. Because the airport is so large, allow extra time to get around.

- Public transportation
  
  *To Midway Airport:* Take the #55 Garfield CTA bus directly to Midway.  
  Weekdays, 5:20 a.m.-11:00 p.m.  
  Saturday, 5:40 a.m.-11:00 p.m.  
  Sunday, 9:05 a.m.-11:00 p.m.  
  *To O'Hare Airport:* Take the #6 Jackson Park Express bus to Downtown and transfer to the Blue Line train on Dearborn Street. The Blue Line goes directly to O'Hare.

- Taxi
  
  Door-to-door taxi service from campus to O'Hare will cost more than $40 before tip. A ride to Midway will cost about $20 before tip. (See Section 13.9.3)

**13.10 Voter Registration**

United States citizens, 18 years of age or older, are eligible to vote in federal, state, and local elections. You must register with the precinct where you live in order to receive a voter registration card that confirms your 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 South Lake Park Avenue, 773.747.0511. Bring two forms of ID with your name and address.

Board of Election Commissioners  
69 West Washington, 6th floor  
312.269.7900  
Monday-Friday, 8:00 a.m.-5:00 p.m.

You can also mail in your voter registration form. Forms are available on the Board of Election Commissioners website: [www.chicagoelections.com](http://www.chicagoelections.com).

**13.11 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. The beautiful beaches attract thousands on warm sunny days. From May to September, temperatures range 60-95 degrees F, or 16-32 degrees C. 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.
FREQUENTLY ASKED QUESTIONS

**WHERE DO I GO TO:**

<table>
<thead>
<tr>
<th>Where to Go</th>
<th>Where to Go</th>
</tr>
</thead>
<tbody>
<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>Registrar, 5416 S. Cornell, Room 375</td>
</tr>
<tr>
<td>Make a copy?</td>
<td>Library, 5416 S. Cornell, 5th Floor</td>
</tr>
<tr>
<td>Have something notarized?</td>
<td>Student Services Office, Room 311, or Receptionist, Harrietta Holloway, lobby, 5416 S. Cornell</td>
</tr>
<tr>
<td>Get an annual parking pass?</td>
<td>Student Services Office, 5416 S. Cornell, Room 311</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, 5th Floor</td>
</tr>
<tr>
<td>Get a returned course paper, exam, etc.?</td>
<td>See your professor to collect your paper unless informed otherwise. CTU does not mail returned papers to students.</td>
</tr>
<tr>
<td>Reserve space for a meeting?</td>
<td>Events Coordinator, 5416 S. Cornell, Room 347 or Office of the Vice President for Administration and Finance, Room 310</td>
</tr>
<tr>
<td>Schedule an event?</td>
<td>Events Coordinator, 5416 S. Cornell, Room 347, <a href="mailto:events@ctu.edu">events@ctu.edu</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 Atrium Café -the 3rd floor Atrium in 5416 S. Cornell; the CTU cafeteria in 5401 S. Cornell</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</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 3rd floor and the <em>This Week at CTU</em> board in the Atrium in 5416 S. Cornell, and in cafeteria at 5401 S. Cornell, and <em>News, Notes &amp; Reminders</em></td>
</tr>
<tr>
<td>Leave something for a professor?</td>
<td>Message rooms on 4th or 5th floors or faculty mailboxes in 5416 S. Cornell behind 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. You can also cash a check at a bank or Currency Exchange. You will need two forms of ID.</td>
</tr>
<tr>
<td>Report a problem?</td>
<td><em>Academic</em>: Contact your academic advisor or the Vice President and Academic Dean, 5416 S. Cornell, Room 367</td>
</tr>
<tr>
<td></td>
<td><em>Building</em>: Fill out a Work Order Form at the Reception Desk, 5416 S. Cornell or contact your Resident Assistant.</td>
</tr>
<tr>
<td></td>
<td><em>Personal</em>: Contact your Formation Director or the Emmaus Office, 5416 S. Cornell, Room 363.</td>
</tr>
<tr>
<td>Find a Degree Program Manual or a checklist for my degree program?</td>
<td>Program Director or Academic Services Assistant in 5416 S. Cornell, Room 370A</td>
</tr>
<tr>
<td>Get a school viewbook?</td>
<td>Online via Union at <a href="http://union.ctu.edu">http://union.ctu.edu</a> or in the Admissions and Recruitment Office, 5416 S. Cornell, Room 371</td>
</tr>
<tr>
<td>Get an academic calendar?</td>
<td>Online at <a href="http://ctu.edu">http://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.</td>
</tr>
<tr>
<td>Get information about scholarships/financial aid?</td>
<td>Admissions and Recruitment Office, 5416 S. Cornell, Room 371</td>
</tr>
</tbody>
</table>
Return course evaluations?  By replying to the e-mail survey from the Vice President and Academic Dean's Office

