



MCKENDREE
UNIVERSITY



F.Y.I.

First
Year
Introduction



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Chris Hall, Vice President for
Admission and Financial Aid

The McKendree Community is excited that you will be one of our newest Bearcats! During the First Year Introduction (F.Y.I.) program, you will meet faculty, staff, and current students that will help you to smoothly transition to McKendree. You'll also meet some fellow classmates and begin to develop friendships that will last a lifetime!

The Office of Admission has enjoyed working with you over the past year and look forward to seeing you on campus in the Fall. We hope that you will leave today feeling prepared for the start of your McKendree Experience. If you have any questions throughout the day, please let us know.



Student Program Agenda

| | |
|-------------------|---|
| 9:00 am – 9:10 am | Welcome and Comments Chris Hall, Vice President for Admission and Financial Aid |
| 9:10 am – 9:15 am | FERPA Deborah Larson, Registrar and Assistant Dean |
| 9:15 am – 9:25 am | Staff Introductions and Agenda Details Josie Blasdel, Director of Undergraduate Admission |
| 9:30 am – 9:55 am | Academic Planning Talk with faculty in the Academic School or Division of your choice to learn more about academic planning, getting involved in your academic program, and tips on being successful. |
| 10:00 am– 4:00 pm | Student Sessions |

Student Session Details

Sessions will be held in various locations across campus. Your FYI peer leader will guide you through each session.

First Semester Class Registration and Information

Students will meet one-on-one with faculty advisors to register for fall semester courses.

New Student Orientation

The Director of Campus Activities and New Student Orientation staff will give information about move-in day and NSO.

Residence Life

Residence Life professionals talk about the housing application and placement process and the McKendree living-learning communities.

2020 Vision

Student Life professionals will moderate this interactive session which will leave you with more information about getting involved and being successful during your first year!

Peer Group Sessions

You will have several peer group sessions throughout the day where you will complete the following:

- Access your McKendree University account (email, WebAdvisor, etc)
- Complete the Success Navigator Assessment which will be used during advising
- Explore the Work Study Opportunities Website
- Register for New Student Orientation
- Learn how to access student account information and authorize others to view this information



Family Program Agenda

9:00 am – 9:10 am **Welcome and Comments**
Chris Hall, Vice President for Admission and Financial Aid

9:10 am – 9:15 am **FERPA**
Deborah Larson, Registrar and Assistant Dean

9:15 am – 9:25 am **Staff Introductions and Agenda Details**
Josie Blasdel, Director of Undergraduate Admission

9:30 am – 9:55 am **Academic Planning**
Talk with faculty in the Academic Division of your choice to learn more about academic planning, getting involved in your academic program, and tips on being successful.

10:00 am – 1:15 pm **Parent Sessions**

Student Health and Wellness

The Director of Health Services will cover topics such as the McKendree University Confidential Medical Form and immunization records, medical insurance coverage, healthcare privacy issues, resources for managing emergencies, and answer questions. The McKendree University Counseling Services will also be discussed.

Paying for it All – Using Financial Aid Resources and Payment Options to Make it Work

Financial Aid & Business Office professionals will discuss how to make sure that you've accepted the scholarships, financial aid, & payment options available to you to make sure everything is in place when payment is due. You'll also learn about setting up the monthly payment plan and how your child can authorize you to view account information.

Residence Life

Parent Association

The McKendree University Parent Association is excited to welcome you into our ever expanding network of parents and families! The Parent Relations Office recognizes that parents play a critical role in their student's University experience. Our goal is to offer you meaningful ways to engage in the life of the University in a manner that works best for you. There's no "right" way to belong to the Parent Association. Working together, parents and families can play a key role in supporting McKendree's outstanding students!

Partnering with McKendree for Student Success

This session will address the developmental transitions that you can expect from your student while in college, how you can partner with McKendree to help your student succeed during his/her transitions, as well as opportunities and support that you can expect from the institution for you as a McKendree parent.

1:15 pm – 2:55 pm **Lunch and Break– Ame's Dining Hall**
Lunch will be provided for all students and their guests.
Use this time to visit the bookstore, speak one-on-one with financial aid professionals, get a tour of the Residence Halls, and meet future Bearcat Parents.

