ACICS Grants Michigan Jewish Institute a New Six-Year Accreditation!

The Accrediting Council for Independent Colleges and Schools (ACICS) has officially awarded MJI a new six-year grant of accreditation to offer programs through the Bachelor’s degree level, to extend through December 31, 2013. ACICS (http://www.acics.org/) is a nonprofit education corporation, recognized by the United States Secretary of Education as an independent and autonomous national accrediting body.

“We are extremely pleased that the ACICS grants have, in fact, assessed our programs and operations and found them worthy of this accreditation,” said Dr. Hershel Gardin, President of the Michigan Jewish Institute. “The high standards set by ACICS are a true benchmark for similar institutions and review the school’s educational operations. In addition, operational ethics are self-evaluated and judged by peers.

“We have a proven track record of successful education, and we work diligently to ensure our programs remain of the highest caliber,” Gardin emphasized.” That said, we welcome the accrediting process to help ensure that our ethical, business and educational practices are at their utmost effectiveness. This is important to us, and to the constituents we serve.” Michigan Jewish Institute recently celebrated its 15th year of educating students in the areas of Business, Computer Information Systems, and Judaic Studies.

For more information about Michigan Jewish Institute, visit www.MJI.edu.

MJI Gets New Website!

MJI is happy to announce the launch of the School’s redesigned website!

Beginning two years ago, the MJI Website committee consisting of MJI Administrators Dov Stein, Kerry Sanders, and Paul Levine, began a review of the MJI site, and it’s usefulness as a tool for the college. The result is a crisp contemporary site design with several and pages of fresh content ... the address is the same but almost everything else about the MJI website is new. From the new photos of our students and campus to the descriptions of our academic offerings. There’s something of interest for all the members of the MJI family and for those who are interested in learning more about us.

These changes resulted from comments shared with us by MJI students, faculty, and staff over the last couple of years. Your requests for more content, easier site navigation and added features laid the foundation for a completely redesigned and hopefully more effective School website.

In the coming months, new sections will be added and areas still under construction will be completed.

Watch for shortcuts to special pages designed just for students, alums and faculty. We appreciate your patience in advance as we complete the transition to MJI’s new website.

Please, take some time to visit the new MJI website located at www.MJI.edu. You can share your comments and questions with us at webmaster@mji.edu. We hope you enjoy the new MJI website as much as we have enjoyed helping put it together.

The MJI Webmaster
webmaster@mji.edu
Electronic Student Course Evaluations

Beginning this semester, MJI will be providing Course Evaluations via the Internet. In mid-December, students will be forwarded information that will allow them to complete their course evaluations on-line.

At MJI, student opinions are among our most important resources for assessing and improving the quality of teaching. The information obtained from the survey will be made available to faculty and administration for feedback and assistance in their teaching, and providing service to students. The results of the evaluations will remain anonymous and will not be shared with the instructor until after grades are posted.

Please fill out the survey when you receive the link via email. The course evaluations are an important tool that will allow us to enhance and improve your learning experience.

Karen Robertson Henry, Registrar
krohendy@mji.edu

Fall 2008-2009 Financial Aid

It’s that time of year again!
Please begin gathering your information for applying for 2008-2009 Financial Aid.


If you or your parents have not yet completed your 2007 income tax return please select “will file” and use the numbers from your 2007 W-2.

If the student and/or parent do not yet have PIN numbers you can apply for these now.

Go to www.pin.ed.gov select apply for a pin. If the student or parent has a pin from a previous year and that number has been misplaced you can request a duplicate pin at this website also.

Michigan students—remember the deadline for Michigan financial aid is March 1st. Make certain that you have completed your FAFSA with any needed corrections before that date to assure you will be eligible for the maximum Michigan aid for 2008-2009 year.

As of today State funds are assured for students who complete their FAFSA by March 8th. While additional students may be added as funds become available there is no guarantee that this will occur. State funds are distributed on a first come first serve basis.

