



Prices effective July 1, 2011
Enrollment inquiries call 1 800 782 4769

GRIGGS UNIVERSITY CONSORTIUM ENROLLMENT PACKET 2011–2012

How to Begin – Student Enrolling for Transfer Purposes

Secure permission or clearance from the college you are attending or plan to attend.

Andrews University (AU)

ALL CURRENT AND PROSPECTIVE ANDREWS UNIVERSITY DEGREE-SEEKING STUDENTS

If you wish to earn a college degree through AU's Distance Education Program (DEP), you must be admitted into the program by meeting eligibility requirements. For admissions information, call AU Enrollment Information 1 800 253 2874. If you have already been admitted into the program and wish to enroll in courses in this Enrollment Packet, follow instructions on pages 2-3.

If you are currently enrolled as an on-campus student at AU and wish to enroll in courses in this Enrollment Packet, **secure the signature of an AU advisor in the Current College Status section of FORM 1—Enrollment Form. Students pursuing education degrees must clear courses through the Teacher Certification Office to ensure acceptability for degree requirements.**

Oakwood University (OU)

ALL CURRENT AND PROSPECTIVE OAKWOOD UNIVERSITY DEGREE-SEEKING STUDENTS

To earn a college degree through OU's Individualized Degree Completion Program (IDCP), you must be admitted into the program by meeting eligibility requirements. For OU Admissions Information, call 1 800 824 5312. If you have already been admitted into the program and wish to enroll in courses in this Enrollment Packet, follow instructions on pages 2-3.

If you are currently enrolled as an on-campus student at OU and wish to enroll in courses in this Enrollment Packet, **secure the signature of the OU vice president for academic administration in the Current College Status section of FORM 1—Enrollment Form.**

Washington Adventist University (WAU)

ALL CURRENT AND PROSPECTIVE WASHINGTON ADVENTIST UNIVERSITY DEGREE-SEEKING STUDENTS

To earn a college degree through WAU's External Degree Program (EDP), you must be admitted into the program by meeting eligibility requirements. For admissions information, call WAU Enrollment Services 1 800 835 4212. If you have already been admitted into the WAU EDP and wish to enroll in courses in this Enrollment Packet, follow instructions on pages 2-3.

If you are currently enrolled as an on-campus student at WAU and wish to enroll in 100-level and/or 200-level courses, complete the enrollment form and submit to Griggs University for processing. If you wish to enroll in upper division courses (300-level and/or 400-level courses), submit a petition to the WAU Academic Appeals Committee. Call 301-891-4119 to get the petition process started. After your petition has been approved by the committee, submit the Enrollment Form with a copy of the approved petition attached.

Griggs University (GU)

ALL CURRENT AND PROSPECTIVE GRIGGS UNIVERSITY DEGREE-SEEKING STUDENTS

Griggs University (GU) programs were established primarily to meet the needs of students abroad who do not plan to continue their studies in the U.S.A. If you wish to earn a college degree through GU, you must be admitted into the program by meeting eligibility requirements. For admissions information, e-mail enrollmentservices@griggs.edu. If you have already been admitted into the program and wish to enroll in courses, do NOT use this Enrollment Packet; e-mail GU and request a GU Enrollment Packet.

Transition Plans for Griggs University/Griggs International Academy

On November 1, 2010, Andrews University became the official owners of Griggs University/Griggs International Academy. Plans are now in place to move Griggs from Silver Spring, Maryland, to the Andrews University campus in Berrien Springs, Michigan. This move should be completed during 2011. During the transitional period, all programs, courses, and degrees will be offered to Griggs students as presently indicated in our Bulletins. However, enhanced resources and additional programs should become available under the name of Andrews University after the transition has been completed. The Griggs Web site and its present programs can be accessed at <http://www.griggs.edu/>

Cost of Enrolling

- Supplies (due up front)
- 6 percent Maryland sales tax on supplies if delivered or picked up in Michigan (due up front)
- Nonrefundable shipping and handling fee (due up front)
- Nonrefundable enrollment fee (due up front; payable each time you enroll)
- Tuition (may be paid up front, or 80 percent of it may be paid in installments by completing the Monthly Payment Plan Application/Agreement on the bottom of FORM 3)

How to Enroll

Step 1 Read the Griggs University Consortium Catalog.

Step 2 Complete, sign, and date **FORM 1—Enrollment Form** (p. 5). Each student must have his/her own FORM 1.

If you are enrolling for transfer purposes and are not a AU, OU, or WAU student, secure the signature of an appropriate officer in the Current College Status section of FORM 1.

If currently enrolled as an on-campus student at AU, secure the signature of your AU advisor in the Current College Status section of FORM 1.

If you are an on-campus student at OU, secure the signature of OU vice president for academic administration in the Current College Status section of FORM 1.

If you are currently enrolled as an on-campus student at WAU, it is not necessary to obtain permission to enroll in a 100-level or 200-level course. To enroll in a 300-level or 400-level course, attach an approved Academic Appeals petition to FORM 1.

Step 3 Complete (check mark) **FORM 2—Order Form** pages (pp. 12-37). Each student must have his/her own completed FORM 2.

If you are enrolling for transfer purposes and are not a AU, OU, or WAU student, use the FORM 2 pages marked “Washington Adventist University” (unless you are enrolling in a course that is only offered under the AU section, in which case you should use the FORM 2 pages marked “Andrews University”).

If you are an AU student, use the FORM 2 pages marked “Andrews University” (unless AU has approved your enrollment in a course that is not offered under the AU section, in which case you should use the FORM 2 pages marked “Washington Adventist University”).

If you are an OU student, use the FORM 2 pages marked “Oakwood University.”

If you are a WAU student, use the FORM 2 pages marked “Washington Adventist University.”

Step 4 Complete **FORM 3—Payment/Shipping Form** (p. 6). Each student must have his/her own FORM 3.

From the FORM 2 pages you completed, enter the information requested in columns 1, 2, and 3 of FORM 3.

If financing any part of tuition (80 percent of tuition is maximum), complete, date, and sign the Monthly Payment Plan Application/Agreement.

Step 5 Include **payment in U.S. dollars** by money order, cashier's check, or credit card (Discover, MasterCard, or VISA). Make money order or check payable to Griggs University. Personal or business check may cause delay. Postdated checks are not accepted.

AU students who have credit in their AU account may make arrangements for payment to Griggs through the AU Student Accounts Office. To initiate the process, you must obtain a clearance form from the Center for Distance Learning and Instructional Technology.

WAU students who have credit in their WAU account may make arrangements for payment to Griggs through the WAU Accounting Services Office.

Step 6 Once you have followed the above steps, send the fully completed FORM 1, FORM 2 (marked pages only), FORM 3, payment in U.S. dollars, and other required paper work (such as WAU Academic Appeals Committee-approved petition for WAU students in programs other than the EDP requesting upper division or major courses) to Griggs. **Note: Failure to include an item or a part of any one item may delay the processing of your enrollment.**

How to Send

By Mail	By Appointment*	By Fax	Online
8903 N. U.S. Highway 31 Suite 2 Berrien Springs, MI 49104-1900 USA	Griggs University 8903 N. U.S. Highway 31 Suite 2 Berrien Springs, MI 49104-1900 USA <i>* Appointments recommended; call 800-782-4769 to schedule.</i>	Credit Card Enrollments Only 269-471-2804	Credit Card Only; Account Must Be Paid in Full www.griggs.edu

Shipping and Handling* Fees

Based on Cost of Supplies (Column 4 of FORM 3)

If Shipped to...	Supplies Subtotal	Standard	Air: Street address and phone number required	Next-Day Air: Street address and phone number required
Contiguous U.S. (includes military AA, AE, AP)	\$ 0 - \$ 50	\$ 9	\$ 31	\$ 42
	\$ 51 - \$ 100	\$ 16	\$ 36	\$ 47
	\$101 - \$ 200	\$ 31	\$ 52	\$ 62
	\$201 - \$ 300	\$ 36	\$ 68	\$ 78
	\$301 - \$ 400	\$ 42	\$ 83	\$ 94
	\$401 - \$ 700***	\$ 47	\$ 99	\$109
U.S. ZIP codes Outside contiguous U.S.**	\$ 0 - \$ 50	Not Available	\$ 31	Not Available
	\$ 51 - \$ 100		\$ 36	
	\$101 - \$ 200		\$ 52	
	\$201 - \$ 300		\$ 68	
	\$301 - \$ 400		\$ 83	
	\$401 - \$ 700***		\$ 99	
Canada (Griggs is not responsible for customs/duty fees)	\$ 0 - \$ 50	Not Available	\$ 36	Not Available
	\$ 51 - \$ 100		\$ 47	
	\$101 - \$ 200		\$ 62	
	\$201 - \$ 300		\$ 78	
	\$301 - \$ 400		\$ 94	
	\$401 - \$ 700***		\$109	
International (Griggs is not responsible for customs/duty fees)	\$ 0 - \$ 50	Not Available	\$ 62	Not Available
	\$ 51 - \$ 100		\$104	
	\$101 - \$ 200		\$156	
	\$201 - \$ 300		\$208	
	\$301 - \$ 400		\$260	
	\$401 - \$ 700***		\$312	

From the date the supplies are shipped, allow up to 7 business days for Standard, 2 to 3 business days for Air, and 1 business day for Next-Day Air for delivery. Shipments sent to PO/APO addresses must be sent by USPS.

