

**LAKELAND**  
COLLEGE

**STUDENT  
HANDBOOK**

**AND**

**ACADEMIC  
CALENDAR**

**2008-2009**

Old Main Hall



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# **LAKELAND**

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C O L L E G E

## **2008-2009**

### **STUDENT HANDBOOK**

**AND**

### **ACADEMIC CALENDAR**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Lakeland College**  
P.O. Box 359, Sheboygan, Wisconsin 53082-0359  
888.5.LAKELAND • [www.lakeland.edu](http://www.lakeland.edu)



# LAKELAND

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## COLLEGE

Since 1862

Dear Lakeland College Student,

Lakeland College is a learning community rich in almost 146 years of tradition. Of these many traditions, the one that means the most to us is our tradition of closeness and mutual support. Lakeland is a true community of learners, meaning that in spite of our diversity and despite our many differences in outlook and beliefs, we care about and take care of each other.

It is also a tradition that we take care of this beautiful place. The campus and its many buildings are home for us, and we try to take care of them as if they were our own.

Lakeland is in many ways its own small town. Virtually all students here work and fill civic roles as members of the community. While learning and teaching always take precedence, there is much to do and much to experience outside the classroom. I urge you to take full advantage of the many opportunities to become engaged in our community and add something to it by participating and by joining. You will have a lot of fun and develop some of the most important and lasting friendships of your life.

Welcome to Lakeland College! Please enjoy your time here as you seek to find and achieve your personal dream.

Very truly yours,

A handwritten signature in black ink that reads "Stephen A. Gould".

Stephen A. Gould  
President



# LAKELAND COLLEGE STATEMENT OF MISSION, VALUES AND EXPECTATIONS

## **Mission**

Lakeland College, a liberal arts college related to the United Church of Christ, is committed to educating men and women of diverse backgrounds, enabling them to earn a living, to make ethical decisions, and to lead purposeful and fulfilling lives distinguished by intellectual, moral, and spiritual growth.

## **Values**

Lakeland is an educational community where students and faculty share academic goals and join in a common intellectual quest. Teaching and learning - the search for knowledge and understanding and the critical examination of ideas, values, and actions - are the central activities of the college.

Lakeland is a just community where the sacredness of each person is honored and where courtesy and honesty are practiced. The college engages in the humane enterprise of educating by helping students make a connection between what they learn and how they live.

Lakeland is a covenantal community, affirming with the United Church of Christ the centrality of religious truth and the promise of Jesus Christ that "one who seeks, finds." The concern for humankind exemplified in the life of Christ is reflected in the core curriculum of the college.

Lakeland is a global community, drawing students of varied ages, religious backgrounds, and cultural traditions, from areas around the world, building community out of the rich diversity of its members, in a climate of civility, respect, and free expression.

## **Expectations**

As a liberal arts college offering both undergraduate and graduate degrees, Lakeland provides students with an education that is broad in scope, comprehensive in spirit, and focused in at least one area of study. Through its curricular and co-curricular programs, the educational experience is designed to prepare students who:

- communicate clearly in speech and writing;
- think critically and reason intelligently across disciplines;
- have acquired the capacity to solve problems through analysis and evaluation;
- have an understanding of the natural world through scientific inquiry;
- are aware of the historical, social, and cultural forces that shape the United States and the international community;
- have an understanding of Christian religious traditions, the role of religion in society and culture, and religious insights into ethics and values;
- have an appreciation and understanding of how the arts enrich life and contribute to culture; and
- are prepared to contribute to their chosen profession, to participate within their communities, and to continue to seek knowledge throughout their lives.

## LAKELAND COLLEGE CAMPUS COMPACT

*Lakeland College is an educationally purposeful community...*

where faculty and students share academic goals and join in a common intellectual quest. Teaching and learning are the central functions of the college and should require more of a student's time than any other activity of the college.

*Lakeland College is an open community...*

where freedom of expression is protected and where civility is powerfully affirmed. The very quality of the college is measured by the quality of communications within the college. A climate of reasoned discourse will prevail here on the strength of clarity of written and oral expression, and on the strength of that expression's civility.

*Lakeland College is a just community...*

where the sacredness of each person is honored and where diversity is pursued. Higher learning at this college builds community out of the rich resources of its members. It rejects prejudicial judgments, celebrates diversity and seeks to serve the full range of citizens in our society effectively. Life in this community will be both equitable and fair.

*Lakeland College is a disciplined community...*

where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good. This community of learning will be guided by standards of student conduct that define acceptable behavior and integrate the academic and non-academic dimensions of campus life.

*Lakeland College is a caring community...*

where the well-being of each member is sensitively supported and where service to others is encouraged. This community will engage in the humane enterprises of educating by helping students make a connection between what they learn and how they live.

*Lakeland College is a celebrative community...*

where the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared. Meaningfully designed celebrations will sustain the vitality and continuity of this community.

*Lakeland College is a Christian community...*

where the values and compassion for humankind exemplified in the life of Christ inform the programs of the college. This community, as a member of the larger Church community, is committed to peace, justice and the integrity of God's creation.

*Adapted from a report to The Carnegie Foundation for the Advancement of Teaching by Ernest L. Boyer.*

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# ACADEMIC INFORMATION AND SERVICES

## Academic Life

The relationships that develop between faculty and students are the core of Lakeland's academic programs. While institutional rules and policies are necessary, they are never an effective substitute for the personal interaction between the inquisitive learner and a willing teacher. At Lakeland we do everything possible to encourage positive relationships between students and faculty, both in and out of the classroom.

For their first year at Lakeland, students are matched with "freshman advisors," faculty who are specialists in helping new students to adjust to College life and master the College's basic rules and procedures. As students gain confidence and a sense of direction, they are encouraged to select an advisor from among the faculty who teach courses in the student's academic major. Normally students select an upper class, major advisor by the end of their freshman year or during the first term of their sophomore year and transfer to that advisor. Forms for completing this change-of-advisor transition are available in the College Registrar's Office.

Lakeland's strong connection between academic faculty advisors and student advisees is designed to help students get to know their classroom instructors and to encourage an educational relationship beyond the walls of the classroom. Throughout their years at Lakeland, faculty advisors provide a responsive, mentoring relationship for a student that offers one sure source of friendly concern, supportive encouragement, and accurate advice.

## Academic Resource Center

The Hayssen Academic Resource Center (HARC) is home to a variety of academic support services for all Lakeland students. Located on the third floor of Old Main Hall, the HARC is where students go to find drop-in tutoring in every subject. Staff from the HARC are frequent guests in Freshman Studies, writing, and history courses teaching skill building workshops on a variety of topics ranging from learning styles and time management to test taking techniques and writing research papers. There is no charge for using the HARC or any of its services. Look for a schedule grid of tutoring availability and hours in the first week of the fall semester. Changes to the schedule are posted on Lake TV and the HARC web site. For more information about the HARC, call the Director, Paul White, at x1412. You can also send general inquiries to [tutoring@lakeland.edu](mailto:tutoring@lakeland.edu).

## Computer Labs

There are computer labs located in Chase, Laun Center, Old Main and the Esch Library. There is also a Mac lab in Verhulst.

### Computer Lab Hours

#### Library

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	12:00 p.m. - 11:00 p.m.

#### Chase 114

Monday - Thursday	8:00 a.m. - 2:00 a.m.
Friday	8:00 a.m. - 9:30 p.m.

<u>Chase 217*</u>	
Monday - Friday	8:00 a.m. - 9:30 p.m.
<u>Chase 219</u>	
Monday - Friday	8:00 a.m. - 9:30 p.m.
<u>Academic Resource Center (Old Main)</u>	
Monday - Friday	8:00 a.m. - 5:00 p.m.
<u>Laun Center Room 128</u>	
Monday – Friday	8:00 a.m. - 10:00 p.m.**
Saturday – Sunday	9:00 a.m. - 10:00 p.m. **

\*Classes meet in this room and would not be available during those times. Teaching Assistants will be available in the labs until 10:00 p.m. and weekends.

\*\*Additional hours are available by calling Security at x1126 after 10:00 p.m.

### **Honors Program**

The Honors Program is designed to provide intellectually curious students an interactive academic experience that fosters innovation and creative problem-solving. Potential Honors students will be invited to complete a program application and participate in an interview with Honors Committee members. Entering freshmen will initially be identified by their high school GPA and test scores, but students may also apply during the first year of coursework at Lakeland College. For more information, please contact Professor Meg Albrinck at x1478, or see her in WAK 307.

