The deans of the College work with students and faculty members to help students achieve academic success and graduation.

:: BreakAway Program – The distinctive BreakAway program provides opportunities for students to experience different places, cultures, environments and ideas through short-term academic experiential trips. Each one has a special focus and is led by faculty members with expertise in the area of the BreakAway theme. Participation in a BreakAway experience will deepen the knowledge students gain in class, lab and textbooks, while taking them on an unforgettable adventure. A list of BreakAway opportunities is available each fall and spring. Students should apply early, as space may be limited. Eligible students may receive $750 in funding from the College or a maximum of half the cost of a BreakAway. General information and applications are available at the Office of Study Abroad and BreakAways in Baxter 104B. You may visit our website at http://www.ic.edu/international or call 217.245.3874.

:: Convocation Program – Convocations are special events on campus and attending convocations is a graduation requirement. Convocations present speakers, including scholars from around the country, politicians and individuals with extraordinary experiences. The convocation series includes many types of performances including music, theatre, dance and film.

The Convocation Committee, made up of faculty and students, chaired by a representative from the Office of Academic Affairs, chooses every year the speakers and performances which make up the convocation series. All members of the Illinois College community can suggest presenters for convocations.

The number of convocations required for graduation is 30: four first-year experience convocations and an additional 26 general education convocations. The Office of Academic Affairs keeps convocation records and announces convocation programs. The convocation Web page, http://www.ic.edu/convocation, is the best source for the schedule of programs. Students can see the record of their convocation attendance with their transcripts on CONNECT2 (http://connect2.ic.edu).

*Transfer students should speak with the Office of the Registrar or the Office of Academic Affairs for specific individual convocation requirements.

:: Intercultural Exchange Program – The Intercultural Exchange Program with Ritsumeikan University of
Kyoto, Japan brings 25 Japanese students to the College each spring for four weeks of study. Illinois College students participate as campus hosts, classroom assistants and writing tutors. As a part of the exchange, Ritsumeikan University hosts Illinois College students for three weeks every other summer as part of the Illinois College Views of Japan BreakAway program. This study tour includes seven weeks of instruction in preparation for the trip to Japan.

:: Study Abroad – The Study Abroad program at Illinois College allows students to spend either one semester or a full academic year studying outside the United States. Students who participate in study abroad typically study at a host university, but may also participate in internships or travel-study programs. These programs offer students the chance to learn about new cultures and different perspectives. Students usually learn to communicate in a second language.

Illinois College offers study abroad opportunities in many countries of the world. Programs are available for students in all academic disciplines; students are encouraged to begin planning early in their college careers. General information and applications will be available at the Office of Study Abroad and BreakAways in Baxter 104B. Students may visit our website at http://www.ic.edu/international or call 217.245.3874.

:: TRiO Student Support Services Program – The Center for Academic Excellence houses the College’s TRiO Student Support Services Program, a federally-funded program that helps first generation students, low-income students and students with disabilities reach their academic goals and graduate from Illinois College. Students must apply and be accepted into the program which gives them access to academic counselors, grant aid scholarships, programs and services regarding academic success, time management, financial literacy and career development. More than half of all Illinois College students are eligible for the TRiO program, which serves 140 students per year. For more information or to apply to the TRiO program, please visit: www.ic.edu/trio.

Campus Writing Center
Kirby Learning Center, Room 104 – Phone 217.245.3385

Students who want feedback on writing may visit the Campus Writing Center (CWC). The CWC offers peer consulting, faculty help, occasional writing events and support to writers at Illinois College. Select upper-class students are hired each year to serve as peer consultants in the CWC, and first-year students may participate as apprentices. Students may make appointments by emailing writingcenter@mail.ic.edu or use the walk-in consultation service to work on any writing, whether for class or for other purposes. The CWC is open afternoons and evenings during the week and Sundays. For specific hours, check the schedule posted on the door or on the Web page (www.ic.edu/writingcenter).

:: Illinois College Undergraduate Conference on Writing

The CWC also hosts the annual Illinois College Undergraduate Conference on Writing, fondly known as ICUCOW. Any student may enter a paper from any class to be considered for presentation at the conference.

:: Illinois College Journal – The CWC publishes an online journal for Illinois College students. Submissions of excellent writing (research, academic, creative, nonfiction, fiction and poetry) may be submitted to coxen@mail.ic.edu, marked by “IC Journal Submission” in the subject line.

Library
Schewe Library – Phone 217.245.3020

Schewe Library is a place to learn by studying alone or in a group, working with one of the librarians or utilizing some of the 170,000 volumes, 625 journals or 6,000 reels of microfilm housed in the library. Illinois College students have access to more than 40 online periodical databases, many of which contain full-text articles. The library is a member of the Consortium of Academic and Research Libraries of Illinois (CARLI) which allows searching and direct borrowing from 76 other academic libraries in Illinois that house over 30 million books.

