

# COLLEGE SERVICES

## Academic Affairs and Student Life

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**Provost and Dean of the College** :: Tanner Hall Second Floor –  
Phone 217.245.3010

**Dean of Faculty** :: Tanner Hall Second Floor – Phone 217.245.3010

**Dean of Students** :: Caine Student Center – Phone 217.245.3011

**Dean of Student Success** :: Tanner Hall Second Floor – Phone 217.245.3010

The deans of the College work with students, faculty and staff members to help students achieve academic and personal success and graduation. They oversee a variety of different programs, offices and resources.

### **Archives (Khalaf Al Habtoor Archives at Illinois College)**

Schewe Library Lower Level

Contact: 217.245.3595 or [samantha.sauer@ic.edu](mailto:samantha.sauer@ic.edu)

The primary purpose of the archives is to appraise, collect, organize, describe, make available and preserve records related to Illinois College. Collected materials include official records from governing boards, campus offices, committees and faculty and student organizations, as well as unique campus publications. Additionally, the archives serve as a resource for the community as a learning laboratory - welcoming classes, visitors, and researchers from near and far. The archives at Illinois College has a strong tradition of employing student workers, providing unique hands-on experiences. Find out more at [www.facebook.com/ICarchives](http://www.facebook.com/ICarchives) or [www.ic.edu/archives](http://www.ic.edu/archives).



### **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@ic.edu](mailto:writingcenter@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](http://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 [cochran@ic.edu](mailto:cochran@ic.edu), marked by “IC Journal Submission” in the subject line.

### **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 utilize the services offered in Career Services such as career exploration, resume development, internship and/or research searching and the job search process.

- :: **Career Exploration and Preparation** – Career Services uses a nationally-recognized set of inventories to help students work their way through the process of choosing majors or career paths. 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.
- :: **Graduate School Assistance** – Planning for graduate school begins well before the senior year. Career Services helps students with the graduate school timeline, testing information, and 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 that includes field work, internships, practica and student teaching. Students who intern have the opportunity to put their classroom experiences to work in a real world setting. Internships can be paid or unpaid and for credit or not for credit. Students may participate locally in internships during the academic semesters or anywhere during the summer. Internships are a major recruiting tool for most companies and organizations. Opportunities are only limited by a student’s ability to dream and plan ahead! An internship coordinator is dedicated to helping students brainstorm, locate, apply and succeed when it comes to internships.
- :: **Student-Faculty Research** – While working with Illinois College faculty at the front of their disciplines, IC students have discovered new species, created new technologies, made new connections, and co-authored original research in all majors. Through student-faculty research, students are immersed in a particular topic in a field they find intriguing to increase the subject’s knowledge bank. Research builds critical thinking and problem solving skills valuable to employers or graduate school programs, leads to a deeper understanding of the field, and can be useful when learning new material in coursework. Institutional and departmental funds are available to assist student researchers during the academic or summer semesters.
- :: **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. This means being able to identify employers, produce professional resumés and knowing how to articulate skills and accomplishments to the employer during an interview. 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.
- :: **CareerLINK** – Illinois College’s very own online job and internship database allows students to search 24/7 for potential positions employers and Career Services staff have uploaded. Students are able to search for IC alumni around the world through the mentoring platform. This features allows students to connect with alumni to learn about various career paths or geographical areas. Students can access their CareerLINK account through [login.ic.edu](http://login.ic.edu).

### Center for Academic Excellence

Schewe Library – Phone 217.245.3575

Located on the top floor of Schewe Library, the Center for Academic Excellence is the hub for academic success at Illinois College! Let our academic coaches help you develop an action plan for success at IC. Strengths-based and future-focused, we are here to be your educational partner. We will work with you to develop specific study, time management, or note-taking strategies and beyond.

The Center for Academic Excellence also houses the college’s TRIO Student Support Services Program, a \$1.1 million grant funded by the U.S. Department of Education program that helps first-generation, income-eligible, 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 coaches; grant aid; social events; and programs and services regarding academic success, financial literacy, and career development. More than half of all Illinois College students are eligible for the TRIO Program. For more information or to apply to the TRIO Program, visit: <http://www.ic.edu/TRIO>.

Finally, the Center for Academic Excellence houses Disability Services. We are committed to providing equal educational opportunity for all individuals and strive to provide reasonable accommodations to students who need, and will benefit from, specific learning accommodations. Students who had an Individualized Education Program (IEP) or a 504 plan in high school should contact the Center for Academic Excellence, Disability Services as soon as they are accepted into Illinois College. More information about the services, related policies, forms, and handouts can be found at [www.ic.edu/disabilityservices](http://www.ic.edu/disabilityservices).





