

STUDENT SERVICES

Eastern University seeks to provide a Christ-centered environment and educational program that stimulates the growth and development of each student socially, intellectually, spiritually, and culturally. The Eastern community, diverse in cultural, social, racial, academic and economic backgrounds, is a powerful and positive dimension of Eastern's educational process. This community is a nurturing and caring one that provides support to students as they deal with the developmental issues of identity, intimacy, service, and vocation.

Advising

Each student is assigned an advisor to work with him/her and foster comprehensive support throughout his/her time at Eastern University. Students may also work with a faculty advisor within their program. Depending on the nature of the program, the advisor may be able to assist the student with the following functions:

- changes of status,
- requests for Incompletes,
- petitions for exceptions to policy,
- grade appeals,
- graduation clearances,
- course selection and registration,
- academic plans or programs of study, and
- other matters that will contribute to the student's successful and timely completion of the chosen program.

Palmer students have a faculty academic advisor who will monitor the student's academic progress.

Student Responsibility

It is the student's responsibility to be knowledgeable about academic policies, curricula and services of the University, as stated in this publication and posted to www.eastern.edu (<http://www.eastern.edu>), particularly with regard to degree requirements. A student experiencing personal and/or academic difficulties should contact his/her advisor at the earliest possible time to ensure appropriate interventions and remedies.

Career Development

The Center for Career Development equips current students and recent alumni with professional tools and skills needed to manage their careers. Services include résumé critique, mock interviews, networking tips, job search strategies, and helpful online resources, including our online job board, Handshake. For more information, visit [eastern.edu/careers](http://www.eastern.edu/careers) (<http://www.eastern.edu/careers/>).

Disability Services

Eastern University is committed to facilitating access for students with disabilities through the provision of reasonable accommodations and appropriate support services. To begin the process, students must submit a written request for accommodations and appropriate documentation of disability to The Cushing Center for Counseling and Academic Support (CCAS). Interested students should contact CCAS as early as possible for further information and guidance about specific policies and procedures (ccas@eastern.edu/(610)341-5837).

Chaplaincy Services

Opportunities for corporate worship, prayer, and counseling are facilitated by the University Chaplain, Dr. Joseph B. Modica (jmodica@eastern.edu/(610)341-5826). The Seminary's Chaplain, Dr. Debbie Watson (dwatson2@eastern.edu/(484)384-2964), facilitates similar opportunities specifically for the Seminary community.

Data and Identity Security

Eastern has taken a layered approach to IT security. Physical access to enterprise systems is very limited and strictly controlled. Electronic access to those systems and data is dependent upon who the user is and their specific relationship to the University, and what they need to know in order to function in that relationship. The IT infrastructure limits the kind of communication that can reach the systems and from where, both internally and externally. In addition to the University firewall, an intrusion detection system adds another layer of security. Other layers of security are being constantly evaluated.

Identity theft is more likely to happen in ways that are controllable by individual technology users. You can help to protect your own information by following these guidelines:

- Do not answer any e-mail that asks for personal information.
- Make online purchases only at established, reputable sites.
- Do not leave logins, passwords, PINS, and personal information easily accessible to others.
- If you store passwords and financial information on your portable devices, be careful where they are kept and be sure to protect your files.
- Shred personally identifiable records.

E-Mail Services

Eastern University issues a unique username (login), password, and email account to each enrolled student. The Eastern University email account is the required method of communicating with students about community events, important announcements, and last-minute changes such as class cancellations. Therefore, it is very important to check the Eastern email account regularly and/or follow the online instructions to redirect this account to a primary email account. For detailed instructions on Eastern Email, visit the Help Desk (www.eastern.edu/technology-services) (<http://www.eastern.edu/technology-services/>).

Emergency and Crisis Information

It is advisable to create an account for the EU Emergency Messaging System. Go to www.eastern.edu (<http://www.eastern.edu>) and find Safety and Security using the Search command. In the case of an emergency event, we ask that all community members use their best judgment. We also recommend that each member of this community become familiar with emergency procedures. Call Security at (610)341-1737 for emergencies on the St. Davids campus. Call building security at other sites.

1. Carry identification, including an emergency contact card, with you at all times.
2. Keep a flashlight, a battery-powered radio and extra prescription medication on hand.
3. If you wear contact lenses, carry glasses with you at all times.

4. Set up a contact plan. Ask someone who lives outside of your area to be your family's contact, and include that phone number on your emergency contact card.
5. If the building you are in is affected, go to another place of safety.
6. As you use your E-Card/key to access buildings, do not allow people unknown to you to enter.

Faculty/Course Evaluations

Students evaluate instructors and curriculum regularly using an electronic evaluation system. Students receive notifications via their eastern.edu e-mail addresses informing them that course evaluations are available for completion. Instructions to access the evaluations are provided in the notifications.

