

2011 – 2012



MCKENDREE
UNIVERSITY

STUDENT HANDBOOK

2011-2012 Academic Calendar

FALL 2011 CALENDAR		SPRING 2012 CALENDAR	
August 25-28, 2011	NSO & Registration Check-In (<i>exact dates to be determined</i>)	Friday, January 13-15, 2012	Registration Check-In (<i>exact dates to be determined</i>)
Monday, August 29	Classes Begin	Monday, January 16	Martin Luther King Day - No Classes
Friday, September 2 (5 th day of class)	Last day to withdraw from a course with a 100% refund Last day to add a course Last day to withdraw from a course without receiving a "W"	Tuesday, January 17	Classes Begin
Monday, September 5	Labor Day – No Classes (Saturday classes will meet on Saturday)	Monday, January 23 (5 th day of class)	Last day to withdraw from a course with a 100% refund Last day to add a course Last day to withdraw from a course without receiving a "W"
Monday, September 12 (10 th day of class)	Last day to withdraw from a course with a 75% refund	Monday, January 30 (10 th day of class)	Last day to withdraw from a course with a 75% refund
Monday, September 26	Last day to withdraw from a course with a 50% refund	Monday, February 13	Last day to withdraw from a course with a 50% refund
Friday, October 14	Fall Break – No Classes	Friday, March 9	1 st Half Semester Classes End
Sunday-Sunday October 16-23	Homecoming Week	March 10-18	Spring Break
Friday, October 21	1 st Half Semester Classes End	Monday, March 19	2 nd Half Semester Classes Begin
Monday, October 24	2 nd Half Semester Classes Begin	Monday, April 2 (50 th day of class)	Last day to withdraw from a course without academic penalty (WF)
Tuesday, November 8 (50 th day of class)	Last day to withdraw from a course without academic penalty (WF)	Friday, April 6	Good Friday – No Classes
November 23 - 27	Thanksgiving Holiday – No Classes (Wednesday – Sunday)	Friday, May 4	Classes End
Friday, December 9	Classes End	May 7-10	Final Exams (Monday – Thursday)
December 12-15	Final Exams (Monday - Thursday)	Friday, May 11	Senior Farewell Service
		Saturday, May 12	Commencement

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McKendree University

Student Rights, Campus Regulations, and Judicial Procedures

Office of Student Affairs Mission Statement

The Office of Student Affairs is in great part driven by the following Mission Statement:

“To help our students understand that learning is a holistic and ongoing experience that integrates classroom knowledge with out-of-class educational opportunities. Students are encouraged to grow and develop through participation in programs, services, and a living environment that promotes self-actualization through action, reflection, and emotional engagement. Ultimately, our objective is to graduate students who are prepared for leadership; are productive citizens; and can effectively function in and contribute to an increasingly diverse, technologically changing, and more complex national and international society.”

This section of this publication contains the McKendree University Judicial Code. It is developed to foster the pursuit of knowledge as well as to provide a judicial process which ensures fairness to students who may be accused of violating the regulations of the University.

Student Rights and Responsibilities

Behavioral standards are developed by institutions of higher education for the purpose of furthering the accomplishment of educational objectives. These standards, commonly referred to as campus regulations, may apply to behavior off-campus as well as on-campus. Violations of the regulations set forth by the University may, given certain conditions, result in disciplinary action by both University and civil authorities. Regulations may not, however, be unreasonable or forbid the exercise of a right guaranteed by obligatory state and federal statutes as applicable to institutions of private higher education.

The University, in pursuit of its educational purposes, cannot provide a sanctuary from the laws and rights of the land. Neither can the University duplicate the jurisdiction of the courts. Persons may be accountable to both civil authorities and to the University for acts which constitute violations of law and of Campus regulations. Persons accused of violating State and Federal laws will be reported to the appropriate law enforcement agency. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. The campus regulations are designed for the well-being of the University community. Proceedings under these regulations shall be instituted when the well-being of any member of the University community or the University itself is threatened. It is the responsibility of all members of the University community to become familiar with these campus regulations and the judicial procedures.

Basic rights and responsibilities are guaranteed to all members of our society by the Constitution of the United States of America and the State of Illinois. Members of an academic community have, in addition, particular rights and obligations tailored specifically for the University environment. At private institutions, however, student rights are primarily defined in their contractual relations with the University rather than through state or federal constitutions.

Statement on Non-Discrimination

In compliance with Title IX of the Education Act Amendment of 1972, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other federal, state and local equal opportunity laws, and in accordance with our values, McKendree University will not discriminate on the basis of race, religion, gender, ethnic background, age, disability, sexual orientation, or gender expression in any phase of its admissions, financial aid, educational, athletic or other programs or activities, or in any phase of its employment practices.

Statement on Association and Freedom of Speech

Students are free to affiliate and organize for educational, political, social, religious or cultural purposes. Members of associations are free to voice their position on issues as long as there is no disruption of University activities in the process. Groups that wish to be formally recognized by McKendree University are required to comply with the protocol set forth in the Registered Student Organization Handbook. A group that is not formally recognized by McKendree University is considered an “outside organization”.

Statement on Speakers and Topics

Recognized student organizations are free to invite speakers to the campus to speak on any topic chosen by the students. University facilities may be utilized for speakers invited to campus. The University maintains the right to deny use of facilities for speakers when there is evidence that serious disruption and/or threat to welfare could result. When appropriate, consultation with Student Government representatives will be sought.

General Administrative Policies

Address

All students are required to report at the beginning of each semester the local address at which they will be living. Changes of address must promptly be reported to the Office of Academic Records. Changes of room and hall addresses for the residence hall students will be reported by the Office of Residence Life.

Financial Obligations

All fees, including those for tuition, room and board, and all loans, fines, maintenance and damage assessments, and other charges, must be paid on time. If all financial obligations are not met on time, administrative sanctions may be imposed including the withholding of transcripts, grades, registration, degree and diploma, classroom attendance, and room/board privileges.

Involuntary Withdrawals

McKendree Policy on Threats of Harm to Self and/or Others

McKendree University may place a student on an involuntary leave of absence for reasons of personal or community safety. McKendree University expects and encourages students to maintain a reasonable concern for their own self-welfare and the welfare of the campus community. Behavioral disorders which deem disruptive to the student and/or to the campus community may lead to possible violation of McKendree University's student code of conduct. In addition, demonstrated suicidal intent or behaviors are risk factors for completed suicide, and possible violation of McKendree University's student code of conduct.

In the event that McKendree University has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, the University will require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and the student should sign a release of information allowing the mental health professional to communicate with school staff information related to the student's safety and well-being.

The purpose of the mandated assessment is to gather information and recommendations about the student's condition, his or her need for psychiatric hospitalization and to provide the student with appropriate psychological and psychiatric referrals. The University will ask the mental health professional to share information about what steps the University might take to protect the safety of the student and the campus community at large. Students with psychological disabilities which affect the student's ability to function in the campus community (academically, socially, or otherwise) may opt for a medical withdrawal or a medical leave of absence. A student who has to be hospitalized due to a suicide attempt and/or suicidal ideation will be placed on medical leave of absence which will remain in effect until the student provides appropriate documentation from a licensed mental healthcare provider stating that he/she can safely return to college and is not believed by the healthcare provider to present a threat to harm himself/herself or others. In addition, the University at its discretion may set restrictions and/or conditions for the student to return to University including but not limited to receiving outside counseling, in-house counseling, and restricting or denying school-sponsored housing accommodations.

McKendree University cannot provide the long-term psychological treatment that is necessary for a student experiencing suicidal thoughts and/or ideation. All records associated with the reported suicidal incident will remain confidential and will not appear as part of the student's academic record. University personnel will maintain confidentiality. However, because of the serious nature of attempted suicide and/or suicidal ideation, the University personnel may contact parents or other support persons without the student's consent, if knowledge of the information is necessary to protect the health and safety of the student or others. Notification will occur unless the University personnel are knowledgeable of circumstances which indicate further harm may come to a student by contacting the family members.

Upon returning to the campus, the student must ensure the following protocol:

Provide appropriate documentation to the Health Services/Counseling Office which states: that the student can safely return to college and no longer presents a threat to harming himself/herself; and provide the list of medicines which the student has been prescribed.

The University Behavioral Intervention Team including the Dean of Students or a representative, the Director of Health Services, a University Counselor, and the Director of Residence Life, Director of Public Safety, the Director of the Academic Support Center, an Admission Office representative, the Director of Career Services, the Director of Human Resources, and a Faculty representative will meet to review the documentation to approve the student's return to campus. The University Counselor will provide the student with the committee's decision.

Misinformation

No person shall knowingly provide misinformation on institutional admission, financial aid, or similar forms when requested by McKendree University.

Records

McKendree University Office of Student Affairs will keep records related to judicial matters no more than five years. In cases that involve sexual discrimination the records shall be kept indefinitely.

Registration of Sex Offenders

Illinois law requires sex offenders or predators to register with the Public Safety Office at higher educational institutions where they either are attending classes or employed. An offender must register if he or she attends the institution or is employed for a period of five or more days at a time or for a total of 30 days out of the year. Failure to comply with registering could result in expulsion.

Residency Requirement

The following is the McKendree University Housing Policy:

“It is the policy of the University to require students to reside in the residence halls unless one of the circumstances listed below applies. Primary goals for this policy are to extend the University educational experience for students and to create a residential community. Residence Hall staff works with students toward making the residence halls an attractive place to live in order to facilitate student growth and development. Each hall develops its own sense of identity and community spirit which becomes an integral part of the overall campus living environment.

To be exempt from the residency policy, the student, at the beginning of the term for which the exemption is desired, must be:

1. 21 years of age **and** hold senior class status,
2. Married, or have custodial care for dependent children,
3. A veteran with at least two years active military duty, or
4. Commuting from the permanent residence of a parent or legal guardian. Permanent residence must be within a 30-mile radius of the University.

Residence Hall Contracts are on-going, continuous, and binding. **All students (incoming and returning) are expected to request their rooming preference on an annual basis and should understand that until they are officially released from the residence requirement, they are bound by the provisions of their initial contract.** Exemptions are cited above and require the student to file the official “Application to Waive the Residency Requirement” form which may be obtained from the Office of Residence Life or downloaded from the McKendree University website. Residents should not consider themselves released from this policy requirement prior to receiving written approval from the Vice President for Student Affairs. If students violate this policy they will be responsible for housing costs for the academic year.

McKendree University does not provide graduate student or family housing.

Process

Resident students **must** receive approval to waive the residency requirement prior to making other living arrangements. This application must be filed the semester prior to the time a student is considering an off-campus residence.

A student who is seeking a waiver to the McKendree University Residency Policy should **not** enter into any purchase, lease, or rental agreement with a third party realtor or a lessee prior to receiving approval to do so from McKendree University.

Complete this application and return it to the **Office of Residence Life** on or before July 1 for exemption from housing for the fall semester, or on or before December 1 for exemption from housing for the spring semester.

Upon receipt of this application and all necessary documentation, the application will be reviewed and considered by the appropriate campus committee and the decision will be communicated to the student.

Entry, Search, and Seizure Policy

The following inspection policies apply to University-owned facilities:

The University has free access to the premises at all reasonable times for the purpose of examining the same in order to make any alterations or repairs to buildings that the University may deem necessary for its safety or preservation.

Every effort will be made to respect the privacy of individuals living in university-owned or operated living units. However, designated University officials have the right to enter student rooms without prior notification to perform custodial, repair and maintenance services, or in the case of an emergency.

Room inspections to check the conditions of university property will be announced in advance. In the event of demonstrated damages, a charge will be made, roughly proportionate to the cost of removal, repair, and/or refinishing required.

Entry and Search

University personnel may enter and/or search a student's room, vehicle, or other area, including personal property, in either a residence hall or other University-owned location or operated facility under any one of the following conditions:

If there is reason to believe that the room is being used for illegal purposes;

If there is reason to believe that the room is being used for a purpose that violates University or residence hall policy;

If there is reason to believe that the room is being used for a purpose that violates health or safety regulations;

With consent of a resident of that room or multiple room unit, OR

When specifically authorized by the Vice President for Student Affairs, the Director of Residence Life, or the Assistant Director of Residence Life.

Law enforcement officers possessing proper legal documents have the legal right to search rooms, and whenever possible, a representative of the University will accompany the law enforcement officer conducting the search.

Search Procedures:

The search shall be conducted by an administrative staff member of the Office of Student Affairs, or other appropriate person designated by the official authorizing the search. A Public Safety Officer will accompany the administrative staff member whenever possible.

Authorization should specify the reasons for the search, and the residents of that room should be notified of the authorization at the time of the search, if they are present. A reasonable effort should be made to ensure that a resident of the room or multiple rooms is present during search.

Seizure

Any items violating University policies, or creating a health or safety risk may be confiscated anywhere on university premises.

University Policies and Regulations

General Regulatory Statement

When enrolling at McKendree University, students assume responsibilities to the University, fellow students, and to themselves. No person shall engage in conduct detrimental to the University community as hereinafter defined. Enrolling at McKendree University is both voluntary and optional. Such entrance into the academic community automatically obligates each student to live up to the regulations established by the University Community.

Academic Integrity

All matters involving academic integrity are adjudicated by the Faculty Academic Integrity Committee. Guidelines regulating those procedures are outlined by the McKendree University Academic Integrity Judicial Procedures located in the undergraduate course catalog.

Academic integrity is also required in use and application of computer technology.

1.00 Egregious Behavior

Any behavior outside the scope of the following polices which endangers students, staff, faculty, McKendree University's reputation, or community members are prohibited. A violation of any local, state, or federal criminal law may be considered a violation of university policy, regardless of whether the violation is prosecuted in a court of law. Exoneration from criminal charges will not result in immunity from civil action or University proceedings. This policy governs off-campus behavior as well as on-campus behavior.

2.00 Physical, Verbal and/or Sexual Abuse and Harassment*

- a. No person shall intentionally assault, strike, threaten or intimidate any member of the University community.
- b. No person shall intentionally create a condition which endangers or threatens the health, safety, or well-being of members of the University community through physical, verbal, written, or on-line means.

**Note: Charges of sexual harassment and/or abuse are adjudicated within the framework of the University's Policy on Sexual Discrimination located in the appendices.*

3.00 Weapons

No person shall possess weapons, explosives, or other hazardous objects. Weapons prohibited by this regulation shall include, but not be limited to, the following:

- a. All handguns, rifles, and shotguns;
- b. All longbows, crossbows, and arrows;
- c. All knives having a blade of three inches or more;
- d. All BB guns, pellet guns air/CO2 guns, or blow guns;
- e. All explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;
- f. Any martial arts weapons;
- g. Any item used as a weapon in the commission of a crime.

4.00 Dangerous Materials

No person shall possess, store, mix, or experiment with any chemical or explosive, which may injure a person's life and safety, including, but not limited to gunpowder, propane, fireworks, and gasoline.

5.00 Narcotics and Dangerous Drugs

No person shall possess, use, or have under his/her control narcotics, dangerous drugs, synthetic drugs, or any controlled substance without prescription including, but not limited to, marijuana, methamphetamines, barbiturates, cocaine, or hallucinogens in any building or on any property owned or controlled by the University. Additionally, any person suspected of selling controlled substances and/or dangerous drugs as described above will be immediately reported to Public Safety for investigation and may be subsequently subject to civil prosecution as well as University judicial action under the provisions of this document. The University reserves the right to hold students responsible for their behavior at all times.

6.00 Student Possession or Use of Alcoholic Beverages

No person shall possess or consume any alcoholic beverage on University property. University property is defined as all property owned, supervised by, or controlled by McKendree University. Possession is defined as holding an alcoholic beverage, having it near you (on a table, etc.), or having it stored in your living area or vehicle. You are also presumed to be in violation of this regulation if you are present and aware that alcohol is being consumed and/or stored in this space.

7.00 Public Intoxication

Public intoxication and drunkenness on campus are prohibited. Those conditions considered to indicate intoxication include but are not limited to: affected manner or disposition, speech, muscular movements, general appearance or behavior as apparent to the observer.

8.00 Conduct Disruptive of University Affairs

No person either individually or in concert with others shall:

- a. Physically restrain nor detain any other person, nor remove such person from any place where he/she is authorized to remain.
- b. Obstruct the free movement of persons and vehicles on McKendree campuses.
- c. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.
- d. No person shall shout, jeer, make threats, or otherwise act in any manner so as to hinder the peaceful and orderly conduct of the university.

9.00 Unauthorized Use of Facilities/Services and Trespassing

- a. No person shall enter into and/or utilize any University facility or service without proper authorization.
- b. No person shall enter and remain in any building or facility for any purpose other than its authorized uses, in such manner as to obstruct its authorized use by others, and/or after it is normally closed.
- c. No person shall refuse to leave any building or facility after being required to do so by authorized personnel.

10.00 Records, Identification, and Keys

- a. No person shall lend or give to another person a University identification card, key or key card, or other official identification for the purpose of gaining unauthorized entry into any University building, activity, or event, or for obtaining a service of any kind from the University.
- b. No person shall use a University identification card, key or key card, or other official identification which is not rightfully his/hers for the purpose of gaining unauthorized entry into any University building, activity, or event or obtaining a service of any kind from the University.
- c. No person shall fail to produce his/her Identification Card when requested to do so by University officials.

11.00 Misuse of Supplies, Documents, and Forgery

No person shall forge or alter supplies and documents of the University, nor shall any person use, receive, or possess such supplies and documents of the University without proper authorization.

12.00 False Reporting

- a. No person shall cause false or baseless information regarding University business or judicial procedures to be conveyed to any University Community member or office knowing the information reported or circulated to be false or baseless.
- b. No person shall knowingly offer false testimony at any disciplinary or investigative hearing.
- c. Knowing or knowingly means actual knowledge or reason to know.

13.00 Compliance with Official Requests

No person shall fail to comply with a legitimate, reasonable, and lawful request or direction by members of the faculty and administrative staff, other employees of the University, or officially recognized volunteers acting in accordance with their official duties.

14.00 Theft and Destruction of Property

- a. No person shall take, steal, burn/destroy or otherwise damage any property on the University campus or other property under University ownership or control. In addition, no person shall in any manner whatsoever deface any property under the ownership or control of the University.
- b. No person shall remove or use such property without authorization.

15.00 Possession of Stolen Property

No person shall knowingly possess stolen property or impede recovery by the owner or University officials acting on behalf of the owner.

16.00 Hazing

No person(s) shall force any member(s) of the University community to engage in degrading or humiliating activities and situations, or place person(s) in situations which threaten their health, safety, and well-being for purposes of gaining entry into or remaining in any organization or group.

17.00 Littering

No person shall drop, discard, throw, or otherwise dispose of bottles, cans, papers, food, or refuse of any kind in buildings or on the grounds of University property except in receptacles provided for that purpose.

18.00 Smoking

Except in designated areas, no person shall smoke in classrooms, elevators, lecture halls, laboratories, the Library, or any other area clearly marked as a no smoking area.

19.00 Abandoned Vehicles

Any vehicle parked on University property without a valid registration and license plate will be treated as abandoned. Abandoned vehicles will be towed and stored at the owner's expense. If not reclaimed within seven days after notification, the University will dispose of them.

20.00 Aiding, Abetting, or Conspiring/Complicity

No person shall be present while a student violates policy or enabling a student to commit a violation. When illegal substances and/or objects are present in a room all those present and occupants may be held responsible.

