THE ACADEMIC YEAR consists of a Fall Semester of four months (September-December), a one month interim (January), and a Spring Semester of four months (February-May). All students, including international students, begin each semester by participating in a one-week introductory course called "Prolog Week". One credit hour is given for this course.

COURSES AND REGISTRATION: All courses are listed in the Wartburg catalog. Descriptions of courses are available from the Registrar, in the library, and on the Wartburg Seminary website [www.wartburgseminary.edu]. Dr. Craig Nessan, Academic Dean, and/or your faculty advisor will gladly help you pick the courses you need for your degree program so that you can register during Prolog Week. Read carefully all of the material that is given to you during Prolog Week, and if you have questions ask your faculty advisor or the Registrar.

CREDITS: Wartburg students take an average of 12-15 credits per semester. Most courses are 3 credit courses, except for modules which are 1 credit courses. Consult with your advisor to determine how many credits you should take. International students must maintain full-time enrollment which is defined as at least 9 credit hours.

METHOD OF INSTRUCTION: Most seminary courses are lectures with discussion among students encouraged. You should participate actively in the discussion. Reading and writing assignments will usually supplement the lectures.

GRADES AND GRADE POINT AVERAGES: The Seminary uses two grading systems: letter grades (A-B-C-D-F), and credit/no-credit. See the seminary catalog for information about the grading system.

CLASS ATTENDANCE is required of all students. Because you are responsible for the material presented in each class period, if you must miss a class for any reason, ask another student to take notes and share them with you. Be sure to contact the professor if you must miss class.

GETTING STARTED: Determine where your first classes are meeting so that you do not miss instructions given in the first session. On the first day professors usually outline requirements, procedures, and books that you will need. The virtual bookstore has a list of all the required and suggested books for each course. Keep your receipts when you purchase a book in case you need to return it. Once you have written in a book, you may not return it. If you need assistance with ordering books, please see the Dean for Vocation.

ACADEMIC ADVISORS: Every student has an assigned faculty advisor. Your advisor will help you plan your class schedules and organize your studies. Advisors are open, friendly, and willing to share both personal and academic concerns. Make an appointment to visit with your faculty advisor whenever you have academic or personal questions or concerns.
LIBRARY: The library is a very helpful place to go for studying and for doing research. Learn how to use the library and all of its many resources. The librarians and assistants will be eager to answer your questions. You will receive an orientation to the library during the second week of term.

TYPING OF PAPERS: Computers are available for your use in the computer center. Instruction on the use of computers is offered by library staff upon request.

DAILY SCHEDULES: Classes normally begin at 7:30 a.m. Daily worship services in the chapel are at 9:30 a.m. Monday to Friday. Eucharist is celebrated every Wednesday. Students’ families are also welcome to attend chapel. After chapel the community gathers in the refectory for complimentary coffee and announcements. Classes begin again at 10:40.

PARTICIPATION: International students are strongly encouraged to participate in all aspects of community life at Wartburg, including worship services, special lectures, and social activities. The Wartburg community is eager to include all international students in all that happens at the seminary.

GLOBALIZATION COMMITTEE: This committee meets monthly to discuss and oversee the international student program, the exchange programs with seminaries in other countries, and global issues in the theological curriculum. The committee is made up of faculty, staff, and a student representative from each degree program, including one international student (if available).

WARTBURG ASSOCIATED STUDENTS (WAS): Representatives are chosen from each class and (if possible) from the international student group to serve on the WAS Council, to voice student concerns and to shape the community environment at Wartburg Seminary.

STUDENT MEETINGS: Discovery International Students are officially considered to be members of the Middler Class (2nd year Master of Divinity students) or if MA degree students, the international students will be assigned to their specific class. If there is a large group of international students, these students may desire to hold meetings as a class group. All international students may meet once a month at a convenient time for fellowship and for discussing international students’ concerns. The international student leader calls and conducts the meetings.

MEALTIMES IN THE REFECTORY:

**Monday-Friday**
- Breakfast: 7:00-8:30
- Lunch: 12:00-1:00

You may purchase meals in the kitchen, or you may purchase food and cook for yourself.