3:00 pm – 4:00 pm **The McKendree Experience**
A candid discussion with McKendree administrators and faculty about the McKendree Experience to answer any remaining questions you may have from the day.



Office of Academic Records

What We Do

The Office of Academic Records is responsible for maintaining and reporting student academic records and ensuring that students follow the academic policies and procedures of the institution as outlined in the University catalog. We make sure all degree requirements have been met and will put the final stamp of approval on your student's records and graduate them (hopefully in four years!). We also, in conjunction with academic divisions, create the schedule of classes each term and set up the online registration process.

Web Page

You are welcome to visit our web page -- from McKendree's main web page (www.mckendree.edu) click on Offices and then select Academic Records Office. There you will find academic calendars, academic planning sheets, information on our CLEP and AP policies (Testing Policy), various forms students might need (Forms and Documents), as well as other information.

If you have any questions please feel free to visit us on the 1st Floor of Old Main or contact us by phone at 618-537-6819.

Academic Planning

While it is ultimately the students' responsibility to make sure they fulfill all of the degree requirements as outlined in their catalog, they are helped along the way by their academic advisors (faculty members) and our office. We provide academic planning check sheets for our general education requirements, and our online Program Evaluations track students' progress through their degree programs (both general education and major courses). These are designed for students to use as they plan their academic career and choose courses each semester.

Students will use these planning forms during their First Year Introduction registration experience as they choose their first classes at McKendree. Faculty advisors will guide students as they pick courses and then register for them using our online system, called WebAdvisor.

You can rest assured we are just as interested as you are in seeing that each student's schedule is the best one for that student at this stage in his or her academic career. We do all we can to ensure students' first steps set them on a smooth path to graduation.

While students may engage in a wide variety of activities, sports, clubs, etc., during their collegiate years, the primary goal of each student is, of course, to earn a degree. Below are the requirements every student must complete in order to earn a baccalaureate degree from McKendree University.

Degree Requirements:

1. Complete a minimum of 120 credit hours*;
2. Complete a minimum of 40 upper level credits (junior/senior level courses numbered 300 or 400);
3. Complete a minimum of the final 32 hours in residence;
4. Attain a minimum cumulative grade point average (GPA) of 2.00;
5. Complete all general education (core) curriculum requirements as contained in the catalog effective at time of matriculation** (these requirements are presented in the General Education Program section of the catalog);
6. Meet all requirements and performance standards for the major*** as contained in the catalog effective at time of matriculation (these requirements are presented in the Courses of Study section of the catalog under the appropriate discipline);
7. Complete all degree requirements within eight (8) years of matriculation; and
8. Declare their intent to graduate by completing a Degree Application (available on the Academic Records Office web page) the semester prior to the anticipated graduation term.

*Graduate level coursework from McKendree University or any other institution of higher education may not be applied towards an undergraduate degree at McKendree University.

**Students have the option to change to a subsequent catalog governing their degree requirements, but must meet *all* requirements of the new catalog (both general education and major requirements).

***Any course applied toward the completion of one major or minor may not also be applied toward the fulfillment of elective requirements in another major or minor.

Additionally:

- Any outstanding transfer work must be received in the form of an official transcript by the university within 30 days of graduation. If the transcript is received after 30 days, the date of graduation will be changed to the next date of graduation following receipt of all outstanding transcripts.
- No course taken to satisfy a major or minor requirement may be taken using the Pass/Fail grading option.

A Smooth Path:

Below are some guidelines to help students along the path to graduation:

1. Take charge of your academic career and become your own advocate.
2. Become familiar with your catalog; especially the sections on Academic Programs and Policies, General Education Program, and the Courses of Study pertaining to your major(s) and minor(s).
3. Consult your online Program Evaluation before registration each semester.
4. Print and consult the Four-Year Planning sheet associated with your major(s).
5. Consult the Course Descriptions section of the catalog as you make academic plans to make sure the course is offered when you want to take it (not all courses are offered every term, or even every year).
6. Visit your Academic Advisor to discuss which courses you should take.
7. Ask questions and seek advice from your Academic Advisor or personnel in the Academic Records Office if you don't understand something in the catalog or on your program evaluation.

FERPA Guidelines

for Parents, Guardians, and Spouses

What is FERPA?