From the date the supplies are shipped, allow 2-3 weeks for delivery.

From the date the supplies are shipped, allow 2-3 weeks for delivery.

From the date the supplies are shipped, allow 2-4 weeks for delivery. (If P.O. Box address only, allow 5-8 weeks for delivery.)

* Handling includes the cost to package books and supplies including labor and overhead costs.

** U.S. ZIP codes outside contiguous U.S.: AK, AS, FM, GU, HI, MH, MP, PR, PW, and U.S. VI.

*** If supplies total is more than \$700, start over with beginning figures on the chart and enter the total shipping and handling fee on FORM 3.

Please note: Griggs reserves the right to increase prices without prior notice on the above chart if carriers increase their prices.

Used Book Discount Policy

If you request used books, Griggs will, where possible, substitute used books for new ones. Because the availability of used books in any given course varies from week to week, Griggs cannot guarantee them in advance. Your shipping ticket will record the discount you have been given for used books (usually 30 percent).

If you paid in full with a check, you will receive a check for the used book discount. If you paid the minimum due with a check and are making monthly payments, the credit for the used book discount will be applied to your first monthly payment. If you paid with a credit card, whether in full or the minimum due, the used book discount will be given before the charge is made to your credit card.

If used books are supplied, the shipping/handling fee remains the same as for new books.

(Signature on file)

Student's Signature Date

(Signature on file)
(required for students
under 18 years of age)

Parent/Guardian's Date

Enrollment Agreement and Signatures (retain for your files)

I have read and understand: (1) that enrollments are subject to the college's approval; (2) that I am allowed up to 12 months from the date the enrollment is processed to complete each course; (3) that no submissions, exams, or grades/credits will be released if my account is past due/delinquent or if the lessons/submissions are not mailed to Griggs; (4) that it is my responsibility to ensure that my AU/Griggs, OU/Griggs, or WAU/Griggs, credits will be accepted if I decide to graduate from another college or university; (5) that the enrollment agreement is in effect for 12 months from the date of enrollment, and that Griggs is under no obligation to provide any service after the expiration of this agreement; (6) the Griggs Consortium Catalog refund policy for cancellation and withdrawal as stated in this Enrollment Packet.

Personal Information

Please print or type. Secure all signatures.

Student's Name _____ Male Female
(Last/Surname) (First) (Middle)

Social Security Number (optional) _____ Date of Birth _____ Religious Affiliation (optional) _____
(Month-Day-Year)

Race (for statistical purposes) _____ Citizenship _____

Student's Mailing Address _____
(City) (State/Province) (ZIP Code) (Country, if other than USA)

Student's Home Phone Number (_____) _____ Student's Home Fax Number (_____) _____

Student's Work Phone Number (_____) _____ Student's Work Fax Number (_____) _____

Student's Cell Phone Number (_____) _____ Student's E-mail _____

Parent/Guardian's Name _____
(Last/Surname) (First) (Middle)

Parent/Guardian's Home Phone Number (_____) _____ Parent/Guardian's Home Fax Number (_____) _____

Parent/Guardian's Work Phone Number (_____) _____ Parent/Guardian's Work Fax Number (_____) _____

Parent/Guardian's Cell Phone Number (_____) _____

Important: How did you hear about Griggs University? _____

Program Plans

- Have you ever been enrolled with Griggs before? Yes No If yes, Griggs Student Number _____
- I am a current degree-seeking student at AU: Traditional Distance Education Program
 Date last attended AU _____ Major _____ Degree: B.S. B.A. A.A.
- I am a current degree-seeking student at OU: Traditional Adult Program (LEAP or IDCP)
 Date last attended OU _____ Major _____ Degree: B.S. B.A. A.A.
- I am a current degree-seeking student at WAU: Traditional Professional Studies Program External Degree Program
 Date last attended WAU _____ Major _____ Degree: B.S. B.A. A.A.
- My application for AU's DEP OU's IDCP WAU's EDP is in progress.
- I am enrolling for one or more courses as a non-degree-seeking student. Other (specify) _____

Enrollment Agreement and Signatures

I have read and understand: (1) that enrollments are subject to the college's approval; (2) that I am allowed up to 12 months from the date the enrollment is processed to complete each course; (3) that no submissions, exams, or grades/credits will be released if my account is past due/delinquent or if the lessons/submissions are not mailed to Griggs; (4) that it is my responsibility to ensure that my AU/Griggs, OU/Griggs, or WAU/Griggs credits will be accepted if I decide to graduate from another college or university; (5) that the enrollment agreement is in effect for 12 months from the date of enrollment, and that Griggs is under no obligation to provide any service after the expiration of this agreement; (6) the Griggs Consortium Catalog refund policy for cancellation and withdrawal as stated in this Enrollment Packet.

Student's Signature **X** _____ Date _____

Parent/Guardian's Signature (Required for students under 18 years of age) **X** _____ Date _____

NOTE: If there are special needs (such as handicaps or other situations) please write to the registrar. Provide physician's letter if applicable.

CURRENT COLLEGE STATUS

If you are currently enrolled as a student at Andrews University (AU), Oakwood University (OU), or Washington Adventist University (WAU), please follow instructions on p. 1 of this Enrollment Packet. If you are currently seeking a degree with another college or university, secure the signature of an appropriate officer.

Name of Institution _____ Phone (_____) _____

Signature **X** _____ Title _____ Date _____

NOTE: If there are special needs (such as handicaps or other situations) please write to the registrar. Provide physician's letter if applicable.

PLEASE MAKE A COPY OF THIS PAGE FOR YOUR RECORDS.

How to Order

- From **FORM 2 (ORDER FORM)** locate the course(s) in which you want to enroll, then proceed to **FORM 3 (PAYMENT/SHIPPING FORM)**. In column 1, write the Academic ID/GU Course Code.
- In column 2, write the Course Title.

EXAMPLE

Academic ID/GU Course Code
BIOL 311/0981

Course Title
A Scientific Study of Creation

- In column 3 of **FORM 3**, write the number of semester hours.
- **FORM 2** contains all materials needed to complete a course; materials are listed individually and totaled as “All Supplies.” Check those supplies you want to order. If you want all supplies, check the “All Supplies” box only. In column 4 of **FORM 3** write the total cost of supplies wanted for each course.
- In column 5, write the tuition amount; then complete the rest of **FORM 3**.

To avoid delays in the processing of your enrollment, be sure to include with **FORM 3** the **FORM 2** pages you have marked.

What You Should Know About Ordering Course Materials

Griggs uses textbooks and supplementary educational materials produced by academic publishing companies. You are NOT required to purchase textbooks from Griggs; however, if you purchase textbooks from other sources, you must obtain the exact versions/editions required for the course. Because of course revisions, titles of textbooks and supplies are subject to change. Only materials listed in **FORM 2** can be ordered through the Griggs bookstore. All supplies listed for each course, except those marked optional, are necessary to complete the course. You cannot complete a course without a study guide, since it contains all the assignments and lesson helps. Please secure all your materials at the time of enrollment. Griggs cannot guarantee availability after the initial enrollment.

Textbooks and supplies are handled on a cash basis only (no C.O.D. shipments) and must be paid before shipment.

Advertised prices for books and supplies are subject to change without notice if publishers increase their prices.

Book Suppliers

If you wish to order textbooks from another textbook supplier, you may request a copy of the Course Supply Information List from Griggs by calling 1 800 782 4769. This list provides textbook title, author, publisher, copyright date, and ISBN number.

Financial Information

Griggs University is a nonprofit institution sponsored and operated by the General Conference of Seventh-day Adventists. As a church-related institution, Griggs supports its operations strictly through tuition income, contributions, and church subsidies.

Griggs does not participate in any state or federal educational assistance programs.

Checks

Fund Availability—Griggs reserves the right to verify availability of funds for any check received.

Returned Checks—A fee of \$35 will be charged by Griggs for any check returned by the bank, and all services will be held until the account is brought to current with a payment by money order or cashier's check.

Technology Fee

All students who enroll in online courses are required to pay a nonrefundable technology fee for each online course.

Enrollment Fee

All students who enroll are required to pay a nonrefundable enrollment fee each time they enroll. A student may sign up for several courses at one time using the same forms, thus saving on enrollment fees.

Method of Payment

Payments may be made by Discover, MasterCard, VISA, cash (if paying in person), certified check, bank draft, or money order in U.S. dollars only. Students living outside the U.S. (including those in Canada) should send payments by international postal money order or bank drafts in U.S. dollars only. Please do not send personal checks written on bank accounts outside the United States and its possessions. Payments received in currency other than U.S. dollars will be returned.

Miscellaneous Fees* (Fees may change without notice. All fees are nonrefundable.)

