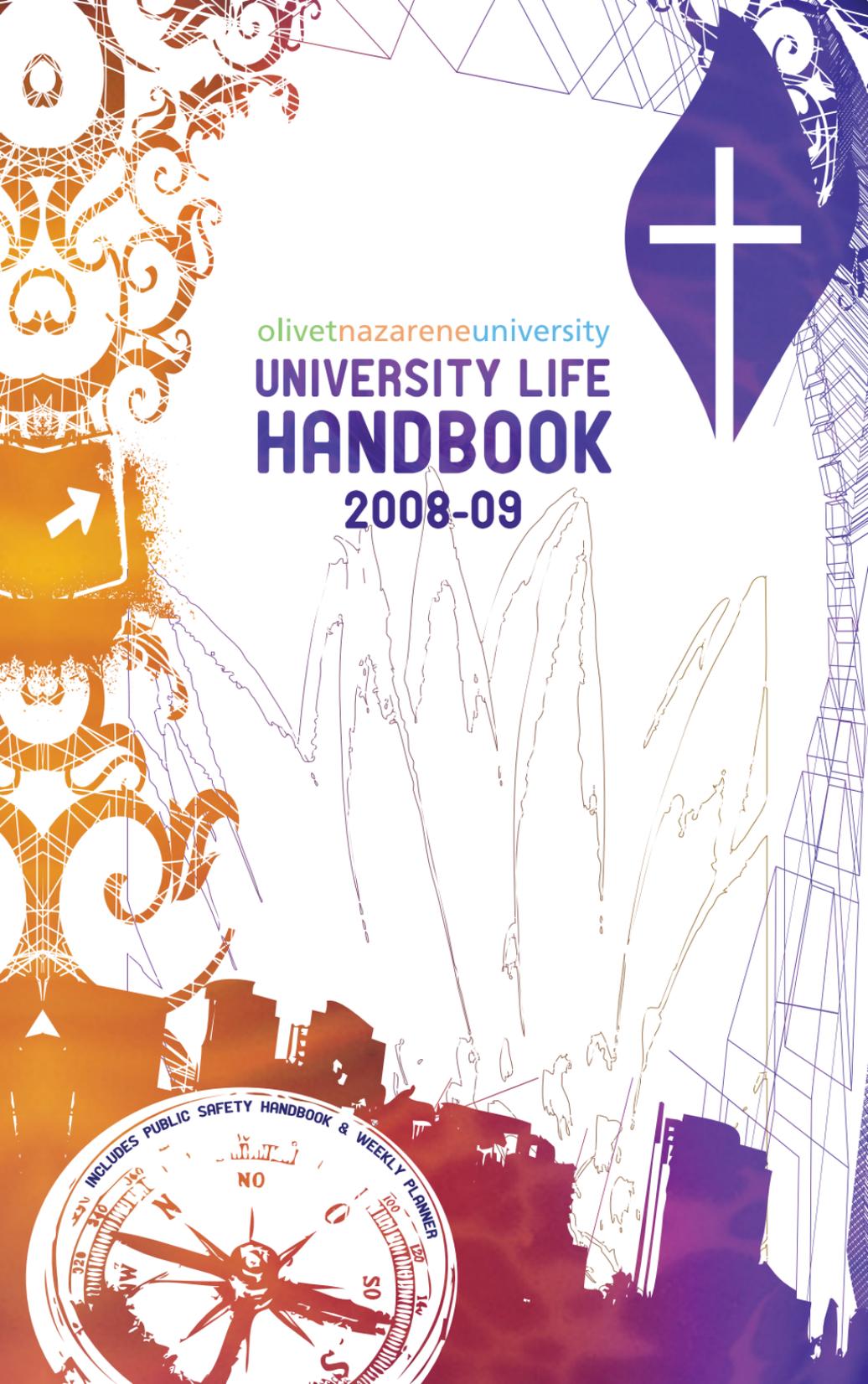


olivetnazareneuniversity  
**UNIVERSITY LIFE  
HANDBOOK**  
2008-09





# UNIVERSITY LIFE HANDBOOK

## 2008–2009

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**OLIVET  
NAZARENE  
UNIVERSITY**

**A Message from the  
Vice President for Student Development**

# Welcome



It is a privilege to welcome you to the campus of Olivet Nazarene University. The beginning of a new semester and a new academic year are always marked with a sense of excitement.

I hope you will choose to take advantage of the many opportunities for spiritual, academic and personal growth. Decide now to get involved and experience your university years to the fullest.

During these years, the services of Student Development are provided to complement and assist your academic program and to provide opportunities for you to contribute to the Olivet community through experiences and leadership roles.

An excellent residential life staff is available to serve you in a variety of ways to ensure the best possible living environment. In addition, Counseling Services, Career Center, Health Service, Intramurals, Community Life, Chaplaincy, Public Safety and Student Development staff are prepared to assist and counsel as you experience campus life.

My hope for the coming year is that you will find a place of involvement and ministry, "... being confident of this, that He who began a good work in you will carry it on to completion until the day of Christ Jesus" (Philippians 1:6).

Sincerely,  
Walter "Woody" Webb

## historical sketch of onu

In 1907, a group of devout people in Georgetown, Illinois, who desired a distinctly Christian atmosphere for the education of their children, started an elementary school. A year later, the group purchased several acres of land three miles south of the original location and enlarged the school to include a secondary level of education.

This community became known as *Olivet, Illinois*, and was later to share its name with the school located there. In 1909, the school added a college of liberal arts and became known as *Illinois Holiness University*.

The trustees of the school soon realized the wisdom of affiliating with an established denominational group whose doctrines and standards were in agreement with the founding fathers, and in 1912, they gave the college to the Church of the Nazarene. A few years later, the name was changed to *Olivet College*. By 1939, the enrollment of the college and academy was about 300 students, and the campus consisted of five brick structures and several frame buildings on the 40-acre property.

In November 1939, the administration building that housed the classrooms, library, practice rooms, laboratories, offices and chapel was destroyed by fire. After careful consideration of the expansion program necessary for the future development of the rapidly growing college, the trustees purchased the present campus in Bourbonnais, Illinois, and adopted the name *Olivet Nazarene College*.

The school's name was changed in 1986 to *Olivet Nazarene University* to reflect the diversity of academic programs and graduate studies.

### SCHOOL SONG

"Alma Mater, Olivet," by Byron Carmony '39

To Alma Mater, Olivet, We lift our voice in praise  
For noble standards which we'll hold till ending of our days.  
The time we spent within these halls will ne'er forgotten be,  
For here we learned to know of truth, and truth will make us free.  
My Olivet, Our Olivet! Tho' life may lead us far apart,  
I'll still revere you in my heart.  
My Olivet, Our Olivet. I'll love the Christ you gave first part,  
And you, old Olivet!



### SEAL AND SCHOOL COLORS

Olivet's school colors are purple and gold. The seal is a symbol of truth and justice and contains the dove of peace, the cross, the lamp of learning and the Bible.

## administration and student services

### Administrative Officers

**John Bowling**

President

Burke • (939-) 5221

**Brian Allen**

Vice President

for Institutional Advancement

Burke • (939-) 5255

**Douglas Perry**

Vice President for Finance

Miller • (939-) 5239

**Gregg Chenoweth**

Vice President for Academic Affairs

Burke • (939-) 5213

**Walter “Woody” Webb**

Vice President for Student Development

Ludwig • (939-) 5333

---

### University Staff

**Mary Anderson**

Director of Career Services

Center for Student Success

(939-) 5243

**Michael Benson**

Chaplain to the University

Ludwig • (939-) 5236

**Craig Bishop**

Director of Public Safety

Ludwig • (939-) 5265

**Kathy Boyens**

Director of Benner Library and Learning

Resource Center • Benner • (939-) 5211

**Greg Bruner**

Director of Financial Aid

Miller • (939-) 5249

**Ed Daugherty**

General Manager for Sodexo Dining Services

Ludwig • (928-) 5534

**Gary Griffin**

Director of Alumni Relations

Burke • (939-) 5258

**Dee Grable**

Bookstore Manager

Ludwig • (939-) 5344

**Jim Knight**

Registrar and Assistant Dean of Instruction

Burke • (939-) 5201

**Dwayne Mills**

Associate Dean for Student Development

Ludwig • (939-) 5333

**Bethany Mills**

Director of Counseling Services

Center for Student Success

(928-) 5665

**Jennifer McClellan**

Coordinator of Student Ministries & Missions

Ludwig • (939-) 5658

**Marilyn Myers**

Director of Health Service

Center for Student Success

(939-) 5256

**Beth Olney**

Director, Center for Student Success

Center for Student Success

(928-) 5053

**David Pickering**

Director of Business Services

Miller Business Center • (939-) 5240

**Sue Rattin**

Director of Academic Support

Benner • (928-) 5765

**Matt Smith**

Director of Campus Recreation and

Judicial Affairs

Ludwig • (939-) 5102

**Dennis Seymour**

Director of Information Technology

and Post Office

Benner • (939-) 5302

**Kathy Steinacker**

Associate Dean for Community Life

Ludwig • (939-) 5230

**Marlin Wallace**

Director of Student Accounts

Miller • (939-) 5245

**Matt Whitis**

Director of Physical Plant

Miller • (939-) 5350

**Susan Wolff**

Director of Undergraduate Admissions

Admissions • (939-) 5203

## ***academic calendar 2008–2009***

### FALL SEMESTER 2008

Orientation for freshmen/transfers . . . . .	Aug. 23
Jump Start: New Student Conference . . . . .	Aug. 24–26
Registration days . . . . .	Aug. 25–26
Classes begin, 7:30 a.m. (Wednesday). . . . .	Aug. 27
Final day to drop Block I courses. . . . .	Sept. 19
Fall Revival . . . . .	Sept. 21–24
Fall Break . . . . .	Oct. 13–14
Mid-semester (Block II courses begin). . . . .	Oct. 22
Homecoming . . . . .	Oct. 24–26
Final day to drop semester-length courses. . . . .	Nov. 7
Final day to drop Block II courses . . . . .	Nov. 12
Thanksgiving Holiday . . . . .	Nov. 26–30
Classes resume, 7:30 a.m. (Monday). . . . .	Dec. 1
Final examinations (Friday, Monday, Tuesday) . . . . .	Dec. 12, 15–16

### SPRING SEMESTER 2009

Registration day and new student orientation. . . . .	Jan. 12
Classes begin, 7:30 a.m. (Tuesday) . . . . .	Jan. 13
Final day to drop Block III courses. . . . .	Feb. 6
Winter Revival . . . . .	Feb. 8–11
Winter Break . . . . .	Feb. 13
Spring Break. . . . .	March 7–15
Block IV begins. . . . .	March 16
Final day to drop semester-length courses. . . . .	April 3
Final day to drop Block IV courses. . . . .	April 9
Easter Break . . . . .	April 10–13
Monday only classes will meet. . . . .	April 13
Final examinations (Monday–Thursday) . . . . .	May 4–7
Baccalaureate service, 7:30 p.m. (Friday) . . . . .	May 8
Commencement Convocation, 9:30 a.m. (Saturday). . . . .	May 9

## Residence Hall and Meal Schedules 2008–2009

Occasion	Residence Halls (Open/Close)	Meals Served (First/Last)
Fall semester begins	Mon., Aug. 25, 8 a.m.	Dinner, 4:30–7 p.m.
Thanksgiving break begins	Tues., Nov. 25, 9 p.m.	Dinner, 5–5:30 p.m.
Thanksgiving break ends	Sun., Nov. 30, 3 p.m.	Breakfast, Dec. 1, 7–9 a.m.
Fall semester ends	Tues., Dec. 16, 9 p.m.	Dinner, 5–5:30 p.m.
Spring semester begins	Mon., Jan. 12, 8 a.m.	Lunch, 11 a.m.–1:30 p.m.
Spring break begins	Fri., March 6, 9 p.m.	Lunch, 11 a.m.–1:30 p.m.
Spring break ends	Sun., March 15, 3 p.m.	Breakfast, March 16, 7–9 a.m.
Easter break begins	Thurs., April 9, 9 p.m.	Dinner, 5–5:30 p.m.
Easter break ends	Mon., April 13, 3 p.m.	Breakfast, April 14, 7–9 a.m.
Spring semester ends	Thurs., May 7, 9 p.m.	Lunch, 11 a.m.–1:30 p.m.

NOTICE: All residence halls and dining services will be closed during Thanksgiving, Christmas, Spring and Easter breaks. In the event of a University-sponsored function, a brunch may be substituted for breakfast and lunch combined, and/or the meal schedule may be adjusted.

### Traditions and Special Days

**Jump-Start Your College Career (New Student Conference), Aug. 24–26** ■ The Center for Student Success will host Jump-Start Your College Career, a required two-day conference designed to introduce new students to college life — and life at Olivet. Highlights will include a panel of current Olivet students; a Sunday night small group event and spirit rally; and challenging messages from Dr. John Bowling and leadership expert Dr. Tim Elmore; door prizes, giveaways, food and much more.

**First-Week Activities, Aug. 24–Sept. 6** ■ At the beginning of the fall semester there are many events to encourage student participation. First week activities include the New Student Conference, residential hall gatherings, chapel, year-book photos, club sign-ups, all-school picnic, class competitions, and a back-to-school party.

**Ollies Follies, Aug. 30 & Sept. 6** ■ Annual class competitions held on the first two weekends of the fall semester. The first weekend includes athletic competition in various sports such as softball, sand volleyball, frisbee football, and flag football, as well as relay games to raise morale and

### Social Activities for 2008–2009

the competitive spirits of all students. The second weekend highlights student talent through the annual variety show.

**Broadway Revue, Sept. 19–20** ■ This is the annual student-led production hosted by Green Room. It will be an evening filled with Broadway show tunes and musical memories from past and present.

**Fall Revival, Sept. 21–24; Winter Revival, Feb. 8–11** ■ A time of spiritual renewal is scheduled each semester. A special speaker and musician lead worship in morning chapel and evening services.

**Orpheus Variety Show, Oct. 3–4** ■ Orpheus Choir's variety show is one of the most anticipated weekend events of the fall semester. The Choir puts on their own skit and talent show for the campus.

**Night of Jazz, Oct. 11** ■ The Department of Music hosts the annual Night of Jazz featuring the ONU Jazz Band and guest artist. Previous artists include local high school jazz bands and famed recording artist Dan Oxley.

**Give Your Life Away, Oct. 15–17** ■ This week focuses the campus on how to be a global-minded Christian. Students can participate in special mission events and

get information on short-term mission trips offered through MIA, Footsteps Missions and Youth in Missions.

**Homecoming, Oct. 23–26** ■ Students, alumni, faculty, staff and guests enjoy a weekend full of exciting events. Activities include: athletic events, coronation, concerts, chapel, powder-puff football, 5K run, class reunions, open houses and social gatherings.

**Costume Fest, Oct. 31** ■ At the height of the fall season a costume party will be hosted by ASC's Social Committee. The party features a costume contest, live jazz music and food. This annual event has become one of the most popular all-school events.

**Gospel Choir Concert, Nov. 8; April 18.** ■ Proclamation Gospel Choir concludes their fall and spring concert series with a ticketed event. Concerts will be held in Kresge Auditorium in the Larsen Fine Arts Building.

**Fall Play, Nov. 20–22 Spring Play, April 2–4** ■ ONU Department of Communication productions featuring ONU students from a variety of majors performing classic stage plays under the direction of Professor Jerry Cohagan.

**Handel's Messiah, Dec. 5–6** ■ Annual presentations by the Department of Music highlight the Christmas season.

**Christmas Banquet, Dec. 13** ■ The annual Christmas Banquet is a mid-year formal for students featuring a catered meal and entertainment. This memorable event is a joint effort of the student-elected Social Committee, Sodexo Dining Services, ONU Media and the Office of Community Life.

**Late Night "Study Break," Dec. 14; May 3** ■ Late night study break sponsored by Sodexo Dining Services at the close of each semester the night before final exams begin.

**First-Week Activities, Jan. 13–17** ■ A time set aside to welcome new students, re-connect with friends, and worship at the start of a new semester. Activities will include a 60th birthday party for Dr. Bowling and a night of comedy with

featured guest Comedy Sportz ([www.comedysportz.com](http://www.comedysportz.com))

**Mr. ONU, Jan. 24** ■ Competitors are chosen by their respective class to run the creative skit and talent gauntlet to claim the crown of Mr. ONU. This annual event is hosted by ASC's Women's Residential Life.

**Band Winter Showcase, Feb. 6–7** ■ Have you ever heard of Blue Man Group, Stomp or Blast? This is so much better! Don't miss out on this year's high energy stage performance by ONU student musicians.

**Mother/Daughter Banquet, Feb. 21** ■ Women's Residential Life will host its fourth Mother/Daughter Banquet.

**Spring Musical, Feb. 26–28** ■ The communication and music departments combine energies to bring Broadway productions alive on the Olivet stage.