The ***Family Educational Rights and Privacy Act***, also known as the ***Buckley Amendment***, was passed by Congress in 1974 and gives students 3 basic rights:

- The right to **inspect** and **review** education records.
- The right to seek to **amend** education records.
- **The right to have some control over the disclosure of information from education records.**

All educational institutions (elementary, secondary and post-secondary) that receive federal funds must comply with FERPA. This includes McKendree University.

Who is protected under FERPA?

Students who are currently enrolled or formerly enrolled, regardless of their age or parental dependency status, are protected under FERPA. FERPA does not apply to deceased students or persons who have applied but have not attended (attendance begins the first day of New Student Orientation).

What are Education Records?

Education records are all records that:

- Contain information directly related to a student (including grades and other information related to a student's academic standing); and
- Are maintained by McKendree University or an authorized party.

What about Parents, Guardians and Spouses?

Once a student enrolls in a post-secondary educational institution, the rights under FERPA *transfer from the parent to the student regardless of the student's age*. **If anyone other than the student wishes to view and inspect, or even discuss, a McKendree University student's education record (including grades), the following must occur and be documented:**

- The student must provide **written consent** to allow the parent, guardian, or spouse to view and inspect their education record. (Students must submit a FERPA Release eForm, which is found on the Academic Records web page. This form also allows a student to indicate whether or not they wish financial information to be released.)

The above **must** be maintained in the student's file in the Office of Academic Records.

If your student refuses to sign a release form, there is one other option provided in the FERPA regulations for parents who claim their student as a dependent on their federal tax returns. In order to exercise this option, parents must:

- Make an appointment to meet with the Registrar;
- Bring a copy of your latest tax return showing you have claimed the student as a dependent (you may redact the dollar amounts on the tax form, we don't need to see those).

McKendree University – Office of Academic Records
701 College Road, Lebanon, IL 62254 – 618-537-6819

MCKENDREE UNIVERSITY

FALL 2016 ACADEMIC CALENDAR

| | |
|--------------------------------|--|
| Monday, August 1 | August Four-Week Classes Begin |
| Saturday, August 27 | August Four-Week Classes End |
| August 24-28, 2016 | New Student Orientation |
| Monday, August 29 | Classes Begin |
| Friday, September 2 | Last day to withdraw from a course with a 100% refund |
| (5 th day of class) | Last day to add a course* |
| | Last day to withdraw from a course without receiving a "W"* |
| <i>Monday, September 5</i> | <i>Labor Day – No Classes (Saturday classes will meet on Saturday)</i> |
| Monday, September 12 | Last day to withdraw from a course with a 75% refund (10 th day of class) |
| Monday, September 26 | Last day to withdraw from a course with a 50% refund |
| October 14-16 | Homecoming |
| Thursday, October 20 | 1 st Half Semester Classes End |
| <i>Friday, October 21</i> | <i>Fall Break – No Classes</i> |
| Monday, October 24 | 2 nd Half Semester Classes Begin |
| Tuesday, November 8 | Last day to withdraw from a full semester course (50 th day of class) |
| <i>November 23-27</i> | <i>Thanksgiving Holiday – No Classes (Wednesday – Sunday)</i> |
| Friday, December 9 | Last Day of Regular Class Sessions |
| December 12-15 | Final Exams (Monday - Thursday) |

*These dates apply to full-semester courses. Please see half-semester calendars for one-month, six-week and eight-week withdrawal dates

This calendar and future calendars are available on the McKendree web site:

<http://www.mckendree.edu/offices/academic-records/academic-calendar.php>

McKENDREE UNIVERSITY

SPRING 2017 ACADEMIC CALENDAR

| | |
|-------------------------|--|
| Tuesday, January 17 | Classes Begin |
| Monday, January 23 | Last day to withdraw from a course with a 100% refund (5 th day of class) |
| | Last day to add a course* |
| | Last day to withdraw from a course without receiving a "W"* |
| Monday, January 30 | Last day to withdraw from a course with a 75% refund (10 th day of class) |
| Monday, February 13 | Last day to withdraw from a course with a 50% refund |
| Friday, March 10 | 1 st Half Semester Classes End |
| <i>March 11-19</i> | <i>Spring Break</i> |
| Monday, March 20 | 2 nd Half Semester Classes Begin |
| Monday, April 3 | Last day to withdraw from a full semester course (50 th day of class) |
| <i>Friday, April 14</i> | <i>Good Friday – No Classes</i> |
| Thursday, April 27 | Academic Excellence Celebration on the Lebanon Campus |
| Friday, May 5 | Last Day of Regular Class Sessions |
| May 8-11 | Final Exams (Monday – Thursday) |
| Friday, May 12 | Senior Farewell Service |
| | Graduate Celebration Dinner |
| Saturday, May 13 | Commencement |