More information about the Center for Academic Excellence and all of our programs can be found at: <http://www.ic.edu/centerforacademicexcellence>.

### **Community Engagement and Service**

Caine Student Center 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 an 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.

### **Convocation Program**

Tanner Hall Second Floor – Phone 217.245.3010

Convocations are an integral part of the educational experience and are tied to the mission and vision of the College. Convocations are presentations for the campus community intended to foster “an academic and social environment marked by a pervasive sense of concern for the intellectual, moral, social, aesthetic, and spiritual development” of our students (Illinois College Vision Statement). 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, staff, and students, is chaired by a representative from the Office of Academic Affairs. It chooses the speakers and performances which make up the convocation series. The Committee will approve 20-25 events for convocation credit each semester. Of these, approximately half will be curricular or cultural and half will be presentations related to professional and personal growth. All members of the Illinois College community can suggest presenters for convocations.

The number of convocations required for graduation is 30 and is expected to be accomplished by the end of a student's junior year. The Office of Academic Affairs keeps convocation records and announces convocation programs. The convocation Web page, [www.ic.edu/convocation](http://www.ic.edu/convocation), is the best source for the schedule of programs. Students can see the record of their convocation attendance on CONNECT2 (<http://connect2.ic.edu>).

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

### **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. 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 and Memorial Behavioral Health for psychiatric and additional psychotherapy services. There is 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, the Department of Public Safety at 217.245.3111 or going to the emergency room at Passavant Hospital, 1600 West Walnut Street, Jacksonville, Illinois.

## Diversity, Equity and Inclusion

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 Inclusion 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.

## Global Programming

Baxter Hall Main Floor – Phone 217.245.3874

- :: **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 \$1000 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 [www.ic.edu/international](http://www.ic.edu/international) or call 217.245.3874.
- :: **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 will be available at the Office of Global Programming in Baxter 104B. Students may visit our website at [www.ic.edu/international](http://www.ic.edu/international) or call 217.245.3874.



## 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/their health status.

Services include acute physical/psychological illness evaluation/treatment, well female care, minor dermatologic procedures, reproductive health care (including STD testing/treatment), chronic illness management, selected immunizations, laboratory screening, blood pressure and glucose screening.

Physical exams for study abroad and athletics may be scheduled for a nominal fee.

:: **Health Services Office Hours** – Clinic hours are Monday, Tuesday, Wednesday and Friday from 9 a.m. to 12 noon, and Tuesday, Wednesday, Thursday 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-Hours 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 through Sunday 8 a.m. to 8 p.m. except major holidays.
- 24 Hour Nurse Line: 217.528.7541 and ask for the Tele-nurse 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.

:: **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 an interactive online program designed to reduce the negative consequences of alcohol among students. It is the most widely used alcohol prevention program in higher education, and helps schools comply with Education Department General Administrative Regulations (EDGAR [art 86]). The online programs deliver a personalized experience to all types of students dependent on their current drinking choices, and is proven effective – eight independent studies have verified the efficacy of AlcoholEdu.

Haven is the premier online program addressing the critical issues of sexual assault, relationship violence, stalking and sexual harassment among students, faculty and staff. Created in collaboration with leading campus practitioners and researchers, Haven reaches 700,000 individuals at over 650 institutions 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.



## Information Technology

Crispin Hall Third Floor

IT Service 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 IT Service Desk for further information. IT Service Desk personnel are available to assist students and faculty with the computer facilities from 8 a.m. to 5 p.m. during the academic year.

Please visit our website at [www.ic.edu/servicedesk](http://www.ic.edu/servicedesk) for additional information and instructions.

## Institutional Research

Crispin Hall Third Floor – 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.

## Intensive English Language Program

Phone 217.245.3363

The IELP provides five levels of instruction (basic to advanced) to international students and others wanting to improve their English speaking, listening, reading and writing skills. The program also sponsors intercultural events and language exchanges between IELP students and Illinois College students. Sessions are offered five times during the year: twice per semester and once in the summer. Graduates of the IELP may apply for conditional admission to Illinois College without submitting English proficiency scores. General information is available on the College website at [www.ic.edu/ielp](http://www.ic.edu/ielp).