If you take your meals in the school refectory, you must plan ahead for weekends and vacation periods when the food service is closed. Be sure to save some money to cover food during weekend and holiday times.
COMMUNICATIONS

TELEPHONES are available and easy to use. All students receive Instructions for using the telephones when they move into their housing units.

Campus calls: If you are on-campus and wish to call a Wartburg Seminary number, just dial the last 3 digits of the phone number.

Local calls: If you are calling a Dubuque number (found in the Dubuque telephone directory), first dial 6 to get an outside line, and then dial the 7-digit number listed in the directory.

Long-distance calls: Each student receives a personal code from the business office to use for all long distance (trunk) calls, including international calls. Long-distance calls after 5:00 p.m. or on weekends cost less than those made during the day. Calls after 11:00 p.m. are even less expensive.

International calls: For making international calls, we strongly recommend that you use a phone card. WARNING! International calls are expensive. It is wise to keep your international calls to a minimum. Speaking person-to-person and actually hearing the voice of your spouse or relative may be what you desire, and is proper in your culture, but please consider the cost before you call. Making frequent overseas calls can cause you to go into debt very quickly. Phone cards generally offer cheaper rates for international calls or you may consider using Skype, if possible.

FAX: If you know the fax number of your church or institution in your home country you may send short typed messages by fax from the library. Ask at the circulation desk for assistance. Fax messages are less expensive than phone calls.

COSTS: International students must pay for all telephone, and fax charges. Local (Dubuque) calls are free. At the end of each month the business office will send you an invoice for long-distance and overseas calls you have made, and payment is due immediately.

EMAIL: Most international students use the computers in the library to send email messages to their friends and relatives, and their home churches.

U.S. POSTAL SERVICE: Every U.S. city or town has a Post Office. At a post office you can purchase stamps and airletters, post letters and packages, and purchase money orders (postal cheques). The Seminary mailroom can help you with most postal services except for money orders.

FORWARDING MAIL: Please give your forwarding address to the seminary mail room attendant whenever you leave campus for an extended time. The person in charge will then be able to forward your mail to you.

USE OF THE INTERNET: The internet is a very useful tool for finding information and doing research. Residences and classrooms are wired for internet accessibility. However, the seminary has rules for using the internet, and these are available in the library and from the technology office. Misuse of the internet will result in termination of the privilege of using it.
TRANSPORTATION

CARS FOR INTERNATIONAL STUDENTS: Wartburg is very fortunate to have cars available for occasional use for international students. We ask everyone to respect the privilege of using the car.

Only drivers authorized by the seminary may drive the cars. Domestic students are not allowed to use these cars, since they are reserved for seminary business and international student use. For insurance reasons, drivers must hold an Iowa Driver's License. Applicants must pass a written test and a driving test to obtain an Iowa license.

The car is mainly for use in Dubuque for grocery shopping, doctor appointments, going to church etc., and must be reserved through the Mission Support Office. Only certain designated cars may be used for weekend preaching at locations within 100 miles of Wartburg. This is the only purpose for which the cars may travel out of town.

Those who use the cars must purchase the gasoline. Always fill up the tank after you use the car.

RESERVING A CAR: Notify the Mission Support Office in advance when you wish to use a car. After use, the driver must immediately return the key to the Mission Support Office so that others may use the car.

SAFETY: All persons in the car must by law be secured by seat belts at all times. It is also required that all children under the age of five must be secured in a child safety seat while traveling in a car. You can be fined for not obeying that law.

MAINTENANCE: On the first Wednesday of every month, maintenance workers service the cars. If you notice anything unusual with the car, or if any problems occur, be sure to notify the Maintenance Supervisor or the Business Office. Immediately, report any malfunction or accident to the Maintenance Supervisor (Bill Link).

OBTAINING AN IOWA DRIVER'S LICENSE: Driver's Manuals available: http://www.iowadot.gov/mvd/ods/dlmanual.htm Study the complete Driver's Manual until you know it well. You will be tested thoroughly on the material.