### **Kellett School**

Although the main purpose of Lakeland's William R. Kellett School of Adult Education is to make the resources and programs of the College accessible to working adults, courses in this program are open to full-time day students. Undergraduate classes meet one evening per week from 6:00 p.m.-9:15 p.m. or Saturday mornings from 8:30 a.m. to 11:45 a.m. at one of six off-campus centers and on the Lakeland campus. Lakeland College Online offers undergraduate courses utilizing the fully online format. The Kellett School also offers BlendEd courses, which allow students to select either the onground or online formats on a week by week basis. For the online or BlendEd courses, students need to provide their own computers and have internet access. Students who are having difficulty with scheduling because of time and/or personal commitments may find taking a course in the Kellett School to be an attractive solution. Students who are considering taking an undergraduate course- onground, online or BlendEd- should speak with their advisors for more information.

### **Library**

The John H. Esch Library contains approximately 65,000 books and subscribes to about 300 periodicals. It is part of the EasiCat system and has access to the materials of the 13 public libraries and bookmobile of the Eastern Shores Library System. The library has computers for word processing and Internet searching and subscribes to a number of online databases. Off campus access to those databases is available through the Lakeland website.

The Library is open Monday through Thursday 7:30 a.m. to 11:00 p.m., Friday 7:30 a.m. to 5:00 p.m., Saturday 10:00 a.m. to 5:00 p.m. and Sunday 12 noon to 11:00 p.m. It will be open additional hours during final exams.

## **Registrar's Office**

The following services are available in the Registrar's Office:

1. Information on course offerings and class registration, including: adding, dropping, withdrawing from, or auditing a class;
2. Information on special enrollment status, including PACE. Any change in class enrollment status should be processed through the Registrar's Office;
3. Information regarding the student's personal academic record, including: evaluation of transfer credit, graduation evaluations, and grade-point-averages. Students may receive official copies of their transcripts from this office. (See the College catalog for policies and procedures regarding academic files and transcripts.);
4. The following additional forms are also processed by this office:
  - a) Enrollment verifications,
  - b) Enrollment histories,
  - c) Good student verification (for Insurance purposes),
  - d) Change of address,
  - e) Official withdrawal from the College.

## **Registration**

Students must be officially registered for all courses for which they intend to earn credit. First-time students will receive registration materials from the Office of Admissions after they are accepted for admission; returning students, at their home addresses, or through the on-campus mail. In general, registration for each term involves these essential steps, though not necessarily in this order:

1. Application for financial aid is made during the spring term for the following academic year through the Financial Aid Office.
2. Financial obligations, Campus Card pictures, and parking permits are arranged through the Business Office.
3. Academic progress is reviewed and course selections are made with the assistance of academic advisors.
4. A schedule card is filled out, signed by the student's academic advisor, and brought to the Registrar's Office.
5. Residence Hall arrangements are made with the Director of Residence Life after class registration occurs.

The Schedule of Classes is available upon request from the Registrar's Office.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Adding or Dropping Courses**

Students may drop and add courses until the end of the first week of classes in the summer, fall and spring terms or until the second day of May Term. Add-Drop cards for this purpose may be obtained in the Office of the Registrar and requires the signature of the student's faculty advisor.

Students assume all responsibility for adding and/or dropping courses, including the accurate completion of Add-Drop cards and the submission of those cards to the Office of the Registrar before the stated deadlines.

## **Administrative Withdrawal**

### Behavioral -

Where judged appropriate, the President or Dean of Students reserve the right to immediately remove a student from the campus prior to an appearance before the campus Judicial Board or an administrative hearing. This includes any student judged to be harmful to self or others, or whose removal is judged to be in the best interest of the College.

### Psychological -

There may also be an administrative withdrawal of a student based on psychological or psychiatric grounds. A student may be withdrawn from the College, or from College housing, if it is determined by the Dean of Students, and when appropriate in consultation with the campus counselor or with local mental health care institutions, that the student is suffering from a mental disorder as defined by the current American Psychiatric Association Diagnostic Manual, and as a result of the mental disorder:

- engages or threatens to engage in behavior which poses a danger or causes harm to self or others, or
- engages, or threatens to engage in, behavior which would cause significant property damage, or directly and substantially impedes the lawful activities of others. A student suffering from a mental disorder who is accused of a conduct will not be excused from the conduct process unless the student, as a result of the mental disorder:
  - lacks the capacity to respond to the charge, or
  - did not know the nature of wrongfulness of the conduct at the time of the offense.

In such cases the Dean of Students may refer a student for evaluation by the campus counselor or an independent licensed psychiatrist or psychologist chosen by the institution. Students referred for evaluation in accordance with this procedure shall be so informed in writing.

The student's withdrawal from College shall not adversely affect his/her academic standing and record. Students subject to an administrative withdrawal for psychological and psychiatric reasons shall be accorded an informal hearing with the Dean of Students. This meeting shall consist of a review and explanation for this action with the student and/or parents or guardians of the student if possible. The informal hearing shall be conversational and non-adversarial.

Readmission to the College after an administrative withdrawal for psychiatric or psychological reasons must be requested in writing and approved by the Dean of Students and the campus counselor. This section of the Student Handbook regarding Student Conduct Procedures is designed to address conduct situations in a general sense. The Dean of Students reserves the right to change or modify these guidelines based upon the individual situation.

## **Affirmative Action Policy**

Lakeland College provides equal educational and employment opportunities regardless of sex, race, age, religion, national origin, marital/parental status, sexual orientation, or physical handicap. Students who feel they have been denied equal opportunity should bring their concerns to the office of the Dean of Students.

## **Behavioral Expectations and Standards**

The distinct mission of Lakeland College is to provide a quality education within a caring community. This expectation is based on an understanding of growth and development. Value development comes after making choices from among options and the consequences which follow.

A preventative approach is best practiced when the student/College relationship is communicated and understood by the majority of the community. An informal moral agreement exists between the College and each student. The College is not a pure democracy; it is a corporation directed by its Board of Trustees. The staff of the College is responsible for keeping this relationship within acceptable limits. In all communities, some persons have difficulty living up to what is expected of them. When a member of the Lakeland community falls short of the expectations of the community, that community must respond with appropriate action.

## **Cancellation of Classes**

Cancellation of classes due to extreme weather conditions will be announced on the following television and radio stations prior to 6:30 a.m.: Television WBAY-TV Channel 2, WTMJ-TV Channel 4, WFRV-TV Channel 5, WITI-TV Channel 6, WLUK-TV Channel 11, and WISN-TV Channel 12. Radio WCLB - 950 AM, WHBL - 1330 AM, WJUB 1420AM, WTMJ - 620 AM, WBFM - 93.7 FM, WKTT - 98.1 FM, WXER - 104.5 FM, and WBHZ - 106.5 FM. Class cancellation information will be shown on Channel 20, LAKE-TV of the Lakeland cable television system and the Lakeland College Start Page at [www1.lakeland.edu/startpage](http://www1.lakeland.edu/startpage).

If a faculty member is unable to meet with a class, he/she is required to contact the switchboard at "0" prior to the absence. Information transmitted to the switchboard will be shown on Channel 20, LAKE-TV of the campus cable system. Faculty is requested to inform commuter students who are in class. Commuting students should arrange a call network during the first week of classes to help keep each other informed, and minimize the frustration of driving to the campus on a day when a class will not meet.

## **Class Absence Notification**

Class Absence Notification due to extra-curricular activity should include all of the following:

1. Students must notify instructors and request assignments prior to their absences.
2. Students are expected to complete all work missed according to the instructor's policies.
3. Students need to be aware of each instructor's specific absence policy.
4. Athletic calendars are sent to faculty members with updated dismissal dates, dismissal times, and rosters on a seasonal basis.
5. If concerns, problems, or questions arise about absence policies, contact the individual instructor, Richard Gaumer (faculty-athletic representative), and/or Jane Bouche (athletic director).

## **Class Attendance Policy**

Students are expected to be present at all class sessions. The instructor determines the attendance policy for each class. Each instructor is responsible for notifying students of his or her specific policy. Students are expected to be punctual in their attendance at all classes.