## Leadership Program (Khalaf Al Habtoor Leadership Program)

Sturtevant 210 and 211 – Phone 217.245.3427 (Director)

The Khalaf Habtoor Leadership Program is unique in the nation and lies at the heart of Illinois College's deep commitment to experiential learning as the most effective tool to inspire and empower our students who work to meet the needs of the 21st century world.

IC students may choose from the many opportunities afforded by

- :: Our key College affiliations and partnerships such as the Clinton Global Initiative University network, the Interfaith Youth Core, CARE America, The Washington Center, and the Chicago Council on Global Affairs, where students in any major can work on issues they care deeply about with experts from around the world;
- :: The distinctive and popular course, "Ethical Leadership in a Democracy," which showcases the power of the liberal arts to develop the habits and values effective leaders most need;
- :: The award-winning service-learning program, The Sonya Project, which makes a real difference in young people's lives;



- :: Speakers and guests of the College, including the Al Habtoor Leadership Lecturer; and
- :: Exciting alternative break experiences which take our students off campus in both the fall and spring semesters.

In addition, Aequitus, the leadership honorary, invites students across all majors who share their passion for leadership and service to plan and take part in a wide range of experiential learning opportunities every semester. Internships for the Leadership Program are also available. Students develop their leadership and management skills by serving as student directors for The Sonya Project, the Helen A. Dean Community Garden, The Innocence Project (Illinois), Interfaith Programming, the Alternative Spring Break, Leadership Program Social Media and Public Relations and Aequitus. Contact leadership program staff for more information about these opportunities and others as they are added.

The program's educational, developmental, and financial resources are available to all Illinois College students.

## Library

Schewe Library – Phone 217.245.3020

Schewe Library is a place to learn by working with one of the librarians or utilizing some of the library's 120,000 books or 100+ databases. The library is a member of the Consortium of Academic and Research Libraries in Illinois (CARLI), which allows searching and direct borrowing from 80 other academic libraries in Illinois.

## Modern Language Laboratory

Kirby Learning Center, Room 18

The Modern Language Laboratory offers modern language students access to state-of-the-art technology, including satellite broadcasts, computer tutorials, 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.

## Museum (*Paul Findley Congressional Office Museum*)

Whipple Hall – Phone 217.245.3595 or email [samantha.sauer@ic.edu](mailto:samantha.sauer@ic.edu)

The Paul Findley Congressional Office Museum interprets and preserves the collections of Congressman Paul Findley. Congressman Findley is a 1943 Phi Beta Kappa graduate of Illinois College and represented the 20th Illinois Congressional District from 1961 to 1983. The museum holds material related to his career in the U.S. House of Representatives, his interests in Abraham Lincoln, and his involvement in the quest of universal human rights and justice in the Middle East. Artifacts on permanent display include Abraham Lincoln's 1837 law office sofa, Findley's congressional office desk, artifacts and records from Findley's service in World War II, as well as campaign material. The museum is currently open by appointment, and available for classroom visits, special events and tours. Find out more at [www.facebook.com/ICFindleyMuseum](http://www.facebook.com/ICFindleyMuseum) or [www.ic.edu/findleymuseum](http://www.ic.edu/findleymuseum).



## Parent Council

Caine Student Center First Floor – Phone 217.245.3011

The Parent Council represents all parents of Illinois College students by promoting active parent involvement in the College. The Council advances interaction and support between the College and parents. The Council meets four times a year and parents can volunteer to be on the Council by contacting the Dean of Students.

Purpose of the Council:

- :: To keep parents informed of Illinois College policies and happenings
- :: To partner with parents in the areas of fundraising, internships, career mentoring and College strategic planning
- :: To have events for parents on the Illinois College campus that foster friendship and goodwill
- :: To promote Illinois College in home communities

## Registrar

Tanner Hall Second Floor – Phone 217.245.3013 or email [registrar@ic.edu](mailto:registrar@ic.edu)

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. To ensure that courses taken at another institution will transfer back to Illinois College as desired, obtain approval from the Office of the Registrar prior to enrolling in summer/transfer courses. Online courses require departmental approval. Please see the Transfer Credit Approval form for more details.

The Office of the Registrar also explains BLUEprint requirements, verifies status of Finish in 4, 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.

You may view your personal records, including grades and number of convocations completed, online on CONNECT2. 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. Please contact the Office of the Registrar if you have questions about your academic record.