Modern Language Laboratory
Kirby Learning Center, Room 18

The Modern Language Laboratory offers foreign language students access to state-of-the-art technology, including satellite broadcasts, computer tutorials, foreign language word processing, interactive communication and compact disc programs, as well as traditional audio and video materials. The language lab is used for class sessions as well as out-of-class work, with open hours throughout the day and evenings, six days a week. The schedule allows for extra hours of practice or for individually arranged sessions with language tutors.
Office of Information Technology
Crispin Hall Third Floor – Phone 217.245.3416
Help Desk – Phone 217.245.3416

The Office of Information Technology houses Windows servers. Computer labs are located in Baxter Hall, Kirby Learning Center, Schewe Library and the Parker Science Building for student use. These clusters contain approximately 150 computers. Equipment such as LCD projectors, laptops and video cameras is also available for checkout at the Schewe Library circulation desk. On each lab computer, students have access to Word, Excel, Powerpoint, SPSS Statistics, Adobe Photoshop and all other Creative Cloud products, email and the Internet, as well as class-specific applications. Access is also available to Schewe Library’s online catalog from the computers.

Information Technology also offers students a campus wide wireless network and Internet connections from their residence hall rooms. Please contact the Help Desk for further information. Help Desk personnel are available to assist students and faculty with the computer facilities from 8 a.m. to 6 p.m. during the academic year.

Please visit our website at www.ic.edu/helpdesk for additional information and instructions.

Office of Institutional Research
Crispin Hall, Room 301B – Phone 217.245.3289

Illinois College engages in institutional research for the purpose of enhancing student learning, improving academic and co-curricular programs and informing planning and policy making.

Office of the Registrar
Tanner Hall, Second Floor – Phone 217.245.3013 or email registrar@mail.ic.edu

You may view your personal records, including grades and number of convocations completed, online at http://CONNECT2.ic.edu by using the ID number on your student ID card (minus the leading zeroes) and the PERSONAL IDENTIFICATION NUMBER (PIN) you created during orientation. Please use CONNECT2 to keep your addresses and phone numbers current. Please leave your permanent address as the location where you would “go home.” Contact the Office of the Registrar if you need an additional parental address or a local address, which is the off-campus address where you live while you are attending Illinois College. This office can help if you forget your PIN number or need other assistance to manage your account.

The Office of the Registrar maintains the permanent academic record for each student enrolled at Illinois College - the courses taken, grades received, grade point averages and academic standing. This office handles registration, adding/dropping courses and evaluation of transfer credit. In order to be sure transfer work will count, it is highly recommended that you obtain approval from the Office of the Registrar for transfer/summer work before it is taken at other institutions. Online courses require departmental approval. Please see the Transfer Credit Approval form for more details.

The Office of the Registrar also verifies the completion of graduation requirements, verifies enrollment for loan agencies and/or insurance companies and certifies good student status for those who qualify for Good Student Discounts on automobile insurance.

:: Transcript of Academic Record – All requests for transcripts of Illinois College coursework should be made through the online transcript service link under the Quick Links menu of the Illinois College website or Connect2. This service was called Docufide but it has changed its name to Parchment Exchange. Neither telephone nor email requests may be accepted.

Please contact the Registrar’s Office if you have questions about your academic record.
Office of Development and Alumni Relations

The Office of Development and Alumni Relations organizes all fundraising efforts at the College including the IC Fund and capital campaigns. The IC Fund, Illinois College’s unrestricted annual fund, supports the general operating budget of the College. Each year the Phonathon is conducted in both the fall and spring semesters. Students participate by phoning alumni and parents to ask for their support of Illinois College. The Office of Development and Alumni Relations is also responsible for planning alumni events across the country, class reunions and other on-campus activities during homecoming and commencement weekends. The office keeps records on all current and former Illinois College students.

:: Alumni Association Board of Directors – All individuals who attended Illinois College for a minimum of one semester are members of the Illinois College Alumni Association. The association’s purpose is to strengthen the connection between alumni and the College and to foster a spirit of fellowship and good will while supporting the College’s mission and vision. Directors are elected annually by the alumni body.

Office of Corporate, Foundation and Governmental Relations

The Office of Corporate, Foundation and Governmental Relations cultivates and maintains relationships with sources of external support for projects consistent with the mission and strategic plan of Illinois College. The office assists in researching potential funding sources, supports faculty in the development of proposal ideas, reviews drafts of proposals and facilitates the submission process. The office is also responsible for coordinating the College’s compliance with the reporting requirements of external funders.

Office of Intercollegiate Athletics

Bruner Fitness and Recreation Center
Third Floor – 217.245.3401

Bruner Fitness and Recreation Center includes a 1600-seat arena for basketball and volleyball, a 200-meter indoor track that surrounds four multipurpose courts, an eight-lane swimming pool, spa, sauna, steam room, two racquetball/handball courts, large fitness center with exercise and weight training equipment, multipurpose room for aerobics and other activities and the offices for the athletic department, health services and counseling. Outdoor facilities include a football field, six tennis courts, a tennis rebound board, baseball and softball diamonds, soccer fields and an eight-lane, all weather track.

:: Cheer Team – The Cheer Team promotes school spirit at athletic events.

:: Dance Team – The Dance Team promotes school spirit while performing at football games and basketball games.

:: Intramural Sports – Teams for intramural sports are formed by the student body, faculty and staff. A variety of intramural sports opportunities will be made available throughout the school year. The athletic department assumes no responsibility for injuries during intramural events. In order to participate in intramural sports, it is necessary to:
1. Be a full-time student, staff or faculty member.
2. NOT be a varsity athlete in the same sport.
Candidates for varsity intercollegiate sports are not eligible for intramural participation in the sport in which they are practicing or have practiced after the
first game. However, each intramural sport may have individual eligibility rules (i.e. co-ed volleyball may not have more than two women per team from the current Illinois College volleyball team).