Alternate exam.....	\$50 per exam
Enrollment fee (payable each time a student enrolls).....	\$80
Late payment.....	\$20 per month
Recording fee for credits earned by challenge exam or experiential learning	\$50/credit hour
Returned check.....	\$35
Withdrawal/Cancellation	\$50 per course; maximum \$200

*Fees for applicants and students under an affiliate program may be different from fees listed here.

Monthly Payment Plan

The tuition may be paid in full upon enrollment or 80 percent of it may be financed over a maximum three-month period. This privilege is extended only to individual students. Sponsoring institutions are not eligible to apply for the monthly payment plan. Those who elect the three-month payment schedule are required to sign an agreement and are expected to fulfill the financial responsibility associated with it. Please note that 20 percent of tuition and all charges for supplies, tax on supplies if delivered in Michigan, nonrefundable shipping and handling fee, nonrefundable technology fee, and nonrefundable enrollment fee must be paid in full at time of enrollment.

Terms and conditions for the monthly payment plan are as follows:

Monthly Payment Plan Agreement—The person responsible for the student's finances is required to complete the agreement included on FORM 3. Signature, U.S. Social Security number, address, and phone number are required. By signing this agreement, the student and the person responsible for finances agree to abide by the terms stated in the agreement. The signer of the agreement must be 18 years of age or older.

Maximum Amount Financed—The amount financed cannot exceed 80 percent of the amount due for tuition. In case of an error or miscalculation, Griggs reserves the right to adjust without notice the amount financed, provided the amount in question does not exceed \$50.

Disclosure of Finance Charge—Annual Percentage Rate (APR) is 0 percent.

Credit Approval—Your application for the monthly payment plan at the bottom of FORM 3 in this Enrollment Packet is subject to prior credit approval, which may be based on information obtained from a credit reporting agency.

Right to Deny—Griggs reserves the right to deny credit on the basis of one's credit history.

Maximum Number of Payments—Three monthly payments of no less than \$25 for each monthly payment.

Final Examinations—Final examinations are mailed out only when the student's course balance is zero and monthly payments on other courses are up to date. If you wish to complete your studies earlier than the number of months chosen for payments, you must speed up your payments and allow at least 15 days before you schedule to take your exam. If your final examination needs to be sent "rush," you must pay by credit card, money order, or cashier's check.

Application of Monthly Payment Amounts to Multiple Courses—If you are enrolling for multiple courses and are choosing the monthly payment plan, Griggs automatically divides the monthly payment amount and applies equal amounts to each course. If you plan to complete one or more of your courses earlier than the others, please provide the Griggs Student Accounts Manager your completion schedule for each course. Griggs will be happy to make the necessary adjustments.

Payment Due Date—On the first of each month. Your initial payment is due by the date specified on the enrollment statement.

Past Due Accounts—Your semester exams, grades, and transcripts are held if payment is not received by the tenth of the month.

Delinquent Accounts—If your account is past due 30 days or longer, it will be considered delinquent. All services will be held, including grade reports and transcripts. All payments on delinquent accounts must be made by credit card, money order, or cashier's check (no personal or business checks) until the account becomes current. Griggs or its assignee may, without notice (unless such notice is required by law), require immediate payment in full of the remaining balance. A late payment fee of \$20 per month will be charged until amount due is paid. Griggs may report delinquent accounts to a credit bureau. All costs of collection will be added to delinquent accounts.

Late Payment Fee—A late payment fee of \$20 per month will be charged on delinquent accounts until the amount due is paid.

Services Suspended—Items held for accounts in which services have been suspended, whether because of finances or academics, will not be returned until the hold has been removed. This includes submissions, exam requests, exams, grade reports, transcripts, etc.

Accounts in Arrears—When an account is delinquent, all services will be suspended until the account is brought to current by cashier's check, money order, credit card, or cash if in person. If a student's or his/her relative's account has bad debt, the bad debt must be paid by cashier's check, money order, or cash if in person.

Security Interest on Refunds—Griggs holds a security interest in any refund that may be due from Griggs if there is an outstanding account. Any monies sent to Griggs will first be applied to past due accounts.

Purchase Orders From Employers

Griggs will accept purchase orders from organizations that have established a credit history with Griggs. If you are an employee of a Seventh-day Adventist organization located outside the North American Division, Griggs will honor purchase orders only when issued by the Division treasurer. If you are an employee of a Seventh-day Adventist organization within the North American Division, Griggs will honor purchase orders only when issued by the treasurer of the organization, and the maximum that may be covered is 100 percent of tuition. Payment is due within 30 days from date of enrollment; the monthly payment plan is not available to organizations. Payment of a student's account is the sole responsibility of the student and/or parent(s).

Return of Books Buy-Back Policy

General Information: Griggs does not pay postage for returned books. When returning books, please address the package as follows:

Griggs Bookstore
Attention: Return Books
8903 N. U.S. Highway 31
Suite 2
Berrien Springs, MI 49104-1900
USA

Please include the student number and list of books returned for each student as well as your current mailing address and phone number with area code. Do not enclose enrollment forms, payments, cancellation letters, or any communication that does not pertain to the items returned in the package.

Once the returned books are received by Griggs, it will take approximately two weeks for the in-house book return process. While you may drop off books you wish to return, immediate credit for such book returns is not available.

Books required for a course may change without notice. Griggs will only accept back supplies that may be resold for current use. The copyright date of any book Griggs may accept back must match the copyright date of the book currently in use by Griggs. If a book that has been returned to Griggs cannot be accepted back for any reason, it is held for one month (30 days), then discarded; it will only be returned to the customer if he/she requests it within the 30 days.

When Griggs accepts back a book, the student's account will be credited and the credit will go toward any balance due. If no balance is due, a refund check will be sent to the original payee (unless Griggs is instructed otherwise by the original payee).

To find out if a book may be returned for credit, or for information regarding book return procedures, please call Enrollment Services at 800-782-4769.

The Griggs Bookstore supervisor has full discretion in the acceptance of returned items.

Return-of-Books Policy (returning books upon cancellation—that is, before Griggs begins providing educational services): If the enrollment is canceled within the first five business days after the enrollment is processed and the books and supplies are returned to the Griggs Bookstore unopened and unused, Griggs will give full credit for the books and supplies. If the cancellation of enrollment is made after the first five business days from the date of enrollment and the books and supplies are returned to the Griggs Bookstore unopened and unused, Griggs will give up to 85 percent of the purchase price (a 15 percent restocking fee is charged) for the books and supplies. Credit will not be given for items such as study guides, workbooks, and cassettes if the wrapper has been removed or the items have been used.

Buy-Back Policy (returning books upon withdrawal—that is, after Griggs begins providing educational services or upon completion of a course): If you wish to return used books upon withdrawal or after completing your program, Griggs may offer from 30 percent to 50 percent of the current selling price, depending on the condition of the returned books. Griggs does not buy back used consumables such as cassettes, workbooks, lab kits, study guides, or other auxiliary supplies.

Shipping

The Griggs bookstore uses common private carriers such as UPS, DHL, and Federal Express as the preferred carriers for shipments. The U.S. Postal Service is used when requested by a student or when a street address with phone number is not given in the Shipping Information area of FORM 3 in this Enrollment Packet.

Canadian Shipments—Shipments to Canada may be made by air only. When enrolling, pay the appropriate fee based on the shipping and handling fees chart on page 4. From the date the supplies are shipped, please allow two to three weeks for delivery.

International Shipments—Shipments to countries other than the United States are made by air only. When enrolling, pay the appropriate fee based on the shipping and handling fees chart on page 4. From the date the supplies are shipped, please allow two to four weeks for delivery to a street address with phone number. From the date the supplies are shipped, please allow five to eight weeks for delivery to a post office box address.

U.S. Shipments—Shipments to contiguous U.S. ZIP Code areas must be made by standard, air, or next-day air methods. Please pay the appropriate fee from the shipping and handling fees chart on page 4. From the date the supplies are shipped, please allow up to seven business days for delivery by standard method, two to three business days for air, and one business day for next-day air.

All U.S. ZIP Code areas outside the contiguous U.S. must pay air rates, according to the shipping and handling fees chart on page 4. From the date the supplies are shipped, please allow two to three weeks for delivery.

Time Limit for Course Completion

All courses must be completed within 12 months of the date of enrollment for the courses.

Transferring a Course

No course will be transferred to another student.

Tuition

Tuition per semester hour: \$345.

Tuition must be paid in U.S. dollars only. The tuition rate listed is effective through June 30, 2012. The school reserves the right to change the tuition rates without notice.

The tuition for each course covers the cost of exams and the services provided by instructors and advisors.

Tuition for Senior Citizens

Senior citizens 60 years or older will receive a 50 percent discount on tuition with proof of birth date at time of enrollment and payment of all regular fees and materials/book charges. This discount may not be used with other discounts.

Tuition Refund Policy

Please remember that the enrollment fee is nonrefundable except when cancellation is made within five business days after the enrollment is processed. Textbooks and supplies are subject to the Griggs bookstore return policies (listed on page 10). Shipping and handling fees are nonrefundable.

Cancellation*: Cancellation occurs if a student wishes to terminate a course of study before beginning it. To qualify for a full refund on tuition, you must cancel within the first five business days after the enrollment is processed. Call 800-782-4769, email studentfinance@griggs.edu, or write to request cancellation. Return all books and supplies unopened.