**Makom Festival, March 17–19** ■ Student led services with guest speaker and worship bands, organized by the Spiritual Life leaders for the campus community to strengthen their walk with God

**ONU Star Search, March 21** ■ A night celebrating diversity within the performing arts, hosted by the Multi-Ethnic Relations Club, the talent show features bands, choreographed routines and instrumental and vocal acts.

**Tiger Championship Wrestling (TCW), March 28** ■ TCW is a Men's Residential Life sponsored event showcasing props, costumes, flips and male testosterone. Past wrestling matches have debuted Manteno Mangler, Half and Half, and Dreamsicle.

**Senior Banquet, May 1** ■ All seniors on campus are invited to celebrate their nearing graduation with a class banquet held in Chicago.

**Commencement Weekend, May 8–9** ■ Graduation weekend includes the Phi Delta Lambda (Nazarene Honor Society) banquet, Nursing Pinning Ceremony, Social Work Pinning Ceremony, Commencement Concert, the Baccalaureate Service and outdoor Graduation (weather permitting).

## residential life staff

### RESIDENT DIRECTORS

#### **Chapman Hall**

Aaron Tagert  
Phone: 5369  
Box 6097

#### **Hills Hall**

Derek Bowshier  
Phone: 5359  
Box 6111

#### **McClain Hall**

Mary Margaret Reed  
Phone: 5360  
Box 6128

#### **Nesbitt Hall**

Andrew Twibell  
Phone: 5380  
Box 6096

#### **Parrott Hall**

Rosetta Jewell  
Phone: 5220  
Box 6105

#### **Williams Hall**

Molly Lee  
Phone: 5370  
Box 6093

#### **Bresee (East & West) & Grand (215 & 235) Apartments**

Brett Dollens  
Room BE 2  
Phone: 5467  
Box 6125

#### **Grand Apartments (255, 285 & 287)**

Brandon Davey  
Room 285 #2  
Phone: 5755  
Box 6112

#### **Howe Hall & Grand Apartments (301, 303 & 305)**

Ian Miller  
Room 303 #4  
Phone: 5458  
Box 6091

#### **Grand Apartments (401, 403 & 405)**

Susie Tuttle  
Room 403 #4  
Phone: 5458  
Box 6091

#### **Grand Apartments (413, 415, 437 & 439)**

Amanda McDonald  
Room 415 #7  
Phone: 5427  
Box 6115

#### **Grand Apartments (441, 443 & 445)**

Beth Veit  
Room 443 #8  
Phone: 5756  
Box 6102

#### **Oak Run Apartments (520 & 540)**

Ashley Robbins  
Room 520 #12  
Phone: 5538  
Box 6113

#### **Olde Oak Apartments (469 & 489)**

Rob Gibson  
Room 469 #7  
Phone: 5664  
Box 6092

#### **Olde Oak Apartments (539 & 579)**

Mark Holcomb  
Room 579 #7  
Phone: 5446  
Box 6114

#### **Olde Oak Apartments (609)**

Donna McAllister  
Room 609 #7  
Phone: 5538  
Box 6095

#### **Olde Oak Apartments (619 & 629)**

Sue Kring  
Room 619 #7  
Phone: 5063  
Box 6135

#### **University Place Apartments (100, 200 & 300)**

Karen Anderson  
Room 207  
Phone: 5488  
Box 6095

#### **University Place Apartments (400 & 500)**

Brenda Mohr  
Room 407  
Phone: 5471  
Box 6106

RESIDENT ASSISTANTS		ROOM	PHONE
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<b>Chapman Hall</b>	Joel Ramirez	102	6580
	Lance Hays	128	4460
	Kyle Fellows	201	6403
	Josh Woods	230	7257
	Ed Kish	301	7859
	Nelson Pouliot	330	7922
	Kyan Glenn	401	4849
	Spencer Cook	430	6094
	<b>Aaron Tagert, RD</b>		<b>5369</b>

<b>Hills Hall</b>	Buddy Stark	126	4423
	Stephen Berry	201	7069
	Mark Kreiss	226	7737
	Bradley Luchene	301	6530
	Nathan Gilmore	326	6910
	Matt Ryba	401	6779
	Peter Foster	426	7641
		<b>Derek Bowshier, RD</b>	

<b>McClain Hall</b>	Samantha Allen	126	6082
	Kaitlin Cook	201	4873
	Rachel Medley	226	7926
	Elizabeth Bernhardt	301	7009
	Joyce Whitchurch	326	7773
	Julie Watson	401	7301
	Kate Myatt	426	7870
	<b>Mary Margaret Reed, RD</b>		<b>5360</b>

<b>Nesbitt Hall</b>	Michael Murphy	126	7896
	Isaac Gilmore	201	6261
	Dustin Hogan	226	7919
	Lincoln Butler	301	6767
	Jerry Scheller	326	4543
	Kyle Steinke	401	7730
	Kevin Greene	426	6726
		<b>Andrew Twibell, RD</b>	

<b>Parrott Hall</b>	Zarah Miller	126	6647
	Carrie Booth	201	6323
	Abby Bentle	226	7204
	Anne Lowry	301	7040
	Emily Karas	326	6508
	Crystal Brais	401	7637
	Ashley Williams	426	6912
		<b>Rosetta Jewell, RD</b>	

<b>Williams Hall</b>	Keitha Wickey	106	7783
	Kasey Waite	129	6477
	Kristen Robers	213	4519
	Brittany Denhart	222	6373
	Callie Ivey	311	6836
	Elise Tyma	327	6959
	Annie Weaver	411	7148
	Joy Dierickx	427	6203
		<b>Molly Lee, RD</b>	

**residential life staff**, *continued*

		ROOM	PHONE
<b>Howe Hall</b>	Jerad Koch	12	7693
	Mark Bell	15	7264
	<b>Ian Miller, RD</b>		<b>5458</b>
<b>Bresee &amp; Grand Apartments (215 &amp; 235)</b>	Anthony Childers	BR-W #7	4885
	Jeff Alexander	GR235 #1	6511
	<b>Brett Dollens, RD</b>	<b>BR-E #2</b>	<b>5467</b>
<b>Grand Apartments (255, 285 &amp; 287)</b>	Jeff Lamping	255 #3	6028
	Brady Oring	287 #3	6859
	<b>Brandon Davey, RD</b>	<b>285 #2</b>	<b>5755</b>
<b>Grand Apartments (301, 303 &amp; 305)</b>	Luke Mingus	301 #5	6135
	Rory Fry	305 #5	6983
	<b>Ian Miller, RD</b>		<b>5179</b>
<b>Grand Apartments</b>	Elizabeth O'Neal	401 #1	7518
	Jennifer Bouquet	403 #1	6288
	Kelly Beerbower	405 #1	6696
	<b>Susie Tuttle, RD</b>	<b>403 #4</b>	<b>5458</b>
	Allison Goedhart	413 #1	6985
	Allysa DeYoung	415 #5	6249
	Leslie Smith	437 #1	4532
	Jamie Ashley	439 #7	7519
	<b>Amanda McDonald, RD</b>	<b>415 #7</b>	<b>5427</b>
	Laura Messenger	441 #6	6683
Laura Maiolo	443 #6	7925	
Nobuhle "Mu" Mamba	445 #6	7160	
<b>Beth Veit, RD</b>	<b>443 #8</b>	<b>5756</b>	
<b>Oak Run Apts (520 &amp; 540)</b>	Audra Wernitz	520 #7	4839
	Emily James	520 #7	7222
	<b>Ashley Robbins, RD</b>	<b>520 #12</b>	<b>5538</b>
<b>Olde Oak Apartments (609, 619 &amp; 629)</b>	Crystal Sivilay	609 #7	7300
	Whitney Rothney	619 #7	6407
	Emily Poling	629 #11	7746
	<b>Donna McAllister, RD</b>	<b>609 #7</b>	<b>5538</b>
<b>Sue Kring, RD</b>	<b>629 #7</b>	<b>5063</b>	
<b>Olde Oak Apartments (469 &amp; 489)</b>	Wade McCann	469 #11	6015
	John Short	489 #11	6638
	<b>Rob Gibson, RD</b>	<b>469 #7</b>	<b>5664</b>
<b>Olde Oak Apartments (539 &amp; 579)</b>	Dan Rodriguez	539 #7	7249
	Drew Benson	579 #11	7428
	<b>Mark Holcomb, RD</b>	<b>579 #7</b>	<b>6048</b>
<b>University Place Apartments</b>	Kasie White	107	6817
	Ashley James	206	6316
	Kelsey Wiseman	307	7024
	<b>Karen Anderson, RD</b>	<b>207</b>	<b>5488</b>
	Alaina Hamlin	406	6318
	Christen Sanders	507	4828
<b>Brenda Mohr, RD</b>	<b>407</b>	<b>5471</b>	

## ***problem solvers***

<b>WHEN IN NEED OF ...</b>	<b>GO TO ...</b>
<b>Accommodations for a disability</b>	Learning Development Center in Benner
<b>Box lunch</b>	Dining Services office
<b>Campus phone number</b>	Student directory, campus operator, dial 1-411 from a campus phone
<b>Changing a schedule (drop/add)</b>	Office of the Registrar in Burke
<b>Assistance with chapel attendance</b>	Office of Student Development
<b>Commuter, general questions</b>	Director of Commuter Relations (OCO)
<b>First aid, illness</b>	Health Service in Center for Student Success
<b>Posting a flier</b>	Building director
<b>Help with grade problem</b>	Professor, Department Chair, Dean of College/School
<b>Research for an assignment/paper</b>	Benner Library
<b>Information to take a directed study</b>	Office of the Registrar in Burke
<b>Intramural activities information</b>	Director of campus recreation, intramural bulletin board in Ludwig or Birchard
<b>Loan to pay your school bill</b>	Office of Financial Aid in Miller
<b>Lost and found</b>	Ludwig Information Desk
<b>Making suggestions about food services</b>	dining@olivet.edu
<b>Making suggestions about residence hall</b>	Resident director, associate dean for student development
<b>Medical emergency</b>	Dial 8-911 (student phone), 9-911 (faculty phone)
<b>Meeting ASC members</b>	Student Council offices in Ludwig
<b>Paying a bill</b>	Office of Student Accounts in Miller
<b>Personal and career counseling, employment, career resources, résumés, cover letters</b>	Center for Student Success
<b>Replacing ID/meal pass</b>	Information Technology
<b>Reporting lost/stolen property, starting car, keys locked in vehicle</b>	Office of Public Safety in Ludwig, ext. (939-) 5265
<b>Scheduling an event/meeting</b>	Associate Dean for Community Life

<b>WHEN IN NEED OF ...</b>	<b>GO TO ...</b>
<b>Spiritual guidance, counseling</b>	Office of the Chaplain
<b>Spiritual Life Ministry</b>	Student vice president of spiritual life
<b>Telephone bill information</b>	Resicom, ext. 7800
<b>Tutoring</b>	Learning Development Center in Benner
<b>Tiger Dollars</b>	Miller Business Office, call ext. 5045

## ***how to 'get the word'***

### **TIGER TALK AND CHANNEL 3**

Announcements to be included in the weekly e-mailed *Tiger Talk* or on channel 3 should be submitted to [tigertalk@olivet.edu](mailto:tigertalk@olivet.edu) by noon each Tuesday.

### **SHINE.FM/WONU**

With the assistance of student-paid executive staff, Olivet's director of broadcasting oversees the operation for both of Olivet's radio stations. Shine.fm/WONU broadcasts all men's varsity basketball and football games, as well as other programs of interest to ONU, Northeast Illinois and Northwest Indiana. Shine.fm is a 35,000-watt radio station that is on the air 24 hours a day, at 89.7 FM.

### **THE DORM**

The Dorm is a student-operated AM station available on campus, which can be heard on channel 10 on the Olivet cable system.

### **GLIMMERGLASS**

*GlimmerGlass* is the official student newspaper, available biweekly in Ludwig Center and at other news stands around campus.

### **FLIERS AND BANNERS**

*Permission for Posting:*

- Benner Library — Library Director
- Birchard Gymnasium — Director of Athletics
- Burke Administration — Secretary to the Vice President, Academic Affairs
- Larsen Fine Arts Center — Department of Music
- Ludwig Center — Director of Ludwig Center
- Miller Business Center — Director of Human Resources
- Reed Hall of Science — Secretary, Reed Administrative Office
- Residence Halls — Student Development
- Weber Center — Secretary to Chair, Department of Business
- Wisner Hall of Nursing — Secretary to Chair, Department of Nursing

## campus buildings and office hours

### **Benner Library and Learning Resource Center**

*Kathy Boyens, director*

Hours during regular semesters:

- Mon.–Thurs., 7:30 a.m.–12 a.m.
- Fri., 7:30 a.m.–5 p.m.
- Sat., 9 a.m.–9 p.m.
- Sun., 7:30 p.m.–12 a.m.
- After-hours study room open after in-hours.

### **Birchard Gymnasium and Leslie Parrott Convocation/Athletic Center**

*Gary Newsome, athletic director*

- Facility hours as posted for fitness center, gyms, racquetball courts and track

### **Burke Administration Building**

*Jim Knight, registrar*

- Mon./Tues./Thurs./Fri., 7 a.m.–10 p.m.
- Wed., 7 a.m.–7 p.m.
- Sat., 7 a.m.–12 p.m.
- Closed Sunday

### **Center for Student Success**

*Beth Olney, director*

- Mon.–Fri., 8 a.m.–4:30 p.m.

### **Chalfant Hall**

*Jana Hacker, director*

*Special arrangements can be made by calling (939-) 5045.*

### **Chapel Office (Chalfant Hall)**

*Teri Blanchette, attendance coordinator*

- Wed.–Thurs., 8:15–11:30 a.m.

### **Chaplain's Office**

#### **(Balcony, Ludwig Center)**

*Michael Benson, chaplain*

- Mon.–Fri., 8 a.m.–12 p.m., 1–5 p.m.

### **Common Grounds (Ludwig Center)**

*Ed Daugherty, general manager*

- Mon.–Thurs., 8 a.m.–12 a.m.
- Fri., 8 a.m.–1 a.m.
- Sat., 7 p.m.–1 a.m.
- Sun., 7–10 p.m.

*Common Grounds will be closed during Fall Break and Winter Break.*

### **C-Store Sodexo Convenience Store (Ludwig Center)**

*Ed Daugherty, general manager*

- Mon.–Thurs., 10:30 a.m.–12 a.m.
- Fri., 10:30 a.m.–1 a.m.
- Sat., 1 p.m.–1 a.m.
- Sun., 7–10 p.m.

### **Fitness Center (North End of Birchard Gymnasium)**

*Matt Smith, director*

- Mon.–Thurs., 6–7:30 a.m., 9:30–10:30 a.m., 1–11 p.m.
- Fri., 6 a.m.–9 p.m.
- Sat., 8 a.m.–9 p.m.
- Sun., 2–4 p.m., 8–11 p.m.

### **Hammes Bookstore (Ludwig Center)**

*Dee Grable, manager*

- Mon./Wed., 8:30 a.m.–5 p.m.
- Tues./Thurs., 8:30 a.m.–6 p.m.
- Fri., 8:30 a.m.–4 p.m.
- Sat., 10 a.m.–2 p.m.
- Changes in hours will be posted.
- Closed on Sundays

*Summer Hours:*

- Mon.–Thurs., 9 a.m.–4:30 p.m.;
- Fri., 9 a.m.–4 p.m.

### **Harlow E. Hopkins Alumni Center**

*Susan Wolff, director*

- Mon.–Fri., 8 a.m.–4:30 p.m.

### **Health Service**

#### **(Center for Student Success)**

*Marilyn Myers and Bethany Knight, University Nurses*

- Mon.–Thurs., 8:30 a.m.–12 p.m., 1–3 p.m.
- Fri., 8:30 a.m.–11 a.m., 12–3 p.m.

*Physician Hours: BY APPOINTMENT ONLY*

Allergy injections will be given by the nurse only when the physician is in.

### **Jazzman's Cafe (Benner Library)**

*Ed Daugherty, general manager*

- Mon.–Thurs., 9 a.m.–3:30 p.m., 7–11:30 p.m.
- Fri., 9 a.m.–2:30 p.m.
- Sat., 11 a.m.–4 p.m.

### **Kelley Prayer Chapel**

*Kathy Steinacker, director*

*Special arrangements can be made by calling (939-) 5230.*

- Daily, 5:30 a.m.–11:45 p.m.

**Larsen Fine Arts Center**

*Don Reddick, chairman,  
Department of Music*  
● Mon.–Fri., 8 a.m.–5 p.m.

**Practice Rooms:**

- Mon.–Sat., 7 a.m.–11 p.m.
- Sun., 12–6 p.m., 7–11 p.m.

