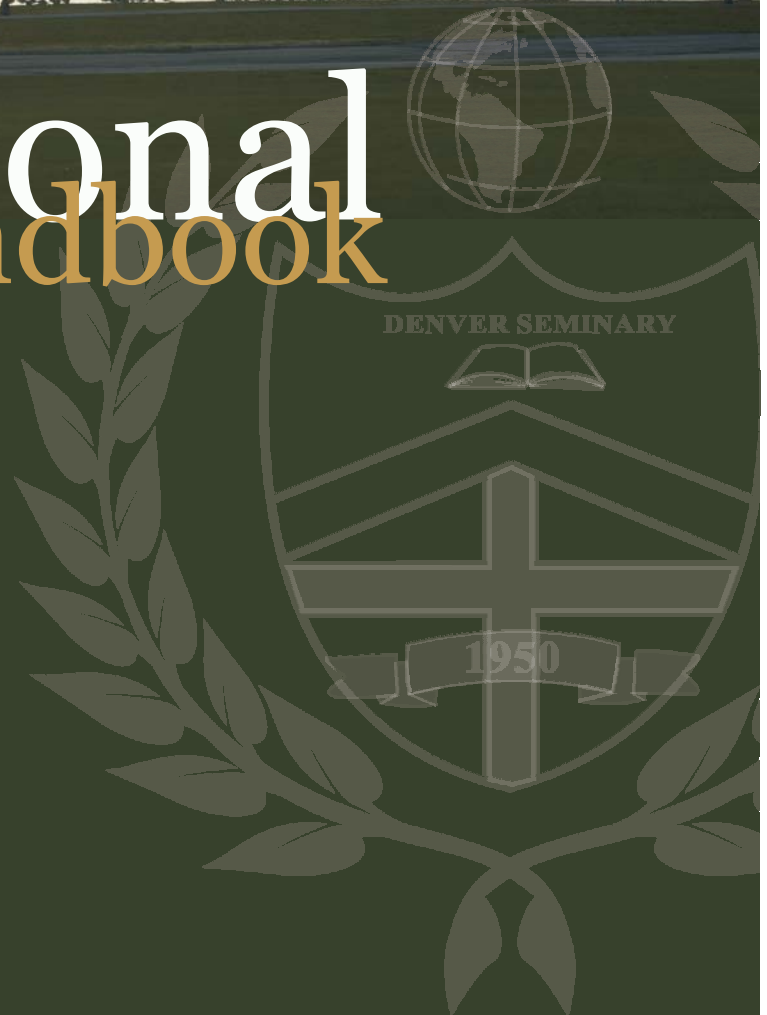


# International student handbook



A resource guide for international students at Denver Seminary

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# Welcome to Denver Seminary

## **A NOTE FROM THE VICE PRESIDENT OF STUDENT LIFE AND ENROLLMENT MANAGEMENT**

I am so pleased you have chosen Denver Seminary as a place to pursue further training, formation, and personal development. In addition to living in one of the finest places in the United States, I believe you will find this institution unmatched in its ability to prepare the whole person for service in the Kingdom of God. We are an institution that is grounded in God's timeless Word and unbending truths. It is upon this very bedrock that we build your educational experience. The process will not be easy, but I guarantee it will be life changing. But that is just one side of the coin. It is not simply about what our program will provide for you, it is also about what you will bring to the Seminary community. I believe that your unique cultural background and worldview will help broaden and enrich the lives of the students, faculty, and staff at Denver Seminary. In short, we want to learn from you because in doing so, we will learn more about ourselves and about the very heart of God.



*Robert Jones, Vice President of Student Life and Enrollment Management*

## Important Contacts

### **Dean of Students**

The Dean of Students oversees the Department of Student Life at Denver Seminary, and should be notified if you are denied access into the United States or need ongoing special accommodations.

303-357-5838

### **Community Life Coordinator**

Rob Foley serves in this role and is your main point of contact after you are accepted by the seminary's Admissions Department. Rob will correspond with you through email prior to your arrival and will lead an orientation for all international students before the semester begins.

[rob.foley@denverseminary.edu](mailto:rob.foley@denverseminary.edu)

303-357-5838

### **Student Services Coordinator**

Heather Taylor holds this position and can help with student insurance and food assistance.

[heather.taylor@denverseminary.edu](mailto:heather.taylor@denverseminary.edu)

## Part 1: Student Visa Information

Having received your I-20 from Denver Seminary and your visa, you are now ready to make final preparations for coming to the U.S. Included in this section are a number of important regulations and reminders that will serve to make the documentation process as simple as possible during your studies at the Seminary. Refer to the [Visa/I-20 Guide](#) to review the policies and procedures associated with obtaining your I-20 and visa.

### **STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)**

SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students and their dependents throughout a student's stay in the United States. It is important to keep in mind that once you begin your degree program you must be committed to following all of the rules related to your status. Any violations of status will be reported to the United States government. By doing what is required of your status you will not be greatly affected by SEVIS.

### **DESIGNATED SCHOOL OFFICIALS (DSO)**

A *Designated School Official* (DSO) is a person within the academic institution who is authorized by SEVIS to maintain records for international students, as well as issue and validate I-20s. The *Primary Designated School Officer* (PDSO) at Denver Seminary is the Registrar. The Vice President of Student Life and Enrollment Management and Community Life Coordinator, serve as *Designated School Officials* (DSO).

### **THE FORM I-20**

When your I-20 was issued, one of the DSOs from the Seminary validated it with their signature, and this signature must be renewed each year. Additionally, you are required to schedule an appointment with the PDSO (Registrar) at least TWO weeks before travel outside of the U.S. for communication purposes with SEVIS and to ensure that your I-20 is current.

Your I-20 will serve as a supporting document for several purposes such as opening bank accounts and applying for a driver's license.

### **TRANSFER STUDENTS**

A transfer student is an F-1 student coming to Denver Seminary from another school in the U.S. In order to maintain your legal immigration status, there are specific procedures you must follow to transfer your I-20 to Denver Seminary.

## **TRAVEL DURING TRANSFER**

Transfer students may travel and reenter the U.S. anytime between school programs. However, transfer students must reenter with their Denver Seminary I-20 and not the previous school's document.

## **U.S. VISIT ENTRY/EXIT SYSTEM**

US-VISIT is a U.S. Department of Homeland Security program that enhances the country's entry and exit system. It enables the United States to effectively verify the identity of incoming visitors and confirm compliance with visa and immigration policies.

The goals of US-VISIT are to:

- Enhance the security of citizens and visitors
- Expedite legitimate travel and trade
- Ensure the integrity of the immigration system
- Safeguard the personal privacy of visitors

The initiative will involve collecting travel information and "biometric identifiers" such as fingerprints from visitors to assist the border officer in making admissibility decisions.

The identity of visitors who need a visa to travel to the U.S. will be verified upon their arrival and departure. These entry and exit procedures address the critical need for tighter security and our ongoing commitment to expedite travel for the millions of legitimate visitors we welcome each year to conduct business, learn, see family, or tour the country.

### **Upon Arrival**

At an airport or seaport, travel documents such as your passport and visa will be reviewed, and a U.S. Customs and Border Protection officer will ask specific questions regarding your stay in the U.S.

As part of the enhanced procedures, you will have two or more fingerprints scanned by an inkless device. You will also have a digital photograph taken. All of the data and information is then used to assist the border officer in determining whether or not to admit you. These procedures will add only seconds to your overall processing time.

### **Upon Departure**

As part of US-VISIT, you will eventually need to verify your departure. The US-VISIT system is designed to make this checkout process easy by placing automated self-service workstations in the international departure areas of airports and seaports. By scanning travel documents and capturing fingerprints on the same inkless device, the system will validate your identity, verify your departure, and confirm your compliance with U.S. immigration policy. The exit information will be added to your travel record to protect your status for future visits to the U.S.

## DEPARTMENT OF HOMELAND SECURITY REGULATIONS

### Maintaining Your Status

Students on “F” visas are admitted for “duration of status.” It is the student’s responsibility to do everything to remain in status and to ensure that his/her dependents also remain in status. Each visa and each category within that visa classification have specific criteria for what is required to maintain good visa status. Therefore, it is solely the student’s responsibility to be informed about what it takes to maintain good visa status. The ultimate definitions of the requirements for maintaining status are constantly changing. The most up-to-date information on visa status can be found at the following websites:

- [Department of Homeland Security](#)
- [U.S. Custom and Immigration Services \(USCIS\)](#)
- [Department of State](#)
- [Student and Exchange Visitor Information System \(SEVIS\)](#)

You are responsible to maintain your visa status and to be aware of all requirements pertaining to your visa status. Below are some of the most common requirements you must follow to maintain your visa status. This information is not exhaustive and is subject to change without notice.

- **Maintain a valid passport**— Your passport must be valid at all times. Renewal applications must be made with the embassy or consulate of the country issuing the passport. You will need a certification of student status from Denver Seminary, which can be obtained from the Registrar. Addresses of embassies and consulates are listed at the [Department of State](#) website.
- **Maintain status as a full-time student**— You are required to pursue a full course of study during normal enrollment periods. Full-time enrollment at Denver Seminary consists of a minimum of 9 credit hours per semester. You are allowed to deviate from this full course of study ONLY WITH PRIOR AUTHORIZATION from the PDSO, and only under limited circumstances.
- **Report address changes to the PDSO**— You are required to report any address changes to Denver Seminary within 10 days. This includes address changes of any of your dependents as well.
- **Report departure date and reason to the PDSO**— For a variety of reasons, students leave Denver Seminary early or unexpectedly. Some of these reasons include family emergencies, leave of absence, suspension or expulsion. You are required to inform the PDSO if you plan to leave the Seminary and your reason for doing so.
- **Abide by employment regulations**— Students may work no more than 20 hours per week on-campus while school is in session, and no more than 40 hours per week during holidays and scheduled breaks. You are not permitted to work off-campus without receiving PRIOR authorization from the U.S. government.
- **Notify the PDSO of intent to attend another school**— You are currently authorized to attend Denver Seminary. If you decide to attend another school in the U.S., you must notify the PDSO of your intent to transfer and the name of the school to which you intend to transfer. The PDSO will enter a SEVIS “release” date. After that date, the new school can issue you an I-20. You will then have to report to the

Designated School Officer at the new school within 15 days of the program start date in order to complete the transfer.

- **Changing your academic program or degree level**— You must obtain a new I-20 if you change your academic program from one degree level to another (ex. Master's to Doctoral level) or one major/field of study to another (ex. Master of Arts to Master of Divinity). You must receive a new I-20 from the PDSO within 15 days of beginning the new program/degree level.
- **Receiving authorization to travel**— You must notify the PDSO prior to traveling outside the United States so that the I-20 can be endorsed for travel or a new form can be issued.
- **Birth of new family member**— Provide the PDSO with information related to the birth of a child in your family during your F-1 status. This information is essential to keeping your file current.

### Visa Expiration/Renewal

Your visa must be maintained to travel and to reenter the U.S., and it must be renewed 60–90 days before it expires.

Unless previously canceled, a visa is valid until its expiration date. Therefore, if you have a valid U.S. visa in an expired passport, do not remove the visa page from the expired passport. You may use it along with a new valid passport for travel and admission to the United States.

Continuing students may apply for a new visa at any time, as long as they have been maintaining student status and their SEVIS records are current. Continuing students may also enter the U.S. at any time before their classes start.

### Automatic Revalidation

If you intend to travel outside the U.S. and your visa has expired, you may be eligible for automatic revalidation. Automatic revalidation applies to expired nonimmigrant visas of F-1 students who have been out of the U.S. for thirty days or less in contiguous territory (Canada and Mexico) or on adjacent islands other than Cuba.

You will need a valid passport and I-20, proof of financial support and/or a letter of certification to renew your visa. You must visit the U.S. embassy/consulate in the country you are visiting in order to get the visa stamp issued.