As always, if you have any questions on the financial aid process please contact me either by phone or email, and I will help you.

The Financial Aid Office is open Sunday thru Thursday 10:00 am – 6:00 pm. Contact number (248) 414-6900 ext. 102

Fran Herman, Financial Aid Administrator
fherman@mji.edu

MJI Study Abroad Program

MJI’s list of approved schools is growing.
Please check our website at www.MJI.edu. Go to Study Abroad Program for latest school list. You will need to send your paperwork in as soon as possible to assure a place in our program for the 2008-2009 year.

If you are planning to attend for a 2nd year please confirm that the school you have selected has been approved for 2nd year studies by MJI.

Please complete all application forms and forward to MJI either by fax to 248-414-6907 or scanned in and e-mailed to me at fherman@mji.edu.

Please forward the Academic transcript request to your high school and request that they send the form to me once the final grades have entered. The transcript should show grades from 9th through 12th grades and should show that the student is a high school graduate.

Instructions for applying for financial aid are found on our website www.MJI.edu. Please go to Student Services and then Financial Aid. Remember to complete your application as soon as possible after January 2, 2008 for maximum financial aid consideration.

If you have any questions on any of the forms please contact me either by e-mail.

The MJI Study Abroad Administrator is available Sunday thru Thursday 10:00 am – 6:00 pm. Contact number (248) 414-6900 ext. 102.

Fran Herman, Study Abroad Administrator
fherman@mji.edu
This refund policy applies equally to all students regardless of form or source of tuition funds. This includes both On Site as well as on-line courses. This refund policy only applies in a case of total withdrawal from enrollment. For dropping and/or adding single courses please see the REGISTRATION/Drops and Adds of Individual Courses section of this catalog. (Wherever current Title IV Federal Aid refund policy may differ from MJI policy, it will supersede the MJI policy.)

NOTE: Tuition is charged by the semester. After the first day of class, students of majority age or the parents or legal guardians of minors are asked to submit written notice of cancellation or withdrawal in person or by registered or certified mail. In lieu of written notice, an unexplained absence of 30 days constitutes constructive notice of cancellation to the Institute. Refunds, if appropriate, will be based on the last date of recorded attendance, and will be made within thirty days of the date the Institute determines the student has withdrawn. Refunds due students will be made to the original sources of money refunded, e.g., lending agency, foundation, student, parent/guardian, etc. The Institute will retain refunds not exceeding $25.

First semester of enrollment at MJI:
1. When notice of cancellation is given before the close of business on the first day of instruction, the Institute will retain application, registration and administrative fees in amount not to exceed $100. All other money received by the Institute will be returned to the student. Said refund will be made within 30 days of the date of notification.
2. When withdrawal occurs after the close of business of the student’s first day of attendance but prior to completion of 4 calendar days into the semester, the college will retain the lesser of: a) the application fee of $50, the registration fee of $50, and an administrative fee of $100 plus an amount not to exceed 10% of the stated tuition and other instructional charges; or b) a total of $300.
3. Thereafter, the Institute will retain the registration fee of $50 and make a pro rata refund of unearned tuition, fees, and other charges as set forth, minus an administrative fee of $100, to a student attending the institution for the first time who withdraws or otherwise fails to complete sixty percent of the initial semester of enrollment. For students terminating after completing more than sixty percent of initial semester, the Institute will retain the balance of tuition, fees, and other charges for the initial term of enrollment plus the registration fee of $50 and an administrative fee of $100. (A full explanation of the pro rata refund policy and examples of how it applies are available upon request from the Financial Aid Office.)