:: Varsity Sports – In order to participate in varsity athletics, it is necessary to:

1. Be a full-time student.
2. Have a current school year physical.
3. Complete an insurance form.
4. Complete all NCAA forms.

Varsity Sports Offered at IC –

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball (S)</td>
<td>Basketball (W)</td>
</tr>
<tr>
<td>Basketball (W)</td>
<td>Cross Country (F)</td>
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<tr>
<td>Cross Country (F)</td>
<td>Golf (F, S)</td>
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<tr>
<td>Football (F)</td>
<td>Indoor Track (W)</td>
</tr>
<tr>
<td>Golf (F, S)</td>
<td>Outdoor Track (S)</td>
</tr>
<tr>
<td>Indoor Track (W)</td>
<td>Soccer (F)</td>
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<tr>
<td>Outdoor Track (S)</td>
<td>Softball (S)</td>
</tr>
<tr>
<td>Soccer (F)</td>
<td>Swim Team (W)</td>
</tr>
<tr>
<td>Swimming (W)</td>
<td>Tennis (F, S)</td>
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<tr>
<td>Tennis (F, S)</td>
<td>Volleyball (F)</td>
</tr>
</tbody>
</table>

Students can choose from the meal plans below and should notify the Office of Residential Life concerning which plan they would like. Students can make meal plan changes through the 10th day of classes each semester. Please see www.dineoncampus.com/ic or talk to the dining services staff for more detail.

Continuous Meal Plan with $50 Flex Dollars
This meal plan offers you the convenience of our all-you-care-to-eat in Cummings Dining Hall any time between 7:30 a.m. and 7:30 p.m. This means you can come for a full meal that’s made-to-order, grab a snack between classes, hang out with your friends or find a quiet place to snack and study - all without the worry of running out of meals. Your all access plan also lets you take advantage of a healthier lifestyle by eating smaller meals several times a day and, along with our Balanced U program, can help you avoid the dreaded “freshman 15” and make better food choices throughout your college career. This new dining plan truly gives you all access. All you need to do is swipe your card. Available in Cummings Dining Hall only.
19 Meal per Week Plan with $50 Flex Dollars
This plan offers students the greatest value as you can enjoy all 19 meals offered on campus each week. Only one meal may be used during each meal period.

225 Block (225 meals per semester) with $50 Flex Dollars (for use when you need a quick snack or beverage) With this plan you can enjoy 225 meals any way you see fit during the semester. Remember to keep track of meals eaten as the semester progresses! With the 225 Block plan, you can use multiple meals in a meal period which means you can treat your friends and family when they come to visit!

175 Block (175 meals per semester) with $100 Flex Dollars (for use when you need a quick snack or beverage) With this plan you can enjoy any 175 meals during the semester. Remember to keep track of meals eaten as the semester progresses! With the 175 Block plan, you can use multiple meals in a meal period which means you can treat your friends and family when they come to visit!

Commuter/Off Campus Meal Plan Option
75 Block (with no Flex Dollars) You get 75 meals per semester that can be used at any of the dining facilities on campus.

:: Nonresident students may wish to have occasional meals in the dining hall. The guest rates are payable to the checker on duty. Discounted meal cards or declining balance dollars may be purchased in the dining services office.

:: Additional Flex Dollars may be added to a student’s ID card at any time by visiting our website at: www.dineoncampus.com/ic or the dining services office in Cummings Dining Hall.

:: Meals may also be exchanged for combo meals ONLY in the Uncommons Snack Bar located in Caine Student Center and the Common Grounds Coffeehouse located in Baxter Hall.

:: Students are required to present their student IDs at each location when they wish to eat (your student ID is your form of “payment”). IDs are nontransferable. All meals in Cummings Dining Hall are served all-you-can-eat style with the exception of some special dinners, some special buffets and premium entrée nights, as announced in advance.

:: No food may be carried out of the main dining hall with the exception of an ice cream cone or a piece of fruit. When a student is ill and unable to go to the dining hall, the RA can be notified to assist in obtaining a tray from the dining hall.

:: No backpacks or plastic containers are permitted in the dining hall.

:: Disruptive behavior in the dining hall may result in immediate suspension of dining hall privileges.

:: Chartwells will also cater parties, luncheons, picnics and box lunches. Arrangements for these services should be made one week in advance with a manager from dining services.

:: The dining services staff is committed to providing quality and nutritious food with exceptional service. So if you don’t see what you want, require a special diet or have an idea, question or concern, please contact the dining services director or a member of the Student Forum Room and Board Committee.

Office of Accounting Services
Tanner Hall Second Floor – Phone 217.245.3015
The mission of the Office of Accounting Services at Illinois College is to serve Illinois College’s students or those who do, and to protect the assets of the College.

:: Check Cashing - Students may cash checks up to $50 per day, Monday through Friday, 8:30 a.m. to 4:30 p.m. There is no service charge.

:: Paying Bills - All Illinois College bills are paid in the Office of Accounting Services located in Tanner Hall’s business office.
:: Student Payroll - Student payroll checks are issued on a monthly basis and can be picked up in the Office of Accounting Services located in Tanner Hall's business office. Students are required to present their school ID card to pick up a check.