The benefits of automatic revalidation do not apply if your passport reflects evidence that while in contiguous territory or on an adjacent island you applied for a new visa and are awaiting a decision or you have been denied a new visa application.

Students from Cuba, Iran, Sudan, and Syria must have a valid U.S. visa to reenter the U.S. from Canada, Mexico, or other contiguous U.S. territories.

## **Traveling Outside the U.S.**

F-1 international students who wish to temporarily travel outside of the U.S. (less than five months) must schedule an appointment with the PDSO (Registrar) a minimum of TWO weeks before travel.

Students must carry the following items for port of entry:

- Valid passport and I-94
- Valid visa
- Valid and signed I-20
- Enrollment letter from Registrar's Office (must be requested two weeks before travel)
- Official transcript (must be requested 2 weeks before travel)
- Current support letter or financial affidavit

## **F-2 Dependent Visas for Spouse and Children**

F-1 students must obtain an I-20 for family members (spouse or children) who wish to reside with them in the U.S. The family member(s) will use the I-20 to support their application for an F-2 visa at the U.S. embassy or consulate. The embassy/consulate will require evidence that you have adequate financial resources to support family members without depending upon employment. Under no circumstance will your spouse be able to take any employment after he/she reaches the U.S. F-2 children may attend elementary or high school. F-2 spouses or children are not permitted to study at the college level full-time without changing status to F-1. In addition, bringing family members to the U.S. is not considered a valid reason for needing employment authorization.

## **OPTIONAL PRACTICAL TRAINING (OPT)**

Denver Seminary does not offer international students the option to complete Optional Practical Training (OPT) upon degree completion.

## Part 2: Preparing for Your Trip

### **WHAT TO BRING**

#### **Clothing**

Weather conditions vary greatly in Colorado. You will need both lightweight and heavyweight clothing, as temperatures fluctuate depending on the season. Dress is casual (t-shirt and jeans), except for special events. It is recommended to bring some formal wear (suits for men, dresses for women) for special occasions. Attire for worship services will vary from church to church. Warm clothes, a winter coat, and winter boots are a must. Some students find it easier to purchase winter clothing upon arrival in the U.S.

#### **Medications and Eyewear**

Plan to bring at least a one-month supply of any prescription medications you currently use. This should allow sufficient time to find a local pharmacy that can fill each of your prescriptions. The cost of glasses and contact lenses can be expensive in the U.S. If you are due for an eye examination, schedule an appointment before leaving your home country. If needed, purchase an extra pair of eyeglasses or an extra supply of contact lenses before arriving in the U.S.

#### **Money**

It is a good idea to have some U.S. currency in the form of cash or traveler's checks ready for immediate use upon arrival. An international credit card (Visa, MasterCard, Discover, or American Express), if you have one, may also be useful during the initial transition period.

#### **Personal Documents**

Bring COPIES of your birth certificate and marriage certificate (if you are married), ordination licenses (if you are ordained), and immunization records (if you plan to live on campus). If you have children, bring copies of their birth certificates, immunization records and school records in English signed by a school or government official from your home country. Many services in the U.S. require two forms of photo identification, so bring your international driver's license if you have one.

#### **Personal Items**

Since you are moving to a new location, bring items which will remind you of home and serve as familiar landmarks for you and your family, like photographs of family and friends and other personal mementos. If you have children, allow them to bring one or two favorite small toys.

#### **Special Items**

Items of cultural interest such as photos, books, musical instruments, national costumes and musical recordings from your home country will be of interest to your American friends, if you have room in your suitcase!

## **WHAT NOT TO BRING**

### **Linens, bedding, and room furnishings**

Blankets, towels and room furnishings such as lamps or area rugs are items that you should consider leaving at home as you will already be tight on space to pack them in your luggage. Remember that you can purchase anything you need once you arrive in the U.S.

### **Pets**

Pets should not be brought from overseas. Transportation and other fees are high, and it is more difficult to find economical living accommodations in Littleton that allow for pets.

### **Food, plants, or anything interpreted as being drug paraphernalia such as pipes or tobacco rolling papers**

These items will most likely be confiscated from you at the port of entry.

## **BOOKING YOUR FLIGHT**

International students flying to Denver will arrive at Denver International Airport (DIA). DIA is located 45 minutes to the northeast of Littleton and the Seminary campus. [DIA's website](#) has up-to-date flight information as well as helpful airport maps and directories. Shop around for airfare and check for baggage regulations before deciding which airline to take to the U.S. Lastly, make sure your flight schedule allows sufficient time (at least 2 hours) for connecting flights.

It is highly recommended that you wait to book a flight until you have been approved for your visa. If you book your flight before obtaining your visa and the visa is not granted, you will lose the cost of your airline ticket or be penalized for rescheduling your flight. With that in mind, plan accordingly to give yourself adequate time to receive your I-20 and schedule your visa interview.

## **TIPS ON TRAVEL**

- All travel documents need to be easily accessible at the port of entry. Searching for your documents may result in long delays and missing your connecting flights. Important travel documents for initial entry are:
  - Form I-20
  - I-94
  - Valid Passport
  - Current Visa
  - Paper receipt of the SEVIS fee, Form I-797
  - Transcripts and diplomas from previous institutions attended
  - Scores from standardized tests required by the educational institution such as the TOEFL, SAT, GRE, GMAT, etc.
  - Financial evidence that shows you and/or your sponsors have sufficient funds to cover your tuition and living expenses during the period of your intended study.

- Name and contact information for your “Designated School Official”, including a 24-hour emergency contact number at the school.
- Applicants with dependents must also provide proof of the student’s relationship to his/her spouse and/or children (e.g., marriage and birth certificates).
- At least one month prior to your departure date, confirm your ticket with the airline. Also, check with your airline concerning carry-on restrictions, particularly banned items.
- Government-sponsored students and those sponsored by private organizations should work closely with their sponsoring organizations every step of the way.
- Arrive at the airport about three hours before the intended flight.
- Keep items such as prescription eyeglasses, a bilingual dictionary and prescription medications in your carry-on luggage.
- Carry sufficient money for unexpected expenses or events such as missing your flight. You may also want to carry an extra change of clothing in your carry-on luggage in case of unexpected delays.
- While traveling, drink plenty of fluids. Avoid drinking alcohol and beverages high in caffeine. On long international flights, request water and juice to stay hydrated.

## **ARRANGEMENTS FOR ARRIVAL**

### **When should I arrive at Denver Seminary?**

The Department of Homeland Security allows all initial or beginning students to enter the U.S. up to 30 days in advance of the program start date as shown on the Form I-20. Please consider this date carefully when making travel plans to the U.S. The Seminary recommends arriving at least one week prior to the start of the semester. Contributing factors that may affect your decision include, but are not limited to:

- start and end dates of public schools (for those with school-age children);
- housing lease agreements and move-in dates;
- Denver Seminary orientations (take place the week before classes start); and
- allowing yourself sufficient time to get settled.

### **Getting to the School**

#### ***Airport Pickup***

It is important to make local travel arrangements to get from the airport to Denver Seminary. Often, international students make such arrangements with friends, family, or someone from their local sponsoring organization. If you would like to request someone from the Seminary to meet you at the airport, contact the Dean of Students no later than two weeks prior to your arrival date to check on availability.

#### ***Car Rental***

Several major car rental services are located at DIA for those students wishing to rent a car to get to the Seminary.

## Part 3: Arrival at Denver Seminary

### **THE CAMPUS**

Denver Seminary has a 20.3 acre campus in Littleton, a thriving community southwest of the city of Denver. A map of the campus can be accessed by clicking [here](#).

### **Anita I. Graber Administration Building**

The Anita I. Graber Administration building is the primary office complex on campus. The first floor contains the student life and enrollment management area, the registrar's office, and the financial services department, as well as the Shepherd's Gate Counseling Center where counseling students are professionally supervised in offering counseling services to the general public. Faculty offices, the president's office, and the advancement office are located on the second floor.



The reception desk in the Graber building front lobby provides the following services:

- Directions and information for offices, classrooms, and scheduled meetings
- Directions for off-campus businesses and organizations
- Student employment information
- Requests for parking decals
- Requests to send or receive faxes
- Lost and found
- Notary services
- Package receipt and delivery

### **Harold and Virginia Simpson Leadership Center**

With two student labs, ten classrooms, two lecture halls, an auditorium, and the Hazel Harriet Simpson Chapel, the Harold and Virginia Simpson Leadership Center, functions as the main classroom building at Denver Seminary. New technology provides an excellent teaching environment in each room of the facility.

### **Vernon and Ann Grounds Student Center**

The Vernon and Ann Grounds Student Center is the newest addition to the seminary campus and is a place where students can relax, study, and engage in conversation with each other and with faculty members and mentors. Attached to the library, this space is equipped with areas where students can prepare and purchase food, and also a game room with Ping-Pong and foosball tables.

## Paul and Marjorie Lewan Learning Resource Center

### Carey S. Thomas Library (See [Library Services](#))

Named after the first president of the Seminary, the [Carey S. Thomas Library](#) is comprised of volumes carefully selected to provide the best in theological and scholarly literature as an undergirding for the school's curriculum. The present collection of books totals nearly 170,000 volumes. The library offers online bibliographic searching through a variety of academic databases, made available to students through licensing fees paid by the Seminary. Nearly 500 periodicals are received regularly, the majority of which are bound or otherwise preserved for permanent use.

The library's online public catalog allows patrons to access their library accounts, request and check on holds, and renew books. An interlibrary loan service is available for obtaining books from libraries outside the Denver area.

To honor Dr. Vernon Grounds for his years of service as president and chancellor, and in appreciation of the 25,000 volume personal library that he donated to Denver Seminary, the *Vernon Grounds Reading Room* is located at the west end of the library, housing his collection as well as his office. Students also have access to the facilities of the Ira J. Taylor Library at the Iliff School of Theology on the University of Denver campus and the Cardinal Stafford Library at St. John Vianney Theological Seminary.

## Bookstore

Denver Seminary has partnered with *Christian Book Distributors* to develop a virtual bookstore, which can be accessed [here](#).

## Student Apartments

A four-building apartment complex houses both married and single students. The three-story buildings contain one-, two- and three-bedroom units for married students with children or for single students who wish to live alone or share an apartment with other single students.

## ORIENTATION

Orientation sessions are held at the beginning of every fall and spring semester. The goal for orientation is to be similar to a good quality map so that the Seminary years ahead can be negotiated as smoothly as possible. Orientation for international students takes place in two phases, paired together so that you have both a personalized introduction to the Seminary and are able to meet your fellow students. Attendance at both orientations is required.

New international student orientation is held prior to the general orientation session. Specifically designed for internationals, it includes discussion about American cultural

distinctives, academic issues in the American educational system, and orientation to student life at Denver Seminary.

Denver Seminary's general orientation program is planned to answer new students' questions, give direction, and begin developing community. Fellowship with faculty members, staff and students is provided through a variety of opportunities.

### **Student ID Cards**

Student ID cards are issued during the general orientation session. Student IDs are required to check out books and other materials from the Seminary library. In addition to providing access to the library holdings, student IDs can be used as a form of photo identification, and often qualify you to receive discounts at local businesses. If lost or stolen, replacement IDs may be obtained at the circulation desk in the library.

### **Vehicle Parking Permits**

All students must obtain a parking permit to park in Seminary lots. You will receive a parking permit application form during the general orientation session. Visit the information desk in the lobby of the Graber building if you need a replacement application form or have questions about parking on campus.

### **Bicycle Registration**

All bicycles on campus need to be registered with the Director of Auxiliary Enterprises, Kent Quackenbush. When you register your bicycle, you will receive a registration sticker which is to be placed in a visible spot on the bicycle.

You should obtain a registration sticker if:

- You live on campus and you and/or your children own a bicycle
- You live off-campus and regularly commute to the Seminary on your bicycle
- You plan to make use of the bicycle parking racks during the school year

Email [Kent Quackenbush](#) with any questions about bicycle registration.

