IMPORTANT DATES
The Academic Calendar is posted on our website. Incoming MDiv students, please note the following dates (you will need to arrange travel for dates marked with an *).

- **July 27, 2015**: Fall registration opens for first-year students
- **August 24-26, 2015**: August 24-26, 2015: Community Studies Seminar (mandatory)
- **January 7&8, 2016**: Learning Convocation, Chicago

BILLING
Contact: Bradley Sterrenberg, Business Manager  
   bsterrenberg@meadville.edu  
   312-533-4631

CHANGES IN CONTACT INFORMATION
Contact: Ashley Baldwin, Academic Office Administrator  
   abaldwin@meadville.edu  
   312-212-0674

If any changes occur in your name, mailing address, phone, or email information, please notify the Academic Office immediately.

CONTEXTUAL LEARNING
Contact: Darrick Jackson, Dean of Students  
   djackson@meadville.edu  
   312-546-6482

The Director of Contextual Ministry helps students identify congregational and community sites and can provide assistance in UUA credentialing and CPE requirements. He also helps students in the MRP and MDiv degree program arrange field education such as clinical pastoral education, internships, MRP praxis, and other contextual learning experiences.

COURSE REGISTRATION
Contact: Valencia Penn-Hargrove, Director of Student Records  
   vpennhargrove@meadville.edu  
   312-212-0672

New students: Once you are accepted, you will set up an appointment with your advisor to discuss your Core Requirements and the sequence in which you should register for classes. After conferring with your advisor, and after the New Student Registration date (July 27, 2015) you can register online through our online learning platform at https://meadville.populiweb.com/. If you have questions specific to the registration process, contact Valencia Penn-Hargrove.
All Students interested in taking courses with any of the other Association of Chicago Theological Schools (ACTS) member schools can access the combined course catalog on-line at http://campus.northpark.edu/acts. The University of Chicago course catalog is available here: http://collegecatalog.uchicago.edu/archives/.

E-COMMUNITY (Populi or online classroom)  
Contact: Valencia Penn-Hargrove, Director of Student Records  
v pennhargrove@meadville.edu  
312-212-0674

Our e-community classroom forum, called Populi, is where students and faculty upload assignments, papers, media, PowerPoint presentations, etc. Populi enables students to archive and track electronic documents and assignments, participate in forums, form private on-line study groups, and even share ministerial formation sermons and documents electronically with congregations or groups. After registration, students are able to see and access their work from every class housed in a single space. Students are enrolled as a member of the Populi electronic community upon registration and throughout their degree program. Students will not have access to their accounts after graduation. We highly recommend that students save copies of their work if they wish to keep it in their personal records.

E-MAIL ACCOUNT  
Contact: Deborah Bieber, Vice President of Finance and Administration  
dbieber@meadville.edu  
312-212-0669

New students will receive information regarding their Meadville Lombard email account from the VP of Finance and Administration no later than May 18, 2015. Student admitted after May 18 will receive their email information on an ongoing basis. Once you are assigned a Meadville Lombard email account, this will be the official venue for receiving information from us.

FINANCIAL AID  
Contact: Andres Oroz, Assistant Dean of Students  
aorz@meadville.edu  
312-212-0671

HEALTH INSURANCE  
Contact: Valencia Penn-Hargrove, Director of Student Records  
v pennhargrove@meadville.edu  
312-212-0672

Meadville Lombard Theological School requires our students to have health insurance, and we will ask you to submit proof of insurance each year before the Fall semester begins. We will send information about health insurance available through the University of Chicago as well as a waiver (proof of insurance) during the summer months. If you do not receive this information by July 1, 2015, please contact Valencia Penn-Hargrove at the number above. PLEASE NOTE: Meadville Lombard neither endorses the University of Chicago health plan nor oversees it. However, students who are registered for classes at Meadville Lombard in any term who do not provide proof of coverage before August 30, 2015, will be enrolled in this plan and billed in the fall for the premium and additional fees.

RECORDS AND TRANSCRIPTS  
Contact: Valencia Penn-Hargrove, Director of Student Records  
v pennhargrove@meadville.edu  
312-212-0672
HOUSING OPTIONS FOR INTENSIVE CLASSES, CONVOCATION, AND OTHER VISITS

Contact: Andres Oroz, Assistant Dean of Students
        aoroz@meadville.edu
        312-212-0671

Students make arrangements for their own accommodations when they come for intensive classes. View a list of short term housing options for intensive classes on our website at http://www.meadville.edu/uploads/files/6.pdf

IMMUNIZATION

Contact: Valencia Penn-Hargrove, Director of Student Records
        vpennhargrove@meadville.edu
        312-212-0672

The State of Illinois code requires students to provide proof of immunity to Measles (Rubeola), Mumps, Rubella (German Measles), and Tetanus/Diphtheria. Use this form (http://www.meadville.edu/uploads/files/2015-16-Immunization-Requirements-235.doc) to provide us with proof of your immunization. If you were born before January 1, 1957, you do not need to show proof of immunization, but will need to complete the exemption section of the form and include proof of age. This form is due by Friday, August 28, 2015.

LIBRARY SERVICES

Contact: Rana Salzmann, Director of Library and IT
        rsalzmann@meadville.edu
        312-546-6483

Questions about circulation, interlibrary loan, or obtaining materials by mail should be directed to the Library Assistant. Questions about remote access to electronic databases and general user instruction or reference should also be directed to the Library Assistant.

All students may obtain an Association of Chicago Theological Schools (ACTS) card from the Meadville Lombard Wiggin Library. Present your Meadville student ID and a librarian will issue an ACTS card. This card allows you access to other ACTS libraries and to the University of Chicago Library.

STUDENT ID

Contact: Ashley Baldwin, Academic Office Administrator
        abaldwin@meadville.edu
        312-212-0674

Returning students may obtain a ML student ID card by appointment. New students will obtain a student ID card during Fall Convocation. This ID is also a security card for the building.

UUA CREDENTIALING QUESTIONS

Contact: Darrick Jackson, Dean of Students
        djackson@meadville.edu
        312-546-6482

All students should mail a copy of your Meadville Lombard acceptance letter to the administrator of your Regional Sub-Committee on Candidacy (RSCC). You will want to do this right away. All questions regarding UUA credentialing should be directed to Chris Spiegel in the Office of Ministry and Professional Leadership at cspiegel@uua.org. See the sheet on UUA Credentialing for more detailed information on the credentialing process.