21.00 Animals

No person shall bring into any building owned or controlled by the University any animal with the exception of those animals being used for University-authorized research, and approved guide or hearing dogs which have been registered with Public Safety.

22.00 Showers and Bathrooms

No person shall enter shower areas and restroom facilities which are designated for use by the opposite sex.

23.00 Fire Equipment and Alarms

- a. No person shall disregard a fire alarm signal or refuse to evacuate a building immediately when a fire alarm is activated.
- b. No person shall ring any bell or operate or trigger any mechanical or electrical apparatus or combination thereof for the purpose of creating a false alarm of fire.
- c. No person shall, without authorization, operate or tamper with any fire safety equipment, except for the use in emergency situations, and for such purposes for which the equipment was intended.

24.00 Candles and Incense

Because of the danger of fire, the use or making of candles or open flames of any type are prohibited in University housing facilities.

25.00 Electrical Appliances

Because of the hazard of fire and the limits on the amount of electricity which can be safely used on any given electrical circuit, the Office of Residence Life requests that good judgment is exercised in using electrical appliances in University housing facilities. Hazardous electrical appliances such as halogen lamps, sun lamps, clamp-on bed lamps, hot plates, toasters, toaster ovens, George Foreman grills, open element popcorn poppers, and appliances in need of electrical repair are specifically prohibited in the New Residence Halls, Baker Hall, Barnett Hall, Walton Hall, and the Suites. Washing machines and dryers are prohibited at the McKendree West apartments. Outside antennas and satellite dishes of all kinds in University housing facilities are prohibited.

26.00 Outdoor Fuels and Grills

No person shall store outdoor grills and/or fuels in any University housing facility. Outdoor grills may only be used in authorized areas and under the direction and consent of Residence Life staff.

27.00 Empty Cans and Bottles

Because empty food and drink containers naturally attract insects and contribute to an unhealthy environment, students should dispose of such items in appropriate trash containers and not collect them in their rooms. Can or bottle collections are prohibited in the University housing facilities.

28.00 Noise

- a. No person shall operate any radio, stereo, or use any sound amplification equipment or musical instrument or create sounds, which unreasonably annoys or disturbs the quiet, comfort, or repose of any member of the campus or surrounding community or interfere with the normal functioning of the University.
- b. No person shall in any way create sounds in the University housing facilities which may be disturbing to students who may be sleeping or studying. Courtesy hours are always in effect.

29.00 Visitation

Residents may have visitors of the opposite sex in the University housing facilities only during officially established visitation hours 10:00 am - midnight, Sunday thru Thursday and 10:00 am - 2:00 am, Friday and Saturday. The maximum number of people allowed in any residence hall room is 8 (eight). The maximum number of people allowed in an individual suite or apartment is 12 (twelve).

30.00 Guests

Overnight guests of the same sex are permitted to stay with a host in University housing facilities provided an unassigned bed is available or that a roommate has agreed to the use of his/her bed by a guest. Students sponsoring guests are held strictly accountable for the conduct of their guest(s), including, but not limited to the treatment of and respect for other residents, for the property and belongings of all members of our University community and all facilities and property of the University. Residents must have approval of roommate and advise resident assistant of having an overnight guest. Guests must be accompanied by their University hosts when using common lounges, meeting rooms or other University facilities. Guest privileges shall not apply to an extended stay (more than three days and three nights).

31.00 Movement of Furniture

No person shall move University equipment or furnishings from room to room or from rooms, lounges, or lobbies without official authorization. Only free standing furniture may be re-arranged within University housing facilities and lounges. Additionally, window screens are to remain in place at all times.

32.00 Failure to Comply with Disciplinary Decisions

No person shall fail to comply with any disciplinary condition imposed upon them by any judicial body or administrator.

McKendree University Student Rights & Judicial Procedures

The McKendree University judicial system is designed to provide an important and unique educational opportunity. It should be noted that campus judicial systems need not parallel procedures encompassed in civil law and practice. Nevertheless, McKendree is determined to provide respect and fairness in dealing with its students. An effective disciplinary system can teach students that rules and policies protect the essential interests of the academic community and its members and those individuals are responsible for their conduct.

Reporting an Alleged Violation

If a student believes that his/her student rights have been violated, a formal complaint must be filed in the Office for Student Affairs.

Judicial Type of Hearings and Procedures

- A. Administrative Hearing
- B. Faculty Committee on Student Affairs (FCSA)

Student Counsel

Students accused of violating McKendree policy are entitled to counsel from another member of the University community. Legal counsel is permissible under the following circumstances:

- a. If the University is being represented by legal counsel.
- b. If the student is being charged with behavioral or policy violations which could result in civil or criminal charges being brought against the accused. Legal counsel can be present at the hearing and may advise the student of his/her rights and responses relative to possible civil action. The attorney will otherwise not participate in the campus hearing.

Institutional Advocate

The Vice President for Student Affairs shall designate a member of the University community to serve as an institutional advocate. This person will organize and present the institution's case.

Execution of Sanctions

No sanction shall be executed until: (a) the accused has received written notice of the decision of the hearing officer, or (b) the accused has received written notice from the appellate body. An immediate sanction will be imposed for reasons of safety and welfare of the University community.

Types of Sanctions

- a. Disciplinary Warning: An official written reprimand which includes a warning that further violations of the Campus Regulations will result in more severe sanctions. Financial restitution may also be required for labor, damage, or other material loss to the institution or to a member of the University community.
- b. Financial Restitution or Fines: Individuals may be asked to pay for damage, repair, or replace property owned or controlled either by the University or individuals enrolled or employed by the University. Fines can be instituted in specific instances as cited in the campus regulations.
- c. Disciplinary Probation: Probation is a temporary status for a specific period of time not to exceed one (1) year, and is generally considered as the preliminary step to suspension or dismissal from the University should additional violations occur during or following the period of disciplinary probation. It specifies that the student is not in good standing in terms of personal conduct, but may remain enrolled under specific conditions. The conditions may include but are not limited to:
 1. Withdrawal of the privilege of operating a motor vehicle on campus;
 2. Withdrawal of the privilege of possessing or using sound amplifying equipment in the University housing facilities;
 3. Requiring financial restitution for labor, damage, or other material loss to the institution or member(s) of the University Community;
 4. Cancellation of visitation privileges and/or restriction from specific campus buildings, areas, or facilities;
 5. Campus or community assistance requirement;
 6. Referral to an appropriate campus or community resource for special assistance or information if it is felt there may be the possibility for an alteration of conditions involved with the student's unacceptable behavior;
 7. Possible denial of a student's active membership in a campus organization or athletic team. A person on Disciplinary Probation may be prohibited from representing the University in any official capacity, i.e., as a member of an intercollegiate athletic team, as a member of an intramural team, or in any public way off campus. Likewise, this person may be prohibited from running or holding office in any recognized campus organization. Other extracurricular prohibitions can be imposed upon students on probation if institutional sponsors of organizations and/or events choose not to have them participate. If the stated conditions are fulfilled during the specified time period, the probation is

removed. If the conditions are not fulfilled, the student will be suspended, dismissed, or in extenuating circumstances, the probation may be extended.

- d. Denial of Campus Residency: The imposition of Denial of Campus Residency may be for a specific period of time or an indefinite period of time as is deemed appropriate by the judicial body. A person who has been denied campus residency must vacate his/her- room within 24 hours of the time the sanction is executed. If this decision is appealed, the person may be removed from campus at the discretion of the Vice President for Student Affairs while the appeal is pending. Additionally, special conditions as described above under Disciplinary Probation may be imposed.
- e. Suspension: A decision of Suspension terminates the persons status as an enrolled student for a specific period of time, up to a maximum of one academic year (two full semesters), and prohibits the person from attending classes. A suspended student may not enter onto any part of the campus without specific authorization from the Vice President for Student Affairs or designee. Persons who reside on campus shall remove their belongings from their place of residence within 24 hours of notice that the penalty of Suspension has been executed. If this decision is appealed, the person may be removed from campus at the discretion of the Vice President for Student Affairs while the appeal is pending.
- f. Dismissal: A decision of dismissal terminates the person's status as an enrolled student for a definite period of time, not less than one academic year (two full semesters). A dismissed person may not enter onto any part of the campus without specific authorization from the Vice President for Student Affairs or designee. Persons who reside on campus shall remove their belongings from their place of residence within 24 hours of notice that the penalty of dismissal has been executed. Readmission and the conditions for re-admission, if any, shall depend upon an evaluation by the Admissions Committee following an application for re-admission by the student.
- g. Sanctions Against-Visitors or Guests: Sanctions against visitors or guests found guilty of violation of the Conduct Disruptive of University Affairs may include barring them entirely from campus; limiting their activities, and/or restitution to the University for any damage which they caused.

Appeal Procedures

The appeal must be filed with the Office of the Vice President for Student Affairs within 72 hours after the student has received formal notification of actions taken and must state specific grounds for the appeal. The grounds for an appeal are:

- a. Questions of Fact - An appellant may appeal on questions of fact by introducing new evidence which would significantly affect the outcome of the case. Evidence which was known to the appellant at the time of the original hearing, but was withheld, shall not constitute a question of fact, nor is it to be considered upon appeal.
- b. Questions of Procedure - Appeals will be considered on the basis of question of procedure. The appellant must demonstrate that procedural guidelines established in this document were breached, and that these errors affected the outcome of the case.
- c. Severity of Sanction- Appeals based on severity of sanction shall be considered only when the penalty exceeds the recommended range of sanctions for the specific violation. The accused can request leniency in cases where it is clearly demonstrable that the imposition of a sanction is inconsistent with previous judicial practice, even though it may be within the range of acceptable action. Mere dissatisfaction with the sanction is not grounds for appeal.

Appeals for decisions made by the Faculty Committee on Student Affairs or by the Vice President for Student Affairs that involve suspension and expulsion are made to the President of the University.

All other appeals are heard by the Faculty Committee on Student Affairs.

While students have the right to request an appeal, it is at the discretion of the Chair of the Faculty Committee on Student Affairs or the President of the University to grant appeals, they may determine that none of the aforementioned grounds are met and may deny hearing an appeal.

In cases where the Chair of the Faculty Committee on Student Affairs or the President of the University finds grounds for an appeal, they may conduct a hearing and are authorized to take the following actions: change a finding of guilt to a finding of innocence, modify the penalty, or order a new hearing to be held wherein new evidence, testimony, etc. not available at the previous hearing is to be presented and is regarded as being of sufficient importance that it might alter the decision of the initial hearing officer. Appeal hearings must be recorded.

During the appeal, the principals involved with the case will be permitted to remain with the Faculty Committee on Student Affairs. This would include the review of charges, response to charges, and any additional testimony offered by either side. It does not include private deliberations by the Faculty Committee on Student Affairs. In instances when testimony is of such a sensitive or personal nature that only

committee members need to know. The chairperson to the Faculty Committee on Student Affairs can declare the proceedings to be closed to all except the committee members and invited others. During this instance, the principals could ask questions or refute the testimony, but it may not be practical to do so in a face-to-face setting.

Subsequent Violations

If the student commits another violation(s) while the appeal is pending, the additional violation(s) cannot be entered into the existing appeal. The additional violation(s) must be written as separate charges from the appeal and processed through the judicial system. However, previously upheld charges and sanctions in the students file are compiled as a record, and can be used as a basis to decide future charges and sanctions.

Appendix A

McKendree Policy on Threats of Harm to Self and/or Others

McKendree University may place a student on an involuntary leave of absence for reasons of personal or community safety. McKendree University expects and encourages students to maintain a reasonable concern for their own self-welfare and the welfare of the campus community. Behavioral disorders which deem disruptive to the student and/or to the campus community may lead to possible violation of McKendree University's student code of conduct. In addition, demonstrated suicidal intent or behaviors are risk factors for completed suicide, and possible violation of McKendree University's student code of conduct.

In the event that McKendree University has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, the University will require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and the student should sign a release of information allowing the mental health professional to communicate with school staff information related to the student's safety and well-being.

The purpose of the mandated assessment is to gather information and recommendations about the student's condition, his or her need for psychiatric hospitalization and to provide the student with appropriate psychological and psychiatric referrals. The University will ask the mental health professional to share information about what steps the University might take to protect the safety of the student and the campus community at large. Students with psychological disabilities which affect the student's ability to function in the campus community (academically, socially, or otherwise) may opt for a medical withdrawal or a medical leave of absence. A student who has to be hospitalized due to a suicide attempt and/or suicidal ideation will be placed on medical leave of absence which will remain in effect until the student provides appropriate documentation from a licensed mental healthcare provider stating that he/she can safely return to college and is not believed by the healthcare provider to present a threat to harm himself/herself or others. In addition, the University at its discretion may set restrictions and/or conditions for the student to return to University including but not limited to receiving outside counseling, in-house counseling, and restricting or denying school-sponsored housing accommodations.

McKendree University cannot provide the long-term psychological treatment that is necessary for a student experiencing suicidal thoughts and/or ideation. All records associated with the reported suicidal incident will remain confidential and will not appear as part of the student's academic record. University personnel will maintain confidentiality. However, because of the serious nature of attempted suicide and/or suicidal ideation, the University personnel may contact parents or other support persons without the student's consent, if knowledge of the information is necessary to protect the health and safety of the student or others. Notification will occur unless the University personnel are knowledgeable of circumstances which indicate further harm may come to a student by contacting the family members.

Upon returning to the campus, the student must ensure the following protocol:

Provide appropriate documentation to the Health Services/Counseling Office which states: that the student can safely return to college and no longer presents a threat to harming himself/herself; and provide the list of medicines which the student has been prescribed.

The University Behavioral Intervention Team including the Dean of Students or a representative, the Director of Health Services, a University Counselor, the Director of Residence Life (if the student resides on campus), the Director of Human Resources, and a Faculty representative will meet to review the documentation to approve the student's return to campus. The University Counselor will provide the student with the committee's decision.

Appendix B

Family Educational Rights and Privacy Act (FERPA)

McKendree University will not provide access to nor disclose any information from student's educational records without the written consent of students except as permitted by law with the institution, to other institutions at which students seek to enroll, to individuals or organizations which provide financial aid, to accrediting agencies carrying out their function, to comply with a judicial order, or in an emergency to protect the health and safety of individuals.

Within the McKendree community, only those members acting in the students' educational interest will be allowed access to students' educational records. These members include the Provost, the Registrar, academic advisers, the Vice President for Financial Affairs, the Vice President of Student Affairs, the Vice President for Enrollment Management, the Director of Financial Aid, the Director of Multicultural Affairs, and scholarship committees with a need to know.

Unless specifically requested otherwise in writing to the Registrar, the University may disclose Directory Information, which includes name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent educational institution attended, participation in activities and sports, and weight and height of members of athletic teams. Requests of non-disclosure of Directory Information must be submitted annually within two weeks of the start of the term.

Students have the right to review their educational records, to challenge contents thereof, to have hearings on challenges and to submit explanatory statements for inclusion in the record. Students who wish to review their records must make written request to the Registrar, who coordinates review procedures for educational records. With certain exceptions (financial hold), students may have copies made at their expense.

Students may not review financial information submitted by their parents.

Procedures to request a change in educational records are similar to those listed in The McKendree University Catalog under Challenges to Academic Decisions.

The Office of Academic Records can provide additional information on the Family Educational Rights and Privacy Act.

Appendix C

McKendree University Policy on Sexual Discrimination

McKendree University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect. Sexual discrimination violates an individual's fundamental rights and personal dignity. McKendree University considers sexual discrimination in all its forms to be a serious offense; sexual discrimination is prohibited under Title IX. This policy includes all forms of sexual discrimination, including: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Statement on Non-Discrimination

In compliance with Title IX of the Education Act Amendment of 1972, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and other federal, state and local equal opportunity laws, and in accordance with our values, McKendree University will not discriminate on the basis of race, gender, disability, age, national origin, religion, sexual orientation, or gender expression in any phase of its admissions, financial aid, educational, athletic or other programs or activities, or in any phase of its employment practices.

Students and employees who believe they may have been discriminated against may contact the Title IX Coordinator, Ms. Shirley Rentz, Director of Human Resources, by e-mail at sarentz@mckendree.edu or by phone at (618) 537-6533. The Human Resources Office is located on 501 Stanton Street, Lebanon, Illinois. Students may contact the Title IX Deputy Coordinator, Dr. Joni Bastian, Vice President for Student Affairs, by e-mail at jjbastian@mckendree.edu or by phone at (618) 537-6854. The Office of Student Affairs is located in 108 Clark Hall, 701 College Road, Lebanon, Illinois. The Title IX Coordinators shall provide for the adequate, reliable, and impartial investigation of all complaints.

Definitions and Examples

Discrimination is an act or communication that interferes with an individual's or a group's ability to participate fully in the McKendree University Community on the basis of race, gender, disability, age, national origin, religion, sexual orientation, or gender expression.

Examples:

Not hiring an applicant for employment due to that individual's race or age

Not allowing a student to join a particular club on campus based on that individual's sexual orientation or national origin

Failing to make reasonable accommodations for a student or employee with a disability

Harassment is conduct and/or verbal action which, because of its severity and/or persistence, interferes significantly with an individual's or a group's work or education, or adversely affects living conditions.

Many forms of harassment constitute impermissible and illegal discrimination. Harassment of this sort includes, but is not limited to incitement to or threat of violence; epithets referring to race, gender, disability, age, national origin, religion, sexual orientation, gender expression; and/or physical conduct that is unwelcome, hostile or intimidating. University policy also recognizes as harassment other forms of conduct and/or verbal communication that are derogatory, hostile, intimidating, threatening, bullying, humiliating or violent. Although, these forms of conduct are not necessarily illegal and do not necessarily refer to a legally protected status or environment.

Examples:

Threatening or intimidating another person because of the person's race, gender, disability, age, national origin, religion, sexual orientation, or gender expression

Committing hostile acts that are based upon another's race or color

Bullying or intimidating anyone, either physically or psychologically

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical acts of a sexual nature which, because of their severity and/or persistence, interfere significantly with an individual's or a group's work or education, or adversely affect an individual's or a group's living conditions.

Sexual harassment may include but is not limited to quid pro quo (something for something, such as a demand or offer of sexual activity to retain or obtain academic or employment benefits), and/or an abusive or hostile environment which interferes with the ability to function as a full participant in the McKendree University Community.

Examples:

Requesting sexual favors that may be subtle or overt but particularly when the requests are suspected to be linked to career advancement or academic rewards

Committing physical assault of a sexual nature, for instance, inappropriate touching or rape

Sending unwelcome letters, notes, or material, via written or electronically, or by making phone calls of a sexual nature

Name calling, teasing or making other derogatory or dehumanizing remarks involving sex, gender, or sexual orientation

Sexual Assault and Violence is the commission of an unwanted sexual act, whether by an acquaintance or by a stranger that occurs without indication of consent of both individuals, and that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. Silence does not in and of itself constitute consent.

Examples

Sexual assault may include, but is not limited to rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling, and threat of sexual assault.

Consent

Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct.

1. Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter.
2. Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
3. It is the responsibility of the initiator of sexual contact to understand fully what the person with whom they are involved wants and does not want sexually.
4. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
5. Previous relationships or consent does not imply consent to future sexual acts.
6. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.
7. Effective consent cannot be given by minors, mentally disabled individuals, or persons incapacitated as a result of drugs or alcohol. Incapacitation is a state where one cannot make a rational, reasonable decision because he/she lacks the ability to understand the "who, what, when, where, why, or how" of the sexual interaction. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from

the taking of a “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy.

Confidentiality

The University will make reasonable efforts to maintain confidentiality throughout the entire investigation. The degree, to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts.

Federal Statistical Reporting Obligations

Certain campus officials (campus security officials) have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Mandated federal reporters include: human resources staff, campus law enforcement, student affairs staff, conduct officers, athletic directors, coaches, residence life staff, student activities staff, advisors to student organizations, and any other officials with significant responsibility for student and campus activities.

Standard for Determining Responsibility

According to the Office of Civil Rights, the standard used to determine responsibility in cases of sexual discrimination will be Preponderance of the Evidence Standard; whether it is more likely than not that the accused violated the Policy on Sexual Discrimination. The Clear and Convincing Standard, whether it is highly probable or reasonably certain that the accused violated the Policy on Sexual Discrimination is a higher standard of proof and is not used under Title IX. All members of the University community found to have violated this policy will be disciplined up to dismissal from the University.

Options following a Sexual Assault and Violence

A member of the University community who has experienced a sexual assault and violence whether a rape or another unwanted sexual contact is urged to make an official report to the local police and/or the University’s Public Safety Department. Whether or not the individual makes an official report, he or she is also urged to seek appropriate help, which may include medical evaluation, obtaining information, support, and counseling, either on or off campus.

Medical Treatment

A person who has experienced a sexual assault and violence is urged to seek appropriate medical evaluation as promptly as possible.

For life-threatening conditions, call 911
Memorial Hospital, Belleville, IL (618) 233-7750
St. Elizabeth’s Hospital, Belleville, IL (618) 234-2120
St. Joseph’s Hospital, Highland, IL (618) 651-2600
St. Joseph’s Hospital, Breese, IL (618) 526-4511

A person who has experienced a sexual assault and violence (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or civil action.

Officially Reporting a Sexual Assault and Violence

For a sexual assault and violence that took place on campus, employees and students may contact Public Safety at (618) 537-6911 and/or call the Lebanon Police Department directly at 911. Public Safety Officers can assist in notifying the local police if the individual chooses. Public Safety Officers will respond quickly and with sensitivity upon notification of an assault. Public Safety will contact the Director of Human Resources in situations involving employees and the Vice President for Student Affairs in situations involving students.

Employees

Whether an employee elects to report a sexual assault to the police, he or she is urged to make an official report directly to the Director of Human Resources/Title IX Coordinator. The Director of Human Resources/Title IX Coordinator is located at 501 Stanton Street, Lebanon, Illinois. The office phone number is (618) 537-6533.

Students

Whether a student elects to report a sexual assault to the police, he or she is urged to make an official report directly to the Vice President for Student Affairs/Title IX Deputy Coordinator. The Vice President for Student Affairs/Title IX Deputy Coordinator is located in 108 Clark Hall and the office phone number is (618) 537-6854. The Vice President for Student Affairs will inform the Title IX Coordinator and the Lebanon Police Department.

Investigating an Allegation of Sexual Discrimination Involving Students

Investigations of the allegations of sexual discrimination will use the following responsive grievance procedures:

Informal Resolution Procedures

Some complaints of sexual discrimination can be resolved through informal mediation between the parties. Informal Resolution Procedures are optional and may be used when the institution determines that it is appropriate. Informal procedures are never applied in cases involving violence or non-consensual sexual intercourse.

- A. The Director of Human Resources/Title IX Coordinator and the Vice President for Student Affairs/Title IX Deputy Coordinator may arrange for or facilitate mediation between the involved parties and coordinate other informal problem resolution measures.
- B. Once a report of sexual discrimination has been made, informal resolution procedures shall be pursued within seven calendar days from the initial report.

Formal Resolution Procedures

- A. Any member of the University community who believes that he/she has been the victim (the complainant) of sexual discrimination as defined above may bring the matter to the attention of one of the following individuals: the Director of Human Resources/Title IX Coordinator; Vice President for Student Affairs/Title IX Deputy Coordinator; Provost; Director of Health Services; and the Executive Dean of the Kentucky Center (complaints emanating from Kentucky campuses).
- B. The complainant must submit to the Title IX Coordinator or to the Title IX Deputy Coordinator (for students) a written statement detailing the alleged offensive conduct. The contents of the written statement should include a complete statement of the facts of the incident including dates, times, locations, witnesses, any relevant background facts or circumstances, and the signature of the complainant. Cases involving sexual discrimination are particularly sensitive and demand special attention to the issues of confidentiality.
- C. Upon receipt of the written complaint, the Title IX Coordinator or the Title IX Deputy Coordinator will inform the alleged offender of the complaint, the identity of the complainant, and will provide the written statement of the complaint within seven calendar days. Every reasonable effort will be made to protect the complainant from retaliatory action by those named in the complaint. Once the resolution process has been initiated, it will be followed to completion. The approximate time for resolution will be 60 days. Both parties will be notified if additional time is needed to complete the case.

- D. The alleged offender may respond to the complaint with a written statement detailing the alleged offensive conduct. The contents of the written statement should include a complete statement of the facts of the incident including dates, times, locations, witnesses, any relevant background facts or circumstances, and the signature of the alleged offender. Cases involving sexual discrimination are particularly sensitive and demand special attention to the issues of confidentiality.

Hearing Panel

Promptly after the written complaints are submitted, the Title IX Coordinator or the Title IX Deputy Coordinator will convene a three-person hearing panel comprised of one or two full-time faculty members, one person from the University staff, either contract or hourly, and one student representative when the complainant and the alleged offender are both students.

Members of the hearing panel will meet to discuss the complaint. The parties to the dispute will be invited to appear, separately, before the panel, present testimony and witnesses.

The hearing panel may conduct its own formal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a decision and recommendations for subsequent action. The hearing panel will maintain confidentiality throughout the entire process.

The hearing panel will keep a verbatim record of the hearings by means of a single audio tape. All parties shall have access to the taped record of the proceedings.

During the proceedings, each party will be permitted to have counsel of his/her own choice. Such persons are present as advisors, but may not act as spokespersons for the parties. The University must be informed five days in advance if either party chooses to have legal counsel present. When either party invites legal counsel to be present, the institution will also invite legal counsel to the hearing.

Notice of the Outcome

Once the hearing panel has determined whether sexual discrimination was found to have occurred, the notice of the outcome will be communicated in writing to the Title IX Coordinator or to the Title IX Deputy Coordinator (in situations involving students). The Title IX Coordinator or the Title IX Deputy Coordinator will forward the findings to both parties and to the President.

The notice of the outcome will include: date of the receipt of the complaint; identification of the complaint (written statements of the complainant and the alleged offender), results of any investigation or inquiries made by the Title IX Coordinator, Deputy Coordinator, or the hearing panel, and recommendations of the hearing panel.

Penalties for Misconduct

The following schedule of penalties applies to all violations of the Policy on Sexual Discrimination. Where progressive discipline is provided for, each instance of conduct violating the Policy moves the offending person through the steps for disciplinary action. In other words, it is not necessary for an offender to repeat the same precise conduct in order to move up. A written record of each action taken pursuant to the Policy will be placed in the offending person's file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

- A. **Sexual Assault and Violence:** Any person's first proven offense of sexual assault and violence may result in discharge/dismissal.
- B. **Other Acts of Sexual Discrimination:** A person's commission of acts of sexual discrimination (other than sexual assault and violence) will result in non-disciplinary oral counseling upon alleged first offense, depending upon the nature or severity of the misconduct; and suspension or discharge upon the second proven offense, depending on the nature or severity of the misconduct.

- C. Retaliation: Alleged retaliation against a sexual discrimination complainant will result in non-disciplinary oral counseling. Proven retaliation will result in suspension or discharge upon the first proven offense, depending upon the nature and severity of the retaliatory acts, and discharge upon the second proven offense.

Appeal Process

Either party may appeal the hearing panel's recommendations. The appeal must be filed with the Faculty Committee on Student Affairs within 72 hours after the student has received formal notification of recommendations for action and must state specific grounds for the appeal. The grounds for an appeal are listed below:

- A. Question of Fact—A party may appeal on questions of fact by introducing new evidence which would significantly affect the outcome of the case. Evidence which was known to the appellant at the time of the original hearing, but was withheld, shall not constitute a question of fact nor is it to be considered upon appeal.
- B. Question of Procedure—The appellant must demonstrate that procedural guidelines established in this document were breached, and that the errors affected the outcome of the case.
- C. Severity of Sanction—Appeals based on the severity of the sanction shall be considered only when the penalty imposed exceed the recommended range of sanctions for the specific violation. The accused can request leniency in cases where it is clearly demonstrable that the imposition of a sanction is inconsistent with previous judicial practice, even though it may be within the range of acceptable action. Mere dissatisfaction with the sanction is not grounds for appeal.

After the student has filed an appropriate request for an appeal he/she will be notified within 72 hours of the outcome of the appeal request. The Faculty Committee on Student Affairs may deny hearing an appeal. However, if the Committee chooses to hear the appeal, it is authorized to take the following actions: it may change a finding of guilt to a finding of innocence, it may modify the penalty, or it may order a new hearing wherein new evidence or testimony not available at the previous hearing is regarded as being of sufficient importance will be presented. The appeal outcome from the Faculty Committee on Student Affairs is final. Appeal hearings must be recorded.

False Reports

The University will not tolerate intentional false reporting of incidents. It is a violation of the Campus Regulations to make an intentionally false report of any policy violation, and it may also violate state criminal statues and civil defamation laws.

Appendix D

Student Annual Notification

Standards of Conduct

In order for McKendree University to be in compliance with Drug-Free Schools and Communities Act and Education Department General Administrative Regulations (EDGAR) Part 86, the Drug-Free Schools and Campuses Regulations, McKendree University is required to notify the campus community of the following: policies related to drugs and alcohol, sanctions for violating these policies, and resources available for education and assistance. Additional information regarding student policies and procedures may be found in the Student Handbook available on-line. If you have any questions related to this notification you may contact the Office of Student Affairs at 618-537-6854.

Narcotics and Dangerous Drugs

No person shall possess, use or have under his/her control narcotics, dangerous drugs, synthetic drugs, or any controlled substance without prescription including, but not limited to, marijuana, methamphetamines, barbiturates, cocaine, or hallucinogens in any building or on any property owned or controlled by the University. Additionally, any person suspected of selling controlled substances and/or dangerous drugs as described above will be immediately reported to Campus Security for investigation and may be subsequently subject to civil prosecution as well as University judicial action under the provisions of this document. The University may hold persons responsible for their behavior at all times.

Possession or Use of Alcoholic Beverages

No person shall possess or consume any alcoholic beverage on University property. University property is defined as all property owned, supervised by or controlled by McKendree University. Possession is defined as holding an alcoholic beverage, having it near you (on a table, etc.), or having it stored in your living area or vehicle. You are also presumed to be in violation of this regulation if you are present and aware that alcohol is being consumed and/or stored in this space.

Legal Sanctions

This information is provided as a general summary of the major federal, state, and local laws on alcohol and illicit drugs. Laws frequently change and applications of law to specific situations require legal counsel.

State Sanctions

State of Illinois statutes and sanctions on alcohol and/or illicit drugs include: driving under the influence of alcohol and/or other drugs (625 ILCS 5/11-501); driving while in violation of the underage consumption of alcohol (625 ILCS 5/11-501.8); transporting or possessing alcohol in a motor vehicle (625 ILCS 5/11-502); selling or possessing alcohol by persons under the age of 21, permitting a gathering where alcohol is consumed by those under the age of 21, selling or giving a false ID to a person under the age of 21 (235 ILCS 5/6-16); misrepresenting one's age to be over the age of 21 for the purpose of obtaining alcohol (235 ILCS 5/10-11); and possessing and delivering illicit drugs (740 ILCS 40/0.01 et seq., 720 ILCS 570/100 et seq., 720 ILCS 550/1 et seq. and 720 ILCS 570/401 seq.). Violations of these laws involving alcohol may include one or more of the following penalties: fines up to \$2,500, one year in jail, felony charges, and suspension or revocation of driver's license. Violations of these laws involving drugs as a first-offense may include fines up to \$25,000 and one- to three-year imprisonment. Repeat offenders and those individuals participating in the manufacture and distribution of controlled substances may be subjected to longer prison terms and fined up to \$500,000. See the Illinois Compiled Statutes for more information: <http://www.ilga.gov/legislation/ilcs/ilcs.asp>.

Federal Sanctions

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs ("controlled substances"). A first conviction may include up to one-year imprisonment, a fine of at least \$1,000, or both. After one prior drug conviction: at least fifteen days in prison, not to exceed two years, and a fine of at least \$2,500. After two or more prior drug convictions: at least ninety days in prison, not to exceed three years, and a fine of at least \$5,000. A special, harsher sentencing provision applies for possession of crack cocaine (21 U.S.C. §844(a)). If personal or real property was used to possess or facilitate possession of the controlled substance, that personal and real property as well as vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance may be forfeited (21 U.S.C. §§853(a) & 881(a)). Student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to five years for second and subsequent offenses may be denied (21 U.S.C. §§853(a) & 881(a)).

Firearms may not be received or purchased (18 U.S.C. §922(g)). Certain federal licenses and benefits (e.g., pilot licenses, public housing tenancy) are vested within the authorities of individual federal agencies. These penalties may be doubled, however, when a person at least eighteen years old: (1) distributes a controlled substance to a person under twenty-one years of age (a term of imprisonment for this offense shall not be less than one year), and/or (2) distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private elementary or secondary school, or a public or private college (21 U.S.C. §§859 & 860). See the United States Code for more information: <http://www.gpoaccess.gov/uscode/index.html>

Synthetic Drugs

Potentially deadly drugs marketed as Bath Salts, Synthetic Marijuana, K2, spice, K3, K4 White Widow, and other names are illegal in Illinois as of January 1, 2012. Individuals face felony charges for possession or sale of the drug. Individuals in possession of the drug face three years in prison and \$25,000 in fines.

Local Sanctions

There are no local sanctions in addition to the state and federal sanctions listed above.

Health Risks

Position Statement

Under no circumstances does McKendree University condone drug abuse, underage drinking, alcohol abuse, or alcohol on campus. All students will be subject to federal, state and local laws as well as appropriate disciplinary action as described in the McKendree University Student Handbook. The following is a list of examples of drugs of abuse and their health risks. This is not to be considered a complete list but serves as an example. This list can change at the discretion of the University.

Examples of Health Risks

1. Narcotics
 Heroin, Morphine, Hydrocodone
 Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea
 Effects of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death

2. Depressants
 GHB, Liquid Ecstasy, Valium, Xanax, Halicion, Activan
 Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol
 Effects of Overdose: Shallow respirations, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death

3. Stimulants
 Cocaine, Amphetamine/Methamphetamine
 Effects: Increased alertness, excitation, euphoria, increased pulse and blood pressure, insomnia, loss of appetite
 Effects of Overdose: Agitation, increased body temperature, hallucinations, possible death

4. Hallucinogens
 Analog, LSD, PCP, Angel Dust
 Effects: Heightened senses, teeth grinding and dehydration, illusions and hallucinations
 Effects of Overdose: Increased body temperature, electrolyte imbalance, possible cardiac arrest

5. Cannabis
 Marijuana, Tetrahydrocannabinol, Hashish
 Effects: Euphoria, relaxed inhibitions, increased appetite, disorientation
 Effects of Overdose: Fatigue, paranoia, possible psychosis

6. Anabolic Steroids
 Testosterone
 Effects: Virilization, edema, testicular atrophy, gyneco-mastia, acne, aggressive behavior
 Effects of Overdose: Unknown

7. Synthetic Drugs
Bath Salts, Synthetic Marijuana, K2, Spice, K3, K4 White Widow, and other names
Effects: LSD-like hallucinations, elevated blood pressure and heart rates
Effects of Overdose: Possible death
8. Inhalants
Amyl and Butyl Nitrate (pearls, poppers, rush, locker room)
Effects: Flushing, hypotension, headache
Effects of Overdose: Vomiting, respiratory depression, loss of conscious, possible death
9. Alcohol
Beer, wine, liquor
Effects: Lowers inhibitions and brain functioning, judgment impaired, poor concentration, impaired coordination, increased heart rate
Effects of Overdose: Vomiting, unconsciousness, cold, clammy, pale or bluish skin, slow or irregular breathing, mental confusion, seizures, permanent brain damage, or death

Drug and Alcohol Programs

In addition to various educational programs regarding alcohol and drug use throughout the course of the year, students may also get information regarding potential issues related to alcohol and/or drugs by contacting Health Services or Counseling Services at 618-537-6503 or the Office of Student Affairs at 618-537-6854.

Disciplinary Sanctions

Violation of the above policies may result in Probation-Referral to the Vice President for Student Affairs for expulsion. In addition to sanctions imposed by the University members of the McKendree community may face prosecution by civil authorities for violating the Alcohol and Drug Policies.

Appendix E

McKendree University Missing Student Notification Policy

A student shall be deemed missing when he or she is absent from the University and/or has been reported missing by another individual without any known reason for more than 24 hours. All reports of missing students shall be directed to Public Safety and Student Affairs which shall investigate each report. After the student has been determined missing, Public Safety will immediately notify the Lebanon Police Department. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing, or in other types of emergencies. If a missing student is under 18 years of age, the Vice President for Student Affairs is required to notify the parent or guardian of the missing student not later than 24 hours after the determination that the student is missing. The Vice President for Student Affairs, or his designate, shall have the responsibility to make the provisions of this policy and the institutional procedures for a missing person available to students.

Procedure

Anyone who suspects a student may be missing should notify Public Safety, the Director of Residence Life, or the Office of Student Affairs immediately. In conjunction, the Student Affairs Office and Public Safety will investigate the situation and then determine if the student is missing. The Vice President for Student Affairs or his designate will notify the President. Public Safety will notify the Lebanon Police Department within 24 hours after determining that the student is missing. The Vice President for Student Affairs will notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing. If the missing student is under the age of 18, the Vice President for Student Affairs will notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing.

Student Contact Information and Notification of Policy Procedures

Students may designate their emergency contact information on the housing application. The information is available to the Office of Residence Life, Student Affairs, and Public Safety.

The University procedures for notifying students include posting the policy on the Office of Residence Life web site, sending the policy to students by University e-mail and by delivering a hard copy through the residence life staff, and including the policy in the McKendree University Student Handbook.

Appendix G

Computing Use Policy

McKendree University offers computing and networking resources to students, faculty, and staff for many different purposes. These resources, networked for the benefit of the entire campus community, are continually updated and maintained to ensure that the University is able to fulfill its mission for teaching, research, and service to the students and the community at large. Computing resources at McKendree are limited, and the manner in which individual users access those resources can impact the work of other McKendree users and users throughout the world because our campus network is linked via the internet to other networks worldwide. Every campus user must acknowledge his or her responsibilities and obligations regarding proper computer use and behavior.

Because of the rapid evolution of computing and information networks, the University reserves the right to modify the text of these policies, by approval of the Technology Advisory Committee, the Faculty Affairs Council, and the general faculty. While users will be kept apprised of any changes, it is the user's responsibility to remain aware of current regulations.