**Learning Development Center (Benner Library)**

*Sue Rattin, director*  
● Mon.–Thurs., 8 a.m.–10 p.m.  
● Fri., 8 a.m.–5 p.m.  
● Sat., closed  
● Sun., 7:30–10 p.m.

**Ludwig Center**

*Kathy Steinacker, director*  
● Mon.–Thurs., 6:30 a.m.–12 a.m.  
● Fri./Sat., 6:30–1 a.m.  
● Sun., 6:30 a.m.–10 p.m.

**Miller Business Center**

*Douglas Perry, administrator*  
*Offices include campus Cashier, Financial Aid, Student Accounts, Accounting, Payroll, Human Resources and Physical Plant.*  
● Mon.–Fri., 8 a.m.–4:30 p.m.

**Nesbitt Cafe (Nesbitt Hall Lobby)**

*Ed Daugherty, general manager*  
● Mon.–Fri., 10:30 a.m.–12:30 p.m.  
*Nesbitt Cafe will be closed during Fall Break and Winter Break.*

**Post Office (Lower-Level Ludwig)**

*Dennis Seymour, director*  
*Marc Harris, Mail Center manager*  
● Mon.–Fri., 10:30 a.m.–4 p.m.

**Public Safety (Lower-Level Ludwig)**

*Craig Bishop, director*  
*Public Safety is available 24 hours a day and can be reached at (939-) 5265 or (939-) 5011.*

**Red Room (Lower-Level Ludwig)**

*Ed Daugherty, general manager*  
● Mon.–Fri., 10:30 a.m.–1:15 p.m.  
● Mon.–Thurs., 5–6:30 p.m.  
*Meal equivalency is available Mon.–Fri. lunch and Mon.–Thurs. dinner. Red Room will close during Fall Break and Winter Break.*

**Reed Hall of Science**

*Max Reams, chairman,  
Department of Physical Sciences*  
● Mon.–Fri., 7 a.m.–11 p.m.  
● Sat., 7 a.m.–5 p.m.  
● Closed Sunday

**Snowbarger Athletic Park**

*Gary Newsome, athletic director*  
● Mon.–Sat., 6 a.m.–11 p.m.  
● Sun., 1–5 p.m.

**Sodexo Dining Hall (Ludwig Center)**

*Ed Daugherty, general manager*  
● Mon.–Fri., 7–10 a.m. (hot breakfast), 10–11 a.m. (continental breakfast, light lunch), 11 a.m.–1:30 p.m. (hot lunch), 1:30–4:30 p.m. (light lunch), 4:30–7 p.m. (dinner)  
● Sat. & Sun., 8:30–9:30 a.m., 11:30 a.m.–1:15 p.m., 4:45–6:15 p.m.

*Any questions regarding campus dining services should be directed to the general manager of campus dining services or the vice president for student development. Meal hours will change during Fall and Winter Break and exam weeks.*

**Tennis Courts**

*Gary Newsome, athletic director*  
● Mon.–Sat., 6 a.m.–11 p.m.  
● Sun., 1–5 p.m.  
● Closed Wednesday evenings during church, evenings during revivals

**Tiger Grill (Leslie Parrott Center)**

*Ed Daugherty, general manager*  
● Mon.–Fri., 11 a.m.–12:30 p.m., Thurs. opens at 10:15 a.m.  
*Tiger Grill will be closed during Fall Break and Winter Break.*

**The Zone — Electronic Game Room (Lower-Level Ludwig)**

*Kathy Steinacker, director*  
● Mon., 10 a.m.–12 a.m.  
● Tues, Wed, Thur: 10:15 a.m.–12 a.m.  
● Fri., 10 a.m.–1 a.m.  
● Sat., noon–1 a.m.  
● Sun., 1–5 p.m., 7–10 p.m.

**Warming House**

*Kathy Steinacker, director*  
*Special arrangements can be made by calling (939-) 5230.*

**Weber Center**

*Don Daake, professor,  
Director of Business*  
● Mon.–Fri., 7 a.m.–11 p.m.

**Wisner Hall for Nursing**

*Linda Davison, chair of the Nursing Department*  
● Mon.–Fri., 7 a.m.–11 p.m.  
● Sat., 8 a.m.–12 p.m.  
● Closed Sunday

## **associated students**

### **MEMBERSHIP**

The Associated Students is organized to provide the student body with a core group of elected and appointed student leaders who provide leadership for student programming, student ministries (in-reach, out-bound, and out-reach) and advocacy. Their focus is primarily on student education, awareness, support, and volunteer service in the various areas of interest.

ONU students carrying seven academic hours or more are members of the Associated Students. As a member, students receive services such as the University newspaper, yearbook, and free admission to intercollegiate activities (except for tournaments and Homecoming events).

### **GOVERNING BRANCHES**

#### *ASC Executive Council*

Executive authority of the Associated Student Council rests in a president, seven vice presidents, and *Aurora* and *GlimmerGlass* editors elected and/or appointed annually. These ten officers compose the executive council and are responsible for leadership, emergency decisions and the execution of the council's passed legislation.

#### ■ **ASC Student Relations | Rachel Forshee, vice president | (939-) 5257**

The vice president of student relations is responsible for all communication involving ASC and club presidents of the ONU student body. The VP of student relations is also responsible for office management and will work closely with other ASC executives, administration and incoming freshman.

#### ■ **Aurora yearbook | Annie Shaughnessy, editor | (939-) 5337**

*Aurora* is the yearbook published annually by a student staff. The editor is appointed by the Editorial Selection Committee (co-chaired by the vice president for student development and the ASC president) and is confirmed by a vote of the ASC. The editor appoints an associate editor and a business manager, which are approved by the ASC. Course credit can be earned by students enrolled in ENGL 242 College Publications.

#### ■ **GlimmerGlass student newspaper | Jessica Shumaker, editor | (939-) 5315**

*GlimmerGlass* is the student newspaper. The editor is appointed by the Editorial Selection Committee and the editor appoints the executive staff. The business manager must be approved by a vote of the ASC. Course credit can be earned by enrolling in either ENGL 242 or COMM 242.

#### ■ **Finance | Neil Rago, vice president | (939-) 5093**

The vice president of finance oversees the finances for all of the ASC recognized clubs and organizations. Duties include dispersing monies, working closely with campus events, and communicating with University staff. The VP of finance has the special opportunity to be involved with every ASC recognized club and organization and their events.

- **Men's Residential Life | Austen Bender, vice president | (939-) 5611**

- **Women's Residential Life | Amanda Siems, vice president | (939-) 5367**

Men's and Women's Residential Life are the organizations for resident students on campus. MRL/WRL is under the leadership of the vice presidents for Men's and Women's Residential Life and an executive council of residence hall representatives. The main function of MRL and WRL is to provide gender-specific programming for student residents, as well as work with ASC and the student development staff on improving the residential life experience.

- **Publicity | Katherine Ufkin, vice president | (939-) 5338**

The vice president of publicity is responsible to assist and enhance programming efforts of ASC through advertisement and marketing (includes, but is not limited to, posters, videos, tickets, programs, etc.). The vice president is appointed by the Editorial Selection Committee. Once appointed, the vice president appoints a publicity council to assist.

- **Student Body President | John Keating | (939-) 5339**

The ASC president is elected by the student body and is responsible for the administrative efforts of the executive officers. The president of ASC officially represents the student body and supervises all organizations under the umbrella of ASC. The president is responsible for the faithful execution of all provisions in the Constitution and all rulings of the Student Council. The president will preside at all meetings of the student body, the ASC executive, voting and full councils. The president appoints all standing committees of the Student Council and creates new committees as deemed necessary.

- **Social Affairs | Shannon Battershell, vice president | (939-) 5341**

Social Committee is chaired by the vice president for social affairs and is comprised of students elected from each class. The committee is responsible for providing students with five to seven all-school events throughout the school year. Traditional social committee events include Ollies Follies, Costume Party and the Christmas Banquet.

- **Spiritual Life | Evan Karg, vice president | (939-) 5210**

The vice president is responsible for administrating and shepherding student ministry leaders, cultivating spiritual growth and community relationships. Student opportunities for involvement through Spiritual Life exist through various in-reach (ONU students), out-bound (music/drama traveling teams), and out-reach (community volunteerism) activities.

#### **In-Reach Ministries**

- **PRAYER WARRIORS:** student prayer team dedicated to interceding for the campus, community and world issues.
- **PARTY WITH JESUS:** student-led worship every Monday night at 9:30 p.m.
- **MISSION SUPPORT:** a support group for students with a heart for missions and overseas missionaries

### **Out-Bound Traveling Ministries**

- LIFESONG: Student-led worship teams that travel during the spring semester to churches and youth events within the ONU region
- OMEGA: student-led drama teams bring God's Word to life for congregations and youth through skits and short plays.

### **Out-Reach Ministries**

- BEST BUDDIES: a ministry that partners with individuals with developmental disabilities
- COMPASSIONATE MINISTRIES: organizes benefit efforts for the local community and nationwide
- DISCIPLERS: a nurturing ministry to the children and youth of the Pembroke area
- EVANGELS: nursing home ministry
- MISSION POSSIBLE: ministry to the incarcerated
- OLIVETIANS FOR LIFE: a pro-life ministry that provides education, awareness and volunteer services to local crisis pregnancy centers
- S.O.S. (SAVE OUR STREETS): an outreach to homeless people in downtown Chicago and Kankakee
- URBAN CHILDREN MINISTRIES: a mentor ministry to the children of Kankakee through the Big Brother/Big Sister program

## *ASC Voting Council*

Legislative authority rests in the student council composed of 23 members elected from the student body. The council includes the executive officers, class presidents, editors of *Aurora* and *GlimmerGlass*, and class representatives.

## *ASC Full Council*

The Full Council is comprised of elected members of the four class councils combined and responds to the ideas and suggestions brought forth by the student body as it relates to spiritual, residential, academic and campus community life.

## *ASC Tribunal*

Judicial authority is given to the Student Tribunal. The Student Tribunal's primary function is to provide a means of accountability for members of the executive branch, assess current issues within the student government structure, and initiate the process for changes to be made at the executive level. The tribunal meets with the executives periodically each semester to review the executives' work over the respective time frame. Members are elected each fall by the student council. Once elected, tribunal members remain on the council throughout their tenure at Olivet.

## clubs and organizations

Clubs and organizations with open membership will provide students with the opportunities to pick up information and sign-up in Ludwig Center at the beginning of the fall semester. Students interested in academic clubs, honor societies and music ensembles should direct questions to the department chair or appointed faculty sponsor.

### ■ Academic Clubs and Honor Societies

- American Marketing Association
- American Society of Mechanical Engineers
- Biophilic (Biology Club)
- Capitol Hill Gang
- Chemistry Club
- Computer Club
- Criminal Justice Club
- Diakonia (Social Work Club)
- Engineering Club
- Kappa Delta Pi (National Education Honor Society)
- Kappa Omicron Nu (Family and Consumer Science Honor Society)
- Lambda Pi Eta Theta Beta (Communication Department Honor Society)
- Math Club
- National Music Teacher's Association
- National Science Teacher's Association (NSTA)
- Nursing Student Association (NSA)
- Officers of Christian Fellowship
- Phi Alpha Theta (History Honor Society)
- Psi Chi (Psychology Honors Society)
- Psychology Club
- ROTC
- Student Education Association (SEA)
- Students in Free Enterprise (SIFE)
- Sigma Tau Delta (English Honor Society)
- Students Section of Family and Consumer Sciences (SSFACS)

### ■ Student Interest Clubs

Information about starting clubs is available through the VP of ASC Relations. Information can also be found under the Student Life tab on Blackboard. All campus clubs and organizations are subject to approval by the vice president for student development through the Office of Community Life. Students use of campus space for meetings or advertisement is limited to University approved activities or events.

- The Academy (Political Science Club)
- Shine.fm/WONU

### ■ Music Ensembles CHORAL

- Chrysalis (Women's Choir)
- Concert Singers (Mixed Voices)
- Orpheus Choir (Mixed Voices)
- Testament (Men's Choir)

### INSTRUMENTAL

- Brass Consort
- Brass Quintet
- Concert Band
- Flute Choir
- Handbell Choir
- Jazz Band
- Marching Band
- Pep Band
- Percussion Ensemble
- University Orchestra
- Woodwind Quintet

### PUBLIC RELATIONS GROUPS

- Before Tomorrow
- The Olivetians
- Stylus

- Acting on AIDS
- As You Wish (student-led a cappella group)
- Cycling Club
- Equestrian Club
- Fellowship of Christian Athletes (FCA)
- Green Room (Theater Club)
- International Justice Mission (IJM)
- Men's Club Volleyball
- Multi-Ethnic Relations Club (MERC)
- MuKappa (students from international missionary and military homes)

- Proclamation Gospel Choir
- Olivet Geological Society (OGS)
- Spoons-4-Forks
- Student Dietetic Association
- Swimming Club
- The Seventh Reel (Film Club)

### ■ Student Action Committees

- Department of Public Safety Student Feedback Council: The council serves to provide information and feedback directly to the director of public safety. The director maintains direct communication with the council to inform and empower them as they contribute ideas to campus safety efforts. Interested students may submit an e-mail to the director of public safety (cbishop1@olivet.edu).
- Residential Life Judicial Councils: Each section of housing has a judicial council comprised of students with a high level of character and integrity. These students have the opportunity to serve in a ministry position focused on the accountability of peers. Information on how to be involved with this process is given at the housing meetings at the beginning of the fall semester.
- MERC University Committee: The Multi-Ethnic Relations Committee is a committed organization that brings ethnic diversity awareness to Olivet's campus. The Committee is a combined effort of faculty, staff and students.

## ***intercollegiate athletics***

**Olivet Nazarene University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Chicagoland Collegiate Athletic Conference (CCAC).**

*Our intercollegiate athletic participation includes*

- Baseball (men's)
- Basketball (men's and women's)
- Cheerleading
- Cross country (men's and women's)
- Football (men's)
- Golf (men's)
- Indoor/outdoor track (men's and women's)
- Soccer (men's and women's)
- Softball (women's)

- Tennis (men's and women's)
- Volleyball (women's)

Intercollegiate athletics are considered an integral part of the total education program of the University. Students who participate must be registered for a minimum of 12 hours and must meet all the eligibility requirements set forth by the University and the NAIA.

## campus recreation

The University sponsors a well-balanced program of intramural activities for both men and women. The director of intramurals' office is located on the balcony level of Ludwig Center.

### Purpose

To provide a variety of activities for men's, women's and coed intramurals. All students, faculty and staff have the opportunity to occupy their leisure time with wholesome fun, while competing in individual and group activities. Active participation in intramurals fulfills the need for exercise and social development.

### Objectives

- **Health:** Participation in intramural activities contributes to the physical, mental, social and spiritual health of the individual. Bodily exercise, making decisions through thinking, group participation, and using good sportsmanship are building blocks for good health.
- **Opportunity:** to develop your skills at a higher level of competition. Many students come from a high school varsity sport, but they are not playing their sport at the varsity level in college. We want to create club teams that will compete with other colleges. At present we have a men's club volleyball team and a men's club basketball team. We are looking at adding some women's teams and other sports as time goes on.
- **Participation:** All who want to participate can be involved. Each player should get in at least a half game or more of participation.
- **Recreation:** Participation will allow the student to become aware of the need for recreation and for making it part of the individual's lifestyle and fulfillment of leisure time.
- **Skill:** Participation can help develop one's skill and allows one to excel and experience the thrill of competition.
- **Social Development:** Participation allows the student to learn the trait of working with others and experience group decision-making. It also promotes social contact as the student interacts with other groups.

### Intramural Activities:

#### Class Tournaments

- Basketball
- Dodgeball
- Indoor volleyball
- Flag football
- Powderpuff football
- Ultimate Frisbee

#### Coed Leagues

- Indoor/outdoor volleyball
- Indoor/outdoor soccer
- Softball

#### Holiday Classics

- 5k run
- Basketball
- Volleyball
- Volleyball mini-tournaments

#### Segregated Leagues

- Basketball
- Flag football
- Men's softball

#### Tournaments

- Badminton
- Chess
- Dodgeball
- Electronic games
- Euchre
- Foosball
- Home-run-hitting contest
- Pool
- Racquetball
- Rook
- Table-Tennis
- Tennis
- Walleyball

Other activities will be added if enough interest is shown. Information on group and individual activities will be posted weekly on the Intramural Web site and on bulletin boards located in Birchard and in the foyer of Ludwig Center. All champions will be awarded T-shirts.

## ***student services***

### **BENNER LIBRARY AND LEARNING RESOURCE CENTER**

Olivet students have access to a variety of resources and services through Benner Library and Learning Resource Center. The library home page (<http://library.olivet.edu>) offers access to a broad range of electronic resources, including periodical databases, e-books and e-journals, and BLISweb, the online catalog. In addition to an extensive collection of books and periodicals, the library provides CDs, videos and DVDs, maps, teaching aids and supplies, and access to government documents. Other services include computer workstations, computer labs, printers, copiers, fax services, individual and group study areas, and a coffee shop.