Office of Facilities Management
Physical Plant – Phone 217.245.3162

Our mission is to sustain the physical environment of the campus grounds and buildings. Through teamwork and recognizing the importance of people, those who are receiving the services and those who are performing the duties, we are able to provide high-quality services.

The Office of Facilities Management at Illinois College consists of a service department of over 40 skilled maintenance technicians, custodians, groundskeepers and support staff charged with the responsibility for operating, sustaining and improving the College’s buildings, grounds, utilities and services. While our principle hours of operation are 8 a.m. to 4:30 p.m. Monday through Friday, we do have a system in place to respond to emergencies and requirements that arise after normal hours.

The office takes great pride in ensuring that the campus community enjoys a safe, clean and comfortable environment for living, learning and working together.

:: Custodial Department
Physical Plant Building – Phone 217.245.3162

The Custodial Department cleans and maintains all of the College facilities. Our students’ health, safety and satisfaction are our main concerns. Our staff takes pride in their work and will be glad to assist in any way. Students should report any concerns to their resident assistant or hall director.

Housekeepers do a great deal to make the buildings more comfortable and a pleasant place to live. They clean halls, lounges and restrooms. They are not to clean up unnecessary messes made by residents. Each resident is expected to clean his or her room and take trash, boxes and other garbage directly to the trashcan on your floor or to the dumpster. Each resident is responsible for buying cleaning/housekeeping items for their own room.

:: Maintenance Department
Physical Plant Building – Phone 217.245.3162

The Maintenance Department maintains the College buildings and grounds with a concern for safety and security. It inspects campus facilities to provide prompt repair service and responds immediately to reports of potential hazards. Students should report any concerns to their resident assistant or hall director.

Office of Mail Services
Memorial Gymnasium Upper Level – Phone 217.245.3019

All student mail is received at the campus mail center on the north side of Memorial Gymnasium and distributed to individual student mailboxes. Boxes for all on-campus students are located in the residence halls, Caine Student Center or Memorial Gymnasium. Keys to residence hall mailboxes will be assigned with the room keys by the residence hall staff. Each time a student moves outside a particular residence hall, a new mailbox will be assigned. If students change rooms in the same residence hall, they will keep the same mailbox. Students living in the campus houses should visit the Office of Mail Services to obtain their mail keys and to return them at the end of the year.

All students living off-campus are encouraged to have commuter mailboxes in the lobby of the Caine Student Center or Memorial Gymnasium. Keys for commuting student mailboxes should be obtained in the Office of Mail Services at the beginning of the school year and returned at the end of the year. It is imperative that commuter students check their mail at least three times weekly, since this is an important method of communication used by the administrative offices and campus organizations.

Mail to all students should be addressed as follows:

Student’s Name
1101 West College Avenue, Box #______
Jacksonville, Illinois 62650

A drop slot is provided in the lobby of the Caine Student Center for inter-campus and outgoing mail. It is picked up Monday through Friday between 10 to 11 a.m.

The Office of Mail Services offers UPS shipping on site. All packages shipped UPS must be at mail services by 3 p.m. daily. UPS as well as other services offered are on a cash or check basis only.

You may purchase stamps and mail packages in our office Monday through Friday, 8:30 a.m. to 4 p.m.

Laminating and binding services are offered for a fee at the mail center.
Office of Admission
Tanner Hall First Floor – Phone 217.245.3030

The Office of Admission is responsible for communicating information about the College to prospective students, parents and high school counselors; facilitating recruitment activities; and evaluating academic credentials of prospective students. The staff organizes visits and events; conducts campus tours for prospective students and parents; maintains contact with prospective students through phone calls, letters and email; organizes the scholarship programs; and represents the College with high school visits and college day/night programs.

:: International Students – International students should work through the Office of Admission for visa assistance.

:: Preview Days – The Illinois College Office of Admission hosts several open house programs in the summer, fall and spring each year. The Preview Days are an opportunity for prospective students and their parents to meet current Illinois College students, faculty and administrative staff. They also have a chance to tour the campus and eat lunch in the dining hall.

:: Road Scholars – Road Scholars is a program constructed for those current Illinois College students who wish to take an active part in the recruitment process. During Illinois College fall, winter and spring breaks, the Office of Admission will provide Illinois College students with training and packets of information to be taken back to their high schools. These return recruitment visits may include, but are not limited to: classroom presentations, counselor visits or lunchroom presentations.

:: Student Ambassadors – Student Ambassadors are a group of current Illinois College students who conduct campus tours, conduct panel discussions during special visit days, host visiting students overnight in the residence halls, staff the office and represent the College at off-campus programs.

:: Student Telecounselors (V.I.P.S.) – Student Telecounselors represent the College to prospective students and families throughout the year with phone calls, letters and email. The Student Telecounselors provide a student perspective as they answer questions and offer advice during the college search.

Office of Marketing and Communication
232 Park St – Phone 217.245.3048

The Office of Marketing and Communication develops and oversees all the branding, marketing and communication strategies for the College and its individual departments including Web, print, events, advertising and media relations. The office provides the following services; marketing and branding, communication, creative services and sports information.