- :: **Transcript of Academic Record** – 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 is called Parchment. Neither telephone nor email requests may be accepted.
- :: **Educational Policy Appeals** – While Illinois College operates according to specific policies established by the faculty and administration, the appeal procedure allows for the orderly suspension or change of policy for cause, or in case of extenuating circumstances. Students may appeal an academic action or seek the change or suspension of an academic policy through written petition to the Office of the Registrar. Petitions may be submitted through Connect2.



## 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. The Chaplain/ Coordinator of Interfaith and Inclusion Initiatives works as part of the Diversity, Equity, and Inclusion team to promote religious diversity on campus and to serve as a religious and spiritual resource to faculty, staff, and students of all faiths or of no faith. In addition to chapel services, campus fellowship groups are encouraged so that students may grow to understand each other and their faiths and the world through service to others and through study and reflection.

- :: **Chapel Services** – The College offers ecumenical and interfaith 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 religious leaders, 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, IC Better Together, Prayse Liturgical dance group and Smooth Stones. Students wishing to begin religious or fellowship groups related to other faith traditions (such as a Secular Humanist group or a Hillel) should contact the Chaplain.

## Residential Life

Abraham Lincoln Hall First Floor – Phone 217.245.3012

The residential life main office staff consists of the director of residential life, the assistant director and an office assistant. The in-hall staff includes the assistant director, an apartment manager, seven residence hall directors (HDs) and 32 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: community builder, 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 paraprofessionals. 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. Residential Life also manages the student ID cards, including replacing lost or broken cards throughout the year.

## Speech Communication Center

Whipple Hall 203

The Speech Communication Center (SCC) is a facility open to the entire IC community where individuals can receive practical advice and suggestions (including verbal, written, and video feedback) for improving their speech presentations. Speech Center advisors working in the SCC are trained to help individuals not only improve their presentational skills, but also reduce their anxiety about public speaking. To make an appointment at the SCC or for further details please contact Dr. Adam Jones at [adam.jones@ic.edu](mailto:adam.jones@ic.edu) or call 217.245.3729.

## Student Involvement (*Center for Student Involvement*)

Caine Student Center First Floor – Phone 217.245.3094

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 Center for Student Involvement 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 Center also serves as a resource to all student organizations to assist in their development.

- :: **Greek Lettered Organizations** – Illinois College is home to seven historic literary societies and Alpha Phi Omega, the only national service fraternity on campus. The literary societies have remained a long-standing tradition in Illinois College's history of excellence since 1843. 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.
- :: **IC Connections** – The Illinois College First-Year and Transfer Experience is a program to welcome and support new students as members of our IC community. From Registration Days, the summer reading and writing program, the first-year seminars, Welcome Week and more ... we want to do everything possible to ensure your success once you arrive on campus.
- :: **Leadership** – The Center for Student Involvement 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 the annual True Blue Institute. For more information on leadership development please go to [www.ic.edu/tbi](http://www.ic.edu/tbi).
- :: **Student Activities Board** – SAB is a student organization that 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, family day and many other activities during the year. The five SAB sub-committees include entertainment, impact, music and dance, recreation and leisure and special events. Each committee is chaired by a student leader that is a member of the executive council along with the president, finance and business analyst and social media and marketing intern. To see the calendar of events for the semester and for more information on the Student Activities Board please go to [www.ic.edu/SAB](http://www.ic.edu/SAB).





# Business Affairs

## 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.

- :: Petty cash is managed by and paid in the Office of Accounting Services located in Tanner Hall.
- :: College purchasing is managed by and paid in the Office of Accounting Services located in Tanner Hall. This includes reimbursements and vendor requisitions.
- :: Student payroll checks are issued on a monthly basis. Students may participate in direct deposit. Payroll checks are distributed to the student's campus mailbox. To sign up for direct deposit go to [Connect2/student direct deposit](#).



## Dining Services

Cummings Dining Hall – Phone 217.245.3025

Chartwells Dining Services manages the College dining facilities.

The dean of students, the vice president of business affairs and the Student Senate Room and Board Committee work cooperatively with Chartwells to provide the best possible service, quality and variety of food. The program has been designed to enable you to get together, eat a delicious and nutritious meal and have a lot of fun! There are many special events and innovative programs planned for the coming year.

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](http://www.dineoncampus.com/ic) or talk to the dining services staff for more detail.