### **Lost and Found**

If you've misplaced any items on campus, check the Lost and Found located at the Circulation Desk in the Carey Thomas Library inside the Lewan Learning Center.

### **Fax Machine**

There is a fax machine available for student usage in the mail room of the Graber Administration Building. Ask the receptionist at the front desk for assistance. A small fee is charged.

## Courtesy Telephones

There are two courtesy telephones on campus, both located in the Student Center. One is next to the ATM, and the other is next to Potter's Café. Please make only local calls and restrict your conversation to five minutes to keep the phones available for others.

## Automated Teller Machine (ATM)

There is an ATM conveniently located in the Student Center. Normal bank fees apply for all functions other than balance inquiries.

## **THINGS TO DO YOUR FIRST WEEKS**

Your first weeks at Denver Seminary are very important and very busy. There are a number of things you must do before classes begin. The following list will help you organize your time and remember what must be done.

- **Go to the Student Life and Enrollment Management (SLEM) Office**—Come in and introduce yourself! While you are there, check in with the Dean of Students. Remember that all new students must report in upon arrival or the next business day. Bring all your non-immigrant visa documents with you. Also bring verification of health insurance coverage. The SLEM office is located on the ground floor of the Graber Administrative Building.
- **Meet with the Registrar**—The registrar will help you plan your academic program, select courses, and advise you on other important academic issues.
- **Register for classes**—For all questions concerning course registration, please contact the Registrar's Office.
- **Attend orientation**—New international student orientation and the general orientation session take place the week before classes start each fall and spring semester.

## Banking

Several banking options are available to students near the Seminary. Most banks offer comparable services, so understanding the types of services you want will help you narrow down your choices. You will need your passport, I-94, I-20, and another form of photo identification to open an account. You may use a driver's license or your Seminary photo ID for this purpose. Please see the Student Life and Enrollment Management Office to obtain a student ID card prior to orientation. International travelers' checks in U.S. dollars may be cashed at most banks.

## Types of accounts and services

### **Checking Accounts**

Banks offer different types of checking accounts designed to fit individual needs. The cost of checking varies from bank to bank. Some banks charge per transaction, some have a basic monthly fee, and others offer free services if you maintain a certain minimum balance in

your account at all times. Your cancelled checks (or a copy of them) and a list of all the account activity for the preceding month will be sent to you in a monthly statement. Be careful to keep accurate records of every check you write in order to avoid having checks returned and incurring additional charges. "Bouncing" a check (writing a check for more money than you actually have in your account) is illegal and can cost you time and money. At some banks, you can apply for a line of credit attached to your checking account that provides overdraft protection.

### ***Debit Cards***

A debit card, also known as a check card or ATM card, allows you to withdraw or deposit money to your bank account using an Automated Teller Machine (ATM) and to make purchases at stores that accept the card. Some debit cards carry a credit card logo (such as Visa or MasterCard) and can be used in place of a personal check or a credit card. Debit cards are not credit cards, however, and they can be used only to the extent that you have funds in the account to which they are linked. Most banks charge a nominal fee every time the card is used to make a purchase, so read your debit card policy brochure carefully to learn which fees you can incur.

### ***Savings Accounts***

A savings account enables you to save money and accumulate interest on your savings. Interest is paid either monthly or quarterly. The difference between a savings and a checking account is that you cannot write checks on a savings account.

### ***Cashing Checks***

To cash a check, you will need to endorse it by signing your name on the back. In addition, you will be asked for personal photo identification in the form of a driver's license or a State of Colorado ID card.

### ***Credit Cards***

Credit cards may be convenient, especially if you have unexpected major expenses. You can pay Seminary and medical fees, purchase airline tickets and cover the cost of car repairs with any major credit card. But you must understand that you can easily accumulate large bills with credit cards and, before you know it, you may be in significant debt. Before you accept a credit card, be sure you understand all the obligations associated with the card. Some credit cards charge an annual fee. If you are unable to pay your full balance each month, you will be charged high interest rates (usually 18% or higher) on the remaining balance and any additional charges you make. Make sure to stay within your budget when making credit card purchases. Note that the Billing Office at the Seminary accepts credit cards as a form of payment for tuition and fees, but does not accept Visa.

There are many banks in the area. Please visit their websites for locations and services offered.

[Chase Bank](#)

[UMB](#)

[First Bank](#)

[Key Bank](#)

[Wells Fargo](#)

[Bank of the West](#)

[TCF](#)

## **HOUSING**

Denver Seminary students have several options to consider for housing. When deciding whether to live on or off campus, here are a few things to think about:

- **Location** – Nearness to campus is a key component for full-time students. In addition, proximity of grocery stores and other typical services should be taken into consideration. Students with families should think about nearness to area schools.
- **Length and Terms of Lease** – Most rental properties function under lease contracts that last between six and fifteen months. Sometimes included in lease agreements are refundable security deposits and up-front payment of both the first and last month's rent. Be sure to inquire about the specific lease terms, and ask questions about any part of the contract that you would like clarified.
- **Amenities** – Common amenities include dishwasher, clothes washer and dryer, garbage disposal, paid gas, water and sewer, off-street parking or garage space, shared clubhouse, and on-site workout facility.

### **On-Campus Housing**

Community life is an important part of the entire Seminary experience, and living on campus is one of the best ways to fully experience Denver Seminary's close-knit, supportive environment. This environment, combined with convenience and affordable rental rates, makes on-campus housing a desirable option for many students.

### **What We Have To Offer**

Our campus has 93 rentable units, including one-, two-, and three-bedroom apartments for single and married students. Each unit is equipped with a refrigerator, electric range/oven, and dishwasher. A community laundry facility and children's play room are also in the apartment complex.



Denver Seminary rents apartments by lease through Spectrum Commercial Real Estate Solutions, our property management company. Rental rates include water, sewage and internet access. They do not include energy (gas/electric), phone or cable.

### ***Rental Rates for 2010/2011 Academic Year***

- One bedroom                      \$770/month
- Two bedroom                      \$875/month per family or group lease  
\$450/month per individual lease
- Three bedroom                      \$1110/month per family or group lease  
\$385/month per individual lease

## **The Process**

Students interested in applying for on-campus housing will receive a Campus Housing Application from the Admissions Office upon acceptance into a degree program. Since the waiting list for campus housing grows quickly, interested students should submit their application as soon as possible to Spectrum Commercial Real Estate Solutions.

### ***Immunization records***

See [Immunizations](#).

### ***Housing Application and Waiting List***

To be considered for campus housing students must:

- have been accepted into a degree program at Denver Seminary;
- have paid the \$45 enrollment fee;
- have a student ID number; and
- submit a completed housing application.

Placement in campus housing is based on a student's position on the waiting list as well as the timing of the student's committed move-in date. A student's name is placed on the waiting list by submitting a housing application to Coldwell Banker Commercial.

The following priorities will be held for waiting list participants until June 1<sup>st</sup> for the upcoming fall semester (November 1<sup>st</sup> for spring semester):

- International students and students with a documented disability will automatically be put at the top of the waiting list.
- Families with children will be given priority in two bedroom apartments on the first and second floor.
- Families with two or more children will be given priority in two- or three-bedroom apartments on the first floor.

## **Roommate Placement**

Students wishing to live with a roommate may request to be placed with a particular roommate via their own means or via the roommate placement list. Single students are sent the roommates survey with their application receipt acknowledgement along with instructions from Coldwell Banker. Upon receiving the completed survey, Coldwell Banker adds the prospective student to the list and sends updates to those on the list every couple weeks. The recipients then contact each other to see whether or not they would like to be roommates.

For further information regarding campus housing please contact Rita Sanchez at Spectrum Real Estate Solutions. Or, if you would like to speak with the Denver Seminary director responsible for student housing, please contact Kent Quackenbush.

**Rita Sanchez**  
303-409-6036  
[rsanchez@scres.us](mailto:rsanchez@scres.us)

**Kent Quackenbush**  
303-762-6923  
[kent.quackenbush@denverseminary.edu](mailto:kent.quackenbush@denverseminary.edu)

## Off-Campus Housing

There are literally hundreds of options for off-campus housing just minutes from Denver Seminary's campus. Whether you're looking for something really close, really affordable, specific amenities or any combination of these, you're bound to find what you're looking for.

### ***Rental Listings***

The Housing Department allows local property owners to post local housing opportunities for Denver Seminary students on the [Off-Campus Housing Forum](#). The forum carries the following categories of properties for rent: apartments, condos/duplexes/townhouses, houses, room in house with family, male roommate, female roommate.

If you are looking for a roommate in the Denver area and do not see anything that interests you, you can use the posting template on the housing forum to simply say that you are looking for a roommate! We encourage you to place the posting and then regularly check the database to see if any other ads of interest have popped up.

### ***Apartment Search by Cort***

Denver Seminary has teamed up with Denver's largest apartment referral service, [Apartment Search by Cort](#). They offer a free service that will focus on your individual rental needs. They can help you find a rental home based on price, pet policies, proximity to school, and many other specifications. They also offer mapping capabilities, floor plans, current move-in specials, information on utility hook-ups, and more!

Contact a local representative to discuss all your rental needs.

Apartment Search by CORT  
6446 E. Hampden Avenue  
Denver, CO 80222  
303-758-8888 or 1-800-321-4811

## **UTILITY SERVICES**

Electric, gas, telephone, water and sewer, and garbage services are generally referred to as utilities. Depending on your housing agreement, it will be your responsibility to initiate some or all of these services upon moving into a house or an apartment. In the absence of established credit in the U.S., international students may be required to pay a deposit when setting up utilities. Any details may be discussed with the service provider. Utilities may be initiated through the following companies:

### **Electric and Gas—Xcel Energy**

Xcel Energy customer service	800-895-4999
Xcel Energy TDD/TYY	800-895-4949

#### **For electrical and gas emergencies, please contact:**

Xcel Energy electric emergency	800-895-1999
Xcel Energy gas emergency	800-895-2999

## **Garbage and Trash Collection**

There are a number of waste disposal services to choose from. Please refer to private haulers in the [Yellow Pages](#). In Littleton, garbage cans cannot exceed 32-gallon capacity, must be covered, and cannot block the sidewalk.

## **Water and Sewer—Denver Water**

Billing and service information	303-893-2444
Emergencies	303-628-6801

## **Telephone Service—Qwest**

Qwest customer service	800-244-1111
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## **Home phones and cell phones**

Home phones, or land lines, are fairly inexpensive in the U.S. After initial installation and service fees, land lines can cost as little as \$25 per month. Low cost and dependability make land lines a good option for international students. Some apartment complexes include home phone service as an amenity.

Most land lines do not include long-distance service in their basic service. Long-distance service marketing is very open and aggressive in the U.S. You may be called several times per week by various telemarketers seeking to persuade you to switch to different long distance carriers. This decision is entirely up to you, but you may want to discuss this with your friends and advisors. Until then, we suggest you refuse to change from your initial long distance telephone company.

Some students purchase phone cards from grocery stores or superstores for the purpose of making long-distance phone calls. Other students make use of [Skype](#) or other online communication networks to connect with friends and family overseas.

Cell phones are popular in the United States. However, it is easy to build up large bills within one month, and there can be higher rates and requirements for internationals regarding cell phone usage. Most companies require customers to sign a two-year contract. If you choose to purchase a cell phone, read the service contract carefully and get advice from both American and international friends who have cell phones.

## **Dialing phone numbers in the U.S.**

Telephone numbers in the United States use a 10-digit system which consists of a 3-digit area code followed by a 7-digit local number. The Denver metro area uses two area codes, 303 and 720. Colorado Springs uses the 719 area code, while numbers in the remainder of the state use the 970 area code.

When dialing a phone number in the Denver area, also considered a local call, dial both the area code and the local number. For example, to call the Seminary's front desk, dial 303-761-2482.