The office also publicizes student achievement and works closely with the media so that news about the campus and its people reaches a wide audience. Students are asked at registration to provide the registrar’s office with up-to-date information that gives the Office of Marketing and Communication the permissions to send news releases about students who achieve academic and/or extracurricular distinction. These stories typically describe students who are named to the Dean’s List, hold office
in a campus organization, win a scholarship or academic award or represent Illinois College on its various men’s and women’s athletic teams.

Illinois College’s Office of Sports Information is also an integral component of the communications area. Students who may have a question regarding the release of information to their hometown newspapers are encouraged to contact the sports information director at 217.245.3401 or 217.245.3894.

Office of Financial Aid
Tanner Hall Second Floor – Phone 217.245.3035

To apply for federal, state and Illinois College need-based financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) each year. The FAFSA can be completed electronically at www.fafsa.gov. It is recommended that the FAFSA be filed by as soon as possible after January 1, but no later than February 15, as some sources of aid may not be available after this date.

Office of the President

The Board of Trustees delegates to the president the authority to implement board policies and to manage the daily affairs of the College. The Office of the President provides support for all departments of Illinois College and serves as a primary contact between the College and a number of external constituencies, including trustees, donors and the surrounding communities.

As the senior administrative office, the Office of the President has a special concern for ensuring that the variety of academic programs, cocurricular programs and campus facilities well serve the educational needs of Illinois College students. It also strives to provide the resources necessary for carrying out the mission of the College.

In the long-standing tradition of Illinois College, the Office of the President seeks to be responsive to student concerns and warmly welcomes interactions with individual students, as well as with student organizations. Students may make appointments with the president in Tanner Hall (217.243.3001) or can contact her directly through barbara.farley@mail.ic.edu.
The vice president/dean has oversight for the Division of Student Affairs which includes career services, community engagement and service, counseling, diversity and multicultural affairs, health services, IC Connections, residential life, religious life, security and student activities. The professionals in the division assist in providing a safe, supportive environment, in which students can make choices, explore and develop personal values, accept responsibility and learn how to lead. The dean and the student affairs staff provide opportunities for students in the area of character and leadership development, service, community building and positive life choices. The division partners with professors and academic deans to help students maximize their abilities and talents.

The dean is the students’ advocate and resource. When questions or concerns arise, the dean will assist students and/or their families in addressing the issue. The dean meets regularly with students, in groups and individually, to provide counsel. When students choose to behave outside the standards/procedures set by the community, the dean may be one of the persons on campus who communicates with the student and sanctions, if warranted, the student in order to achieve appropriate personal and community behavior. The dean expects all students to behave both on and off campus in a manner that reflects positively on themselves and Illinois College.

Besides assisting students with personal concerns, the dean advises Student Forum, plans social and leadership events, facilitates honor award selections, plans student campus building and renovations, assists with student retention and supports student leadership involvement.

:: Literary Societies – The seven literary societies, three women’s and four men’s, continue to flourish at Illinois College. They hold weekly business meetings and literary programs, where members offer debates, orations, essays, declamations, dramatic monologues, readings, extemporaneous speeches and individual compositions. They also offer many services and social activities that benefit society members, all Illinois College students and the Jacksonville community.

:: Parent Council – The Parent Council represents all parents of Illinois College students by promoting active parent involvement in the College. The association advances interaction and support between the College and parents.

Disability Services
Office of Disability Services
Bruner Fitness and Recreation Center Third Floor – Phone: 217.245.3774

Illinois College is committed to providing equal educational opportunity for individuals with disabilities in accordance with the various policy statements of the College and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The Office of Disability Services plays an integral role in supporting the mission of Illinois College to develop students’ qualities of mind and character. It is dedicated to provide students with documented disabilities assistance in identifying special needs and resources, advocacy for the accommodations they may need and support for growth by helping them to assume greater responsibility for their educational and personal success.

Our goal at Illinois College is to provide an excellent education for all students so they can be and do their best. The Office of Disability Services welcomes students, faculty and staff to stop by or call to consult or discuss existing or potential needs. The objective is to always provide reasonable accommodations that result in academic and individual achievements.

Counseling Center
(Templeton Counseling Center)
Bruner Fitness and Recreation Center Third Floor – Phone 217.245.3073

Templeton Counseling Center (TCC) is dedicated to providing students with psychological support as they pursue their academic and personal goals and to facilitating the acquisition of psycho-emotional skills that will enable them to grow and develop throughout their lives. The center offers a range of counseling services: individual, couples and group counseling, as well as educational programming and support groups. These services are provided by licensed professional therapists and are free to all Illinois College students.
students. TCC office hours are 9 a.m. to 5 p.m. Monday through Friday. Services are provided by appointment only. After-hour appointments are available upon request.

Illinois College has also contracted with the Center for Psychiatric Health for psychiatric and additional psychotherapy services. There is a $10 co-pay for these additional services, but no limit on the number of sessions for IC students during the academic year. These services, as well as other off-campus resources, are available through TCC. All services are strictly confidential.

Emergency psychological services can be accessed after hours by contacting your resident assistant, Office of Campus Security at 217.245.3111 or going to the emergency room at Passavant Hospital, 1600 West Walnut Street, Jacksonville, Illinois.

Health Services (Chesley Health and Wellness Center)  
Bruner Fitness and Recreation Center Third Floor – Phone 217.245.3038

The philosophy and mission of the Office of Health Services is to provide health care in support of the whole person. Health services seeks to maximize each individual's potential physically, emotionally, spiritually and intellectually.