## **College Officials**

All employees of Lakeland College are considered College officials. This includes, but is not limited to, vice presidents, directors, deans, hall directors, resident assistants, security personnel and all members of the faculty and staff. Students are to comply with all reasonable directions and requests of all College officials. This includes the request to present a valid Campus Card. Members of the faculty have full authority in their respective classes and any such activities related to the instructional process. Verbal and/or physical abuse directed toward any College official will not be tolerated and will be subject to disciplinary action.

## **Computer Usage**

### Computer Acceptable Use Statement

All students, faculty, staff, and emeriti, as members of the Lakeland Community, have access to many shared computing and networking resources. Lakeland strives to provide an atmosphere that encourages access and sharing of information on local, national, and international levels. As users in the Lakeland Community, individuals must bear the responsibility to use these resources in keeping with the professional and ethical standards of conduct, which the College promotes. Use of these resources should be considered a privilege, and be treated as such.

### Inappropriate Usage

Users must be sensitive to the public nature of shared facilities. Behavior reflects both upon the individual and the College. Computing and networking resources should be used only in accordance with this policy. Any intentional behavior with respect to the electronic environment that interferes with the mission or activities of the College or members of the College community will be regarded as unethical and may lead to disciplinary action under standard College rules for misconduct and existing judicial, disciplinary or personnel processes. Examples of inappropriate and unacceptable use of computing and networking resources include, but are not limited to the following:

1. Destruction of, unauthorized removal of, or damage to equipment, software, or data belonging to Lakeland College or other users.
2. Download and/or installation of software, including, but not limited to ICa, Yahoo Messenger, and MSN Chat.
3. Disruption or unauthorized monitoring of electronic communication. Tampering, modification, or additions to network software, hardware, or wiring.
4. Generation of excessive network traffic exceeding levels, which create errors or performance problems for all users. Applications or computer hardware found to cause such problems may be moved to a different location or removed from the network at the discretion of the network management staff.

5. Willful violations of computer system security.
6. Use of email or messaging services to harass, intimidate, or otherwise annoy another person, including the broadcasting of unsolicited messages or sending unwanted mail. Appropriate College authority may authorize some mass mailing. This would also apply to material originating from this campus but sent to other sites or persons on the Internet.
7. Use of computer accounts, access codes or network identification numbers, passwords, other than those assigned to you.
8. Use of computer and/or network facilities in ways that impede the computing activities of others (for example, randomly initiating interactive electronic communications or email exchanges, overuse of interactive network utilities, playing games on shared resources, or the overuse of network-accessible discussion list or file-transfer sites).
9. Setting up network servers or network services (such as Naming and/or address servers, Web servers, dial-in access, file servers, etc.) without prior authorization of the network management staff. Unauthorized activity of this type may be detrimental to the overall operation of the network and is not allowed.
10. Intentionally creating, displaying, printing or transmitting information, which violates the College's sexual harassment policy.
11. Violation of software copyrights and usage licensing agreements.
12. Violation of the usage policies and regulation of the networks of which Lakeland College is a member or has authority to use.
13. Academic dishonesty (for example, plagiarism or cheating).
14. Spamming - Spamming is when an individual sends a mass email to all students and/or faculty at once. Using your or another person's email account (either a College account or a private personal account) to spam an email to others is not permitted. This also affects the College's server immensely. If this is violated, one may lose access to a College email account.

### Intellectual Property Rights

In many cases, software and data that reside on Lakeland computer systems are owned by an individual, a third party, or the institution, and are protected by copyright law, license, or contract agreements. Users must abide by these agreements. Such agreements may prohibit copying software or data, resale or use of software or data for personal gain, and public disclosure of information without the owner's authorization.

### Intended Use

Computing and networking resources at Lakeland are provided to support the academic and administrative needs of Lakeland Community members, within an intellectual environment where students, staff, and faculty may freely collaborate, both with colleagues at Lakeland as well as off-campus. Because resources are limited, and because of stipulations in license and contractual agreements with software and hardware vendors, users must observe the following conditions:

1. Priority must always be given to those needing to use shared resources for academic purposes.

2. Use by persons not currently enrolled or employed by Lakeland is prohibited.
3. For-profit use by any individual is prohibited.

When using a College computer make sure you always log off when you leave and are finished. By not logging off, it could allow others to access your email account and/or personal information. Also others could violate the College policy and spam from your account.

### Privacy and Security

Every member of the Lakeland community has the right to privacy of personal information stored or transmitted via computer. The administration of computer systems must strike a balance between the goals of privacy and information sharing. The health and well-being of institutional computing resources are the individual and collective responsibility of all users who must guard against abuses that could disrupt or threaten intended uses and operations. In general, information stored on computers is considered confidential, whether protected by the system or not, unless the owner intentionally makes that information available to other groups or individual users. Lakeland College takes the position that computer users wish the information they store on the Lakeland College computer system to remain confidential. Users should not compromise personal security, nor others' privacy, by engaging in any of the following:

1. Intercepting the network communications of other users.
2. Giving private passwords to individuals either at Lakeland or off—campus.
3. Gaining or seeking to gain unauthorized access to files and information resources.
4. Altering or destroying software or data.
5. Interfering with the intended use of any resource.
6. Violating terms of a third-party copyright, patent, license, or contract.
7. Users should be aware that data (including mail) may, due to software or hardware failure, become accessible to those who are not explicitly authorized for that access.

Systems management personnel may, on occasion, have access to such data while performing routine operations or pursuing apparent systems or other users. Systems personnel are required to report apparent improper or illegal activities so discovered. No guarantee of complete privacy is made or implied by this policy.

### Residence Hall network usage (RezNet)

All students wanting to connect their personal computer to RezNet must have their computer certified virus free and spyware free by the IT department prior to connecting to RezNet. The IT department will be available to perform inspections in the lobby of residence halls on move in days.

### Use of the Internet Network

Many of the principals stated thus far apply to users of the international Internet network. Internet tools such as electronic mail, file transfers, and remote login are subject to the acceptable use policies of the Internet governing body, its sub-organizations, and governmental agencies.

As a member of the Internet through membership in WiscNet, Lakeland and all Lakeland community members must adhere to the WiscNet Acceptable Use Policy, excerpted here from the July 27, 1994 revision:

WiscNet's purpose is to advance education, research, economic development, and public service by assisting its members to gain access to scientific, educational, and other resources. It provides access to regional, national, and international networks and hence to national resources such as supercomputer centers.

#### WisNet Policies

1. Use that is consistent with the purpose of the WiscNet is acceptable.
2. Use directly supporting approved uses is acceptable, such as: education, research, or public service.
3. Communications that violate Wisconsin, federal, or international laws are unacceptable.
4. Using the network in a harmful or harassing manner is unacceptable.

#### Website Policy

The website policy was created to set a standard of what would be acceptable on College publications. The reputation and image of the College are manifested in the quality of information published on its Website, and the same high standards as for print publications must be observed. In order to present a positive and professional image and to ensure that information officially provided on the College's Website is both timely and accurate, this Web Use Policy Statement has been adopted to enable general oversight and facilitate the publishing of material on the Lakeland Website. To get a copy of the entire policy contact the Information Technology at x1330. Approved by the President's Council July, 2001.

### **Grade Reports**

Midterm and final grade reports are printed and sent to students one week after the midpoint and two weeks after the end of every academic term. Even though parents may provide a major portion of the financial support for a student's education, they will not automatically receive College grade reports. Legally an adult, the student must authorize the release of grade report information to parents by signing a special waiver form. Waiver forms are included in the orientation packet for each new student and are available in the Office of the Registrar.

### **Plagiarism and Cheating**

In the absence of any other agreement between the student and the instructor, it is assumed that when a student turns in an assignment or takes an examination, every word of the assignment or answer is the student's own work. This means, for instance, that the student and not a friend performed mathematical computations. It means that the student studies for examinations and his/her answers reflect his/her understanding of the material, and that the wording, ideas, and information in a student's essay, exam, or paper are entirely the student's own.

One form of academic cheating is plagiarism, defined by Hulon Willis as..."the attempt to pass off the ideas or language of someone else as your own. If you use information, speculation, a full sentence, or even a particularly vivid or unusual phrase that you found in your research, you are absolutely obligated to acknowledge it, normally in

a note, as clearly and specifically as possible.” (Writing Term Papers, 2nd ed., rev. Alan Heineman [New York: Harcourt, Brace, Jovanovich, 1983], p.57).