*These dates apply to full-semester courses. Please see half-semester calendars for one-month, six-week and eight-week withdrawal dates

This calendar and future calendars are available on the McKendree web site:

<http://www.mckendree.edu/offices/academic-records/academic-calendar.php>



Office of Admission

Complete Your Admission File

Before the start of Fall classes, you will need to be sure to provide the Office of Admission with the proper documentation in order to ensure that your file is complete. Please make sure to have the following information sent to the Office of Admission:

- Final High School transcripts
The final transcript will state the date of your graduation
- AP Test Scores
The test results will need to be sent directly from the College Board
- College/University transcripts for any dual credit classes you may have taken
This information will need to be sent directly from the credit granting institution

Dual Credit and AP Equivalencies

Credit you may receive from any dual credit or AP classes you may have taken will only be applied to your McKendree University Academic Record when the official transcripts/score results have been received by the Office of Admission and evaluated by the Office of Academic Records.

You can get information about any McKendree equivalencies you may have earned from dual credit or AP classes from your WebAdvisor account.

Making Schedule Changes

If you would like to make changes to your class schedule after your F.Y.I. program, you will need to contact Jennifer Miller in the Student Support and Retention Office. She can be reached by email at jrmiller@mckendree.edu or by phone at 618-537-6572.

Once the Fall semester begins, you will need to work directly with your academic advisor (UNI 101 instructor) to make changes to your schedule.



McKendree University Business Office View and Pay your bill online

Monthly billing statements for student account charges are only issued electronically.

McKendree e-Billing Features:

- Students will receive e-mail notice in their McKendree e-mail account when online billing statements are available for viewing.
- Students can view current account activity and pay their bills from any computer with internet access!
- Students can authorize parents or others to view their statements and make payments on their behalf.
- Secure online payments can be made by electronic check, debit card, and major credit cards (Visa, Mastercard, Discover, and American Express). **Credit/Debit cards will be charged a 2.75% convenience fee by processor.**
- Automatic and immediate posting of payments to the student's account.
- Access to account information 24 hours a day, 7 days a week!

Students can access their e-bill through the McKendree Webadvisor at <https://wa.mckendree.edu>. Click on "View Bill or Make a Payment" link under Financial Information heading to access the Bill Payment Suite. Once connected you can view your bill and make secure online payments.

Of course, students still have the option of bringing or sending payment directly to the Business Office, but we encourage you to take advantage of this online service. We are confident that you will enjoy the user-friendly convenience and security of online billing and payment.

Questions? Call the Business Office at 618-537-6868 or send us an email (businessoffice@mckendree.edu).



McKendree University Business Office

e-Bill: Setting up an authorized user

How To Set Up An Authorized User

- Go to wa.mckendree.edu
- Log In as a Student
- Click “View Bill or Make a Payment”
- Click “View Bill or Make a Payment” on the next screen
- Click the “Authorized Users” Tab on the McKendree epay site
- Click “Add an Authorized User”
- Enter the email address of the person you wish to add as an authorized user
- Choose what privileges you want them to have
- Click “Add User”
- Once you have read the terms of adding an authorized user check “I Agree”
- Click Continue

When will I receive my first bill? Fall Registration billing statements will be mailed mid-July.

Will I receive monthly statements? Paper statements are no longer sent through the mail, but can be viewed online through the McKendree WebAdvisor at <https://wa.mckendree.edu>. Students must first authorize parents or others to view their statements and make payments on their behalf.

How do I know how much I owe? A summary of your student account for the Fall semester will be found in the upper right hand corner of the Registration billing statement. The amount listed as "Total Amount Due from Student" reflects the amount that will be due after pre-payments and financial aid awards have been deducted.