The Payment Office is open Monday thru Thursday 9:00 am – 4:00 pm. Contact number (248) 414-6900 ext.107
Rebecca Peters, Controller rpeters@mji.edu

After the initial semester of attendance, the following applies:
1. When withdrawal occurs within the first five percent of the semester, the Institute will retain twenty percent of the stated tuition plus the registration fee and an administrative fee of $100.
2. Thereafter, when withdrawal occurs within the first four weeks of the semester, the Institute will retain forty-five percent of the stated tuition plus the registration fee and an administrative fee of $100.
3. Thereafter, when withdrawal occurs within the first eight weeks of the semester, the Institute will retain seventy percent of the stated tuition plus the registration fee and an administrative fee of $100.
4. Thereafter, the Institute will retain one hundred percent of the stated tuition plus the registration fee and an administrative fee of $100.
5. Refunds to programs will be distributed as follows: Federal Family Education Loans, Plus, unsubsidized, Subsidized, Federal Pell Grant, Federal SEOG, Michigan Tuition Grant and Michigan Competitive School Scholarship, Michigan Adult Part-time Grant, Other Grants and Scholarships.
MJI - On-line

MJI-On-Line operates two course management systems: MJI-eCollege and MJI-Sakai. Both systems are available via the new MJI Website (www.MJI.edu).

MJI-eCollege is a course delivery service in collaboration with Spectrum Pacific Learning.

To access MJI-eCollege directly, using your Web Browser, go to the following address: http://www.myonlinelogin.com/

MJI-Sakai is a collaboration system developed by a consortium of schools such as the University of Michigan, Stanford, and MIT. MJI-Sakai is hosted and managed by MJI.

To access MJI-Sakai directly, using your Web Browser, go to the following address: http://74.94.229.193:8080/portal

In each system you'll be prompted to enter your valid account name and password. A help facility is built-in to both systems, if needed.

For more information on eCollege, go to http://www.ecollege.com/.
For more information on Sakai, go to www.sakaiproject.org.

If you have any questions on MJI-eCollege, please contact Professor Stein (248) 414-6900 ext. 103, or (dstein@mji.edu).

If you have any questions on MJI-Sakai, please contact Professor Sanders (313) 903-4340 (cell), (ksanders@mji.edu).

MJI Learning Resources Center

MJI Catalog now available On-Line

The MJI Learning Resources Center is pleased to announce the deployment of a revolutionary new online catalog. Koha is the first open-source Integrated Library System (ILS). In use worldwide, its development is steered by a growing community of libraries collaborating to achieve their technology goals. Koha’s impressive feature set continues to evolve and expand to meet the needs of its user base.

A full-featured ILS in use worldwide in libraries of all sizes, Koha is a true enterprise-class ILS with comprehensive functionality including basic or advanced options. Koha includes modules for circulation, cataloging, acquisitions, serials, reserves, patron management, branch relationships, and more.

Key Feature include:
• A full featured modern integrated library system (ILS).
• Award winning and open source no license fee, ever.
• Linux, Unix, Windows and MacOS platform.
• Web Based.
• We can fully integrate it into your website.
• Copy cataloguing and z39.50.
• MARC21 and UNIMARC for professional cataloguers.
• Tailored catalogue module for special libraries.
• Use as a document manager or digital library.
• Manage online and offline resources with the same tool.
• RSS feed of new acquisitions.
• E-mail and/or txt patron’s overdues and other notices.
• Print your own barcodes.
• Serials management module.
• Full catalogue, circulation and acquisitions system for library stock management.
• Web based OPAC system (allows the public to search the catalogue in the library and at home).
• Simple, clear search interface for all users.
• Simple and comprehensive acquisition options.
• Koha is multi-tasking and enables updates of circulation, cataloguing and issues to occur simultaneously.

Dual Database Design. Koha uses a dual database design that utilizes the strengths of the two major industry-standard database types (text-based and RDBMS). This design feature ensures that Koha is scalable enough to meet the transaction load of any library, no matter what the size.

Library Standards Compliant. Koha is built using library standards and protocols that ensure interoperability between Koha and other systems and technologies, while supporting existing workflows and tools.

