A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT DEVELOPMENT

Welcome

I am thrilled to welcome you to the campus of Olivet Nazarene University!

We hope you are as excited as we are about the beginning of the new school year. The coming months are sure to be filled with opportunities for you to meet new friends, try different activities, learn new truths and change in ways you never would have expected. One thing is for sure: A year from now, you won’t be the same person as you are at this moment!

I hope you will take advantage of the various opportunities available to you for spiritual, academic and personal growth. Decide now to get involved so that you can experience college life to the fullest.

We in Student Development would love to join you in this journey. We believe in the value of every person and exist to cultivate the full potential of our students. We serve you by providing high quality programs, services and learning experiences that focus on holistic development.

Some of the ways in which we serve you are through a genuine and caring residential life staff, counseling services, career services, health services, intramurals, community life, spiritual development and public safety. Please don’t hesitate to ask for our support and guidance as you make your way through these college years.

My prayer is that you will find a sense of belonging and purpose in the activities and ministries you choose at Olivet. Through the events of the coming year, may you grow closer to the people around you and the God who loves you.
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, reflecting the diversity of academic programs and graduate studies.

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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 ’til 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.
UNIVERSITY LIFE HANDBOOK
Administration and student services

ADMINISTRATIVE OFFICERS

John C. Bowling
President
Burke ☑ (815-939-) 5221

Brian Allen
Vice President for Institutional Advancement
Burke ☑ (815-939-) 5255

Carol Summers
Vice President for Academic Affairs
Burke ☑ (815-939-) 5213

Douglas Perry
Vice President for Finance
Miller ☑ (815-939-) 5239

Ryan Spittal
Vice President for ONU Global Heritage
Miller ☑ (815-939-) 5460

Walter “Woody” Webb
Vice President for Student Development
Ludwig ☑ (815-939-) 5333

David Pickering
Executive Vice President for Administration and Human Resources
Miller ☑ (815-939-) 5161

UNIVERSITY STAFF

Alyssa Bass
Director of Student Employment
Miller ☑ (815-928-) 5508

Jennifer Boender
Director of Learning Support Services
Burke ☑ (815-939-) 5361

Jorge Bonilla
Coordinator of Retention Services
Center for Student Success
(815-928-) 5775

Greg Bruner
Director of Financial Aid
Miller ☑ (815-939-) 5249

Sam Cross
Sodexo Dining Services
Ludwig ☑ (815-928-) 5534

Pam Greenlee
Dean of Library Services
Benner ☑ (815-939-) 5211

Mark Holcomb
Chaplain to the University
Ludwig ☑ (815-939-) 5236

Poppy Miller
Associate Director of Career Services
Center for Student Success
(815-939-) 5243

Susan Morrill
Student Ministries Coordinator
Ludwig ☑ (815-928-) 5692

Brent Nelson
Director of Student Accounts
Miller ☑ (815-939-) 5245

Dale Newsome
Director of Public Safety
Ludwig ☑ (815-939-) 5265

Beth Olney
Director, Center for Student Success
Miller ☑ (815-939-) 5053

Rachel Piazza
Bookstore Manager
Ludwig ☑ (815-939-) 5344

Jonathan Pickering
Dean of Institutional Effectiveness and Registrar
Burke ☑ (815-939-) 5201

Michael Poff
Housing Coordinator
Ludwig ☑ (815-928-) 5747

Sue Rattin
Director of Assessment
Burke ☑ (815-928-) 5765

Ashley Rosenberger
Director of Missions
Ludwig ☑ (815-928-) 5658

Mary Schweigert
Campus Nurse
Center for Student Success
(815-939-) 5256

Matt Smith
Director of Recreation Services
Perry Center ☑ (815-939-) 5102

Kathy Steinacker
Dean for Community Life
Ludwig ☑ (815-939-) 5230

Phil Steward
Dean for Residential Life
Ludwig ☑ (815-939-) 5333

Cynthia Taylor
Multicultural Student Services Coordinator
Center for Student Success
(815-928-) 5665

Lisa Vander Veer
Director of Wellness and Career Services
Center for Student Success
(815-939-) 5256

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ACADEMIC CALENDAR 2018–2019

Fall Semester 2018
Orientation for Freshmen/Transfers ………… Aug. 25
Registration days …………………………… Aug. 27–28
Classes begin, 7:30 a.m. (Wednesday) ……… Aug. 29
Fall Revival ……………………………… Sept. 16–19
Final day to drop Block I courses ………… Sept. 21
Fall break ……………………………… Oct. 8–9
Mid-semester (Block II courses begin) ……… Oct. 24
Homecoming and Family Weekend ………… Oct. 26–28
Final day to drop semester-length courses … Nov. 9
Final day to drop Block II courses ………… Nov. 16
Thanksgiving holiday ……………………… Nov. 21–25
Classes resume, 7:30 a.m. (Monday) ……… Nov. 26
Final examinations (Wednesday, Thursday, Friday) … Dec. 12–14

Spring Semester 2019
Registration day and New Student Orientation … Jan. 14
Classes begin, 7:30 a.m. (Tuesday) ………… Jan. 15
Winter Revival …………………………… Jan. 27–30
Final day to drop Block III courses ………… Feb. 7
Winter break …………………………… Feb. 15
Spring break …………………………… March 9–17
Block IV begins ………………………….. March 18
Final day to drop semester-length courses … April 5
Final day to drop Block IV courses ……… April 12
Easter break …………………………… April 19–22
Monday only classes will meet ………….. April 22
Final examinations (Monday–Thursday) …… May 6–9
Baccalaureate service, 7:30 p.m. (Friday) …… May 10
Commencement Convocation, 9:30 a.m. (Saturday) … May 11
RESIDENCE HALL AND MEALS SCHEDULES 2018–2019

<table>
<thead>
<tr>
<th>OCCASION</th>
<th>RESIDENCE HALLS (OPEN/CLOSE)</th>
<th>MEALS SERVED (FIRST/LAST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester begins</td>
<td>Sat., Aug. 25 • 8 a.m.</td>
<td>Breakfast • 7 a.m.</td>
</tr>
<tr>
<td>Thanksgiving break begins</td>
<td>Tues., Nov. 20 • 9 p.m.</td>
<td>Dinner 4:30–5:30 p.m.</td>
</tr>
<tr>
<td>Thanksgiving break ends</td>
<td>Sun., Nov. 25 • 3 p.m.</td>
<td>Breakfast, Nov. 26 • 7 a.m.</td>
</tr>
<tr>
<td>Fall semester ends</td>
<td>Fri., Dec. 14 • 9 p.m.</td>
<td>Dinner 4:30–5:30 p.m.</td>
</tr>
<tr>
<td>Spring semester begins</td>
<td>Sun., Jan. 13 • 1 p.m.</td>
<td>Lunch, Jan. 14 • 11 a.m.</td>
</tr>
<tr>
<td>Spring break begins</td>
<td>Fri., March 8 • 9 p.m.</td>
<td>Lunch 10:30 a.m.–1:30 p.m.</td>
</tr>
<tr>
<td>Spring break ends</td>
<td>Sun., March 17 • 3 p.m.</td>
<td>Breakfast, March 18 • 7 a.m.</td>
</tr>
<tr>
<td>Easter break begins</td>
<td>Thurs., April 18 • 9 p.m.</td>
<td>Dinner 4:30–5:30 p.m.</td>
</tr>
<tr>
<td>Easter break ends</td>
<td>Mon., April 22 • 3 p.m.</td>
<td>Breakfast, April 23 • 7 a.m.</td>
</tr>
<tr>
<td>Spring semester ends</td>
<td>Thurs., May 9 • 9 p.m.</td>
<td>Lunch 10:30 a.m.–1:30 p.m.</td>
</tr>
</tbody>
</table>

NOTICE: All residence halls and dining services will be closed during Thanksgiving, Christmas, Spring and Easter breaks. Check the Library website for special hours during breaks, holidays and other campus events.

Back to School Activities
Aug. 26–Sept. 9 | At the beginning of the fall semester, there are many events to encourage student participation. First week activities include the JumpStart Conference, residential hall gatherings, chapel, class competitions and Block Party.

Ollies Follies
Aug. 29, Sept. 2, Sept. 9 | 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, kickball and flag football, as well as relay games. The second weekend highlights student talent through the annual variety show.

Revisals
Sept. 16–19, 2018; Jan. 27–30, 2019 | A time of spiritual renewal is scheduled each semester. A special speaker and musician lead worship in morning chapel and evening services.

Broadway Revue
Sept. 27–28 | This is the annual student-led production hosted by Green Room. It is an evening filled with Broadway show tunes and musical memories from past and present.

Give Your Life Away Week
Oct. 10–12 | Chapels, special events and a missions fair provide students with many opportunities to put their faith into action and become global-minded Christians.

Orpheus Variety Show
Oct. 12–13 | 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.

Homecoming and Family Weekend
Oct. 24–28 | Students, alumni, faculty, staff and guests enjoy a weekend full of exciting events. Activities include: athletic events, coronation, late night pancake feed, concerts, chapel, powder-puff football, class reunions, open houses and social gatherings.

Fall Play and Spring Musical
Fall Play: Oct. 26–27, Nov. 1–2, 2018; Spring Musical: Feb. 28–March 2, 2019 | ONU Department of Communication productions featuring ONU students from a variety of majors performing classic stage plays under the direction of Professor Jerry Cohagan.

Candy Costume Fest
Oct. 28 | At the height of the fall season, the Office of Student Development and your Associated Student Council team up to host another great all-school event. This costume party — which features live jazz music, food and costume contest — has become one of the most popular all-school events.

Handel’s “Messiah”
Dec. 1 at 7 p.m. | Annual presentations by the School of Music highlight the Christmas season. Event to be held in Centennial Chapel.

Sounds of the Season
Dec. 7 at 7 p.m.; Dec. 8 at 2 p.m. | This annual presentation by the School of Music highlights the Christmas season. Event to be held in Centennial Chapel.

Christmas Party
Dec. 9 | This all-school Christmas party in Ludwig Center features live entertainment, gingerbread house decorating competition, crafts, a photo booth and plenty of holiday snacks to go around!
First-Week Activities
Jan. 14–19 | A time set aside to welcome new students, reconnect with friends and celebrate the start of a new semester. Special events this year will include live band karaoke and a pre-release movie.

Mr. ONU
Feb. 1 | Competitors are chosen by their respective classes to run the creative skit and talent gamut, and claim the crown of Mr. ONU. This annual event is hosted by ASC’s Women’s Residential Life.

Spring Musical
Feb. 28–March 2 | The Department of Communication and School of Music combine energies to bring Broadway productions alive on the Olivet stage.

Gospel Choir Concert
April 13 | Proclamation Gospel Choir concludes their spring concert series with a ticketed event. Concerts will be held in Kresge Auditorium in the Larsen Fine Arts Center.

Senior Week Activities
May 6 | Seniors are invited to gather and celebrate their approaching graduation at several events throughout the week.

Commencement Weekend
May 10–11 | Graduation weekend includes the Phi Delta Lambda (Nazarene Honor Society) banquet, Nursing Pinning Ceremony, Social Work Pinning Ceremony, the Baccalaureate Service and Graduation ceremonies.