If you cancel after the first five business days from the date of enrollment and have not started or mailed in any submissions, a cancellation fee of \$50 per course up to a maximum of \$200 will be charged. The remainder will be refunded (usually to the original payee).

**Andrews University students who have charged the course to their Andrews University account must contact the Center for Distance Learning and Instructional Technology for a cancellation form. Andrews University students who have charged the course to their Andrews University account will be subject to the Andrews University cancellation policy.*

Withdrawal: Withdrawal occurs if a student wishes to terminate a course of study after Griggs begins providing educational services. Call 800-782-4769, email studentfinance@griggs.edu, or write to request withdrawal. If you wish to withdraw, a withdrawal fee of \$50 per course up to a maximum of \$200 will be charged. After the withdrawal fee, you may expect a refund (usually to the original payee) of tuition according to the following schedule:



Portion of Course Completed	Percentage of Refund
1% - 10%	90%
11% - 25%	75%
26% - 50%	50%
51% and above	None

Refund of Small Balance: Because of the cost of processing, any credit balance less than \$2.51 will not be refunded unless specifically requested.

FORM 2. ORDER FORM for Andrews University

Check (✓) each box for supplies ordered.
Attach marked FORM 2 pages to FORM 3 (page 6).



Student Name (required) _____ GU Student Number _____

	Supplies	Tuition
Behavioral Sciences		
BHSC 220/8230—Interdisciplinary Approach to Contemporary Social Issues (3 sem hours) GU: BHSC 220— <i>Interdisciplinary Approach to Contemporary Social Issues</i>		\$1035
<input type="checkbox"/> 3686	Instructional Guide	\$ 17
<input type="checkbox"/> 1470	<i>Social Problems</i> , 3rd ed., 1997	\$ 56
<input type="checkbox"/> 1503	<i>Social Problems</i> 98/99 Annual Editions, 26th ed., 1998	\$ 32
<input type="checkbox"/> 1504	<i>Preventing Sexual Harassment on Campus</i> , 1994	\$ 2
TOTAL \$107		
BHSC 235/7961—Culture, Place and Interdependence (3 sem hours) GU: SOCI 280— <i>Issues in Multiculturalism Belief Systems</i>		\$1035
<input type="checkbox"/> 3143	Instructional Guide	\$ 11
<input type="checkbox"/> 1264	<i>How to Live Well: Ethics in the World Religions</i> , 1988	\$ 22
<input type="checkbox"/> 1879	<i>Worldviews: Crosscultural Explorations of Human Beliefs</i> , 3rd ed., 2000	\$ 48
TOTAL \$ 81		
PSYC 101/2211—Introduction to Psychology (3 sem hours)—ONLINE 		\$1035
<input type="checkbox"/> 1935	<i>Psychology: An Introduction</i> , 9th ed., 2007	\$ 73
<input type="checkbox"/> 1759	<i>The Ministry of Healing</i>	\$ 19
TOTAL \$ 92		
PSYC 101/0117—Introduction to Psychology (3 sem hours) GU: PSYC 105— <i>Introduction to Psychology</i>		\$1035
<input type="checkbox"/> 1934	Instructional Guide	\$ 17
<input type="checkbox"/> 1935	<i>Psychology: An Introduction</i> , 9th ed., 2007	\$ 73
<input type="checkbox"/> 1759	<i>The Ministry of Healing</i>	\$ 19
TOTAL \$109		
PSYC 252/4350—The Psychology of Adolescence, Youth and Aging (3 sem hours)—ONLINE 		\$1035
<input type="checkbox"/> 2109	GU: PSYC 210— <i>Developmental Psychology</i> <i>Life-Span Development</i> , 12th ed., 2009	\$181
TOTAL \$181		
PSYC 252/7893—The Psychology of Adolescence, Youth and Aging (3 sem hours) GU: PSYC 210— <i>Developmental Psychology</i>		\$1035
<input type="checkbox"/> 2108	Instructional Guide	\$ 27
<input type="checkbox"/> 2109	<i>Life-Span Development</i> , 12th ed., 2009	\$181
TOTAL \$208		
PSYC 269/7932—History and Systems of Psychology (3 sem hours) GU: PSYC 260— <i>Systems and History of Psychology</i>		\$1035
<input type="checkbox"/> 3929	Instructional Guide	\$ 19
<input type="checkbox"/> 1701	<i>A History of Psychology: Ideas and Context</i> , 3rd ed., 2003	\$180
TOTAL \$199		
PSYC 315/7872—Organization and Work (3 sem hours) GU: PSYC 315— <i>Organization and Work</i>		\$1035
<input type="checkbox"/> 3815	Instructional Guide	\$ 15
<input type="checkbox"/> 1568	<i>Behavior in Organizations</i> , 7th ed., 2000	\$ 91
<input type="checkbox"/> 1592	<i>Publication Manual of the American Psychological Association</i> , 5th ed., 2001	\$ 48
TOTAL \$154		
PSYC 364/0224—Learning and Behavior (3 sem hours) GU: PSYC 367— <i>Psychology of Learning</i>		\$1035
<input type="checkbox"/> 3921	Instructional Guide	\$ 16
<input type="checkbox"/> 2575	<i>Learning and Behavior</i> , 5th ed., 2003	\$ 69
TOTAL \$ 85		
PSYC 434/8301—Research Methods IV: Advanced Statistical Analysis and SPSS (3 sem hours) GU: PSYC 434— <i>Research Methods IV: Advanced Statistical Analysis and SPSS</i>		\$1035
<input type="checkbox"/> 3789	Instructional Guide	\$ 14
<input type="checkbox"/> 1260	<i>Experimental Methodology</i> , 6th ed., 1994	\$ 50
<input type="checkbox"/> 4018	<i>Research Methods</i> video (VHS) (returnable)	\$ 39
TOTAL \$103		
PSYC 495/8071—Independent Study/Readings/Research/Project in Psychology (1 sem hour) GU: PSYC 495— <i>Independent Study in Psychology</i>		\$ 345
<input type="checkbox"/> 3605	Instructional Guide	\$ 5
<input type="checkbox"/> 1463	<i>Writing Papers in Psychology</i> , 4th ed., 1998	\$ 12
TOTAL \$ 17		

FORM 2. ORDER FORM for Andrews University

Check (✓) each box for supplies ordered.
Attach marked FORM 2 pages to FORM 3 (page 6).



Student Name (required) _____ GU Student Number _____

	Supplies	Tuition
Behavioral Sciences (continued)		
PSYC 495/7861—Independent Study/Readings/Research/Project in Psychology (2 sem hours) GU: PSYC 495—Independent Study in Psychology		\$ 690
<input type="checkbox"/> 3611 Instructional Guide	\$ 5	
<input type="checkbox"/> 1463 <i>Writing Papers in Psychology</i> , 4th ed., 1998	\$ 12	
	TOTAL \$ 17	
PSYC 495/7881—Independent Study/Readings/Research/Project in Psychology (3 sem hours) GU: PSYC 495—Independent Study in Psychology		
<input type="checkbox"/> 3621 Instructional Guide	\$ 6	\$1035
<input type="checkbox"/> 1463 <i>Writing Papers in Psychology</i> , 4th ed., 1998	\$ 12	
	TOTAL \$ 18	
SOCI 119/2681—Principles of Sociology (3 sem hours)—ONLINE 		
<input type="checkbox"/> 1803 <i>Sociology: A Down-to-Earth Approach</i> , 2005	\$ 81	\$1035
	TOTAL \$ 81	
SOCI 119/0496—Principles of Sociology (3 sem hours) GU: SOCI 105—General Sociology		
<input type="checkbox"/> 3972 Instructional Guide	\$ 23	\$1035
<input type="checkbox"/> 1803 <i>Sociology: A Down-to-Earth Approach</i> , 2005	\$ 81	
	TOTAL \$104	
SOCI 425/8191—Racial and Ethnic Relations (3 sem hours) GU: SOCI 425—Racial and Ethnic Relations		
<input type="checkbox"/> 3788 Instructional Guide	\$ 30	\$1035
<input type="checkbox"/> 1465 <i>American Ethnicity: The Dynamics and Consequences of Discrimination</i> , 2nd ed., 1998	\$ 37	
	TOTAL \$ 67	
SOCI 488/8260—The City in the Industrialized World (3 sem hours) GU: SOCI 488—The City in the Industrialized World		
<input type="checkbox"/> 3704 Instructional Guide	\$ 16	\$1035
<input type="checkbox"/> 1508 <i>Urban Sociology: Images and Structure</i> , 3rd ed., 1999	\$ 71	
	TOTAL \$ 87	
Communication		
COMM 104/4300—Communication Skills (3 sem hours)—ONLINE 		
GU: COMM 105—Introduction to Human Communication		
<input type="checkbox"/> 2103 <i>Communication Works</i> with CD-ROM Guidebook, 9th ed., 2008	\$117	\$1035
<input type="checkbox"/> 2107 OPTIONAL: Flip video camera, f 160w	\$176	
	TOTAL \$117	
COMM 104/3600—Communication Skills (3 sem hours) GU: COMM 105—Introduction to Human Communication		
<input type="checkbox"/> 2102 Instructional Guide (nr)	\$ 15	\$1035
<input type="checkbox"/> 2103 <i>Communication Works</i> with CD-ROM Guidebook, 9th ed., 2008	\$117	
<input type="checkbox"/> 2107 OPTIONAL: Flip video camera, f 160w	\$176	
	TOTAL \$132	
English		
ENGL 115/8490—English Composition I (3 sem hours) GU: ENGL 115—English Composition I		
<input type="checkbox"/> 3898 Instructional Guide	\$ 12	\$1035
<input type="checkbox"/> 1658 <i>Between Worlds: A Reader, Rhetoric, and Handbook</i> , 3rd ed., 2001	\$ 35	
	TOTAL \$ 47	
ENGL 270/0353—American Literature (to 1900) (3 sem hours) GU: LITR 225—American Literature I		
<input type="checkbox"/> 3826 Instructional Guide	\$ 16	\$1035
<input type="checkbox"/> 1507 <i>The American Tradition in Literature</i> , Vol. 1, 9th ed., 1999	\$ 51	
	TOTAL \$ 67	
ENGL 375/2130—English Literature I (to 1660) (3 sem hours)		
<input type="checkbox"/> 3983 Instructional Guide	\$ 18	\$1035
<input type="checkbox"/> 1839 <i>The Norton Anthology: English Literature</i> , Vol. 1, 8th ed., 2006	\$ 80	
	TOTAL \$ 98	
ENGL 376/2250—English Literature II (from 1660–1900) (3 sem hours)		
<input type="checkbox"/> 3136 Instructional Guide	\$ 16	\$1035
<input type="checkbox"/> 1854 <i>The Norton Anthology: English Literature</i> , Vol. 2, 8th ed., 2006	\$ 80	
<input type="checkbox"/> 1855 <i>The Norton Anthology: English Literature</i> , Vol. C, 8th ed., 2006	\$ 48	
<input type="checkbox"/> 1878 <i>Jane Eyre</i>	\$ 15	
	TOTAL \$159	