Web-based Interfaces. Koha’s OPAC, circ, management and self-checkout interfaces are all based on standards-compliant World Wide Web technologies--XHTML, CSS and Javascript--making Koha a truly platform-independent solution.

The new MJI Library catalog is available via the MJI website located at www.MJI.edu

Karen Robertson Henry, Librarian
krhenry@mji.edu
High School and Community Guest Courses for Winter 2008

MJ encourages community guests, area college students and eligible high school students to enroll with degree students in our course offerings. Many high school students benefit by get an early start on earning a college degree in classes scheduled to follow the public school calendar. Additionally, MJ has a lower tuition rate for high school students who may also be eligible for partial scholarships or state funding through their school district.

A high school student who takes at least one course at his or her high school while taking one or more college courses at MJ as a dual enrolled guest student. Students may be conditionally accepted into Modern Hebrew language courses as early as grade 10.

Students in grades 11 and 12 may dual enroll in MJ courses to receive college credit and may be eligible for a substantial amount of the tuition to be paid by high school or district as required by the Michigan Postsecondary Enrollment Options Act. Tuition scholarships may be available for students who will not receive this funding from their high school or district.

In the coming semester, the following courses will meet once weekly from the first week of February through the end of May:

- Wednesdays: HUM 241 Intermediate Modern Hebrew I, HUM 250 Advanced Topics in Modern Hebrew I, and HIS 261/262 Exploring the Holocaust I & II.

Additionally, HIS 140 Encountering Jewish Civilization I is now taught online!

Registrations are being accepted now. All course offerings require minimum registrations or they may be cancelled before the first class. Additional courses and class sections/locations may be offered to meet enrollment demands.

Paul Levine, Community and Resource Development Director
plevine@mji.edu

Technology Tips for Success

Microsoft Office and OpenOffice.org Compared

Over the last year and a half the MJ Network Services Department has been working with an office productivity suite called OpenOffice.org as an alternative to Microsoft Office 2003. During our evaluation and adoption, we’ve noticed many similarities and differences between both suites.

First the prices. OpenOffice.org is an ‘open source’ application, which means that it is free to acquire, use, distribute and/or make modifications without penalty. On the other side of the coin, Microsoft (MS) Office is a ‘proprietary’ application, which means that the user has legal limitations on distribution, use and modifications. MS Office is also limited to those who can afford its up to $700 price tag for the currently available Office 2007.

In promoting OpenOffice.org, we’ve heard a few people express concerns about ‘standard file format compatibility’. The ‘standard’ in this case refers to MS Office. OpenOffice.org can save and open its own files as well as Microsoft’s, among others. OpenOffice.org can also export its own files to a PDF format, something MS Office cannot do without help from a pricey Adobe program.

Another difference exists in the amount of ‘editions.’ MS Office has a plethora of editions, such as Home or Professional. Each of these ‘editions’ contains a different mix of applications based on potential usage. Home Edition has less functionality than Professional, for example. OpenOffice.org has one edition which contains six applications.

Both suites share four common applications. These include: a word processor, spreadsheet, slide show presenter, and a database. These four applications have a similar look and feel, with some minor differences. For example, MS Office uses shades of blue while OpenOffice.org uses gray shades. Microsoft’s word processor, “Word”, has five different page views, while OpenOffice.org’s word processor, “Writer” has two. In each case ‘Print Layout View’ are virtually the same. MS Excel spreadsheet program and OpenOffice.org’s Calc spreadsheet program are almost twins. The same can be said for MS PowerPoint presentation program and OpenOffice.org’s Impress presentation program. The database programs are not mentioned here, we have not yet used OpenOffice.org’s database program (called “Base”), so we have nothing to compare MS Access to.

On the opposite end, both suites have a few not-in-common applications. The Professional version of MS Office 2003 has an E-mail application known as Outlook, and a page designer referred to as Publisher. OpenOffice.org has two applications in addition to the four listed in the previous paragraph. These are ‘Draw’ and ‘Math’. Draw is a graphics editor with some desktop publishing tools similar to MS Publisher. Math is a tool for creating/editing mathematical formulas.

