



PONTIFICAL COLLEGE JOSEPHINUM

GENERAL INFORMATION **SCHOOL OF THEOLOGY**

1. The usual **Attire** for a **Pre-Theologian** is a shirt with a collar, dress pants (no jeans), and dress shoes (no sport or tennis shoes). This “class” dress (i.e., appropriate for daily classes) is to be worn for chapel, at all meals, and for the duration of the school day. Pre-Theologians are expected to wear a suit and tie for formal occasions.

For seminarians in **Theology**, proper (ordinary) attire consists of a clerical shirt and black slacks. A cassock may be worn for class dress and formal occasions by Theologians. The use of the cassock should consider the customs to the diocese and the preference of the bishop.

All seminarians will be given, or have purchased for them, a pontifical cassock in the Fall semester. Pope Leo XIII granted this privilege since the Josephinum is a pontifical seminary. The pontifical cassock will be worn on some formal occasions as designated by the administration.

It is also expected that you bring clothes for sports and leisure (there is a recreation building that houses a gym, weight room, and pool

2. There are clothes **WASHERS** and **DRYERS** available.
3. **ROOMS** are approximately 12 x 11 feet and contain: ceiling fan and light, sink with medicine cabinet and light, towel rack, closet, desk with chair and light, bookcase, twin bed, a computer desk where needed, and a small chest of drawers. You will need to bring **BEDDING** for the twin bed in your room which is 80” in length (standard is 75”) (we suggest six sheets and three pillowcases). You will also need to bring pillows, blankets, towels, washcloths, bathrobe, and bathroom slippers. Bathroom and showers are centrally located on each floor. Furniture is not built in and can be rearranged to suit individual preferences; however, removal of furniture from the rooms is not permitted. **ALL ORIGINAL FURNITURE MUST REMAIN IN EACH ROOM.**

Using nails to affix items to the walls or furniture is prohibited. Use of self-adhesive materials is also forbidden as this pulls the paint off the walls when removed. You may bring command strips to hang up your wall hangings. If you have questions regarding the hanging of items in your room, please contact Plant Operations.

There is a \$50.00 room deposit, due at orientation, that will be refunded upon your departure from the seminary providing the room is in good order.

4. As residence rooms do not contain file drawers, it is recommended that you bring file folders, file boxes, or a small filing cabinet for hanging files.
5. As a new student attending the Pontifical College Josephinum, unless you are part of an order that restricts ownership, you will be required to bring with you a computer. All incoming students are required to bring a laptop computer. You may bring a PC or an Apple laptop. This computer should have the following basic hardware and software configuration:
 - RAM: (minimum) 4 GB
 - Processor: (minimum) Intel Core 2 Duo Processor or 2.4GHz, Intel Core i5 Processor
 - PCs: Windows 7 or 8 operating system (minimum)
 - Apple: Mac OS X 10.6 Snow Leopard (minimum)
 - Microsoft Office (includes Microsoft Word and Power point):
 - Office 2010 or higher (Windows)
 - Office 2011 or higher (Apple)
 - Wireless: Integrated 802 b/g/n wireless adapter
 - Integrated Ethernet port

It is also suggested that you bring a USB-connectable printer with you.

Students may bring wireless access points, but not routers. These devices will have to be registered with the I.T. Department before being connected to the internet.

You may bring a tablet or portable notepad computer. However, they may not be used as your primary PC as they will not meet the above requirements. All laptops and tablets must be registered with the IT department before being connected to our network.

6. Because of the nature of the academic program, and to ensure an atmosphere conducive to study, rest, and reflection,
7. **seminarians are not permitted to have televisions in their private rooms and are not permitted to bring gaming systems to campus.** These policies are also meant to encourage the practice of common recreation times and fraternal occasions of relaxation.
8. **Heat producing APPLIANCES** (irons, coffeepots, etc.) are contrary to Fire Code for they can overload circuits easily **and are prohibited as are air conditioners for the same reason.** If you have a need for extension cords, PCJ will furnish you with a heavy-duty surge protector. All appliances must be plugged directly into the wall outlet or the provided surge protector. **Surge Protectors may not be daisy chained.** All other cords are prohibited and any prohibited item found in rooms can be confiscated. Electric

alarm clocks, stereos and shavers are permitted. A coffee pot can be purchased at the Plant Operations Office. As for “pets” – only plants qualify.

9. A **NURSE** is available on campus Monday through Friday, 9:00 a.m. to 3:00 p.m. All seminarians are required to carry health insurance, either your own policy, diocesan policy, or through the Josephinum while you are in the Pre-Theology/Theology program. Please bring a copy of your insurance card for emergency purposes. For health insurance through the Josephinum, please contact the Benefits Administrator.
10. Pre-Theology/Theology seminarians may have a **VEHICLE** on campus, provided that it is legally registered and covered by the legally required insurance. You will be asked to fill out a campus automobile information form, including your driver’s license number; if you have a vehicle, you will need to have your certificate of insurance, and the vehicle’s license plate number, make, model, year and color. As your vehicle is registered, you will receive a parking decal that must be clearly displayed according to directions. Vehicles without a decal or parked in an unauthorized area may be towed at the owner’s expense. A numbered parking space will also be provided. **MOTORCYCLES** are prohibited.
11. Those who have served in the **MILITARY** need to see the Registrar within a few days after arriving on campus concerning eligibility for funds through the **VA**. All **INTERNATIONAL SEMINARIANS** must report to the Registrar to comply with government regulations. Refer all questions in these areas to the Registrar.
12. Your sponsoring diocese has most likely arranged for payment of tuition, room and board and the technology fee. In addition, a **SEMINARIAN ACTIVITY FEE** of \$50.00 per semester will be billed to your diocese. Methods of payment for **BOOKS** vary from diocese to diocese and the cost is estimated at \$350.00 per semester.
13. Please bring your 4 Volume *Liturgy of the Hours*. You should also bring a black cassock and a plain surplice with you. As mentioned earlier, a pontifical cassock has been adopted by the seminary. A vendor will be on-campus during the Fall to measure you for your pontifical cassock if the ones handed down do not match your size.
14. Important contacts are listed below. For Administrative Business call (614) 885-5585.

Monsignor Christopher J. Schreck	Rector/President
Mrs. Maureen Cunningham	Executive Assistant to the Rector/President
Reverend Walter T. Oxley	Vice-Rector for Theology
Reverend Joseph Murphy, S.J.	Dean of Seminary Life, Theology (614-633-5851)
Ms. Nicole Nicholson	Administrative Assistant, School of Theology and Administrative Assistant, Apostolic Works
Dr. Perry Cahall	Academic Dean, School of Theology
Dr. David De Leonardis	Academic Dean, College of Liberal Arts and Pre-Theology Program

Mr. Sam Dean	Registrar
Mrs. Arminda Crawford	Administrative Assistant, College of Liberal Arts and Admissions Coordinator
Mr. John Erwin, CPA	Treasurer
Mrs. Marky Leichtnam	Financial Aid Director
Miss Tracy Becker	Receptionist
Mrs. Alisa Schlabig, RN	Coordinator, Health Services
Mr. Don Frye	Systems Manager, Information Technology
Mr. John Heise	Director of Plant Operations
Mr. Tom Harris	Maintenance Supervisor
Mrs. Gladys Gentry	Domestic Facilities Coordinator
Mrs. Stephanie Currie	Administrative Assistant, Plant Operations