Are books included in my tuition charges? Books are **NOT** included in tuition charges and can be purchased through the McKendree University Bookstore. You should plan to pay approximately \$500 per semester for books.

When is my payment due? The "Total Amount Due From Student" should be paid by **Friday, August 19, 2016**, in order to complete Business Office Check-In on Friday, August 26, 2016.

How can I pay my balance?

- Payments can be made online with an electronic check or a credit/debit card through the McKendree WebAdvisor at <https://wa.mckendree.edu>. **Credit/Debit cards will be charged a 2.75% convenience fee by processor.** Students must first authorize parents or others to make payments on their behalf. Payments should be made by Friday, August 19, 2016.
- Mail a check to the Business Office or stop by in person to pay. This should be received by Friday, August 19, 2016.
- Payment can be made over the phone with an electronic check or a credit/debit card by calling the Business Office at 618-537-6868 or 618-537-6404 by Friday, August 19, 2016. **Credit/Debit cards will be charged a 2.75% convenience fee by processor.**

Is it possible to make monthly payments? A monthly payment plan to cover the balance due is available through Tuition Management Systems (1-888-463-6994). Your budget with TMS should cover estimated balances due for both fall and spring terms. The enrollment fee is \$85 for the entire year and payments will be due monthly from August 1 to May 1 (12 month plan is available with first payment due June 1). Your payment plan with TMS should be set up by Friday, August 19, 2016.

What if I have outside scholarships? Outside scholarship funds should be forwarded to the Business Office and will be applied to your account before Business Office Check-In. If the funds have **NOT** been received before you complete Business Office Check-In, you must provide the Business Office with documents verifying the amount of the scholarship to be received and the date it is expected. Interest will accrue on the unpaid balance until the scholarship is received.

What if I have a Work Study Award? Work Study Awards listed on your financial aid award letter may be deducted from the balance to be paid by Friday, August 19th, provided you sign an agreement to have your earnings applied directly to your account through a payroll deduction. If your earnings are not sufficient to cover the remaining balance, any unpaid amount will be evaluated before you will be allowed to pre-register for the Spring term. Students are responsible for finding their own employment on campus.

What happens if my account has a credit balance? If your account has a credit balance, a refund will be issued usually within 10 working days from the time you become eligible for all of the aid which has been applied to your account. Refunds are issued in the student's name unless the overpayment is due to Parent PLUS loan funds (Parent can select for student to receive the refund).

How will I receive my refund? Students will be mailed a Refund Selection Kit from Bank Mobile and will use the personal code enclosed to select their refund preference to receive funds for which they are eligible.

What number should I call if I have questions?

| | | |
|---------------------------|-----------------------|--------------|
| Account matters | Business Office | 618-537-6868 |
| Schedule/Academic matters | Records Office | 618-537-6818 |
| Financial Aid matters | Financial Aid Office | 618-537-6828 |
| Housing/Meal changes | Residence Life Office | 618-537-6855 |

Work Study Facts

Who gets Federal Work study?

Federal Work study is awarded based on financial need. Students must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility. FAFSA can be completed electronically at www.fafsa.gov

Work study is a self-help award:

The money awarded must be earned from an on-campus job.

Work study pay:

Work study employees of McKendree are paid the current minimum wage amount. Currently, minimum wage is \$8.25. Students are paid twice a month, the 15th and last pay day of the month. Time sheets must be completed, signed and turned in to the supervisor. Supervisors are responsible for turning timesheets into Human Resources (payroll). The maximum award of \$2,000 allows a student to work 8.5 hours per week for the academic award year. Students are allowed to work no more than 15 hours per week.

How do I get a job?

1. Check your campus e-mail on a regular basis for possible job openings
2. Be proactive and contact campus offices about work study opportunities. You can check for available positions on the Office of Financial Aid website: www.mckendree.edu/offices/financial-aid/work-study-positions.
3. Work study jobs are not assigned, students must search for the job themselves. Take the initiative to check with different offices/departments for openings.

Once hired you will need to:

1. Complete an I-9 and W-4 with the Office of Human Resources. Students may not begin working until they have completed the I-9 and W-4.
 - a. Student will need to have a photo ID and one other source of identification to complete the I-9 and W-4.
2. International students awarded McKendree work study must have a social security card before starting any employment. Contact Student Affairs (618-537-6854) for documentation requirements.