Finally, the footprints taken up by both programs are very different. MS Office devours a large chunk of space, requiring roughly 1 GB of disk space after all the updates. OpenOffice.org requires a smaller footprint of just under 300MB. In fact, OpenOffice.org can even be installed and run from a flash drive, without the need to install it on your local computer.

Both suites are very good and powerful platforms, each having their own strengths and weaknesses. OpenOffice.org works well on PCs that are light on resources. It is also a wonderful asset to those with limited budgets, especially students. MS Office works well for the power users that need the higher functionalities that OpenOffice.org doesn’t support. Both of these suites are on the public PCs in the MJ Learning Resources Center, feel free to take OpenOffice.org for a test drive! OpenOffice.org is available for free download at www.OpenOffice.org.org.

Keith E. LaBumbard, Technology Assistant
klabumbard@mji.edu
Calendar of Events

December 30, 2007
- Last Day for Winter 07 Incomplete grades
- Final day for students to complete courses that received an incomplete grade from the Winter 2007 semester. All courses that received an incomplete grade that are unfinished past this date receive a failing grade.
- Attendance Records Due
- Fall Semester Ends
- Final day of the Fall 2007 Semester.
- Entering Student Orientation Meeting

December 31, 2007
- Winter Recess begins and continues thru Saturday, 01/05/2008
- Student Orientation Meeting – Southfield Campus

January 6, 2008
- First Day of Winter Semester
- Final Fall 07 grades due

January 21, 2008
- Fall ’07 report cards mailed to students

January 24, 2008
- Dual Programs Fall semester ends

JANUARY 2008

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MJI - Staff Telephone Directory

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Department</th>
<th>E-mail</th>
<th>Office Phone</th>
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<tbody>
<tr>
<td>Gardin</td>
<td>Hershel</td>
<td>Dean's Office</td>
<td><a href="mailto:thegardin@mji.edu">thegardin@mji.edu</a></td>
<td>(248) 414-6900, ext. 100</td>
</tr>
<tr>
<td>Henry</td>
<td>Karen</td>
<td>Registrar/librarian</td>
<td><a href="mailto:krhenry@mji.edu">krhenry@mji.edu</a></td>
<td>(248) 414-6900, ext. 105</td>
</tr>
<tr>
<td>Herman</td>
<td>Fran</td>
<td>Fin Aid/Study abroad</td>
<td><a href="mailto:fherman@mji.edu">fherman@mji.edu</a></td>
<td>(248) 414-6900, ext. 102</td>
</tr>
<tr>
<td>Levine</td>
<td>Paul</td>
<td>Marketing/Recruiting</td>
<td><a href="mailto:plevine@mji.edu">plevine@mji.edu</a></td>
<td>(248) 414-6900, ext. 106</td>
</tr>
<tr>
<td>Peters</td>
<td>Becky</td>
<td>Controller</td>
<td><a href="mailto:rpeters@mji.edu">rpeters@mji.edu</a></td>
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</tr>
<tr>
<td>Sanders</td>
<td>Kerry</td>
<td>Network Services, CIS/CC</td>
<td><a href="mailto:ksanders@mji.edu">ksanders@mji.edu</a></td>
<td>(248) 414-6900, ext. 104</td>
</tr>
<tr>
<td>ShemTov</td>
<td>Kasriel</td>
<td>President; V.P. Financial</td>
<td>rabbi@the shul.net</td>
<td>(248) 414-6900, ext. 103</td>
</tr>
<tr>
<td>Stein</td>
<td>Dov</td>
<td>Marketing</td>
<td><a href="mailto:dstein@mji.edu">dstein@mji.edu</a></td>
<td>(248) 414-6900, ext. 103</td>
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Fax: 248-414-6907

Empowering Tomorrow’s Leaders!

MJI-Southfield Site
(Temporary Location)