



PONTIFICAL COLLEGE
JOSEPHINUM

GENERAL INFORMATION
School of Theology

1. SEMINARIAN ROOMS

- a. Rooms are approximately 12 x 11 feet and contain the following basic furnishings: ceiling fan and light, sink with medicine cabinet and light, towel rack, closet, desk with chair and light, bookcase, twin XL bed, and a small chest of drawers. Furniture is not built in and can be rearranged within the room to suit individual preferences. **All original furniture must remain in each room. Also, you are not to move furniture from other rooms into your room.** If you rearrange your room, we ask that you **do not move furniture by yourself** inside your room, as this may scratch or damage the floor, please obtain assistance.
- b. 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.
- c. **Using nails to affix items to the walls, doors, 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 3M Command Strips to hang up your wall hangings.** If you have questions regarding the hanging of items in your room, please contact the Dean of Community Life.
- d. You are expected to keep your room and its contents clean and in good condition. 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.
- e. You will **need to bring BEDDING** for the twin XL 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.

2. SEMINARIAN ATTIRE

- a. 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.

- b. 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.
- c. 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.
- d. 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).
- e. There are clothes **WASHERS** and **DRYERS** available. Detergent is not provided.

3. INFORMATION TECHNOLOGY AND ELECTRICAL APPLIANCES

- a. As a new seminarian attending the Pontifical College Josephinum, unless you are part of an order that restricts ownership, you will be required to bring with you a laptop computer. You may bring a PC or an Apple laptop. This computer should have the following basic hardware and software configuration:
 - i. RAM: (minimum) 6 GB
 - ii. Processor: (minimum) Intel Core 2 Duo Processor or 2.4GHz, Intel Core i5 Processor
 - iii. PCs: (minimum) Windows 7 or 10 operating system
 - iv. Apple: (minimum) Mac OS X 10.6 Snow Leopard
 - v. Wireless: Integrated 802 b/g/n wireless adapter
 - vi. Integrated Ethernet port
- b. MS Office 365 is provided to seminarians. If you do not want to use this version of Microsoft Office, you may use a personal copy. Office formats are the standard document formats used at the seminary. If you use a different software package, you must be able to save your document in a Microsoft Office format.
- c. It is also suggested that you bring a USB-connectable printer with you.
- d. Seminarians **should not bring** wireless access points, routers, or gaming systems.
- e. 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.

- f. Because of the nature of the academic program, and to ensure an atmosphere conducive to study, rest, and reflection, **seminarians are not permitted to watch movies or TV programs on personally owned TVs, computers, or other electronic devices in their private rooms and are not permitted to play video games in their rooms on personally owned computers or other electronic devices.** These policies are also meant to encourage the practice of common recreation times and fraternal occasions of relaxation.
- g. **Heat producing appliances** (irons, coffee pots, space heaters, etc.) **are prohibited as are air conditioners.** Electric alarm clocks, desk lamps, stereos, razors, and small refrigerators are permitted in each seminarian's room. All electrical devices must be plugged directly into the wall outlet or a surge protector. Surge Protectors may not be daisy chained. All other extension cords are prohibited. Any prohibited item found in rooms can be confiscated.

4. PETS AND PLANTS

- a. You may have plants in your room, but no pets are allowed.

5. SEMINARIAN MEDICAL INFORMATION

- a. A coordinator of Health Services is available on campus Monday through Friday. Please refer to the coordinator of health services letter in this packet of information. 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 check with your insurance provider to make certain you have coverage (Urgent Care, ER, etc.) in the Greater Columbus area. Please bring a copy of your insurance card for emergency purposes. For health insurance through the Josephinum, please contact the Benefits Administrator.

6. SEMINARIAN VEHICLE

- a. Pre-Theology/Theology seminarians may have a **VEHICLE** on campus, provided that it is legally registered and covered by the legally required insurance. **MOTORCYCLES** are prohibited. You will be asked to fill out a campus automobile information form, including providing a copy of your driver's license, a copy of your vehicle insurance ID, vehicle registration, and the vehicle's license plate number, make, model, year and color. Once your vehicle is registered, you will receive a parking decal that must be clearly displayed according to directions. A numbered parking space will also be provided. Permission to have a vehicle on campus may be revoked for excessive violation of vehicle policies.

7. VETRANS AND INTERNATIONAL SEMINARIANS

- a. 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**.
- b. All **INTERNATIONAL SEMINARIANS** must report to the Registrar to comply with government regulations. Refer all questions in these areas to the Registrar.

8. TUITION AND FEES

- a. 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.

9. LITURGY

- a. Please bring your 4 Volume *Liturgy of the Hours*.
- b. You should bring a black cassock and a plain surplice with you. As noted above, you will also receive a pontifical cassock while you are attending the seminary. During orientation, you will receive a pontifical cassock or be measured for one if it must be ordered.

10. IMPORTANT CONTACTS

- a. Important contacts are listed below. For Administrative Business call (614) 885-5585.

Monsignor Christopher J. Schreck	Rector/President
Mrs. Barbara Cheek	Executive Assistant to the Rector/President
Reverend Raymond Enzweiler	Vice Rector, School of Theology, and Dean of Community Life, School of Theology
Reverend Joseph Murphy, S.J.	Director of Community Support Services (614-633-5851)
Mrs. Allison Moore	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
Mrs. Janet Jenkins	Coordinator of Nutrition and Wellness
Mr. Don Frye	Director of Information Technology
Mr. John Heise	Director of Plant Operations
Mr. Gary Shotts	Maintenance Supervisor
Mrs. Gladys Gentry	Domestic Facilities Coordinator
Mrs. Deb Colasurd	Administrative Assistant, Plant Operations