### :: **19 Meal per Week Plan with \$50 Flex Dollars**

With this plan, students have the option of eating breakfast, lunch and dinner Monday through Friday then brunch and dinner on the weekends without the risk of running out of meals. Many athletic coaches recommend this plan for their players. This plan ensures that you cannot run out of meals by allowing 1 meal swipe per meal period every day. This plan also includes \$50 in flexible spending between meals without any restrictions. The 19 meal plan is highly recommended for first year students or students who will eat at each meal period. It is also convenient for students who don't want the added pressure of keeping track of their meals so they don't run out around finals time when they need it most. Unused dining points carry over on all plans from fall to spring semester but expire at the end of the school year. Points can be reloaded at any time for as much as is needed by contacting dining services on campus or online.

### :: **15 Meal per Week Plan with \$100 Flex Dollars**

With this plan, it follows the same guidelines as the 19, but it gives more flexibility to those students who need more flexibility at mid-day or late at night by having double the points that can be used at each venue. You're covered for most meals as meals will reset back to 15 every Sunday. As with the 19, you are limited to 1 swipe per meal period and includes \$100 in flexible spending between meals. Unused dining points carry over on all plans from fall to spring semester but expire at the end of the school year. Points can be reloaded at any time for as much as is needed by contacting dining services on campus or online.

### :: **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.

- :: To-Go Container Program provides students with meal plans to receive one reusable to-go container for use in the dining room. This program increases the sustainability efforts and will keep about 24,000 paper containers out of the landfill each year. Students can

exchanges their used container for a clean one or turn it in and receive credit to check out another the next time they need it for their meal on the go.

- :: 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](http://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.
- :: Students are able to scan their student ID and use the flex points on their student meal plans to purchase snacks and beverages from the campus vending machines.
- :: 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 Senate Room and Board Committee.



## Facilities Management

Campus Services Building 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 25 skilled maintenance technicians, custodians and support staff charged with the responsibility for operating, sustaining and improving the College's buildings, grounds, utilities and services. While the office's hours of operation are 8 a.m. to 4:30 p.m. Monday through Friday, the office does 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

Campus Services 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 student residents. Each resident is expected to clean his or her room and take trash, boxes and other garbage directly outside dumpster located within close proximity to his/her/their assigned residence. Residents should not use bathroom trash receptacles as a location to dispose of their personal room trash. Each resident is responsible for buying cleaning/housekeeping items for their own room.

## :: **Maintenance Department**

Campus Services 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.

## **IC Store**

Abraham Lincoln Hall First Floor – Phone 217.245.3444

The IC Store has everything you need to show your school spirit with emblematic apparel and gifts as well as supplies needed for class.

## **Mail Services**

Lincoln Hall, Room 119 – Phone 217.245.3019

All student mail is received at the campus mail center in Lincoln Hall and distributed to individual student mailboxes. Boxes for all on-campus students are located in the residence halls, or in the mailboxes in Lincoln Hall. 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.

All students living off-campus are encouraged to have commuter mailboxes in Lincoln Hall. 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

All mail to be distributed throughout campus should be left at the mailroom in Lincoln Hall for processing.

The Office of Mail Services offers UPS and FedEx shipping on site. All packages shipped by either vendor must be at mail services by 1 p.m. daily. These, as well as other services, are offered on a prepaid cash or check basis only.

You may purchase stamps and mail packages in the office Monday through Friday, 8 a.m. to 12 noon and 1 to 5 p.m. The office is closed from 12 noon to 1 p.m. daily.

Laminating and binding services are offered for a fee at the mail center.

## **Public Safety**

Gardner Hall Lower Level – Phone 217.245.3111

Campus safety and security procedures are coordinated by the Department of Public Safety, consisting of a director and five full-time officers. This office is located in Gardner Hall's lower level. The Department of Public Safety has a vehicle that is used in patrolling the perimeter of the campus. Public safety officers conduct foot and/or vehicle patrols of the campus twenty-four hours a day, seven days a week when school is in session. Public safety officers enforce all regulations and laws on campus of both the College and the State of Illinois. The College has a good working relationship with the Jacksonville Police Department, who assist with incidents that may occur on or near campus. Illinois College enforces regulations concerning underage drinking and the use of controlled substances and weapons. For further information concerning Illinois College policies, please refer to the appropriate section in this handbook.

For a copy of the annual crime report, contact the Department of Public Safety or visit: [www.ic.edu/Relld/607086/ISvars/default/Annual\\_Security\\_and\\_Fire\\_Safety\\_Report.htm](http://www.ic.edu/Relld/607086/ISvars/default/Annual_Security_and_Fire_Safety_Report.htm).



:: **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 the Department of Public Safety (217.245.3111), 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 facilities management building. 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 of these phones also have a conventional keypad which can be used to contact the department of public safety or make local and on-campus calls.