Calls placed to phone numbers outside of the Denver area are considered long distance. To place a long distance call within the U.S., dial 1 + the area code + the local number.

On campus, it is necessary to dial '9' before placing a call to access an outside phone line.

## **Furniture**

Furniture is not provided for international students. However, the Seminary regularly receives furniture donations for students in need. Contact the Dean of Students to inquire about available items.

## **TRANSPORTATION**

### **Public Transportation**

[RTD](#), the public transportation system in Denver, is a quite extensive network of light-rail and bus routes. Students who learn to navigate the public transportation system can get around the city with relative ease. Two light-rail stations are within walking distance of the Seminary.

### **Owning a Car**

While there is a good public transportation system, Denver Seminary students have found that the most effective means of getting around is to own a car. You may want to budget for the cost of purchasing a vehicle while you are at Seminary.

Those who do not have a vehicle of their own can often ask friends for transportation. Offering to help pay for gas is customary and quite appreciated.

### ***Budgeting for a vehicle***

Here are some costs to keep in mind when budgeting for a vehicle.

### ***Taxes and Tags***

Colorado law requires that a consumer buying a motor vehicle pay a usage tax based upon the retail price of the vehicle less the value of any trade-in vehicle. Don't forget to budget for registration, license plates and tags, and annual taxes, which can range from \$60–600 annually, depending on the type of vehicle you drive.

### ***Insurance***

Liability insurance is required to register a vehicle, while comprehensive and collision insurance is mandatory with bank or dealer financing. Budget between \$50 and \$500 per month depending on your age, gender, marital status, driving record, and the year, make and model of the vehicle you are insuring.

Auto insurance is readily available in the U.S. from a number of companies. Before purchasing a vehicle, compare rates and coverage from several insurance companies to see how much it will cost to insure.

### **Fuel**

The U.S. Department of Transportation reports that the average used car is driven 13,500 miles per year. Combine that with an average fuel efficiency of 20 miles per gallon, with fuel costs between \$3.00 to \$3.50 per gallon, and your monthly fuel bill will be between \$170 to \$200.

### **Maintenance**

Regular car maintenance (oil changes, tune-ups, tires, brakes, car washes) and repairs (heating and cooling systems, drive train) will vary depending on the type and age of the vehicle. Plan to set aside \$50–100 per month.

### **Automotive Repair Services**

#### [Ellis Automotive Car Care Center](#)

1509 W. Littleton Blvd  
Littleton, CO 80120  
303-795-2499

#### [Keller Bros. Auto Repair](#)

250 E. Dry Creek Rd  
Littleton, CO 80122  
303-347-1010

*Rated #1 Auto Repair Center in the Nation in 1999  
Winner of Colorado Ethics in Business Award*

### **Motor Vehicle Offices**

International students at Denver Seminary have found that there seems to be a different office for each aspect of owning and operating a motor vehicle. There is one office to receive your driver's license, another to register your vehicle, and yet another for emissions testing.

The two keys to simplifying the process are to 1) make sure you have all the necessary paperwork and 2) complete the process in the correct order. It is recommended that you bring the following original documentation with you when you visit any office associated with the Department of Motor Vehicles (DMV):

- Passport with I-94
- I-20
- International Driver's License (if you have one)
- Verification of enrollment at Denver Seminary (*one of the following*)
  - A class registration of the current semester
  - A letter confirming your student status at Denver Seminary (*Submit requests by email to the Dean of Students two to three business days prior to visiting DMV*).
- Proof of residency (*one of the following*)
  - Lease agreement verifying your address
  - A utility bill verifying your address

*Motor vehicle offices only accept payment by cash or check. Credit cards will not be accepted.*

## Driver's License

To obtain your driver's license you must have a social security number (SSN). *If you do not have a SSN you must visit the nearest social security office where they will verify your status and provide a letter stating that you do not have a SSN.* This letter may be used at the Department of Motor Vehicles with your identification. See [Social Security Numbers \(SSN\)](#).

When you visit the driver's license office, the following steps will be required:

- Submit identification establishing age, identity and lawful presence in the United States—Your passport and I-94 will work for this step.
- Provide your Social Security Number OR a letter from the social security office stating that you do not have a SSN
- Supply a Colorado residence address
- Pass all required examinations
  - Driving record analysis: The DMV examines your driving record and present license status to determine eligibility before issuing a new license.
  - Physical aptitude analysis: This is a determination by the driver's license employee of any physical ailment or disability which may have an effect on your driving.
  - Vision screening: Your vision will be tested to determine if you can see well enough to drive safely.
  - Basic written test: This covers various aspects of driving knowledge and safety. The test questions will cover the contents of the [Colorado Driver Handbook](#) including road signs, driving under the influence, as well as other driving rules, safety rules and legal items.
  - Driving test: This is the most important part of the examination because it provides you with the opportunity to demonstrate that you can drive safely.
- Pay the required fee
- Be fingerprinted and photographed

## Vehicle Registration

When you purchase a motor vehicle it must be registered with the state of Colorado. If your vehicle requires emissions testing, be sure to have the testing completed prior to visiting the DMV. When you go to register your vehicle, you will be required to provide:

- A valid driver's license OR your passport and I-94
- Proof of Colorado Vehicle Emissions—All vehicles must meet the vehicle emissions requirements to be eligible for registration. All new vehicles have a two-year emissions exemption. Used vehicles are required to receive an emissions test upon transfer of title.
- Proof of car insurance
- Title assigned in owner's name or current out-of-state registration
- Payment of taxes and fees

## Motor Vehicle Office Locations

### ***Driver's License***

Drivers Licenses Department  
Oakbrook Shopping Center  
311 E. County Line Road  
Littleton, CO 80126  
(303) 795-5954  
Mon–Fri, 8:00 a.m. – 5:00 p.m.

### ***Vehicle Registration, License Plates, and Title***

Arapahoe County Motor Vehicle  
5334 S. Prince St  
Littleton, CO 80120  
(303) 795-4500  
Mon–Fri, 7:00 a.m. – 4:30 p.m.

### ***Vehicle Emissions***

County Line Station  
8494 S. Colorado Blvd  
Littleton, CO 80126  
Mon–Fri, 8:00 a.m. – 5:30 p.m., Sat, 8:00 a.m. – 1:00 p.m.  
Closed Sunday and all state holidays

## What to do When There's Trouble on the Road

### ***Car Accidents***

When you are involved in a car accident:

- Never drive away from the scene of the accident.
- If someone has been injured, call 911 on the nearest phone.
- Talk with the other driver. Ask to see their driver's license. Write down their name, phone number, insurance company and policy number.
- Show the other driver your driver's license. Give them your name, phone number and insurance contact information.
- If you have a camera, take pictures of the scene for your own records and to present to your insurance company.
- It is best to allow the insurance companies to determine who is at fault in the accident. When speaking with the other driver you might say, "I'm sorry we have to go through this." However, allow the insurance company to investigate the accident. If you think you are at fault, inform your insurance company.

### ***Emergency Vehicles***

When an emergency vehicle such as a fire truck, ambulance, or police car has turned on their flashing lights and they are driving behind you, safely pull off to the right side of the road to allow them to pass. Once they have passed you may resume driving.

If a police car turns on their flashing lights and is driving behind you:

- Slow down and pull off to the right side of the road.
- If the officer wishes to speak with you, they will pull off the road behind you.
- Remain in your car and prepare your insurance card, vehicle registration card, and driver's license.
- The officer will request your driver's license, registration and insurance cards and will likely ask you a few questions. If you have violated any traffic laws, they will inform you of that and may give you a citation.
- Remember to remain calm and cooperate with the officer. They are there to protect and assist you.

## **GROCERIES AND SHOPPING**

Most businesses have set prices, and do not allow for bargaining. However, the cost of some high-priced items such as motor vehicles, furniture, appliances and real estate can be lowered by careful shopping and patient negotiation. Check the prices on comparable items at different stores before making significant purchases. Consider value and quality as well as price.

If you purchase merchandise that is defective, you are entitled to return the item within a set period of time and receive a full refund. Make sure to keep wrappings, price tags, and receipts from your purchase.

Visit grocery store websites for weekly ads and online special sales. Superstores carry groceries as well as household necessities, clothing, electronics, and small furniture items. Discount stores offer many of the same products at very competitive prices.

### **Grocery Stores**

<a href="#">King Soopers</a>	7901 S. Broadway St, Littleton	303-738-5700
<a href="#">H-Mart</a>	2751 S. Parker Rd, Aurora	303-745-4592
<a href="#">Safeway</a>	181 W. Mineral Ave, Littleton	303-218-2100
<a href="#">Albertsons</a>	3615 W. Bowles Ave, Littleton	303-794-8535
<a href="#">Whole Foods Market</a>	5910 S. University Blvd, Littleton 9366 S. Colorado Blvd, Hlds Ranch	303-798-9699 303-470-6003
<a href="#">Sunflower Market</a>	8601 W. Cross Dr, Littleton	720-214-0410
<a href="#">Super Target</a>	3650 Riverpoint Pkwy, Sheridan 9390 W. Cross Dr, Littleton	303-974-6661 720-922-1475
<a href="#">Wal-Mart</a>	601 Englewood Pkwy, Englewood 6675 Business Ctr Dr, Hlds Ranch	303-789-7209 303-683-3641

## Discount Stores

<a href="#">CostCo*</a>	4000 River Point Pkwy, Sheridan	303-200-1830
<a href="#">Sam's Club*</a>	4827 S. Wadsworth Way, Littleton	303-971-0494
<a href="#">Big Lots</a>	139 W. Hampden Ave, Englewood	303-783-1065
<a href="#">Burlington Coat Factory</a>	8055 W. Bowles Ave, Littleton	303-948-6330
<a href="#">K-Mart (Super K)</a>	200 W. Belleview Ave, Englewood	303-794-1200
<a href="#">Ross Dress for Less</a>	5910 S. University Blvd, Littleton	303-797-2980
<a href="#">T.J. Maxx</a>	5910 S. University Blvd, Littleton	303-794-5921
<a href="#">Savers</a>	1400 W. Littleton Blvd, Littleton	303-794-6640
<a href="#">Mile High Marketplace</a>	I-76 and 88th Ave, Henderson	303-289-4656
<a href="#">Thrifty Scotsman</a>	1500 W. Littleton Blvd, Littleton	303-347-8827

*\*Membership required*

## **FOOD ASSISTANCE SERVICES**

### Food Closet

The Food Closet is intended to assist low-income students and families of Denver Seminary. Located in the northwest corner of apartment building #2, the Food Closet contains a variety of general items that are meant to supplement but not replace regular grocery shopping. Please see the guidelines posted on the door of the Food Closet for additional information. If an emergent need arises, or if you have questions about the Food Closet, contact the [Dean of Students](#).

Hours of operation: Monday 5:00pm – 6:00pm

### Bread Closet

The Bread Closet is open to all Seminary students and consists of bakery products donated by local Safeway Stores. Located at the bus stop hut in the parking lot on the south side of the apartment buildings, the Bread Closet includes bread, pastries and other similar items.

Hours of operation: Monday 9:30am – 4:00pm

## **Manna Ministry**

Located at Cherry Hills Community Church, [Manna Ministry](#) offers a food bank, clothing bank, medical services, and haircuts. First-time visitors must present their student ID card.

**Cherry Hills Community Church**  
**3900 Grace Blvd.**  
**Highlands Ranch, CO 80126**

Hours of operation:

Tuesday	10:30am – 11:00am	Food bank only
Tuesday	6:00pm – 7:00pm	Food bank, clothing bank, medical clinic, and haircuts

## **MAIL AND SHIPPING SERVICES**

The postal system in the U.S. is quite safe and reliable. Whether sending a letter to a friend, mailing a bill, or shipping a package overseas, the [United States Postal Service](#) and other major shipping services are both efficient and trustworthy. You may also purchase stamps and shipping supplies at post offices and shipping centers.