New drivers go to the Iowa State Driver's License Bureau and take the written test in order to get a learner's permit. You must have a learner's permit before you begin learning how to drive. Once you have passed your test and have obtained a learner's permit, find someone who will help you learn how to drive. That person will have to sit next to you in the car whenever you drive while you are learning. NEVER drive without having someone with you who has a U.S. driver's license. When you and your instructor feel very confident with your driving skills, you can go to the Iowa State Driver's License Bureau once again to take another written test and also a driving test. Students are responsible for purchasing their own learner's permit and license. Remember, you cannot drive to the Driver's License Bureau yourself. Someone must take you.

MOTORCYCLES must follow the same laws as automobiles and should follow the same precautions.

BICYCLES are not as common here as in other countries. U.S. roads are not designed for bicycling. Watch out for holes in the road (called potholes) and for other automobiles. Bicycles must obey the same road rules as automobiles--ride on the right side of the road, signal for
turns, etc. To avoid theft it is a good idea always to lock the bicycle to a regular bicycle rack or immovable post when leaving it. Please check with the Dean for Vocation about possible bicycles available for your use.

HEALTH CARE

MEDICAL CARE: Many kinds of health services are available in the U.S. Be sure to ask questions if you are not sure how to get the medical care or services that you need. Medical care in the U.S. is very expensive. If you come from a country where there is national health care, you will be surprised by the cost of medical care in the U.S.

HEALTH INSURANCE is required of all students who study at Wartburg. This should be arranged before you arrive. Please ask about your insurance whenever you have questions. It is important that you understand how insurance works.

The health care provider normally submits the insurance claims for most medical services.

SEEING A DOCTOR: It is important that you go to the doctors recommended by the seminary whenever possible. If it is necessary for you to see a different doctor, be sure to get the complete name and address of the doctor or office for your records. Always carry your insurance card whenever you go to a clinic or to a doctor's office.

MAKING APPOINTMENTS: It is best to telephone and make an appointment with your doctor ahead of time. Sometimes you may have to wait for a few days before you can see the doctor because there are so many patients. Tell the receptionist if the problem or concern needs immediate attention. Make sure that you are on time for your appointment. On the first visit you must fill out forms that ask for personal medical information. This is the normal procedure when seeing a new doctor.

For urgent but non-emergency care, go to the walk-in clinic at Finley Hospital. Finley Hospital has a walk-in clinic where you can go at any time, day or night. Always go there first. If necessary, they will transfer you to Emergency Care which is in the next room.

MEDICAL EMERGENCIES: Ask your neighbor to assist in telephoning. If you cannot arrange immediate transportation to the hospital, in case of a serious emergency, call for an ambulance. You should call 911 in a life-threatening emergency.

But if it is not a serious emergency, ask another student to take you to the walk-in clinic at Finley Hospital. Ambulance services are very expensive.

In the case of a suspected accidental poisoning, call the poison control center (1-800-252-2022, a toll-free long distance call). Have the container with you so that you can tell the Center exactly what substance was swallowed or inhaled. The Center will tell you what measures to take. You should probably go immediately to the walk-in clinic or emergency room at Finley Hospital.

RECOMMENDED DOCTORS:

General Practice - Dubuque Internal Medicine, 1515 Delhi St., 557-9111.


OB/GYN - Drs. Eckhart, Hall, Bohle, 777 Mazzuchelli, 557-8241.
Optometrist – Walmart and ShopKo have in-house optometrists. For very serious eye problems such as injuries, contact the Fuerste Eye Clinic, 2140 JFK Rd., 582-0769.

Immunizations - VNA (Visiting Nurse Association), 15th and Iowa, 556-6200. School physicals can be arranged for school age children.

Well-Child Care, WIC - 15th and Iowa, 557-7677 (Ages 5 and under).

Dentist - Chris B. Lundell, DDS.PC., 2100 Asbury Road, Suite 7, 557-8262.

Pharmacy - K-Mart, Wal-Mart, and ShopKo have pharmacies where you can purchase prescription medicines.

WOMEN STUDENTS AND SPOUSES: Hillcrest Family Services provides excellent care for women who need birth control and/or their annual checkups. Fees for services are on a sliding fee scale. The phone number is 583-6431.

MATERNITY CARE: It is very expensive to have a baby in the U.S. The total minimum cost is about $5,000. Insurance would cover about $2,000 and the student would have to cover the rest.