#### ■ **Reference**

The library staff strives to meet the reference needs of all library users. Assistance with a wide variety of information and research needs is available at the reference desk during most library hours. Ask a librarian for help with research questions by phone (5355) or by e-mail/chat (OlivetULibrary). See the library's home page (<http://library.olivet.edu>) for further contact information.

#### ■ **Instructional Services**

Orientation and instruction in the use of library materials is provided to freshmen and transfer students in special class sessions, by arrangement with the professor, and by appointment in individual consultation. Library research guides for specific classes and departments are linked from the library's home page.

#### ■ **Circulation Services**

Students must present a valid student ID to borrow materials. Books from the regular collection (21-day) and reserve materials are checked out and returned at the circulation desk. Reference materials and periodicals do not circulate. Materials not owned by Benner Library may be borrowed from other libraries through consortial agreements and are processed by the Interlibrary Loan Department. Many items from Benner Library and other libraries may be renewed online through "My Account." Contact the circulation desk at 5354, the Curriculum Center at 5441, and Interlibrary Loan at 5439.

### ■ **Overdue Materials**

Most circulating materials can be checked out for 21 days. Course reserve materials have seven-day, two-day, or two-hour loan periods. A fine of 10 cents per day is charged for most overdue 21-day items. A fine of 50 cents per day is charged for overdue videos and CDs. Fines for overdue reserve materials are 50 cents per day for two-day and seven-day materials or 25 cents per hour for 2-hour materials. Students will be blocked from further library check-outs if their total fine exceeds \$1 or if they have overdue items. When items are considered lost, the student will be charged the replacement cost of the material and a \$10 processing fee in addition to any overdue fines. If items have been borrowed through Interlibrary Loan, all charges are determined by the owning library.

## **ACADEMIC ADVISING, SUPPORT AND REQUIREMENTS**

At orientation, students are assigned to a selected faculty member who serves as an academic adviser to the student from his or her declared major. If a student changes his or her major, that student may be reassigned to an adviser within his/her new chosen field by making a request at the Office of the Registrar.

The normal student load is 16 hours of class work in a week. No student will be permitted to register for more than 18 hours, including physical education, without the prior permission of the Committee on Academic Standards. An extra charge is made for each hour taken in excess of the 18-hour maximum load.

A student may drop a course or change his/her program during the first two calendar weeks of a semester without charge. After that, there will be a charge of \$10 for each schedule change processed. All changes in registration are made through the Office of the Registrar, with approval by the student's adviser and the faculty members whose classes are involved.

Students must maintain a minimum grade point average to be in satisfactory academic standing and to maintain eligibility for financial aid. Only students in satisfactory academic standing may participate in ASC, class presidencies, intercollegiate athletics, drama, ministry teams, off-campus spiritual life groups, or travel off campus with music ensembles. Academic regulations relating to registration, scholastic standing, financial aid, and degree requirements can be found in the University Catalog.

### ■ **Learning Development Center**

The Learning Development Center sponsors programs to help students transition to the college setting, identify and develop their learning skills, receive learning assistance, assume accountability for their learning, and receive student services to overcome barriers to learning.

## ■ Transition to College

All freshmen participate in the Freshman Advising Program that includes summer orientation activities. At the summer orientations, all freshmen are assigned to an advising group led by a faculty adviser and a student mentor. In the fall, groups are combined to form the Freshman Seminar: Connections Course designed to help freshmen make a smooth transition to college learning.

## ■ Learning Development

The Essentials of Learning Program (EOL) is for applicants to ONU who do not meet standard admissions criteria. The program emphasizes effective study skills and learning strategies appropriate for courses across the curriculum.

## ■ Learning Assistance

Foundational to the integration of faith and learning is the philosophy that the responsibility for learning is on the students; however, when students falter in their studies, they may need help. The Learning Development Center houses an array of academic support services to enhance the academic success of all students, including students with disabilities. ONU students holding a valid ID card may access any of the support services in the center, including:

### *Accommodations*

As prescribed for students with documented disabilities

### *Learning Labs*

- Academic Lab
- English Lab
- Math Lab

### *Learning Assistance*

- Tutors
- Mentors
- Counselors
- Supported Study

The director of the Learning Development Center, Dr. Sue Rattin, is available to all full-time undergraduate students seeking help with learning needs. Call ext. 5150 for an appointment.

## ■ Statement of Academic Integrity

Seeking after truth is at the heart of an education at a Christian liberal arts university such as Olivet. ONU students are expected to be truthful in all areas of life, including the academic arena. Those who engage in any form of academic dishonesty value their own gain more than their desire to seek truth; consequently, their behavior is incompatible with the goals and objectives of the University.

Academic dishonesty includes, but is not limited to, plagiarism, cheating, and falsification. Any student engaging in such practices will be subject to the following consequences in part or in whole:

1. A failing grade on the test, project, assignment or course itself. This decision rests with the professor teaching the class.
2. Incidents of academic dishonesty may be reported to the department chair and school dean, the dean of academic support, and/or to the vice president for academic affairs for further action such as suspension or expulsion.

### ■ Appeals Process

A student may appeal the professor's decision by initiating the following process within one week of the report of the alleged incident of academic dishonesty (sessions may be audio-taped for future reference):

**Step 1:** The student must meet with the professor to discuss the allegation of academic dishonesty.

**Step 2:** If not satisfied with the professor's decision, the student must arrange a meeting to discuss the allegations of academic dishonesty with the professor and the department chair.

**Step 3:** If the student is still not satisfied with the decision, the student must arrange a meeting to discuss the allegation of academic dishonesty with the professor, the department chair, and the dean of the college/school and the University provost.

**Step 4:** If the student is still not satisfied with the decision, the student must request a hearing before the Academic Standards Committee, which consists of three faculty and three student representatives. The decision of this committee will be final.

## ***center for student success***

**The Center for Student Success is a cooperative effort among Olivet Nazarene University faculty and staff aimed at helping all students develop their full potential during the college years and beyond.** Our mission is to create a culture of success through collaborative programming across campus. Encouraging student scholarship, spiritual growth, healthy relationships, community service and career readiness lie at the heart of our existence. The Center aims to foster a balanced Christian worldview that results in students embracing lifelong learning, personal integrity, commitment to God and His Church and leadership opportunities at home, at work and in society.

The Center seeks to assist students in successfully transitioning through the major stages of university life. Some of the initiatives that meet these transitional needs as well as accomplish our mission are:

■ **Career Fair**

Monday, March 2, 2009: a one day event providing students the opportunity to meet and interview with more than 60 potential regional employers. Full-time and part-time positions, internships and even summer time only positions are available.

■ **Co-Curricular Transcript**

An optional, student-initiated transcript that provides validation and formal documentation of involvement in meaningful extracurricular activities during the college years. When coupled with the academic transcript, a holistic picture of the student's interests, gifts and abilities are portrayed, enhancing marketability during the job search.

■ **Jump Start New Student Conference, Aug. 24–26, 2008**

A required two-day conference designed to introduce new students to college life in general as well as life at Olivet. This is a great opportunity to make immediate connections with other freshman students through small group interactions and large group activities. Highlights include a panel of current Olivet students, a Sunday night praise fest and spirit rally, challenging messages from Dr. John Bowling and leadership expert Dr. Tim Elmore, door prizes, give aways, food and much more.

■ **Mentor-A-Couple (MAC)**

Designed for seriously dating and engaged couples, helps relationships get off to a positive, healthy start. Together with the Office of the Chaplain, we pair up couples with trained married mentors who help students look at their relationship more objectively. The PREPARE Relationship Inventory is used to facilitate these discussions.

## **The Servant Leadership Award Program**

Rewards students who exhibit a servant's heart through service on campus or in the community. Each year, two juniors are selected from a pool of nominated students. These individuals are awarded a check for \$1000, of which \$250 is given to the charity of their choice. They are recognized along with dozens of other students from colleges and universities around the country who also participate in this program.

**The Center for Student Success is located in the president's former home**, across the street from the Admissions Building. Health Services, Counseling Services and Career Services, all integral components of student success, are housed in the Center. Office hours are from 8 a.m. to 4:30 p.m. Check out the CSS tab on Blackboard for current "happenings" sponsored through the Center.

## **counseling services**

**The University is committed to nurturing and helping develop the entire student. To that end, Counseling Services offers personal counseling and consultation in the areas of mental, physical and academic wellness.**

Knowing more about oneself and a chosen field of education/work/service is encouraged as part of our Christian stewardship of life and life-planning. Students are urged to take advantage of the counseling and advising services offered at the University.

Every student who requests counseling services is guaranteed an initial evaluation session and a feedback session. However, not all students are guaranteed to receive ongoing therapy services. There are some problem areas that are beyond the resources and/or training of a university counseling center. During the initial evaluation consent forms will be signed, services will be explained and a brief questionnaire will be completed. Each client will be asked to complete the Millon College Counseling Inventory (MCCI). This is an instrument that highlights the areas of concern that may become a focus in therapy. It also underscores areas that may inhibit the therapy process. Once the MCCI is scored and the intake paperwork is complete, a feedback session will be scheduled. During the feedback session the results of the MCCI will be shared and the therapist will review the recommendations for treatment. Counseling Services and its qualified therapists reserve the right to refer students to services outside Olivet if they feel it is in the client's best interest. Specific areas of treatment (substance abuse issues, eating disorders, etc.) may require consultation with a physician. Services can be requested by calling our office at ext. 5665 or by completing the counseling request form (<http://www2.olivet.edu/ccservices/request/>).

Qualified professional counselors observe a professional code of ethics. Students will find a ready acceptance from the staff. Our services are confidential, but that confidentiality comes with certain necessary limits. Confidentiality is broken if the therapist determines the student is behaving in a way that puts them in physical danger (suicidal, severe eating disorders, etc.) or may seriously harm another student. Other limits of confidentiality will be discussed during the initial intake and evaluation session.

Personal and Academic Counseling is provided for a wide range of personal and social issues, including:

- Addictive behaviors
- Adjustment to college life
- Alcohol and substance abuse
- Defining career goals and personal values
- Eating disorders
- Educational decision-making
- Family adjustment
- Grief and loss counseling
- General mental health
- Issues of assault/harassment
- Pre-marital and marital counseling
- Problem-solving
- Relationships and dating
- Selection of majors and minors
- Test-taking and study skills
- Time management

## **career services & student employment**

### **Career Services**

Career Services provides group and individual assistance to students with the following job search skills, tools and resources:

- assistance with professional employment and graduate school information
  - interest inventories and career information
  - development of personal job-finding skills
  - job-search strategies including networking and web-based services
  - locating prospective employers and job fairs
- assistance with résumé writing, portfolios, applications, professional credentials and interview skills
  - On-line résumé posting, job listings and interview opportunities

### **Student Employment**

Students seeking on-campus or off-campus employment will use the online Student Employment System to view job postings and apply for open positions. Jobs in the local community are open to all interested students; however, some on campus positions are limited to students who qualify for the Federal Work Study Program. When carrying a full course load, a student should limit his/her employment hours. Most campus positions require 6–10 hours per week.

Resident assistant positions are applied for through the Office of Student Development. Department assistants are appointed by the academic dean upon recommendation by the department chairperson. These positions are usually filled by upperclassmen.

When a student is hired, he/she must present his/her original U.S. passport, Social Security card or birth certificate. (Faxes and copies are not acceptable by federal law). You must present one of these essential documents or you will not be permitted to be hired or begin working. All student employees are paid through electronic transfer or checking account at virtually any bank in the United States. Free checking is also available to ONU students at several local banks.

To avoid the effects of favoritism and disharmony within a department, the University does not employ close relatives (spouses, parents, children, brothers, and sisters) to work within the same department. This policy includes faculty, staff and student employees. Any exceptions to this policy must be approved in writing by the vice president for finance and submitted to the director of career services before timecards are issued or employment begins. Any exceptions to this policy must be approved in writing by the vice president for finance and submitted to the director of career services before employment begins.

## **health service**

The Olivet Nazarene University Health Service strives to provide quality health care for students. A registered nurse is available weekdays during the academic year. Most services and medications are available free of charge; however, some medications, allergy injections, and laboratory tests require minimal fees. Appointments to see the physician can be made through the nurse.

All students' health records are completely confidential. No information is released without the permission of the student.

Health Service does not issue excuses for class or chapel absences due to illness or injury. Please refer to individual class syllabi for attendance policy. Students should always inform their RA and RD if assistance is needed.

### **In Cases of Accident or Illness**

1. Go to Health Service, located in the Center for Student Success, if possible. During after-hours, contact your RD or RA.
2. If it is an emergency, dial 8-911 (student phones) or 9-911 (faculty/staff phones) for paramedics. (Do not attempt to get to Health Service in an emergency.)
3. Notify your RD if you are hospitalized.

### **Insurance**

1. The University does not provide personal health or accident, personal property, or motor vehicle insurance for students. It is the responsibility of the student to secure such coverage.
2. Insurance claims for intercollegiate athletics injuries must be filed with the secretary in the Department of Athletics.

## **the student union: ludwig center**

The building is open from 6:30 a.m.–12 a.m. Monday–Thursday, until 1 a.m. on Friday and Saturday, and until 10 p.m. on Sunday. During vacation periods and special events, hours are as posted.

Table games and equipment for pool, foosball, dartboards and ping-pong may be checked out from the staff at the lower information desk (equipment is to be used only in Ludwig Center). A student ID is required for rentals.

All fliers, banners, announcements and notices are to be approved by the building director before posting. Once approval is granted, items may be posted in the stairwells and around the lower areas of Ludwig unless communicated otherwise. When posting, do not post on the doors or windows.

### **Hammes Bookstore**

The bookstore maintains a complete selection of textbooks and other school materials and a variety of inspirational books, diction-

aries and Bibles. It also sells Olivet insignia clothing and memorabilia. The store hours and refund policy are posted in the bookstore. You may also visit the store's Web site at [www.onu.bkstr.com](http://www.onu.bkstr.com).

### **Common Grounds**

Olivet's coffee shop, located on the main floor in Ludwig Center, serves a variety of hot and cold drinks and provides a relaxing atmosphere for conversation and study. It is nicely furnished, has a great fireplace, and frequently displays student artwork.

### **Lost and Found**

Located at the main floor information desk in Ludwig.

### **Ludwig Dining Room**

Only authorized ID cards, certified as a meal pass, may be used, and they may not be altered or transferred. Students allowing someone else to use their meal pass will be assessed a \$25 service charge. Lost ID cards can be replaced at Information Technology for a \$10 charge.

Students should dress properly for all meals. Students coming to the dining room from athletic participation should allow time to change clothes before eating. Sunday attire is outlined in the dress policy.

Trays for students who are sick may be secured from Sodexo by presenting a note from the resident director or his/her representative to the cashier during meal hours. For health reasons, all trays and dishes to be taken from the dining room will be of disposable material.

For students who require special diets for health, the student must make a request with Student Development. Student Development will coordinate with Sodexo to prepare meals. Sodexo will prepare meals in accordance with a doctor's order.

Box lunches are provided for resident students who must miss a meal due to a class conflict or work. A box lunch must be applied for at least 48 hours in advance at the Sodexo office.

### **Offices and Conference Rooms**

The Associated Students, *Aurora*, *GlimmerGlass*, Public Safety, Post Office, Copy Center, game room and convenience store are located in the lower level of Ludwig Center. On the balcony are the offices of Student Development, Community Life, Campus Recreation, Student Missions, Residential Life and the University Chaplain, in addition to two conference rooms. The conference rooms as well as the Viatorian Room, Diamond Room, Nash Banquet Room and Common Grounds on the main floor may be scheduled for meetings through the Office of Student Development at (939-) 5333.

### **Post Office**

The Post Office is located in the lower level of Ludwig Center. At the beginning of the first semester, each student is required to sign in for a mailbox. The corresponding combination will be given at that time. Incoming packages are received during Post Office hours. Outgoing packages may be sent through the Post Office by United Parcel Service or regular mail. Parcels must meet regulations when presented at the window. Stamps may be purchased at the campus window during the hours posted.

### **Red Room**

The Red Room serves lunch Monday through Friday, 10:30 a.m.–1:15 p.m. Dinner is served Monday through Thursday, 5–6:30 p.m.

### **Public Safety**

The mission of the ONU Department of Public Safety is to work in partnership with the campus community to protect and enhance a secure learning-centered environment, to provide quality service with an emphasis on integrity and professionalism, and to promote individual responsibility and cooperative commitment.

## ***office of the chaplain***

### **MISSIONS IN ACTION**

This program offers domestic and international mission trips to students in order to put their faith into action through service, broaden their global view, and strengthen their spiritual walk with God. These trips are led by experienced faculty/staff sponsors. MIA also sponsors an annual Missions Fair, which provides students with hundreds of service opportunities locally and around the world.