Book a room for a guest who is coming to visit?  Student Services Office, 5416 S. Cornell, Room 311, studentservices@ctu.edu
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X, Y, Z
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Program/Office</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Alexander</td>
<td>Director, Catholic-Muslim Studies/ICSM</td>
<td>5416 S. Cornell, Rm. 424</td>
<td>773.371.5514</td>
<td><a href="mailto:scalexan@ctu.edu">scalexan@ctu.edu</a></td>
</tr>
<tr>
<td>Maria Alamillo</td>
<td>Admissions Assistant</td>
<td>5416 S. Cornell, Rm. 371</td>
<td>773.371.5441</td>
<td><a href="mailto:recruitassist1@ctu.edu">recruitassist1@ctu.edu</a></td>
</tr>
<tr>
<td>Michel Andraos</td>
<td>Director, M.Div. Program/ICSM</td>
<td>5416 S. Cornell, Rm. 368</td>
<td>773.371.5443</td>
<td><a href="mailto:mandraos@ctu.edu">mandraos@ctu.edu</a></td>
</tr>
<tr>
<td>Claude Marie Barbour</td>
<td>ICSM</td>
<td>5416 S. Cornell, Rm. 415</td>
<td>773.371.5505</td>
<td><a href="mailto:barbour@ctu.edu">barbour@ctu.edu</a></td>
</tr>
<tr>
<td>Dianne Bergant, CSA</td>
<td>BLL</td>
<td>5416 S. Cornell, Rm. 412</td>
<td>773.371.5502</td>
<td><a href="mailto:dbergan@ctu.edu">dbergan@ctu.edu</a></td>
</tr>
<tr>
<td>Stephen Bevans, SVD</td>
<td>HDS</td>
<td>5416 S. Cornell, Rm. 410</td>
<td>773.371.5500</td>
<td><a href="mailto:sbevans@ctu.edu">sbevans@ctu.edu</a></td>
</tr>
<tr>
<td>Laurie Brink, OP</td>
<td>BLL</td>
<td>5416 S. Cornell, Rm. 514</td>
<td>773.371.5525</td>
<td><a href="mailto:lbrinkop@ctu.edu">lbrinkop@ctu.edu</a></td>
</tr>
<tr>
<td>Gilberto Cavazos-González, OFM</td>
<td>Director of Hispanic</td>
<td>5416 S. Cornell, Rm. 520</td>
<td>773.371.5531</td>
<td><a href="mailto:Otrebligcg@ctu.edu">Otrebligcg@ctu.edu</a></td>
</tr>
<tr>
<td>Edmund Chia</td>
<td>HDS</td>
<td>5416 S. Cornell, Rm. 418</td>
<td>773.371.5508</td>
<td><a href="mailto:echia@ctu.edu">echia@ctu.edu</a></td>
</tr>
<tr>
<td>Michael W. Connors</td>
<td>V.P. for Administration &amp; Finance</td>
<td>5416 S. Cornell, Rm. 310</td>
<td>773.371.5404</td>
<td><a href="mailto:mconnors@ctu.edu">mconnors@ctu.edu</a></td>
</tr>
<tr>
<td>Eileen Crowley</td>
<td>Word and Worship</td>
<td>5416 S. Cornell, Rm. 416</td>
<td>773.371.5506</td>
<td><a href="mailto:ecrowley@ctu.edu">ecrowley@ctu.edu</a></td>
</tr>
<tr>
<td>Tim Crum</td>
<td>Program Coordinator</td>
<td>Hesburgh/IRF</td>
<td>773.371.5480</td>
<td><a href="mailto:tcrum@ctu.edu">tcrum@ctu.edu</a></td>
</tr>
<tr>
<td>Kathryn Dill</td>
<td>Communications Assistant</td>
<td>5416 S. Cornell, Rm. 319</td>
<td>773.371.5316</td>