Toward this goal, health services will provide culturally sensitive primary medical care to meet the needs of all enrolled students. Health services also educates the campus community about healthy lifestyles, disease and injury prevention and management of chronic illness or disability. Each individual is personally responsible and actively participates with the staff to attain/maintain his/her health status.

A family nurse practitioner directs health services in collaboration with a physician. Our nurse practitioner diagnoses and manages acute episodic and chronic illnesses along with emphasizing health promotion and disease prevention.

Services include acute physical/psychological illness evaluation/treatment, well female care, reproductive health care including STD testing/treatment, chronic illness management, selected immunizations, laboratory screenings, blood pressure and glucose screenings. Physical exams for study abroad and athletics may be scheduled for a nominal fee.

:: Health Services Office Hours – Clinic hours are Monday through Friday from 9 a.m. to 12 noon, and Tuesday, Wednesday and Friday from 1 to 4 p.m. for health questions and/or problems, unless otherwise posted. The office is closed between 12 noon to 1 p.m. for lunch. If you have a question or situation, we can make an appointment for you at the health services desk. Appointments are scheduled every 15 minutes.

:: After-Hour Call – If you feel the need for medical care or advice after our office closes at 5 p.m., on weekdays or anytime on the weekends, please consult the information below to obtain the care or advice you need.

Prompt Care: 1000 West Morton Avenue (very close to the College, on the corner of Morton Avenue and Gladstone Street) 217.243.6520. Open daily Monday-Sunday 8 a.m. to 8 p.m. except major holidays.

24 Hour Nurse Line: 217.528.7541 and ask for the Telenurse Line. Anytime our office is not open, these nurses can answer health related questions and help direct you to the type of medical care you need or give you care instructions. This service is FREE and available 24 hours per day!

Passavant Area Hospital Emergency Room: 1600 West Walnut Street. (northwest part of town on the corner of Walnut Street and Westgate Avenue) The hospital is open for emergent healthcare needs 24 hours a day, seven days a week, even holidays.

If you need an ambulance, call 911.

:: Peer Health Educators (PHEs) – In order to improve health education programming on campus, the Chesley Health and Wellness Center initiated a Peer Health Educator program as an affiliate of the BACCHUS Network. PHEs are a trained group of peer educators who raise awareness, provide education and are a resource to other students on a wide variety of health issues such as stress management, depression, anxiety, healthy relationships, safe sexual relationships, alcohol, drugs and eating/weight concerns. IC’s peer educator group educates students on campus and designs, organizes and participates in awareness campaigns. Peer educators also learn about professional resources on campus so that a student who needs help with a problem will be properly referred. PHE’s do not act as counselors.
:: AlcoholEdu Program/Haven (sexual violence prevention) Program – Illinois College provides a comprehensive alcohol prevention and sexual assault prevention program. All first year students and transfer students are required to complete this program online. The AlcoholEdu program is a nonopinionated alcohol prevention program used by over half a million students on campuses nationwide. The course uses science-based research to educate students about alcohol and its effects. Whether a student drinks or not, AlcoholEdu for College will empower them to make well-informed decisions about alcohol and help them to better cope with the drinking behavior of their peers.

Haven addresses the critical issues of sexual assault, relationship violence and stalking which impact countless college students across the country. Haven is an interactive module designed to engage and empower students to create safe, healthy campus environments.

:: Second Chance Program – Second Chance is an alcohol education program developed to assist students who have had issues with alcohol. This program is modeled after BASICS, Brief Alcohol Screening and Intervention for College Students. This is a proactive program that teaches students to identify risky behaviors and methods to decrease potential harm to themselves and others.

College students are referred to the Second Chance Program after their second alcohol infraction per the Illinois College Alcohol Policy. Students can also self-refer to the program if concerned about their own drinking behavior. The health services professional staff administers the program.

:: Emergency Phones – Phones for emergency purposes are located in the lobbies, foyers and entries to most buildings. These phones are primarily for emergency services (911) and campus security (245.3111), but will make local and on-campus calls also. There are ten blue-light emergency phones located on campus. These phones are located at the south end of the football field, the College Avenue Apartments, north of Mundinger Hall, the Historic Upper Quadrangle area, north of Rammelkamp Chapel, the Abraham Lincoln Hall parking lot, the parking area west of Crampton Hall, the gravel parking lot south of Greene Hall, the parking lot behind the Octagon House and the parking area located by the physical plant. These phones are easily recognized by the blue star.
light above the phones. They are equipped with a red emergency button which, when pushed, automatically connects you to the 911 emergency operator and activates the blue light to flash, drawing attention to the area. Most of these phones also have a conventional keypad which can be used to contact campus security or make local and on-campus calls.

:: Escort Services – An escort to any location on campus may be obtained by calling campus security at 217.245.3111.

:: IC ALERT – IC ALERT sends emergency notifications and important messages from the College to your mobile phone, Blackberry, wireless PDA, pager, smart or satellite phones and email addresses, including “pop-ups” to Google, Yahoo or AOL personal pages. Visit this link www.ic.edu/icalert.