Residential Life staff

Chapman Hall
RILEY DALE, RD
Box 6101
Phone: 815-939-5369

Hills Hall
AARON CRANE, RD
Box 6096
Phone: 815-939-5359

Howe Hall
JOEY McMULLEN, RD
Grand 415 #7, Box 6126
Phone: 815-939-5085

McClain Hall
MELANIE BRUENIG, RD
Box 6107
Phone: 815-939-5360

Nebbett Hall
JONATHAN HENTSCHEL, RD
Box 6103
Phone: 815-939-5380

Parrott Hall
ADDY EMMONS, RD
Box 6122
Phone: 815-939-5220

Williams Hall
EMILY SAUER, RD
Box 6128
Phone: 815-939-5370

Grand Apartments
KYLE LAMB, RD
Room 285 #4, Box 6094
Phone: 815-928-5444

MATT DIXON, RD
Room 303 #4, Box 6104
Phone: 815-939-5179

Grand Apartments (Women)
KATIE NIelsen, RD
Room 403 #4, Box 6125
Phone: 815-928-5458

NICHOLE SCHUITEMA, RD
Room 413 #1, Box 6117
Phone: 815-928-5544

JOEY McMULLEN, RD
Room 415 #7, Box 6126
Phone: 815-939-5085

SARAH FAIVRE, RD
Room 441 #12, Box 6112
Phone: 815-939-5117

HEATHER CARTER, RD
Room 443 #8, Box 6108
Phone: 815-928-5756

The Oaks Apartments (Men)
JARED RICHEY, RD
Room 469 #7, Box 6085
Phone: 815-928-5664

BRANDON DIVAN, RD
Room 579 #7, Box 6111
Phone: 815-928-5446

The Oaks Apartments (Women)
RAEGAN ZELAYA, RD
Room 520 #12, Box 6114
Phone: 815-928-5538

CARLA SCHIMMELPFENNING, RD
Room 619 #11, Box 6102
Phone: 815-928-5770

STACEY HUTTON, RD
Room 629 #11, Box 6018
Phone: 815-928-5416

Stadium Apartments
BLAKE SPENCER, RD
Room 116 #2, Box 6095
Phone: 815-928-5755

Stratford Apartments (Men)
DAVID MORRIS, RD
Room 1023 #9, Box 6123
Phone: 815-928-5427

KEN MOORE, RD
Room 1035 #9, Box 6093
Phone: 815-928-5498

Stratford Apartments (Women)
ROBIN RUNYAN, RD
Room 1047 #9, Box 6116
Phone: 815-928-5485

KATI GERTSBERGER, RD
Room 1061 #9, Box 6105
Phone: 815-928-5761

University Place Apartments
TANNER GARNER, RD
Room 107, Box 6086
Phone: 815-928-5402

AMY BLUCKER, RD
Room 207, Box 6124
Phone: 815-928-5488

HANNAH JONES-NELSON, RD
Room 407, Box 6106
Phone: 815-928-5471

PAIGE SCHAEFER, RD
Room 507, Box 6104
Phone: 815-928-5476

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WHEN IN NEED OF ...

<table>
<thead>
<tr>
<th>Problem solvers</th>
<th>GO TO …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus phone number</td>
<td>Use the “Directory” button on a campus phone to enter a person’s name</td>
</tr>
<tr>
<td>Assistance with chapel attendance</td>
<td>Office of Student Development in Ludwig Center</td>
</tr>
<tr>
<td>Changing a schedule (drop/add)</td>
<td>Office of the Registrar in Burke Administration Building</td>
</tr>
<tr>
<td>Commuter, general questions</td>
<td><a href="mailto:cs@olivet.edu">cs@olivet.edu</a>, 815-928-5665</td>
</tr>
<tr>
<td>Computer, general questions</td>
<td>Information Technology Help Desk in Benner Library, 815-939-5302</td>
</tr>
<tr>
<td>Disability accommodations</td>
<td>Learning Support Services, <a href="mailto:LS@olivet.edu">LS@olivet.edu</a></td>
</tr>
<tr>
<td>First aid, illness</td>
<td>Health Services in Center for Student Success</td>
</tr>
<tr>
<td>Help with grade problem</td>
<td>Professor, Department Chair, Dean of College/School</td>
</tr>
<tr>
<td>Individual, couples, group and career counseling</td>
<td>Counseling Services in the Center for Student Success, 815-939-5256</td>
</tr>
<tr>
<td>Information to take a directed study</td>
<td>Office of the Registrar in Burke</td>
</tr>
<tr>
<td>Intramural activities information</td>
<td>Director of Recreation Services in Perry Center</td>
</tr>
<tr>
<td>Job search, résumé building or interview preparation</td>
<td>Career Services in the Center for Student Success, 815-939-5243</td>
</tr>
<tr>
<td>Loan to pay your school bill</td>
<td>Office of Financial Aid in Miller Business Center</td>
</tr>
<tr>
<td>Lost and found</td>
<td>Ludwig Information Desk, 815-939-5207</td>
</tr>
<tr>
<td>Making suggestions or have a question regarding food services</td>
<td>General manager for Sodexo Dining Services, 815-928-5534</td>
</tr>
<tr>
<td>Making suggestions or have a question regarding residence halls</td>
<td>Resident Director, Dean for Residential Life</td>
</tr>
<tr>
<td>Medical emergency</td>
<td>Dial 9-911 from any campus phone</td>
</tr>
<tr>
<td>Meeting Student Council members</td>
<td>ASC offices, Perry Center, 2nd floor</td>
</tr>
<tr>
<td>Paying an ONU bill</td>
<td>Office of Student Accounts in Miller Business Center</td>
</tr>
<tr>
<td>Posting a flyer</td>
<td>Building Director</td>
</tr>
<tr>
<td>Replacing Tiger Card</td>
<td>Information Technology in Benner Library</td>
</tr>
<tr>
<td>Reporting lost/stolen property, starting car, keys locked in vehicle</td>
<td>Office of Public Safety in Ludwig, 815-939-5265</td>
</tr>
<tr>
<td>Research for an assignment/paper</td>
<td>Benner Library, Reference Desk, 815-939-5355</td>
</tr>
<tr>
<td>Scheduling an event/meeting</td>
<td>Office of Student Development, 815-939-5333</td>
</tr>
<tr>
<td>Spiritual guidance</td>
<td>Office of Spiritual Development in Ludwig, 815-928-5692</td>
</tr>
<tr>
<td>Student employment</td>
<td>Office of Student Employment in Miller Business Center, 815-928-5508</td>
</tr>
<tr>
<td>Student ministries</td>
<td>Office of Spiritual Development in Ludwig, 815-928-5692</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Academic Coaching Center, 815-936-3963</td>
</tr>
<tr>
<td>Tiger Dollars</td>
<td>Cashier’s window in Miller Business Center, 815-939-5390</td>
</tr>
</tbody>
</table>

How to “get the word”

APP
Download the Life at Olivet App on iOS or Android to always know what’s going on. The App has building hours, a customizable calendar with events across campus, contact information for every club president and more!

SOCIAL MEDIA
Find Life at Olivet on Facebook, Twitter, Instagram and Snapchat. We will keep you updated on campus events, post photo albums, highlight videos and more. Add your voice to the conversation using the #lifeatolivet hashtag!

PORTAL
From news and announcements to important links for your classes and various accounts, check out my.olivet.edu to find what you need.

SHINE.FM NETWORK
Shine.FM/WONU broadcasts contemporary Christian music as well as other programs of interest to ONU, Northeast Illinois and Northwest Indiana. Shine.FM is on the air 24 hours a day at 89.7 FM, the Shine.FM app and online at stations.shine.fm.

GLIMMERGLASS
GlimmerGlass is the student newspaper, available bi-monthly online at onuglimmerglass.com.

FLYERS AND BANNERS
To get permission for posting, see:
- Benner Library — Library Administrative Asst.
- Birchard Gymnasium — Director of Athletics
- Burke Administration — Office of the Registrar
- Larsen Fine Arts Center — School of Music office
- Ludwig Center — Student Development office
- Miller Business Center — Director of Human Resources
- Reed Hall of Science — Administrative assistant, Reed Administrative Office
- Residence Halls — Student Development office
- Perry Student Life and Recreation Center — Director of Recreation Services
- Weber Center — Administrative assistant, School of Business
- Wisner Hall of Nursing — Administrative assistant, Department of Nursing
**Campus buildings and office hours**

### Academic Coaching Center
- New location coming fall 2018!
- Walk-in and appointments available
- Find us in “My Olivet” student portal for updated information

### Benner Library and Resource Center
Pam Greenlee, dean of library services
- Hours during regular semesters:
  - Mon.–Thurs., 7:30 a.m.–12 a.m.
  - Fri, 7:30 a.m.–9 p.m.
  - Sat, 11 a.m.–7 p.m.
  - Sun, 6:30 p.m.–12 a.m.
- Fishbowl open after hours

### Birchar Gymnasium and Parrott Convocation/Athletic Center
Gary Newsome, athletic director
- Facility hours as posted for fitness center, gyms, racquetball courts and track

### Burke Administration Building
Mark Mountain, director of registration services
- Mon./Tues./Thurs., 7 a.m.–10 p.m.
- Wed./Fri., 7 a.m.–7 p.m.

### Chalfant Hall
Jana Hacker, director
- Special arrangements may be made by calling 815-939-3045.

### Chapel Attendance Office
Centennial Chapel, TBA, attendance coordinator
- Wed., 9:30–11 a.m.
- Thurs., 9–10:30 a.m.

### Common Grounds (Ludwig Center)
- Open every day
- Hours as posted

### Hopkins Alumni Center
- Mon.–Fri., 8 a.m.–4:30 p.m.

### Kelley Prayer Chapel
- Mon.–Sat., 6 a.m.–6 p.m.
- Sun, 5–8 p.m.

### Larsen Fine Arts Center
- 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.

### Library Cafe (Benner Library)
- Mon.–Thurs., 9 a.m.–3 p.m., 7–11 p.m.
- Fri., 9 a.m.–3 p.m.
- Sat–Sun., closed

### Ludwig Center
- Kathy Steinacker, director
- Mon.–Thurs., 6:30 a.m.–10 p.m.
- Fri., 6:30 a.m.–10 p.m.
- Sat., 7:30 a.m.–10 p.m.
- Sun., 7:30 a.m.–10 p.m.

### Miller Business Center
- Douglas Perry, administrator
- Offices include Cashier, Financial Aid, Student Accounts, Accounting, Payroll, Human Resources and Student Employment.
- Mon.–Fri., 8 a.m.–4:30 p.m.

### Office of Spiritual Development
- Mark Holcomb, chaplain
- Mon.–Fri., 8 a.m.–4:30 p.m.

### Perry Student Life and Recreation Center
- Matt Smith, director
- Mon.–Sat., 6 a.m.–11 p.m.
- Sun, 2–11 p.m.

### Post Office (Lower Level, Ludwig)
- Cindi Hannay, director
- Mail Center manager
- Mon.–Fri., 10:30 a.m.–4 p.m.

### Public Safety (Lower Level, Ludwig)
Dale Newsome, director
- Public Safety is available 24 hours a day and can be reached at 815-939-5265 or 815-939-5011.

### Rec Center Cafe (Perry Center)
Sam Cross, Sodexo general manager
- Mon.–Fri., 7:30 a.m.–10 p.m.
- Sat, 10 a.m.–8 p.m.
- Sun., closed

### Red Room (Lower Level, Ludwig)
Sam Cross, Sodexo general manager
- Mon.–Fri., 10:30 a.m.–2 p.m., 4–6:30 p.m.
- Fri, 10:30 a.m.–4 p.m.
- Sat–Sun., closed

### Reed Hall of Science
Bruce Heyen, chair, Department of Chemistry and Geosciences
TBA, dean, Walker School of Engineering
- Mon.–Fri., 7 a.m.–11 p.m.
- Sat, 9 a.m.–5 p.m.

### Simply to Go (Nesbitt Lobby)
- Sam Cross, Sodexo general manager
- Mon.–Thurs., 10:30 a.m.–2 p.m., 4–6 p.m.
- Fri, 10:30 a.m.–4 p.m.
- Sat–Sun., closed

### Snowbarger Athletic Park
Gary Newsome, athletic director
- Mon.–Sun., 5 a.m.–12 a.m.

### Sodexo Dining Room
(Ludwig Center)
Sam Cross, Sodexo general manager
- Mon.–Fri., 7–9:30 a.m. (hot breakfast), 9:30–10:30 a.m. (continental breakfast, light lunch), 10:30 a.m.–1:30 p.m. (lunch), 4:30–7 p.m. (dinner)
- Sat, 8–9 a.m., 11 a.m.–1 p.m., 4:30–6 p.m.
- Sun, 8:30–9:30 a.m. (continental breakfast), 11 a.m.–1:30 p.m. (brunch), 4:30–6 p.m. (dinner)

### The Tiger Den (Parrott Center)
Sam Cross, Sodexo general manager
- Mon.–Fri., 10:30 a.m.–7:30 p.m.
- Sat, –Sun., closed

### Warming House
Kathy Steinacker, director
- Special arrangements may be made by calling 815-939-5260.

### Weber Center
TBA, professor and director
- Mon.–Sat., 7 a.m.–11 p.m.
- Computer Lab TBD

### Wisner Hall of Nursing
Tiffany Greer, director of nursing programs, Department of Nursing
- Mon.–Fri., 7 a.m.–11 p.m.
- Sat–Sun., 9 a.m.–11 p.m.
Associated Student Council

MEMBERSHIP

The Associated Student Council 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 and advocacy. Their focus is primarily on student education, awareness, support and volunteer service in the various areas of interest.