The most common instances of plagiarism include the following:

1. failure to provide a citation for a paraphrase or summary;
2. failure to paraphrase or summarize properly, even when a note is provided;
3. copying another source verbatim (word for word) without quotation marks or proper indentation;
4. copying another source without acknowledgement;
5. turning in another person’s paper or other work as one’s own.

Lakeland College expects academic honesty from all its students. Cheating, plagiarism, or other kinds of academic dishonesty are considered violations of established College expectations and may result in penalties ranging from failure of an assignment to dismissal from the College, depending on the severity of the offense. Students who believe they have been unfairly accused or penalized may submit a written appeal, stating the specific details of their situation, to the Vice President for Academic Affairs. Where appropriate, the Vice President for Academic Affairs may take such appeals to the Academic Appeals Committee for a formal hearing and decision. In matters of plagiarism and cheating, the decision of the Academic Appeals Committee is final.

1. It is the student’s responsibility to understand and avoid plagiarism and cheating. Therefore, ignorance and lack of intent are not valid excuses.
2. The usual penalties for cheating and plagiarism include the following:
  - a) rewriting and resubmission of an assignment (sometimes used when plagiarism is clearly unintentional);
  - b) failing grade for an assignment on which cheating or plagiarism has taken place;
  - c) failing grade for the course in which the cheating or plagiarism has occurred;
  - d) dismissal from the College.
3. An instructor’s decision on course grades cannot be overturned by an individual member of the faculty and/or administration. However, students may appeal plagiarism and cheating penalties to the Academic Appeals Committee.
4. A formal appeal is a serious matter and should only be made after the student has thoroughly discussed the matter with his/her instructor and, if still unresolved, with the instructor’s division chair and/or the Vice President for Academic Affairs. Requests for a hearing before Academic Appeals Committee must be submitted to the Vice President for Academic Affairs in writing and must include a clear, sequential account of the facts, the grievant’s reason for appeal, and the relief sought. The committee shall conduct a hearing and may call witnesses. Penalties for plagiarism and cheating may be modified only by formal, written decision of the Academic Appeals Committee to assure both student and faculty members of a fair hearing.
5. The decision of Academic Appeals Committee is final.

## **Refund Policy**

Students who withdraw from the College may receive a refund of their tuition, fees, and board costs, in accord with the following schedule:

1. Full refund for withdrawal before the sixth day of classes (the second day of May Term for those students required to pay tuition for May Term),
2. 75% refund for withdrawal before the eleventh day of classes (the fourth day of May Term for those students required to pay tuition for May Term),
3. 50% refund for withdrawal before the sixteenth day of classes (the sixth day of May Term for those students required to pay tuition for May Term),
4. 25% refund for withdrawal before the twenty-first day of classes (the eighth day of May Term for those students required to pay tuition for May Term),
5. No refund for withdrawal after the twenty-first day of classes (after the eighth day of May Term for those students required to pay tuition for May Term).

The refund schedule is based strictly on scheduled meeting days of classes. Each day in which any Lakeland College day program classes are scheduled to meet counts as a "day of classes" for this purpose. The number of classes a student actually attends is not considered in the calculation of refunds. A student who has not prepaid his/her tuition in full at the beginning of the semester and then subsequently withdraws may have a balance due, not a refund. The College does not make exceptions to this policy.

Eligibility for a refund is contingent upon official notification, in writing, directed to the Office of the Registrar or the Manager of Student Accounts. For purposes of withdrawal and refund, telephone or verbal notice of withdrawal is not adequate and the official date of withdrawal will be established only by the receipt of formal written notice or a completed student withdrawal form, which may be obtained from the Office of the Registrar or the Dean of Students.

College housing contracts are written for the entire term. Therefore, no refunds for room rent will be granted for students who withdraw after the end of the first week of classes or after the first class session in the May Term. For the spring, summer, and fall terms, one week of housing expense will be deducted from the refund for those who withdraw before the beginning of the sixth day of classes.

Withdrawal refunds will be made 30 days after the official date of withdrawal from the College, and then only after all forms and procedures for aid application and official withdrawal have been completed and signed. Students who are suspended or who are asked to withdraw for disciplinary reasons are not eligible for refunds, regardless of the date of withdrawal.

An appeal process exists for students who feel that individual circumstances warrant exceptions from the policy stated above. Appeals should be directed to the Manager of Student Accounts. A successful appeal may be contingent upon official withdrawal in good standing and confirmation of a withdrawal date. If the official withdrawal procedure is not followed, students may forfeit all rights to refunds.

## **Student Disabilities Policy**

It is the intent of the College to help students with disabilities to achieve personal and academic success and to participate fully in College life. The Director of the Academic Resource Center is responsible for insuring that students with disabilities, who meet the academic standards for admission to Lakeland College, will be allowed equal

access to the programs, services, and activities of the College in a manner consistent with federal and state regulations.

Lakeland College will not diagnose, certify, define, or otherwise determine that a particular student does or does not have a disability of any type. Lakeland College will, however, assist any student who feels that he or she may have a disability with finding an appropriate, licensed professional who can provide diagnostic and therapeutic services. These supportive services will be provided only to students who present written diagnostic documentation of a disability.

#### *The College's Responsibility to Students with Disabilities*

Students with documented disabilities are entitled to reasonable accommodations. Reasonable accommodations are modifications or adjustments to either the College environment or to academic processes, which make it possible for students with disabilities to perform the functions necessary for fulfillment of College degree requirements. Special accommodations may be, but are not limited to, assistance with note taking, tape-recorded lectures, extended time for exams or coursework, etc. Reasonable accommodations include neither that which require significant difficulty or expense to the College, nor personal items such as eyeglasses. Requests for accommodations will be considered on a case-by-case basis and decisions will be based on individual need.

#### *The Disabled Student's Responsibility to the College*

The Student is responsible for providing appropriate written diagnostic documentation, sufficient enough to identify the nature and extent of his/her disability, to the Director of the Academic Resource Center. Acceptable documentation would include a letter stating the nature of the disability from the health care provider (physician, nurse practitioner, psychologist, therapist, etc.) Educational, vocational, and rehabilitation evaluations (DVR, M-TEAM, etc.), which specifically address the disability, would also be appropriate. Special accommodations proven helpful in the past should be indicated.

The student is responsible for informing appropriate College personnel of his or her accommodation needs. Such "appropriate personnel" may include, but is not limited to, instructors, residence life staff, academic advisors, campus security personnel, Counseling office staff members, and Health Care personnel. The student is responsible for providing information regarding needs for accommodations at least six weeks in advance of the beginning of an academic term so that the College can respond appropriately. Each student shall also engage in appropriate levels of self-help in obtaining and arranging for accommodations or auxiliary aids.

#### *Disclosure of Disability Information*

All disability related information is considered confidential information unless the student gives permission to share this information with other College personnel that may be helpful to the student. Information pertinent to accommodations will be shared only with appropriate College personnel such as faculty, residence hall director, campus nurse, campus counselor, etc.

### Support Services for the Disabled Student

Assistance is available for students who are qualified under the Americans with Disabilities Act (ADA) to receive required accommodations. Students who require disability-related accommodations should contact the Director of the Academic Resource Center for help in requesting accommodations. The Academic Resource Center is located on the 3rd floor of Old Main.

### **Student Mobilization Policy**

It shall be the policy of Lakeland College to provide reasonable accommodation to any student called to emergency national or other government service. In the event a Lakeland College student is mobilized into the armed forces of the United States, the National Guard, or other mandatory government service, the following policy shall pertain. Traditional day program students receiving orders to report for active duty or other mandatory emergency government service should notify the College Registrar of the date for activation and the projected length of active service when known. Students enrolled in Kellett School programs (Graduate Studies, Lifelong Learning, and Lakeland College On-Line) receiving such orders should notify the College through the Kellett School administrative staff indicating the date of activation and the projected length of active service when known. Preliminary notice may be given by phone, email or by letter but shall be followed by the submission of a photo copy of the government orders or notice of activation which shall be forwarded to the Registrar for inclusion in the official record of the student.