### **Seminary Mail**

Students living on campus are assigned mailboxes upon arrival. Mail service begins shortly thereafter.

### **U.S. Mail**

USPS Post Office  
5753 S. Prince St  
Littleton, CO 80120  
303-795-7346

### **Shipping Centers**

#### **UPS**

40 W. Littleton Boulevard, Ste. 210  
Littleton, CO 80120  
303-797-1400

#### **FedEx**

4901 S. Zuni Street  
Littleton, CO 80120  
800-463-3339

## **MEDICAL CARE**

You are encouraged to visit physicians for minor injuries and most sicknesses. A typical visit will require a co-payment of approximately \$25. The physician bills your insurance company which will usually pay 80% of the charges above the co-payment, while you will be responsible for the remaining 20%. Due to high costs, the emergency room should only be used in true emergency situations.

Dental and eye care are commonly offered as optional coverage to your health insurance policy. You are strongly encouraged to familiarize yourself with the details of your health insurance policy and to research options BEFORE visiting a health care provider.

### **General Family Practice**

Piñon Family Practice  
Dr. Tamara Wilson  
303-948-2676

Family Medicine Clinic  
6179 S Balsam Way #110  
Littleton, CO 80123  
303-972-4085

### **Dentists**

[Creer Family Dentistry](#)  
6179 South Balsam Way, #220  
Littleton, CO 80123  
303-932-2872  
*Rated "Top Denver Dentist" by 5280 Magazine in 2008 and 2009*

Sweetpea Children's Dentistry  
Beth Nielsen, DDS  
16830 Northgate Dr. #100  
Parker, CO 80134  
303-841-9009  
*Offers wonderful service to children of Denver Seminary international students*

### **Eye Care**

[Eye to Eye Care](#)  
3622 Highlands Ranch Pkwy #101  
Highlands Ranch, CO 80126  
303-683-4466  
[Vision Care Specialists, Inc.](#)  
200 W County Line Rd # 150  
Littleton, CO 80129  
303-794-2433

## Obstetrics and Gynecology

### [South Denver Obstetrics and Gynecology, PC](#)

7780 S. Broadway #280  
Littleton, CO 80122  
303-738-1100

### [Women's Health Care Associates](#)

7720 S. Broadway  
Littleton, CO 80122  
303-795-0890

## Hospitals

### [Littleton Adventist Hospital](#)

7700 S Broadway, Littleton, CO 80122  
303-730-8900

### [Swedish Medical Center and Southwest ER](#)

6196 S Ammons Way Littleton, CO 80123  
303-932-6911

### [Sky Ridge Medical Center](#)

10101 Ridgeway Parkway  
Lonetree, CO 80124  
720-225-1000  
720-225-1511

## Pharmacies

You may fill prescriptions and purchase over-the-counter medications at local pharmacies. Several pharmacies offer \$4 generic prescriptions. Call in advance to see if the prescription you need has a generic option.

### [Rite Aid Drug Stores](#)

100 East Mineral Dr, Littleton	303-795-0043
6780 South University Blvd, Centennial	303-770-2414

### [Walgreens Drug](#)

70 West Littleton Blvd, Littleton	303-795-9933
2697 West Bellevue Ave, Littleton	720-214-5528

### [Wal-Mart Pharmacy](#)

601 Englewood Pkwy, Englewood	303-789-7209
7700 West Quincy Ave, Littleton	303-971-0337

## Immunizations

Immunization records are required for students living on campus as well as for children attending schools in Littleton.

Each student living on campus is required to submit a valid Colorado Department of Health [Certificate of Immunization](#) (or suitable substitute) to Spectrum Commercial Real Estate Solutions prior to taking occupancy of the apartment. International students may submit one of the following forms:

- A Colorado Department of Health Certificate of Immunization
- an official immunization record from their home country which has been translated into English
- If transferring from another school in the U.S., an official immunization record from that institution

The [Tri-County Health Department](#) offers free or low-cost immunizations for children through age 18. Call or visit their website for hours of operation and information on weekly and monthly clinics.

**Tri-County Health Department**  
**4857 S. Broadway**  
**Englewood, CO 80113**  
**303-761-1340**

## Emergency Situations

Dial 911 (9-911 from a Seminary phone) for the fastest possible emergency response when you need emergency police, fire or medical assistance in a life or death situation.

### Examples of 911 emergencies

- Crime in progress, such as someone breaking into your home or one of your neighbor's homes
- Fires
- Traffic injury accidents
- Life-threatening medical emergency, such as a child choking

## Non-emergency situations

In non-emergency situations please contact campus security for assistance.

### Examples of non-emergencies

- Abandoned vehicle
- Loud party
- Vandalism
- Theft of bicycle the previous night

### 24/7/365 Denver Seminary Security

Extension 1001 from any Seminary phone, or 303-783-3120

**ACC Campus Police**

303-797-5800

**Littleton Police Department Nonemergency**

303-794-1551

**Urgent Care Center**

Acute Injury and Illness Center  
9330 South University Blvd, Suite 100  
Littleton, CO 80126  
303-683-9393

**Rocky Mountain Poison Control:**

303-739-1123

**Tips for Calling 911**

- Stay calm
- Call immediately from a safe location
- Give exact location and type of emergency
- Don't hang up until the call-taker says to do so, even if you've dialed 911 by mistake
- 911 will provide response in accordance with local public safety directives
- Do not call 911 to ask about weather-related emergencies; turn to local radio and TV stations for information

**LEGAL AND FINANCIAL CONSIDERATIONS****Health Insurance**

Health insurance is required for all international students and their dependents for the duration of their studies at Denver Seminary. Health insurance and medical care in the U.S. is generally expensive. While the Seminary offers an insurance plan, students may be able to find a more affordable plan elsewhere. For example, some countries' embassies offer affordable coverage to their citizens while in the U.S. [Click here](#) to view the Seminary plan.

Upon arrival at the Seminary, you must present proof of health insurance coverage to the Dean of Students. Verification of continued coverage will be required each subsequent year.

**Public Assistance**

Denver Seminary strongly discourages international students from applying for or accepting state or federal public assistance through programs such as Medicaid, WIC, CHP+, food stamps, or government-subsidized housing. Certain restrictions may apply to your visa status as an international student that prohibit you from receiving public assistance. Many public service workers are not aware of specific restrictions that may apply to you and unknowingly offer you program assistance that you should not make use of. Accepting public assistance may put your visa status in jeopardy and be grounds for deportation.

## Payment of Tuition and Fees

Students must pay all previous semester charges before they will be cleared to register for classes for a succeeding semester. Tuition for continuing students and preregistered new students is due in full by the posted financial clearance deadline. Tuition for new students who register during orientation is due in full prior to the first day of class. Payment due dates are published on [MyDenSem](#). Miscellaneous fees and charges are due and payable when they are assessed. Please see below for additional payment information and policies.

## Financial Clearance

One or more of the following payment options must be met to obtain financial clearance for each semester:

- Pay for classes in full by cash, check, money order or credit card by the posted payment due date.
- Enroll in a tuition payment plan by the posted payment due date.
- Obtain grant, scholarship, or other financial aid certification from the financial aid office by the posted payment due date.\*

*1 The Billing Office accepts payment via credit card, but does not accept Visa. For more information, you may contact the [Billing Office](#) directly.*

*\*Important: Students receiving financial aid that does not fully cover tuition must either pay the remaining balance in full or enroll in a tuition payment plan by the posted financial clearance deadline.*

## **ON-CAMPUS EMPLOYMENT**

Employment opportunities for international students follow Homeland Security (INS) regulations and are limited to on-campus opportunities. An international student's employment is not meant to be the only source of income for an international student's educational pursuit while at Denver Seminary. Employment opportunities are available for one degree course of study at Denver Seminary. If a student chooses to continue study for an additional degree, on-campus employment opportunities are not available for that student.

Employment regulations as outlined by the United States Citizenship and Immigration Services (USCIS) require that:

- Student must carry full course of study (minimum of nine hours) in accordance with Seminary requirements except when fewer hours are needed in the last semester of study.
- Employment must be performed on the school premises—on-campus employment.
- Student may not work more than 20 hours per week while attending classes.
- Student may work up to 40 hours per week when school is not in session or during the annual vacation.
- Required identification and employment paperwork must be provided before employment begins.
- Employment terminates immediately upon graduation or at the I-20 program end date, whichever comes first.
- F-2 dependents may not accept employment.

***Documents required for employment include:***

- Current passport
- Form I-94
- Form I-20

Each semester, class registration will be used to verify an employed international student's current enrollment status. The registrar will authorize any variations from the required course of study when fewer than nine hours are taken in the last semester of study to meet degree requirements.

**Social Security Numbers (SSN)**

The Internal Revenue Service (IRS) requires a social security number for W-2 wage and tax reporting. Therefore, international students will be asked to provide a valid Social Security card for employment.

You cannot get a SSN until you are in the U.S. and have verification of employment. However, many businesses use SSN as ID numbers or for credit checks. You do not need a SSN to open bank accounts or conduct other business. If a business asks for a SSN and you do not have one, inform them you do not have a SSN and ask them to create their own ID number for you.

There is no charge to get a social security card. You will need to bring proof of identification with you. Acceptable forms include:

- driver's license
- 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

You may download a [social security card application](#) or visit the local social security office in Littleton for further assistance.

**Social Security Administration Office****8000 Southpark Lane****Littleton, CO 80120****Mon – Fri, 9:00 a.m. to 4:00 p.m.**

## Part 4: Life at Denver Seminary

### **DENVER AREA INFORMATION**

Denver, the Mile High City, was founded on the site of a small Indian village at the confluence of Cherry Creek and the South Platte River. Originally a trade center for mountain mining camps of the 1859 gold rush, the town persevered despite flash floods and a devastating fire and drought. Early settlers and current Denver residents alike have enjoyed their location on the high plains at the foot of the spectacular Rocky Mountains. The Colorado History Museum, located in downtown Denver, and other sites in mountain towns such as Central City, contribute to keeping Colorado's colorful past alive.

### **Climate**

At 5,280 feet above sea level (1.6 km), the city has a mild, sunny, semi-arid climate with moderate temperatures. Colorado boasts more than 300 days of sunshine each year and its winters afford many opportunities for skiing, sledding, and other winter sports. Denver averages between 8 and 15 inches (20–38 cm) of annual precipitation.

Winters have an average daily high temperature of 45 degrees Fahrenheit (7° C) and days reaching 60 degrees (15° C) are not uncommon. In summer, Denver enjoys low relative humidity making for beautiful, sun-filled days and cool, comfortable evenings. The average daily high temperature in August is a mild 86 degrees Fahrenheit (30° C).

*Adapted from <http://www.denver.org/metro/weather>*

### **Culture**

Diverse cultural opportunities are reflected in the Museum of Nature and Science, the striking, six-story Denver Art Museum, including the Frederic C. Hamilton addition which opened in 2006, and the Denver Center for the Performing Arts, which hosts the Denver Center Theatre Company, a nonprofit regional repertory company, and the Colorado Symphony Orchestra. The orchestra offers several concerts per year, as well as the popular Symphony in the Park during the summer. Music lovers will also enjoy summer concerts in the Red Rocks Park outdoor amphitheater in the foothills of the Rockies or closer to the Seminary at Fiddler's Green in Englewood.

The Denver Zoo participates in a number of conservation programs designed to ensure the long-term survival of rare and endangered species worldwide and is home to over 2,500 animals. The Tropical Discovery exhibit features a diversity of animal and plant life in its tropical rain forest environment. It includes a mountain cave, tropical streams and waterfalls, temple ruins, a jungle river, swamps, and an offshore coral reef.