ONU students carrying 12 academic hours or more are members of the Associated Students. As a member, each student receives services such as the University newspaper, yearbook and free admission to intercollegiate activities (except for athletic tournaments and Homecoming events).

GOVERNING BRANCHES

ASC Executive Council

The ASC Executive Council is selected each year and consists of the Student Body President and Executive Officers. This council plans events, organizes and services clubs and ministries, creates publications and strives to address campus issues by working with the administration on behalf of the student body.

Student Body President | Thomas Lambrecht

Executive Officers:

Aurora | Connor Letts
Events & Programming | Jenna George | Daniel Kuruvilla | Anna Richards
Finance | Andrea Whitacre
GlimmerGlass | Nicole Pilbeam
Graphic Design | Taylor Dawson
Spiritual Life | Cole Doolittle | Austen Marshall

Student Relations | Jonathan Gonzalez

ASC Voting Council

It is composed of the Executive Council and each Class Council.

ASC Class Councils

Each academic class has a council that is made up of a President, Chaplain and five Representatives elected by its respective academic class. In addition to the elected members, there are three students appointed to each council following elections to ensure diverse campus representation. Class Councils host campus events, develop leaders among the classes and are a proactive body for the overall improvement of the student experience.

Clubs and organizations

Clubs and organizations with open membership will provide students with opportunities to pick up information and sign up in Ludwig Center at the beginning of the fall semester. Students interested in academic clubs and honor societies should direct questions to the department chair or appointed faculty sponsor. Contact the Executive Officer for Student Relations for more information about clubs and organizations.

Councils

- Aurora Yearbook Staff
- GlimmerGlass Newspaper Staff
- Publicity Council

Departmental Clubs

- Accounting Club
- Association of Mechanical Engineers (ASME)
- Biophilic (Biology Club)
- Black Student Christian Association (BSCA)
- Capitol Hill Gang
- Chemistry Club
- Cognito (Philosophy Club)
- Diakonia (Social Work Club)
- Enactus
- Exercise Science Club
- Green Room (Theatre Club)
- Hispanic Student Christian Association (HSCA)
- Law and Politics Society
- Math Club
- McGraw Marketing Club
- National Association for Music Educators (NAfME)
- National Science Teachers Association (NSTA)
- Nursing Student Association (NSA)
- Olivet Athletic Training Association
- Olivet Chapter for Exceptional Children (CEC)
- Olivet Engineering Society
- Olivet Geological Society
- Olivet Film Community
- Olivet Public Relations Student Society of America (PRSSA)
- ONU Society for Human Resources Management (SHRM)
- Society of Women Engineers (SWE)
- Student Dietetic Association (SDA)
- Student Education Association (SEA)
- Student Unit of Family and Consumer Sciences (SUFCAS)
- Zoology Club
- Honor Societies
- Kappa Delta Pi (Education)
- Kappa Delta Rho (Family and Consumer Sciences)
- Lambda PiEta (Communications)
- Phi Alpha Theta (History)
- Pi Sigma Alpha (Political Science)
- Psi Chi (Psychology)
- Sigma Beta Alpha (Business)
- Sigma Delta Pi, Chi Omega (Spanish)
- Sigma Tau Theta (English and English Education)

Student Action Committees

- Academic Committee
- Ad Hoc Committee
- Americans with Disabilities
- Center for Student Success
- Editorial Policies Committee
- Food Service Committee
- Institutional Research Board
- Intercollegiate Athletic Board
- IT Steering Committee
- MERC University Committee
- Peer Advisory Council
- Public Safety Student Committee
- Residential Life Judicial Councils

Student Ministries

Contact the Coordinator of Student Ministries (spirituallife@olivet.edu) for more information about these groups and how to join them!

IN-REACH:

- Fellowship of Christian Athletes (FCA)
- HeART
- Heart 4 Missions
- Prayer Warriors
- Upper Room

OUTREACH:

- Best Buddies
- Habitat for Humanity
- Life Support
- Mission Possible
- S.O.S. (Save Our Streets)
- Urban Children’s Ministry (UCM)

Student Interest Clubs

- Craft Connection
- Equestrian Club
- Mu Kappa (International and Missionary Students)
- ONU Investment Club
- ONU Rabbit Room (Writing Club)
- Outdoor Adventure Club
- Social Justice Club
- Spoons 4 Forks (Improv Comedy)
- Tabletop Games Club

New Club Application | Contact the Executive Officer for Student Relations for more information about starting a club. All campus clubs and organizations are subject to approval by the Office of Student Development in conjunction with the ASC Voting Council.
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 (men’s and women’s)
- Cross country (men’s and women’s)
- Football (men’s)
- Golf (men’s and women’s)
- Indoor/outdoor track and field (men’s and women’s)
- Soccer (men’s and women’s)
- Softball (women’s)
- Swimming and diving (men’s and 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.
Recreation Services provides students, faculty and staff many different opportunities to be active. The intramural sports program offers more than 20 sports. A wide array of group fitness classes are available each week. The Learn to Swim program for students, faculty, staff, and their children provides quality swim instruction for swimmers at any level. Recreation Services also partners with local master scuba certification classes. Whether you are looking for consistent athletic activity or an occasional guided workout, you can find it in the Perry Student Life and Recreation Center. The Director of Recreation Services' office is located on the second floor of the Perry Center.

Perry Center features:
- Two swimming pools
- Four-story rock climbing wall
- 72,000-square-foot Fieldhouse, with eight-lane, 200-meter running track; four courts for basketball, volleyball and tennis
- Fitness and wellness center with state-of-the-art equipment and dedicated rooms for fitness classes
- Spacious lounges where students can gather
- Numerous classrooms and offices, plus several individual and group study areas
- Cafe, providing healthy dining and snacking options, proudly serving Starbucks

Perry Center policies:
- Students must have their Tiger Card to enter the Perry Center. A student who does not have his/her Tiger Card will be given one grace entry into the Perry Center. After the first grace entry, students will be fined $25 for each subsequent violation. After five violations, students may be required to appear before Peer Judicial Council. This applies to all students, even those going to a scheduled academic class in the Perry Center.
- Proper attire is required in the Perry Center. In the aquatic center, ladies may wear one-piece swimsuits or tankinis. Men must wear swim trunks or board shorts. Athletic attire is not allowed in the pool. Modest attire is required in fitness areas.

Fitness Classes
A fun and social opportunity for fitness is offered through our various group fitness classes. The Fitness Class schedule can be found in the Perry Center and on the Life@Olivet app. In order to participate in one of these classes, you will need to come to the front desk of the Perry Center and sign up to attend.
- Circuit training
- Cycling
- Kettlebells
- Water aerobics
- Weight training
- Yoga
- Zumba

ONU Intramurals
ONU offers a wide variety of intramural programs for students, faculty and staff. Intramurals offer a fun, fair and competitive environment for individuals and groups. Active participation in intramurals fulfills the need for exercise and social development.

INTRAMURAL ACTIVITIES
- 5k run
- Badminton
- Basketball
- Dodgeball
- Kickball
- Flag football
- Softball
- Pool
- Powder Puff football
- Racquetball
- Soccer (indoor/outdoor)
- Softball
- Table-tennis
- Tennis
- Ultimate Frisbee
- Volleyball
  (indoor/outdoor)
- Wiffleball

Other activities will be added if enough interest is shown. Information on group and individual activities will be posted weekly on the Intramural website and on bulletin boards located in Birchard, the Perry Center and in the foyer of Ludwig Center.
BENNER LIBRARY AND RESOURCE CENTER

Olivet students have access to a variety of resources and services through Benner Library and Resource Center. From the library’s homepage (http://library.olivet.edu), students can link to a broad range of electronic resources including article databases, e-books, e-journals and the library catalog. In addition to an extensive collection of books and periodicals, the library provides media in various formats, maps, teaching aids and supplies, and government documents. Other services include computer workstations, computer labs, wireless Internet, printers, copiers, fax services, individual and group study areas, an after-hours study room (the Fishbowl) and a coffee shop (Starbucks). Printing options include black and white, color, posters and 3D. For additional services, see library.olivet.edu/services.

Circulation Services and Interlibrary Loan

Students must present a valid Tiger Card to borrow materials. Books from the regular collection (28-day loan period) and reserve materials are checked out and returned at the circulation desk. Reference materials and periodicals do not circulate. Materials not available at Benner Library may be borrowed from other libraries and are processed by the Interlibrary Loan Department. Students are encouraged to create a personal account in the library catalog to monitor materials borrowed from Benner Library and Interlibrary Loan. Contact the Circulation Desk at 815-939-5354 or Interlibrary Loan at 815-928-5439.

Overdue Materials and Renewals

Most circulating materials can be checked out for 28 days and renewed up to three times. Course reserve materials have seven-day, two-day or two-hour loan periods and cannot be renewed. Fines are charged for overdue items; rates vary depending on the item type. Students will be blocked from further library check-outs, as well as from requesting Interlibrary Loan books, 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. Fines and fees for items borrowed through Interlibrary Loan are determined by the lending library.

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 (815-939-5355) or by email (ONUSlibrary@olivet.edu). Visit the Ask a Librarian page (library.olivet.edu/contact/ask-a-librarian.php) for further contact information.

Instructional Services

New student orientation and class-specific instruction in the use of library materials are provided by arrangement with the professor. Library research guides for specific classes and subject areas are linked from the library’s homepage.

ACADEMIC ADVISING, SUPPORT AND REQUIREMENTS

At Orientation, each student will work with a faculty member based on his or her declared major. Once the school year begins, each student will be assigned to a specific academic adviser in his or her field of study. If a student changes his or her major, that student may be re-assigned 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 add/drop period. 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 are found in the University Catalog.

Academic Coaching Center
Dr. Jennifer Boender, director

The Academic Coaching Center (ACC) provides tutoring and academic coaching to undergraduate students across a myriad of subjects. The ACC is a place of encouragement and hope; a place where students receive the support they need to achieve their academic goals. The ACC believes learning is a developmental process that is never complete and thus tutors and coaches, recognizing the potential in all students, work to foster the independent learning skills of each student they encounter. The ACC provides support through one-on-one appointments as well as walk-in hours. To find out more about the ACC, including location and hours, visit the ACC page in your My Olivet portal, under Menu, then Student Support (my.olivet.edu/CSS/ACC).
Students with Disabilities

The office of Learning Support Services (LSS) provides support to students with disabilities through the approval of academic, housing, dining accommodations and use of auxiliary aids. Olivet Nazarene University does not discriminate on the basis of disability and works to ensure qualified individuals are equipped to achieve their full potential. Following guidance set forth in The Americans with Disabilities Act of 1990 (ADA), The ADA Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act, staff in LSS work with students on an individual basis to determine appropriate and reasonable accommodations. Learning Support Services can be contacted through email at lss@olivet.edu or found in Burke 117.

ACADEMIC INTEGRITY
Statement of Academic Integrity

Seeking after truth is at the heart of an education at a Christian university like Olivet. ONU expects students 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. Such dishonesty takes the form of cheating, plagiarism, or falsification. Specific examples include, but are not limited to:

1. Submitting another’s work as one’s own or allowing others to submit one’s work as though it were theirs.
2. Failing to properly acknowledge authorities quoted, cited, or consulted in the preparation of oral or written work. All work submitted by students must represent their original work. Outside sources used as references should reveal the name and source and the extent to which the source is used.
3. Tampering with experimental data to obtain a “desired” result or creating results for experiments not conducted.
4. Lying or otherwise deceiving University personnel about academic matters.
5. Falsifying college records, forms, or other documents.
6. Students who knowingly assist another in dishonest behavior are held equally responsible.

An instructor who has a more detailed definition of academic dishonesty than the policy above has the responsibility and obligation to so inform students, in writing, at the beginning of the course.

Sanctions for violations of the academic integrity policy

Consistent with the University’s mission, the sanctions are progressive in nature. In every case, the incident is first reported to the department chair, area dean, and the University Registrar. The University Registrar will indicate if the student has a prior history of academic integrity violations in any other class, even a minor infraction, so an appropriate sanction can be issued. The seriousness of the offense is also taken into consideration when determining an appropriate sanction. A minor infraction is defined as an obvious and unintentional mistake.

Any student engaging in academic dishonesty is subject to the following consequences:

1. For the first infraction at the University, the professor may choose one of the following:
   a. Send a written reprimand to the student (only suitable for a minor infraction), or
   b. Require the student to resubmit the test, project, or assignment, which may include a loss of points at the instructor’s discretion; or
   c. Require the student to take a new test or turn in a different project or assignment, which may include a loss of points at the instructor’s discretion; or
   d. Assign a lower grade or grade of zero on the test, project, or assignment.