#### Mobilization On or Prior to the Last Date for Withdrawal

When a student is mobilized on or prior to the last date for withdrawal from a course, the student shall receive a "W" as the course grade and shall be entitled to a full tuition credit to re-enroll in a Lakeland course within one year of deactivation from mobilization.

#### Mobilization Following the Last Date for Withdrawal

When a student is mobilized after the last date for withdrawal for a course, the student may elect to:

1. With the full consent and cooperation of the instructor, receive an "I" as the temporary course grade; and within 90 days of deactivation from the mobilization, complete the course requirements (including the final examination), and receive a permanent course grade. Failure to complete the work within the prescribed time will result in the student receiving an "F" as the permanent course grade. -OR-
2. Receive a "W" as the course grade and a full tuition credit to re-enroll in a Lakeland course within one year of deactivation from mobilization.

It is the student's responsibility to notify Lakeland College of his/her mobilization status and to contact the instructor to make appropriate arrangements if option 1 is chosen. Failure to follow these procedures will result in the student's receiving an "F" for any course unofficially vacated.

When practical and course scheduling permitting, students serving on active duty may wish to continue their course of study through offerings delivered through Lakeland College On-Line (LCOL). Students are encouraged to contact the LCOL Office of the Kellett School to inquire into whether they can enroll in a future term in courses which they were unable to complete due to mobilization. Under some

circumstances, mobilized students may be able to continue their education prior to the date of release from active service by taking advantage of available distance learning delivery systems.

### **Transcripts**

A College transcript is a record of the student's academic progress including courses, credits, grades, major(s), minor(s), and honors earned at Lakeland College and credits accepted in transfer from other schools. In accordance with the Family Educational Rights and Privacy Act of 1974, transcripts are considered confidential and are not to be released to a third party, other than authorized College personnel, without the written permission of the student.

Requests for transcripts should be presented, in writing, to the Office of the Registrar, giving notice of at least one week. All transcript requests must include the student's signature, social security number, and name when attending Lakeland College. The cost of each transcript is \$5.00. An additional \$5.00 will be assessed for short notice of two days or less. The charge for faxed transcripts is \$10.00. Upon degree completion, each Lakeland College graduate will be provided with one transcript at no charge.

Please note that all financial obligations to the College, including the full payment of all fines, must be arranged to the satisfaction of the Manager of Student Accounts before transcripts will be released or sent.

### **Withdrawing from a Course**

A student who wishes to withdraw from any course may do so until approximately the end of the tenth week of a summer, fall or spring term or the tenth day of the May Term. Please refer to the current College catalog for specific dates. Official withdrawal from a course requires that the student secure approval from both the course instructor and academic advisor. Course withdrawal forms, for the purpose of recording that approval, may be obtained in the Office of the Registrar. Students assume all responsibility for withdrawal from courses, including the full completion and submission of the course withdrawal form. Class absence without official withdrawal will mean a failing grade for the course.

## **STUDENT LIFE INFORMATION AND SERVICES**

### **Alumni Relations**

The Alumni Office serves as a liaison between Lakeland and its alumni. The office maintains up-to-date records of alumni and communicates regularly with alumni to keep them informed of Lakeland activities. The Alumni Office is a valuable resource for campus organizations by providing contact information for the organization's alumni as needed. The office also handles the development, planning, and coordination of alumni class reunions and special events such as Homecoming, the Blasters Golf Tournament, Alumni College, Graduation Celebration, and various events throughout the state and country.

The Alumni Association Board of Directors is an extension of this office and serves both alumni and the College by promoting and supporting Lakeland. The Presidents of Student Association and LC-CAB automatically serve on the Alumni Board as leaders of the student body. In addition, two representatives from the most recent graduating class—one from the day program and one from the Kellett School—are selected to serve a one year term on the Alumni Board.

The Senior Circle, a student group of volunteers, is organized by the Alumni Office to serve as a liaison between the Alumni Office and the student body. This group of future alumni meets throughout the year to provide feedback regarding programs and services offered to alumni and to help develop and facilitate networking opportunities between alumni and students. If you are interested in joining Senior Circle, please contact the Alumni Office.

### **Athletics and Intramurals**

Lakeland College is a member of the National Collegiate Athletic Association (NCAA) Division III. Muskie women and men athletes compete in the Northern Athletics Conference. Lakeland has nine intercollegiate varsity sports for men (baseball, cross country, wrestling, basketball, football, tennis, golf, track, and soccer) and eight for women (basketball, cross country, golf, soccer, softball, tennis, track and volleyball). It also sponsors a club team in men's volleyball. All home pre-season and regular season athletic events and intramurals are free to all students who present their Campus ID Card.

#### *Philosophy of Athletics*

At Lakeland, we believe that a sound, well-structured varsity athletic program provides a common focus for members of the entire College community through which students, faculty, staff and alumni meet and share a common experience. We do not offer athletic scholarships, but we believe that varsity athletic programs should serve to help recruit the kind of students who will be a credit to themselves and Lakeland College. This also helps develop a favorable public image for the institution.

At Lakeland, we seek to provide a sound athletic program, which operates effectively on three levels: intercollegiate, intramural and lifelong recreation. At each level the primary purpose is the continuing development of the individuals who participate.

The explicit College commitment on all three levels of the athletic program reflects the philosophy that athletics are integral part of the educational mission of this institution. This involves the teaching of proper modes of conduct as well as a variety of skills, which emphasize cooperation, enjoyment and honest competition with winning as a goal rather than an end.

#### *Class Absences*

Class Absence Notification due to extra-curricular activity should include all of the following:

1. Students must notify instructors and request assignments prior to their absences.
2. Students are expected to complete all work missed according to the instructor's policies.
3. Students need to be aware of each instructor's specific absence policy.
4. Athletic calendars are sent to Faculty members with updated dismissal dates, dismissal times, and rosters on a seasonal basis.
5. If concerns, problems, or questions arise about absence policies, contact the individual instructor, Richard Gaumer (faculty – athletic representative), and/or Jane Bouche (athletic director).

### Class Attendance Policy

Students are expected to be present at all class sessions. The instructor determines the attendance policy for each class. Each instructor is responsible for notifying students of his or her specific policy. Students are expected to be punctual in their attendance at all classes.

### Intramural Athletics

Intramural activities are available to both men and women. There is a structured program of league competition as well as more informal recreational possibilities for enjoyment. Students who would like to participate in intramural activities should contact Mike Bachar at x1411.

All participants assume financial responsibility for injuries resulting from intramural activities.

### Objective of Intramural Athletics

Intramural sports are recognized as an integral part of the student's education. The combination of academic study and the participation in intramural sports allows students to enhance their skills and their recreational interests and abilities. There is great value in wholesome, competitive physical activity. This compliments the purpose of higher education.

*The objectives are:*

1. To offer a variety of activities that creates a balance between light and vigorous exercise as well as between team and individual sports.
2. To develop social relationships and attitude by enforcing high standards of sportsmanship, fair dealing with groups and individuals, and providing the opportunity for leadership and fellowship.

### **Todd Wehr Center**

The (Todd) Wehr Center is primarily used for intercollegiate events, practices, instruction, and recreation. The building is reserved for Lakeland students, faculty, and staff. Users of the building must make arrangements with the building supervisor in order to guarantee reserved time.

### Hours of operation:

Monday - Friday	8:00 am – 10:30 pm
Saturday	12:00 pm – 5:00 pm
Sunday	2:00 pm – 10:00 pm

### General Building Rules

1. Posted regulations governing the use of various facility areas must be followed at all times.
2. It is the responsibility of the user to be aware of building regulations.
3. Acceptable rules of conduct must be observed at all times. Any user of these facilities who engages in disorderly conduct, including verbal or physical abuse of any employee or other user is subject to immediate removal and the loss of building privileges.
4. Lakeland College is not responsible for lost or stolen items. Valuables should be locked in locker rooms.

5. Anyone using the facility must dress appropriately. Street shoes are not acceptable.
6. Only Lakeland College employees are permitted in the equipment and supply rooms.
7. Eating and drinking are permitted only in the lobby area of the building.
8. Smoking is not permitted in the building.
9. Bicycles, skateboards and roller blades are not permitted in the building.
10. Posters for bulletin boards must be approved by the building supervisor.
11. All injuries must be reported immediately to the building supervisor and trainer and an accident report must be completed.
12. Children under 14 years of age must be accompanied by an adult. This includes the children of staff or faculty.
13. Daily use lockers are available, but locks must be taken off each day.
14. All participants must obey instructions posted on the outside of the sauna regarding proper usage.
15. Intramural equipment may be checked out for use in the Wehr Center only with a student Campus Card.