CHILDREN’S HEALTH CARE: Regular physical check-ups for well children and immunization against illnesses are considered important to protect your child’s health. VNA (Visiting Nurse’s Association), 557-7677, will give your child a physical examination and immunizations required by the schools. They are located at 15th and Iowa. Please call ahead to make an appointment. Sometimes it takes a month before you can get an appointment. This is a free service and we encourage you to use it. If your child needs dental work, VNA will also help pay for the expenses.

School physical examinations are required before a child enters the school system. Forms are obtained when you register your child for school.

DENTAL CARE: Dr. Chris Lundell gives international students dental care at reduced cost. Student health insurance coverage does not pay for most dental costs. Students sponsored by the ELCA are expected to get estimates of costs for needed dental work and submit these estimates in advance, except in cases of emergency. When approved, ELCA and WTS will pay 90% of the costs, and the student will pay 10%. Students with other sponsors, and self-sponsored students must pay the full costs for dental care.

EYE EXAMINATIONS AND EYEGlasses: Student health insurance does not cover costs for eye examinations or eyeglasses. Students sponsored by the ELCA may have one paid eye examination per year, if necessary. If eyeglasses are needed, ELCA/WTS will pay up to $100 for glasses. The student must pay for any additional costs. Students with other sponsors, or self-sponsored students must pay the full costs for eye examinations and eyeglasses.

EXERCISE: It is very important that all students remain fit and healthy so that they can study and learn effectively. Regular exercise is strongly encouraged by the seminary. International students should walk or run every day when the weather is good. Exercise equipment is provided in “The Reformation Room” under Afton Lounge. Students may also join the YMCA which is not far from the seminary where all kinds of exercise and physical training is possible.
SHOPPING—FOOD AND CLOTHING

FOOD STORES: All kinds of food, paper products, and many household items are sold in grocery stores. You take a cart or basket, select the items you want to purchase, and go to the checkout counter to pay for them. Students normally shop at the following stores:

- **Aldi**—Holiday Drive, just west of NW Arterial at Asbury Rd. (least expensive)
- **Hy-Vee** – One store at 3500 Dodge St., near Target, another store in the Asbury Mall, and another on South Locust near the River, (Hy-Vee is more expensive.)
- **Fairway Foods** J.F.K. Road
- **Wal-Mart** – west on Dodge St at NW Arterial, (less expensive)

There is also a **Food Pantry** at Wartburg Seminary in the Denver Court area where students can get free food items. A monetary donation is accepted to help the food pantry cover the cost of purchasing the food items.

Grocery items are also sold in **K-Mart**, and at **Convenience Stores** connected with gasoline stations. Prices may be higher at these smaller stores.

DINNER INVITATIONS: When you are invited by friends to their home for a meal, be sure to arrive at your friends' home at the appointed time. That is polite in the U.S. culture. Remember that your hosts want to please you. Try to eat the food they serve. But if you cannot eat some of the food served, tell them in a nice way that you are not able to eat that kind of food. The hosts should not be offended.

CLOTHING STORES: In Dubuque there are big variations in climate and weather. It can be very warm in summer and very cold in winter. You will need warm clothing for the cold weather. People in the U.S. dress quite informally. If your clothing is clean and neat, you will not feel out of place anywhere.

If you need to purchase new clothing these are some good shops to visit:
- **K Mart** - 2600 Dodge Street
- **Target** - 3500 Dodge Street
- **ShopKo** - 255 J.F.K. Road
- Or many other possibilities in the mall, etc.

Returns and Receipts: Save receipts and all tags on clothing items until you have used the items and perhaps washed them. In case there is a problem with any item, you can return the item and get your money back, but you will need to show the receipt and tags. Some items cannot be returned.

St. John Lutheran Church (White Street) has a **Clothes Closet** with a large selection of used clothing in good condition, suitable for the Dubuque climate. You may get free clothing there, and also donate items of clothing, provided the items are clean and in good condition.