The Downtown Aquarium, a world-class facility, is located in Denver's Central Platte Valley. This unique tourist attraction immerses visitors in the wonders of water on two journeys—from the Continental Divide in Colorado to Mexico's Sea of Cortez and from an Indonesian rain forest to the Pacific Ocean. Its mission is to create experiences that inspire its guests to discover, explore, enjoy, and protect our aquatic world.



Among Denver's professional sports teams are the 1998/99 NFL Super Bowl Champion Denver Broncos, the NBA Denver Nuggets, the MLB Colorado Rockies, the 2001 NHL Stanley Cup-winning Colorado Avalanche, the NSL Colorado Rapids, and the NLL Colorado Mammoth.

### Outside Denver

Denver serves as the gateway to the magnificent Rocky Mountains. West of the city, more than 50 peaks rise over 14,000 feet into the sky. Skiing, hiking, fishing, camping, and hunting are little more than an hour's drive from the Seminary campus. The 27 mountain parks maintained by the city of Denver include some of the most scenic areas of the Colorado Rockies.

For the more adventuresome, white-water rafting on the Arkansas River is only two hours away. Various companies offer quarter-, half-, whole- or two-day trips down rapids of varying difficulty. Some companies also offer rock climbing, kayaking, backpacking, and mountain biking.

### Southern Colorado

Colorado Springs is home to the Pro Rodeo Hall of Fame and Museum of the American Cowboy. Two multimedia presentations document the sport's evolution. Heritage Hall contains exhibits of historic and modern cowboy and rodeo gear and the Hall of Champions honors athletes from each rodeo event.

The Royal Gorge Bridge is the world's highest suspension bridge. The bridge spans nearly a quarter mile offering a spectacular view of the Arkansas River over a thousand feet below. The 35-passenger aerial tram gives a view of the entire canyon. The world's steepest incline railway goes to the bottom of the Royal Gorge. Seven Falls offers the sight of water cascading 300 feet down a sheer granite cliff. An express elevator travels to the Eagle's Nest Platform for a magnificent view of Seven Falls.



## Exploring

With all of the possibilities, here are a few resources to get you exploring.

Check out this link for information on Denver – focused on tourism, it will also give you an overview of area attractions, including entertainment and restaurants.

[www.denver.org](http://www.denver.org)

This is the website for 5280 magazine, a publication about Denver living for residents. Although the magazine and website aim at serving a wealthy customer, its information is helpful for all income levels. Particularly great are the “Top of the Town” editions featured every summer which rate the best restaurants and services around the city. You can check out 5280 magazine at most local libraries for free.

[www.5280.com](http://www.5280.com)

*For additional information on Denver and the Front Range, check out these guidebooks and websites:*

## Guidebooks

***Frommer's Denver, Boulder & Colorado Springs*** (Frommer's Complete) by Eric Peterson, Don Laine, and Barbara Laine (Paperback—Jan 23, 2007)

***Insiders' Guide to Denver, 8th*** (Insiders' Guide Series) by Linda Castrone and James S. Castrone (Paperback—Mar 1, 2007)

## Websites

[www.localhikes.com/msa/msa\\_2082.asp](http://www.localhikes.com/msa/msa_2082.asp)

This site provides in-depth information on a multitude of day hikes. Consider St. Mary's Glacier and Devil's Head Fire Tower for good family hikes.

[www.rei.com/stores/store\\_events.jsp?store=18](http://www.rei.com/stores/store_events.jsp?store=18)

Website for the REI flagship store, events include instructional courses as well as offerings for singles and kids.

<http://rockymountainnationalpark.com/>

Rocky Mountain National Park, one hour from the Seminary, is a jewel of natural beauty. The homepage for the park is full of great resources to help you plan a trip to the Rocky Mountains.

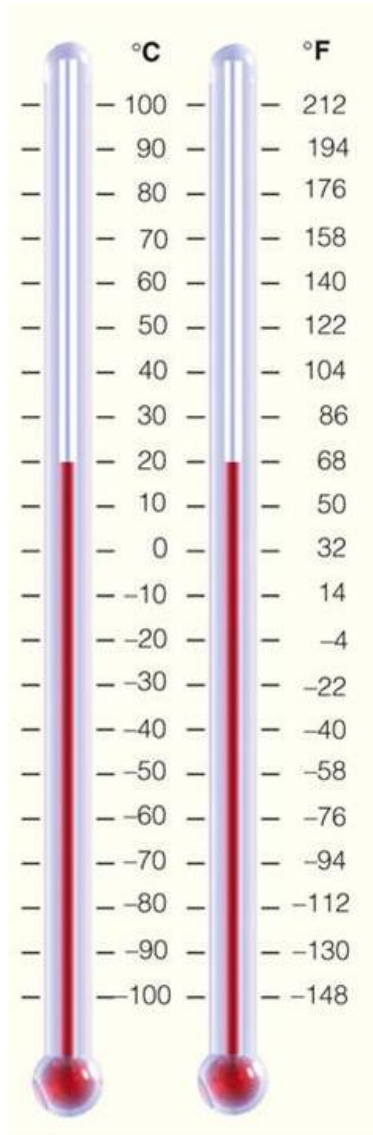
[www.colorado-for-free.com/](http://www.colorado-for-free.com/)

A wonderful database of free events throughout Colorado.

## **TEMPERATURE AND MEASUREMENT CONVERSIONS**

### **Temperature Conversion and Weights & Measures**

Because the United States does not use the metric system, the following temperature conversion chart and weights and measures may be useful.



- 1 ounce = 30 grams
- 1 pound = about .5 kilograms
- 1 kilogram = 2.2 pounds
- 1 inch = 2.54 centimeters
- 1 foot = 12 inches = 0.305 meters
- 1 yard = 3 feet = 0.914 meters
- 1 mile = 1.609 kilometers
- 1 pint = 0.473 liters
- 1 quart = 2 pints = .946 liters
- 1 gallon = 4 quarts = 3.8 liters
- 1 teaspoon = 5 ml
- 1 tablespoon = 3 teaspoons
- 1 cup = 16 tablespoons
- 1 gallon = 16 cups

Image used from <http://apollo.lsc.vsc.edu/classes/met130/notes/chapter2/graphics/tscales.jpg>

## **LOCAL CHURCHES**

Finding a home church is an integral part of making the transition to Seminary life and becoming settled in the U.S. You can access a list of churches on MyDenSem by clicking [here](#). The churches on these pages are churches in which Denver Seminary alumni are serving. If you are looking for a church to attend, these are a great place to start. This partial listing of evangelical congregations would also be likely places to find good ministry opportunities and mentors. Keep in mind that in many degree programs the mentoring aspect of your Denver Seminary education may depend on the availability of qualified mentors and ministry experiences in your church.

## **AMERICAN CULTURE FROM AN INTERNATIONAL PERSPECTIVE**

You may already have some perceptions about American culture through reading literature and watching American TV programs and movies. As in your home country, you will find that while some things tend to be true of American culture in a general sense, beliefs and customs may vary greatly between individuals. However, here are some general pointers about Americans and their culture from the perspective of some international students:

- Americans place a lot of emphasis on individuality and personal identity. They do not see themselves as members of a close-knit, interdependent family, religious group, tribe, nation, or other collectivity. Instead they have been trained since an early age to consider themselves as separate individuals who are responsible for their own situations in life and their own destinies. Thus, the American ideal is a free and self-reliant person.
- For the most part, Americans see all people as being of equal value, with none being superior. That is not to say they do not make distinctions among themselves, but those distinctions are acknowledged in subtle ways such as tone of voice, order of speaking, choice of words, or seating arrangements.
- They are quite informal in their general behavior and relationships. Relationships across the genders (between males and females) tend to be open and casual. They readily express their affection to their friends, both male and female. Formal speech is reserved for public events and formal situations. Aside from formal settings, people dress casually in jeans and t-shirts.
- Americans are generally less concerned about history and tradition and more concerned about looking ahead. They appreciate achievers, people who have accomplished some physical, measurable thing. Americans tend to work hard and remain active. Believing they should be doing something most of the time, they become restless and impatient when forced to sit for hours.
- Americans are very time-oriented. Typically keeping busy schedules, they plan for events in advance and appreciate punctuality. Rather than stopping by a friend's house unannounced, they will often call to see if a visit is convenient.
- Americans tend to be frank, open, and direct in their dealings with others. They often express their emotions, thoughts, and feelings openly through speech, facial expressions, and gestures. However, there are limits. Americans dislike those they consider pushy or aggressive.

## **CULTURE SHOCK**

Culture shock is the process of adjusting to a new country and a new culture, which may be dramatically different from your own. You no longer see the familiar signs and faces of home. Climate, food, and landscapes, as well as people and their ways all seem strange to you. Your English may not be as good as you expected. You may suffer, to an unexpected degree, from the pressures of U.S. academic life and the fast pace of life.

If you feel this way, do not panic. Culture shock is a normal reaction. As you become adjusted to U.S. culture and attitudes and begin to know your way around, you will start to adapt to and understand your new surroundings and way of life.

International students experience culture shock in varying degrees; some hardly notice it at all, while others find it terribly difficult to adapt. There are usually four stages of culture shock that you will experience.

### **The "Honeymoon" Stage**

The first few weeks in your new home will be very exciting. Everything will be new and interesting, and you will likely be so busy getting settled and starting classes that you may hardly notice that you miss home.

### **Irritability and Hostility**

As you begin to realize that you are not on vacation and that this is where you live, you might experience anger and hostility. Sometimes you may feel hostile toward Americans and their way of doing things, and even trivial irritations may cause hostility to flare.

### **Understanding and Adjustment**

In time you will come to better understand your new environment and will find, maybe even unconsciously, that you are adjusting to your new home. You will experience less frequent feelings of hostility and irritability.

### **Integration and Acceptance**

Finally, you will find that you have come to feel that, at least on some level, you consider your university or college and your new town, your home. You will have made friends and will feel that your community accepts you just as you have accepted it.

The length and intensity of each stage depends upon the individual, but no one escapes it completely. The important thing to remember is that you are not the only one experiencing these feelings. Many others before you have gone through it, and there are others all around you who are dealing with culture shock. Below are some of the common symptoms of culture shock and some suggestions to help you get over these hurdles.

## **HOMESICKNESS**

You miss your homeland, your family, and your friends. You frequently think of home, call or write letters to your family and friends often, and maybe even cry a lot.

It is good to keep in contact with home, but do not let this get in the way of meeting new friends and enjoying your new home. Make an effort to meet new people, in your apartment complex or neighborhood, in class, and through community events. You might also want to join a committee, interest group, or sports team on campus or in your city. Find one thing with which you are comfortable — for example, music, food, or an activity — and make this the starting point toward making yourself feel at home in America.

### **Hostility**

Minor irritations make you unusually angry, and you feel life in the United States is the cause of your problem. You feel your expectations have not been met.

It takes time to get used to life in a foreign country and many things need to be relearned. Be patient and ask questions when you feel you do not understand. Maybe your expectations were too high or too low, and you need to readjust your perception of what it means to live and study in the United States. Talk to your Dean of Students and try to find ways around the problems that are angering you.

### **Dependence**

You become dependent on fellow nationals, friends, or your Dean of Students and feel you cannot achieve anything by yourself. You are scared of doing things by yourself without somebody else's help or approval.

It is good to have people you can depend on for the first few days. However, at the same time, you should gradually take on the challenges and "do it yourself." It is all right to make mistakes and to learn from them. You should also try to make various types of friends, not just your fellow nationals, to fully take advantage of your American educational experience.

### **Loss of Self-confidence**

You feel everything you do is wrong, that nobody understands you, and that you have trouble making friends. You start to question the way you dress and think because you are afraid not to fit in.

If you feel everything you do is wrong, ask for feedback from someone you can trust, such as a friend or your Dean of Students. What may be wrong is not how others perceive you, but how you perceive yourself. You should not be worried about the way you look, act, or think. The United States is a very diverse country and Americans are used to people with different looks or ways of behaving. Most important, do not lose your sense of humor.