### **CHAPEL AND CONVOCATIONS**

Chapel is a vital part of community life at Olivet Nazarene University. It is one of the few occasions when all participants of the college community — students, faculty, staff, administrators — have the opportunity to join with others for worship, instruction and encouragement to serve. This activity allows for the Olivet community to develop and clarify values and priorities, to share in musical and dramatic ministries, and to find guidance relating to crucial life choices. As a Christian community, we are committed to making worship of God the central focus of our lives. Olivet Nazarene University is committed to being both a community of learning and a community of faith. Chapel services are designed to provide an opportunity to contribute to the integration of faith, learning and living.

### **Mission Statement**

The members of the Olivet campus community gather three times a week to celebrate life in Jesus Christ. The fourfold purpose of chapel:

1. To proclaim the message of hope revealed in Jesus Christ.

2. To show that meaning and significance are found in an ongoing relationship with Jesus Christ.
3. To engage the campus community with the transforming power of the Word of God.
4. To promote the establishment of Christ-centered living as the full expression of the Christian faith.

## Chapel Times and Attendance

Chapel is held in Chalfant Hall from 9:35–10:15 a.m. every Tuesday, Wednesday and Thursday. During special emphasis weeks, required chapels will extend to other days. The first chapel for fall 2008 is Wednesday, Aug. 27. The first chapel for spring 2009 is Wednesday, Jan. 14.

All students are required to attend two chapels.

**Special Chapels:** Fall Revival services will be held Sept. 21–24; Homecoming chapel will be on Friday, Oct. 24, at 11 a.m.; Winter Revival services will be held Feb. 8–11, 2009.

All students will be assigned to two days of chapel and a seat assignment. Seating assignments will be e-mailed the night prior to the first chapel of each semester. They also will be posted in Chalfant lobby and Ludwig Center the night prior to the first chapel of each semester. If a student is not assigned a seat by the computer at the beginning of the semester, it is his/her responsibility to secure an assigned seat from the chapel attendance coordinator. A student will be considered absent until a seat is assigned.

## Attendance Policy

Attendance issues are handled in the Office of Student Development (ext. 2771 or chapel@olivet.edu). Students are allowed up to three absences per semester for sickness, medical or dental appointments, personal business, emergencies, sick children, or other circumstances of this nature. Problems inevitably surface when students choose to interpret the allowable absences as personal privileges with the expectation that emergencies, sickness, and unexpected inconveniences should be granted beyond the allowed absences. Such management of allowed absences is not compatible with the attendance policy. Students are allowed two “lates” with no penalty. *The third and subsequent “lates” will be viewed as absences.* Students may be referred to the Chapel Appeals Council for excessive absences.

## On-Campus Students

Students living on campus, regardless of the number of class hours, are required to attend all scheduled chapels. Reasons for exemption are limited to the following: student teaching, education practicums, internships, nursing clinicals, and special academic projects or field trips pre-approved by the faculty instructor. The dean of academic support must approve all exemptions of this nature. Upon approval, names will be forwarded to the Chapel Office for absences to be corrected. Individual petitions for such exemptions will not be necessary.

### **Off-Campus Students**

Full-time commuter students taking 12 hours or more are required to attend all chapel services. A full-time commuter student could petition to be exempt from chapel for the following reasons: he/she does not have classes on a chapel day, he/she does not have a class immediately before chapel, or he/she does not have class until after the chapel hour. Petitions may be e-mailed to chapel@olivet.edu. Students will be notified concerning the acceptance or rejection of each petition. Commuter students taking 11 hours or fewer are considered part-time and are not required, but are encouraged, to attend chapel services.

### **Tracking Attendance**

Chapel begins at 9:35 a.m. Doors to Chalfant will be closed at this time, and student's IDs will be scanned. Any student arriving after 9:45 a.m. will be considered absent. Attendance is taken during each chapel service. A student's attendance is marked by his/her physical presence in his/her assigned seat. Notifying the office or a student worker in passing that he/she is in chapel will not serve as being present in chapel. If a student is unable to be in his/her assigned seat, he/she is responsible to check in with the office on that chapel morning or to have his/her name submitted by a faculty/staff supervisor. It is vital that students know and sit in their assigned seat at all times. If there is an error with a seating assignment, it is the student's responsibility to immediately bring the error to the attention of the chapel attendance coordinator.

Students are encouraged to and responsible for keeping track of their attendance record. Attendance updates are generated weekly once a student reaches three absences; not checking e-mail or failing to receive a notice is no reason to expect absences to be excused. Notices received by students are tools to inform and to welcome communication about absences. Students have two weeks to contact the Chapel Office regarding a discrepancy in the attendance records. When questions arise, an e-mail to chapel@olivet.edu can be forwarded for feedback. When leaving information, always include a first and last name, along with a student ID number.

### **Penalty for Excessive Absences**

- **Third absence:** e-mail notice stating student has exceeded allowed absences
- **Fourth absence:** \$20 fine
- **Fifth absence:** \$20 fine
- **Sixth absence:** \$30 fine
- **Seventh absence:** \$30 fine
- **Eighth, ninth absences:** \$40 fine and possible two-day suspension
- **10th absence:** \$50 fine and possible disenrollment

The eighth and ninth absences may result in suspension. Disenrollment could take place when a student accumulates a total of 10 absences. All fines and/or corrections will be posted to student accounts on a monthly basis. Students may choose to pay a fine directly at the cashier window in Miller Business Office. Payment of a fine does not erase previous absences.

Food and beverages are not allowed in Chalfant Hall during services. The use of phones, other electronic equipment, and reading materials are prohibited. Students are expected to refrain from any activity that may be a distraction to the speaker or others (i.e., sleeping, studying, etc.). Violation of the policies may result in an absence or \$25 fine. Students who continue to abuse these policies will be counted absent in addition to monetary fines.

Students are expected to attend chapel in appropriate attire. Pajama pants, slippers or other nighttime apparel are not allowed. All other dress code policies are enforced during the chapel hour.

## **Petitioning**

1. On-campus students will not be excused from chapel for work conflicts. Students should plan their work schedule around chapel just as they do their classes.
2. Full-time commuter students who wish to petition to be exempt from chapel, and are eligible to petition, need to comply with the following process:

*Students may e-mail their request to chapel@olivet.edu. Please include your ID number and which days you are requesting to be exempt. Failure to complete this petition process at the beginning of the semester may result in a petition not being granted. Any fines that have been charged will not be reversed after the first 10 academic days. Any changes in a full-time commuter student's schedule which would qualify him/her for exemptions from chapel services must be submitted (via an SDS) within 10 days of a change in schedule. Absences and/or fines accrued after the 10 days will not be deleted.*

3. Part-time commuter students with 11 hours or less will need to e-mail chapel@olivet.edu to inform the office of their part-time status.
4. One-day academic exemptions will be granted for certain academic and athletics programs that interfere with chapel. The division secretary, coach, or faculty member supervising the event should submit a list of students to the dean of academic support for approval. Individual petitions or phone calls from the student will not be accepted.

## **Office Hours**

The Chapel Office is located in the foyer of Chalfant Hall. The office is open Wednesday and Thursday mornings from 8:30–11 a.m. When the office is closed, questions can be forwarded to voice mail at (939-) 5333 or to e-mail at chapel@olivet.edu.

## **campus regulations**

### **A Biblical Rationale**

**Olivet Nazarene University attempts to develop and interpret all we do from a Christian vantage point. We operate from the conviction that God has created men and women to operate in an orderly and purposeful fashion in concert with His intent for the world. Thus, a Christian community must develop regulations as guides to obtain its mission. Regulations help the University community put into practice its basic moral and social principles.**

Olivet Nazarene University has adopted campus regulations that emerge from the Church of the Nazarene's theological and moral perspectives as well as sociocultural influences. We regard the Bible as the foundation of faith and practice and believe that it must serve as our viewfinder in the development of our regulations. It is hoped that members of the University will enjoy unparalleled liberty through their relationship with Jesus Christ and that this liberty will serve as the basis for academic and social freedom.

The spirit of community trust serves as one of the principal features that make ONU a unique educational institution. We prize integrity and personal responsibility, and when students join ONU, they become a part of a community seeking the Truth. The community has been designed to help students obtain high levels of maturity through their interaction with others. We think the teaching and learning processes flourish best in a Christian environment where trust and respect form the bedrock of relationships within the community. Persons attending Olivet Nazarene University must realize that our commitment to the development of a Christian community is firm, and we welcome anyone to join who can contribute to our principles.

The Bible regards some things as right and some as wrong (Psalm 19, Matthew 5:17–20, Romans 7:7–8:8, I Timothy 3:16, 17). Extramarital sex, drunkenness, social injustice and violence are as wrong today as in Biblical times. It is also wrong to disobey the government except in the most unusual circumstances where civil obedience would conflict with obedience to God. Civil laws are as binding on the Christian today as they were in Biblical times (Romans 13:1–7, I Peter 2:11–17).

Some things are not intrinsically wrong but may be inexpedient or imprudent because of their damaging consequences. Christian liberty must act wisely in these matters by going the second mile in love (Acts 15:1–31, Romans 14, I Corinthians 8–10). Some of our rules reflect judgments based on consideration of the consequences to the individual or the community rather than on the intrinsic right or wrong of a practice. The Christian community of Olivet Nazarene University believes that there is a Biblical basis for moral law, civil law and prudence. All three of these categories are based on the value of persons created in the image of God (Genesis 1:26–31, Psalm 8). We believe that the moral law of God is an expression of love and justice, that the civil law is an attempt to structure a just and benevolent society, and prudence is an attempt to act justly out of love. In practice, love is a spiritual law and goes beyond the requirements

of the law because of the value it places on persons (Matthew 27:37–39, Romans 13:8–10, I John 3). Regulations are not intended as legalistic impositions for the purpose of control or manipulation. Rather, they are meant to put love in action and to help us glorify God.

It is only through God's grace and the indwelling of the Holy Spirit that man and woman can be motivated to live a spiritual life (I Corinthians 6:15–20, Romans 8:2–5). It is our intent to avoid the appearance of legalism that makes conformity an end in itself. On the other hand, we must avoid a tendency to regard love as needing no structure and as itself the replacement of all other moral law. ONU regulations must not be evaluated on the misconception that love and liberty need no regulations, but on the presupposition that we must individually and as a Christian community order our lives with love and justice. We do not pretend that our regulations are perfect, nor do we judge other Christians whose judgments are different from our own. It is our intent that regulations assist the community in developing a deeper relationship with God.

A Christian community endeavors to apply Scripture to contemporary life. We must keep in mind that prudence involves concern for our influence on the University and surrounding community. Some of our regulations reflect a concern to avoid needless offense to others who are more sensitive about some things than we may be ourselves (I Corinthians 8–10). Disagreement about such regulations is to be expected and reflects the kind of tension between conformity and change that characterizes any creative society. We do not claim "immaculate perception," nor do we expect unanimity regarding the appropriateness of all of our regulations. Instead, we expect understanding of why we have certain regulations and integrity in keeping them. Finally, we hope the Christian community that created our regulations and is created by our regulations facilitates a maturing Christian who hungers for God's truth.

*In summary, our regulations fall within three broad categories:*

1. Some regulations reflect God's moral law. For example, cheating is a form of stealing, and extramarital sex is adultery. The Scripture explicitly forbids immoral acts such as murder, extramarital sex and stealing.
2. Some regulations reflect the civil law. For example, possession and use of illegal drugs are civil offenses.
3. Some regulations involve judgments and prudence about certain practices or behaviors. For example, we have regulations governing residence hall and general campus behavior. We have regulations regarding our physical well-being, such as refraining from the use of tobacco and intoxicating beverages. Finally, we have regulations regarding our moral well-being. For example, gambling and pornography are considered morally degrading, and we are expected to be discerning in the use of TV, movies and other entertainment.

The University may make changes in policy and regulations during the school year. Such changes will be published one week before the changes become effective unless the health, safety or welfare of the University

community may be adversely affected by delay; then, implementation may be immediate.

Resident and commuting students are expected to observe all community life and residential policies. These are in effect as long as a student is enrolled, during vacation periods, and on and off campus.

### **Campus Life Admonitions**

1. All students are encouraged to be faithful in their attendance at the services of the church of their choice and are urged to support its total program.
2. For students who plan to marry during the semester, it is necessary to secure the counsel of the associate dean for student development at least 30 days prior to the date of the marriage.
3. Arrangements for single students living off campus must be approved through the Office of Student Development.
4. The University will be supportive of and cooperate with all federal, state and local laws and ordinances, as well as law enforcement authorities.
5. Standards of good public manners should be carefully observed at all times. Excessive display of affection is considered in poor taste. If necessary, resident directors and assistants will not hesitate to counsel students regarding their conduct. Abuse of this policy may result in a fine or additional consequences.
6. As an institution, Olivet affirms its relationship with the Church of the Nazarene and fully supports the principles and standards set forth by the Church concerning media productions which produce, promote or feature the violent, the sensual, the pornographic, the profane, or the occult, and thus undermine God's standard of holiness of heart and life. These types of productions should be avoided.

### **Campus Life Prohibitions**

1. Students must refrain from all forms of hazing and/or conduct that are destructive or disruptive of the normal campus activities. The University supports the right of students to be free from harassment and/or hazing in all forms. Harassing behavior includes, but is not limited to, phone and/or e-mail harassment, striking, laying hands upon, treating with violence, or offering to do bodily harm to another person with intent to punish or injure and other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. Such behavior may result in suspension or withdrawal from the University.
2. The University affirms the Biblical teaching that sexual intimacies are to be shared as God's gift within the context of a committed marriage relationship between a man and a woman. As members of a Christian community, we are admonished to avoid certain practices, including, but not limited to, fornication, sexual promiscuity, adultery, any form of sexual misconduct (including behaviors such

as voyeurism, indecent exposure, etc.) and homosexual acts. Students who demonstrate an attitude of disdain or disrespect toward University standards may be subject to disciplinary action. These types of behaviors may result in, but are not limited to, required counseling, social probation, suspension, or withdrawal from the University.

3. Students must abstain from the use of alcoholic beverages, narcotics, and all forms of tobacco, hallucinogenic drugs, gambling, and immoral conduct, including sexual promiscuity, as well as other forms of personal dishonesty. This policy also pertains to locations off campus and in private homes where these types of activities are taking place. Each student present will be held responsible whether actually participating or not. These types of behaviors may result in, but are not limited to, social probation, suspension, loss of apartment housing, or withdrawal from the University.
4. The unauthorized entry to buildings, departments, or offices; the unauthorized possession or use of a University key; or the willful destruction of University property may result in suspension. Tampering with locks in student rooms and other areas or altering University keys is prohibited. Violation of these policies may result in suspension or withdrawal from the University.
5. Hallways and stairwells are considered public areas. An appropriate level of modesty is encouraged at all times. Students are expected to refrain from all forms of lewd conduct.
6. Theft is a violation of Illinois law and University policy and is prohibited. Violation of this policy may result in a suspension or withdrawal from the University.
7. Entrance or exit from the residence halls through windows or unauthorized exits shall incur a minimum \$25 fine and/or community service.
8. *The following are not permitted:*
  - Parking of bicycles or motor vehicles except where authorized
  - Removal of windows or window screens, or dropping of objects from windows
  - Activities including fundraising, yard sales, solicitation, or advertisement without permission from the Office of Student Development.
  - Any form of protest, rally, or the distribution of materials without permission from the Office of Student Development.
  - Petitions or surveys except those approved by the Office of Student Development
  - Camping outdoors on University property without permission from the Office of Student Development
  - Possession, use, or sale of narcotics, dangerous drugs, alcoholic beverages, or tobacco; these will result in social probation, suspension, or withdrawal from the University.
  - Gambling in any form

- The wearing of any type of mask or facial covering, except for approved activities
  - Daycare, babysitting in residence halls
  - Overnight visits by young children without permission
  - Possession or display of obscene or suggestive posters, pictures, literature, videos, computer software, or images not in harmony with the philosophy and goals of the University
  - The use of profane or insulting language
  - Vandalism or willful destruction of University property. Such behavior may result in suspension or withdrawal from the University.
- 9.** Only current ONU students are permitted to skate, board, or bike on Olivet's campus. Students may not jump to or from or ride on University property (i.e., benches, stairs, railings, etc.). Storage and/or operation of motorized skateboards, scooters, etc., are prohibited on University property. Violations will result in a minimum \$50 fine.
- 10.** Students abusing dining room privileges are subject to a fine and/or community service, or possible further discipline. This includes, but is not limited to, the throwing of food (indoors and outdoors) or any student who leaves dishes on a table or counter.
- 11.** Visitation in the residence hall rooms or off-campus residences of the opposite sex may result in suspension unless the resident director or the associate dean for student development grants prior permission. At no time is a member of the opposite gender allowed to enter the hallways or visit in the student rooms of a residence hall or apartment designated as student housing except during scheduled open residence hall hours. Students are expected to abide by the policies for open house. These expectations are communicated at the mandatory housing meetings at the beginning of each year.
- 12.** The possession or storage of firearms of any kind, including, but not limited to, BB guns, pellet guns, air soft guns, or any toy gun which strongly resembles a real gun, or the possession or use of slingshots, explosives of any kind, including fireworks, is forbidden and is subject to a minimum \$100 fine, possible suspension, or withdrawal from the University. Additionally, large knives and swords are not permitted on campus.
- 13.** Tampering with firefighting equipment or alarms or the inappropriate use of the 911 emergency service is a civil offense and will be treated as a serious disciplinary violation, and may result in suspension from the University, a minimum \$100 fine or community service, and/or referral to the Illinois State Fire Marshal for prosecution. Refusal to evacuate a building or comply with persons of authority when a fire alarm sounds will result in disciplinary action.
- 14.** Television and video programs shown in public areas must be in compliance with the current University film policy. Use or renting of HBO, Cinemax, or adult programming on TV is not permitted. The University reserves the right to censor programs.