:: **Escort Services** – An escort to any location on campus may be obtained by calling the Department of Public Safety 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](http://www.ic.edu/icalert).

:: **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 hanging from the rear-view mirror, and must be currently licensed and operational at all times. Parking permits requests should be submitted through Connect2, and are issued to residential and commuter students at the Campus Mail Services office once the request has been processed.

Parking lots and parking permits are color-coded and clearly marked.

- The Orange lot is for all first-year students and anyone who elects not to pay a parking fee; there is no charge to park in this lot which is located behind Campus Services on Park Street.
- Green lots are for on-campus returning residents who reside in Turner Hall, Gardner Hall, and Lincoln Hall. These lots cost \$70 per academic year; a Green permit is always required to park in the Green lots.
- The Brown lot is for on-campus returning residents who reside in Mundinger Hall, Greene Hall, Pixley Hall, Ellis Hall, and Fayerweather. These lots cost \$70 per academic year; a Brown permit is always required to park in the Brown lot.
- Blue lots are for commuter students, faculty, and staff, and cost \$70 per academic year. Parking in Blue lots is restricted to the hours between 6 a.m. and 6 p.m. Monday through Friday and is available for other permits at all other times.

Students, faculty, and staff are not permitted to park in any of the parking spaces designated for visitors, IC Store, or Campus Services’ vehicles. Vehicles parked in handicap spaces must display handicap plates or a current and valid handicap hang tag.

The parking lot next to Cummings Dining Hall has designated spaces for both Green and Blue parking permits. The spaces are clearly marked as to the color of permit authorized. 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 neither 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 (\$70 for the academic year which equates to \$35 per semester), and refunds are available to those who do not return the second semester. To receive a refund, contact the Department of Public Safety. The issued permit will have to be surrendered in order to have a refund processed.

Parking fees and fines are collected by Student Financial Services and will be charged to student accounts. Appeals to parking citations must be filed in writing to the director of public safety within seven days. Appeals must include name, address, phone number, and email address, vehicle license number, parking decal number, ticket number, date issued, location, violation, and reason for appeal.



# Development and Alumni Relations

## Corporate, Foundation and Governmental Relations

Tanner Hall, Lower Level – Phone 217.245.3166

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.

## Development and Alumni Relations

Alumni House, 1201 Mound Avenue – Phone 217.245.3046

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 each student on campus through scholarships, global travel and academics. 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 maintains 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.



# Enrollment Management and College Marketing

## 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 with 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.
- :: **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.



## Marketing and Communication

232 Park Street – 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.

## Student Financial Services

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](http://www.fafsa.gov). It is recommended that the FAFSA be filed by as soon as possible after October 1, but no later than October 31, as some sources of aid may not be available after this date.
- :: Students may cash check up to \$50 per day, Monday through Friday, 8:30 a.m. to 4:30 p.m. There is no service charge. There is a processing fee for checks returned for insufficient funds.
- :: All student accounts are managed through Student Financial Services. Charges are due by August 5 for fall semester and January 5 for spring semester. In office payments may be made via cash, check or money order. Online payments (one-time payment or set up a monthly payment plan) towards a student account may be paid through IC's Payment Portal at [ic.afford.com](http://ic.afford.com). The monthly payment plan allows you to pay your bill in 4 or 5 monthly installments per semester with 0% interest. A \$50 administrative fee is charged per semester.



# Intercollegiate Athletics

## Intercollegiate Athletics

Bruner Fitness and Recreation Center Third Floor – Phone 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, baseball and softball fields, soccer fields and an eight-lane, all-weather track.

Locker rental is available for \$50 on an annual fiscal year basis for students, faculty and staff.

:: **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 – (F) = Fall Semester (S) = Spring Semester (W) = Winter

### Men

Baseball (S)  
Basketball (W)  
Cross Country (F)  
Football (F)  
Golf (F, S)  
Indoor Track (W)  
Outdoor Track (S)  
Soccer (F)  
Swimming (W)  
Tennis (F, S)

### Women

Basketball (W)  
Cross Country (F)  
Golf (F, S)  
Indoor Track (W)  
Outdoor Track (S)  
Soccer (F)  
Softball (S)  
Swim Team (W)  
Tennis (F, S)  
Volleyball (F)



# President of the College

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## President of the College

Tanner Hall First Floor – Phone 217.245.3001

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, co-curricular 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@ic.edu](mailto:barbara.farley@ic.edu).