ID Cards (E-Cards)

Students must have their ID cards in order to use the library, to obtain borrowing privileges at area libraries, and to participate in activities on the St. Davids campus. Students may also be asked to identify themselves to Security or other University personnel.

Fitness Center

An 8,200 square foot fitness center is located at the St. Davids campus. The fitness center is open to every Eastern University student (both undergraduate and graduate), and all Eastern faculty and staff. The two-story fitness center features state of the art Hammer Strength weight equipment and Life Fitness cardio equipment. The fitness center also includes a 70-foot batting cage and an indoor turf area for conditioning activities. Each participant must sign a waiver form before they are allowed to use the Fitness Center.

Inclement Weather and School Closing Procedures

As adult students, you will have to use your own judgment regarding travel conditions from your area. If you determine that it is unsafe to travel and the class has not been cancelled, the attendance policy will apply.

Go to www.eastern.edu (<http://www.eastern.edu>) and enter **School Closing Info** into the Search window to review the current status of facilities and operations at campuses and locations operated by Eastern University. If the University is closed or classes are delayed due to inclement weather (snow, ice, extreme weather conditions) you may also find out by listening to your local radio station or signing up for Emergency Text Alerts from the University.

Radio

Philadelphia Area

Should we close or delay classes in the Philadelphia area, a radio announcement will be made on KYW News Radio, 1060 AM; our school closing number is listed in Delaware County and is 1207.

Central PA Area

Should we close or delay classes in the Central PA area, a radio announcement will be made on WARM 103 FM; schools are listed alphabetically, by name, and according to the type of closure (full closing, delay of 2 hours, etc.).

Text Alerts

If you would like to receive text messages alerting you to class cancellation due to weather closure, sign up for text alerts by going to EU Emergency Messaging System. Fees may apply depending on your mobile phone contract, please contact your wireless provider with any questions.

Library Information

Forty-four (44) TCLC (Tri-State College Library Cooperative) libraries are listed on the Eastern Library homepage. Libraries may be used with a letter from Eastern University's Warner library and a valid Eastern ID.

Also, be aware that books may be borrowed through direct interlibrary loan, on a three-day delivery shuttle, from "PALCI E-Borrow," with 36,000,000 titles from 54 libraries in Pennsylvania, New Jersey, and West Virginia. Access is available on the library homepage. www.eastern.edu/library (<http://www.eastern.edu/library/>)

Online Courses/Brightspace

Eastern University uses Brightspace for the e-learning environment. The Brightspace system is easy to navigate and is specifically designed for online and hybrid learning in today's classrooms. This system allows students and faculty access to their courses anytime, anywhere.

In order to access an Eastern University online course, your computer and internet service must meet minimum system requirements.

- System
 - *XP Service Pack 3, Vista Business or Premium, Windows 7, Apple Leopard or above*
- Processor
 - *1 Ghz or better, 2 + Ghz preferred*
- Hard Drive
 - *80 GB for new equipment (20 GB minimum), 160 + GB preferred*
- Memory/RAM
 - *2 GB, 3 GB preferred*
- Software
 - *Microsoft Office 2007, Microsoft Office for Mac 2008 (Word, PowerPoint, Excel)*
 - *Current versions of: Anti-virus software (e.g., McAfee 8.x)*
 - *Adobe Reader 8.x or higher Anti-spyware software for PC (Adaware or Spybot, downloadable free from the web)*
- Internet Connection
 - *Dial-up is not permitted*
 - *Broadband connection (DSL, FiOS, cable, etc.)*
 - *Wireless— 802.11 b/g*
- Web Browser
 - *Current version of either: Mozilla Firefox 5.x,*
 - *Internet Explorer 7 or higher*
 - *For Macs: Safari or Mozilla Firefox 5.x*
 - *Java 6.x*
- Communications Tools
 - *Web cam (optional)*
 - *Microphone and headset (needed for Adobe Connect)*

Parking Permits for St. Davids Campus

Vehicle registration forms are completed as a part of the registration process for most graduate students. Please refer to the Public Safety

website (<https://www.eastern.edu/about/offices-centers/public-safety>) (<https://www.eastern.edu/about/offices-centers/public-safety/>) (610)341-1737) for detailed information on how you will obtain a parking permit. Permits should be displayed at all locations to identify the vehicle to the campus or site security. Please purchase and display your permit as well as abide by posted parking lot restrictions in order to avoid receiving a ticket.

Registration

All students may use online registration in Student Planning at announced periods. Before registration, meet with your advisor to discuss your course selections, plan of study, and any questions you have regarding the registration process. Students must give consent for registration in the form of online self-registration or with their signature on an add/drop form acknowledging their registration into a specific course. Students with balances or that owe the university credential information will not be permitted to register until they have resolved the hold with the office in question.