15. Dancing will not be part of any University-sponsored event. We hold that all forms of dancing that detract from spiritual growth and break down proper moral inhibitions and reserve should be avoided.
16. Students are not to attend taverns, lounges, or nightclubs.
17. Purposeful deception of a University official, disrespect for those in authority, or failure to answer a summons made by any University official is considered a violation of school policy and may result in a fine, community service, suspension, or withdrawal from the University. A student must present his/her student ID upon request of a University official or a faculty or staff member.
18. Students will be held responsible for online postings (i.e., Blogs, personal Web sites, etc.) that indicate a violation of University policy. Students are expected to represent themselves with character, decency, and integrity through all online postings.

## Campus Recycling Policy

Olivet Nazarene University is committed to helping conserve natural resources through recycling. It is expected that students will contribute by using the recycling containers provided by the University. Misuse of such containers will result in a \$50 fine and/or referral to Judicial Council.

## Dress Policy

Olivet Nazarene University promotes simplicity, modesty and propriety of dress and appearance. Each student is expected to cooperate with the following specific policies:

*Attire and grooming that is not permissible:*

- Immodest apparel
- Low cut garments, spaghetti straps, tank tops, strapless tops
- Clothing that exposes any portion of the midriff area
- Personal appearance that draws undue attention to oneself
- Attire that is frayed, or with holes
- Bib overalls with straps that are unbuttoned, unsnapped, or not over the shoulder
- Men's hair that is longer than the bottom of the ear or the top of the collar
- Pony tails (banded or braided) worn by men
- Sunbathing on campus in swimwear (Sunbathing in shorts with shirt is appropriate in Snowbarger Athletic Park)
- Garments with lettering or pictures that are considered in poor taste
- All piercings with the exception of earrings.
- Form-fitting apparel (such as tights, leotards, spandex, etc.) worn as outerwear
- Clothing giving the appearance of being an undergarment and worn as outerwear
- The wearing of hats in chapel

- Athletic attire (such as shorts, uniforms, tank tops, half-shirts, men's sleeveless shirts), or hospital scrubs worn in Ludwig, classrooms, administration buildings, chapel, or library (Men's pants that expose the calf muscle are considered athletic attire.)
- Any obvious undershirt worn during the academic day

Recognizing Sunday to be unique from other days, Olivet encourages students to dress accordingly, with special emphasis on the Sunday noon meal. With this in mind, students are encouraged to dress in a manner that reflects respect for our day of worship.

### *Special Notes*

- Shirts must be worn at all times, even in Snowbarger Athletic Park. Men are permitted to remove their shirts while in Birchard Gymnasium.
- Students exercising the privilege of wearing athletic attire must go directly to and from the athletics fields or buildings without lingering during the academic day.
- Shoes or footwear must be worn at all times. The exception includes residence halls and appropriate athletics activities.
- Shorts may be worn after 4:30 p.m. (Monday–Friday) and all day Saturday and Sunday. Shorts may not be worn in the dining room for the Sunday noon meal.
- Skorts that appear as a dress or skirt while standing still, and that are of appropriate length, are acceptable for campus wear. Otherwise, they are considered athletics attire.
- Modest-length skirts and dresses for women are considered appropriate during the academic day. Short shorts and short skirts/dresses are never permitted.
- Interpretation of the policies is the responsibility of the Student Development staff.

### **Mental Health Policy**

Olivet Nazarene University is committed to providing a safe educational/living environment and to fostering the well-being and health of its students. As an institution, it is our responsibility to care for the campus community as a whole, while also trying to build relationships with individuals in an effort to support and encourage their growth and maturity. As an academic institution, Olivet recognizes that there are limitations to the care that can be provided in a University setting. Students who do not make satisfactory progress while receiving University-provided counseling or assistance may be required to receive off-campus counseling/physician's care at the student's own expense. If a student's behavior becomes disruptive to the Olivet community, it may be necessary for the student to be placed on a behavioral contract or be disenrolled from the University. If the student is placed on a behavioral contract and chooses to break the terms of that contract, he/she may then be asked to take voluntary/involuntary medical leave. One appeal may be made to the medical leave committee.

## Withdrawal due to Necessary Medical Leave

A copy of the Olivet Nazarene University Mental/Medical Leave Policy can be obtained upon request from the Office of Student Development or the Counseling Services Department.

## Substance Abuse and Drug Testing Policy

Olivet Nazarene University is committed to providing a safe, educational environment and to fostering the well-being and health of its students. That commitment is jeopardized when any Olivet Nazarene University student illegally uses drugs on or off campus; comes to school under their influence; possesses, distributes, or sells drugs on campus; or uses alcohol. Therefore, Olivet has established the following policy:

- It is a violation of University policy for any student to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off campus.
- It is a violation of University policy for any student to be under the influence of, or possess in his or her body, blood or urine any illegal drugs, or alcohol in any detectable amount.
- It is a violation of University policy for any student to use prescription drugs illegally — that is, to use prescription drugs that have not been legally obtained or for a purpose other than as prescribed.
- It is a violation of University policy to possess drug or alcohol paraphernalia.
- Violations of this policy are subject to disciplinary action up to and including dismissal from the University.

Olivet Nazarene University reserves the right to require that any student submit to a physical examination or clinical testing designed to detect the presence of drugs or alcohol when reasonable suspicion exists that the student is under the influence of or is improperly using drugs or alcohol in violation of this policy. Reasonable suspicion for testing is to be determined by the sole discretion of University officials. Reasonable grounds for drug-testing or alcohol-testing may include, but are not limited to:

- Unexplainable incoherent behavior
- Repeated tardiness and/or absenteeism from class
- Drug- or alcohol-related odors on person, clothing, and/or equipment
- Sudden, unexplainable drop in academic performance
- Use or possession of alcohol
- Possession of alcohol or drug paraphernalia
- Previous positive drug screen results
- Being cited for or convicted of substance abuse violations by University or municipal authorities
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
- A report of substance abuse or use provided by a reliable and credible source

A student who refuses to submit to drug or alcohol testing or to required assessment or refuses to authorize the release of test results as provided in this policy can be disciplined up to and including dismissal from the University.

A positive drug or alcohol test may result in disciplinary action including, but not limited to, suspension or dismissal from the University. A student found under the influence of alcohol or drugs may be taken to a local hospital or clinic to be monitored for safety. If a student found under the influence is deemed a danger to him-/herself or others and refuses to go to a local hospital or clinic for monitoring, his/her parents/guardians will be called to remove the student from the Olivet campus environment. A professional drug or alcohol assessment and professional counseling may be required of any student. Any charges incurred for an outside assessment or for counseling will be the responsibility of the student.

Testing for drugs will be administered at a local clinic or hospital selected by the University. A University official will administer the test for alcohol. Refusal to comply with testing when it is requested will be considered a violation of the University's drug and alcohol policy. If a student's test results are positive for drug use, the student will be responsible for the expense of the test. If a student's test results are negative for drug use, the University will be responsible for the expense of the test.

## **Inspections**

The University reserves the right to require students, while on University property (including parking lots) or during University-sponsored functions, to agree to inspections of their persons, vehicles, resident living area, personal property and lockers. Upon reasonable cause, these searches and inspections shall, from time to time and without warning, be authorized by a University representative. They shall include, but not be limited to, vehicles, desks, clothing, purses, book bags and lockers. Items and substances discovered during the search may be retained by the University and, when appropriate, may be turned over to law enforcement authorities.

## **Residence Hall/Apartment Policies**

1. Students who are 23 years of age or older at the time of enrollment must secure approval from the associate dean for student development to live in the residence halls.
2. Students under the age of 23 may live off campus only if they are taking seven credit hours or less, are married, or are living with immediate family at their primary residence. All requests to live off campus are subject to the approval of Student Development.
3. Nonstudents are not normally permitted to live in residence halls and must always obtain permission from the associate dean for student development to do so. A board plan is optional for nonresident students. Married or previously married students are not permitted to live in University residence halls unless prior permission is granted by the associate dean for student development.

4. Room changes within a designated residence hall may be permitted through July. All students involved must notify the Office of Student Development individually. Changing roommates/rooms upon arrival on campus will not be permitted. All changes prior to the beginning of the semester must fall within the criteria stated above. A service charge of \$25 may be required of students changing rooms. Unauthorized room or residence hall changes may result in a charge to the student of a minimum \$100 and/or disciplinary action.
5. Space heaters are not permitted without permission from the resident director. Space heaters are a fire hazard and must be used with caution. Use without authorization from the resident director may result in disciplinary action and a minimum \$25 fine and/or community service.
6. Windows are to be kept clear of all objects.
7. Christmas lights may only be displayed between Thanksgiving and Christmas breaks and must be removed before leaving for Christmas Break.
8. The University accepts no responsibility for damage, destruction, or theft of any personal property of residence hall occupants. Students are urged to make individual insurance arrangements.
9. Residents responsible for excessive noise and/or disruptive behavior may be subject to disciplinary action, including contract termination. In addition to other discipline, residents may be required to remove stereos, TVs, videocassette recorders, or musical instruments from their rooms.
10. *The following are not permitted:*
  - Installation of radio, TV antennas, or satellite dishes. Telephone cords and extension wiring cannot be hooked up from room to room. They are permitted only within the student's current room.
  - Candles, incense, halogen lamps, or any open flame in campus housing
  - Lofts or the stacking of furniture in a manner for which it was not designed
  - No ceiling fan installation
  - Illegally obtained state, county, or federal road signs
  - Weightlifting equipment that may cause damage or excessive noise in student rooms
  - Cooking appliances (refer to housing contract)
  - Pets in the residence halls (exception: fish)
  - Painting of residence hall rooms or apartments
11. Any resident of Qualified or Honors Housing who is involved with disciplinary action may lose his/her privilege to reside in that building.
12. A security vandalism deposit is required. The unused portion of the \$70 deposit will be returned or credited to the student's account after the student vacates University housing, according to procedures

stated in the housing contract. Charges for the loss of equipment, damage to University property (beyond normal wear), and damage to or defacement of any area in common use may be assessed directly and equally against the residents of the area and charged against the deposit.

13. Authorized personnel may enter your room for reasons of health, safety, general welfare, or to make necessary repairs to your rooms and room equipment. The University reserves the right to search any student's room. No room will be searched except by approval of the administrator in charge or his/her representative. Weekly room checks will be made by authorized personnel.
14. **Curfews and Passes:** Late-hour extension (for freshmen) and overnight or extended campus leaves are subject to the approval of the residence hall staff. Curfew is recognized and enforced for all campus housing. Nightly room checks or accountability checks are conducted by authorized personnel for accountability and student safety.
15. **In-hours for upperclassman residents:** Sunday–Thursday, 1 a.m.; Friday and Saturday, 2 a.m. Upperclassmen may leave the residence living area for up to a one-hour extension beyond the regular curfew when they have a legitimate reason by signing out as they leave and signing back in when they return. Abuse of this policy will result in the loss of this privilege. In-hours for freshman men and women residents: Sunday–Thursday, 12 a.m.; Friday and Saturday, 1 a.m. Fifteen one-hour extensions are given per student, per semester.
16. Students should avoid lingering between residence halls of the opposite gender after curfew.
17. **Passes and special permission:** Applications for overnight and weekend passes must be completed and submitted to the resident assistant or resident director before leaving campus. Weekend passes terminate at regular in-hours. Any necessary extensions must be arranged with the resident director or resident assistant before leaving. NOTE: Freshmen do not have the privilege of signing out after in-hours.
18. Students may not take overnight or weekend passes to the off-campus apartments of single persons of the opposite sex. It is considered unacceptable for a student (residential or commuting) to visit the off-campus home, apartment, or room of a person of the opposite sex without prior permission of the resident director, associate dean for student development, or vice president for student development.
19. **Guests:** Students are responsible for the conduct of their guests on campus — the informing of and their cooperation with all policies of the University. A guest may stay in a student's room without charge for a maximum of three days. Guests staying in the residence halls or apartments must be registered with the resident director. The resident director may limit the number of days or deny permission

for a guest to stay in the residence halls or apartments. Guest rooms in Hills, McClain, Parrott and Williams halls are available by reservation through the Office of Student Development at the rate of \$15 per night and \$5 for an additional guest.

- 20. Quiet Hours:** Olivet's philosophy for residence hall living may be summed up in the statement that "your rights end where another's begin." With this in mind, our residence halls are considered an extension of the academic community, and an atmosphere of quiet respect is encouraged at all times.

## **judicial process**

The resident director or resident assistants will handle minor infractions, such as dress policy, violation of in-hours, trash in the halls and noise-level violations. All other community violations will be processed through one of two Judicial Councils. Every student has the right to one appeal. All appeals must be made within 24 hours of a hearing. Only those decisions that result in suspension or loss of housing will be appealed before the Judicial Appeals Committee. The University reserves the right to refer any judicial situation directly to the vice president for student development through the associate dean for student development when deemed necessary. Parents, friends, or legal representatives are not allowed to attend any student discipline meeting.

### **COUNCIL DESCRIPTIONS**

#### *Residence Hall Judicial Councils*

Each residence hall has a Judicial Council (RHJC) comprised of four to seven council members, depending on the number of students residing in the building. The council is chaired by the resident director of that residence hall and is comprised of students from that particular residence hall whom the resident director, along with Student Development staff, have determined to be upstanding citizens in the campus community. They are students of integrity and have shown themselves to be responsible and caring individuals who believe in the standards of Olivet Nazarene University.

These councils will see the majority of student situations regarding violation of community policies. The University Judicial Council (UJC) may see any situation that could result in dismissal from the University or is of a very sensitive and personal nature. The associate dean will confer with the vice president for student development in all such matters.

#### *University Judicial Council*

The University Judicial Council (UJC) is usually comprised of the associate dean for student development, one resident director, one to two faculty member(s) and two student representatives. The main function

of the body is to hear appeals from the RHJC resulting in suspension or loss of housing and all cases involving off-campus student situations. This council may hear situations of a very serious or personal nature. All other appeals will be heard by the associate dean for student development.

The UJC will make one of three decisions regarding a student appeal. A decision may be overturned if due process was not provided or new information comes to light. A decision may be amended if the council believes it was inconsistent with precedent. A decision may be upheld if there is no clear reason to make modifications.

### *University Judicial Appeals Committee*

The University Judicial Appeals Committee (UJAC) is comprised of the vice president for student development, one to two faculty member(s), one resident director and two student representatives, and hears only appeals that come from the UJC or associate dean. In addition to securing a thorough understanding of a situation, the council will focus on whether due process has been violated or whether new information has become available. Decisions from the UJAC are final.

The UJAC will make one of three decisions regarding a student's appeal. A decision may be overturned if due process was not provided or new information comes to light. A decision may be amended if the council believes it was inconsistent with precedent. A decision may be upheld if there is no clear reason to make modifications.

The judicial system proceeds under the direction of the vice president for student development through the associate dean for student development.

Students may be placed on social probation, suspended, moved from apartment housing to inner campus housing or withdrawn from the institution for violation of any University policy, or due to the inability to adjust to campus life. Students placed on social probation will forfeit the privilege of representing the University or serving in a significant campus leadership role. Social probation may include additional restrictions, including, but not limited to, forfeited scholarship, required counseling, and/or restricted sign-out and/or pass privileges. Students may be placed on social probation for a period of up to 15 weeks for a violation of University policy that results in suspension. Students may be placed on social probation for a period of up to 15 weeks when they demonstrate an inability to adjust to community life expectations (i.e., excessive handbook violations, disrespect toward others).

Members of intercollegiate athletic teams, cheerleaders, ASC members, musical and drama groups (Spiritual Life), and University choirs and ministry teams will not be permitted to represent or travel on behalf of the University for the duration of the social probation.