2. For the second and third infraction at the University, the professor may choose to:
   a. Assign a lower grade or grade of zero on the test, project, or assignment, or
   b. Lower the final course grade by one full letter grade (e.g., B+ to C+), or
   c. Submit a grade of "F" for the course (when the infraction is of major proportion).

3. Upon any further infractions of the academic integrity policy OR if any infraction represents an egregious, flagrant violation of the policy, the area dean and University Registrar will issue one of the following administrative sanctions at their discretion:
   a. An administrative grade of “F” in the course, or
   b. Suspension from the University, or
   c. Permanent expulsion from the University.

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Due process

1. Any charge of academic dishonesty should be quickly investigated (typically within five business days of discovering the incident) by the instructor in consultation with the department chair in such a way that the student's confidentiality is protected. The instructor will copy the chair, the area dean, and the University Registrar so they may determine if the student has a prior history of violations.

2. Instructors will notify students in writing of the facts and evidence, and should provide a clear statement regarding how the student's action violated academic integrity and offer a determination and explanation of any planned sanction.

3. Students have five business days to respond to the instructor. a. Failure to respond within five business days indicates acceptance of the instructor's determination and sanction. b. If the student responds to the instructor, the instructor will review the response and make a final decision in consultation with the chair within an additional five business days.

4. The final decision will be communicated in writing to the student, the chair, the area dean, and the University Registrar.

5. Students may appeal an instructor's sanction imposed under this policy: a. The student must write to the dean of the school or college for the specific discipline within five business days of the instructor's final decision. All relevant documentation must be provided by the student. b. The dean may request to meet with the student and/or instructor to resolve the issue. Both parties may bring a third party as witness, but as these are not legal proceedings, legal representation is not permitted. c. The dean will communicate the final decision, regardless of the outcome, to the student and the instructor, within five business days. The chair and the University Registrar will be copied, so the decision can be recorded. d. The dean’s decision is final, and may not be appealed. e. Note: In rare instances, the dean may be the instructor. In such cases, the Vice President for Academic Affairs will appoint a dean from another school or college to oversee the appeal process through the regular channels as established by the grade appeal process.

6. In cases where an administrative sanction is issued, the area dean and University Registrar will communicate the final decision. Such sanctions may not be appealed, because they are issued only when there are multiple prior violations of the academic integrity policy, or when a violation is egregious and flagrant.

Special cases: For students who engage in academic dishonesty outside of instructional activity (e.g., lying or otherwise deceiving University personnel about academic matters, or falsifying college records, forms, or other documents) the University Registrar will investigate and determine the appropriate sanction. Sanctions include, but are not limited to, written reprimand, academic probation, suspension, or permanent expulsion. The University reserves the right to invalidate and remove all academic credit earned at ONU for students who provide falsified documents to gain admission or obtain credit. These sanctions are made in consultation with the Vice President for Academic Affairs and may not be appealed.

Note: Minor infractions are recorded, but the first two are not taken into consideration when responding to external questions regarding any academic disciplinary action.

Academic Liaison and Retention Services

If you are frustrated with your academic or social skills and do not know where to go, contact the Elwood Center for Student Success. The Academic Liaison and Retention Office is a clearinghouse for students who need to know where to go or whom to call for specific help. Additionally, this office provides help with study skills, test-taking strategies and organizational methods. This office will also notify professors in the event a student is called away from school due to illness, injury or family emergencies.
Educational Leniency

Students may be required to miss scheduled classes in order to fulfill mission-related responsibilities that are outside of their control. For such absences, educational leniency is appropriate. Students remain responsible for all missed class responsibilities while absent from class as outlined in the syllabi of their classes. Typically this involves informing the instructor(s) before the absence and making arrangements to make up any missing work before the event.

Educational leniency is only available for students not on academic probation. However, students on academic probation are still expected to attend assigned field trips. Students may not directly request educational leniency. Request must be made by the appropriate faculty member or administrator.

Approved reasons for educational leniency include field trips, choir tours, plays for drama and fine arts students, presenting original work at a professional conference, professional or academic experiences sponsored by a department chair, events sponsored by the General Church of the Nazarene that are specifically recommended and approved by the administrative team, a trip or activity in the service of the University and approved by the appropriate administrative team member, and travel with an athletic team to fulfill an intercollegiate athletic schedule as approved by the Intercollegiate Athletic Board.

Educational leniency is not granted for club activities, intramural sporting events or athletic scrimmages; practice or student teaching; service-learning projects; or paid work experiences or work done for any type of compensation.

Educational leniency is also not granted for personal reasons, such as illness, a death in the family, interviews, family vacations, mission trips, visits to other universities, etc. Instructors provide a limited number of excused class absences in the course syllabi. Students are to use these for personal issues and/ or business. Professors may request documentation regarding any absence for personal reasons.

The David L. Elwood Center for Student Success

The David L. Elwood Center for Student Success (ECSS) 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 lies 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:

The Freshman Experience

The Freshman Experience is a multi-step program designed to ensure freshmen get off to the best start possible. It combines all the elements that make a smooth transition to college life. The Experience begins in June with participation in Orientation, continues with College Essentials (an online course beginning in July), Jump Start (a three-day conference at the end of August) and concludes with Freshman Connections (a semester-long course in the fall).

Jump Start: Held the weekend before classes start, it is designed to acclimate new students quickly to college life. It is a great opportunity to make immediate connections with other students through small-group interactions and large-group activities. This year’s conference speakers will challenge students to think about: 1) life calling, 2) the leader within, 3) how healthy relationships are developed, and 4) the way we learn.

Freshman Connections: A for-credit class held the fall of freshman year will introduce new students to people, places, resources and ideas that will pave the way for a successful and fulfilling college career. Habitudes for the Journey: The Art of Navigating Transitions will form the basis for class discussion.

Leadership Development

Co-curricular Transcript: This optional, student-initiated transcript 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 and leadership abilities are portrayed, enhancing marketability during the job search.

The David and Ella Elwood Servant Leadership Award Program: This program recognizes students who exhibit a servant’s heart through service leadership opportunities on campus or in the community. Each year, continued >
two juniors are selected from a pool of nominated students and are awarded checks for $1,000 of which $250 is given to the charity of their choice. They are honored in a chapel service and luncheon in the spring of each year.

Reed Institute for the Advanced Study of Leadership Essay Competition: Each year the Sophomore Class is challenged to participate in the Reed Essay Competition. A writing prompt is given by the winner of the annual Reed Institute’s Lifetime Achievement award. Students have three to four weeks to write and submit an essay in response to the prompt. All essays are read and scored. The top three winning submissions are awarded cash prizes of $500, $250 and $100. The essays then appear on the Benner Library’s Digital Commons.

RELATIONSHIP DEVELOPMENT

Mentor-a-Couple (MAC) Program: Designed to provide engaged couples the healthiest start possible in their future marriage. Each couple is paired with a trained married mentor couple who help them view their relationship objectively as together, they work through areas of strength and growth. A financial workshop and a sexuality seminar are also included. This eight-week program is offered each semester.

Relationship Week: Held annually during chapel, the ECSS and the Office of Spiritual Development collaborate to invite nationally known relationship experts to address the student body in a series of inspiring and entertaining chapel messages. Previous speakers have been Ryan and Amanda Leak, Michael and Amy Smalley, Ryan Dobson, Bill and Pam Farrel, Dan Seaborn and others.

Counseling, Health and Career Services

The University is committed to nurturing and helping to develop the entire student. To that end, Counseling and Health Services offers personal assessment 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.

Students can request career, group, couples and individual counseling by completing the Online Counseling and Health Services Appointment Request Form on the students’ main my.olivet.edu page (select the Student Support tab and choose Counseling & Health Services) or by calling ext. 5246. Students can request Career Services appointments by calling ext. 5243.

COUNSELING SERVICES

Every undergraduate student taking seven credits or more who requests counseling services is eligible to receive an initial assessment session and a feedback session. However, not all students are guaranteed to receive ongoing therapy services. There are some areas that are beyond the resources and/or training of the University’s counseling center.

During the initial assessment, consent forms will be reviewed, services will be explained and a brief questionnaire will be completed.

Counseling Services staff will discuss the best treatment options with the student. Those treatment options may include, but are not limited to, career, group, couples and individual counseling sessions.

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. 5256 or by completing the counseling request form on my.olivet.edu (select the Student Support tab and choose Counseling & Health Services).

Qualified professional counselors observe a professional code of ethics. Students will find a ready acceptance from the staff. Services are confidential, but that confidentiality comes with certain necessary limits. If the therapist determines the student is behaving in a way that puts him/her in physical danger (suicidal, severe eating disorders, etc.) or may seriously harm another individual, the therapist may disclose information relating to such harm or danger to the extent permitted or required by law. Other limits of confidentiality will be discussed during the initial assessment.

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

- Addictive behaviors
- Adjustment to college life
- Alcohol and substance abuse
- Anxiety disorders
- Defining career goals and personal values
- Depressive disorders
- Eating disorders
- Educational decision-making
- Family adjustment
- Grief and loss counseling
- Gender-based violence
- Pre-marital and marital counseling
- Problem-solving
- Procrastination and time management
- Relationships and dating
- Self-esteem
- Stress management
- Wellness and self-care

HEALTH SERVICES

The Olivet Nazarene University Office of Health Services strives to provide holistic health care and education for students. A Family Nurse Practitioner is available weekdays during the academic year. Many services and medications are available free of charge; however, some medications, allergy injections and laboratory tests require minimal fees. Appointments may be made to see the Family Nurse Practitioner.

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

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Health Services 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 case of illness or injury:
1. If it is an emergency, dial 9-911 from any campus phone for paramedics. (Do not attempt to get to the Health Service in an emergency.)
2. Make an appointment using the online request form in the ONU Student Portal. A Health Service employee will call or email you to confirm your appointment.
3. Check out the Wellness Information posted on the ONU Student Portal (i.e., “At Home Remedies for the Cold and the Flu”).

4. If Health Services is closed and you need immediate attention, contact your RA or RD for information on local immediate care resources.

5. Notify your RD if you are hospitalized.

Insurance
The University does not provide personal health or accident insurance for students. It is the responsibility of the student to secure such coverage. Information for options is available in the Counseling and Health Services office or the Office of Human Resources.

Insurance claims for intercollegiate athletics injuries must be filed with the secretary in the Department of Athletics.

Initiation of Request for Medical Leave of Absence
A student requesting Medical Leave of Absence must make the request in writing to the Director of Counseling and Health Services. The request should include the following information:
- Your name
- Date you stopped attending classes
- Date you are writing the request
- Situation surrounding your need to withdraw (symptoms you are having, current treatment you are receiving, treatment you are planning to receive upon withdrawal)
- Name(s) of treatment providers (doctors, counselors, pastors, etc.)

Simply because you make a request does not guarantee that your request will be approved.

CAREER SERVICES
The Office of Career Services exists to assist the traditional student population with career development and employment needs and to provide the essential career resources to help students enter and navigate the professional world.

Career Services provides many useful resources on the My Olivet portal, in addition to classroom sessions and individual assistance to students. Services include:
- Assistance with résumé cover letter editing.
- Coaching on interview preparation and etiquette.
- Job search assistance, including networking.
- Managing off-campus job postings (olivet.edu/hire-olivetians).
- Career information, assessments, and resources.
- Hosting multiple job fairs each year, including the ONU Internship & Job Fair.

OUN Internship and Job Fair: This one-day event in February gives students the opportunity to meet and interview with employers from around the region. Full-time and part-time positions, internships, and summer-only positions are available.

MULTICULTURAL STUDENT SERVICES (MSS)
Honoring Diversity, Celebrating Unity
MSS is housed in the Elwood Center for Student Success and is one of the many ways the University affirms and fosters ethnic and cultural diversity.
Multicultural programming is designed and implemented to increase cultural awareness and to provide cultural and social growth for the University community at large. In addition, MSS supports the needs of underrepresented diverse populations and seeks to promote inclusive spaces assisting in retention and persistence to graduation. All students who are interested in ethnic diversity mindfulness are welcome to MSS and its events and programs.