The Seminary Community

Student Services

In addition to the student services described elsewhere in this catalog, the Seminary provides a faculty advisor for all degree students, a bookstore available online and on campus, and several on-campus computer labs.

Placement Services

Placement resources are coordinated through the Supervised Ministries Department at Palmer. It is the mission of this Department to be a conduit for:

- The external Christian community to address inquiries and to submit postings, information, and ministry opportunities.
- Denominational and other ministry-related organizations to contact PTS as they seek to develop relationships with seminarians through campus visits and/or the dissemination of information to the Palmer community.
- Students to access information submitted to the Seminary as they seek employment opportunities while at PTS and immediately following graduation.

For more information, contact the Office of Supervised Ministries.

Counseling and Spiritual Direction Services

Recognizing that effective Christian ministry is done best by spiritually and psychologically whole, mature persons, and recognizing also that seminary students frequently can benefit from assistance in these areas, the Seminary has arranged with competent professionals to provide counseling and spiritual direction to degree students at a significantly reduced rate, provided students qualify. Dr. Tim Pretz, the Seminary's Counseling Coordinator, acts as a liaison between students and counselors.

Security

Eastern University is proactive about the safety of all campus members and guests. The University has developed a series of policies and procedures designed to ensure that precautionary measures are taken to protect students and guests on campus. A pamphlet which provides the information needed to understand and participate in the effort to keep the campus safe is available in the University's Public Safety Office.

Meals

Breakfast, lunch, and dinner are available at the Eastern University Dining Commons, located in Walton Hall. Vending machines are also available within the classroom buildings on campus. Numerous off-campus dining opportunities are available nearby in the communities of Wayne and King of Prussia.

Campus Facilities

Palmer Theological Seminary is located on the campus of Eastern University in St. Davids, Pennsylvania. The SEPTA (Philadelphia regional mass transit agency) Paoli rail line has stops at the Radnor and St. Davids stations; University-provided shuttle service is available from the Radnor station. In addition, SEPTA's Norristown High Speed Line has a station/stop in Radnor which is adjacent to the Paoli rail line. The campus is located within a few minutes' drive of Lancaster Avenue (Route 30), the Blue Route (I-476), Pennsylvania Turnpike (I-76/I-276), the Schuylkill Expressway (I-76), U.S. Route 422, and U.S. Route 202.

The primary academic facility is the McInnis Learning Center, which contains classrooms and offices for faculty as well as a 300-seat auditorium. Other classrooms are located primarily in the Harold C. Howard Center and Eagle Learning Center. Each room has wireless internet access as well as state-of-the-art technology that permits the use of PowerPoint, DVD, and online content in instructional and student presentations.

Warner Memorial Library is the main library for Eastern University and is accessible to all Seminary students. The Seminary's collection, originally separate, has now been consolidated within the Eastern University Library collection.

Four Student Computer Labs with workstations and printing capabilities in each are available across campus for enrolled students to use during open building hours.

Statement of Behavioral Standards and Expectations

Eastern University, as an intentional evangelical Christian academic community, aspires to pattern itself after the relationship between Jesus and his followers. That first Christian community demonstrated the attributes of forgiveness and accountability, affirmation and challenge, forthrightness and patience, in a spirit of servanthood and respect for diversity in the body of Christ. Eastern University attempts no less.

As a Christian university and a Christian community, we are concerned with establishing standards of conduct consistent with a Christian lifestyle. We believe these standards flow from biblical values and from our commitment to be witnesses to one another. We also believe these standards are in the best interests of each individual student as well as the community as a whole.

Believing that freedom is essential to Christian growth and maturity, the University limits its rules and regulations to policies and practices considered essential to the community's well-being. The following are specific violations of University policy and will result in student conduct proceedings:

1. All forms of dishonesty, including cheating, plagiarism, furnishing false information to the University, and altering documents with the intent to defraud.

2. The use, sale, distribution and/or the possession of cannabis and other illegal drugs.
3. Unauthorized use of tobacco and nicotine products. The campus is smoke free.
4. The use or possession of alcoholic beverages on campus or in areas adjacent to the campus.
5. Inappropriate behavior resulting from being drunk, intoxicated, or under the influence of alcohol or illegal drugs.
6. Unauthorized visitation in University housing.
7. Inappropriate displays of affection.

Students who violate these expectations and standards are accountable for their behavior. The principles of accountability are basic to providing a climate that encourages students to take responsibility for their choices and actions. Students can expect to be confronted, counseled, advised and when warranted, conduct will be adjudicated. In order to provide a climate of trust and trustworthiness, the University, through the Dean of Students, is committed to the principle of due process for all students. Practices in student conduct cases may vary in formality with the gravity of the offense and the sanctions to be applied. (Note: More detailed statements regarding behavioral standards and expectations can be found in the *Student Handbook*.)