The University reserves the right at the end of any semester to deny the reenrollment of any student when such action is deemed to be in the best interest of the University or the student. Any student arrested may be suspended or withdrawn from the University pending the outcome of the investigation or trial.

## ***computer user code of conduct***

Computer facilities at Olivet are a shared resource that requires users to observe standards of behavior to ensure the rights of other users. This is a summary of the Information Technology policy. To see the policy in its entirety, visit [it.olivet.edu/policy.html](http://it.olivet.edu/policy.html).

### **ONUnet**

The Olivet Nazarene University campus computing network and telecommunications network (ONUnet) exists to further the University's teaching, scholarly research and spiritual goals. The same ethical and community expectations outlined in the Student Life Handbook apply to the use of ONUnet. All equipment is subject to the rules and conditions outlined in the Student Life Handbook. Persons accessing any of the network resources are expected to practice common sense, decency and courtesy to other users. Individuals are responsible for the proper use of the account, including proper password protection. Any action that occurs on an individual's account or workstation is the responsibility of that individual. All students, faculty and staff are responsible for seeing that these information systems are used in an effective, efficient, ethical and lawful manner.

ONUnet is a privilege and may be revoked at any time. It is provided as a resource to the Olivet community. ONUnet is restricted to authorized users, which is defined as individuals who have been assigned an ID and password by Information Technology staff, or by any agent authorized by the administrative team. The use of ONUnet may be revoked with or without notice for misuse, abuse, or vandalism.

This policy is extended to networks and resources outside the University that access ONUnet via the Internet. Network or resource providers outside the University may, in turn, impose additional conditions of appropriate use that the user should observe when using those resources.

### **System Maintenance**

Regularly scheduled network maintenance will be performed on a monthly basis. On maintenance dates, all network resources may be unavailable between the hours of 6 p.m. and 6 a.m. the following morning. Reminders will be communicated via e-mail prior to each maintenance date. Future maintenance dates may be viewed at the IT department Web site.

### **Telecommunications**

The Department of Information Technology provides one digital telephone for each residential room or apartment bedroom on campus. These phones are proprietary, meaning they will only work on our telephone system. Other plug-in phones and computer modems will not work on campus and could be damaged if plugged into a campus phone jack.

Each residential student is provided with a personal direct dial telephone number, independent of the room phone, with an associated voice

mail box for the duration of their stay at Olivet. Students arriving on campus need to activate their voice mail box by creating a seven-digit password and recording their name. Recording a greeting is optional.

An online phone directory is available through the voice mail system and can be accessed at extension 1411. A printed University telephone directory is available near the end of September of each year. It includes both campus residents and off-campus students who keep their phone numbers current with the campus student database.

Local and toll-free calls are free services, but long distance calls require an account with Resicom. Resicom is a billing agency which provides long-distance calling accounts to students. Bad debts or unpaid accounts with Resicom will be placed on the student's account at Olivet. Resicom may be contacted at (800) 853-1030, extension 7800 from campus, or <http://www.resicom.com/> for questions or information about their discount program.

## **Disciplinary Actions**

Violation of the Information Technology policies may result in suspension of the user's network access, network account, or e-mail account. Suspension of network access for the violator may also result in suspension of access for the entire room or apartment. Upon suspending the user's access, Information Technology will notify both the user and the Office of Student Development. The notice will state which policies were violated and the next course of action. The user must respond to the letter within 24 hours. Suggested disciplinary actions include one or more of the following:

- Notification of parents, authorities, or head of academic department
- Community service
- Fines or restitution equal to technician's time
- Counseling
- Dismissal from the University
- Criminal or civil prosecution

## **Executive Summary**

This summary is intended to present a brief overview of the policies set forth by the Department of Information Technology at Olivet Nazarene University. It is by no means exhaustive or detailed and may be changed at any time. A detailed document of the policies, procedures and guidelines can be found at <http://it.olivet.edu/>. By agreeing to the policies set forth by the University in the Student Life Handbook, you also agree to follow and adhere to the policies set forth by the Department of Information Technology found on the department Web site. Topics addressed in the policy include the following:

- Policy changes
- Privacy and system monitoring
- System Maintenance

- Lab computers
- Student computers
- Computer registration
- Wireless access
- Internet content filtering
- File and music sharing application
- E-mail and network accounts
- Passwords
- Network storage
- Prohibited activities
- Discovery of pornographic materials
- Disciplinary actions
- Telecommunications
- Matters of courtesy
- Disclaimer of liability

## ***university policies***

### **Family Educational Rights and Privacy Act (FERPA)**

Olivet Nazarene University is in compliance with the **Family Educational Rights and Privacy Act (FERPA)** which is designed to protect the privacy of educational records. Details about the policy and procedures are available at the Office of the Registrar.

### **Americans With Disabilities**

Persons with disabilities are most welcome on the campus of Olivet Nazarene University. The University will comply with all applicable laws regarding persons with disabilities. Individuals seeking accommodations for disabilities in the areas of access to facilities, employment, communications and transportation should contact the dean of academic support and submit a written request to the University's Americans With Disabilities Act Committee (composed of faculty, staff and students). The committee will respond within a reasonable period of time. The committee meets regularly, and the meetings are open to the public. Advance notice of meetings will be posted in "Tiger Talk" and in other appropriate places. Also, if a person with a disability believes that a reasonable accommodation has not been provided in a given situation, that person or his/her representative may file a written grievance with the Americans With Disabilities Act Committee or the University administration in care of the dean of academic support.

### **Communicable Diseases and Blood-borne Pathogens**

The University maintains a Blood-Borne Pathogens Exposure Control Plan through the Office of Human Resources. Concerned persons should contact David Pickering in the Office of Human Resources.

## **A Drug-Free School and Workplace**

In compliance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, Olivet Nazarene University clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol and unlawful substances by students and employees on University property or as any part of University activities.

Olivet Nazarene University will impose sanctions on students and employees (consistent with local, state and federal law) up to and including expulsion or termination of employment and referral for prosecution for violation of standards of conduct.

## **Statement on Admission/Discrimination**

Olivet Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national origin or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all college programs, activities and services. Any concerns regarding discrimination on the basis of any of the foregoing protected categories should be addressed to Dr. Gregg Chenoweth in the Office of Academic Affairs, Burke Administration Building, at 815-939-5213.

## **Photography and Videotaping**

The University reserves the right to photograph and/or videotape students, faculty, staff and guests while on University property or during University-sponsored functions. These images and audio may be used by Olivet Nazarene University for promotional purposes, including use in *The Olivetian*, *GlimmerGlass*, *Aurora*, press releases, advertisements, videos, [www.olivet.edu](http://www.olivet.edu) (<http://www.olivet.edu>) or other promotional materials. Additionally, the University reserves the right to reprint or otherwise use for its own purposes photographs taken by any *Aurora* or *GlimmerGlass* staff/student photographer in any medium of the University's choosing.

## **Sexual Harassment**

The University's policy concerning sexual harassment is printed in the Public Safety handbook. Public Safety handbooks are distributed annually and are available in the Office of Public Safety, located in the lower level of Ludwig Center.

# Public Safety Handbook

## DEPARTMENT OF **PUBLIC SAFETY**

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The primary role of the Department of Public Safety is to provide services to the student body and to campus employees by patrolling the University's grounds, residence halls and buildings and by registering all vehicles. Additional services include assistance with vehicles and escorts for students.

### *Phone Numbers*

Public safety officers (PSOs) are available 24 hours a day and can be contacted at the following numbers:

- **Department of Public Safety** ... 815-939-5265
- **Ludwig Center** ... 815-939-5207
- **After Hours** ... 815-939-5265 or 815-939-5011
- **Bourbonnais Police Department:**
  - NONEMERGENCY ... 815-937-3577
  - EMERGENCY ... 8-911 from student campus phones  
... 9-911 from faculty/staff campus phones

### *Web Site*

**<http://www.olivet.edu/studentlife/resources/publicsafety>**

A reference for quick and easy access to items found in this book and to other helpful information, such as parking maps, crime statistics, vehicle codes, safety tips, fraud, personal item inventory, ticket appeal and the silent witness form.

## ***security policies and procedures***

In cases where incidents require public safety officers filing reports, call 5265 (on campus) or 815-939-5265 (off campus). If necessary, the Bourbonnais Police Department will be contacted to issue a police report.

Information about incidents that are considered by the institution to represent a threat to students and to employees will be reported to the campus community. Public safety personnel are available to aid and assist police or emergency providers according to their level of professional training.

### **Safety and Responsibility**

The Department of Public Safety is required by the U.S. Department of Education, specifically the Jeanne Clery Act, to maintain incident reports and daily logs for seven years. Crime statistics are available for review on the public safety website or in the Department of Public Safety office. Any incident considered to be a serious threat to the campus community will be reported immediately. Students, faculty members, staff and visitors must be aware that safety is everyone's responsibility. Any crime, violation, suspicious person(s), or suspicious activity must be reported immediately.

### **Access to Campus Facilities**

It is University policy to lock the doors of buildings that are not in use. However, most buildings on campus are utilized for academic purposes well into the evening. Other buildings, such as Kelley Prayer Chapel, are kept open for longer hours so that students may have free access to them. The following schedule of closing hours is in effect at the present time. All University buildings are closed during church services (Wednesdays, 6:30–8 p.m.; buildings open at noon on Sundays and are closed from 6–7 p.m.).

- Birchard Field House . . . . . 11 p.m., daily
- Burke Administration Building . . . . . 11 p.m., Monday–Friday
- Weber Center . . . . . 11 p.m., Monday–Friday;  
Noon, Saturday; all day Sunday
- Larsen Fine Arts Center . . . . . 12 a.m., daily
- Ludwig Center . . . . . 12 a.m., Sunday–Thursday;  
1 a.m., Friday and Saturday
- Reed Hall of Science . . . . . 11 p.m., Monday–Friday;  
5:30 p.m., Saturday; all day Sunday
- Snowbarger Athletic Field . . . . . 1 a.m., daily
- Wisner Hall for Nursing . . . . . 11 p.m., Monday,  
Tuesday, and Thursday;  
5 p.m., Wednesday and Friday;  
12 p.m., Saturday; all day Sunday

Arrangements to open buildings for special programs approved by the University should be made utilizing the Astra schedule. Faculty and staff will be given access to their offices. Any student wishing to utilize University facilities after hours must have written approval from a faculty/staff member from the specific area.

Inner-campus residence halls are locked at curfew and reopened at approximately 6 a.m. Access to buildings after curfew is via the main entrance of the residence hall and must be arranged with the resident director or with a resident assistant. The Department of Public Safety cannot admit individuals into residence halls after hours without approval from the resident director or from a resident assistant.

For personal safety and for the protection of personal belongings, students should keep the doors to their rooms locked at all times. Residence hall lobbies are closed to guests of the opposite gender after curfew. Guests of the opposite gender are permitted in the hallways and in rooms of residence halls only during designated times.

## **Public Safety Information**

Information about campus security procedures and about the prevention of crime can be obtained in several ways. At least once each semester, security issues are discussed at a residents' meeting held on campus. Security information is printed annually in the Public Safety section within the University Life Handbook. Information is addressed periodically in *Tiger Talk*, *GlimmerGlass* (student newspaper), and at chapel. Information can also be obtained through the Office of Student Development, Counseling & Career Services, or at <http://www.olivet.edu/studentlife/resources/publicsafety>. The dates, times and locations of workshops dealing with crime prevention topics are posted in *Tiger Talk*. These workshops are open to all students and employees.

For information regarding the University Judicial Council, please refer to this handbook or contact the Office of Student Development.

## **Drug-Free Campus and Workplace**

1. In compliance with the Drug-Free Workplace Act of 1989 and with Drug-Free Schools and Campuses Amendment of 1989, Olivet Nazarene University prohibits the unlawful possession, use, or distribution of drugs, alcohol and unlawful substances by students or by employees on University property or as part of any University activities.
2. Olivet Nazarene University will impose sanctions on students and on employees (consistent with local, state and federal laws) up to and including expulsion or termination of employment and referral for prosecution for violation of standards of conduct. As the University campus is a smoke-free work environment, this includes the use of tobacco.
3. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work-

place, and violation of any of the aforementioned is cause for immediate dismissal. The “workplace” encompasses all of the Olivet Nazarene University campus. It is a student’s and/or an employee’s responsibility to notify Olivet Nazarene University of any criminal drug conviction occurring in the workplace no later than five days after conviction. (Faculty/Staff Handbook)

### **Sexual Harassment**

The University is committed to maintaining an environment that is free from sexual harassment. In keeping with this commitment, we do not tolerate sexual harassment by anyone, including students, faculty, or staff of the University.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct based on sex when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another’s body. Any person enrolled at or employed by the University is responsible for complying with this policy and for helping to ensure that harassment is avoided. Any person who feels that he or she has experienced or witnessed harassment should report such incidents promptly to the University’s director of human resources.

The University will investigate all such complaints thoroughly, impartially and promptly. The University will keep all complaints and the terms of their resolutions confidential to the fullest extent possible. If an investigation confirms that harassment has occurred, the University will take corrective action, up to and including expulsion or termination. (Faculty/Staff Handbook)

### **Sexual Assault**

*What acts are considered sex crimes?*

According to Illinois law, sex crimes involve the use of force or threat of force to sexually penetrate the victim’s body. A threat of death or the use of a weapon increases the severity of legal charges. Sex crimes can be prosecuted even if the victim knows the attacker, the victim did not fight back, the victim has sex with the attacker before being raped, or the victim was intoxicated or unconscious.

*What should you do if you are sexually assaulted?*

Seek medical attention immediately. Do not shower, change

clothes, or disturb the scene of the attack. Go to the emergency room of a hospital; ask a friend to go with you if possible. Local hospitals include Riverside Medical Center at 815-933-1671 and Provena St. Mary's Hospital at 815-937-2400. The KC-CASA (Kankakee County Center Against Sexual Assault) 24-Hour Crisis Line at 815-932-3322 may be of assistance as well. Hospital personnel will treat the physical consequences of assault (injury, infection, disease and pregnancy). They can collect evidence that will be needed if you report the crime. They are required to contact local law enforcement agencies; however, you may choose whether to speak with police personnel, University counseling services, or Department of Public Safety personnel.

## **Protecting Yourself From Sexual Assault and Rape**

Although we cannot guarantee that you will never be a victim, there are steps that you can take to minimize those chances. The following suggestions are for you to incorporate into your daily routine:

### **1. ON THE STREET**

- A. Do not walk alone unless it is absolutely necessary.
- B. Be aware of what is happening around you. Know where you are and where you are going.
- C. If you walk regularly, vary your route. Do not be predictable! Walk away from bushes, alleys and dark entryways. Stay in well-lighted areas.
- D. Do not be surprised. Attackers rely on the element of surprise. Do not wear headphones when walking alone.
- E. Trust your instincts. If you think you are being followed, walk toward a busy, lighted area. Scream loudly to attract attention and tell someone to call the police.
- F. If someone bothers you from a car, turn and walk in the opposite direction. If possible, get a license plate number. When you are in a safe place, notify the Department of Public Safety.

### **2. JOGGING ON THE TRACK AND STREETS**

- A. When possible, run with a friend or in a group.
- B. Try to avoid running alone during the evening hours.

### **3. IN YOUR VEHICLE**

- A. Have your keys in your hand as you approach your vehicle. Do not fumble around or focus your attention elsewhere. Be aware of what is happening around you.
- B. Always look inside your vehicle in the back seat and on the floor before you get into it.
- C. Keep your car doors locked and your windows up when you drive.
- D. Always have plenty of gasoline in your car.

#### **4. PREPARING FOR EMERGENCIES**

- A. Know how to change a flat tire. Make certain that the spare tire is in good condition and that the proper equipment is in your car.
- B. If your car breaks down at night, turn on your emergency flashers. Remain in your car with the doors locked and the windows closed until the police arrive.
- C. If another motorist stops to assist you, roll the window down slightly, and ask him or her to call the police or a towing service.
- D. Always carry your cell phone or enough money to make an emergency call.

#### **Victims of Crime**

The Department of Public Safety and the Office of Student Development treat all victims with respect, state rights and legal options clearly, and cooperate fully with them in exercising those rights. The victim of a crime has the right to have the offense investigated by criminal and civil authorities. Victims of sexual assault have the right to full and prompt cooperation and assistance in obtaining evidence that is necessary for proof of criminal sexual assault, including a medical examination, the right to freedom from pressure by campus authorities to report crimes as lesser offenses, and the right to be made fully aware of and assisted in exercising state or federal legal rights to test sexual assault suspects for communicable diseases.

Health Services, located in the Center for Student Success, seeks to provide holistic health care and education for students, faculty and staff. A full-time registered nurse is available each weekday during the academic year. All health records are completely confidential.