Common sense is a good guide to what constitutes appropriate behavior and use of computers and networks. You should respect the privacy of others and use computing resources in a manner that is consistent with the instructional and research objectives of McKendree University.

University responsibilities. McKendree University owns most of the computers and all internal computer networks used on the campus. The University also has various rights to the software and information contained on, developed on, or licensed for these computers and networks. The University has the responsibility to administer, protect, and monitor this aggregation of computers, software, and networks.

The purposes of the Technology Advisory Committee (TAC), specifically; the Information Technology Department (IT), specifically; and McKendree University, generally, are to:

1. Establish and support reasonable standards of security for electronic information that community members produce, use, or distribute, and protect the privacy and accuracy of administrative information that the University maintains. TAC will adjudicate any formal complaints that might arise with regard to these matters, using input from IT and the Provost's office.
2. Protect University computers, networks, and information from destruction, tampering, and unauthorized inspection and use.
3. Provide information technology resources to support activities connected with instruction, research, and administration.
4. Delineate the limits of privacy that can be expected in the use of networked computer resources and preserve freedom of expression over this medium without countenancing abusive or unlawful activities.
5. Ensure that University computer systems do not lose important information because of hardware, software, or administrative failures or breakdowns. To achieve this objective, duly authorized individuals hired by the University to function as systems or technical managers may occasionally need to examine the contents of particular files to diagnose or solve problems.
6. Communicate University policies and individuals' responsibilities systematically and regularly in a variety of formats to all parts of the University community.
7. Monitor policies and propose changes in policy as events or technology warrant.
8. Manage computing resources so that members of the University community benefit equitably from their use. To achieve this objective, duly authorized individuals hired by the University to function as systems or technical administrators may, in conjunction with the TAC, occasionally need to restrict inequitable computer use, including shared systems or the network. For example, the University reserves the right to restrict users from using any program that is unduly resource-intensive. TAC will adjudicate any formal complaints resulting from interpretations of these restrictions in all areas of IT/academic overlap.
9. Enforce policies by restricting access in cases of serious violations. For example, in appropriate circumstances, duly authorized individuals hired by the University to function as systems or technical administrators may, in conjunction with the TAC, find it necessary to lock a user's account. In such circumstances, if there is not a resolution within 24 hours, the systems administrator or the user should refer the matter to the appropriate official for follow-up and resolution. (See section on sanctions for more details.) TAC will adjudicate any formal complaints resulting from interpretations of these restrictions in all areas of IT/academic overlap.

Academic Computing Use policies will be developed collaboratively by the Department of Information Technology and the Technology Advisory Committee.

Individual responsibilities. McKendree University supports networked information resources to further its mission of research and to foster a community of shared inquiry. All members of the University community must be cognizant of the rules and conventions that make these resources secure and efficient. It is the responsibility of each member of the University community to:

1. Respect the right of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other media or communications.
2. Respect copyright and other intellectual property rights. Unauthorized copying of files, information, or passwords belonging to others or to the University may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing computer viruses, Trojan horses, or worms, or damaging files) is unethical, may be illegal, and may lead to sanctions.
3. Maintain secure passwords. Users should establish appropriate passwords in the first instance, change them occasionally, and not share them with others.
4. Use resources effectively. Accept limitations or restrictions on computing resources – such as storage space, time limits, or amount of resources consumed – when asked to do so by systems administrators.
5. Recognize the limitations of privacy afforded by electronic services. Users have a right to expect that only those to whom permission is given will see what they create, store, and send. Users must know, however, that the security of electronic files on shared systems and networks is not inviolable – most people respect the security and privacy protocols, but a determined person can breach them. Users must also not, as part of their responsibilities, systems or technical managers may occasionally need to diagnose or solve problems by examining the contents of particular files.
6. Learn to use software and information files correctly. Users should maintain and archive backup copies of important work. Users are responsible for backing up their own files. They should not assume that files on shared machines are backed up. If users choose to participate in a backup service, they should become familiar with the schedules and procedures of that service. They should also learn to use properly the features for securing or sharing access to their files.
7. Abide by security restrictions on all systems and information to which access is permitted. Users should not attempt to evade, disable, or “crack” passwords or other security provisions; these activities threaten the work of others and are grounds for immediate suspension or termination of privileges and possible additional sanctions.

McKendree University extends these principles and guidelines to systems outside the University and that are accessed via the University’s facilities. Network or computing providers outside McKendree University may also impose their own conditions for appropriate use, for which users at this University are responsible for following.

Sanctions. Individuals or groups who act in a manner contrary to existing policy and accepted social standards for computer use are subject to the sanctions and disciplinary measures normally applied to misconduct or lawbreaking. Established University channels handle computing policy violations. In the first instance, the appropriate computing administrators will address such matters. Whenever it becomes necessary to enforce University rules or policies, a duly authorized administrator hired by the University to function as systems or technical administrator may, in conjunction with the TAC, prohibit network connections by certain computers (even departmental/divisional and personal ones); require adequate identification of computers and users on the network; undertake audits of software or information on shared systems where connected to the network; or deny access to computers, the network, and institutional software and databases. TAC will adjudicate any formal complaints that may arise and make recommendations to the appropriate University divisions (i.e. the faculty, IT, and the administration). The University’s legal counsel will aid in understanding possible violation of rights and individuals.

If the infringement is not settled in discussion with the computing administrator, a matter involving students will be referred to the Dean of Students; a matter involving faculty will be referred to the division chair and/or the Provost; and a matter involving staff will be referred to the immediate supervisor, the manager of the unit, or the Director of Human Resources. TAC and the University’s counsel will adjudicate formal complaints. In addition, certain kinds of abuse may entail civil or criminal action as well.

McKendree University Computer Lab Student Printing Information

Beginning fall semester of 2010 all students will be given 500 pages each fall, 500 pages each spring, and 500 pages each summer semester for lab printing. If additional printing is needed, pages can be purchased from the business office located in Wildy Hall. These additional pages can be purchased in increments of \$1 at a cost of \$.05 per page. For a list of common questions regarding this program, please view the information below.

How do I track my printing amount?

Each time you print from a lab computer you will receive a message counting down your number of printed pages. You can also log on to <http://myprinting> from any **McKendree lab computer** to review your printing account information, balance, and credit your account with additional purchased pages.

How do I purchase additional prints?

Visit the business office located in Wildy Hall. Print cards for additional pages can be purchased in denominations of \$1 at \$.05 per page. Your purchased card will contain a one time number that can be entered at any **McKendree lab computer** to credit your account balance. Visit <http://myprinting> to enter a purchased print card number.

What computer labs are included in this?

Clark 201	Clark 206	Clark lower level 03	Clark lower level 12	Eisenmayer 204
Holman Library	Piper lower level lab	Piper 117	Piper 120	Voigt Science 122
MPCC	PAC 114			

What about printing at Scott Air Force Base lab?

Printing at Scott lab is not limited at this time.

How do I print for a registered student organization or club?

Members of student groups can always print from their personal account for small print jobs. Group may also wish to collaborate and utilize other group member's unused pages. For print jobs larger than 25 pages it is recommended that the student organization use the print shop in Eisenmayer building.

Do my unused pages rollover to the next semester?

No, unused pages will not rollover to another semester. At the beginning of each semester the printing allowance will be set back to the default of 500 pages for fall, 500 pages for spring, and 500 pages for summer. If you have purchased additional pages, however, any unused purchased pages will roll into the next semester.

What's Open

Business hours are modified when classes are not in session.

Ames Dining Hall x 6985

Monday-Friday:

Breakfast 7:30 a.m. - 8:30 a.m.

Continental Breakfast 8:30 a.m. - 10 a.m.

Lunch 11:15 a.m. - 1:15 p.m.

Dinner 4:30 p.m. - 6:30 p.m.

Saturday & Sunday:

Brunch 11 a.m. - 1p.m.

Dinner 5 p.m. - 6:15 p.m.

ATM/Granite City Credit Union (Located in The Lair)

Bookstore x 6940 (Upper Deneen)

Monday-Friday: 8 p.m. - 5 p.m.

Saturday: CLOSED

Sunday: CLOSED

Business Office x 6802 (Lower Wildy Hall)

Monday-Friday: 8 p.m. - 5 p.m.

Saturday: CLOSED

Sunday: CLOSED

Computer Center .x6445 (Piper Academic Center)

Monday-Friday: 7:30 a.m. - 11p.m.

Saturday: 9 a.m. - 11p.m.

Sunday: 1 p.m. - 11 p.m.

Fitness Center x 6919

Monday-Thursday: 8 a.m. - 10 p.m.

Friday: 8 a.m. - 6 p.m.

Saturday: 9 a.m. - 12 p.m.

Sunday: 6 p.m. - 10 p.m.

Health Services/Counseling Services x 6503

Monday-Friday: 8:00 a.m. - 5:00 p.m.

Holman Library x 6950

Monday-Thursday: 8 a.m. - 10 p.m.

Friday: 8 a.m. - 5 p.m.

Saturday: 12 p.m. - 5 p.m.

Sunday: 3 p.m. - 10 p.m.

Learning Centerx 6850 (509 Stanton Street)

Monday-Friday: 8:00 a.m. - 4:00 p.m.

Mail Centerx 6927 (Eisenmayer Auditorium)

Monday-Friday: 8 a.m. - 5 p.m.

Recreational Gym x 6420

Free play hours will vary depending on scheduling

Monday-Thursday: 1:00 p.m. – 11:00 p.m.

Friday: 1:00 p.m. – 8:00 p.m.

Saturday: 4:00 p.m. – 8:00 p.m.

Sunday: 4:00 p.m. – 11:00 p.m.

Public Safety (Pearson's Hall) x 6911

Cell:792-3500

The LAIR(Lower Deneen Center)

Equipment/Help Desk.....x3690

Monday-Friday: 9:30 a.m. - 1 a.m.

Saturday: 10 a.m. - 11 p.m.

Sunday: 10 a.m. – 11 p.m.

Snack Barx 3690

Monday-Friday: 6 p.m.-1 a.m.

Saturday: 5 p.m. – 11 p.m.

Sunday: 5 p.m. – 11 p.m.

Writing Centerx 6858 (509 Stanton Street)

Please call for hours

WHERE DO I GO IF I HAVE QUESTIONS ABOUT...

Absences

Students are responsible for informing faculty in each of their classes of absences for any reason. Students involved in University-sponsored activities such as trips, athletic events, fine arts events, etc., should communicate in advance with each faculty member to avoid possible problems in making up missed course work. Verification is made through the sponsoring group. The Office of Health Services does not have the authority to excuse students from class since faculty members establish their own attendance policies. If a physician quarantines a student, that information will be verified for faculty members.

Long-Term Absences

Students who will be absent from campus for extended length of time for reasons unrelated to University-sponsored events (hospitalization, family emergency, etc.) should notify the Office of Student Affairs (618) 537-6854. An e-mail notice or phone message will be sent to the student's faculty members. The notice is for information purposes only and is not an excuse or a request for excusing the absence.

Admissions

New students and transfers, Office of Admission Piper Academic Center 537-6831

Re-Admission

Re-admission of students in good standing Academic Records Office
Old Main 537-6817

Re-admission of students not in good standing /academic reasons Office of the Registrar
Old Main 537-6817

Re-admission of students not in good standing for non-academic reasons Vice President of Student Affairs
Clark Hall 537-6854

Academic Advising

Check program in which student is enrolled and selected faculty advisor

Alumni

Director of Institutional Advancement Alumni House 537- 6826

Athletics-Intercollegiate

Director of Athletics Convocation Center 537-6857

Books

Check-Out/Loan Holman Library 537-8411

Purchase of Campus Bookstore 537-6940

Calendar

Campus Events, Campus Scheduling Coordinator Pearson's Hall 537-6958

Career Information and Guidance

Office of Career Services Clark Hall 104 537-6523

Check Cashing

Business Office Wildy Hall 537-6868

Class Schedules

Classroom Locations, Office of Academic Records Old Main 537-6817

Commencement

Office of Academic Records

Old Main..... 537-6817

Computer Lab

Information Technology

Piper Academic Center 537-6445

Counseling Services

Health and Counseling Services

Clark Hall..... 537-6503

Dean's List

Office of Academic Records

Old Main..... 537-6817

Disciplinary Issues

Office of Student Affairs

Clark Hall..... 537-6854

Emergency Situations

Office of Student Affairs

Clark Hall..... 537-6854

Office of Public Safety

Pearson's Hall..... 537-6911

Employment, Students

Part-time jobs on campus – Office of Financial Aid

Old Main..... 537-6828

Part-time jobs off campus - Office of Career Services

Clark Hall 104..... 537-6523

Fall Family Weekend

Office of Campus Activities

Lower Deneen..... 537-6856

Final Exam Schedules

Office of Academic Records

Old Main..... 537-6817

Financial Assistance

Financial Aid Office

Old Main..... 537-6828

Fine Arts Events, Programming

University Communications

Wildy Hall 3rd Fl..... 537-6860

McKendree Music Department

The Hett 537-6923

Fitness/Wellness Center

Fitness Center

Fitness Center 537-6919

Food Service

Sodexo Dining Services

Ames Dining Hall 537-6985

Fraternities

Director of Greek Affairs

Clark Hall..... 537-6548

Grades and Academic Records

Office of Academic Records

Old Main..... 537-6817

Graduate Record Exam Information

Office of Career Services

Clark Hall 104..... 537-6806

Graduation Requirements

Office of Academic Records

Old Main..... 537-6817

Health Services

Health and Counseling Services

Clark Hall..... 537-6503

Homecoming

Students - Office of Campus Activities

Lower Deneen..... 537-6856

Alumni - Director of Alumni Relations

Office of Institutional Advancement 537- 6813

Housing/Residence Life

Office of Residence Life

Clark Hall..... 537-6855

ID Cards, issuance, replacement, validation

Office of Public Safety

Pearson's Hall..... 537-6911

Illness

Health and Counseling Services

Clark Hall..... 537-6503

International Students

International Student Services

Clark Hall..... 537-6854

Director of Multicultural Affairs

Clark Hall..... 537-6938

Intramurals

Director

Recreational Gym 537-6420

Information and Equipment Desk

Recreational Gym 537-6941

Lost and Found

Office of Public Safety

Pearson's Hall..... 537-6911

Mail

Residential, Campus Mail Room

Eisenmayer 537-6927

Maintenance and Custodial Services in Residence Halls

Custodial Services

Physical Plant..... 537-6969

Multicultural Students

Director of Multicultural Affairs

Clark Hall..... 537-6938

Off-Campus Living Approval

Office of Residence Life

Clark Hall..... 537-6855

Parking

Office of Public Safety

Pearson's Hall..... 537-6911

Payment of Fines, Business Office

Wildy Hall 537-6868

Appeal of Fines, Office of Public Safety

Pearson's Hall..... 537-6911

Printing or Duplicating

Campus Mail Room

Eisenmayer 537-6927

Religious Activities/Organizations

Chaplain

Bothwell Chapel 537-6962

Rooms/Space Reservations

Campus Scheduling Coordinator

Pearson's Hall..... 537-6958

Residential Housing Association (RHA)

Office of Residence Life

Clark Hall.....537-6855

Service Learning

Center for Public Service

Carnegie 110.....537-6901

Sororities

Director of Greek Affairs

Clark Hall.....537-6499

Stamps

Campus Mail Room

Eisenmayer537-6927

Student Organizations

Office of Campus Activities

Lower Deneen.....537-6856

Study Abroad Programs

Office of Student Affairs

Clark Hall.....537-6854

Student Payroll Checks

Business Office

Wildy Hall537-6868

Teacher Education-Certification and Admission

Education Department

Piper Academic Center 202537-6883

Transcripts

Office of Academic Records

Old Main.....537-6817

Transfer Credit

Office of Academic Records

Old Main.....537-6818

Tutoring

McKendree Academic Support Center

Clark Hall 3rd Fl.....537-6850

Residence Life: Your Home Away From Home

Of the many changes you will encounter as you make the transition to University life, perhaps the most significant one involves moving away from home and into a community of your peers. Although living on campus might feel strange and perhaps even frightening at first, it will also prove to be a rewarding experience. Indeed, living on campus plays an integral role in your liberal arts education. As a member of a community of scholars, you will learn to balance individual freedom with community responsibility and to respect and appreciate individual differences. You will also have the opportunity to become involved with a number of social, educational, and community service programs and activities.

McKendree has seven residence hall facilities: Baker Hall, Barnett Hall, Walton Hall, the Suites, Residence Hall West, Residence Hall East, and the McKendree West apartments. Typically first year students live in Baker, Barnett, Walton, Residence Hall East and West, while the Suites and McKendree West are reserved for sophomores and upper-class students, respectively, in good standing with the University. Students sign up for housing each Spring, and all students who apply prior to the priority deadline are placed according to class rank. Students who apply for housing after the priority deadline are assigned on a first-come, first-served basis. The housing application process involves signing a binding contract for the entire academic year. It is important for students to read all of the terms and conditions of the housing contract carefully.

Residence Life Staff

The Residence Life staff is responsible for helping students to develop a positive community on campus, enforcing University policies, and intervening in emergency situations. Each residence life staff member serves as a resource to assist students in making a successful transition to the University community.

Resident Assistants (R.A.s) are carefully selected full-time undergraduate students who live and work in each residence hall or unit. Resident Assistants plan activities and programs for the floor community, enforce school policy, conduct monthly health and safety inspections, and report needed repairs.

Residence halls are also staffed with Community Coordinators (C.C.s). C.C.s are responsible for assisting the R.A.s in developing a positive learning community in the building and creating a sense of pride among the residents. The main role of each C.C. is to get students involved with events and programs, both in the residence halls and throughout the campus community.

Each residence hall or complex is also staffed with a Resident Director (R.D.). The R.D. is a full-time student affairs professional who lives and works in the building. The R.D. is responsible for the overall operation of the building. He/she supervises the building staff, advises various student groups, and assists students and staff in coordinating programs and activities. The R.D. also serves as a resource for students who are experiencing problems.

Each evening a staff member is designated as the “on duty” person for the building or complex. The staff member on duty will make rounds of the building periodically, and will be available for residents who need assistance.

McKendree University also employs its own Custodial and Physical Plant/Maintenance Staff to clean and maintain the residence halls. Custodial staff works during the day with minimal or limited work force on the weekend. Physical Plant/Maintenance staff handle most repairs and work in cooperation with the grounds crew on campus. If you need a non-emergency item fixed in your room, contact your R.A. who will fill out a work order form. Work order forms are handled on a priority basis by the Physical Plant staff. Physical Plant/Maintenance staff will be dispatched as quickly as possible in response to emergency situations. To report an emergency maintenance situation contact the Physical Plant at ext. 6969.