FORM 2. ORDER FORM for Andrews University

Check (✓) each box for supplies ordered.
Attach marked FORM 2 pages to FORM 3 (page 6).


Student Name (required) _____ GU Student Number _____

	Supplies	Tuition
English (continued)		
ENGL 464/7551—Major Author (3 sem hours) GU: LITR 455— <i>Charles Dickens and Mark Twain</i>		\$1035
<input type="checkbox"/> 3236 Instructional Guide	\$ 6	
<input type="checkbox"/> 1162 <i>David Copperfield</i>	\$ 6	
<input type="checkbox"/> 1164 <i>Bleak House</i>	\$ 10	
<input type="checkbox"/> 1165 <i>Little Dorrit</i>	\$ 13	
<input type="checkbox"/> 1166 <i>Hard Times</i>	\$ 5	
<input type="checkbox"/> 1173 <i>The Adventures of Tom Sawyer</i>	\$ 5	
<input type="checkbox"/> 1175 <i>The Adventures of Huckleberry Finn</i>	\$ 6	
<input type="checkbox"/> 1176 <i>The Adventures of Pudd'nhead Wilson</i>	\$ 14	
<input type="checkbox"/> 1179 <i>The Gilded Age</i>	\$ 19	
	TOTAL \$ 84	
Geography		
GEOG 260/7630—Cultural Geography (3 sem hours) GU: GEOG 280— <i>Cultural Geography</i>		\$1035
<input type="checkbox"/> 3487 Instructional Guide	\$ 9	
<input type="checkbox"/> 1328 <i>The Human Mosaic: A Thematic Introduction to Cultural Geography</i> , 7th ed., 1997	\$ 55	
<input type="checkbox"/> 1329 <i>Goode's World Atlas</i> , 19th ed., 1995	\$ 46	
	TOTAL \$110	
History and Political Science		
HIST 117/0554—Civilization and Ideas I (3 sem hours) GU: HIST 125— <i>History of World Civilizations I</i>		\$1035
<input type="checkbox"/> 2263 Instructional Guide	\$18	
<input type="checkbox"/> 2265 <i>A History of World Societies</i> , Vol. 1, 8th ed., 2009	\$88	
<input type="checkbox"/> 2266 <i>Writing for College History</i> , 2004	\$18	
<input type="checkbox"/> 2267 <i>Sundiata: An Epic of Old Mali</i> , 2008	\$14	
	TOTAL \$138	
HIST 118/0563—Civilization and Ideas II (3 sem hours) GU: HIST 126— <i>History of World Civilizations II</i>		\$1035
<input type="checkbox"/> 3837 Instructional Guide	\$ 14	
<input type="checkbox"/> 1584 <i>A History of World Societies</i> , Vol. 2, 5th ed., 2000	\$ 60	
	TOTAL \$ 74	
HIST 204/2750—American Experience I (3 sem hours) GU: HIST 275— <i>U.S. History I: Founding to Reconstruction</i>		\$1035
<input type="checkbox"/> 1941 Instructional Guide	\$ 19	
<input type="checkbox"/> 1942 <i>The American Journey</i> , combined volume, 4th ed., 2007	\$ 91	
	TOTAL \$110	
HIST 205/2760—American Experience II (3 sem hours) GU: HIST 276— <i>U.S. History II: Gilded Age to Globalization</i>		\$1035
<input type="checkbox"/> 1943 Instructional Guide	\$ 16	
<input type="checkbox"/> 1942 <i>The American Journey</i> , combined volume, 4th ed., 2007	\$ 91	
	TOTAL \$107	
HIST 316/2741—History of the Christian Church I (3 sem hours)—ONLINE 		\$1035
GU: HIST 325— <i>History of Christianity I: Early and Medieval Periods</i>		
<input type="checkbox"/> 1856 <i>The Story of Christianity</i> , Vol. 1, 1984	\$ 35	
<input type="checkbox"/> 1857 <i>History of the World Christian Movement</i> , Vol. 1, 2001	\$ 29	
	TOTAL \$ 64	
HIST 316/0932—History of the Christian Church I (3 sem hours) GU: HIST 325— <i>History of Christianity I: Early and Medieval Periods</i> (Cross-listed as RELH 316)		\$1035
<input type="checkbox"/> 3137 Instructional Guide	\$ 21	
<input type="checkbox"/> 1856 <i>The Story of Christianity</i> , Vol. 1, 1984	\$ 35	
<input type="checkbox"/> 1857 <i>History of the World Christian Movement</i> , Vol. 1, 2001	\$ 29	
	TOTAL \$ 85	
HIST 317/4340—History of the Christian Church II (3 sem hours)—ONLINE 		\$1035
GU: HIST 326— <i>History of Christianity II: The Reformation and Modern Periods</i>		
<input type="checkbox"/> 1915 <i>The Story of Christianity</i> , Vol. 2, 1985	\$ 35	
<input type="checkbox"/> 1916 <i>A Global History of Christians</i> , 1994	\$ 34	
<input type="checkbox"/> 1917 <i>2000 Years of Christianity in Africa</i> , 2005	\$ 1	
	TOTAL \$ 70	

FORM 2. ORDER FORM for Andrews University

Check (✓) each box for supplies ordered.
Attach marked FORM 2 pages to FORM 3 (page 6).