#### Wehr Center Field House & Woltzen Gym Policies

1. Only non-marking athletic shoes are allowed. Check black soled athletic shoes to ensure that they are of the non-marking type. Hard-soled shoes will damage the floor and are not permitted.
2. Throwing balls against the walls is not permitted.
3. Hanging from the basketball rims and slam dunking is not permitted.
4. A shirt is required in all areas of The Wehr Center, except in locker rooms. At no other time, nor in any other location, may an individual walk in any part of the Wehr Center without a shirt. A sports bra itself is not considered a shirt. An individual must wear a shirt over a sports bra.
5. No activities or practices are allowed in the lobby, hallway, or lounge area.
6. The College has zero tolerance for violence or intimidation of any sort. Any physical abuse or derogatory language of any person, or conduct that threatens or endangers the health and safety of any member of the College will result in immediate removal and disciplinary actions.
7. Food and drink will only be allowed in the front lobby. All other areas are for exercise and recreational activity and food is not permitted. Only water bottles filled with water are permitted in the gym.
8. Tobacco of any kind is not permitted in the building.
9. Theft should be reported immediately to the building or night manager who will file an incident report with security.
10. Lakeland College interprets vandalism as the willful or malicious destruction or defacement of the college property. Lakeland College has zero tolerance to any damage caused by vandalism.

11. Bicycles, roller blades, and skate boards are not allowed in the building. Bicycles are not to be locked, chained or attached in any way to the building structure or handrail. In such circumstances, security will be notified and bicycles will be removed.
12. Animals are not allowed in the building with the exception of those assisting individuals with disabilities.

#### *Fitness Center & Weight Room Policies*

1. USERS WORK OUT AT THEIR OWN RISK. If you have questions on the use of any piece of equipment, please ask the supervisor on duty.
2. All users must show school/membership ID.
3. All guests must be accompanied by an eligible user of the fitness center and weight room. Guest must check in at the desk and show a photo ID. Eligible users are responsible for the conduct and the actions of their guest and must accompany them at all times.
4. Guests must be 16 years of age or older and must provide proof of age upon request. Guests must fill out a membership card prior to use of equipment.
5. Workout clothes and appropriate shoes must be worn. Sandals, open toe shoes or street shoes are not permitted.
6. A shirt is required in all areas of the Wehr Center, except in the locker room area. At no other time or in no other location, may an individual walk in any part of the Wehr Center without a shirt. A sports bra by itself is not a shirt. An individual must wear a shirt over their sports bra. String or ripped tank tops are not allowed.
7. Personal items may not be taken onto the fitness center floor. Personal property such as books and backpacks must be stored in the lockers provided.
8. Always make sure your locker is well secured. It is recommended that you keep all valuables at home. Neither Lakeland College nor its employees will be responsible for lost or stolen property.
9. Personal locks cannot be left on lockers overnight. Personal locks will be cut off at the end of each day and contents will be bagged.
10. Food and drinks are not permitted, except for water bottles with water.
11. The Wehr Center is a tobacco free facility. Smoking, tobacco chewing dipping or chewing gum is not permitted, nor is spitting on the exercise floor or equipment.
12. All users must clean and wipe off equipment after use. Alcohol, drugs and banned substances are not allowed in the facility.
13. Each user must be trained on each machine before using it. Questions about the equipment should be directed to the supervisor on duty.
14. Time is limited to a maximum of 30 minutes on all cardiovascular equipment when someone is waiting.
15. Users must return bars/weights to the proper place/racks after use. Users are not permitted to move any stationary equipment or furnishing.

16. Do not place weights or stand on any equipment including benches. Weight belts are not allowed on exercise equipment where the belt buckles makes contact with the upholstery.

Participants must observe all posted policies/regulations and verbal instruction from Wehr Center staff. Violators will be asked to leave the facility.

### **Calendar of Events**

A master calendar of all College events and social activities is kept at the switchboard at the Nash Admission Center. Any College activity, organizational activity, or special event should be reported to Marcy Werthmann (x1217) at the earliest possible date to avoid double scheduling of events.

### **Campus Ministries**

At Lakeland College, we are committed not only to academic growth, but also to moral and spiritual growth. It is our hope that our graduates will become socially responsible citizens, who integrate their heart, head and faith. The Chaplain's office of Lakeland College seeks to provide a safe place for students to grow in faith, encounter new religious traditions and even ask questions about their own faith. The Chaplain is committed to respecting and supporting each spiritual and religious tradition that is represented on campus. There are a number of programs, worship opportunities and events that students can attend, as they choose.

Students can find a number of ways to nourish their spiritual life at Lakeland College. Christian chapel services are held on Wednesday evenings at 7:00 p.m. in Ley Chapel. These student centered worship services are open to all who wish to worship on campus. Students can stay after worship for a time of fellowship and conversation at 7:30 p.m. in the lower level of the chapel. Additionally, students will discover that there are a number of discussion groups, service projects, fellowship events and educational opportunities that are available to them through the Office of the Chaplain.

The College Chaplain is available for individual spiritual counseling and as a resource for students and student groups. For more information about how to get involved with spiritual life contact the Chaplain, The Reverend Kelly J. Stone at x1349 or [stonek@lakeland.edu](mailto:stonek@lakeland.edu).

### **Campus Shop**

The Campus Shop, located on the first floor of the Laun Center, is the source for textbooks, school supplies, and Lakeland imprinted apparel and giftware. Purchases may be made by cash, check, Visa, Master Card, American Express, or Discover. The Campus Shop is open during the school year Monday through Thursday 7:45 a.m. to 6 p.m., Fridays 7:45 a.m. to 5 p.m., and some Saturdays 12 p.m. to 4 p.m.

### **Career Development**

It is the philosophy of the Career Development Office that students should actively engage in preparing themselves for life after Lakeland. Career Development aids students and alumni in developing, evaluating, and effectively initiating and implementing career plans.

*We help students:*

1. Engage in self-assessment and career research using the online systems FOCUS and Vault

2. Obtain occupational information
3. Navigate the process of selecting an academic major and career counseling
4. Find on and off-campus employment, including part-time, fulltime, and seasonal positions using Career Connect, Lakeland College's online career management program
5. Develop effective job search methods
6. Explore careers through internships and other forms of experiential learning

To carry out these tasks, we offer credit-bearing career classes (LAK 101 and LAK 201), workshops, seminars, internship opportunities, individual counseling, assistance in establishing a credential file, access to our Career Development Resource Center and Career Connect, which allows students to create a profile, manage an online portfolio, map out career workshops and events, connect with mentors, access career PowerPoint presentations and search for internships, part time and full time employment and local seasonal positions. To log into Career Connect or view additional information, go to <http://www.lakeland.edu/student-services/careerdev/>. All students are encouraged to use the services provided by Career Development.

### **Change of Address**

Notify the Registrar's Office immediately of a change of local address, permanent address, and/or telephone number.

### **Check Cashing**

Checks up to \$25 may be cashed at the information desk in the Campus Center. Checks up to \$100 may be cashed in the Business Office. There is a \$15.00 charge for checks returned for any reason.

### **College Vehicles**

College vehicles are to be driven only by those students who have been hired by the College and are authorized to do so. The Lakeland College Driver Registration and Check-List/Safety Review Form must be completed before driving any campus vehicle.

### **Counseling Services**

#### Academic

Students who have academic difficulties have a number of resources and programs available to them on the Lakeland campus. The first and most important source of academic advice is the student's academic advisor.

Lakeland College offers tutoring assistance to help those who experience difficulty in a specific course or subject area. Tutors are usually students who have excelled in the subject. There is no charge for tutoring services. A tutoring schedule is posted at the beginning of each term. Help with reading, note-taking, and study skills are available by contacting Paul White, Director of the Hayssen Academic Resource Center at x1412. You can also send general inquiries to [tutoring@lakeland.edu](mailto:tutoring@lakeland.edu).

#### Financial

Students experiencing financial difficulties or having questions regarding charges to their account are encouraged to contact the Manager of Student Accounts, Sue

Bialk in William A. Krueger, Room 109, x1258. Assistance in the areas of payment options and credit responsibilities will be provided.