Check-in and Check-out

All residents are required to check-in and check-out at designated times. At the end of each semester, students must check out within twenty-four hours of their last final examination. Students completing a final check-out of their room must make an appointment with their Resident Assistant. Students who fail to follow check-in or check-out procedures may be fined for improper check-in or check-out. Students do not have access to residence halls or rooms during periods when the school is in recess, unless they have received specific permission in advance to remain in the halls during the break period. Generally permission to remain in housing during break periods is only granted to students participating in University-sponsored activities or to students who work for the University during break periods. The University does not provide storage space for

student furnishings during the summer term. **Students should plan to take all furnishings and possessions home, or store them in a commercial storage facility.**

Keys

Upon checking into the residence halls, students are issued keys to their residence hall rooms. Students may also be issued swipe cards and/or keys to building entrances and to mailboxes. All keys are the property of the University and must be surrendered upon request. Students are urged to keep their doors locked at all times and to refrain from loaning their swipe cards and/or keys to others. Students who misplace their swipe cards and/or keys are encouraged to notify their Resident Advisor as soon as possible. Students are assessed a fee for swipe card/key/lock replacement. Students who are temporarily locked out their rooms may request that a Residence Life or Public Safety staff member open their doors for them. However, staff may request proper identification before doing so. All McKendree Students should carry their identification cards with them at all times.

Mail

U.S. Mail and Campus-originated mail is sorted and delivered Monday through Friday by a Mailroom staff member. (Suites residents pick up their mail at the Communications Center, Eisenmayer Hall.) Students are not permitted access to any other mailbox except their own, and they must utilize their keys to access their mail. Students must not misplace others' mail, including their roommates'. Opening another person's mail, or tampering or mishandling the mail is a criminal offense!

Room Assignments

Room assignments are made by the Office of Residence Life. When applying for housing students have the opportunity to request a specific roommate, room, and/or hall or complex. **While every attempt is made to honor these requests, the Office of Residence Life reserves the right to exercise discretion in making housing assignments, with the understanding that the housing contract specifies that the student is entitled to a non-specific space in University housing.** The University does not discriminate on the basis of race, religion, ethnic background, age, handicap, or sexual orientation in making room or hall assignments. Students are assigned to double-occupancy spaces unless space is available for single rooms and the student specifically requests and agrees to pay for a single room. When vacancies become available, students who are paying for double occupancy but who are in private rooms may be given the opportunity to retain the room as a single room by paying the single room fee, they may be required to move into another room in order to make room for a student who has requested a single room, they may choose a roommate to move in with them, or they may be assigned a new roommate.

Room Changes

All requests for room changes must be initiated with the building's Resident Director, and are subject to approval by the Director of Residence Life. Students are ordinarily not permitted to move to other rooms during the first three weeks of each semester, and whenever possible mid-year moves are made at the Winter Break. Students who wish to move to other rooms at Winter Break may be required to return to campus one day early in order to complete moves. Under no circumstances may one student force another student to move in order to accommodate his/her own roommate request. Students who wish to move in together will be placed in an available room, or a room trade will be arranged with the consent of all parties involved.

Room Condition/Damages

Residence Life staff conducts periodic checks of individual residence hall rooms in order to ensure that rooms are being maintained in a manner which does not present health concerns for the general population. Students are informed at least twenty-four hours in advance of the time and date of the inspections, and they are encouraged to be present. Students whose rooms are in violation of the health and safety policy are required to make the necessary corrections within twenty-four hours and to schedule a re-inspection with their Resident Assistant.

Rooms are also checked when students check out. When a staff member notices that damage has occurred to any room or common area, he/she reports the damage to the Physical Plant Department for repair. Students may be required to pay for damages beyond normal wear and tear occurring in their living area. All students share responsibility for monitoring the

condition of common areas such as restrooms, hallways, and stairways. Damages occurring to common areas may be charged to all residents of the living floor, unit, or building.

Room Decorations and Furnishings

The University provides basic furnishings for all residence halls, which may include a bed, desk, chair, closet or armoire, and dresser or drawer chest. Some facilities include other furnishings. Rooms in Residence Hall East, Residence Hall West, Suites, and McKendree West are carpeted. Students are encouraged to bring additional decorations and furnishings with consideration for the following guidelines:

1. Furnishings provided by the University may not be removed from residence hall rooms/apartments. Storage space is not available for these items. Furnishings which are attached to the walls may not be separated and moved. Water beds are not permitted. Additionally, beds may not be lofted or bunked without the approval of the Resident Director.
2. Students should exercise caution when furnishing rooms with valuable items such as televisions, stereos, and video games. These items attract theft. Students should also understand that the University may require students to remove sound equipment if it is used improperly and disturbs others.
3. Any electrical appliances must be UL-approved. Portable space heaters, halogen lamps or lights, or any other devices containing open heating elements are prohibited.
4. **In decorating rooms, students should refrain from putting nails or screws into the walls or doors.** Students should also refrain from utilizing contact paper and other adhesives which destroy painted surfaces. Mounting putty is the preferred and acceptable medium for hanging posters and other decorations.

Getting along with your Roommate(s)

Your enjoyment of residence hall living depends largely on the consideration you and your roommate(s) show for each other. If there is one factor that is the most important determinant of roommate success, that factor is communication. Roommates need to talk and listen to each other. An ideal opportunity for this communication exists at the beginning of the year, when residents begin to settle in to their new living environment. Initiate discussion of issues that commonly cause conflict between roommates, such as hours for sleep and study, use of the stereo and TV, guests, etc. Take the time to talk over these issues with your roommate(s) as the year begins in order to avoid future difficulties. Please feel free to consult your RA or RD for help with this process.

For questions regarding Campus Housing, contact the Housing Office at:

McKendree University Office of Residence Life
701 College Road
Lebanon, IL 62254
(618) 537-6855

Office of Public Safety

In order to ensure the safety of members of the University community, McKendree maintains a staff of Public Safety Officers. The Public Safety Office is located on the second floor of Pearson's Hall, and public safety officers patrol the campus twenty-four hours per day throughout the year. Public Safety officers are responsible for maintaining a safe and orderly environment on the campus; assisting members of the University community as needed; responding to emergency situations including fire alarms, inclement weather alarms, and other incidents; and enforcing University policies.

Public Safety may be contacted by telephone at ext. 6911. When leaving a message for Public Safety, please be sure to include your name, your location, and a phone number where you can be contacted.

Public Safety is responsible for enforcing University policies which directly affect the maintenance of a safe and secure environment on the campus. It is the responsibility of all members of the University community to know and understand the University's policies, as outlined in this Handbook. It should also be noted that any actions which are prohibited under local, state, or federal law also violate University policy, and Public Safety Officers are required by law to intervene in such cases.

Campus safety and security is a community responsibility. Public Safety officers rely upon others in the community to cooperate by reporting all incidents and activity which might cause injury to others or to property and by behaving in a manner consistent with the University's rules and regulations. Students and others can also reduce the risk of becoming involved in incidents by taking some simple precautions:

1. Exercise caution when walking on campus, especially at night. When possible, travel in groups, and always keep an eye out for strangers when walking on campus.
2. Drive carefully! Be extra cautious while driving in the parking lots.
3. Keep your doors locked at all times. Never leave car or residence hall room doors unlocked for any reason. Also, refrain from allowing others to use your car or to remain in your room unattended.
4. Report suspicious behavior to Public Safety. If you notice someone whom you do not recognize walking around campus or in the buildings unattended, contact Public Safety. All guests on the campus are supposed to be escorted at all times.
5. Refrain from using alcohol or other drugs. Use of alcohol tends to impair judgment, awareness, and motor functions, and therefore you are more likely to be injured or victimized. Remember that you are still responsible for your actions: alcohol is no excuse. Don't lose your head to alcohol or drugs!

The University's parking policy is designed to ensure that a large number of people can share limited resources. Therefore it is important for all members of the campus community to accept responsibility for adhering to the policy.

All students, faculty, and staff who wish to operate a vehicle on campus must:

1. Bring their registration and license to register their vehicle with the Public Safety Office.
2. Obtain and properly display the appropriate parking permit.
3. Park only in the properly designated areas.

4. Refrain from parking in official spaces, spaces reserved for persons with disabilities, or areas reserved for emergency vehicles.
5. Exercise caution in driving on campus and observe all traffic ordinances.

Those who violate these policies can expect to receive a citation for the alleged violation. Citations can carry fines of up to \$ 250.00 or more, depending on the violation and the number of offenses. Members of the University community may also have their campus driving privileges suspended for repeated failure to observe the school's parking and traffic policies.

All automobile accidents on campus should be reported to Public Safety. In case of an accident, the following steps should be taken:

1. Secure the area of the accident in order to ensure that no one is injured entering or exiting vehicles.
2. Attend to any persons who are injured, and contact Public Safety, who will call for an ambulance if necessary. Remember not to move an injured victim unless you must do so to prevent further injury!
3. Contact Public Safety, who will file an accident report and assist in the sharing of registration/insurance documentation among parties involved.

Abandoned vehicles: When Public Safety suspects that a vehicle has been abandoned or is no longer in working order, they will make an attempt to locate the owner to request that the vehicle be moved off campus. If the owner refuses to move the vehicle or if no owner can be identified, the vehicle will be towed, and the owner will be responsible for towing and storage charges.

The following parking regulations apply to all campus persons:

White- Faculty/Staff

Gold- First-Year Students

Purple- All Other Students

Parking Lot A, Chapel
 Parking Lot B, the Hett
 Parking Lot C, Fitness Center
 Parking Lot D, East of C
 Parking Lot E, Summerfield Street
 Parking Lot F, Suites
 Parking Lot G, South MPCC
 Parking Lot H, North MPCC
 Parking Lot I, New Residence Hall-West
 Parking Lot J, Book Store
 Parking Lot K, Library
 Parking Lot L, Voigt
 Parking Lot M, Carnegie

Gold permits may park in Lot H only.

All vehicles parked on campus are required to have a permit displayed in the driver's side rear window. Failure to display a parking permit or parking in an unauthorized area will result in a citation being issued and a penalty of \$20 which will automatically be added to your account in the business office.

Parking in a fire lane or unauthorized use of a Disabled slot will result in a citation, a penalty of \$250.00, and the possibility of your vehicle being towed from the slot at your expense. When parking your vehicle on the public streets surrounding the campus, be aware of the posting of certain no parking areas, i.e., fire lanes, fire hydrants,

etc. Vehicles may not be parked within 20 feet of an intersection, whether it is posted or not. Parking in an unauthorized or non-designated area could result in a State citation and your vehicle could be towed away by the Lebanon Police.

Safety on Campus

The University enacts a number of policies which are designed to minimize the risk of injury and loss due to emergencies. Still, from time to time unforeseen emergencies may occur. Students are directed to contact a Residence Life staff member or a Public Safety officer whenever an emergency arises. Students should also adhere to the following guidelines:

Fire: When a fire is discovered, or when a fire alarm sounds, all students must exit the building in an orderly fashion and go to the designated waiting area. If possible, students should close doors behind them as they leave. Students should also exercise caution in going into areas where fire or smoke is present. Students should also refrain from tampering with fire safety equipment, since it is important that all of this equipment remain in working order in case it is needed. Students, who tamper with fire safety equipment, including entering or exiting alarmed fire doors, will be prosecuted and fined!

Inclement Weather: When inclement weather is indicated, students are asked to follow instructions as given by Residence Life or Public Safety personnel. Students may be required to evacuate, particularly higher floors of residence hall buildings. Students should exercise caution when moving around during inclement weather. When a tornado or earthquake is suspected, students should make an effort to seek shelter away from exterior walls, and they should take precautions to protect themselves from flying or falling debris.

Theft: Prevention is the key to avoiding personal loss due to theft. While students cannot control the behavior of others, they can take steps to minimize the risk that they will be victimized. To prevent theft, keep your room and vehicle doors closed and locked at all times, and avoid displaying valuables openly. Students should also refrain from carrying large amounts of cash. Students should also record checking, savings, and credit card account numbers and keep this information in a secure place. These accounts may then be de-activated conveniently if the need arises.

Personal Safety: Prevention is also important in avoiding personal injury. In order to minimize the risk of being victimized, exercise caution when leaving or returning to the campus. Avoid walking alone, especially at night. It is also advisable to tell your roommate where you are going and when you intend to return. Another key in avoiding personal injury is to refrain from using alcohol or other drugs, which impair your ability to defend yourself, and to avoid riding in vehicles with others who have been using alcohol or drugs. Nearly all injuries and deaths involving young people are alcohol or drug-related!

Identification Cards: Student identification cards may be obtained through the Office of Public Safety. Initial cards are available to students at no charge; however to reissue any subsequent cards, a student will incur a \$20.00 fee per card.

Other Notable Information

1. Parking in the Circle Drive at the Fountain is prohibited.
2. Disabled, or otherwise immobile, vehicles will be considered "abandoned" after 30 days, and subject to tow at owner's expense.
3. Failure to register a vehicle at the Public Safety Office, or fraudulent use of registration process can result in fines of \$100.00 and/or towing of vehicle at owner's expense.

CAMPUS PARKING REGULATIONS

Persons parking in campus parking lots are required to register their vehicles with the Office of Public Safety. Information needed to complete registration includes the following:

- Student, Faculty, or Staff ID Number
- Driver's License
- Vehicle Information (Manufacturer, Model, Year, Color, License Plate Number)

Upon completion of vehicle registration, a parking sticker will be issued to be displayed on the outside of the rear driver's side of the vehicle.

Parking stickers are designated as follows:

- WHITE stickers are issued to Faculty and Staff.
- PURPLE stickers are issued to 2nd year students and above.
- GOLD stickers are issued to 1st year students. 1st year students are required to park in H-LOT on the north side of The Melvin Price Convocation Center (MPCC). During evening and early morning hours, 7 p.m. to 7 a.m. and on Saturday and Sunday, 1st year students may park their vehicles in any campus parking lot in non-reserved parking spaces. Vehicles must be moved back to H-Lot before 7 a.m. Monday through Friday in order to avoid a ticket.

Parking lot signage is coded with the color of the sticker allowed to park in the lot. Vehicles parked in violation of the regulations will be ticketed and the charge will be added to your account in the business office. Fines may be paid at the Business Office in Wildy Hall.

In accordance with the ADA (Americans with Disabilities Act), parking spaces have been reserved for persons with disabilities. If you have a disability, state law mandates that you display the pertinent information either by state-issued hanging tag or license plate. Anyone parking illegally in spaces designated for disabled persons will be fined \$250 as required by the State of Illinois. Note: Injured persons are not considered disabled unless they procure the appropriate designation from their doctor and the State of Illinois (DMV telephone is 217-782-2709 for questions). The Public Safety Office is not authorized by the State of Illinois to grant designations or exceptions.

Lots may occasionally be reserved for special activities of the University, most notably A LOT (Chapel) and B LOT (Hettenhausen Center for the Arts). Generally, advance notice of reserved locations and times will be given via the campus email system. Those normally parking in lots that are reserved for special activities should make other parking arrangements during the time the lot is reserved.

Please Note: Vehicles determined by Public Safety to be derelict, abandoned, or otherwise creating a hazard may be towed at the owner's expense. An attempt will be made to notify the owner prior to this action.

Revised July 2011

GETTING INVOLVED...THE INS AND OUTS

Planning an Event

Some things to think about when planning an event are speaker or performer availability, fees, room availability, the master calendar, travel costs, equipment needed, food, decorations, publicity, your budget and whether you have any co-sponsors.

For assistance with contract negotiations, room set-up, equipment requests, etc., contact the Office of Operations in Pearson's Hall at ext. 6958 or The Office of Campus Activities (ext. 6856). For assistance with food service, contact Sodexo Marriott in Ames Hall.

Scheduling Events and Reserving Facilities

Campus facilities can be reserved for meetings, lectures, dances, movies, receptions and other events. Conflicts in scheduling and use of facilities can be avoided by using the University's master calendar located on the campus website or by calling the Student Affairs Office. All activities, including public events, should be checked against and listed on this calendar. When making your initial plans for an event, contact the Office of Campus Operations in advance to see if the room you want is available. Activities must be scheduled so as not to interrupt the regular and essential operations of the University. The Office of Operations reserves the right to reschedule events to prevent unreasonable conflicts, particularly when University-wide events occur. If you change your plans or cancel an event, be sure to let the Office of Operations know that as well.

Publicizing Events

All advertising of events, (flyers, sidewalk chalk, etc.), to be posted on campus must be approved by the Office of Student Affairs in Clark Hall. Major events requiring press releases, etc. are to be referred to the Office of University Relations.

Social Events

Students are free to plan social activities and functions as long as they follow University policies (see the Rules and Regulations section of this handbook) regarding student conduct.

FILM VIEWING POLICY

Film/video licensing to screen movies

Video Tapes and DVDs that are available for purchase, rented from many commercial establishments, or checked out of the library are for home viewing purposes only. This means they can only be viewed in your private living spaces. For campus purposes, that means your residence hall room. (For home purposes, it means anywhere in your private residence). Same rules apply for movies/television shows that are videotaped at home on VCRs or TIVO.

Therefore anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for film currently runs \$300-\$600 per showing for popular titles from major movie distributors. Independent films could cost less but must be negotiated with the holder of the copyright for those particular films. [Swank Motion Pictures](#) is a film distributing company that works with college environments and handles most commercial grade film titles. For pricing and availability you can contact them at 1-800-876-5577.

Many of you may know that there is an exception to the public performance fees for college and universities. That exception is only in the case of face-to-face classroom instruction by a faculty member. The faculty member may show the film/movie outside the normal class period (at night for example) however; it is only for those students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; in a residential college, library screening-rooms (and individual carrels) are usually also considered spaces designated for instruction. (Even in some cases a residence hall might qualify). In most cases library screening rooms, residence hall or student union lounges, cafeterias do not qualify. It is best to ask before screening a movie in these areas.

A faculty member cannot show it for his/her class and then open it up to the rest of the campus. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only include students registered for the class, the instructor and guest lecturer(s).

Purchasing public viewing rights does not depend on variables such as audience size or charging of admission. Regardless if it is 3 people versus 300 people, size is not considered in determining if public viewing rights need to be purchased. (Size may, however, influence the amount of the public performance fee). Likewise you still have to purchase the copyrights even if you are offering the movie/film to the audience for free. Because we are a non-profit educational institution we do qualify for the face-to-face teaching exemptions. However, that does not mean that because we are a not profit educational institution that all films/movies shown here are exempt. Only those with an instructor present with students enrolled in his/her class qualify. This principle holds true no matter how much educational or intellectual value is contained in the film.

Showing a film is a fun and easy event to organize. Nevertheless, you must always keep in the forefront that just because you purchased the film, rented or checked it out, you cannot turn that Video Tape/DVD into a program. Public performance rights must be purchased and secured before advertising any event related to movie/film viewing. Failure to adhere to these guidelines (even if done so innocently and inadvertently) can result in fines from \$750 to \$30,000 per showing. If admission is charged to the event and the organization/person receives some commercial or personal financial gain, fines can range upward to \$150,000 plus a year in jail.

If you have further questions, please contact the Office of Campus Activities.

GOING SOMEWHERE? HERE'S HOW!

Transportation Information

For transportation around McKendree University, please use the Campus transportation system, the Bogey Bus.