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The building is open Monday through Thursday from 6:30 a.m. to 10 p.m., on Friday from 6:30 a.m. to 11 p.m., on Saturday from 7:30 a.m. to 11 p.m. and on Sunday from 7:30 a.m. to 10 p.m. Special hours will be posted during vacation periods and special events.

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

All flyers, banners, announcements and notices are to be approved by the building director in the Office of Student Development 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, windows or drywall.

HAMMES BOOKSTORE
The bookstore maintains a complete selection of textbooks and other school materials and a variety of inspirational books 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 website at www.onubookstore.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. We proudly serve Starbucks coffee.

LOST AND FOUND
Located at the main floor information desk in Ludwig Center.

LUDWIG DINING ROOM
Sodexo considers the needs of all customers. 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 in accordance with a doctor’s order.

Students who are ill may secure a meal from Sodexo by having his/her resident director or assistant present a note during meal hours.

Only authorized Tiger 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 fine. Lost Tiger Cards can be replaced at Information Technology for a $20 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. For further information regarding dining services, please contact the Sodexo office at (815-928-) 5334.

RED ROOM
Located on the lower level of Ludwig, the Red Room offers a made-to-order salad concept and accepts Tiger Dollars.

PUBLIC SAFETY
The mission of the Olivet Nazarene University 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.

CONFERENCE ROOMS, OFFICES AND OTHER SERVICES
The Academic Coaching Center, Public Safety, Red Room, Post Office, Copy Center and Housing office are located in the lower level of Ludwig Center. On the balcony are the offices of Student Development, Student Missions, Residential Life and Spiritual Development, in addition to two conference rooms. The conference rooms, as well as the Viatorian Room and Diamond Room on the main floor, may be scheduled for meetings through the Office of Student Development at (815-939-) 5333.

POST OFFICE
The Post Office is located in the lower level of Ludwig Center. At the beginning of the first semester, each residential 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 U.S. Mail. Parcels must meet regulations when presented at the window. Stamps may be purchased at the campus window during the hours posted.

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OFFICE OF SPIRITUAL DEVELOPMENT

The Office of Spiritual Development exists to foster the spiritual growth of our campus community through relevant chapel services where Scripture is primary, mission trips providing cross-cultural ministry experiences, ministry opportunities on our campus and in our community. The Office of Spiritual Development is located on the balcony of Ludwig Center.

Chapel

Chapel services held twice each week are a vital part of community life at ONU. Through these services, our community has the opportunity to join together for worship, instruction and encouragement. The close-knit nature of our community allows students to engage with faculty and staff on a regular basis — not only in the classroom, but also in chapel worshiping together. Our chaplain speaks regularly, and guests from across the country are invited to speak, which enables a plethora of insights. Special emphases — Revivals, Advent, Holy Week and Communion services — are part of the spiritual development plan for our campus community.

Each semester a chapel theme is introduced which emphasizes one of four areas in a cyclical rotation: Heart, Head, Hands, Habits. The Heart theme represents the understanding of our faith and worldview. A scriptural plumb line defines our understanding of God and directs our spiritual journey. The Hands theme guides in the exploration and consideration of how to live life as Kingdom people. Our faith is expressed through the activities of our lives. The Habits theme focuses on choices and practices which nurture spiritual stability and growth. Adopting healthy practices is key to a spiritual life that honors God.

The epitome of the spiritual development process is the combination of chapel experiences and the unique ministry available through local churches. Students are encouraged to connect with a church in the area during their Olivet experience. The Office of Spiritual Development fosters partnerships with local churches to achieve the goal of daily incorporating the teachings of Jesus Christ into the lives of students, faculty and staff.

Student Ministries

Spiritual Ministries, under the direction of the University Chaplain and the Coordinator of Student Ministries, provide students with opportunities to worship and serve alongside fellow classmates on campus, in the local Bradley, Bourbonnais, Kankakee area and beyond. Such ministry opportunities are created, led and implemented entirely by Olivet students. A list of current in-reach and out-reach ministries can be found on page 9; a short description of each can also be found at olivet.edu/student-ministries.

Missions In Action (M.I.A.)

The M.I.A. program is sponsored by the Office of Spiritual Development and provides mission experiences with domestic and international ministries. Students, faculty and staff are given opportunities to use their talents and education in service to Jesus Christ all over the world.

Every year over 250 students, divided into teams, are sent to a variety of world areas. Some destinations have included: Peru, Honduras, Rwanda, Thailand, Guyana, Cuba, India, Swaziland, Tanzania, Democratic Republic of Congo, France, Haiti, Arizona Indian reservation, disaster relief locations and inner-city Chicago, Denver and Indianapolis.

The mission trips take place during spring break and also in the summer. Students raise funds to participate. They receive pre-trip training to heighten cultural awareness, create a global perspective and prepare for ministry. Ministry opportunities include: English as a Second Language, Vacation Bible Schools, Youth Camps, sports ministry, information technology, water system engineering, medical clinics and manual labor. All scholastic majors can employ their unique gifts on the mission field.

Chapel policy

CHAPEL TIMES AND ATTENDANCE

Chapel is held in Centennial Chapel on Wednesdays at 10 a.m. and Thursdays at 9:30 a.m. During special emphasis weeks, required chapels will extend to other days. The first chapel for fall 2018 is Wednesday, August 29. The first chapel for spring 2019 is Wednesday, January 16.

All students are required to attend two chapels per week.

SPECIAL CHAPELS, 2018–2019

Fall Revival services will be held September 16–19; Homecoming chapel will be on Friday, October 26; Winter Revival services will be held January 27–30, 2019. Attendance is required at all special chapel events.

Seating assignments will be emailed 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 chaplain/attendance coordinator. A student will be considered absent until a seat is assigned.

ATTENDANCE POLICY

Chapel attendance issues are handled in the Office of Student Development (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 three “lates” with no penalty. The fourth 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 must be approved and are limited to the following: student teaching, internships, nursing clinicals and special academic projects or field trips pre-approved by the faculty instructor. The Office of Student Development must approve all exemptions of this nature. Upon approval, names will be forwarded to the Chapel Office located in the Centennial Chapel foyer for absences to be corrected. Individual petitions for such exemptions will not be necessary.

COMMUTER STUDENTS
Commuter students are REQUIRED to attend chapel if the following applies:

- Taking 12 hours or more
- Under the age of 25
- Has a class directly before chapel

Commuter students are EXEMPT from chapel if the following applies:

- Age 25 or older
- Taking 11 hours or fewer
- Does not have a class on a chapel day or directly before the chapel hour
These students are not required, but are encouraged, to attend chapel services.

TRACKING ATTENDANCE
Chapel begins at 10 a.m. on Wednesdays and 9:30 a.m. on Thursdays. Doors will be closed at this time. Any student arriving 15 minutes after the doors are closed will be considered absent. Attendance is taken during each chapel service. A student’s attendance is marked by his or her physical presence in his or her assigned seat. Notifying the office or a student worker in passing that he or she is in chapel will not serve as being present in chapel. If a student is unable to be in his or her assigned seat, he or she is responsible to check in with the office located in the Centennial Chapel foyer on that chapel morning or to have his or her name submitted by a faculty or staff supervisor.

It is vital that students know and sit in their assigned seats 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 responsible for keeping track of their attendance record. Attendance updates are generated weekly once a student reaches three absences; not checking email 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 located in the Centennial Chapel foyer regarding a discrepancy in the attendance records. When questions arise, an email 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: email 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 Center. Payment of a fine does not erase previous absences.

Food and beverages are not allowed in Centennial Chapel. The use of phones, other electronic equipment and reading materials, as well as the wearing of hats 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.

Dress code policies are enforced during the chapel hour.

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.

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 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 Centennial Chapel. The office is open Wednesdays from 9:30 to 11 a.m. and Thursdays from 9 to 10:30 a.m. When the office is closed, questions may be emailed to chapel@olivet.edu.
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 the basis for academic and social freedom. The spirit of community trust is 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 community and personal responsibility, and when one of the principal features that make ONU a university life handbook.

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, 1 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, 1 Peter 2:11–17).

Some things are not intrinsically wrong but may be inexcusable 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, 1 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 2:26–31, 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, 1 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 (1 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 (1 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 hunger for God’s truth.

Sexual Ethics, Gender Identification and Same-Sex Marriage

Olivet Nazarene University is an educational institution of the Church of the Nazarene. As such, the theological and moral convictions of the University reflect the Articles of Faith, Covenant of Christian Character, Covenant of Christian Conduct and statements regarding the Current Moral and Social Issues contained in the MANUAL of the Church of the Nazarene.6

Among our theological convictions are:

- Human sexuality is intrinsically good.
- Sexual differentiation and gender identification are constituted by the act of creation.
- Sexual intimacy is only sanctioned by God between a man and a woman in the context of heterosexual marriage.
- Expressions of sexual intimacy and/or sexual activity that become ends unto themselves or arise from self-centeredness distort the gift of sexuality.

Therefore, the University prohibits sexual activity outside of heterosexual marriage, the use and/or distribution of pornography, and/or the promotion of a sexual ethic contrary to the beliefs of the Church of the Nazarene.

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Student are required to live in harmony with the doctrinal and lifestyle commitments of the University and the Church of the Nazarene relating to sexual activity and gender identity. We believe that gender is established at birth by one’s body and genes and not through personal preference or choice. Identifying as the opposite gender from what was established by birth falls outside our theological understandings of creation and human sexuality. Thus, the University would not allow, for example, a female student by birth to present herself as a male, to use the men’s restroom, locker rooms or living accommodations, or to participate in male athletic programs or other gender-specific activities. Nor would a faculty or staff member be permitted to assume a gender identity apart from his/her birth gender.

Homosexuality and Same-Sex Marriage

It is the conviction of the Church of the Nazarene and Olivet Nazarene University that homosexual behavior falls outside the biblical and historical Christian teachings regarding human sexuality and that the only biblical norm for marriage is the union of one man and one woman.

Affirmation of Human Dignity and Christian Love

While holding to these theological convictions, the University also affirms the dignity of all human beings. We separate the value of each person from the behavior in which one engages. We believe that, as Christians, we are called to treat all people, including those who practice sexual behavior in conflict with our understanding of Scripture, with compassion and to extend the gospel of repentance, forgiveness and the possibility of transformation through Jesus Christ to such persons without reservation. However, in keeping with our biblical beliefs surrounding the morality of such actions, the University cannot in good conscience support or encourage an individual to live in conflict with biblical principles.

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 make changes in policy and regulations during the academic 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.

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

Campus Life Affirmations

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. All students under the age of 23 must live in University residence halls or apartment student housing. Arrangements for single students living off campus must be approved through the Office of Student Development.
3. The University will be supportive of and cooperate with all federal, state and local laws and ordinances, as well as law enforcement authorities.
4. Standards of good public manners should be carefully observed at all times. Excessive display of affection is considered 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.
5. 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 sensuous, 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

Disciplinary measures for any violation of the following prohibitions may result in fines, work hours, behavioral contracts, conduct probation, suspension, dismissal from the University and/or other action that the University may deem appropriate in its discretion.

1. Deception of a University official, disrespect for those in authority, or failure to cooperate with or comply with a request from any University official is considered a violation of school policy. Such behavior may result in suspension or withdrawal from the University. A student must present his/her Tiger Card upon request of a University official or a faculty or staff member.
2. Students must abstain from the use of illegal drugs and controlled substances, hallucinogenic drugs, tobacco, and any product intended to mimic tobacco products, including cigarettes, electronic/vapor cigarettes, cigars, cigarillos, hookah and pipes. This policy also pertains to locations off campus and in private homes where these types of activities are taking place. Students are not to attend bars, taverns, lounges, dance clubs or nightclubs.

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3. Theft, battery, assault, unlawful restraint and any other activity that is defined as a criminal act in the State of Illinois are violations of University policy.

4. Students must refrain from all forms of harassment and/or conduct that are destructive or disruptive of campus activities or the functioning of the University. 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, email or social media 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.

5. Visitation in the residence hall rooms or off-campus residences of the opposite sex is prohibited. At no time is a member of the opposite sex 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 house 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.

6. 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. Additionally, large knives and swords are not permitted on campus.

7. Tampering with firefighting equipment, alarms, smoke detectors or the inappropriate use of the 911 emergency services are criminal offenses and will be treated as a serious disciplinary violation. Refusal to evacuate a building or comply with persons of authority when a fire alarm sounds will also result in disciplinary action.

8. The unauthorized entry to buildings, departments, offices or spaces; the unauthorized possession or use of a University key; vandalism; the willful destruction of University property; tampering with locks in student rooms and other areas; or altering University keys are prohibited.