### Personal

All people encounter some situation in their lives for which they may need help. Concerns may revolve around stress, grief, a relationship, the family, use of alcohol, drugs or food, feelings of low self-esteem, a lack of assertiveness, or depression. To assist in these situations, a licensed psychologist will provide counseling for students who seek increased self understanding and insight into academic, vocational, or personal problems. Located in Brotz Hall, individual counseling appointments are available. For more information or to schedule an appointment with Dr. Cary Knier, call x1527 or email her at [knierca@lakeland.edu](mailto:knierca@lakeland.edu).

### Spiritual

The college years will challenge young adults to consider how they view themselves and how they view the world. At Lakeland, we are dedicated to creating an educational experience that engages the mind, heart and the spirit. The Campus Chaplain, Reverend Kelly J. Stone, is available for personal and spiritual counseling to students from all religious and spiritual backgrounds. The Chaplain's office is located in Laun 100, students are welcome to stop in at any time. If you prefer to make an appointment contact Chaplain Kelly Stone at x1349 or at [stonek@lakeland.edu](mailto:stonek@lakeland.edu).

## **Day Care Center**

The Learning Tree Academy of Lakeland College is State Licensed for children 6 weeks to 10 years of age. The Learning Tree Academy has two buildings. The building housing infants, one and two year olds is located between the Suites. The second building houses the 3 year olds and older. It is located north of the College on County Trunk M. The Learning Tree Academy provides a high quality program for children of Lakeland College students, staff, and faculty. The environment offers a variety of activities to stimulate the young learner. Through the developmentally appropriate curriculum, children are exposed to play opportunities in which they express their independence, social skills, problem solving skills, and an innate joy of activity. Our children are also exposed to guided discovery opportunities that allow them to stretch their curiosity, experiment with alternatives, and gain intellectual empowerment over their environment. If you have questions about the Center, would like to tour the facilities, or wish to register your child, please call the Learning Tree Academy at 565-3296 and ask for Ann Gutoski, Director.

## **Dean of Students**

When a student does not know where to go for assistance, he/she can come to the office of the Dean of Students. The Dean of Students and her staff provide assistance to all students with any College related concern. There are many faculty and staff on campus eager to assist students. The Dean of Students and her staff will provide assistance for students or make referrals to others on campus that can help.

Promoting a campus environment that provides an opportunity for all students to learn and develop is an important function of the office. The Dean of Students is available to assist any students who have questions or concerns. Contact the Dean of Students, Sandra Gibbons-Vollbrecht at x1248 for assistance.

## Dining Services

Lakeland Dining consists of four major components:

*Blue & Gold Dining, the all you care to eat meal plan in Bossard Hall*

*Muskie Mart & Muskie Grill*

*The Daily Grind, our upscale coffee shop featuring Crimson Cup Coffee products*

*Lakeland College Catering*

All of our facilities are located in the Younger Family Campus Center. Bossard Hall is on the east side of the second floor and the Muskie Mart and Muskie Grill are on the west side. The Daily Grind is in the first floor lounge area near the fireplace. The Lakeland Dining offices, including Lakeland College Catering, are on the second floor, between Bossard Hall and the Muskie Mart. In addition, the One Card (or Campus Card) office, for campus ID cards, is located next to the Lakeland Dining offices.

### Blue & Gold Dining

There are several Meal Plan Options available to students:

#### The BLUE Plan

200 meals per semester: 150 meals thru Blue & Gold Dining and 50 Flex Meals PLUS \$175 in Muskie Money

#### The GOLD Plan

150 meals per semester: 110 meals thru Blue & Gold Dining and 40 Flex Meals PLUS \$300 in Muskie Money

#### The PLATINUM Plan

100 meals per semester: 75 meals thru Blue & Gold Dining and 25 Flex Meals PLUS \$450 in Muskie Money

#### The SAPPHIRE Plan (for Apartment residents only – Kurtz, Morland, Hill, and South)

75 meals per semester: 60 meals thru Blue & Gold Dining and 15 Flex Meals PLUS \$500 in Muskie Money

#### The DIAMOND Plan (for commuter students only)

35 meals per semester: 20 meals thru Blue & Gold Dining and 15 Flex Meals PLUS \$225 in Muskie Money

FLEX MEALS may be used for treating a guest to a meal or for regular meal entry to Blue & Gold Dining when the serving area is open. Students may also use Flex Meals (during posted hours) in the Muskie Grill or The Daily Grind. The Flex Meals and Blue & Gold Dining meals are automatically loaded onto the One Card according to the plan selected.

MUSKIE MONEY is automatically credited to your One Card when you select one of the meal plans above. Muskie Money may be used in any of the dining facilities on campus – Muskie Mart, Muskie Grill, The Daily Grind, Blue & Gold Dining, and in the Pub, located on the first floor of the Campus Center. You will notice that as the number of Blue & Gold Dining meals decreases, the amount of Muskie Money increases. This is because most students eat a finite amount of food and the objective of the meal plan choices is to provide the best possible match to the students' preferred eating habits.

NOTE: If, near the end of the semester, you have lots of meals left on your Blue & Gold Dining account but almost no Muskie Money left, you should consider changing your plan for the next semester to one which offers fewer Blue & Gold meals and more Muskie Money. Conversely, if you have too much Muskie Money and not enough Blue & Gold meals, switch to a plan with more Blue & Gold meals.

For most students, the least expensive way to eat is in Blue & Gold Dining because of the variety and unlimited offerings. We only ask that you eat all the food you take to avoid food waste. You may always return for seconds if you are still hungry!

Please remember that your One Card may be used by you and you alone (except for guest meals when your guest accompanies you). Misuse of your card may result in disciplinary action.

### Muskie Mart and Muskie Grill

The Muskie Mart is the campus convenience store. A variety of items, from laundry supplies to frozen foods, snacks, and beverages, are available for purchase with cash or your One Card. One Card purchases may be made with Muskie Money or your General Account. (See below for more information of types of accounts available.)

The Muskie Grill offers a wide variety of popular grill & “fast food” type of items. You make purchases with cash or your Muskie Money or General Account. Payment is made at the Muskie Mart cash register and you will be given a numbered receipt. When your number is called, your food is ready. Hours cover from lunch through late night dining most nights – the hours are posted at the entrance to the Muskie Inn.

### The Daily Grind

The Daily Grind is the very popular upscale coffee shop on the first floor of the Campus Center. It features Crimson Cup coffees. You may use cash or your One Card Muskie Money or General Account to purchase a variety of items from snacks to Hot Chocolate, Hot Lattes, Fruit Smoothies, Iced Coffees, Chai Tea, Vanilla Cremes, Italian Sodas, and the Famous Daily Grind Mocha. A Flex Meal may be used to purchase a small hot beverage or a medium beverage plus a bakery item and a piece of fruit. Hours are posted at The Daily Grind.

### Frequently Asked Questions

*One Card (Campus Card)* – This is your Lakeland College Identification Card. It is used for admission to and for purchases in all dining facilities. The One Card serves as a debit card in three ways:

1. *Muskie Money* may be used in the Muskie Mart, Muskie Grill, Blue & Gold Dining, The Daily Grind, and the Pub. Muskie Money does transfer from Fall Semester to Spring Semester. *You cannot add money to this account nor will unused money be refunded at the end of May Term*, so please be aware of your balance; the cashier can tell you your balance at any transaction in the locations where Muskie Money is honored.
2. *General Account* money is an option for you to make a deposit for use on campus in vending machines, laundry, and purchases in the Campus Shop (Follett's Bookstore). The General Account funds may also be used in The Muskie Mart, Muskie Grill, The Daily Grind, and Blue & Gold Dining. You may make additional deposits at any time in the Business Office (WAK 108), Muskie Mart, The Daily Grind, and Blue & Gold Dining; deposits must be made with cash or a check. You may get a refund of unused money in excess of \$5.00 in this account.
3. *Follett's Account* is money deposited for purchases in the Campus Store (Follett's Bookstore) only. This account was created to allow students and their families to track textbook and supplies expenses separately from food related expenses. You may get a refund of money in this account.