CABS

Metro East Cab.....	874-0100
Mid America Cab Company Ltd.....	277-2130
Yellow Cab Company.....	314-993-2345

METROLINK LIGHT RAIL SYSTEM

The Metrolink Light Rail system provides a convenient transportation option for getting to the downtown St. Louis area, Lambert Airport, and Belleville, Illinois. Listed below are station locations in Illinois:

5th and Missouri	located at 150 N. 5th St. in East St. Louis
Southwestern Illinois College	intersection of Greenmount Rd and Carlyle Ave.
Belleville Station	located on Scheel St. (2 blocks east of Douglas)
Swansea Station	located on Metro Way and North Illinois Ave.
Memorial Hospital Station	located on Flanagan Rd. 2 blocks north of Illinois Rt. 161 and 57th St.
Shiloh/Scott Air Force Base Station	located off of Hwy 158 at Metro Plaza Lane
Fairview Heights Station	located at intersection of 161 and St. Clair Ave.
Washington Park Station	located at intersection of Illinois Rt. 111 (Kingshwy) and St. Clair Ave.
Jackie Joyner Kersee Station	located on 25th St. (East St. Louis) - NO PARKING
Emerson Park Station	intersection of Baugh Ave. and 15th St. (East St. Louis)
Casino Queen	Casino Queen Riverboat Casino in East St. Louis on the Riverfront.

For more questions or for prices on the Metrolink, call 618-271-2345 or check out the website at www.metrostlouis.org.

AIRLINES

American	1-800-433-7300
Continental	1-800-525-0280
Delta	1-800-325-1999
Northwestern	1-800-441-1818
Southwest	1-800-435-9792
United	1-800-241-6522

WEBSITE

www.aa.com
www.continental.com
www.delta.com
www.nwa.com
www.southwest.com
www.united.com

TRAINS AND BUSES

Amtrak	1-800-872-7245
Greyhound Bus Lines	1-800-454-2487

WEBSITE

www.amtrak.com
www.greyhound.com

Places to Go...Hotels, Restaurants, Night Life, etc.

<u>Accommodations</u>	<u>Food</u>
<p style="text-align: center;">Hotels</p> <p>Baymont Inn & Suites 136 Regency Park – O’Fallon632-6668 Best Western Camelot Inn 305 Salem Place - Fairview Hts624-3636 Candlewood Suites 1332 Park Plaza Dr. – O’Fallon622-9555 Comfort Suites 137 Ludwig Dr. - Fairview Hts394-0202 Country Inn and Suites by Carlson 116 Regency Park Dr. – O’Fallon622-8600 Days Inn 1320 Park Plaza Dr. – O’Fallon628-9700 Dr. Jazz Bed % Breakfast 230 W. St. Louis St. - Lebanon537-2200 Drury Inn I-64 and Hwy 159 - Fairview Hts.....398-8530 Fairfield Inn 140 Ludwig Dr. - Fairview Hts398-7124 Hampton Inn 150 Ludwig Dr. - Fairview Hts397-9705 Hilton Garden Inn Shiloh624-9999 Holiday Inn O’Fallon 3396 Green Mount Crossing Dr - Shiloh632-0400 Landmark on Madison B & B 118 South Madison - Lebanon537-9532 Lebanon’s Queen Anne 102 E. Main - Lebanon.....537-6604 Ramada Ltd I-64 and Hwy 159 – Fairview Heights632-4747 Settle Inn 1100 Eastgate Dr. - O’Fallon624-6060</p> <p style="text-align: center;">Barbers and Beauty Salons</p> <p>Attractions (Full Service) 101 W. 5th St. - O’Fallon.....628-2700 Casablanca Hair & Skin Care 620 Lincoln Hwy. - Fairview Hts.....632-2231 Great Clips 5900 N. Illinois - Fairview Heights.....624-8480 Eclipse Salon & Spa 425 W. St. Louis - Lebanon537-8821 SmartStyle – O’Fallon 1530 W Hyw 50 - O’Fallon.....632-8506</p>	<p>24 Hours</p> <p>Denny’s 737 W. Hwy 50. – O’Fallon.....622-0471 Int. House of Pancakes 1028 W. Hwy 50. – O’Fallon.....632-5400 Steak N Shake 1727 W. Hwy 50 - O’Fallon628-8300 White Castle 10770 Lincoln Tr. - Fairview Hts</p> <p>Bar and Grill</p> <p>Applebee’s 47 Ludwig Dr. - Fairview Hts398-5626 Brewer’s 227 W. St. Louis - Lebanon537-4279 Casa Gallardo 6600 N. Illinois - Fairview Heights.....632-4404 Chevy’s Fresh Mex 1305 Central Park - O’Fallon.....632-6800 Chili’s 6311 N. Illinois - Fairview Heights.....398-9805 Cutter’s 239 Carlyle Ave - Belleville235-7642 Dandy Inn 1030 Lincoln Hwy - Fairview Hts632-8881 Fast Eddies 701 Central Ave. - Alton.....465-3876 Hooter’s 301 Market Pl - Fairview Hts.....398-3374 Houlihan’s 15 Ludwig Dr. - Fairview Hts397-9242 Joe’s Crab Shack 51 Ludwig Dr. - Fairview Heights398-9993 Las Cabanas Restaurant 300 S Madison - Lebanon537-9826 Lone Star Steakhouse 1310 Central Park Dr. - O’Fallon.....632-8540 Lotawata Creek 311 Salem Place - Fairview Heights628-7373 O’Charley’s 1313 Central Park Dr. - O’Fallon.....622-0405 Olive Garden Restaurant 25 Ludwig Dr. - Fairview Hts397-8727 Outback Steakhouse 4390 Illinois - Swansea235-7000 Red Lobster 110 Ludwig Dr. - Fairview Hts397-9251</p>

Places to Go...Hotels, Restaurants, Night Life, etc.

Bar and Grill (Continued)

Ron's Lounge	
228 W. St. Louis - Lebanon	537-8864
Ruby Tuesday	
6565 N. Illinois - Fairview Hts.....	394-3561
Schiappa's Restaurant	
622 S. Madison - Lebanon	537-4965
1050 Eastgate Dr. - O'Fallon	624-2033
Shenanigan's	
2157 Center St. - Belleville	656-8363
Show-Me's	
200 Lincoln Hwy - Fairview Hts.....	628-1625
Smokey Bones	
6118 N. Illinois - Fairview Hts.....	624-1052
TGI Friday's	
6910 N. Illinois - Fairview Hts.....	624-8443

Chinese/Oriental

China King	
10239 Lincoln Trail - Fairview Hts.....	397-8888
Dragon Palace	
1A Southview Plaza - O'Fallon	632-2288
Japanese Garden	
108 Regency Park - O'Fallon.....	632-8700

Dinner (Informal/Formal)

Andria's Restaurant	
6805 Old Collinsville Rd. - O'Fallon.....	632-4866
Fischer's Restaurant	
2100 W. Main - Belleville.....	233-1131
Golden Corral	
3360 Green Mount Crossing Dr. - Shiloh ...	628-0300
McAllister's Deli	
3234 Green Mount Crossing Dr. - Shiloh ...	622-9310
110 Frey Lane - Fairview Hts.....	622-8590
The Tapestry Room	
127 W. St. Louis St. - Lebanon	537-9559

Fast Foods

Arby's	
3180 Green Mount Crossing Dr - Shiloh	628-2187
Boston Market	
6535 N. Illinois - Fairview Hts.....	397-2797
Burger King	
401 Lincoln Hwy - Fairview Hts.....	632-5512
Dairy Queen	
412 S. Madison - Lebanon	537-2032

Fazoli's Restaurant	
5811 N. Illinois - Fairview Hts	233-4041
Jack-In-The-Box	
1360 W. Hwy 50 - O'Fallon	632-1460
Kentucky Fried Chicken	
1717 W. Hwy 50	624-5327
Long John Silver's	
218 Lincoln Hwy - Fairview Hts	632-8074
McDonald's	
713 S. Madison - Lebanon.....	537-9806
Popeye's Chicken	
6011 N. Illinois - Fairview Hts	398-4626
Qdoba Mexican Grill	
3210 Green Mount Crossing Dr - Shiloh....	632-5231
Subway Sandwiches and Salads	
224 S. Madison - Lebanon.....	537-3110
Taco Bell	
1403 W. Hwy 50 - O'Fallon	628-1011

Grocery Stores

Dierberg's Supermarket	
4000 Green Mount Crossing - Shiloh	628-8393
Tom's Supermarket	
Lebanon Shopping Plaza - Lebanon	537-2111
Schnuck's Supermarket	
907 E. Hwy 50 - O'Fallon	632-5525
Schnuck's Supermarket	
625 Lincoln Hwy - Fairview Hts	624-4310

Pizza

Casey's Carry Out	
908 S. Madison St. - Lebanon.....	537-0143
Domino's Pizza	
829 Seibert Rd - Scott AFB	746-2890
729 W. Hwy 50. - O'Fallon	624-2700
Imo's Pizza	
521 W. Hwy 50 - O'Fallon	632-2255
Mama Gusto's Pizzeria	
115 W. St. Louis St. - Lebanon.....	537-8800
Papa John's	
300 Southview Plaza - O'Fallon	628-7272
Pizza Hut	
318 E. Hwy 50 - O'Fallon	632-5167
Pizza World	
711 W. Hwy 50 - O'Fallon	624-2222
Schiappa's	
622 S. Madison - Lebanon.....	537-4965

Places to Go...Hotels, Restaurants, Night Life, etc.

Subs

Quizno's Classic Subs
 3910 Green Mount Crossing Dr - Shiloh624-1100
 Schiappa's
 622 S. Madison - Lebanon537-4965
 Subway Sandwiches and Salads
 224 S. Madison - Lebanon537-3110

Entertainment & Recreation

Bowling

Bel Air Bowl
 1703 N. Belt W. - Belleville.....233-7103
 Camelot Bowl
 801 Belt Line Rd. - Collinsville344-8610
 St. Clair Bowl
 5990 Old Collinsville Rd. - O'Fallon.....632-2400

Golf-Miniature

Centerfield Park Inc.
 5620 Old Collinsville Rd. - O'Fallon.....624-7074
 Country Acres Mini-Golf
 6200 Old St. Louis Rd. - Belleville277-4545
 Gateway Fun Park
 8 Gateway Dr. - Collinsville345-7116

Golf-Public Courses

Clinton Hill Country Club
 3700 Old Collinsville Rd - Swansea277-3700
 Cloverleaf Golf Course
 3555 Fosterburg Rd - Alton462-3022
 Fox Creek Golf Club
 6555 Fox Creek Dr - Edwardsville692-9400
 Governor's Run
 3300 Governor's Drive - Carlyle594-4585
 Grand Maraias Golf Course
 5802 Lake Dr. - E. St. Louis398-9999
 Locust Hills Golf Club
 1015 Belleville St - Lebanon537-4590

Stonewolf Golf Club
 1195 Stonewolf Tr - Fairview Hts624-4653
 Tamarack Country Club
 800 Tamarack Lane - Shiloh.....632-6666
 The Orchards
 Hwy 15 & Greenmount Rd - Belleville233-8921

Ice/In-Line Skating

Fun Spot Skating Cntr
 1400 West Blvd. - Belleville.....233-0052
 U.S. Ice Complex
 125 S. Ruby Lane - Fairview Hts398-4600

Nightlife

Big Bang Piano Bar
 Laclede's Lndg - St. Louis (314) 241-2264
 Drunken Fish
 Laclede's Lndg - St. Louis (314) 241-9595
 Fat Tuesday
 Laclede's Lndg - St. Louis (314) 241-2008
 Laughs on the Landing
 Laclede's Lndg - St. Louis (314) 231-5233
 McGurk's Irish Pub
 1200 Russell - St. Louis (314) 776-8261
 Molly's
 816 Geyer - St. Louis (314) 436-0921
 Morgan St. Brewery
 Laclede's Lndg - St. Louis (314) 231-9970
 OZ Nightclub
 300 Monsanto Ave. - Sauget274-1464
 Soulard Ale House
 1732 S. 9th St. - St. Louis (314) 436-7849
 St. Louis Union Station
 Market St. between 18th & 20th Streets
 - St. Louis (314) 421-4314
 Train Wreck Saloon
 Laclede's Lndg - St. Louis..... (314) 436-1006

Places to Go...Hotels, Restaurants, Night Life, etc.

Theatres, Dance Etc.

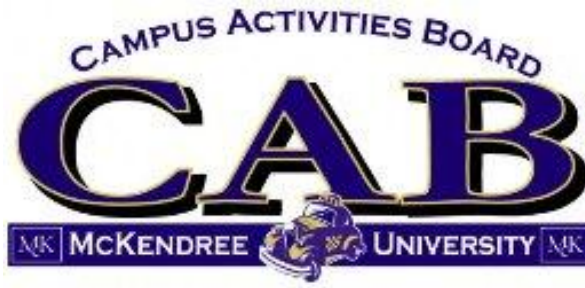
Fox, The
527 N. Grand Blvd. - St. Louis (314) 534-1111
Lincoln Theatre
103 E. Main - Belleville233-0123
Looking Glass Playhouse
301 W. St. Louis - Lebanon537-4962
Muny, The
Forest Park - St. Louis..... (314) 361-1900
O'Fallon 15 Cine
1320 Central Park Dr. - O'Fallon.....624-7336
Powell Symphony Hall
718 N. Grand Blvd. - St. Louis (314) 534-1700
Repertory Theatre of St. Louis
130 Edgar Rd. - St. Louis (314) 968-4925
Verizon Wireless Amphitheater
14141 Riverport Dr - St. Louis..... (314) 298-9944
St. Louis Black Repertory Co
3610 Grandel Sq. - St. Louis (314) 534-3807
Westport Playhouse
600 Westport Plaza - St. Louis (314) 878-3322
St. Clair 10 Cine
50 Ludwig Dr - Fairview Hts398-8383
Skyview Drive-In
5700 N. Belt West - Belleville233-4400

Shopping

Shopping - Malls and Department Stores

Chesterfield Mall
Hwy 64/40 at Clarkson Rd
Chesterfield, MO (636) 532-8925
Crestwood Plaza
Washington & Sappington Rd
St. Louis (314) 962-2395
Dollar General Store
713 Madison - Lebanon..... 537-8925
K-Mart
10850 Lincoln Trail - Fairview Hts..... 397-1751
Mid-Rivers Mall
Hwy 70 & Mid-Rivers Mall Rd.
St. Peters, MO (636) 970-2610
Northwest Plaza
Lindbergh Blvd. & St. Charles Rock Rd
St. Louis 1-800-264-7841
St. Clair Square
134 St. Clair Square - Fairview Hts 632-7566

St. Louis Galleria
Brentwood Blvd & Clayton Rd
St. Louis (314) 863-5500
St. Louis Mills
5555 St. Louis Mills Blvd.
St. Louis (314) 298-1500
St. Louis Union Station
Market St. between 18th & 20th Streets
St. Louis (314) 421-4314
Target
4701 N. Illinois St. - Fairview Hts 310-2074
3400 Green Mount Crossing - Shiloh 628-3333
Walgreens
704 Cambridge - O'Fallon 632-6739
WalMart
1530 W. Hwy 50 - O'Fallon 632-9066



CAMPUS ACTIVITIES BOARD

WHY JOIN CAMPUS ACTIVITIES BOARD?

What is CAB?

The Campus Activities Board (CAB) is becoming one of the best student-run organizations at McKendree, planning activities and events for both the campus and community that are alternative, diverse, social, recreational and educational. CAB consists of an Executive Board and committee members called the Street Crew. Membership within the Campus Activities Board allows students to network in the job community while gaining experience in leadership, programming, and team creativity. Weekly meetings are conducted between Committee Members and Executive Board Members to discuss information relevant to scheduled performers or events. If something is happening on campus, there's a good chance it may be a CAB event!

CAB Events

The Campus Activities Board plans events that appeal to a University community of more than 1,200 students. CAB sponsors events like films and Coffeehouse bands as well as sponsoring or co-sponsoring events like Comedians and Concert Events. CAB also organizes campus-wide events, including Homecoming, Family Weekend, and Springfest.

Through the organization and promotion of these events CAB helps foster McKendree spirit throughout the Lebanon community, thereby improving the quality of life.

Students Involved in CAB

- Develop excellent leadership skills
- Improve communication and time-management skills
- Can gain knowledge that can be transferred to most jobs
- May be selected to attend leadership and programming conferences to network with other students, college professionals, and entertainment professionals.

Finding Your Place in CAB

CAB gives you the chance to broaden your University experience and gain skills by joining any of its committees. To learn more about the CAB committees, visit our webpage at: www.mckendree.edu/CAB

CAMPUS ACTIVITIES BOARD POSITIONS AND COMMITTEES

Student Director

Director will lead the Campus Activities Board and provide overall direction for board members by acting as a leader, role model and mentor. Responsibilities include facilitating regular activities that motivate and recognize the board, planning and facilitating weekly board meetings, acting as a liaison with various campus committees and organizations, and the planning of fall and spring retreats.

Director of Marketing

The Marketing Director and their committee are responsible for supporting the Campus Activities Board through research, surveys, advertising, and promotions. They maintain the CAB Bulletin Boards and A-Frames, manage the web site, coordinate promo items, compose and send out the Campus Activities eSource, draft articles and ads for the McKendree Review, and find the best ways to make sure everyone knows about CAB programs. This position is one of the best portfolio-building jobs offered to students at McKendree and it allows for plenty of creativity.

Director of Membership and Retention

The Director of Membership and Retention is responsible for helping maintain membership records, coordinating the recruitment of new members, and scheduling activities and programs to assist with the retention of current members.

Along with the Director of Campus Activities, Student Director, and the Alumni Office, the Director of Marketing also works to establish a base with Campus Activities alums for homecoming activities and other staff leadership development opportunities.

While our staff works hard, we also play hard! Social activities for the staff have included, playing in Intramural events, appetizers at Applebee's or 54th St., laser tag, and other fun events! Campus Activities Board maintains an incentive program for its volunteer staff members to reward them for their assistance in planning our events.

Special Events

Many of these programs are home-grown, low-budget activities that take place in either Ames Dining Hall, 1828 Café, The Lair, or if weather permits, The Quad. Events are generally held on Wednesday (Wild Wednesday) or Friday (NACHO AVERAGE FRIDAY) and have included: Poster Sales, Grilled Cheese Night, Smoothie Hour, Caricature Artists, Tie Dye, Pimp Your Mug, and others!

In many cases, these events include free food! Other events have included Brat-tober Fest, I Hate Valentine's Day Party, St. Patty's Day Party, and others!



School Spirit - Team Bogey

Team Bogey is the Campus Activities Board school spirit component. Our goal is to promote activities and enthusiasm that will lead to lifelong involvement and commitment to McKendree Athletics and Team Bogey. We work together with the McKendree Pep Band and cheerleaders to get the crowds hyped up and to

bolster Bearcat Spirit and Pride. Team Bogey is currently a social committee within Campus Activities Board with a heavy emphasis on crazy spirit and fun! Join us for tailgate parties during football season, chicken wing events in The Lair, and other fun activities!

R.O.C. (Recreation and Off Campus)

Up for a little friendly competition? ROC coordinates gaming and recreational events in the Lair and around campus. Some events like paintball and Laser Tag are held off campus. Past events have included: Fantasy Football, Bingo Night, Deal or No Deal, Team Trivia Night, Billiards Tournaments, Ping Pong Tournaments, Bags, Washers, Board and Video Game Tournaments.

Bringing you the metro area and beyond, ROC also coordinates events found in the local area, including those that appeal to on campus students as well as non-traditional students or those that are commuters. This committee may help those students who do not have cars be able to go off campus and have fun – especially on weekends. Events may involve discounted tickets to Fine Arts performances, concerts, or sporting events. Day trips to shopping, festivals and other events are also common. Past events have included: Maroon 5 concert, St. Louis Zoo, Taste of St. Louis, and St. Louis Cardinals Games.