Student Responsibility:

Once students are hired for a position on campus, they must:

1. Meet enrollment requirements.
2. Maintain satisfactory academic progress toward a degree.
3. Perform assigned duties, as established by the supervisor.
4. Give notice, as defined by the supervisor, if time off is needed.

Computer Lab Hours

McKendree has several computer labs, many of them are open until midnight during the weekdays and 10pm on weekends.

Contacting I.T. or the HelpDesk:

I.T. and the HelpDesk are available to answer questions by telephone, email or on a walk-in basis. Even though we don't 'officially' support weekend hours, the staff frequently check email throughout the weekend and emails never sit long.

Our hours are:

HelpDesk – 6am until midnight, Monday – Friday

Information Technology – 6am until 5pm, Monday – Friday

Answers to many questions can be found on our website, www.mckendree.edu/offices/it/

Popular Questions and Support Topics:

Is a Mac or a Windows computer preferred?

McKendree supports Mac, Windows or Linux computers, but some majors prefer one over the other. Check with your advisor to see if there is a preference for you.

How should I get my computer ready for move-in?

A valid antivirus is key. Many new computers come with a limited trial that expires 60 – 90 days after purchase of the computer. Make sure the subscription continues or remove the trial software and install any of the antivirus programs that we recommend, many free. You can find all the information on our website.

Microsoft Office is also highly recommended. This will be used by your student to complete coursework.

Students will need an ethernet patch cord. 15 foot cables are available at the HelpDesk.

What support can students get for their personal computers from I.T.?

I.T. provides very comprehensive support for students that you don't get at other schools. If the computer is running slow, has a possible virus infection, or you need salvage files due to a crashed computer, we can help you out. For the few instances that we simply can't assist due to constraints, we have a team of very competent student workers that are available to work on the computer on the side.

Are there deals that the University offers in terms of purchasing a computer?

Most of the major computer manufacturers offer discounts to McKendree students. When ordering, be sure to indicate that you are attending McKendree!

Is software available for student purchase?

Yes, McKendree has worked out a partnership with ScholarBuys for Microsoft, Adobe and many other software companies and titles. More information can be found on the I.T. website.

Is there wireless?

Absolutely! McKendree has 99% of residential areas covered, 99% of the academic buildings covered and about 80% of the outdoor green spaces covered. Please DO NOT bring your own WiFi router or access point.

Are there labs and printing stations on campus if my student does not bring their own computer?

Yes. There are 9 computer labs on campus and almost every one of them has a printer that students can use, some of them even offer color and duplex printing.

Is there anything that I can do to secure my computer?

Theft is very low at McKendree, but when it does happen, it's because of relaxed common sense; doors being left open or unlocked, no passwords to log into the computer or sharing of the password. Laptop or desktop locks can certainly be used, but not necessarily needed.

Can you connect to McK's network as a commuter student?

Students can access their files from anywhere in the world on any device, whether it's a laptop, mobile phone or tablet.

What if my password is not working?

The easiest remedy is to have your student contact the HelpDesk. There is also a web service students can use.

Step 1 – Enable Account

You must enable your account before it can be accessed. This is done by reading and accepting the computer user agreement.

To accept the computer agreement visit <http://www.mckendree.edu/offices/it/>. From the I.T. site click on “Account Management,” then “Accept Computer User Agreement.” Follow the steps to enable your account.

What is my Username, Default Password, and Email Address?

Your username will be your first and last initial followed by your student ID.

Your default password will be (lowercase) your first initial, last initial, last six (6) of your social security number and a dollar (\$) sign.

Homer Jay Simpson and social security number 123-45-6789 → hs456789\$

With few exceptions your email address will be your first name, a period, your last name followed by the year you registered for classes @mckendree.edu.

Homer Jay Simpson → homer.simpson16@mckendree.edu

Step 2 – Change Password

After the agreement is accepted, follow the link to change your network password. Your password must be changed before accessing your account. Please keep in mind, it can take in upwards of 10 minutes for your password change to take effect.

