Campus Mailings
All mailings must be endorsed by an individual, a College department or a student organization. Mailings which fail to meet this requirement will not be permitted in the campus mailboxes. Mail should be addressed as specifically as possible (student, staff, faculty name; department, building, box number) to aid in distribution.

Cash Machine
There is an ATM located inside the main entrance to the Bruner Fitness and Recreation Center.

Check Cashing
Students may cash checks in the Office of Accounting Services located in the Tanner Hall business office for up to $50 per day, Monday through Friday, 8:30 a.m. to 4:30 p.m. There is no service charge for cashing checks. There is a processing fee for checks returned for insufficient funds.

CONNECT2 (http://connect2.ic.edu)
CONNECT2 allows students to view their class schedule, grades, transcript, number of convocations attended, Advising Worksheet and financial aid information. Students can see listings, course descriptions and class schedules for the upcoming semester.

Email
Every student enrolled at Illinois College is assigned an official Illinois College email address. Important campus-wide announcements and emails from faculty and staff are sent to students via this official email address. Each student is responsible for regularly checking this email account.

Emergency Phones
To enhance safety at Illinois College ten blue light emergency phones have been installed. 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 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 phones also have a conventional keypad which can be used to contact the Department of Public Safety and make local and on-campus calls.

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.

ID Cards
All Illinois College students are issued picture identification cards. These cards are necessary for entry to residence halls for most residential students, the dining hall for students on the meal plans, checking out library materials, receiving convocation credit, entrance to Bruner Fitness and Recreation Center, checking in at campus and hall events, picking up student payroll checks and cashing checks. Students are expected to have their ID cards with them at all times and to present them to College officials when requested.
Information Technology Help Desk
The Information Technology Help Desk is located in Crispin Hall, third floor. Help Desk personnel are available to assist students and faculty with campus technologies. They can assist with password problems, network settings and basic computer skills. They also field tech-related phone calls and direct them to the proper source.

Lost and Found
The campus lost and found is located in the Center for Student Involvement in the Caine Student Center, first floor. Any items left for longer than 30 days will be discarded or donated if appropriate.

:: IDs – If you need to replace your ID card, please go to the Office of Facilities Management. There is a replacement fee.
:: Keys – If you have lost your residence hall keys, please report it to your RA immediately.

Notary Public
Notary Public services are available in the Office of Facilities Management or the Alumni House at no charge.

Parking
All currently enrolled students must have their vehicles registered with the Department of Public Safety. All vehicles parked on College property are required to have a current parking permit displayed. Parking permits are available at the Department of Public Safety office. Registered cars may park for free in the lot near Park and Edgehill.

Payroll
Student payroll checks are issued on a monthly basis and can be picked up in the Office of Accounting Services, Tanner Hall, second floor. Students are required to present their school ID to pick up a check.

Preview – IC What’s Happening
The “Preview - IC What’s Happening” is Illinois College’s campus wide weekly newsletter and calendar. It is published each week when classes are in session. Announcements for the “Preview” should be emailed to preview@mail.ic.edu by 12 noon on the Wednesday before distribution. Hard copies are available across campus, and the Preview is also accessible via IC’s website.

Public Safety Escort Service
An escort to any location on campus may be obtained by calling the Department of Public Safety at 217.245.3111. A member of the Department of Public Safety staff will provide this service.

Refund Checks
Refund checks can be picked up in the Office of Accounting Services, Tanner Hall, second floor.

Scheduling of Campus Facilities
For scheduling of non-class activities, contact the events scheduler in Parker Science Building 105. For table reservations in Caine Student Center, contact the Center for Student Involvement.

Selling on Campus
Sales people are not permitted in College buildings except to do business with College officials. They are specifically prohibited from selling in residence halls and door-to-door or mail solicitation. Students should immediately report to the Office of the Dean of Students or the Office of Residential Life any unauthorized person who approaches them on campus.

Switchboard
The Illinois College switchboard is located in Crispin Hall, third floor, Help Desk, at the number 217.245.3000. It serves as the general College phone number.
**Tutoring**

Tutorial services are provided to supplement classroom and laboratory instruction. Class attendance and educational tools (textbooks, class notes, course outlines, etc.) are necessary for effective tutorial assistance. This service is provided by Illinois College students who are faculty-recommended examples of academic excellence and is conducted in both small group and individual settings.

To request a tutor, please contact Amy Schwiderski, assistant director of the Center for Academic Excellence, located in Schewe Library 306 (217.245.3299).

**Use of the Campus by Unenrolled Students**

The events and activities of the College exist for the benefit of enrolled students. Students who are not enrolled in the College but living in Jacksonville during a particular year or term are to be regarded as members of the local community and welcomed to the College as such, but they are not to take part in events, productions, trips, etc. that are ordinarily reserved for Illinois College students. Students on leave or who have withdrawn may stay in the residence halls only under the terms of our guest policy.