<td><a href="mailto:kdill@ctu.edu">kdill@ctu.edu</a></td>
</tr>
<tr>
<td>Eleanor Doidge</td>
<td>HDS</td>
<td>5416 S. Cornell, Rm. 421</td>
<td>773.371.5511</td>
<td><a href="mailto:edoidge@ctu.edu">edoidge@ctu.edu</a></td>
</tr>
<tr>
<td>James Doyle</td>
<td>Reception</td>
<td>5416 S. Cornell</td>
<td>773.371.5400</td>
<td></td>
</tr>
<tr>
<td>Martin Fitzgerald</td>
<td>Director of Facilities</td>
<td>5416 S. Cornell, Rm. 101</td>
<td>773.371.5401</td>
<td><a href="mailto:mfitzgerald@ctu.edu">mfitzgerald@ctu.edu</a></td>
</tr>
<tr>
<td>Edward Foley, Capuchin</td>
<td>Word and Worship</td>
<td>5416 S. Cornell, Rm. 512</td>
<td>773.371.5522</td>
<td><a href="mailto:foley@ctu.edu">foley@ctu.edu</a></td>
</tr>
<tr>
<td>Rev. Richard Fragomeni</td>
<td>Word and Worship</td>
<td>5416 S. Cornell, Rm. 518</td>
<td>773.371.5529</td>
<td><a href="mailto:richardf@ctu.edu">richardf@ctu.edu</a></td>
</tr>
<tr>
<td>Mary Frohlich, RSCJ</td>
<td>SPM</td>
<td>5416 S. Cornell, Rm. 524</td>
<td>773.371.5535</td>
<td><a href="mailto:frollich@ctu.edu">frollich@ctu.edu</a></td>
</tr>
<tr>
<td>Anthony Gittins, CSSp</td>
<td>ICSM</td>
<td>5416 S. Cornell, Rm. 523</td>
<td>773.371.5527</td>
<td><a href="mailto:tgittins@ctu.edu">tgittins@ctu.edu</a></td>
</tr>
<tr>
<td>Lisa Gonzalez</td>
<td>Electronic Services, Bechtold Library</td>
<td>5416 S. Cornell</td>
<td>773.371.5463</td>
<td><a href="mailto:lgonzalez@ctu.edu">lgonzalez@ctu.edu</a></td>
</tr>
<tr>
<td>Carmen Guzman</td>
<td>Assistant to Vice President &amp; Academic Dean</td>
<td>5416 S. Cornell, Rm. 367</td>
<td>773.371.5422</td>
<td><a href="mailto:deansoffice@ctu.edu">deansoffice@ctu.edu</a></td>
</tr>
<tr>
<td>Amanda Hain</td>
<td>Events Coordinator</td>
<td>5416 S. Cornell, Rm. 347</td>
<td>773.371.5402</td>
<td><a href="mailto:events@ctu.edu">events@ctu.edu</a></td>
</tr>
<tr>
<td>Frances Hankins</td>
<td>Library Office Manager</td>
<td>5416 S. Cornell, Bechtold Library</td>
<td>773.371.5464</td>
<td><a href="mailto:hankinsf@ctu.edu">hankinsf@ctu.edu</a></td>
</tr>
<tr>
<td>Christine Henderson</td>
<td>Student Services Coordinator</td>
<td>5416 S. Cornell, Rm. 311</td>
<td>773.371.5403</td>
<td><a href="mailto:studentservices@ctu.edu">studentservices@ctu.edu</a></td>
</tr>
<tr>
<td>Susan Hickman</td>
<td>Assistant to V.P. for Administration &amp; Finance</td>
<td>5416 S. Cornell, Rm. 310</td>
<td>773.371.5484</td>
<td><a href="mailto:vpadminoffice@ctu.edu">vpadminoffice@ctu.edu</a></td>
</tr>
</tbody>
</table>
Janet Hoffman
Assistant to Director of the Bernardin Center
5416 S. Cornell, Rm. 351
773.371.5432
berardincenter@ctu.edu