Student Name (required) _____ GU Student Number _____

	Supplies	Tuition
History and Political Science (continued)		
HIST 317/0942—History of the Christian Church II (3 sem hours) <i>GU: HIST 326—History of Christianity II: The Reformation and Modern Periods</i> (Cross-listed as RELH 317)		\$1035
<input type="checkbox"/> 1918 Instructional Guide	\$ 21	
<input type="checkbox"/> 1915 <i>The Story of Christianity, Vol. 2, 1985</i>	\$ 35	
<input type="checkbox"/> 1916 <i>A Global History of Christians, 1994</i>	\$ 34	
<input type="checkbox"/> 1917 <i>2000 Years of Christianity in Africa, 2005</i>	\$ 1	
	TOTAL \$ 91	
HIST 404/2471—Adventist Heritage (3 sem hours)—ONLINE 		
<i>GU: HIST 404—Adventist Heritage</i>		\$1035
<input type="checkbox"/> 1593 <i>Light Bearers, 2000</i>	\$ 30	
	TOTAL \$ 30	
HIST 404/0532—Adventist Heritage (3 sem hours)		
<i>GU: HIST 404—Adventist Heritage</i>		\$1035
<input type="checkbox"/> 3862 Instructional Guide	\$ 19	
<input type="checkbox"/> 1593 <i>Light Bearers, 2000</i>	\$ 30	
	TOTAL \$ 49	
PLSC 104/0485—American Government (3 sem hours)		
<i>GU: PLST 250—American Government</i>		\$1035
<input type="checkbox"/> 3814 Instructional Guide	\$ 19	
<input type="checkbox"/> 1566 <i>The Challenge of Democracy, 7th ed., 2002</i>	\$ 65	
	TOTAL \$ 84	
Interdisciplinary Studies		
IDSC 211/2090—Creativity and the Arts (3 sem hours)		
<i>GU: IDSC 211—Creativity and the Arts</i>		\$1035
<input type="checkbox"/> 3020 Instructional Guide	\$ 18	
<input type="checkbox"/> 1771 <i>Anecdotes of Destiny, 1993</i>	\$ 17	
<input type="checkbox"/> 1773 <i>Writing About the Humanities, 2nd ed., 2003</i>	\$ 35	
<input type="checkbox"/> 1774 <i>The Creative Spirit, 1992</i>	\$ 23	
<input type="checkbox"/> 1807 <i>The Educated Imagination, No. 88, 1964</i>	\$ 14	
<input type="checkbox"/> 1808 <i>The Tragedy of Richard III, 1996</i>	\$ 7	
<input type="checkbox"/> 4062 DVD: <i>Babette's Feast, 2001</i>	\$ 14	
<input type="checkbox"/> 4063 DVD: <i>The Red Balloon, 2002</i>	\$ 26	
<input type="checkbox"/> 4064 VHS: <i>Looking for Richard, 1997</i>	\$ 42	
	TOTAL \$196	
IDSC 499/8390—PLA Portfolio Development (2 sem hours)		
<i>GU: IDSC 499—PLA Portfolio Development</i>		\$ 690
<input type="checkbox"/> 3830 Instructional Guide	\$ 16	
<input type="checkbox"/> 1493 <i>The Elements of Style, 1979</i>	\$ 17	
<input type="checkbox"/> 1592 <i>Publication Manual of the American Psychological Association, 5th ed., 2001</i>	\$ 48	
<input type="checkbox"/> 1502 <i>Seven Habits of Highly Effective People, 1997</i>	\$ 25	
	TOTAL \$106	
International Language Studies		
FREN 171/8271—Elementary French I (4 sem hours)		
<i>GU: FREN 171—Elementary French I</i>		\$1380
<input type="checkbox"/> 3847 Instructional Guide	\$ 13	
<input type="checkbox"/> 1585 <i>Allons-y! Le français par étapes, 5th ed., 2000</i>	\$ 88	
<input type="checkbox"/> 2556 <i>Allons-y! Cahier de travaux pratiques, 5th ed., 2000</i>	\$ 49	
<input type="checkbox"/> 4051 <i>Allons-y! Lab Audio CDs (5), 5th ed., 2000</i>	\$ 21	
<input type="checkbox"/> 4049 <i>Allons-y! Instructor's tape (2), 5th ed., 2000</i>	\$ 10	
<input type="checkbox"/> 2557 <i>Allons-y! Answer Key to Cahier, 5th ed., 2000</i>	\$ 7	
<input type="checkbox"/> 4050 <i>Allons-y! Test tape (1), 5th ed., 2000</i>	\$ 11	
<input type="checkbox"/> 4052 Blank tape (1)	\$ 1	
	TOTAL \$200	
FREN 172/8281—Elementary French II (4 sem hours)		
<i>GU: FREN 172—Elementary French II</i>		\$1380
<input type="checkbox"/> 3853 Instructional Guide	\$ 15	
<input type="checkbox"/> 1585 <i>Allons-y! Le français par étapes, 5th ed., 2000</i>	\$ 88	
<input type="checkbox"/> 2556 <i>Allons-y! Cahier de travaux pratiques, 5th ed., 2000</i>	\$ 49	
<input type="checkbox"/> 4051 <i>Allons-y! Lab Audio CDs (5), 5th ed., 2000</i>	\$ 21	
<input type="checkbox"/> 4049 <i>Allons-y! Instructor's tape (2), 5th ed., 2000</i>	\$ 10	
<input type="checkbox"/> 2557 <i>Allons-y! Answer Key to Cahier, 5th ed., 2000</i>	\$ 7	
<input type="checkbox"/> 4050 <i>Allons-y! Test tape (1), 5th ed., 2000</i>	\$ 11	
<input type="checkbox"/> 4052 Blank tape (1)	\$ 1	
	TOTAL \$202	

FORM 2. ORDER FORM for Andrews University

Check (✓) each box for supplies ordered.
Attach marked FORM 2 pages to FORM 3 (page 6).



Student Name (required) _____ GU Student Number _____

	Supplies	Tuition
Mathematics		
Students taking a mathematics course will need to be approved by the AU Mathematics Department. A mathematics departmental placement examination (MPE) is required of all students planning to enter MATH 165 or STAT 285; a one-time fee of \$75 is charged.		
MATH 165/8400—College Algebra (3 sem hours) <i>GU: MATH 165—College Algebra</i>		\$1035
<input type="checkbox"/> 3831	Instructional Guide	\$ 28
<input type="checkbox"/> 1287	<i>Algebra With Trigonometry for College Students</i> , 3rd ed., 1993	\$ 82
		TOTAL \$110
<input type="checkbox"/> 5328	Optional: Casio solar calculator	\$ 23
MATH 168/7832—Precalculus (4 sem hours)		
<i>GU: MATH 126—Precalculus</i>		\$1380
<input type="checkbox"/> 3414	Instructional Guide	\$ 40
<input type="checkbox"/> 1309	<i>Precalculus</i> , 4th ed., 1992	\$ 74
		TOTAL \$114
STAT 285/7812—Elementary Statistics (4 sem hours)		
<i>GU: MATH 110—Probability and Statistics</i>		\$1380
<input type="checkbox"/> 1961	Instructional Guide	\$ 18
<input type="checkbox"/> 1962	<i>Elementary Statistics with Multimedia Study Guide</i> , 2008	\$ 66
<input type="checkbox"/> 1963	TI-84 Plus graphing calculator	\$164
		TOTAL \$248
Music		
MUHL 214/3750—Enjoyment of Music (3 sem hours)—ONLINE 		\$1035
<i>GU: MUHL 204—Music Appreciation</i>		
<input type="checkbox"/> 1739	<i>The Musical Ascent of Herman Being</i> , 1995	\$ 28
<input type="checkbox"/> 4057	CD: <i>Smithsonian Folkways World Music Collection</i>	\$ 19
<input type="checkbox"/> 4058	CD: <i>Best of the Millennium/Top 40 Classical Hits</i>	\$ 22
<input type="checkbox"/> 4060	CD: <i>Mozart Concertos; Number 18 in B-flat Major, k. 456; Number 20 in D Minor, k. 466</i>	\$ 27
<input type="checkbox"/> 4059	DVD: <i>Amadeus</i> (returnable)	\$ 22
		TOTAL \$118
MUHL 214/0386—Enjoyment of Music (3 sem hours)		
<i>GU: MUHL 204—Music Appreciation</i>		\$1035
<input type="checkbox"/> 3955	Instructional Guide	\$ 29
<input type="checkbox"/> 1739	<i>The Musical Ascent of Herman Being</i> , 1995	\$ 28
<input type="checkbox"/> 4057	CD: <i>Smithsonian Folkways World Music Collection</i>	\$ 19
<input type="checkbox"/> 4058	CD: <i>Best of the Millennium/Top 40 Classical Hits</i>	\$ 22
<input type="checkbox"/> 4060	CD: <i>Mozart Concertos; Number 18 in B-flat Major, k. 456; Number 20 in D minor, k. 466</i>	\$ 27
<input type="checkbox"/> 4059	DVD: <i>Amadeus</i> (returnable)	\$ 22
		TOTAL \$147
Nutrition		
FDNT 245/4430—Nutrition (3 sem hours)—ONLINE 		\$1035
<i>GU: NUTR 300—Nutrition</i>		
<input type="checkbox"/> 2194	<i>Nutrition: Concepts and Controversies</i> , 11th ed., 2008	\$174
		TOTAL \$174
FDNT 245/0415—Nutrition (3 sem hours)		
<i>GU: NUTR 300—Nutrition</i>		\$1035
<input type="checkbox"/> 2192	Instructional Guide	\$ 17
<input type="checkbox"/> 2194	<i>Nutrition: Concepts and Controversies</i> , 11th ed., 2008	\$174
		TOTAL \$191
Physics		
PHYS 110/0952—Astronomy (3 sem hours)		\$1035
<i>GU: PHYS 110—Astronomy</i>		
<input type="checkbox"/> 3581	Instructional Guide and Diffraction Grating	\$ 24
<input type="checkbox"/> 1437	<i>Explorations: An Introduction to Astronomy</i> , 2nd ed., 1998	\$ 62
<input type="checkbox"/> 2533	<i>Student Observation Guide With Laboratory Exercises</i> , 2nd ed., 1995	\$ 45
		TOTAL \$131

FORM 2. ORDER FORM for Andrews University

Check (✓) each box for supplies ordered.
Attach marked FORM 2 pages to FORM 3 (page 6).