9. 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.

10. Students will be held responsible for online postings (blogs, personal websites, Facebook, Twitter, YouTube videos, live video streaming or recording, and any other social networking venue) that indicate a violation of University policy. Students are expected to represent themselves with character, decency and integrity through all online postings.

11. Abuse of dining room privileges is prohibited. This includes, but is not limited to, the throwing of food (indoors and outdoors) or leaving dishes on a table or counter.

12. All digital media programming shown in public areas must be in compliance with the current University film policy. The University reserves the right to censor programs.

13. We hold that all forms of dancing that detract from spiritual growth and break down proper moral inhibitions and reserve should be avoided.

14. Additionally, the following are not permitted:

   A. Removal of windows or window screens, or dropping of objects from windows; entrance or exit from the residence halls and apartments through windows, balconies or unauthorized exits; any lingering at windows or balconies of the opposite sex

   B. Hammocks attached to any campus structure including, but not limited to, lamp posts, pillars, railing, etc. Only one hammock may be attached to a single tree limb and only one person may be in a hammock at a time. Slack lines are not allowed on University property.

   C. The wearing of any type of mask or facial covering, except for approved activities

   D. Childcare in residence halls

   E. Overnight visits by young children without permission

   F. 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

   G. The use of profane or insulting language

   H. Gambling in any form

15. The following are permitted with permission from the Office of Student Development and must be hosted by a club, organization or department:

   A. Activities including fundraising, yard sales, solicitation or advertisement

   B. Any form of protest, rally or the distribution of materials

   C. Petitions or surveys

   D. Camping outdoors on University property

   E. The use of chalk in any form on campus property

All students are required to abide by all policies and regulations established by Olivet Nazarene University throughout their time of enrollment, including vacation and all break periods, both on and off campus. Students who exhibit an inability to adjust to campus life expectations may be disenrolled from the University at the discretion of the Office of Student Development.

Inspections

The University reserves the right to conduct searches and inspections of persons, residential living areas, vehicles, computers, desks, clothing, purses, book bags and lockers while on University property (including parking lots) or during University-sponsored functions, with or without the student present. Upon reasonable cause, these searches and inspections
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 are not permissible:

**WOMEN**
- Immodest apparel
- Personal appearance that draws undue attention to oneself
- Low-cut garments, spaghetti straps, strapless tops, off-the-shoulder tops and tank tops
- Clothing that exposes any portion of the midriff area
- Short skirts/dresses and short shorts
- Attire with holes that expose skin above the knees
- Garments with lettering, phrases or pictures that are considered in poor taste
- All piercings with the exception of earrings
- Clothing giving the appearance of being an undergarment worn as outerwear
- The wearing of hats/hoods in chapel
- Any obvious undershirt worn during the academic day
- Any garment exposing the side of the torso

**SPECIAL NOTES**
- Shirts must be worn at all times, even in the University athletic park.
- Shoes or footwear must be worn at all times. The exception includes residence halls and appropriate athletics activities.
- Before 4:30 p.m., shorts may not be worn in chapel or in any classroom.
- The wearing of hats/hoods in chapel
- Any obvious undershirt worn during the academic day
- Any garment exposing the side of the torso

**MEN**

- Before 4:30 p.m., sleeveless shirts may not be worn in chapel or in any classroom.
- Immodest apparel
- Personal appearance that draws undue attention to oneself
- Attire with holes that expose skin above the knees
- Garments with lettering, phrases or pictures that are considered in poor taste
- All piercings with the exception of earrings
- Clothing giving the appearance of being an undergarment worn as outerwear
- The wearing of hats/hoods in chapel
- Any obvious undershirt worn during the academic day
- Any garment exposing the side of the torso

**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.

Withdrawal Due to Necessary Medical Leave

A copy of the Olivet Nazarene University Medical Leave Policy may be obtained upon request from the Office of Student Development or the Counseling Services office.

Substance Abuse and Drug Testing Policy

Olivet Nazarene University is committed to providing a safe educational and 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 or may pose a direct threat may be required to undergo an assessment designed to determine whether they are indeed a direct threat to others. In addition, students who are a direct threat or who do not appear to be making satisfactory progress while receiving University-provided counseling or assistance may be referred to off-campus resources 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. A student may appeal any decision of the University under this policy by submitting a written appeal within 24 hours of receiving the decision.

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- 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 himself/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 to the extent permitted by law. A professional drug or alcohol assessment and professional counseling may be required of any student to the extent permitted by law. 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.

Residence Hall/ Apartment Policies

1. All single students under the age of 23 must live on campus. Arrangements for single students living off campus must be approved through the Office of Student Development.
2. Students who are 23 years of age or older at the time of enrollment must secure approval from the Office of Student Development to live in the residence halls.
3. Students under the age of 23 may live off campus only if they are taking seven credit hours or fewer, are married, or are living with immediate family at their primary residence. All requests to live off campus are subject to the approval of the Office of Student Development.
4. Nonstudents are not normally permitted to live in residential living areas and must always obtain permission from the Office of Student Development to do so.
5. A commuter meal plan is optional for nonresidential students.
6. Married or previously married students are not permitted to live in University residential living areas unless prior permission is granted by the Office of Student Development.
7. Students with dependents are not permitted to live in residential living areas unless prior permission is granted by the Office of Student Development.
8. Students desiring to change rooms must obtain approval from their Resident Director individually. 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 who are changing rooms. Unauthorized room or residence hall changes may result in a charge to the student of a minimum $100 and/or disciplinary action.
9. Space heaters are a fire hazard and are not permitted.
10. Windows and fire sprinkler heads are to be kept clear of all objects and furniture.
11. Christmas lights may only be displayed between Thanksgiving and Christmas breaks and must be removed before leaving for Christmas break.
12. The University accepts no responsibility for damage, destruction, theft or any personal property of residence hall occupants. Students are urged to make individual insurance arrangements.
13. 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 stereo, TVs, audio/video equipment or musical instruments from their rooms.
14. The following are not permitted:
   A. Installation of radio or TV antennas or satellite dishes. Extension wiring may not be hooked up from room to room.
   B. Candles, incense, halogen lamps or any open flame in campus housing
   C. Lofts or the stacking of furniture in a manner for which it was not designed
   D. Ceiling fan installation
   E. Illegally obtained state, county or federal road signs

continued >
F. Weightlifting equipment that may cause damage or excessive noise in student rooms
G. Cooking appliances (refer to housing contract)
H. Pets in the residence halls (exception: fish in tanks less than 80 gallons combined). Contact the Office of Assessment and Learning Support for a copy of our Service Animal and Support Animal Policy.
I. Painting of residence hall rooms or apartments

15. Authorized personnel may enter students’ rooms for reasons of health, safety, general welfare or to make necessary repairs to 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.

16. In-hours for upperclassmen residents: Sunday–Thursday, 1 a.m.; Friday and Saturday, 2 a.m. In-hours for freshman residents: Sunday–Thursday, 12 a.m.; Friday and Saturday, 1 a.m. In-hours are enforced for inner campus housing. Room and/or accountability checks are conducted by authorized personnel for student safety. Fifteen one-hour extensions are given per inner-campus resident per semester, subject to the approval of the resident hall staff. Abuse of this policy will result in the loss of this privilege.

17. Overnight or extended campus leaves for all residential students are subject to the approval of the residence hall staff.

18. Passes and special permission: 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.

19. Students may not take overnight or weekend passes to the off-campus residence of single persons of the opposite sex. It is considered unacceptable for a student to visit the off-campus residence of a person of the opposite sex without prior permission from Residential Life staff.

20. 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.

21. QUIET HOURS: Olivet’s philosophy for residential housing 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.

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**Judicial process**

We as a University seek to provide procedural protections for all students enrolled in our institution. Resident Directors or Resident Assistants will handle minor infractions. The Resident Director may also handle cases in which the student offers an admission of guilt and waives his/her rights included in the judicial affairs process. The Dean for Residential Life will hear all cases which may result in dismissal or which the University determines are personal or sensitive in nature. All other alleged community violations which will not result in dismissal and are not personal or sensitive in nature will be processed by the Residential Judicial Council. Every student has the right to apply for one appeal. All applications for appeals must be made within 24 hours of the student’s receipt of the initial decision. Only those decisions that result in suspension or loss of housing may be appealed. The application for an appeal will be accepted or denied by the Appeals Processing Committee. The University reserves the right to refer any judicial situation directly to the Vice President for Student Development through the Dean for Residential Life when deemed necessary in the University’s discretion. Parents, friends or legal representatives are not allowed to attend any student discipline meeting. Any audio or video recording is prohibited during student disciplinary meetings.

The judicial system proceeds under the direction of the Vice President for Student Development through the Dean for Residential Life. Students may be placed on conduct probation, suspended, moved from apartment housing to inner campus housing, dismissed or withdrawn from the institution for violation of any University policy, or due to the inability to adjust to campus life expectations. The University also retains the discretion to fashion other sanctions or corrective actions that it deems appropriate in a particular case.

Students placed on conduct probation will forfeit the privilege of representing the University or serving in a significant campus leadership role. Conduct probation may include additional restrictions, including, but not limited to, forfeited scholarship and/or restricted sign-out and/or pass privileges. Students may be placed on conduct probation for a period of up to 15 weeks for a violation of University policy that results in suspension. Students may be placed on conduct probation for a period of up to 15 weeks when they demonstrate an inability to adjust to campus life expectations (i.e., excessive handbook violations, disrespect toward others).
Members of intercollegiate athletic teams, cheerleaders, ASC members, musical and drama groups (Spiritual Life), Church Relations ambassadors and University choirs and ministry teams will not be permitted to represent or travel on behalf of the University for the duration of the conduct probation.

The University reserves the right at the end of any semester to deny the re-enrollment 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.

**RESIDENCE HALL JUDICIAL COUNCILS**

All residential living areas have a Judicial Council (RJC) comprised of peer council members who have applied, interviewed and trained to serve in this capacity. They are students of integrity and have shown themselves to be responsible and caring individuals who believe in the standards of Olivet Nazarene University.

The council is supervised by the Resident Director of that residential living area. These councils will see the majority of student situations regarding violation of community policies. The Dean for Residential Life may see any situation that could result in dismissal from the University or is of a very sensitive and personal nature. The Dean for Residential Life will confer with the Vice President for Student Development in all such matters.

**APPEALS PROCESSING COMMITTEE**

The Appeals Processing Committee (APC) is comprised of the Dean for Residential Life, the Assistant Dean for Men and the Assistant Dean for Women. In addition to securing a thorough understanding of a situation, the committee will focus on whether due process has been violated or whether new information has become available. The APC will make one of two decisions regarding a student’s appeal.

An appeal may be denied if due process was not followed or if no new information comes to light. An appeal will be granted if due process was violated or new information comes to light. All granted appeals will be heard by the Residential Judicial Appeals Council. Decisions from the APC are final.

**RESIDENTIAL JUDICIAL APPEALS COUNCIL**

The Residential Judicial Appeals Council (RJAC) is usually comprised of the Assistant Dean for Men or the Assistant Dean for Women (in consultation with the Dean for Residential Life), one resident director, one or two faculty member(s) and two student representatives. The main function of this body is to review and hear any appeals of the decision made by the RJC that result in suspension or loss of housing. All appeal requests must be approved by the Appeals Processing Committee. This council may hear appeals from the RJC and the Dean for Residential Life, the Assistant Dean for Men and the Assistant Dean for Women. In addition to securing a thorough understanding of a situation, the committee will focus on whether due process has been violated or whether new information has become available. The APC will make one of two decisions regarding a student’s appeal.

An appeal may be denied if due process was not followed or if no new information comes to light. An appeal will be granted if due process was violated or new information comes to light. All granted appeals will be heard by the Residential Judicial Appeals Council. Decisions from the APC are final.

The University Judicial Appeals Committee is comprised of the Vice President for Student Development, one or two faculty member(s), one Resident Director and two student representatives, and hears only appeals that come from the Dean for Residential Life and have been approved by the APC.

The University Judicial Appeals Committee 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. Decisions from the RJAC are final.
Computing and communication 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 Acceptable Use Policy. To see the policy in its entirety, please visit the Department of Information Technology’s website at it.olivet.edu.