Harrietta Holloway
Receptionist
5416 S. Cornell, 1st Floor
773.371.5400
receptionist@ctu.edu

Valerie Holloway
Assistant to Director of Recruitment & Admissions
5416 S. Cornell, Rm. 371
773.371.5451
admissionassist@ctu.edu

Maria Hughes, ASC
Director, IRF Program
5401 S. Cornell, Rm. 214
773.371.5481
mhughes@ctu.edu

Pat Jackson
Maintenance
5416 S. Cornell
773.371.5400

Usha Khakhkhar
Accounting Clerk
5416 S. Cornell, Rm. 315
773.371.5405
ushak@ctu.edu

Mary Ellen Knuth
Assoc. Dir, Emmaus Program
5416 S. Cornell, Rm. 363
773.371.5447
meknuth@ctu.edu

John Kremer
Maintenance
5416 S. Cornell, Rm. 111
773.371.5400

Paul Lachance, OFM
SPM
5416 S. Cornell
plachance@worldnet.att.net

Rev. Patrick Laggas
Director, Hesburgh Sabbatical Program
5401 S. Cornell, Rm. 222
773.371.5482
plagges@ctu.edu

Juventino Lagos
Library Acquisitions
5416 S. Cornell, Bechtold Library
773.371.5461
lagosj@ctu.edu

Sallie J. Latkovich, CSJ
Director, Biblical Study & Travel Program/Summer Institute
5416 S. Cornell, Rm. 349
773.371.5436
slatkovichl@ctu.edu

María de Jesús Lemus
Registrar
5416 S. Cornell, Rm. 375
773.371.5453
registrar@ctu.edu

Judy Logue
Assoc. Director Emmaus Program
5416 S. Cornell, Rm. 363
773.371.5447
jlogue@ctu.edu

Ngam Hnir Mang
Housekeeping
5416 S. Cornell, Rm. 111

JoAnn Marciszewski
Development Assist/
Asst. to VP of External Relations
5416 S. Cornell, Rm. 316
773.371.5411
deoffice@ctu.edu

Mimi Mateene
Admin. Assistant to Registrar
5416 S. Cornell, Rm. 375
773.371.5454
records@ctu.edu

Richard McCarron
Chair, Word and Worship
5416 S. Cornell, Rm. 422
773.371.5512
rmccarron@ctu.edu

Sheila McLaughlin
Director, Bernardin Center
5416 S. Cornell, Rm. 353
773.371.5435
smclaughlin@ctu.edu

Melody Layton McMahon
Director, Bechtold Library
5416 S. Cornell
773.371.5460
mmcmahon@ctu.edu

Catherine Meaney
Library Staff Cataloger
5416 S. Cornell, Bechtold Library
773.371.5462
meaneyc@ctu.edu

Brian Murphy
V.P. for External Relations
5416 S. Cornell, Rm. 314
773.371.5490
bmurphy@ctu.edu

Linda Nagdeman
Staff Accountant
5416 S. Cornell, Rm. 315
773.371.5407
staffaccountant2@ctu.edu

Carmen Nanko-Fernández
Director, D.Min. Program/SPM
5416 S. Cornell, Rm. 522
773.371.5533
cnanko@ctu.edu

Jesse Navia
Food Services Manager
5401 S. Cornell
773.595.4002

vanThanh Nguyen, SVD
Chair, BLL
5416 S. Cornell, Rm. 414
773.371.5504
tnguyen@ctu.edu

Dawn Nothwehr, OSF
HDS
5416 S. Cornell, Rm. 510
773.371.5532
nothwa@ctu.edu

Birgit Oberhofer
Assoc. Director, Catholics on Call
5416 S. Cornell, Rm. 351
773.371.5431
boberhofer@ctu.edu

Joyce O’Connor
Controller
5416 S. Cornell, Rm. 317
773.371.5408
joyceoco@ctu.edu

Keiren O’Kelly
Director, Continuing and Distance Education/M.A.P.S. Program
5416 S. Cornell, Rm. 365
773.371.5442
continuinged@ctu.edu