## Values Shock

You might find yourself facing situations that are not accepted in your culture and have trouble getting accustomed to them. For example, relationships between men and women, the informality of American life, political or religious attitudes, or the social behavior of Americans may seem amoral or unacceptable to you.

Look for information on the things that surprise you or make you feel uncomfortable, and try to remain flexible, respectful, and open-minded. This can be a great occasion to learn more about topics that might be less popular or taboo in your country. Try to enjoy the new cultural diversity and the various cultural points of view. It might be helpful to talk to someone from the same culture or religion who has been living in the United States for a while to discuss how this person has dealt with values shock.

Other strategies to cope with the stress of culture shock include:

- Make sure you know what to expect before you arrive. Carefully read cultural guides and other books and magazines on the United States to find out more about American life and customs. It would be a good idea also to read up a bit on U.S. history to find out more about American people, their government, their national heroes, their holidays, and so on. This will help you orient yourself physically and mentally when you arrive in the United States.
- Eat well, sleep well, and take good care of yourself.
- Exercise is a great way to alleviate stress and tension. Join a sports club or pursue some outdoor activities.
- Find some time to walk around your new neighborhood. This might help you develop a sense of home as you find the local stores, parks, activity centers, and so on. Try to carry a small map of the city with you so you will not get needlessly lost very often.
- Keep in touch with family and friends to tell them about your experiences.
- Take some time to relax. Listen to music, read a book not related to your studies, and go to bed early once in a while.
- Do not lose your sense of humor. Laugh at your mistakes rather than getting depressed about them.

*\*The previous information was adapted from the [U.S. Department of State Bureau of Educational and Cultural Affairs](#) guide to living in the U.S., a tremendous resource for making the transition to your new home in the United States. The section on Society and Culture in the United States is very useful.*

## **COUNSELING SERVICES**

The Dean of Students office has made arrangements with professional Christian counselors in the area to provide services for Seminary students and/or their families at low cost. Four to six sessions are available at a cost of \$15 each. Fees for sessions beyond these are negotiated directly with the counselor. Visit the Dean of Students office for more information.

## **OTHER HELPFUL WEBSITES ABOUT THE U.S. AND AMERICAN CULTURE**

### **International Student Resources**

A Christian-based website with practical advice about life in the United States. Be sure to take a look at their online handbook, [\*How to Survive in the U.S.\*](#)

### **EL Civics for ESL Students**

Designed for students who are learning English as a second language (ESL), this interactive website has an abundance of information on American history and cultural distinctives. School-age children and adults will enjoy the guided tours of important sites around the U.S.

### **Littleton Immigrant Integration Initiative\***

The Littleton Immigrant Integration Initiative (LI3) works specifically with immigrants and refugees, helping them become part of the local community. LI3 provides opportunities for learning English and has a comprehensive resource list of area service geared towards non-U.S. citizens. Of particular interest is the One-Stop Information Center, housed at Bemis Public Library, 6014 Datura St., Littleton, CO 80120. On-site coordinator Alejandra Harguth, [aharguth@littletongov.org](mailto:aharguth@littletongov.org), has information on a wide range of topics.

*\*Remember that not all services offered can be accepted because of restrictions associated with your visa status. See [Public Assistance](#).*

## **SPOUSE AND CHILDREN**

Living away from one's country and family support networks can add stress to the home. While students have a strong purpose each day, their spouses often struggle to find ways to be active and involved in the community. It is important as a spouse that you work to make connections with other students and families as a means of building your network of friends here at Denver Seminary. There are other spouses and families who feel just like you do. Family friends become great supports for each other.

### **Partners in Ministry3 (PiM3)**

PiM3 exists to equip the spouses of Denver Seminary students to be godly leaders and effective partners in ministry. The organization's vision is to graduate couples who are better prepared to serve as a team in ministry. The goal is to create opportunities for spiritual growth, meaningful fellowship and leadership training for the wives and husbands of Denver Seminary students. To learn more, send an email to [partners@denverseminary.edu](mailto:partners@denverseminary.edu).



## **CHILDREN**

Although young children can adapt quite easily, be sensitive to any changes in behavior in your children that could be due to stress and anxiety. Many of the social activities organized by the Seminary are open to families, and children are especially welcome.

## Schooling Information

Parents have the option of enrolling their children in public or private schools. Public schooling is free from kindergarten through grade 12, and typically includes a bus service that will take your children to and from school. Private schools require tuition costs which can be expensive, and transportation services offered vary from school to school. Infant and Preschool programs are available for young children. Program fees will vary.

Schools begin in mid-August and end around the last week of May. The state of Colorado leaves the kindergarten entrance age requirement to the discretion of the school district. In the Littleton Public School District, students are eligible for kindergarten if they turn five years of age on or before October 1<sup>st</sup> of the year of enrollment. A child must be six years old by October 1<sup>st</sup> for admission into grade one of the year of enrollment.

## Public Schools

A child's resident address determines the school they will attend. Children who live on campus would be part of the [Littleton Public School District](#), and would attend the schools listed below. Visit the district website for a complete listing of schools as well as resources to assist you with registration and enrollment.

### [Littleton Public Schools](#)

5776 S. Crocker Street  
Littleton, Colorado 80120  
Phone: 303-347-3300  
Fax: 303-347-4350

### [Centennial Academy of Fine Arts Education \(K – 5<sup>th</sup>\)](#)

3306 W. Berry Avenue  
Littleton, Colorado 80123  
Phone: 303-347-4425  
Fax: 303-347-4430

### [Goddard Middle School \(6<sup>th</sup> – 8<sup>th</sup>\)](#)

3800 West Berry Avenue  
Littleton, Colorado 80123  
Phone: 303-347-7850  
Fax: 303-347-7880

### [Heritage High School \(9<sup>th</sup> – 12<sup>th</sup>\)](#)

1401 West Geddes Avenue  
Littleton, Colorado 80120  
Phone: 303-347-7600  
Fax: 303-347-7604

## **Preschool Programs and Christian Schools**

The Littleton area offers parents a number of preschool and daycare programs, as well as Christian schools. Inquire at the schools about enrollment, tuitions costs, and other related details.

### ***Preschool Programs***

#### [Mission Hills Early Learning Center](#)

5859 S. University Boulevard  
Greenwood Village, CO 80121  
303-798-1481

#### [The Village for Early Childhood Education](#)

1907 W. Powers Avenue  
Littleton, CO 80120  
303-347-6985

### ***Christian Schools***

#### [Cherry Hills Christian School \(Preschool – 8th\)](#)

3900 E. Grace Boulevard  
Highlands Ranch, CO 80126  
303-791-5500

*Call for discounted tuition for Seminary families*

#### [Hope Christian Academy \(K – 8th\)](#)

11455 W. Belleview Ave  
Littleton, CO 80127  
303-979-6839

#### [Shepherd of the Hills Christian School \(Preschool – 8th\)](#)

7691 S. University Blvd  
Centennial, CO 80122  
303-798-00711

#### [Valor High School \(9th – 12th\)](#)

3775 Grace Blvd  
Highlands Ranch, CO 80126  
303-471-3000

## Part 5: Academic Life

### **ACADEMIC CATALOGUE**

Denver Seminary maintains a high standard of academic excellence. Coursework at the master's level is rigorous, and much will be required of you in pursuit of your degree. For your benefit and information, course descriptions, prerequisites, academic policies, and all academic requirements are available online in the most current [academic catalog](#).

You are responsible for the contents of the academic catalog. The board of trustees, upon the recommendation of the Seminary faculty, reserves the right to amend or add to any of the regulations governing admission, curriculum, residence requirements, or fees, and to make such changes applicable to accepted applicants and current students.

### **STUDENT LEARNING OUTCOMES**

Compelled by the biblical vision for love of God and others, and compelled by Christ's commission to make disciples of all nations, Denver Seminary graduates will be able to do the following:

#### **Biblically and Theologically Grounded**

Demonstrate integrated biblical and theological competence through a comprehensive and discriminating mastery of the biblical, theological, and historical content and interpretive procedures that undergird an evangelical expression of Christian faith.

#### **Contextually Sensitive**

Serve all people effectively and faithfully, with cultural discernment and without prejudice or favoritism as demonstrated by the ability and commitment to minister with sensitivity and faithful, evangelical identity in the midst of contextual distinctives, such as ethnicity, gender, theology, and ecclesiastical tradition.

#### **Spiritually Mature and Growing**

Exhibit a mature and growing Christlikeness in their character through a deepening personal commitment to Christ, fostered by spiritual disciplines and reflected in healthy relationships, emotional maturity, and personal integrity.

#### **Vocationally Fit**

Discern and pursue personal vocation in a theologically integrated manner through understanding personal abilities and giftedness, dedication to ministry vision, and the ability to think theologically about that vocation.

## **TRAINING AND MENTORING**

The integration of character, content, and competence is at the heart of Denver Seminary. Denver Seminary exists to equip leaders who think biblically, live faithfully, and lead wisely for a lifetime. Such leaders are not, however, produced in isolation. The Training and Mentoring process provides a fulcrum for various essential partnerships between students, mentors, and parachurch organizations. These partnerships together support the key components of the training and mentoring program, which include:

- Use of assessment instruments and consultation with an assessment counselor in order to examine calling, passion, gifting, and ministry fit.
- Active participation in a local church.
- Custom design of personal learning contracts to pursue growth in character and ministry skill.
- Support from a mentoring team.
- Regular meetings with a spiritual formation group on campus.

The course, *Introduction to Christian Formation and Training and Mentoring*, typically taken in a student's first semester, orients the student to the training and mentoring process and provides a context for addressing such issues as spiritual formation, the development of lifelong learning habits, and cultivation of healthy interpersonal relationships. In this course students sign an *assessment process agreement*, which describes the role and implications of assessment in a student's Seminary experience. Once the student has completed this course and a total of nine semester-hours, the training and mentoring sequence can begin.



As an essential aspect of Denver Seminary's philosophy of education, the Training and Mentoring process is one of integration. The whole person must be trained for ministry, not only in mind. Thus, theological education at Denver Seminary includes the key components of the Training and Mentoring process, facilitating the development of leaders who are growing with intentionality, participating in context-specific learning and experiences and developing practical skills for ministry in those contexts, opening themselves to a wide variety of resources for learning, reflecting theologically and becoming life-long learners.

## **GRADUATION REQUIREMENTS FOR INTERNATIONAL STUDENTS**

All international students with an F-1 visa status are required to enroll in GS 597 and GS 697 International Student Orientation and Reentry. These courses are noncredit and there is no tuition charged, but both are required for graduation. The first section of the class will meet five weeks of the fall semester. During the first section, students will learn about American culture and being a student at Denver Seminary. The requirement is completed by attending the second section of the class during five weeks of the semester of their graduation. In this section, students will deal with issues surrounding the return to their home countries.

## **CLASSROOM DYNAMICS**

In general, the classroom environment is more informal in the U.S. than in other parts of the world. Each professor establishes the type of setting that best suits their personal style and instructional methods. Some professors will maintain very formal communications with their students, while others will interact with their students on a first name basis.

Students tend to ask questions of their professors and, at times, disagree with the course material covered in the classroom. While it may be viewed as disrespectful in other cultures, in the U.S. regular interaction between students and professor is often encouraged and valued as a component of learning. Although it may be uncomfortable at first, developing the ability to ask questions of your professors and request clarification will assist you in the learning process and may provide opportunities for valuable dialogue with fellow students.

## **LIBRARY SERVICES & INFORMATION**

The Carey S. Thomas Library and its staff serve the Denver Seminary community by providing and facilitating access to information in support of the Seminary's curriculum, research, and training.



Students must have a current Denver Seminary photo ID card in order to check out library materials. Denver Seminary photo IDs should be presented at the library circulation desk in order to have them bar-coded for library privileges. Students who do not yet have a patron record in the library database will complete a registration form at the library circulation desk.