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. 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, the student also agrees to follow and adhere to the policies set forth by the University in computing network and telecommunication services network (ONUnet) exists to further the University’s teaching, scholarly research and spiritual goals. The same ethical and community expectations outlined in this Policy, and the University Life Handbook apply to the use of ONUnet. All equipment is subject to the rules and conditions outlined in this Policy, the Intellectual Property Policy which references and incorporates this Policy, and the University Life Handbook. Persons accessing any of the network resources are expected to practice common sense, decency and courtesy to other users and third-party stakeholders. 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, and for the safeguarding and protection of their user names and passwords.

Access to ONUnet is a privilege and may be revoked at any time. It is provided as a resource to the Olivet community. Access to ONUnet is restricted to authorized users, which is defined as an individual who has been assigned a username and password by Information Technology staff, or by any agent authorized by the Administrative Team. The use of ONUnet may be revoked at any time, with or without notice, for any violation of the Policy, including, but not limited to, misuse, abuse, infringement of third-party intellectual property rights, exceeding authorized access or vandalism to any system.

This policy applies 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 which the user should observe when using those resources.

Disciplinary Actions

Violation of the Information Technology Policies may result in suspension of the user’s network access, network account or email account. Removing network access for the violator may also remove 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:

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

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 email prior to each maintenance date. Future maintenance dates may be viewed at the IT department website.
University policies

Communication Expectation
It is the expectation of the University that all enrolled students are responsible for any email correspondence from the University and its officials. A student’s University email account is the primary means of communication from any University official. Failure to comply with or utilize this email account is solely the responsibility of the student; the University will not be held responsible should a student neglect information that was provided via his/her University email account.

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 Director of Assessment and Learning Support Services 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 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 Director of Assessment and Learning Support Services.

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 the 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.

Policy Against Discrimination, Harassment and Retaliation
Olivet Nazarene University policy prohibits discrimination and harassment on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, veteran status, disability or other legally protected status. The University’s policy concerning sexual harassment is printed in the Public Safety Handbook. This handbook is available on the Olivet portal at my.olivet.edu.

Sexual Harassment
The University’s policy concerning sexual harassment is printed in the Public Safety Handbook. This handbook is available on the Olivet portal at my.olivet.edu.

Tiger Dollars Policy
A service fee in the amount of 10% may apply to some purchases made with Tiger Dollars.
The mission of the Olivet Nazarene University 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.

**PHONE NUMBERS**

Public Safety Officers (PSOs) are available 24 hours a day and may be contacted at the following numbers:

- **Department of Public Safety** .................................. 815-939-5265
- **After Hours** .................................................. 815-939-5265 or 815-939-5011
- **Bourbonnais Police Department:**
  - NON-EMERGENCY . . . 815-937-3577
  - EMERGENCY . . . . . 9-911 from any campus phone

**WEBSITE**

- [https://my.olivet.edu/publicsafety/Pages/default.aspx](https://my.olivet.edu/publicsafety/Pages/default.aspx)

Reference for quick and easy access to items found in this handbook and to other helpful information, such as parking maps, crime statistics (listed in the annual report), safety tips, ticket appeal, the silent witness form and the annual report.

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In cases where incidents require Public Safety Officers filing reports, call ext. 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 the University’s first responders and 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 crime logs for seven years. Crime statistics are available for review on the Olivet website or in the Department of Public Safety office. Any incident considered to be a serious threat to the campus community will be reported to the campus community 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.

The Department of Public Safety is further required by 20 USC 1092 (f)(1)(I) to advise the campus community of where information concerning registered sex offenders may be obtained. Persons wishing to view local sex offender registrations may visit the local law enforcement agency of jurisdiction, the Bourbonnais Police Department, to view the information in person. To view this information online, visit the Illinois State Police’s Sex Offender website at www.isp.state.il.us/sor/sor.cfm. This information is not available for review in the Office of Public Safety at Olivet Nazarene University. Convicted sex offenders who are students or employees of Olivet Nazarene University are required by law to register with ONU and the Bourbonnais Police Department.

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. All academic buildings are closed during Sunday morning church services. See the “Campus Buildings and Office Hours” section for detailed information.

Arrangements to open buildings for special programs approved by the University should be made utilizing the Astra schedule, located at the Portal my.olivet.edu. 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 department chair or building director from the specific area.

Residential Facilities

Inner-campus residence halls are locked at curfew and re-opened 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 will not 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 sex after curfew. Guests of the opposite sex 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. 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 the GlimmerGlass (student newspaper) and in chapel. Information may also be obtained through the Office of Student Development, Counseling & Health Services, or at https://www.olivet.edu/public-safety-and-parking. Workshops are offered dealing with crime prevention topics and 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 workplace, and violation of any of the aforementioned is cause for immediate

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dismission. 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)

Title IX/Sexual Harassment Policy Statement

This policy supplements the University’s general Policy Against Discrimination, Harassment and Retaliation set forth above and addresses the requirements of Title IX of the Education Amendments of 1972 (“Title IX”). Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Consistent with Title IX, the University prohibits discrimination on the basis of sex or gender in any University program or activity. Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, which, in turn, includes sexual assault and sexual violence. In addition, the Violence Against Women Reauthorization Act of 2013 requires colleges and universities to have particular policy statements and offer educational programming regarding domestic violence, dating violence, sexual assault and stalking.

The University is committed to maintaining an environment that is free from all forms of sex discrimination and sexual harassment, including sexual assault and sexual violence. In keeping with this commitment, the University prohibits and does not tolerate sexual harassment against any member of the University community, including students, faculty or staff, by any member of the University community, or by contractors, consultants or vendors doing business with or providing services to the University. The University also prohibits and does not tolerate domestic violence, dating violence, and stalking against any member of the University community.

This Policy applies to on-campus and off-campus conduct, including online or electronic conduct, when the off-campus conduct: (a) occurs during a College sponsored employment or education activity or program; (b) adversely impacts the education or employment of a member of the College community; or (c) otherwise threatens the health and/or safety of a member of the College community.

Title IX Committee

Any inquiries regarding Title IX, the University’s Policy Against Sex Discrimination, including Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking, or the University’s general Policy Against Discrimination, Harassment and Retaliation should be directed to the Title IX Coordinator identified below or to any other member of the University’s Title IX Committee. Contact the Title IX Coordinator to receive a copy of the University’s Investigation and Resolution Procedures Guide for completing Title IX related investigations. All policies, procedures and resources can also be found at https://www.olivet.edu/title-ix-compliance-and-services.

TITLE IX COORDINATOR:

Tom Ascher
Director of Benefits and Compensation
Olivet Nazarene University
One University Avenue
Bourbonnais, IL 60914
Phone 815-928-5473
Fax 815-928-5781
tascher@olivet.edu

The Title IX Coordinator is responsible for implementing and monitoring Title IX compliance on behalf of Olivet Nazarene University. This includes coordination of training, education, communications and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this policy.

TITLE IX COMMITTEE MEMBERS:

David Pickering — Executive Vice President for Administration and Human Resources, 815-939-5161
Tom Ascher — Director of Benefits and Compensation, 815-928-5473
Dale Newsome — Director of Public Safety, 815-928-5622

Gary Newsome — Athletic Director, 815-939-5120
Lisa Vander Veer — Director of Wellness and Career Services, 815-939-5143
Phil Steward — Dean of Residential Life, 815-939-5060
Stacey Hutton — Director of SGCS Student Success, 815-928-5527
Alyssa Bass — Director of Student Employment, 815-928-5508
Freddy Tung — Staff Psychologist and Training Director, 815-928-5786

A person may also file a complaint with the U.S. Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www.hhs.gov/ocr or calling 800-368-1019.

Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, physical or graphic conduct of a sexual nature, without regard to whether the parties are of the same or different gender, when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or status in a course, program or College-sponsored activity, or is used as the basis for employment or educational decisions affecting that individual (also referred to as “quid pro quo” harassment); or (2) such conduct is sufficiently severe, pervasive, or persistent that it continued >
has the purpose or effect of limiting or interfering with an individual’s educational experience or working conditions (also referred to as “hostile environment”).

In considering whether the conduct constitutes sexual harassment, the University considers the totality of the circumstances. Some examples of sexual harassment may include:

- Unwelcome sexual propositions
- Unwelcome sexual contact, such as touching, kissing, hugging, or massaging
- Pressure for or forced sexual activity
- Suggestive comments or sexual innuendo
- Unnecessary references to parts of the body
- Remarks about a person’s gender, non-conformity with gender stereotypes, or sexual orientation
- Sexually oriented teasing, practical jokes, jokes about gender-specific traits
- Obscene gestures
- Displays of sexually suggestive material
- Bullying, stalking or cyberbullying that is based on gender or sex
- Email, texting (“sexting”) and internet use that violates this policy
- Sexual assault or violence

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 Assistant Director of Human Resources; the Department of Public Safety; the Office of Student Development; or to a Residential Life staff member.

Definition of Domestic Violence

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of the jurisdiction.

Definition of Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. It includes but is not limited to sexual abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence, above.

Definition of Stalking

Stalking occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of a third person or suffer substantial emotional distress. For purposes of this definition, course of conduct means two or more acts, including but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Examples of stalking include, but are not limited to:

- Following a person;
- Being or remaining in close proximity to a person;
- Entering or remaining on or near a person’s property, residence, or place of employment;
- Monitoring, observing, or conducting surveillance of a person;
- Threatening (directly or indirectly) a person or a family member of that person;
- Communicating to or about a person;
- Giving gifts or objects to, or leaving items for, a person;
- Interfering with or damaging a person’s property (including pets); or engaging in other unwelcome contact;
- Has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion: follows that same person or places that same person under surveillance; and transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.

Definition of Sexual Assault

Sexual assault means actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to, physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual assault includes:

- Sexual Penetration without Consent (e.g., rape): Any penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Sexual Contact without Consent (e.g., fondling): The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.
Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state in which the incident occurred.1
Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred.2

Definition of Sexual Exploitation
Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. This includes, but is not limited to:

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person’s consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person engaged in sexual or intimate activity in a private space without that person’s consent;
- Distributing sexual information, images, or recordings about another person without that person’s consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

Definition of Consent
Consent to engage in sexual activity must be informed, freely given and mutual. Consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct.

CONSENT MUST BE ALL OF THE FOLLOWING:
- Knowing: Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- Active: Consent must take the form of clearly understandable words or actions that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not — in and of themselves — be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.
- Voluntary: Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).
- Present and ongoing: Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. In addition, consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. Consent may also be withdrawn at any time — provided the person withdrawing consent makes that known in clearly understandable words or actions.

Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (generally 17 in Illinois), physical condition, or disability that impairs the individual’s ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring.

Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:
- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance)
- Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in sexual interaction)
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words)

A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. If there is any doubt as to another person’s capacity to give consent, community members should assume that the other person does not have the capacity to give consent.

Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual misconduct.

1 For incidents that occur outside of the U.S. (e.g., study abroad programs), Illinois law will apply in determining a violation of this policy.
2 For incidents that occur outside of the U.S. (e.g., study abroad programs), Illinois law will apply in determining a violation of this policy.
Sexual Assault and Sexual Violence

Sexual assault will not be tolerated at Olivet Nazarene University. All students, faculty, staff and visitors are subject to this policy statement. Violators may be subject to discipline including, but not limited to, termination, expulsion or suspension. Prosecution by the criminal and/or civil justice system may also occur but will not substitute for a prompt and thorough investigation by the University. ONU affiliates (students, faculty, staff and visitors) suspected and/or accused of sexual assault may be subject to disciplinary proceedings as per University policy.

The University urges any individual who has been sexually assaulted to report the incident to the Department of Public Safety or a trusted University official. Reporting is encouraged, even if the victim opts not to pursue legal prosecution. The University can make resources available to the reporting victim to assist in the associated healing process.

The University will investigate all complaints of sexual harassment, sexual assault, domestic violence, dating violence, and stalking thoroughly, impartially and promptly.

IF YOU HAVE BEEN SEXUALLY ASSAULTED:

■ Seek medical attention immediately.

■ With the intent of preserving evidence, and not disturbing the crime scene, victims should not shower, should not change clothes, or disturb the scene of the attack, but should go to the emergency room of a hospital. It is suggested that a friend accompany the victim to the hospital, if possible.