Other sources of used clothing:
- **St. Vincent de Paul** - 1351 Iowa Street, and also on Radford Rd. (used clothing)
- **Dubuque Rescue Mission** - 5th and Main Street, (used items of all kinds)
- **Discovery Shop** – 2197 University Ave. (excellent new and used clothing)
- **Goodwill Industries** – Holiday Drive, west of NW Arterial at Asbury Rd.
HOUSING: International students normally live in the Residence Hall. At times, two or more students are housed in an apartment with several rooms. The units are well-furnished, but you may need to get a desk lamp or other small items. If you need any item pertaining to housing, please ask at the housing coordinator. Two sets of sheets and towels are provided by the seminary. Each international student is responsible for washing his or her own sheets and towels as necessary. The item you need may be available. International students who travel with spouse and children will be assigned non-residence hall housing.

Even though security has not been a problem at the seminary, it is a good practice always to lock doors when you leave, even for a short time.

If you notice that an appliance is not working properly, tell the maintenance person. Please do not try to repair the appliance yourself.

Cleaning your housing unit is your responsibility. For carpeted floors, use a vacuum cleaner. If your vacuum cleaner is not working properly, look to see if the bag is full. The bag which collects the dirt needs to be changed when it is full.

Many cleaning aids are available at the grocery store. Ask other students if you are not sure what products to buy. Here are a few suggestions:

> Scotch-Brite pads for cleaning pots and saucepans
> Liquid soap for washing dishes
> Powdered cleanser for cleaning sinks and bathtubs (Comet, Ajax, etc.)
> Laundry detergent for use in washing machines

If you notice insects, even after you have cleaned, you should notify maintenance immediately.

STOVES: Make sure handles of pots and pans are turned toward the back of the stove. Most stoves have burners and trays underneath which can be removed for easy cleaning. Always wipe up spilled food on the stove and outside of pans to prevent a fire. If a grease fire occurs, do not pour water on the fire. Pour baking soda, salt, etc., directly from the box onto the fire to put it out.

Make sure the stove is turned off when not being used. Never leave the stove turned on when you leave your home. If you have any questions about the use of your stove, please ask other students or someone from maintenance.

REFRIGERATORS need to be defrosted occasionally. When there is too much ice in the freezer area, the refrigerator will not operate efficiently. To defrost, turn temperature dial to defrost or turn the fridge off. Remove all ice cube trays from freezer area. Set a pan of very hot water in the freezer section. When the hot water gets cool, replace it with more hot water. When the ice has melted, you may turn the fridge on again. If your fridge has a pan underneath, be sure to check it occasionally.

GARBAGE & TRASH: Ask your neighbor where the nearest large blue dumpster is located for disposal of garbage, waste paper, cans, bottles, etc. Glass, metal, and some kinds of paper can be recycled. Ask your neighbors about recycling.
SINKS: If the water drains slowly, you can sometimes unplug a sink by using a rubber plunger. If unsuccessful, tell maintenance. Do not pour chemicals down the drain.

TOILETS should be cleaned regularly with a toilet bowl brush. Never put any paper items except toilet paper in your toilet. Other products will plug the toilet and cause flooding in your home.

WASHERS & DRYERS: Ask other students if you are uncertain as to how the machines work. If you have any difficulty with the machines, please contact maintenance.

DRY CLEANING: Some clothes would be ruined if you washed them in the washing machine. They will usually be labeled “dry clean only.” Unfortunately, dry cleaning is quite expensive. Look in the yellow pages of the phone book and call several dry-cleaners to find a good price before you take your clothing to be cleaned.

CHURCHES

There are many churches in Dubuque of various denominations. ELCA Lutheran Churches in Dubuque are:

- **Holy Trinity Lutheran Church** - 1755 Delhi Street
- **Lord of Life Lutheran Church** - 2899 Hales Mills Road
- **St. John Lutheran Church** - 1276 White Street
- **St. Matthew Lutheran Church** - 1780 White Street
- **St. Peter Lutheran Church** - 3200 Asbury Street
- **St. John Lutheran Church** – St. Donatus, IA (10 minutes south)

Feel free to ask Wartburg students for a ride to church on Sunday mornings.

Other churches in Dubuque are listed in the Yellow Pages of the telephone directory. The closest Lutheran church is Holy Trinity Lutheran Church. It is within walking distance.

You may join a local congregation as an associate member while you are attending Wartburg Seminary. A local congregation in Dubuque can become your spiritual home. Counseling is also available at the local churches.