:: Parking – All currently enrolled students must have their vehicles registered with the campus security. All vehicles parked on College property are required to have a current parking permit hanging from the rear-view mirror, and must be currently licensed and operational at all times. Parking permits are issued in the campus security office located in Gardner Hall Basement. Parking lots and parking permits are color-coded and clearly marked: the Orange lots are for all first-year students and anyone who elects not to pay a parking fee, there is no charge for these lots; the Green lots are for on-campus returning residents and cost $35 per semester, a Green permit is always required to park in the Green lots; the Blue lots are for commuter students, faculty and staff, and cost $35 per semester. Parking in Blue lots is restricted only from 6 a.m. to 6 p.m. Monday through Friday, and is available for other permits at all other times. Students, faculty and staff are not allowed to park in any of the visitor spaces or bookstore customer spaces on campus. Vehicles parked in handicap spaces must display handicap plates or a valid handicap hang tag. Certain parking lots will have some Green and some Blue parking spaces, and the spaces will be clearly marked. It is the vehicle owner’s responsibility to park in the space appropriate to the vehicle’s permit. Vehicles parked illegally (not displaying the appropriate permit for the lot) will be fined $30 for each incident. Illinois College assumes no responsibility nor liability for damage to vehicles while parked on College property.

Parking fees are charged in advance in the fall for the full year, and refunds will be available to those who do not return the second semester (see the business office for details). Parking fees and fines are collected by the business office and will be charged to student accounts. Appeals to parking citations must be filed in writing to the director of security within seven days. Appeals must include name, address, phone number, email address, vehicle license number, parking decal number, ticket number, date issued, location, violation and reason for appeal.

:: Rape Aggression Defense Program (R.A.D.) – The Rape Aggression Defense Basic Personal Defense System is a national program of realistic self-defense tactics and techniques taught for women only. All courses are taught by nationally certified R.A.D. instructors.

Office of Career Services
Baxter Hall Main Floor – Phone 217.245.3040

The Office of Career Services prepares students to make informed and purposeful career choices throughout their lives. Our goal is to develop students who are sure of their values, aware of their skills and prepared for life in a changing employment market. We count on students to get involved with career services programs like the Student Work Office, career exploration, internships and job search.

:: Career Exploration and Preparation – Career services uses a nationally-recognized set of inventories to help students work their way through the process of choosing a major or career path. Students can access the inventories 24 hours a day, seven days a week on our website. Results are shared with students through one-on-one meetings with a career services staff member. StrengthsQuest results will also be used to help explore possible career areas.

:: Graduate School Assistance – Planning for graduate school begins well before the senior year. Career services helps students with the graduate school timeline, testing information, application process and provides a variety of materials for researching graduate programs.

:: Internships – Internships are one component of the experiential learning program at Illinois College which includes field work, internships, practica, student teaching and more. Students who intern have the opportunity to put their classroom experiences to work in a real world setting. Some internships are
paid, others are not, depending largely on the field or industry. Internships can be for credit or not for credit. Students often participate in unpaid internships during the semester while earning credit. Internships are a major recruiting tool for most organizations. Opportunities are only limited by a student’s ability to dream and plan ahead!

:: Job Search – Illinois College works with students individually to personalize their job search experience and make sure they know how to conduct a successful job search. That means being able to identify employers, produce professional résumés and knowing how to articulate what you can do for an employer. The Office of Career Services has access for students to utilize online job boards that are for positions that require a college degree. The Office also transports students several times a year to career fairs throughout Illinois.

Student Work Office
Baxter Hall Main Floor – Phone 217.245.3040

The Student Work Office (SWO) assists students with part-time employment opportunities both on and off campus. All students will need to complete a W-4 Tax form and an I-9 Employment Eligibility form prior to working on campus. In order to complete these forms, students must bring one form of identification (a student ID card, driver’s license, etc.) as well as one document proving eligibility to work (Social Security Card, Certified Copy of Birth Certificate, etc.). These forms can be filled out in the Student Work Office and any questions can be directed to the phone number listed above.

Office of Community Engagement and Service
Caine Second Floor – Phone 217.245.3596

Service to our communities is at the heart of an Illinois College education. The College has been honored to be named to the President’s Higher Education Community Service Honor Roll and is the only downstate institution to have received this honor every year since the award was established. The Honor Roll serves as the highest form of federal recognition a college or university can receive for its commitment to volunteering.

In a typical year, 73 percent of our students contribute more than 34,700 hours as volunteers. Many students are involved in campus organizations dedicated to service, while others seek out opportunities to share their talents with the Jacksonville community through classroom instruction or through volunteer interests of their own.

Service learning is another important aspect of service at Illinois College. Many classes incorporate service learning into the curriculum, and other service opportunities provide reflection after the service action to discuss the process.

The Office of Community Engagement and Service is a resource for individuals and student groups interested in providing service locally and globally.

:: Campus Wide-Service Events – The Annual “Service Blitz” takes place for all first-year students the first Sunday before classes begin which engages students in a service project in the community. “Glocal” is a new initiative that focuses on service activities students are already doing combined with new projects to provide service both locally and globally. “Chuck it for Charity” is a campus-wide event that allows students to donate unwanted clothing, furniture, small appliances, basic household items and nonperishable food items to local charities at the end of the spring semester.

:: Service Organizations and Events – Our community engagement programs provide students with many ways to put their skills and passions to work for others. Illinois College has an institutional commitment to leadership and service and has a thriving array of service organizations on campus.