Student Name (required) _____ GU Student Number _____

	Supplies	Tuition
Religion and Biblical Studies		
BIBL 204/0642—Elementary Greek I (4 sem hours) <i>GU: GREK 201—Elementary Greek I</i>		\$1380
<input type="checkbox"/> 3448	Instructional Guide and Workbook	\$ 18
<input type="checkbox"/> 1321	<i>Alpha Through Omega</i> , 1996	\$ 65
<input type="checkbox"/> 1156	<i>The Greek New Testament and Dictionary</i> , 4th ed., Revised 1994	\$ 66
TOTAL \$149		
BIBL 205/0652—Elementary Greek II (4 sem hours) <i>GU: GREK 202—Elementary Greek II</i>		\$1380
<input type="checkbox"/> 3554	Instructional Guide	\$ 14
<input type="checkbox"/> 1321	<i>Alpha Through Omega</i> , 1996	\$ 65
<input type="checkbox"/> 1156	<i>The Greek New Testament and Dictionary</i> , 4th ed., Revised 1994	\$ 66
TOTAL \$145		
BIBL 304/7760—Intermediate Greek I (3 sem hours) <i>GU: GREK 311—Intermediate Greek I</i>		\$1035
<input type="checkbox"/> 3712	Instructional Guide	\$ 15
<input type="checkbox"/> 1712	<i>A Manual Grammar of the Greek New Testament</i> , 1955	\$130
<input type="checkbox"/> 1714	<i>Lexical Aids for Students of New Testament Greek</i> , 1969	\$ 17
<input type="checkbox"/> 1156	<i>The Greek New Testament and Dictionary</i> , 4th ed., Revised 1994	\$ 66
TOTAL \$228		
BIBL 305/7770—Intermediate Greek II (3 sem hours) <i>GU: GREK 312—Intermediate Greek II</i>		\$1035
<input type="checkbox"/> 3713	Instructional Guide	\$ 14
<input type="checkbox"/> 1712	<i>A Manual Grammar of the Greek New Testament</i> , 1955	\$130
<input type="checkbox"/> 1714	<i>Lexical Aids for Students of New Testament Greek</i> , 1969	\$ 17
<input type="checkbox"/> 1156	<i>The Greek New Testament and Dictionary</i> , 4th ed., Revised 1994	\$ 66
TOTAL \$227		
RELB 210/2171—Jesus in His Time and Ours (3 sem hours)—ONLINE 		\$1035
<i>GU: RELB 160—Jesus and the Gospels</i>		
<input type="checkbox"/> 1247	<i>The Four Faces of Jesus</i> , 2000	\$ 21
<input type="checkbox"/> 1425	<i>The Desire of Ages</i> (TC)	\$ 17
TOTAL \$ 38		
RELB 210/0881—Jesus in His Time and Ours (3 sem hours) <i>GU: RELB 160—Jesus and the Gospels</i>		\$1035
<input type="checkbox"/> 3352	Instructional Guide	\$ 14
<input type="checkbox"/> 1247	<i>The Four Faces of Jesus</i> , 2000	\$ 21
<input type="checkbox"/> 1425	<i>The Desire of Ages</i> (TC)	\$ 17
TOTAL \$ 52		
RELB 304/0775—Studies in Daniel (3 sem hours) <i>GU: RELB 420—Jewish Apocalyptic Writings: Daniel</i>		\$1035
<input type="checkbox"/> 3165	Instructional Guide	\$ 27
<input type="checkbox"/> 1544	New King James Version of the Bible	\$ 10
<input type="checkbox"/> 1570	<i>Selected Studies on Prophetic Interpretation</i> , D & R Series, Vol. 1, 1992	\$ 7
<input type="checkbox"/> 1571	<i>Symposium on Daniel</i> , D & R Series, Vol. 2, 1996	\$ 12
<input type="checkbox"/> 1572	<i>God Cares</i> , Vol. 1, 1981	\$ 23
TOTAL \$ 79		
RELB 305/0784—Studies in Revelation (3 sem hours) <i>GU: RELB 425—Christian Apocalyptic Writings: Revelation</i>		\$1035
<input type="checkbox"/> 3824	Instructional Guide	\$ 14
<input type="checkbox"/> 1292	<i>God Cares</i> , Vol. 2, 1985	\$ 28
<input type="checkbox"/> 1246	<i>The Great Controversy</i> (TC)	\$ 16
<input type="checkbox"/> 1435	<i>The Acts of the Apostles</i> (TC)	\$ 30
<input type="checkbox"/> 1425	<i>The Desire of Ages</i> (TC)	\$ 17
TOTAL \$105		
RELB 335/3550—Acts and Epistles (3 sem hours)—ONLINE 		\$1035
<i>GU: RELT 335—Pauline Theology</i>		
<input type="checkbox"/> 1988	<i>An Introduction to the New Testament</i> , Vols. 1-3, 2003	\$ 24
<input type="checkbox"/> 1543	<i>Introducing the Bible</i> , Vol. 2, 1997	\$ 77
<input type="checkbox"/> 1435	<i>The Acts of the Apostles</i>	\$ 30
<input type="checkbox"/> 1544	New King James Version of the Bible	\$ 10
TOTAL \$141		

FORM 2. ORDER FORM for Andrews University

Check (✓) each box for supplies ordered.
Attach marked FORM 2 pages to FORM 3 (page 6).



Student Name (required) _____ GU Student Number _____

	Supplies	Tuition
Religion and Biblical Studies (continued)		
RELB 335/7172—Acts and Epistles (3 sem hours) <i>GU: RELT 335—Pauline Theology</i>		\$1035
<input type="checkbox"/> 3828 Instructional Guide	\$ 19	
<input type="checkbox"/> 1988 <i>An Introduction to the New Testament</i> , Vols. 1-3, 2003	\$ 24	
<input type="checkbox"/> 1543 <i>Introducing the Bible</i> , Vol. 2, 1997	\$ 77	
<input type="checkbox"/> 1435 <i>The Acts of the Apostles</i>	\$ 30	
<input type="checkbox"/> 1544 New King James Version of the Bible	\$ 10	
	TOTAL \$160	
RELB 374/0822—The Prophets of Israel—Early Prophets (3 sem hours) <i>GU: RELB 330—Old Testament Prophets, Early</i>		\$1035
<input type="checkbox"/> 3777 Instructional Guide	\$ 15	
<input type="checkbox"/> 1434 <i>Prophets and Kings (TC)</i>	\$ 24	
<input type="checkbox"/> 1743 <i>The SDA Bible Commentary</i> , Vol. 4	\$ 44	
	TOTAL \$ 83	
RELB 375/0832—The Prophets of Israel—Later Prophets (3 sem hours) <i>GU: RELB 332—Old Testament Prophets, Later</i>		\$1035
<input type="checkbox"/> 3778 Instructional Guide	\$ 14	
<input type="checkbox"/> 1434 <i>Prophets and Kings (TC)</i>	\$ 24	
<input type="checkbox"/> 1743 <i>The SDA Bible Commentary</i> , Vol. 4	\$ 44	
	TOTAL \$ 82	
RELG 360/7103: Topics in Religion: World Religions (3 sem hours) <i>GU: RELT 280—Moral Issues in World Religions</i>		\$1035
<input type="checkbox"/> 3920 Instructional Guide	\$ 10	
<input type="checkbox"/> 1577 <i>The Illustrated World's Religions</i> , 1994	\$ 37	
	TOTAL \$ 47	
RELH 316/2830—History of the Christian Church I (3 sem hours)—ONLINE  <i>GU: RELH 316—History of the Christian Church I</i>		\$1035
<input type="checkbox"/> 1856 <i>The Story of Christianity</i> , Vol. 1, 1984	\$ 35	
<input type="checkbox"/> 1857 <i>History of the World Christian Movement</i> , Vol. 1, 2001	\$ 29	
	TOTAL \$ 64	
RELH 316/2840—History of the Christian Church I (3 sem hours) <i>GU: RELH 316—History of the Christian Church I</i> (Cross-listed as HIST 316)		\$1035
<input type="checkbox"/> 1956 Instructional Guide	\$ 21	
<input type="checkbox"/> 1856 <i>The Story of Christianity</i> , Vol. 1, 1984	\$ 35	
<input type="checkbox"/> 1857 <i>History of the World Christian Movement</i> , Vol. 1, 2001	\$ 29	
	TOTAL \$ 85	
RELH 317/4370—History of the Christian Church II (3 sem hours)—ONLINE  <i>GU: RELH 317—History of the Christian Church II</i>		\$1035
<input type="checkbox"/> 1915 <i>The Story of Christianity</i> , Vol. 2, 1985	\$ 35	
<input type="checkbox"/> 1916 <i>A Global History of Christians</i> , 1994	\$ 34	
<input type="checkbox"/> 1917 <i>2000 Years of Christianity in Africa</i> , 2005	\$ 1	
	TOTAL \$ 70	
RELH 317/2850—History of the Christian Church II (3 sem hours) <i>GU: RELH 317—History of the Christian Church II</i> (Cross-listed as HIST 317)		\$1035
<input type="checkbox"/> 1957 Instructional Guide	\$ 21	
<input type="checkbox"/> 1915 <i>The Story of Christianity</i> , Vol. 2, 1985	\$ 35	
<input type="checkbox"/> 1916 <i>A Global History of Christians</i> , 1994	\$ 34	
<input type="checkbox"/> 1917 <i>2000 Years of Christianity in Africa</i> , 2005	\$ 1	
	TOTAL \$ 91	
REL P 290/7180—Introduction to Pastoral Counseling (3 sem hours) <i>GU: RELT 290—Introduction to Pastoral Counseling</i>		\$1035
<input type="checkbox"/> 3222 Instructional Guide	\$ 10	
<input type="checkbox"/> 1140 <i>Basic Types of Pastoral Care and Counseling: Resources for the Ministry of Healing and Growth</i> , 1984	\$ 33	
<input type="checkbox"/> 1202 Reading Supplement	\$ 14	
	TOTAL \$ 57	

FORM 2. ORDER FORM for Andrews University

Check (✓) each box for supplies ordered.
Attach marked FORM 2 pages to FORM 3 (page 6).