Cinema/Talks N' Topics

The Cinema committee schedules a film series at The Lair featuring free popcorn, soda, and door prizes on select Friday and Saturday nights. Movies may consist of first run movies (those still in theaters) or video released movies (classics or documentaries) based on popularity and student input. Cinema may also co-sponsor movies with other student organizations. The committee may also offer discounted tickets to off campus theaters. A student film festival, "The Bogey's" is planned for the near future. Talks and Topics programming can be serious, fun, educational, or a bit of all three! This committee works to provide forums, lectures, and talks on a variety of issues and topics. Talks and Topics also features the "Teach Me" series, which is an hour long workshop to teach various skills. Past topics have included country line dancing, watercolor painting, and others. Recent speakers at McKendree have been David Coleman – The Dating Doctor, C.L. Lindsay, and Jeff Havens.



Live Entertainment

The Live Entertainment Committee is responsible for bringing in live performance events. Many music events may be produced in a coffeehouse type of setting with acoustic performers (Lair: Unplugged); others may be local bands or nationally touring performers on selected nights of the week. A number of these events are held in the Lair or in 1828 Café, however; if there is nice weather, it is very common to have events outside in the Lair Pit, Ames Patio, or elsewhere in the Quad. Past performers have included Trippin Billies (Dave

Matthews cover band), AG Silver, Jared Campbell, Natalie Gelman, and Alex Winston. Thursday Night Mic is our open mic series that features the talents of McKendree students, faculty, and staff. Performers have the opportunity to sing, play instruments, and perform comedy, theater, and poetry. It is a fun event with free food and a great time to be had by all.

Grab your sides and get ready for the Laughter at Half After Comedy Series! Live Entertainment also showcases some of today's leading college-based, nationally touring comedians. Comedy events are scheduled on select Friday nights and have featured a variety of performers including: Kyle Cease (Not Another Teen Movie), Greg Warren, Loni Love (VH-1's I love the 80's), Alex Thomas, Dan Ahdoot, and more! This committee also brings in some variety entertainment like Hypnotist Frederick Winters, Mentalist Christopher Carter, and Magician Nate Staniforth.

Traditions

We're all about tradition and plan some of the larger events that are available to McKendree students, faculty, staff, their families, and the Lebanon community. These are generally events that have been longstanding and unite tradition with memorable moments. The events programmed by this committee include: Involvement Fair and Bearcat Week, Fall Family Weekend, Homecoming, Finals Week Stress Fest, McKendree Idol, and Spring Fling.



CAB Street Crew

The Campus Activities Board (CAB) Street Crew is made up of people just like you who want to get involved. All registered, full-time undergraduate students at McKendree University are eligible for membership in CAB. The more diverse our membership is, the better opportunity we have to present the kinds of programming our students love. Collectively, Street Crew members are the backbone of our staff working behind the scenes to make our events happen. They assist with the brainstorming and creative process of planning and promoting events and activities that our whole student body can enjoy. Being a Street Crew member is a great way to get involved, gain leadership experience, and have a great time planning events and meeting new and fun people.

While we maintain flexibility with our staff, joining a campus group does require commitment and a will to improve one's self as well as the organization they represent. Attendance, planning, decision-making, cooperation, commitment, and leadership are the characteristics of a successful Street Crew member and you, as a Street Crew member represent the future of CAB's leadership.

McKENDREE UNIVERSITY REGISTERED STUDENT ORGANIZATIONS



McKendree University has over 80 student organizations to choose from, offering a variety of activities and interests to most everyone. Joining a student organization affords members many benefits, including: making new friends, developing various skills and abilities, teamwork, learning how to set and achieve goals, and of course, having fun and being an active participant in the pulse of McKendree University!

Through your time at McKendree University, you'll find that as you become more active, the more you will be able to draw from all of your experiences – both in and outside of the classroom. The listing below showcases a number of current Registered Student Organizations at McKendree University and their advisors. If you cannot find a group that satisfies your interests, it is possible to start your own Registered Student Organization.

ACADEMIC FRATERNITIES AND HONOR SOCIETIES		
<u>Alpha Psi Omega</u> – National Honorary Theater Fraternity Advisor – Michelle Magnussen	Alpha Kappa Delta – International Sociology Honor Society Advisor – Dr. Melissa Barfield	Iota Tau Alpha – Athletic Training Honor Society Advisor – Dr. Dawn Hankins
Kappa Delta Pi – Education Honor Society Advisor – Dr. Timothy Richards	Kappa Kappa Psi – National Honorary Band Fraternity Advisor - David Boggs	Lambda Pi Eta – Speech Honor Society Advisor – Dr. Betsey Gordon
Nursing Honor Society Advisor -	Phi Alpha Theta – History Honor Society Advisor – Dr. Irwin Halfond	Phi Eta Sigma – First Year Student Honor Society Advisor –
<u>Phi Kappa Phi</u> – Honor Society Advisor – Dr. Alan Alewine	Pi Gamma Mu – Social Sciences Honor Society Advisor – Dr. JL Kemp	Pi Kappa Delta – Debate Honor Society Advisor - Joe Blasdel
Pi Sigma Alpha – Political Science Honor Society Advisor – Dr. Ann Collins	Psi Chi – Psychology Honor Society Advisor – Dr. Murella Bosse, Dr. Linda Hoffman	Sigma Beta Delta – Business Honor Society Advisor – Dr. Peter Will
Sigma Tau Delta – English Honor Society Advisor – Dr. Martha Patterson	<u>Sigma Zeta</u> – Science Honor Society Advisor – Dr. Robb Van Putte	
DEPARTMENTAL STUDENT ORGANIZATIONS		
Art Club Advisor - David Ottinger	Association for Computing Machinery Advisor - Nathan White	Biology Club Advisor – Dr. Michelle Schutzenhofer
<u>Campus Activities Board</u> Advisor - Craig Robertson	Chamber Choir (formerly Cantori) Advisor – Phillip Wilhelm	Choir Advisor - Dr. Nancy Ypma
<u>Color Guard/Winter Guard</u> Advisor - Lee-Allison Friedrich, Kara Grossman, Leslie Newsom	Collegiate Chapter of MENC - <i>PENDING</i> Advisor – Phillip Wilhelm	<u>Concert Band, Jazz Ensemble, Marching Bearcat Band, Wind Ensemble</u> Advisor - Dave Boggs
<u>Dance Team</u> Advisor – Brenda Cain	<u>Debate Team</u> Advisor - Joe Blasdel	History Society Advisor - Dr. Patrick Folk
<u>Intramural Sports @ McK</u> Director - Kim Smallheer	Literary Interest Society Advisor - Dr. John Greenfield	MathCats Advisor - Dr. Heather Dye
<u>McKendree Cheerleading</u> Advisor – Stephanie Koerber	McKendree Council for Exceptional Children Advisor - Dr. Barbara Thomas	McKendreean – Yearbook Advisor - Michele Erschen
<u>McKendree Review-Student Newspaper</u> Advisor - Gabe Shapiro	Mentoring Program Advisor - Dr. Lyn Huxford	<u>Model United Nations</u> Advisor - Dr. Brian Frederking

Montage-Magazine Advisor - Dr. Jenny Mueller	<u>New Student Orientation</u> - NSO Advisor - Craig Robertson	<u>Percussion Organization of Students</u> Advisor – Daniel Smithiger
Philosophy Club Advisor –	<u>Phi Beta Lambda – Business Service Club</u> Advisor - Dr. Rick Bonsall	Pre-Professional Students in Health Care Advisor - Dr. Robb VanPutte
Psychology Club Advisor - Dr. Murella Bosse, Dr. Tami Eggleston	Residence Hall Association Advisor – Heidi Thuesen	Sociology Club Advisor - Dr. Lyn Huxford/Dr. Neil Quisenberry, Melissa Barfield
Students Today Alumni Tomorrow (STAT) Advisor –	Student Ambassadors Advisor - Josie Blasdel	<u>Student Government Association</u> (SGA) Advisor – Dr. Joni Bastian
Student Illinois Education Association - Education Club Advisor - Dr. Darryn Diuguid, Dr. Brenda Doll		
RELIGIOUS/FAITH-BASED ORGANIZATIONS		
<u>Campus Ministry</u> Advisor - Rev. Tim Harrison	Fellowship of Christian Athletes (FCA) Advisor - Rev. Tim Harrison	Interfaith Group Advisor – Bethany Hill-Anderson
Newman Catholic Ministries Advisor - Erin Hammond	Pluralist Community Advisor – Bethany Hill-Anderson	
SERVICE ORGANIZATIONS		
<u>Alpha Phi Omega</u> Advisors - Craig Robertson, Dr. Peter Will, Mitch Nasser	<u>Center for Public Service (McCat)</u> Advisor - Dr. Lyn Huxford	Rotoract Advisor – Martha Eggers President:
SOCIAL GREEK ORGANIZATIONS		
Alpha Delta Gamma - Fraternity Advisor – Dr. Adam Tournier	Inter Greek Council Advisor - Jantzen Eddington	<u>Kappa Lambda Iota (CLIO) - Sorority</u> Advisor - Bethany Hill-Anderson
<u>Kappa Sigma Tau - Sorority</u> Advisor – Dr. Alan Alewine	<u>Sigma Sigma Sigma - Sorority</u> Advisor - Dr. Katy Gayford	Sigma Nu - Fraternity Advisor - Lester McQuaid, Dr. Tim Richards/Jantzen Eddington
SPECIAL INTEREST GROUPS		
American Red Cross Club Advisor – Evelyn Bean	Black Student Organization (BSO) Advisor - Brent Reeves	Black Men of McKendree (BMcK) Advisor - Brent Reeves
Frisbee Club - - PENDING Advisor – Jim Feher	Film Club Advisor – Michelle Magnussen	Games Club - PENDING Advisor – Dr. Stephen Hagan
Green Team Advisor - Jim Feher, Duane Olson	International Student Organization Advisor –	<u>J.A.P.A.N. (formerly ACME)</u> Advisor -
McKendree Anime Club Advisor - Dr. Kevin Zanelotti	McKendree Chess Club Advisor - Dr. Jean Sampson	McKendree Fitness Club Advisor - Kim Smallheer
McKendree Libertarians - PENDING Advisor – Dr. Kevin Zanelotti	McKendree Young Feminists Group Advisor - Dr. Brenda Boudreau	McK Radio - PENDING Advisor – Peter Palermo
Public Affairs Forum (PAF) Advisor - Dr. Brian Frederking	Spectrum Alliance Advisor - Dr. Alan Alewine, Dr. Neil Quisenberry, Dr. Darryn Diuguid	<u>Team Bogey</u> Advisor - Craig Robertson
Wonders of Wellness Advisor - Dr. Karan Onstott		

Greek Life

McKendree has a long and rich tradition in Greek life extending back to 1837. Throughout their history, Greek organizations have encouraged their members to cultivate skills in leadership, scholarship, character development, and service to the community. In other words, Greek organizations foster development in skills, which help individuals build success throughout their lives.

Greek life on McKendree's campus is dynamic, involved, fun, and energetic. Each year individual fraternities and sororities sponsor off-campus dances, field intramural sports teams, and participate in community service projects. The Inter-Greek Council, whose main goal is to cultivate growth in the Greek community, also sponsors several social events, including a river-rafting trip for active members and alumni and an all-Greek luau.

Leadership

Although some leadership skills can be learned in a textbook, the best way to develop as a leader is through hands-on experience. McKendree's Greek organizations encourage members to take on leadership roles, not only within Greek organizations but also in other campus groups. Greek members are involved in athletic teams, Student Government Association, Campus Activity Board, New Student Orientation, Inter-Greek Council, and Residence Life staff. Members of the Greek community are also involved with the Leadership Development Program, a non-credit course offered in the spring semester. Get involved in a Greek organization and develop the leadership skills that will help you to succeed after college.

Getting Involved

Students interested in joining a fraternity or sorority participate in Greek Rush, which takes place in the fall and spring semesters. At Rush, prospective members have the opportunity to meet with active members of each of the Greek organizations on campus. Prospective members then "pledge" to join the fraternity or sorority of their choice. All pledges must be in good standing with the University, maintain a 2.0 cumulative GPA, and complete the requirements for Inter-Greek Council formal rush. Upper-class students may pledge at either fall or Spring rush, while freshmen are required to wait until Spring rush to pledge.

GREEK ORGANIZATIONS

Alpha Delta Gamma

The McKendree Colony of Alpha Delta Gamma is on the way to finishing their colonization period with hopes of being a full Chartered Chapter this summer at National Convention. It started with 7 men, wanting to start a tradition of brotherhood. After completing a petition to colonize to the National Council and being accepted, the colony was pinned started in the spring of 2011.

Alpha Delta Gamma had its beginning with four students at the Lake Shore Campus of Loyola University of Chicago in 1924. Francis Patrick Canary, John Joseph Dwyer, William S. Hallisey and James Collins O'Brien, Jr., first conceived the idea of founding a new unique fraternity during a ride on Chicago's "L" (The elevated railway). The "Founding Four" realized the need for an organization quite different from those existing on their campus.

The "Founding Four" envisioned a new concept in fraternities – one based upon the traditions, ideals of true brotherhood, and missionary zeal of Ignatius Loyola, Francis Xavier and Issac Jogues. They saw five specific areas of development for students at Catholic colleges- the spiritual, the scholastic, service to college and community, encouragement of school spirit among fellow students, and the social. In effect, they wanted a fraternity founded upon Christian ideals of true manhood, sound learning, and the unity of fraternal brotherhood. These ideals were

decreed the purpose of Alpha Delta Gamma when it first came into being. And so the foundation was set, Alpha Delta Gamma was on its way to becoming a city walled!

Alpha Omega

Alpha Omega, the second oldest women's society, is a social and service organization, which focuses on sisterhood, loyalty, and friendship. Alpha Omega participates in campus activities, holds alumni reunions, and sponsors dances and other social events. Alpha Omega also participates in Bowling for Kids Sake. Alpha Omega encourages its members to develop leadership skills through positions in AO, Inter-Greek Council, and other organizations. Alpha Omega also does not condone hazing of any kind, and it offers a shortened pledge period.

Alpha Phi Omega

“In leadership, friendship, and service”

Alpha Phi Omega, the only national co-ed service fraternity on campus, has been in existence at McKendree University since 1972, serving both the campus and the local community. Each year Alpha Phi Omega sponsors a blood drive in concert with the American Red Cross. But Alpha Phi Omega offers more than just service to the community. The fraternity offers camaraderie, leadership experience, and social activities.

Kappa Lambda Iota - CLIO

The Clionian Literary Society, founded in December 1869, is the oldest society for women with a distinguished record of achievement. Clio's guiding principles are loyalty, friendship, and sisterhood, which, is stressed not only within the society but also with friends outside the sisterhood. Clio's goal is to help its members reach a high standard of womanhood by becoming well-rounded individuals.

Kappa Alpha Psi

Kappa Alpha Psi was founded on the campus of Indiana University on January 5, 1911. The Fraternity's fundamental purpose is achievement. Early in this century, African-American students were actively dissuaded from attending college. Formidable obstacles were erected to prevent the few who were enrolled from assimilating into co-curricular campus life. This ostracism characterized Indiana University in 1911, thus causing Elder W. Diggs, Byron K. Armstrong, and eight other black students to form Kappa Alpha Psi Fraternity, which remains the only Greek letter organization with its 1st Chapter on the University's campus.

The founders sought a formula that would immediately raise the sights of black collegians and stimulate them to accomplishments higher than they might have imagined.

The objectives of Kappa Alpha Psi are: To unite college men of culture, patriotism and honor in a bond of fraternity; To encourage honorable achievement in every field of human endeavor; To promote the spiritual, social, intellectual and moral welfare of members; To assist in the aims and purposes of colleges and universities; To inspire service in the public interest.

Recognized as a student organization at McKendree University in the spring of 2001, Kappa Alpha Psi is one of only three nationally recognized fraternities and sororities at the University. Its members seek to achieve the purpose and objectives of the fraternity through service to each other, the University and the surrounding community.

Kappa Sigma Tau

Kappa Sigma Tau promotes the ideals of friendship, service, and equality. Each semester the members of Kappa Sigma Tau participate in a variety of service projects including Lion Candy Day, Service to Seniors, and tutoring at Lebanon High School. Kappa Sigma Tau offers women the opportunity to build strong and lasting friendships and to enjoy the exciting experiences that sorority membership brings.

Sigma Nu

“A Tradition of Honor”

McKendree’s Sigma Nu colony was founded in the Spring of 1996. It is the first international social fraternity at the University. The Sigma Nu fraternity was founded in 1869 in Lexington, Virginia, and has grown to become one of the largest and strongest international fraternities. Being a part of Sigma Nu means joining a brotherhood of over 190,000 initiated members.

Sigma Nu has a policy of no hazing, and McKendree’s Sigma Nu colony is proud to uphold this principle in building the strongest brotherhood on campus. Pledges are involved in the innovative LEAD program, which was designed by leadership consultants from the national office to teach members ethics and leadership skills. The LEAD program prepares students for success both in college and after graduation. McKendree’s Sigma Nu colony has an active social calendar. It holds social functions in cooperation with its big brother chapter at Washington University in St. Louis. In addition Sigma Nu sponsors off-campus dances, intramural teams, and community service projects.

Sigma Sigma Sigma

The Gamma Theta Chapter of Sigma Sigma Sigma was colonized at McKendree in the spring of 2012 and exists as a national sorority on campus. From our earliest days, we seek out others to accompany us on our journey. There will be many acquaintances as we travel along our path. Among them will be found some with whom we feel a special bond...a rapport to be welcomed and nurtured. There may be one or two...there may be a hundred.

Is it any wonder then, that eight young women, away from home and family, found each other and began their journey in friendship? They stepped out on a path from Farmville, Virginia in 1898, sharing a special bond as friends who regarded each other as sisters. They reached out to others who joined them on the journey. Together, they established a sisterhood called Sigma Sigma Sigma. We find friends within the bonds of Tri Sigma. We regard these friends as sisters. We enter into a state of being Sisters. We are a Sisterhood.

Student Services

MCKENDREE ACADEMIC CENTER and THE WRITING CENTER

The McKendree Academic Center and the Writing Center are located on 509 Stanton Street. The Academic Center provides a variety of academic services to assist students and faculty. Individual and small group tutoring is arranged free of charge. Tapes and workbooks are also available for students needing additional help in basic math, algebra, trigonometry, and English composition. The Center also sponsors programs which help students to develop better study skills.

The Writing Center has a faculty director and experienced peer tutors who provide a full range of services to faculty, staff and students including on-site tutoring, in-class seminars for instructors, evening tutoring sessions, internet instruction, and support services for faculty and staff who are teaching writing intensive courses.

INFORMATION TECHNOLOGY DEPARTMENT

The Information Technology department supports several IBM-compatible labs and a Macintosh lab. Students using a computer lab have access to a wide variety of software applications, and access to Internet resources as well. Students can bring personal computers to campus and connect them to the local area network and the Internet. Documents can also be printed free of charge. Staff are always available to assist you.

HOLMAN LIBRARY

Holman Library, completed in 1969, houses a collection of books, periodicals, government documents, and audiovisual equipment and materials which are available to all students for check-out or for in-library use. The library also provides ample space for students to study, including individual study carrels and group study rooms.