From Alpha Phi Omega to UNICEF, student organizations engage in service both on campus and off, participating in a wide range of events that include food drives, dog walking and 5K charity runs.
Office of Diversity and Multicultural Affairs
Caine Student Center First Floor – Phone 217.245.3271

Our mission is to help build and maintain an environment at Illinois College that is enriching and welcoming to students of diverse backgrounds, cultures, races, ethnicities and experiences. The Office of Diversity and Multicultural Affairs is committed to serving all students of Illinois College. We aim to assist in the continual development of an inclusive campus climate that is conducive for academic achievement and ultimately degree attainment.

Office of Religious Life
Rammelkamp Chapel Second Floor – Phone 217.245.3060

From its founding in 1829, Illinois College has had historic ties with both the Presbyterian Church (USA) and the United Church of Christ and its educational program is carried on within a context derived from the Judeo-Christian heritage. In addition to chapel services, campus fellowship groups are encouraged so that students may grow to understand each other and their faith and the world through service to others and through study and reflection. The College chaplain is available for counseling and consultation as well.

:: Chapel Services – The College offers weekly ecumenical chapel services on Wednesdays at 10 a.m. in Rammelkamp Chapel. These services are intended to serve as a focus of worship on campus and as a forum for the presentation of religious, ethical and social concerns. Distinguished scholars from outside the College, as well as local clergy, faculty members, students and the College chaplain present these services.

:: Fellowship Groups – A variety of Bible studies are offered as opportunities to help those interested in studying the Bible to develop a deeper understanding of their faith.

:: Religious Groups – There are a variety of religious groups on campus: Brothers and Sisters in Christ, Fellowship of Christian Athletes, Newman Catholic Community, REIGN, Service With a Smile, Prayse Liturgical dance group and Smooth Stones.

Office of Residential Life
Abraham Lincoln Hall First Floor – Phone 217.245.3012

The residential life main office staff consists of the director of residential life, an assistant director and an area coordinator. The in-hall staff includes the area coordinator, an apartment manager, six residence hall directors and 33 resident assistants (RAs). All residential life staff members are, in part, responsible for the creation of an environment that promotes a positive academic and group living experience. The residential life staff roles are many, but include: administrator, policy supporter, programmer and counselor. The main office staff members are professionally qualified and have many years of experience and training in working with college students in a residential setting.

Residence hall directors and resident assistants are student para-professionals. Residence hall directors are former RAs who are responsible for a building of residents. They work closely with the director and assistant director and help supervise a staff of RAs. RAs are peer advisors located on each floor of a residence hall.

The Office of Residential Life also handles all room and board assignments, assists students with roommate conflicts, oversees the educational and social programming in the residence halls and hears judicial cases.

Office of Student Activities
Caine Student Center First Floor – Phone 217.245.3094

The Office of Student Activities, located within the Center for Student Involvement, complements academic programs through development of, exposure to and participation in a variety of programs, activities and leadership opportunities. The amount of energy - both physical and psychological - that students expend at college has shown to positively affect their development.
The Office of Student Activities provides students a chance to develop their leadership skills, develop marketing and public relations skills and have fun while getting involved in campus life. The office also serves as a resource to all student organizations to assist in their development.

:: Family Weekend – Family Weekend is an opportunity for families to visit with Illinois College faculty and staff and to get a feel for “life” on campus. Events include a concert choir and wind ensemble performance, special events and athletic competitions.

:: Holiday Dinner – The Holiday Dinner is an opportunity for all students, faculty and staff to join together and celebrate the holiday season. This exciting event is held annually near the end of the fall semester.

:: Homecoming – Homecoming is a long-standing tradition at Illinois College. The many activities planned for homecoming week include a pep rally, parade, class games, formal dance and much more.

:: Leadership – The Office of Student Activities encourages and works with individuals and various campus groups on developing leadership skills. Individual and group consultation is available along with leadership training through workshops, retreats and other programs. The Leadership Library also serves as a resource for all students and new materials are added regularly.

:: Literary Societies – One of the most distinguished features of Illinois College is the literary societies. They have remained a long-standing tradition in Illinois College’s history of excellence. Today, the seven literary societies seek to perpetuate the early collegiate literary traditions of debate, extemporaneous speeches and literary criticism. The literary societies also offer many community services and social activities that benefit society members and the Illinois College and Jacksonville communities.

:: Preview – The “Preview - IC What’s Happening” is Illinois College’s campus wide weekly newsletter and calendar. The Preview is available in hard copy form, as well as on IC’s website.

:: Siblings Overnight – Siblings Overnight, an event planned by the Student Activities Board, is designed for siblings, nephews/nieces, cousins or whomever an Illinois College student would like to bring. Events typically include: open gym, inflatable games, a photo booth, a pizza party and a special evening performance. This is a fun opportunity for siblings to spend time with their IC student and have a great time!

:: Student Activities Board – SAB plans events and activities that strive to fulfill the educational, social and entertainment needs of the IC community. SAB sponsors homecoming week, comedians, bands, movies, trips, lectures and many other activities during the year.

:: Student Organizations – Participation in clubs and organizations helps round out the college experience by sharpening organizational, leadership and communication skills. The Office of Student Activities serves as a resource to all student organizations.