Student Name (required) _____ GU Student Number _____

	Supplies	Tuition
Religion and Biblical Studies (continued)		
REL 441/7130—Introduction to Pastoral Ministry (3 sem hours) GU: REL 255— <i>Church Leadership and Management</i>		\$1035
<input type="checkbox"/> 3365 Instructional Guide	\$ 17	
<input type="checkbox"/> 1110 <i>Pastoral Leadership</i> , 1986	\$ 31	
<input type="checkbox"/> 1111 <i>Church Administration: Effective Leadership for Ministry</i> , 1985	\$ 31	
<input type="checkbox"/> 1121 <i>Gospel Workers</i> (TC)	\$ 14	
<input type="checkbox"/> 1913 <i>Seventh-day Adventist Church Manual</i> , 17th ed., 2005	\$ 11	
<input type="checkbox"/> 1153 <i>Seventh-day Adventist Minister's Manual</i> , 1992	\$ 23	
<input type="checkbox"/> 1151 <i>Sing a New Song</i> , 1984	\$ 24	
<input type="checkbox"/> 1154 <i>How to Mobilize Church Volunteers</i> , 1983	\$ 26	
<input type="checkbox"/> 1114 Reading Supplement	\$ 36	
	TOTAL \$213	
REL 100/2180—God and Human Life (3 sem hours)—ONLINE 		\$1035
<input type="checkbox"/> 1450 <i>Basic Christianity</i> , 1971	\$ 7	
<input type="checkbox"/> 1431 <i>The Reign of God</i> , 2nd ed., 1997	\$ 40	
<input type="checkbox"/> 1224 <i>Steps to Christ</i> (paperback)	\$ 3	
	TOTAL \$ 50	
REL 100/8151—God and Human Life (3 sem hours) GU: REL 100— <i>God and Human Life</i>		\$1035
<input type="checkbox"/> 3787 Instructional Guide	\$ 23	
<input type="checkbox"/> 1450 <i>Basic Christianity</i> , 1971	\$ 7	
<input type="checkbox"/> 1431 <i>The Reign of God</i> , 2nd ed., 1997	\$ 40	
<input type="checkbox"/> 1224 <i>Steps to Christ</i> (paperback)	\$ 3	
	TOTAL \$ 73	
REL 225/2460—Doctrines of the Adventist Faith (3 sem hours)—ONLINE 		\$1035
GU: REL 250— <i>Principles of Christian Faith</i>		
1884 <i>Seventh-day Adventists Believe</i> , 2007	\$ 13	
1435 <i>The Acts of the Apostles</i> (TC)	\$ 30	
1187 <i>Counsels for the Church</i> (TC)	\$ 16	
1425 <i>The Desire of Ages</i> (TC)	\$ 17	
1246 <i>The Great Controversy</i> (TC)	\$ 16	
1424 <i>Patriarchs and Prophets</i> (TC)	\$ 19	
1161 <i>Selected Messages</i> (CHL), Book 1	\$ 14	
1185 <i>Selected Messages</i> (CHL), Book 2	\$ 14	
1730 <i>The SDA Bible Commentary</i> , Vol. 5	\$ 44	
1224 <i>Steps to Christ</i> (paperback)	\$ 3	
	TOTAL \$186	
REL 225/0892—Doctrines of the Adventist Faith (3 sem hours) GU: REL 250— <i>Principles of Christian Faith</i>		\$1035
<input type="checkbox"/> 3827 Instructional Guide	\$ 17	
<input type="checkbox"/> 1884 <i>Seventh-day Adventists Believe</i> , 2007	\$ 13	
<input type="checkbox"/> 1435 <i>The Acts of the Apostles</i> (TC)	\$ 30	
<input type="checkbox"/> 1187 <i>Counsels for the Church</i> (TC)	\$ 16	
<input type="checkbox"/> 1425 <i>The Desire of Ages</i> (TC)	\$ 17	
<input type="checkbox"/> 1246 <i>The Great Controversy</i> (TC)	\$ 16	
<input type="checkbox"/> 1424 <i>Patriarchs and Prophets</i> (TC)	\$ 19	
<input type="checkbox"/> 1161 <i>Selected Messages</i> , Book 1 (CHL)	\$ 14	
<input type="checkbox"/> 1185 <i>Selected Messages</i> , Book 2 (CHL)	\$ 14	
<input type="checkbox"/> 1730 <i>The SDA Bible Commentary</i> , Vol. 5	\$ 44	
<input type="checkbox"/> 1224 <i>Steps to Christ</i> (paperback)	\$ 3	
	TOTAL \$203	
REL 235/7161—Principles of Bible Instruction (3 sem hours) GU: REL 235— <i>Principles of Bible Instruction</i>		\$1035
<input type="checkbox"/> 3779 Instructional Guide	\$ 8	
<input type="checkbox"/> 1105 <i>Evangelism</i> (CHL)	\$ 18	
<input type="checkbox"/> 1106 <i>Small Group Outreach</i> , 1991	\$ 13	
<input type="checkbox"/> 1107 <i>The Bible Instructor in Personal and Public Evangelism</i> , 1949	\$ 36	
<input type="checkbox"/> 1556 <i>Creative Bible Teaching, Revised and Expanded</i> , 1998	\$ 38	
<input type="checkbox"/> 1130 <i>Christ's Way of Reaching People</i> , 1990	\$ 9	
<input type="checkbox"/> 1131 <i>Drawing the Net</i> , 1993	\$ 16	
	TOTAL \$138	

FORM 2. ORDER FORM for Andrews University

Check (✓) each box for supplies ordered.
Attach marked FORM 2 pages to FORM 3 (page 6).

Student Name (required) _____ GU Student Number _____

	Supplies	Tuition
Religion and Biblical Studies (continued)		
RELT 308/4470—The Gift of Prophecy (3 sem hours)—ONLINE 		\$1035
<i>GU: RLGN 360—Prophetic Guidance</i>		
<input type="checkbox"/> 1832 <i>Messenger of the Lord: The Prophetic Ministry of Ellen G. White, 1998</i>	\$ 34	
<input type="checkbox"/> 1833 <i>Reading Ellen White, 1997</i>	\$ 9	
	TOTAL \$ 43	
RELT 308/0854—The Gift of Prophecy (3 sem hours)		\$1035
<i>GU: RLGN 360—Prophetic Guidance</i>		
<input type="checkbox"/> 2210 <i>Instructional Guide</i>	\$ 24	
<input type="checkbox"/> 1832 <i>Messenger of the Lord: The Prophetic Ministry of Ellen G. White, 1998</i>	\$ 34	
<input type="checkbox"/> 1833 <i>Reading Ellen White, 1997</i>	\$ 9	
	TOTAL \$ 67	
RELT 320/7091—Personal Evangelism (3 sem hours)		\$1035
<i>GU: RELT 320—Personal Evangelism</i>		
<input type="checkbox"/> 3099 <i>Instructional Guide</i>	\$ 18	
<input type="checkbox"/> 1095 <i>The Church as Evangelist, 1978</i>	\$ 27	
<input type="checkbox"/> 1995 <i>How to Give Away Your Faith, 2008</i>	\$ 13	
<input type="checkbox"/> 1098 <i>Christian Service (CHL)</i>	\$ 14	
<input type="checkbox"/> 1121 <i>Gospel Workers (TC)</i>	\$ 14	
<input type="checkbox"/> 1425 <i>The Desire of Ages (TC)</i>	\$ 17	
<input type="checkbox"/> 1122 <i>Padded Pews or Open Doors</i>	\$ 13	
<input type="checkbox"/> 5329 <i>Your Spiritual Gifts: The New Spiritual Gifts Inventory, 1990</i>	\$ 2	
<input type="checkbox"/> 1097 <i>Reading Supplement</i>	\$ 18	
	TOTAL \$136	
RELT 340/3760—Religion and Ethics in Modern Society (3 sem hours)—ONLINE 		\$1035
<i>GU: RELT 385—Christian Ethics in Modern Society</i>		
<input type="checkbox"/> 1668 <i>Introducing Christian Ethics</i>	\$ 14	
	TOTAL \$ 14	
RELT 340/7144—Religion and Ethics in Modern Society (3 sem hours)		\$1035
<i>GU: RELT 385—Christian Ethics and Modern Society</i>		
<input type="checkbox"/> 3923 <i>Instructional Guide</i>	\$ 22	
<input type="checkbox"/> 1668 <i>Introducing Christian Ethics, 1961</i>	\$ 14	
	TOTAL \$ 36	