In addition to the materials available in the library, other resources can be accessed via interlibrary loan. Holman Library is linked to ILLINET online, an automated bibliographic database, which provides access to the collections of other Illinois libraries. Terminals for accessing the IO database are located on the main and basement levels of the library.

The library staff is always available to assist you in locating materials.

INTERNATIONAL STUDENTS

The Director of Multicultural Affairs is available for advice on immigration regulations, school transfers, academic advising, and personal matters. The Office of Multicultural Affairs is a department within the Office of Student Affairs. For more information, contact Ext. 6938.

VETERANS' AFFAIRS

McKendree maintains a Veterans' Affairs service in the Financial Affairs office, first floor of Old Main, and at the Scott Air Force Base Center. This service is designed to assist the veteran in the readjustment and adaptation to the University setting. The Veterans' Affairs Officer is available for V.A. counseling and to assist veterans and eligible persons in applying for V.A. benefits. Students are reminded to supply their DD214 forms (Discharge Papers) when visiting the office. Other forms will be supplied by the Veterans' Affairs office. For more information, contact Ext. 6802 on the Lebanon campus, or (618) 256-2006 at Scott Air Force Base.

STUDENTS WITH SPECIAL NEEDS

The Director of the McKendree Academic Center coordinates services offered for persons with disabilities. Visit the Center on 509 Stanton Street, or call ext. 6850 for more information.

HEALTH AND COUNSELING SERVICES

Health and counseling services are available to all students. The Health Services Center is located on the 1st Floor of Clark Hall. The Center is open from 8:00 a.m. - 5:00 p.m. Monday through Friday. Services include first aid and treatment of minor illness and injuries. More severe medical problems are referred to local physicians or to a physician of the student's choice.

The Health Services Center also offers wellness information and programming. Students, faculty, and staff are encouraged to visit in order to receive information and advice concerning diet and nutrition, stress management, and exercise programs.

Individual psychological counseling is available to all students. Appointments can be made by contacting the Center at Ext. 6503. All counseling is confidential.

Students needing medical attention after business hours should contact Security or the Resident Director on duty. In extreme emergencies, students should immediately contact Emergency Medical Services (911). Students are expected to coordinate their own transportation to medical services off-campus. University officials cannot transport students to medical visits.

Student insurance: McKendree University has a compulsory insurance plan. All students attending the Lebanon campus on a full-time basis are urged to carry additional insurance because of the limited coverage of the compulsory plan. The school's insurance pertains to accidental injury only. It is a second pay policy. In other words, the plan will pay only for costs not paid for by the student's own insurance plan.

Student health insurance forms are available at the Health Services Center. Students who are involved in an on-campus or school-related accident must notify the Health Services Center within two days in order to review the correct claim procedures and to complete the necessary forms.

CAREER SERVICES

Career Services works closely with students in the areas of career planning, internships, and job/graduate school search. Do What You Are and Focus are two career assessment tools available online to assist students when selecting a major or searching for occupational information. Career Services will then meet with students to discuss the results and for individual career counseling. Job search assistance for students is provided through a variety of methods, along with guidance if students wish to pursue graduate school. College Central Network, an online job system, is also available for students to post their résumé for employers to view and search for open internships and full-time positions. Career Services coordinates the internship program, which gives juniors and seniors the opportunity to gain experience in their major or minor field of study while receiving academic credit.

Career Services sponsors several events each year, including a Job/Internship Fair, Majors Fair, Career Conference, Dining Etiquette Seminar, and Career Carnival, among others. A staff member also teaches a one credit hour course each year that helps students be effective in their job search and life after graduation. Contact x6806 for more information about any of the services that are provided to students.

ADMISSION

The Office of Admission provides a variety of services for students prior to their admission and once they are in attendance at McKendree. The Office of Admission organizes Preview Days and personal tours for prospective students, coordinates placement testing and advising, and assists students in pursuing a number of scholarships. They also provide an excellent opportunity for students to represent the University as Student Ambassadors. Ambassadors give tours of the campus to prospective students and they also make phone calls to students who have shown an interest in McKendree, providing a unique opportunity for prospective students to gain a student's insight into life at McKendree.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to student records. In keeping with this mandate, McKendree's policies are designed to ensure that students' records are kept private and confidential. Information from student records is not to be shared without the consent of the student (except for transmission of necessary information to authorized University faculty, staff, trustee, or contractors for internal use only). The University is also authorized to disclose information regarding a student to officials of another school in which the student seeks to enroll, without the student's consent. Parents, guardians, or other family members of students in post-secondary schools may not receive grades nor any other personal information concerning students without consent. However, it is important to note that the University may contact parents or immediate family members in order to seek advice or assistance in dealing with behavior which represents an immediate danger to the student's welfare. For more information concerning student rights under FERPA, contact the Office of Academic Affairs at (618) 537-6818 or the Vice President for Student Affairs at (618) 537-6854.

Financial Aid

The Office of Financial Aid's guiding mission is to ensure that qualified students have every opportunity to continue pursuing their educational goals regardless of financial circumstances. However, the student is a necessary partner in the process of seeking and obtaining financial assistance. Because there are so many different financial aid programs in place, it is important for students to seek help early and to follow directions carefully. Otherwise, students may not realize the full benefit of these financial aid programs.

The many financial aid programs can be grouped into the following general areas:

GRANTS are need-based awards to students, usually administered by federal or local governments. While grants are gifts which do not have to be repaid, in many cases these awards can be reduced or taken away if students do not make satisfactory progress.

LOANS provide funds which need to be repaid. Loans have varying requirements concerning the schedule for repaying borrowed money.

SCHOLARSHIPS are financial awards given to students based upon achievement or financial need. While scholarships do not have to be repaid, students must often meet specific requirements with respect to academic achievement in order to continue receiving scholarships.

UNIVERSITY WORK-STUDY provides employment on campus for students who qualify for additional funding. Many departments on campus hire student workers; however, the number of positions available are limited, so students are strongly encouraged to apply early for work-study positions. Work-Study earnings are often used to repay outstanding debts to the University. However, students whose accounts are up to date may receive a check for work-study earnings, which they may use for incidental college expenses. Students should note that they will not receive work-study checks if they have outstanding debts to the University.

Students have a number of options for obtaining financial assistance, but they must complete the application process in order to receive any aid. The steps are as follows:

Complete the FAFSA application every year.

FAFSA applications are released after January 1 for the upcoming school year. It is important for students to read the FAFSA directions carefully and to return the completed form as quickly as possible. Financial aid funds are limited, so students who do not complete the application in a timely fashion are jeopardizing their chances of receiving the full benefits of the financial aid programs.

Read all financial documents carefully and follow directions.

Often students are unaware of problems which exist on their financial aid documents because they fail to read all documents carefully. Do not delay your financial aid application by failing to respond to inquiries in a timely fashion.

Take note of requirements and provisions of financial aid programs.

In most cases, student financial aid awards are contingent upon satisfactory academic progress. Students on athletic or academic scholarships or students who are receiving federal financial aid, among others, should be sure to read program requirements carefully. It is unfortunate when students lose vital financial aid because they have failed to abide by the terms of the programs.

Make payment plan arrangements for outstanding debts to the University.

It is important for students to recognize that fees for tuition, housing, meal plans, and other costs are due at the beginning of each school term. The University offers payment plan options for overdue balances, but students need to make these arrangements ahead of time or they may lose their placement in classes or in University housing. Applications for payment plans are available in the Financial Aid Office and in the Business Office.

Follow the proper procedures regarding adding, changing, or dropping classes or withdrawing from school.

Dropping a class or withdrawing from school does not necessarily relieve students from financial obligations. In addition, program changes may affect the amount of financial aid awarded. Therefore it is important for students to read and understand the procedures for making program changes, and to consult with financial aid to learn if financial aid awards will be affected.

Most importantly, students who have questions concerning financial aid should contact the Office of Financial Aid right away. Do not allow small problems to become big problems by failing to act. The Financial Aid office is located on the 1st floor of Old Main.

Campus Dining

The Sodexo Marriott Food Service Team would like to welcome you to McKendree University. We operate two (2) dining facilities on campus—1828 and Ames Dining Hall, each with its own unique flavor and atmosphere. If you have any questions, please feel free to ask a dining service associate or call 537-6985. Our goal is to exceed your expectations of campus dining and to make your dining experiences at McKendree University some of your best memories.

We Provide The Flexibility Student Life Demands:

Because we understand that students need Flexible Meal Plans to accommodate their busy schedules, we offer five (5) Meal Plan options:

10 Meal per Week + \$100 Flex Plan-

This meal plan is created for the active on-the-go student who is busy with internships, off campus employment, etc., and allows our customers to participate in any ten (10) meals per week plus 100 Flex Dollars that may be used in either dining facility.

15 Meal per Week + \$75 Flex Plan-

This plan allows our dining patrons to enjoy any fifteen (15) meals per week plus 75 Flex Dollars that may be used in either dining facility, designed for the student who leaves campus occasionally.

19 Meal per Week + \$50 Flex Plan-

This traditional plan allows a student to enjoy all meals served weekly in the Ames Dining Hall plus 50 Flex Dollars that may be used in either dining facility.

175 Meal per Semester + \$50 Flex Plan-

This plan offers 175 Dining Hall meals per semester, plus 50 in Flex Dollars per semester. Any number of Block Meals may be used each week. The only times Block Meals are forfeited are at the end of the semester. Unused Flex dollars carry over from fall to spring semester and are forfeited at the end of spring semester.

150 Meal per Semester + \$75 Flex Plan-

This plan allows offers 150 Dining Hall meals per semester plus 75 Flex Dollars per semester. Any number of Block Meals may be used each week. The only times Block meals are forfeited are at the end of the semester. Unused Flex Dollars carry over from fall to spring semester and are forfeited at the end of spring semester.

AMES DINING HALL OFFERINGS:

••• Three Squares •••

Hot and hearty entrees. Three Squares a day, Monday through Friday, Brunch and Dinner on Saturday and Sunday.

••• Firehouse Grill •••

Hot off the grill specialties. Hot dogs, hamburgers, grilled sandwiches. Sound the alarm!

••• Counter Productions •••

Build your own deli sandwiches with chips, pickles and all the fixin's.

••• La Vincita •••

A variety of pasta, sauces, specialty items and hot, fresh garlic bread to tempt your taste buds.

••• Nature's Granary •••

Fresh and wholesome breads, waffles and cereals. Foods nature intended for us to eat.

••• Fresh Inspirations •••

Always fresh, always colorful. Fresh salads, vegetables and toppings to give anyone Fresh Inspirations.

••• Finishing Touches •••

Cakes, cookies, pies, cobblers...the finishing touch to a great meal.

••• Etc., Etc... •••

An ever-changing selection of fun and festive favorites with regional and international flair.

••• Thirst Base •••

Scores of hot and cold quenchers. Sure to be a big hit!

1828 OFFERINGS:

This facility offers a fast food environment, which features grill items, pizza, deli sandwiches, salads, snacks, and beverages, with day and evening hours available.

WHEN YOU DINE WITH US: (The Advantage is Yours)

We realize that University life brings with it many challenges. That is why we try to provide a variety of advantages to our student diners:

• SPECIAL EVENTS

Once a month, the Dining Commons Operation will host special events for your dining pleasure. These events are centered on a particular theme with food offerings. Gourmet Night, Thanksgiving and Christmas are just a few of the many specials you will enjoy.

• TASTE CHANGERS

In order to liven up your everyday dining routine, we offer daily Taste changers. These are fix-it-yourself buffets that are created to enhance your dining experience. Students will be treated to baked potato bars, hot wing bars, nacho bars and a variety of other pace-changing creations.

• SACK MEAL REQUESTS

Students are allowed to pick up a sack meal if his/her academic schedule prevents eating in the Dining Hall.

- Arrange with the Food Service Manager at least 24 hours prior to need.

- The Sack Meal replaces the missed meal in the Dining Hall and is deducted from your meal card.

• SICK TRAY REQUESTS

If an ill student cannot eat in the Dining Hall, someone may pick up a sick tray for that student.

- The person picking up the tray must have the ill student's meal card and see the Manager.

- The meal served is in disposable containers with plastic utensils.

• SPECIAL DIET NEEDS

A student's special needs can be met...

- If our regular, well rounded dining selections cannot satisfy your needs, you must submit medical authorization from your doctor in writing with complete details.

HOW CAN I GET INVOLVED?

Sodexo Marriott Dining Services at McKendree University would enjoy your comments and involvement. If it is changing the menu to your favorite entree, employment in our operations, etc., please feel free to contact the Dining Office.

Students are reminded that large drink containers are strictly prohibited. Students may not take food and drink items out of the dining hall for later consumption. All dishes and silverware must remain in the dining hall. Students in violation of dining hall rules will be subject to discipline as outlined in the Campus Regulations and Judicial Procedures Document found in the Student Handbook.



ATHLETICS



McKendree University fields varsity teams in football, soccer, track, cross-country, volleyball, basketball, baseball, softball, tennis, golf and bowling. So whatever your game is, there are plenty of opportunities to cheer on the Bearcats. Students are admitted free of charge to all home sporting events (except for playoff games). The Office of Student Affairs also sponsors fan buses to selected away games. For information on sports events, consult the student publications, or contact the Sports Information Office at ext. 6879.



The Bearcats actively competed in the National Association of Intercollegiate Athletics (NAIA). The NAIA is an autonomous association currently administering programs to over 400 fully accredited, four-year colleges and universities of moderate enrollment.

In 1952, the NAIA was the first national intercollegiate athletics organization to admit historically black institutions and to adopt a set of standards and practices. In 1980, the NAIA became the first organization to offer competition for both men and women.



The NAIA became the first national body to adopt minimum entrance requirements for entering freshmen. Today, more than 60,000 student athletes compete annually in the NAIA's 23 Championships.



*As of the production of this document, McKendree has applied for and has been accepted as a candidate for NCAA Division II membership and is scheduled to begin a full NCAA schedule in 2012-13. The Bearcats have also been accepted into the Great Lakes Valley Conference, which features Midwest schools that are similar to McKendree in size and student make-up. Schools currently in the conference include, Bellarmine University, Drury University, University of Indianapolis, Kentucky Wesleyan University, Lewis University, Maryville University, Missouri Science and Technology, Northern Kentucky University, Rockhurst University, Saint Joseph's College, University of Southern Indiana, University of Illinois-Springfield, University of Missouri-St. Louis, University of Wisconsin-Parkside, and William Jewell College.

DO YOU KNOW OUR SCHOOL FIGHT SONG?

“Our McKendree”

Hail to thee our dear old McKendree;
May we always loyal be.
It's a song of praise we raise to thee
Alma Mater, Dear Old M.C.
May we ever hold thee true and wise and right;
Honor Purple and the White.
And for victory we'll
Always FIGHT
'Til we win for old M.C.K



The McKendree University Intramural Activities Program is designed to offer each student, staff, faculty and alumni member the opportunity to participate in organized and informal activities as regularly as his or her time and interest permit. The program is inherently competitive, and its success stems from competition; however, winning at all costs plays no part in intramural activities.

The IM program is not in competition with, nor is it intended as a substitute for either the physical education program or the intercollegiate athletic program. There is a place in the IM Program for everyone - the varsity player in search of variety in sports, the student in search of competitive activities, and the student, staff or faculty member in search of recreational outlets. The IM program is offered to all McKendree men and women in hope that by participating they may find sports and activities that will afford them the enjoyment and the many benefits that only these activities can give.

The objectives of the program are:

1. To provide enjoyable sports experiences for students, staff and faculty.
2. To develop habits of participation in sports which will carry over into everyday living.
3. To promote wholesome social relationships through group and individual activities.
4. To teach respect for sportsmanship and the principle of fair play.
5. To develop qualities of leadership and cooperation.
6. To help foster physical fitness, strength, power, endurance, agility and flexibility.

Intramural Eligibility

All faculty, staff, wives/husband's of faculty or staff, alumni (in certain cases), and students enrolled in 6 or more class hours at McKendree are eligible to compete in the Intramural Program provided they are not exempted in one of the following ways:

1. Any Student who is currently competing on a Varsity team (varsity eligibility pending) shall be barred from that sport or its related sport. Related sports are those, which are fundamentally the same--for example, baseball and softball.
2. Any student participating under an assumed name shall be barred from all intramural competition for the rest of the year.
3. Any student who has competed professionally in any sport shall be barred permanently from that or its related sport.
4. Any player/student who has been removed from two intramural contests as a result of unsportsmanlike conduct shall be barred from intramurals for the rest of the current year.

Under no circumstances may any person ineligible for intramural play participate in an intramural contest. Any team using an ineligible player shall forfeit all contests in which that player participated.

It is hoped that your participation will lead to much enjoyment as well as experiences useful in day-to-day living outside of McKendree.

Signing Up for Intramural Events

To sign up for an Intramural Sport, we have two methods to serve you:

- 1) Stop by the Intramural Office at the Recreational Gym. Team Rosters are available at the Intramural Desk. Complete the roster form and return it to the office by the deadline for the specified sport. **All team captains are reminded to attend scheduled captain's meetings. Captain's meetings are mandatory for participation in scheduled sports.**
- 2) (Recommended) Go to the Intramurals website at: www.mckendree.edu/intramurals. There, you will find descriptions of events and activities, as well as an online registration form. Rules for each activity are available for download and print.

Recreational Gym Usage and Equipment

We invite you to come to the Recreational Gym, located on the north side of MPCC. There you will find a facility featuring 2 full basketball courts, 6 total goals, 2 volleyball courts, boundary lines for badminton and other sports and men's and women's locker rooms.

You will also find the Intramural Equipment Office. There you can check out a variety of items ranging from basketball equipment to frisbees, board games, and more. Some items may be available for a small rental fee. We just ask that if you are going to use the facility and the equipment, please bring your Student ID or valid Driver's license. Our staff will be more than happy to assist you with your recreational needs. Below, we have listed some of the rules of the facility:

The Recreational Gym and McKendree University facilities are for use by McKendree University students, faculty, staff and their invited guests. Under **NO** circumstances shall these facilities be used without the direct supervision of authorized personnel. **No equipment shall be checked out from the Intramural office without proper identification, (i.e. McKendree University Student ID or Driver's License.)**

Guests may use these facilities only during designated hours, and only when an attendant is on duty. The gym may also be reserved for Intramurals or special events. **UNAUTHORIZED USE OF THESE FACILITIES WILL RESULT IN DISCIPLINARY ACTION.**

GUEST POLICY: McKendree students, faculty and staff may have up to three guests at a time. **All guests must surrender picture identification upon entering the facility, and they must leave the facility when their host does.** *Members of the McKendree Community must accept responsibility for the behavior of their guests.*

GAME POLICY: The attendant may at his/her discretion, break up full-court basketball or volleyball games if space is needed to accommodate more guests. *All guests are expected to cooperate with such requests or they will be asked to leave the facility.*

SPORTSMANLIKE CONDUCT IS EXPECTED AT ALL TIMES! Arguments, fights and rude, offensive or threatening behavior will not be tolerated. Guests who violate this policy will be asked to leave, and usage privileges will be revoked. **Violators of this policy are also subject to discipline as outlined in the Campus Policies and Regulations Document found elsewhere in the Student Handbook.**