Returning Students may present a validated Denver Seminary photo ID to the library circulation desk staff to have their library privileges renewed and to update their contact information.

### **Library Contact Information**

Library email: [library@denverseminary.edu](mailto:library@denverseminary.edu)

Library direct phone line: 303-762-6962

Reference Office email: [libref@denverseminary.edu](mailto:libref@denverseminary.edu)

Reference Office phone: 303-762-6961

Interlibrary Loan email: [libill@denverseminary.edu](mailto:libill@denverseminary.edu)

Interlibrary Loan Phone: 303-762-6956

### ***Library Hours for Fall and Spring Semesters***

**Monday – Thursday** 7:30 a.m. – 10:30 p.m.

**Friday** 7:30 a.m. – 6:30 p.m.

**Saturday** 9:30 a.m. – 5:00 p.m.

\*closed Sundays and holidays

## **Public Libraries**

### [Bemis Public Library](#)

6014 S. Datura Street  
Littleton, CO 80120  
303-795-3961

### [Jefferson County Public Library](#)

7706 W. Bowles Avenue  
Littleton, CO 80123  
303-235-5275

## **Bookstores**

### [Barnes & Noble Booksellers](#)

8136 W. Bowles Avenue  
Littleton, CO 80123  
303-948-9565

### [Tattered Cover Bookstore](#)

9315 Dorchester Street  
Highlands Ranch, CO 80129  
303-470-7050

## **THE WRITING CENTER**

The Writing Center is intended to help strengthen your understanding of the English language so that, as you progress through your degree program, you will not need to rely on its services as much as when you first entered seminary. To that end, Denver Seminary offers tutoring, editing, and writing workshops for students.

## **Tutoring**

Tutoring is available to help you with writing needs such as brainstorming topics, organizing ideas, integrating research styles, and basic grammar questions. Tutoring sessions are 30 minutes in length.

## **Requesting a Tutoring Session**

A sign-up schedule is posted outside the library conference room 113 for students desiring tutoring services. Drop-in times are available on a first come first served basis as well.

Please bring any materials that you have for your paper such as an assignment sheet, an outline, or a draft. Bringing a writing sample or a previously graded paper will help us understand your writing strengths and weaknesses.

## **Editing**

For most students, editing is \$10/hour. International students with F-1 status and students with documented learning disabilities are eligible to receive editing services free of charge. Please contact the Dean of Students for more details about the free editing services you are eligible to receive.

Because editing requires specific attention and time from editors, if you would like to have more papers edited beyond the free services, you will need to coordinate this directly with an editor.

## **Writing Workshops**

Regularly scheduled one-hour writing workshops explore the process of getting from researched ideas to a final paper. We will also look at graduate level writing needs, and Turabian and APA styles (including where to find online help). Bring a draft of one of your current papers.

If you have any questions about the Writing Center, email [Amy McConnell](#), Writing Center Coordinator, or visit the [Writing Center](#) page on MyDenSem (under the Student Life tab).

## **Grades**

Grading is handled on an individual course basis and is determined by the professor. Make sure that you fully understand the grading system for each of your courses and speak with the professor if something is not clear.

## **COMPUTER SYSTEMS AND SERVICES**

### **Acceptable Use Policy**

Students are expected to conduct their use of all technology on campus according to the Acceptable Use Policy. As such, all students should read the full policy statement found at by clicking [here](#).

### **MyDenSem**

[MyDenSem](#) is your online resource for access to class schedules, bills, academic information, grades, the academic catalog and student handbook, inclement weather and emergency updates, and much more. MyDenSem also allows you to stay up to date with events, announcements, group activities, Campus News, and calendars (including a personal calendar) all on pages that are customized for you.

### **DMail**

Every student at Denver Seminary is provided with a free Seminary email account through [Dmail](#). All formal email communication from the Seminary (excluding the library) will be made through this account.

## **Moodle**

[Moodle](#) is the online resource for locating information about classes including assignments, due dates, and notes from professors. All online courses are taught using Moodle. You will receive training on how to use MyDenSem, Dmail, and Moodle at orientation.

## **Internet Access**

Wired and wireless internet access along with power receptacles is available throughout the apartment complex, classroom building and the library.

## **Computer Lab**

The computer lab, located in the library, is available for student use. It is furnished with Pentium computers and a laser printer. Contact technology services (ext. 2020) for details.

## **Copy Machines**

Photocopiers are available for use in the library. Students access copy machines by keying in their student I.D. number on the Equitrac pad to the right of each machine. Ask library staff for assistance with copier problems/questions. All users are responsible to abide by copyright laws.

## **Computer Lab Printing and Copying Account Payment**

Students may add money to their printing and copying account by paying at the cashier desk in the business office during regular business hours. The appropriate charge will be deducted from the account as print copies are made.

## **INCLEMENT WEATHER PROCEDURES**

Denver Seminary has predetermined plans and communication protocols for weather conditions that could affect Seminary operations as well as personal travel safety situations. The Seminary's inclement weather policy applies to everyone associated with Denver Seminary: faculty, staff, students and visitors. The full policy may be viewed [here](#).

## Part 6: Campus Life

While Denver Seminary is an academic institution, strong emphasis is placed on the development of the whole person. Meeting new people, investing in relationships, and partaking in the campus life of the Seminary will aid you in your personal growth and ministry preparation. Below you will find several ways to immerse yourself in the Seminary community.



### Facebook

Visit Denver Seminary on [Facebook](#) to connect with your classmates. To join the Denver Seminary network, log in to your personal Facebook account and search for “Denver Seminary” in networks. You will need to use your Dmail account to join the student network.

### **COMMON GROUND CHAPEL SERVICES**

[Common Ground](#) chapel services are held each Monday and Tuesday of the semester from 11:00am to 11:50am. These community gatherings focus on worship, but they also include lectures and information sessions concerning Denver Seminary life and culture. Speakers are invited from the Seminary community, the Denver area, and from around the world. Faculty, staff, students, and spouses come together to demonstrate the importance of unity as we worship, learn, and pray together. Attendance is required and should be viewed as integral to the Seminary experience. Please note that attending Common Ground does not replace the need for personal worship in a local congregation, nor does worship in a local church replace the requirement to attend Common Ground services.

### Attendance at Common Ground

Common Ground attendance requirements are three semesters for M.A. students and five semesters for M.Div. students. Satisfactory attendance is defined as attendance at a minimum of ten services per semester. Students may attend either Monday or Tuesday (11:00am – 11:50am).

An [attendance report](#) is due at the end of each semester which can be completed online.

Students completing two degree programs must fulfill the attendance requirements for one degree only. In the case of a combined M.Div. and MA degrees, the M.Div. requirements apply.

Students whose schedules do not permit them to be on campus at the regularly scheduled days or times for Common Ground may discuss their circumstances with [Rob Foley](#), Community Life Coordinator.

## Conferences/Lectureships

There is at least one conference or lectureship per semester scheduled for Monday and Tuesday from 11:00am – 11:50am.

Students are required to attend conferences, lectureships or special events any morning they are on campus for classes. Students are encouraged to take advantage of these opportunities regardless of their class schedules.

## Special Events

Special events such as Holy Week services, brown bag Q&A sessions, and seminars are regularly scheduled throughout the year. Check [Campus News](#) for a current schedule of events.

## **STUDENT ORGANIZATIONS & CAMPUS GROUPS**

[Campus Groups](#) are student-led groups that form throughout the year and are based on shared interests such as wilderness activities, team sports, and spiritual interests. Students may create and join campus groups on MyDenSem.

## Student Council

All students registered for graduate-level courses are members of the Student Body Association, which is under the direction of Student Council. Under the leadership of the Student Council president, the Student Body Association will meet when necessary to conduct business matters. The Student Council consists of the executive committee and other representatives as prescribed by the student constitution.

Forums, athletic events, social occasions and special projects are sponsored by the Student Council. The Dean of Students meets regularly with the student body president and members of the Student Council to assist them in planning their projects.

## Intercultural Fellowship

Originally begun to provide a place of fellowship for international students, Intercultural Fellowship meetings have grown into gatherings of both international and national students and their families. Held the second Friday of each month during the school year, these times of fellowship help students develop friendships with each other and learn more about other cultures.

## Kneeling for the World Prayer Ministry

This international prayer group began when God put a burden in the hearts of several students to pray for missions and missionaries around the world. Through sharing testimonies, learning to pray using the words of scripture, and praying in the Holy Spirit, Salt and Light has seen God faithfully respond to their prayers. With members from several different countries, Salt and Light shines brightly in the Denver Seminary community.



## **Korean Student Fellowship**

[Korean Student Fellowship](#) aids new Korean and international students in adjusting to life in Denver. The KSF encourages and supports the students in overcoming barriers during their studies in the U.S. The KSF meets for worship each Friday during the fall and spring semesters from 11:00 a.m. to 1:00 p.m. in classroom 100.

**Partners in Ministry3 (PiM3)** see [Partners in Ministry3 \(PiM3\)](#).

## **Missions Society**

The Denver Seminary Missions Society consists of a network of students and professors who share a common interest in missions. The Missions Society exists to encourage Denver Seminary students to live out the Great Commission in local and global contexts. Various events sponsored by the society bring missions awareness to the forefront of the DenSem community. Whether you have been a missionary, would like to be one, or have a general interest in missions, you are invited to join the group. Read Campus News for meeting and event times.

## **RESIDENT LIFE**

Resident Life is an activities group that offers on-campus residents opportunities to build community. Focused on providing a variety of events for students and their families, Resident Life schedules activities throughout the year.

## **Student Life and Enrollment Management Office**

The SLEM office is located in the Graber Administration Building on the ground floor. You are invited to stop by at any time during office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

## Quick Guide to Campus Phone Numbers

<b>Denver Seminary</b>	<b>303-761-2482</b>	
Toll free	800-922-3040	
Fax	303-783-3122	
	<b>Direct Line</b>	<b>Ext.</b>
<b>Help Desk (Computer/Tech)</b>	303-762-6983	2020
<b>Human Resources</b>	303-762-6887	1207
<b>Information Desk</b>	303-761-2482	1000
<b>Library Circulation Desk</b>	303-762-6962	1403
<b>On-Campus Housing</b>		
Rita Sanchez, Spectrum	303-839-4450	
24-Hour Campus Security	303-783-3120	1001
<b>Registrar</b>	303-762-6898	1221
<b>Shepherd's Gate Counseling</b>	303-762-6987	2522
<b>Student Accounts</b>	303-762-6891	1212
<b>Student Life/Enrollment Management</b>		
Admissions/Reception Desk	303-762-6937	1278
Student Services	303-783-6925	1247
Community Life	303-357-5838	1238
Dean of Students	303-762-6901	1223
Financial Aid	303-762-6903	1226
<b>Training and Mentoring</b>	303-762-6917	1244

## Campus Hours *(all offices are closed on Sundays)*

### Monday-Friday

<b>Business Office</b>	8:30 am – 4:30 pm
	9:00 am – 4:00 pm - Fridays
<b>Graber Administration Building</b>	7:30 am – 5:00 pm
<b>Library</b>	7:30 am – 10:30 pm
	7:30 am – 6:30 pm - Fridays
<b>Shepherd's Gate Counseling Center</b>	7:30 am – 9:00 pm
<b>Student Life/Enrollment Management</b>	8:30 am – 5:00 pm

### Saturdays

<b>Business Office</b>	Closed
<b>Graber Administration Building</b>	Closed
<b>Library</b>	9:30 a.m. – 5:00 p.m.
<b>Shepherd's Gate Counseling Center</b>	7:30 a.m. – 1:00 p.m.
<b>Student Life/Enrollment Management</b>	Closed





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[www.denverseminary.edu](http://www.denverseminary.edu) • [info@denverseminary.edu](mailto:info@denverseminary.edu)

Cover photo of the sunsetting behind the Denver skyline and the Rocky Mountains.