STUDENT SERVICES

Assistant Dean for Common Life. The Assistant Dean for Common Life coordinates all matters of student life, supports the diversity of the student population, works with student groups, is an advocate for students where advocacy is needed and deserved, and works to assist individual students in solving problems that might impede successful educational progress.

Counseling Services

Alcohol and Drug Education. Located in the basement of Samuelson Hall, TCU Alcohol & Drug Education promotes responsible decision making and healthy lifestyle choices for TCU and Brite students, particularly regarding alcohol, drugs, and related issues. Call 817-257-7100 or visit http://ade.tcu.edu/ for more information.

TCU Counseling and Mental Health Center. The services of the TCU Counseling and Mental Health Center are covered by tuition fees and are available to students who are currently enrolled in classes. All services are confidential and focus on helping students with personal concerns as they are involved in their academic, social and personal activities. Students may call 817/257-7863 to contact the Counseling Center, but initial appointments are done on a walk-in basis. Normally, the walk-in clinic is open from Monday through Friday, and students are assigned a counselor after this initial session. The center also includes a consulting psychiatrist for medication management, but students must be seeing a counselor at the center in order to visit the psychiatrist. The center is located in the west end of the basement in Samuelson Hall. Additional information is available at http://counseling.tcu.edu.

Disabilities Services. Brite Divinity School complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. No otherwise qualified individual shall be denied access to or participation in the services, programs and activities of Brite solely on the basis of a disability. Information about Brite and Texas Christian University’s policies and procedures regarding disabilities can be found at: http://www.acs.tcu.edu/disability_services.asp.

Students who wish to appeal a decision regarding appropriate accommodations shall file a written request for review with the Associate Dean for Academic Affairs of Brite Divinity School. The Coordinator, Student Disabilities Services may be contacted at Sadler Hall, Room 1010, TCU Box 297710, Texas Christian University, Fort Worth, Texas 76129, (817) 257-6567.

Health Insurance. Brite Divinity School is concerned that all students be adequately protected by health and accident insurance. Students currently enrolled in classes may elect to enroll in TCU’s plan, which has been developed especially for TCU and Brite students.

Health Center. The University’s Brown-Lupton Health Center is designed to provide for the various health needs of TCU and Brite students. It is comprised of an outpatient clinic providing ambulatory care and a licensed thirty-bed hospital. Emergency care is available 24 hours a day during the regular academic year. Students enrolled in credit hours are eligible for care at the Brown-Lupton Health Center. There is no charge to see a health care provider; however, charges may be incurred for services such as laboratory tests, x-rays, and dressings. Additional information is available by calling 817-257-7940 or online at http://healthcenter.tcu.edu.

Mailing and Post Office Services. For hours of operation and other information on mailing and post office services, call 817-257-7840 (Post Office) or 817-257-7899 (Mailing Services) or visit http://www.pos.tcu.edu/. The TCU Post Office does not accept checks.

Pension Fund. Students preparing for ministry in the Christian Church (Disciples of Christ) are eligible to participate in the Pension Plan offered through the Pension Fund of the Christian Church. A student gift membership grant will pay part of the dues whether or not the student is serving a congregation.

1. The employer can pay the 11% church dues with the student paying 1/2% of the salary; or
2. the employer can pay 11.5% dues on the salary; or
3. the student can pay 3.5% of the salary or of a “named” salary if there is no church employer.

Information concerning the Pension Plan and enrollment forms may be obtained from the Director of Field Education and Supervised Ministry.

**Student Employment.** There are a number of ways in which a student may earn part of his or her support during seminary years; student pastorates, internships and assistantships in many of the churches in North Central Texas provide stipends. Many student spouses find part-time or full-time employment in the area. A number of part-time work assignments are available in the University for those who can qualify. The Director of Field Education and Supervised Ministry stands ready to assist students in finding employment. Entering students should have sufficient resources to care for themselves for several months. All students, particularly those with families, will need to plan carefully and make arrangements in advance.

**The William L. Adams Center for Writing.** The William L. Adams Center for Writing serves the entire Brite/TCU community — faculty and staff as well as undergraduate and graduate students. The Center provides one-on-one conferences that focus on individual writing projects of all types. In addition, members of the Center for Writing staff are available for class presentations and workshops. Professional writing consultants also can advise faculty about designing writing assignments and responding to students’ writing. Located in Reed Hall 419, the Center for Writing is open Monday-Friday. For an appointment, use the Center’s online scheduling system available at [www.wrt.tcu.edu](http://www.wrt.tcu.edu) or call 817-257-7221. Those who wish to submit a paper online may do so via the Center’s Web site. A consultant will read the paper and offer feedback within 48 hours.