The University provides counseling services through the Counseling and Career Center, located in the Center for Student Success. Students will find a ready acceptance from the counseling staff. The counseling services are voluntary use without charge. A professional code of ethics is observed. In addition, Olivet Nazarene University maintains working relationships with several local providers of medical care, including, but not limited to, Provena St. Mary's Hospital, Riverside Medical Center and the University physician.

#### **Campus Crime Statistics**

In 1990, the federal government, through the U.S. Department of Education, passed the Student Right-to-Know and Campus Security Act. This act requires colleges and universities to provide information to students and employees regarding campus crime statistics. These statistics are compiled per the calendar year, Jan. 1–Dec. 31. This information is provided so that current students, prospective students, and employees are aware of their environment. Statistics regarding occurrences of campus crime, as reported to the Department of Public Safety, are provided at the Department of Public Safety website and in the Office of Public Safety.

## *campus vehicle code*

The campus vehicle code is designated to assist all persons who operate a vehicle on the campus of Olivet Nazarene University. It is the responsibility of each individual to understand the contents of the vehicle code. The following registration, parking and traffic rules and regulations are designed to facilitate vehicle movement and parking and to provide for the safety of all persons using the campus. The Department of Public Safety has been assigned to enforce the following rules and regulations on the campus of Olivet Nazarene University. These rules and regulations apply to all University faculty, staff, students and visitors at all times during the calendar year.

### ARTICLE I **Bicycle Registration and Regulations**

- Section 1** : Bicycles must be registered with the Department of Public Safety within the first week of a semester. If a bicycle is obtained later in the school year, registration is required within 48 hours. Registration will provide for the bicycle serial number to be placed on file in case of theft. A bicycle decal will be assigned to the registered bicycle. There is no registration fee.
- Section 2** : Bicycle decals are non-expiring and are transferable with the proper reregistration of the bicycle by the owner upon sale, gift, or trade. Decals must be adhered to the main frame of the bicycle.
- Section 3** : Bicycles must be parked in bicycle racks. It is recommended that bicycles be secured with a sturdy lock.
- Section 4** : Bicycles left unattended and/or not in bicycle racks are subject to impound. Impounded bicycles that are not recovered by the end of the semester will be donated to charity. Bicycles may not be left at building entrances, fences, signposts or trees. A bicycle secured by lock in an unauthorized area will have the lock removed at the owner's expense, and the bicycle will either be impounded or moved to an approved storage area. The University assumes no responsibility for the damage to or theft of any bicycle on campus.
- Section 5** : Bicycle placement and storage in the residence hall is determined by the resident director. **Bicycles cannot be stored in stairwells or hallways.**
- Section 6** : Bicyclists must operate bicycle safely within University regulations and Illinois state laws. This includes yielding to pedestrians and observing all regulatory signs.

## ARTICLE II Vehicle Registration

- Section 1** : All vehicles used by faculty, staff and students must be registered with the Department of Public Safety. There is no registration fee.
- Section 2** : Vehicle registration must be completed within the first week of a semester. If a vehicle is obtained later in the school year, registration is required within 48 hours.
- Section 3** : There is a \$50 fee assessed to the student's account if vehicle is not properly registered within the first week of a semester.
- Section 4** : Once a student has registered his or her vehicle with the Department of Public Safety, his or her parking permit is valid for the entire academic year.
- Section 5** : When a student changes residence status, he or she has one week to reregister this information with the Department of Public Safety. A \$50 fee may be assessed to the student's account if this is not completed.
- Section 6** : It is the responsibility of the registered operator of a vehicle to notify the Department of Public Safety of any vehicle sale or registration change regarding his or her vehicle. The registered operator will continue to be billed and to be responsible for all tickets issued to that vehicle if this information is not provided.
- Section 7** : A University parking permit must be adhered and displayed in the lower right inside corner of the front windshield (on the passenger side) with decal number clearly visible and readable.
- Section 8** : A parking permit on motorcycles must be displayed on the left front fork or mirror. (Mopeds, motorized scooters and mini-bikes are not permitted on campus.)
- Section 9** : A \$100 fee will be assessed to a student's account if the Department of Public Safety is required to obtain state vehicle registration information to identify the responsible vehicle owner or operator of any vehicle on University property.
- Section 10** : Temporary (more than 24 hours but not to exceed two weeks) parking permits can be obtained through the Department of Public Safety. The permit is free. The licence plate number is required in order to acquire the permit.
- Section 11** : Visitor parking permits are issued through the Department of Public Safety. Any overnight visitor on campus must have a visitor's parking permit. There is no cost for a visitor's permit. Students are responsible for obtaining parking permits for their visitors.
- Section 12** : There is no substitute or transfer of parking permits or visitor permits.
- Section 13** : The registered operator is responsible for his or her vehicle and for all tickets received by that vehicle.

## ARTICLE III **Parking Regulations**

**Section 1** All vehicles must be parked in accordance with the campus vehicle code, campus parking map, painted lines and posted signs. Spaces are designated for residents, commuters, visitors, faculty, staff, and persons with disabilities.

**Section 2** All parking lots are coded by color:

- **Faculty/Staff:** Gold
- **Commuting Students:** Green
- **Graduate and Continuing Studies:** Green
- **Resident Students:** Purple, red, blue, yellow and silver

**Section 3** Each individual with a vehicle on campus is required to obtain a colored parking decal. Vehicles must be parked in a lot with the corresponding color. Vehicle parking outside the designated lot or on the inner campus can receive a ticket and/or be towed.

- **Gold:** Designated faculty/staff parking, areas of Ludwig, Chalfant/McHie, Weber, Larsen, Reed; all of Birchard and Wisner; all but front row of church parking in Maternity BVM
- **Green:** Designated areas of Ludwig, Weber, Larsen, Reed, Gibson (west half of Gibson)
- **Purple:** Areas not designated for faculty/staff in Chalfant/McHie; Weber rows 4, 5 and 6
- **Blue:** Designated areas of Gibson/Howe; Grand and Bresee Apartments; University Place Apartments; Grand garage lot (located behind and between Grand 287 and Grand 300 buildings); north curb of Burke Street (located between Gibson/Howe and College Church)
- **Yellow:** Olde Oak and Oak Run apartments; Howe; designated area of College Church lot restricted to assigned residents of Olde Oak and Oak Run apartments (parking is limited to 7am–5pm, Mon.–Fri.; overnight parking is prohibited)
- **Silver:** Park Place lot (located south of 201 Park Place); paved parking lot of Ward Field (located immediately north of the 400 block of Grand Ave.). Parking is not permitted at Olde Oak or Oak Run.

**Section 4** All green and gold lots are for day use only (5 a.m.–5 p.m.). However, any color decal may park in these lots from 5 p.m.–1 a.m. All green and gold lots close at 1 a.m. If a vehicle with a green or gold permit must be parked overnight, it must be parked in the Chalfant lot or Weber lot. Any vehicle left in a green or gold lot overnight without prior approval from the Department of Public Safety will be ticketed and/or towed.

**Section 5** University Place, Grand, Bresee and Olde Oak and Oak Run apartment parking lots are for tenants only. Apartment tenants must use the parking provided and are not permitted to park in the street adjacent to the apartment or in the driveway leading to the parking lot. These driveways are fire lanes.

**campus vehicle code**, *continued*

- Section 6** : Parking spaces designated as faculty/staff, reserved, assigned, handicapped and visitor parking are enforced 24 hours a day, seven days a week, all year, including holidays and breaks, unless otherwise announced by the Department of Public Safety. These parking spaces are not authorized for student parking.
- Section 7** Resident director and resident assistant parking spaces are designated by posted signs. These spaces are enforced 24 hours a day, seven days a week. Vehicles parked in a resident director's or resident assistant's space will receive a ticket and/or be towed.
- Section 8** "Authorized Vehicles Only" areas are enforced 24 hours a day, seven days a week. These areas are reserved for public safety officers and for service vehicles that are used by department employees. Vehicles parked in these areas will receive a ticket and/or be towed. These areas are the inner campus, the front of Burke Administration Building, the loading docks of Ludwig and Miller, and the east drives in front of McHie and Weber Center.
- Section 9** All vehicles must be parked in clearly marked parking spaces between two painted lines. Failure to do so constitutes illegal parking, which could result in a ticket and/or towing.
- Section 10** Painted curbs indicate restricted parking. The following color code has been established.
- **Yellow Zone:** No parking - fire lane
  - **White Zone:** 15-minute parking or reserved parking
  - **Blue Zone:** Vehicle parking with state handicapped placard only
- Section 11** Drivers must obey posted signs and temporary signs and are prohibited from parking or driving in barricaded areas. Vehicles found in violation are subject to a ticket and/or towing.
- Section 12** All gates closing the inner-campus streets are fire gates. Any vehicle parked at these gates will be subject to a ticket and/or immediate towing.
- Section 13** College Church of the Nazarene and Maternity B.V.M. Church parking lots are private property. The College Church secretary's lot on the north side, the Circle Drive on the west side and the entire large parking lot on the south side are not authorized areas to park. The B.V.M. lot is restricted to faculty/staff gold placard permit parking only. Parking in the row closest to B.V.M. Church is not permitted. All B.V.M. Church parking is subject to closing for church events. Student parking is prohibited in the following locations with enforcement authority granted to Public Safety: College Church, BVM Church, People's Bank, Clancy-Gernon Funeral Home, 201 Park Place and street parking near buildings (University Ave., Olde Oak, Oak Run, Grand, Bresee, etc.—see Article III, Section 5).

## ARTICLE IV **Traffic Violations**

- Section 1** All vehicles operated on campus must be in compliance with the Illinois Vehicle Code and the Olivet Nazarene University Campus Vehicle Code.
- Section 2** The driver of a vehicle is required to possess a valid driver's license.
- Section 3** A student's ID and a driver's license must be shown upon request of a public safety officer.
- Section 4** All vehicles must be operated in compliance with posted signs.
- Section 5** The campus speed limit is 15 mph.
- Section 6** No vehicle is allowed to travel the wrong way down a one-way street. A driver who does so will be subject to a traffic ticket for reckless driving.
- Section 7** No vehicle shall enter the inner campus at any time without prior approval by the Department of Public Safety. Drivers of vehicles will be issued a ticket and/or towed. The inner campus is open at the beginning and end of each semester and at other times as determined by the Office of Student Development.
- Section 8** Drivers must yield the right-of-way to a pedestrian who is crossing the roadway.
- Section 9** No driver approaching a vehicle that is yielding to a pedestrian may pass that vehicle.
- Section 10** Motorized vehicles cannot be driven on the sidewalks or grassy areas of the campus.
- Section 11** Any person driving a vehicle recklessly and in disregard for the safety of persons or property will be subject to a \$25 fine and may be required to meet with the Director of Public Safety.
- Section 12** All drivers are required to adhere to the instructions of public safety officers when they are directing traffic. Failure to follow instructions will result in a fine for reckless driving and/or a meeting with the Director of Public Safety.
- Section 13** Anyone driving under the influence of alcohol will be referred to the Office of Student Development.
- Section 14** Any person driving in landscaped areas will be issued a ticket and charged with the cost of repair to the area(s). The vehicle may also be towed. The matter will be referred to the Office of Student Development.
- Section 15** Drivers must obey posted signs and temporary signs and cannot drive/park in barricaded areas. Vehicles found in violation are subject to being ticketed and/or towed.

## ARTICLE V Towing Vehicles

- Section 1** On the first offense, any vehicle in violation of a regulation that warrants the vehicle being towed or impounded may be ticketed and a written or verbal notification will be given. On the second and subsequent offenses, the vehicle will be towed or booted at the owner's expense without notification.
- Section 2** Olivet Nazarene University assumes no responsibility for damage sustained to a vehicle being towed or booted.
- Section 3** Any vehicle parked at a fire gate may be towed immediately at the owner's expense.

## ARTICLE VI Fines

- Section 1** Parking tickets are issued by a public safety officer. A written or verbal warning may be issued at his or her discretion.
- Section 2 Automatic Tickets (no warnings):**
- A.** Parking in a handicapped space (\$100)
  - B.** Driving the wrong way on a one-way street (\$25)
  - C.** Parking in a fire lane (yellow zone - \$25)
  - D.** Driving on inner-campus or landscaped areas (\$25, plus cost to repair damage)
  - E.** Vehicles parked outside designated parking areas; parking in a lot with a different color than permit (\$10)
- Section 3 Late Vehicle Registration Fines:**
- A.** Any person who fails to register his or her vehicle with the Department of Public Safety within the first week of the semester while attending Olivet will be charged a \$50 late registration fee.
  - B.** Any person who fails to reregister his or her vehicle within one week of moving on or off campus will be charged a \$50 late registration fee.
- Section 4 Excessive Fines:**
- A.** When a person receives five tickets in a school year, he or she will be advised of more severe penalties.
  - B.** When a person receives 10 tickets in a school year, he or she will be warned of excessive fines and their consequences. The information will be provided to the student's RA and RD. Information regarding excessive fines will be provided to the Director of Public Safety.
  - C.** Vehicle code fines will be reported to the Office of Student Development and considered in housing placement.
- Section 5** Any person in blatant violation of the campus vehicle code will be subject to more severe fines and/or the towing of his or her vehicle. The University retains the right to suspend/remove parking privileges.

## ARTICLE VII **Payment of Fines and Ticket Processing**

**Section 1** : Traffic and parking fines are to be paid at the cashier's window in Miller Business Center. If the ticket is paid within seven days of issuance, the fine is reduced by 50 percent.

**Section 2** : Unpaid fines will be added to the student's account

## ARTICLE VIII **Ticket Appeal Process**

**Section 1** : Vehicle violation appeals must be submitted to the Department of Public Safety within seven days of the issue date on the ticket utilizing the online appeal form. This form can be found on Blackboard.

**Section 2** : The Director of Public Safety will oversee the review of all ticket appeals. Notification of appeal outcome will be sent by e-mail.

## ARTICLE VIX **Accidents**

**Section 1** : All accidents that occur on the campus of Olivet Nazarene University must be reported to the Department of Public Safety.

**Section 2** : Any accident involving a University-owned vehicle must be reported to the Department of Public Safety. A report must be filed with the Bourbonnais Police Department as well.

## ARTICLE X **Abandoned or Disabled Vehicles**

**Section 1** : No major vehicle repairs are allowed on the University campus without securing written permission from the Director of Public Safety. Inoperable vehicles parked on campus are subject to towing.

**Section 2** : Any vehicle stored or abandoned on campus will be towed.

**Section 3** : When a vehicle becomes inoperable, the Director of Public Safety must be notified.

**Section 4** : Vehicles brought on campus by an individual, group, or organization for display or for an activity must receive permission from the Director of Public Safety.

## ARTICLE XI **Skateboarding, Scooters, and Rollerblading**

**Section 1** : Skateboarding, rollerblading and the use of non-motorized scooters are permitted on campus by Olivet students only.

**Section 2** : Only Olivet students are permitted to rollerblade, skateboard or bike on campus. Students may not jump to or from or ride on University property (i.e., benches, stairs, railings, etc.). A \$50 fine will be assessed to those who violate this policy.

**Section 3** : Storage and/or operation of motorized scooters are prohibited on Olivet's campus.

## ARTICLE XII **Recreational Vehicles**

- Section 1** Trailers, boats, motor homes and campers are not allowed on campus without prior permission from the Director of Public Safety.
- Section 2** The recreational vehicles listed in Article XII, Section 1, of the campus vehicle code are subject to towing at the owner's expense if brought onto the campus without permission from the Director of Public Safety.

## ARTICLE XIII **Emergency Call Boxes**

- Section 1** Emergency call boxes are located in the following locations: near the parking lot between Reed and Larsen, outside Snowbarger Athletic Park, between the Warming House and the tennis courts, at the entrance to University Place Apartments, and on the north side of 439 Grand Avenue. These call boxes are for contacting the Department of Public Safety in emergencies, such as criminal activity or a medical crisis. A \$150 fine will be issued for pranks.

## ARTICLE XIV **Summer Storage**

- Section 1** In order to leave a vehicle on campus during the summer break, written approval from the Director of Public Safety must be secured. Vehicles left on campus without permission will be towed at the owner's expense.
- Section 2** When planning to leave a bicycle at a residence hall over the summer break, approval must be obtained from the resident director. Bicycles left at a residence hall without permission are subject to removal.
- Section 3** All vehicles, trailers, etc. that are left on campus without approval from the Director of Public Safety are subject to towing at the owner's expense.

## ARTICLE XV **Disclaimer**

- Section 1** Olivet assumes no responsibility for the damage to or theft of any vehicle or its contents while it is on campus.
- Section 2** Olivet Nazarene University assumes no responsibility for damage that may occur to a vehicle when a public safety officer has been requested to engage in an assistance-related service: a jump-start, keys locked in vehicle, etc.
- Section 3** Olivet Nazarene University assumes no responsibility for damage to or theft of any personal property on campus.