VISA and BUDGETARY MATTERS
Please notify the Dean for Vocation if you need assistance with:

**IMMIGRATION FORMS:** Provides I-20 Immigration forms for students.

**STUDENT BUDGETARY MATTERS:** Issues regarding financial support during your academic program.

WARTBURG ASSOCIATED STUDENTS (WAS)
Provides Daily Support and Hospitality: answers questions about daily life in the community at Wartburg Seminary and in greater Dubuque

CONTEXTUAL EDUCATION OFFICE

**PREACHING OR SPEAKING:** Schedules and coordinates preaching or speaking engagements when requests come from congregations.
INTERNATIONAL STUDENTS’ ACTIVITIES

SPEAKING ENGAGEMENTS: Area churches occasionally ask international students to speak or preach on certain occasions. When the seminary receives a request the Office of Contextual Education may contact you, and you may then accept or decline the invitation. Please respond promptly. The Office of Contextual Education monitors and coordinates all speaking requests and engagements. If a congregation contacts you directly regarding a speaking or preaching engagement, please ask the person to contact the Office of Contextual Education.

Churches normally pay an honorarium for speaking or preaching. The seminary sends out Guidelines for paying honoraria, and many congregations follow this guideline, however, they are not obligated to pay anything.

Policy: Often honoraria goes to Wartburg Seminary, not to individual speakers or preachers. Please see the Dean for Vocation about honoraria received. These funds go into an account that is used for the international student group as a whole, for common activities that benefit all international students.

Keep in mind that students who go out to speak first of all represent Wartburg Seminary, secondly they represent their home church and country, and thirdly they represent the ELCA that made it possible for them to study in the USA.

If the church or individual members wish to make a contribution to the seminary International Student Program, checks should be made payable to Wartburg Seminary International Student Fund, and mailed to the Office of Mission Support.

COMMUNITY ACTIVITIES: You are invited and encouraged to participate in seminary community activities. While your primary reason for being at Wartburg is to pursue your studies, it is good if international students also participate in community social activities to balance their lives and to make many friends.

WORK: It is United States law that students with F-1 visa status are not allowed to be employed except with permission from the designated official at the school they are attending. At Wartburg Seminary the Director for Financial Aid is the designated official who gives such permission.

International students at Wartburg are required to maintain a full course of study and expected to participate in student and community activities. However, students may also be expected to work on-campus for a few hours per week. In this way students partially earn the stipends and other benefits that they receive.

SIGHTSEEING: Brochures are available that give information regarding places to go and sights to see in the Dubuque area. Ask for a brochure at the Admissions Office.

CRIME AWARENESS & CAMPUS SECURITY – Policy Statement

Wartburg Theological Seminary is committed to providing a safe and secure working and living environment for students and their families, and for members of the faculty and staff. The seminary is dedicated to the practice of fair and impartial enforcement of law, apprehension of violators, maintenance of order, protection of property, and provision of services to the seminary.
community. Wartburg Seminary assumes the responsibility to reduce the likelihood and opportunities for criminal activity in its community and attempts to be proactive in preventing crime. Wartburg Seminary promotes the attitude that prevention of crime is the responsibility of everyone. Wartburg Seminary annually distributes a student handbook to all students which includes information on crime prevention and reporting. The same information is provided for staff and faculty. At least once a year, during orientation, new students and employees are briefed on procedures for preventing and reporting incidents of crime. All students and employees are reminded of their responsibility for preventing and reporting incidents of crime through publication of policies and procedures in the respective handbooks, and at periodic meetings of students, faculty, and employees. Wartburg Seminary does not employ special security personnel, but works harmoniously and confidentially with local law enforcement agencies in all matters of security relevant to the seminary community.

RETURNING HOME

DEPARTURE: International students are expected to leave Wartburg Seminary and return to their home countries immediately after completing their studies. MAILING BOOKS: The best way to send books is by post to your home address. You may send them from the WTS mailroom. Ask for a large canvas bag called an M-Bag. Pack your books in small cardboard boxes that will fit into this large canvas bag.

LUGGAGE: It is wise not to accumulate many things to take as luggage when you leave the seminary and the United States. As you prepare to leave, note the regulations for packing suitcases and sending packages to your home countries.