■ Local hospital/sexual assault resources are as follows:
  – Riverside Medical Center, Kankakee, 815-933-1671
  – Presence St. Mary’s Hospital, Kankakee, 815-933-0000
  – The Kankakee County Center Against Sexual Assault (KC-CASA), Kankakee, 24-Hour Crisis Line at 815-932-3322

Hospital personnel will treat the physical consequences of assault (injury, infection, disease and pregnancy). Hospitals can also collect evidence that will be needed in the event the victim decides to report the crime to law enforcement. Hospitals are required to inform local law enforcement agencies of sexual assault cases; however, the victim may choose whether or not to speak with police personnel, University Counseling Services or to Department of Public Safety personnel. In the event a victim of sexual assault does not have the financial means (healthcare insurance, self-pay, etc.) to pay for medical treatment resulting from the assault, upon request, local hospitals do have resources that can grant funding to pay for expenses related to sexual assault, including medical procedures, exams, prescriptions and other medications.

Reporting Sexual Assault to the Police

Although it is not required and is left entirely to the discretion of the victim, the ONU Department of Public Safety encourages reporting sexual assault to the police. Reporting a sexual assault to the police may seem intimidating, but there is no need to be afraid. Police officers are specially trained to handle such situations with sensitivity and compassion, and victims can feel free to bring an accompanying friend or advocate to a police interview regarding the assault. Properly reporting assault crimes can assist the victim in regaining a sense of personal power and control over the situation.

■ For sexual assault that occurs on ONU properties, contact should be made with the ONU Department of Public Safety at 815-939-5265, or by calling the Bourbonnais Police Department at 911 (for emergencies) or the non-emergency number at 815-937-3577.

■ For off-campus incidents, victims may also feel free to contact the ONU Department of Public Safety as noted above, or the local police department for the city in which the incident occurred.

When Sexual Assault Is Reported to the Police

When a sexual assault case is reported to the police department, the assigned officer will respond to meet the victim in a location as preferred by the victim. The victim may request to speak with a male or female officer, depending on personal preference (if there is a preference). The officer will take a preliminary statement in order to obtain the basic facts of the case and will likely recommend the victim seek medical attention as a result of the assault.

Some victims of sexual assault are not certain if they want to pursue criminal charges. This is a personal decision that must be made by the victim. Regardless of the choice, the ONU Department of Public Safety and the University will respect the decision of the victim as to whether criminal charges are pursued, but the University will nonetheless investigate and take any appropriate corrective action to the greatest extent possible, regardless of whether criminal charges are investigated or pursued by law enforcement.

As means of preventing recurrence of similar crimes, the victim is encouraged to report the crime and the name of the accused so that necessary resources can be dedicated to recurrence prevention. Additionally, reporting allows for the provision of expanded support services to the victim.

University Services to Sexual Assault Victims

The ONU Department of Public Safety, in collaboration with the University Title IX Coordinator, offers provision of the following services to victims of sexual assault:

■ Assurance of confidentiality regarding reporting and associated choices and investigation. Anonymous

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reporting is available at: http://www.olivet.edu/silent-witness/

- Private meeting for report submission/guidance referrals at a time and place as determined by the victim
- Assistance with notice of the assault to individual(s) designated by the victim, if the victim chooses to give this type of notice
- Assistance with reporting the assault to law enforcement, if the victim chooses to report the crime
- Assistance and/or referral in arranging for medical services
- Referral to local counselor and resource services
- Assistance in arranging alternative housing accommodations within 24 hours of receipt of report
- Assistance in arranging alternative academic class schedule within 24 hours of receipt of report

**Protecting Yourself Against Sexual Assault**

Although we cannot guarantee that you will never be a victim, there are steps that can be taken to minimize these risks. Following are suggestions to incorporate into daily routines.

**ON THE STREET**

- Do not walk alone unless it is absolutely necessary.
- Be aware of what is happening in your surroundings. Know where you are and where you are going.

**IF YOU ARE VICTIMIZED**

- If you walk regularly, vary your route. Do not be predictable! Walk away from bushes, alleys and dark entryways. Stay in well-lit areas.
- Take precaution to prevent being surprised. Attackers rely on the element of surprise. Do not wear headphones when walking alone.
- Trust your instincts. If you think you are being followed, walk toward a busy, well-lit area. Scream loudly to attract attention and tell someone to call the police.
- 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 police, and then the Department of Public Safety.

**JOGGING IN ATHLETIC PARKS AND STREETS**

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

**IN YOUR VEHICLE**

- Always have keys in your hand as you approach your vehicle. Avoid having to look through bags or purses to find keys.
- Always maintain focus and attention on surroundings. Be aware of what is happening around you.
- Always look inside your vehicle, in the back seat and on the floor, before you get into it.

- Upon entry to your vehicle, immediately lock doors. Keep the car doors locked and your windows up when driving.
- Always have plenty of gasoline in your car.

**Preparing for Vehicular Emergencies**

- Know how to change a flat tire. Make certain that the spare tire is in good condition and that the proper auto safety equipment is in your car.
- 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.
- If another motorist stops to assist you, roll the window down slightly, and ask him or her to call the police.
- Always carry your mobile phone or enough money to make an emergency call.

**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, January 1 through December 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 Education, are provided on the Olivet website and in the Office of Public Safety.

**VAWA: Violence Against Women’s Act**

VAWA or Violence Against Women’s Act, which includes “domestic violence,” “dating violence” and stalking, is a broad-based law passed in 1994 in response to the increasing violence against women in the U.S. The Act has provisions starting from funding of domestic-violence programs to new civil rights remedies for women who have been victims of gender-based attacks.

Just as with sexual assault or sexual violence, the University will not tolerate such behavior and urges individuals to report these incidents to the Department of Public Safety or a trusted University official. Reporting is encouraged; even if the victim opts not to pursue legal prosecution, the University can make resources available under VAWA provision to the reporting victim to assist in the associated healing processes.

VAWA provides for education, research, treatment of domestic and sex-crime victims, creation of rape crisis centers and battered women’s shelters. The Act also authorizes additional local police, prosecutors, victim advocates, and a domestic violence hotline to check the increasing violence.

https://obamawhitehouse.archives.gov/sites/default/files/docs/vawa_factsheet.pdf
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 re-registration 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. If you do not have a lock, one can be purchased from the Department of Public Safety for a $5 fee.

Section 4 Bicycles left unattended and/or not in bicycle racks are subject to impoundment. 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 bicycles 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 Parking permits (decals) are assigned for the time a student is attending the University, unless there is a change in housing assignment. Any previously assigned decal should be removed from students’ vehicles.

Section 4 Once a student has registered his or her vehicle with the Department of Public Safety, and has been assigned a parking permit (decal), his or her parking permit is valid for the time the student attends ONU, unless a housing assignment change occurs.

Section 5 When a student changes residence status or housing assignment, he or she has one week to re-register this information with the Department of Public Safety. Old parking decals must be turned in to the Department of Public Safety to receive the new decal when housing assignment changes from inner campus to an apartment. 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 back window (on the passenger side) with decal number clearly visible and readable. If the back window is tinted, the parking decal should be adhered and displayed in the lower right, inside corner of the front window (on the passenger side) with decal number clearly visible and readable.
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 inner campus residents, apartment male and female residents, commuters, visitors, faculty/staff and persons with disabilities.

Section 2 Parking lots are coded by parking designation.
- **Faculty/Staff:** Gold placard
- **Inner Campus Resident Students:** Decal marked with “R”
- **Commuters:** Decal marked with “C”
- **Resident Assistants:** Decal marked with “RA”
- **Apartment Resident - Male:** Decal marked with “AM”
- **Apartment Resident - Female:** Decal marked with “AF”

Section 3 Each individual with a vehicle on campus is required to obtain a parking decal. Vehicles must be parked in the designated lot. Vehicles parking outside the designated lot or on the inner campus can receive a ticket and/or be towed. Towing charges will be charged to the responsible student’s account.

Section 4 All “C,” “AM,” “AF” and Gold placard lots are for day use only (5 a.m.—5 p.m.); however, any decal may park in these lots from 5 p.m.—1 a.m. All “C,” “AM,” “AF” and Gold placard lots close at 1 a.m. Any vehicle left in a “C,” “AM,” “AF” or Gold placard lot overnight, without prior approval from the Department of Public Safety, will be ticketed and/or towed. Responsible party will be charged for towing.

Section 5 University Place, Grand 215–443, and Olde Oak and Oak Run Apartment parking lots are for resident students only. Apartment tenants must use the parking provided and are not permitted to park in the street adjacent to the apartment. Driveways are fire lanes. Parking is not permitted in any driveway.

**Gold:** Designated faculty/staff parking, areas of Weber, Larsen, Reed, Tripp, all but east row closest to church parking in Maternity BVM and the first three spaces from the church along Kelley Street. Miller Business Center lot reserved for gold placard with purple Miller placard.

**“AF” — Apartments Resident - Female:** Includes Oaks, Stratford, Stadium, UP, Howe and Grand. Designated area Chapel East and West lots. Overnight “overflow” parking permitted only in the last row of the College Church, Chapel East and West lots.

**Purple & Gold Athletic Placard:** Designated, assigned Athletic area.

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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. Responsible party will be charged for towing. These areas are the inner-campus streets for safety. Any vehicle parked at these bollards will be subject to a ticket and/or immediate towing. Responsible party will be charged for towing.

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. Responsible party will be charged for towing.

Section 10  All gates and bollards closing the inner-campus streets are for safety. Any vehicle parked at these bollards will be subject to a ticket and/or immediate towing. The driveway approaches to these entrances are fire lanes, and any vehicle parked in these fire lanes will be subject to a ticket and/or immediate towing. Responsible party will be charged for towing.

Maternity BVM Church parking is private property. The College Church secretary’s lot on the north side of College Church, the street between College Church and Centennial Chapel, the Circle Drive on the west side, the front row on the south side, and the northeast business section are not authorized parking areas. The BVM lot is restricted to faculty/staff gold placard permit parking only. Parking in the row closest to BVM Church, and the first three spaces by the church, along Kelley Street, is not permitted. All BVM 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, Maternity 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 Tiger Card 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 m.p.h.

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. Responsible party will be charged for towing. 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, excluding ADA 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 the instructions of a Public Safety Officer or adhere to the instructions of traffic signs, parking signs or deployed cones or barricades will result in a fine for reckless driving and/or a meeting with the Director of Public Safety.
ARTICLE V  Towing Vehicles

Section 1  Any vehicle parked in a fire lane may be towed immediately at the owner’s expense.

Section 2  Olivet Nazarene University assumes no responsibility for damage sustained to a vehicle that is being towed.

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. Tickets may be issued without prior warning.

Section 2  Automatic Tickets (no warnings):
A. Parking in a handicapped space without permit ($100)
B. Driving the wrong way on a one-way street ($25)
C. Parking in a fire lane ($100)
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 designated for a different color than decal displayed on the vehicle ($25)

Section 3  Vehicle Registration Fines
A. Vehicles brought to campus must be registered within the first week of a semester or within 48 hours of bringing a vehicle onto campus, within a semester.
B. Any person who fails to register his or her vehicle with the Department of Public Safety will be charged a $50 fine.

Section 4  Excessive Fines
A. A first ticket received will be entered into the student’s record.
B. Three to five tickets will be referred to the Resident Director or the Office of Student Development.
C. A student who receives a sixth ticket will be required to appear before the Peer Judicial Council and will be eligible for work hours or suspension, in addition to a letter to parents.
D. Further tickets after appearing before a Peer Judicial Council will be referred to the Dean for Residential Life and may involve further suspension, loss of parking privileges or dismissal.
E. Ticket totals are cumulative for the academic year, and do not reset between the Fall and Spring semesters.

Section 5  Vehicle code violations and fines will be reported to the Office of Student Development and considered in housing placement. 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 at the owner’s expense. 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.

Section 2  Fines are charged directly to the student’s individual account.

ARTICLE VIII  Ticket Appeal Process

Section 1  For an appeal to be eligible for consideration, an appeal must be submitted online and a receipt of fine payment, as received by Student Accounts in Miller Business Center, hand-delivered to the Department of Public Safety office.

Section 2  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 the Public Safety page at my. Olivet.edu.
ARTICLE IX 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 at owner’s expense.

Section 2 Any vehicle stored or abandoned on campus will be towed at owner’s expense.

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

ARTICLE XI Skateboarding, Scooters and Rollerblading
Section 1 Skateboarding, rollerblading and the use of non-motorized scooters are permitted on campus.

Section 2 It is a violation to jump to or from or ride on University property (i.e., benches, stairs, railings). 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 near the parking lot between Reed and Larsen, outside of 1023 and 1059 Stratford Drive apartments, 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 inappropriate use of emergency notification equipment.

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 in 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 Nazarene University 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.