You can always visit the link to change your password at <http://www.mckendree.edu/offices/it/>. From our site click on “Account Management,” then “Change Network Password.” Use the following requirements to change your password.

Email: Your email address will be username@mckendree.edu.
<https://email.mckendree.edu>

WebAdvisor: Provides grades, financial information, registration information, and more.
<https://wa.mckendree.edu>

Intranet: Provides academic information, housing, registration, Business Office account information, and various other types of information
<https://intranet.mckendree.edu/>

Blackboard: This is an online learning system used to help faculty and students collaborate and share information on and off campus. More information on the Blackboard system is given on the Blackboard help sheet.
<https://blackboard.mckendree.edu/>
schedule and activities allow. Our department is happy to discuss options with commuter students.



Parent Association

The mission of McKendree University is summed up in three simple words - “Make Your Mark.” As parents you want the best for your children. You’ve prepared them well for their McKendree experience - with their hard work, and your continued support they’ll soon head out into the world to make that mark.

At McKendree University we recognize that parents play a critical role in their student’s University experience. Our goal is to offer you meaningful ways to engage in the life of the University in whatever way works best for you. There’s no “right” way to belong to the Parent Association.

Parents interested in becoming involved are encouraged to sign-up for the Parent Association by visiting us at mckendree.edu/parents-visitors/. There are no regularly scheduled meetings, and no pre-determined time commitments. Parents are welcome to plug in and volunteer as much or as little as they’d like. Sign up today and we’ll be sure to send you opportunities that suit your interests as they arise.

Call 618.537.6826 or email parents@mckendree.edu for further information.



Residence Life

Important Contact Numbers: Main Office 618-537-6855, email reslife@mckendree.edu

Director: Mitch Nasser, rmnasser@mckendree.edu

Office Hours: 8am-5pm M-F

Important Dates for 2016-2017

Fall

1. Housing notification emails sent beginning June 15, 2016. Students should check their McKendree email for confirmation.
2. New/Transfer Student Move-In: August 24, 2016 beginning at 8:00AM
3. Returning Student Move-In: August 26, 2016 beginning at 8:00AM
4. Last Day to Change Fall Meal Plans: September 6, 2016
5. Halls Close for Winter Break: December 16, 2016 at 12:00PM

Spring

1. Halls Open January 13, 2017 at 8:00AM
2. Last Day to Change Spring Meal Plans: January 23, 2017
3. Returning Student Room Selection: March 6-9, 2017 *
4. Halls Close for Summer: May 12, 2017 at 12:00PM

*Tentative

Web Address: <http://www.mckendree.edu/student-life/res-life/life/index.php>



Residence Life

Frequently Asked Questions

When will we find out the housing placement?

Residence Life will send emails to students via McKendree email beginning July 6th.

Where can first-year students live?

First-Year students may live in any area except McKendree West and McKendree South.

Can we view the assigned room before move-in?

Summer projects and camps make it difficult to see a specific room. Room floor plans, photos, and video tours are located on the Residence Life website.

What furniture is provided?

Each student receives a bed, desk, dresser, and chair. Student mattresses are extra-long twin. The New Residence Halls are furnished with living room chairs and a coffee table in addition to the bedroom pieces.

Is storage available?

We do not have storage space available. Many students use storage lockers in town. If you are planning to bring a bike to campus, bike racks are available near all residential buildings.

How do students change rooms?

Students should speak to their RA if they encounter roommate issues first. Students can submit a Room Change Request form located on the Residence Life website. The Assistant Director of Residence Life will contact students wanting to move through their McKendree email address.

How do students change meal plans?

Students may contact the main office via phone or email to make changes. Please note change deadlines for each semester.

What items are not allowed?

We maintain a list of recommended items on our web site. This list will be reviewed this summer. Please remember McKendree is a dry campus. We do not allow alcohol regardless of the student's age.

Is the laundry coin-operated?

Yes. Students will need to bring quarters for both the washer and dryer.

Are meal plans required and how much do they cost?

All residential students must carry meal plans unless they reside at McKendree West or McKendree South. Meal plan costs can be found on the Residence Life web site.

Do commuter students need meal plans? Is there a benefit?

Commuter students are not required to have meal plans. Some choose to carry a plan if their class schedule is over lunch or dinner since it is convenient to stay on campus.



Notes



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