To get or replace your One Card (Campus ID Card), please visit the One Card Office located in Bossard Hall just to the left as you enter. If you lose your card, please report it immediately at the One Card Office or call x1358 (after hours call the Muskie Mart at x1540) and your card will be deactivated to protect any funds you have in your account(s). A temporary card can be issued until you find your card, at which time it will be reactivated at no charge. There is a \$10 replacement fee if you need a new card. Because your Campus Card is also a debit card, protect it as you would your credit/debit card!

*Visitor/Guest Meals* may be purchased at the Blue & Gold Dining cashier/scanning station as well as at The Daily Grind and Muskie Mart. Flex Meals may also be used to purchase meals for visitors. Discount meal tickets may be purchased at the Business Office.

*Food may not be taken out of the Blue & Gold Dining Room* except when the Grab N Go take-out option is selected. While we offer an “all you care to eat” program in Blue & Gold Dining, the food must be consumed in the dining room to help us keep the cost affordable for our students. Another way to help us control costs is to please eat all you take instead of throwing food away. As part of our “Blue & Gold Dining goes Green” program, we encourage returning to the serving line for seconds to reduce the amount of items being added to the waste stream. It will also help ensure your food will be hot when you eat and will reduce the likelihood of gaining the dreaded “Freshman 15” when your eyes are bigger than your stomach!

*Academic Break Services* during Thanksgiving, Christmas and Spring Break are limited. Meals are not included in the Blue & Gold Dining Meal Plan options at these times and a nominal fee will be charged. May Term meals are included in the Meal Plan.

*Special diet* needs can be accommodated by Lakeland Dining. Please contact the Director, Greg Hopkins, at x1227 or [hopkinsgp@lakeland.edu](mailto:hopkinsgp@lakeland.edu).

Dining hours are posted in the Campus Center and the menu is posted on the Lakeland College logon page: [www1.lakeland.edu/Startpage/start.asp](http://www1.lakeland.edu/Startpage/start.asp).

## **Financial Aid**

Student financial aid information is available from the Financial Aid Office located in William A. Krueger Hall, Room 103. Office hours are Monday – Friday from 8:00 am – 4:30 pm. Walk-in appointments are available, but a scheduled appointment is preferred to ensure time to discuss your questions. Contact Information: x1214 or [finaidofs@lakeland.edu](mailto:finaidofs@lakeland.edu)

## **Health Services**

The nurse, Sherry Carstens, is available full-time, 8:00 a.m.–4:30 p.m. Monday through Friday. She is located in the lower level of Brotz Hall and she is available for consultation and treatment of minor ailments.

*The general services of the nurse are:*

1. First aid and common over the counter medications
2. Personal health counseling and mental health referral
3. Alcohol and drug information
4. Humidifiers, heating pads, ice packs, crutches, etc.

Hospitals, clinics, physicians, dentists, and other health professionals are accessible to the students as well as health education, informational programs and services. Several area physicians cooperate with Lakeland College on a referral basis to provide services when needed.

We will also continue to have the services of a Nurse Practitioner on campus. The Nurse Practitioner will be working with the Nurse to provide our students with a wider range of services. Some of the services she will provide will be the diagnosis of minor illnesses, written prescriptions for medications when needed and physical exams. There will be a \$25 charge for extensive exams or physicals with the Nurse Practitioner, but visits to the school nurse will continue to be free charge. The Nurse Practitioner will be available to our students on a part-time basis. Exact times when she will be available will be posted. We also do on site testing for Mono, Strep and Pregnancy at a minimal charge.

All referrals to dentists, physicians, counselors and hospitals are at the expense of the student. Be sure to have your family or student insurance card available. Students should have a copy of the insurance card they are covered under.

New students and students who have been absent from the campus for a year or more are required to submit a completed physical assessment form to the campus nurse. All health information is used by the College nurse as background for administering to the student's health needs.

In addition, all students are required to submit records that a TB test has been given and read by a health provider. Students are required to have the test completed and read within six months of the start of classes. A meningitis vaccination is also strongly recommended.

If you need more information or have questions you can contact the Nurse at x1523 or by email at [carstenssl@lakeland.edu](mailto:carstenssl@lakeland.edu).

### **Information Desk**

The Information Desk is located on the main floor of the Campus Center. Students may cash checks, purchase postage stamps or get change from the desk attendant. Students may also check out equipment to play pool in the Pub for 50 cents. For winter weather, jumper cables and shovels may also be checked out.

#### *Hours of operation:*

Weekdays — 9 a.m.-10 p.m.

Weekends — 10 a.m.-10 p.m.

\*Hours subject to change without notification.

### **Keys**

All students will receive a mailbox key or combination during Welcome Week. In the event that you should lose a key, report the loss to the Mailroom in William A. Krueger Hall. The replacement cost for a mailbox key is \$10.

Resident students will receive a room card key upon check in. If you lose or break your room card key, report it to your Resident Assistant and/or Hall Director. There is a \$15 replacement fee for lost keys.

If your room key malfunctions, report it to your Resident Assistant and/or Hall Director. Under no circumstances will any student be allowed to possess keys that were not issued to him/her by a staff member. The College reserves the right to confiscate any key and take disciplinary action where appropriate.

## **Lake-TV**

Lake-TV is a campus run broadcast on cable channel 20 which provides information and announcements of interest to all students, faculty and staff. This includes class cancellations and activities available to the campus community such as art exhibits, lectures, and performances. It also airs a variety of programming and movies in the evenings.

Anyone interested in posting on Lake-TV should email a power point slide to borksa@lakeland.edu. Contact Sally Bork at x1531 for slide specifications or more information about posting.

## **Loans**

A student may obtain an emergency loan up to \$50 from the Business Office. Students are limited to no more than two such loans per academic year (one per semester). Loan money is limited and is dependent upon repayment of the loan by previous borrowers. Therefore, these loans should be repaid as promptly as possible.

## **Lost and Found**

All lost items should be reported and any found items should be brought to the Campus Center Information Desk between the hours of 9 a.m. and 10 p.m.

## **Mail**

All students are assigned mailboxes in the Campus Center. All on- and off-campus mail will be delivered to these mailboxes. Mailbox keys or combinations are obtained during Welcome Week. After Welcome Week, keys may be picked up in Margaret Teske's office within the Campus Center. Lost keys may be replaced for a \$10.00 fee. Keys must be returned to the Business Office before graduation or withdrawal from the College. Students will be billed for keys that are not returned. Off-campus mail is delivered to resident students through the Sheboygan Post Office. Mail is delivered Monday through Friday.

*Your mailing address should read:*

NAME-MAILBOX NUMBER  
LAKELAND COLLEGE  
P.O. BOX 359  
SHEBOYGAN, WI 53082-0359

Refer to the UPS service section for sending and receiving UPS or freight packages.

## **Military Benefits (Veteran's) Liaison**

Carol Butzen, Veteran's Coordinator, processes all certifications for both state and federal military students. Please be sure to notify her of your enrollment per term and anytime you drop or withdraw from a course. Failure to do so may result in processing delays of your benefits; thus delays in payments to you. To ensure accurate processing of military paperwork, you MUST inform Ms. Butzen of your enrollment and/or any changes to your enrollment each semester. Contact Ms. Butzen at butzencl@lakeland.edu, x6581, or stop by her office in William A. Krueger, Room 115.

## **Money Orders**

Money orders may be purchased in the Business Office for a fee of \$1 per money order. Money orders are issued only once a week, on Fridays. A check (money order) form must be completed by noon on Wednesday to receive a money order check on Friday.

## **The Office of Student Activities**

The Office of Student Activities (OSA), a part of the department of Student Life, has much to offer you as a member of our campus community. We work directly with over 40 recognized student organizations, including 6 fraternities and sororities. OSA provides a variety of campus-wide programs and services ranging from community service to leadership development. There are many opportunities for you to get involved during your time at Lakeland College. Stop in to see Kaye Martin, the Director of Student Activities, in the Campus Center or call x1235 for more information.

### Orientation

Regardless of high school preparation, the transition to college life can present challenges for all new students. The goal of orientation is to help students be successful during that first critical year of college. The orientation program includes information about the many resources and services available, and allows an opportunity to become better acquainted with the campus. College faculty, staff, and students are available during orientation to assist new students and answer questions. There are also sessions and activities provided to assist families in the transition. A separate orientation program is scheduled each semester for transferring students who have some experience with college life but will be new to the Lakeland community.

### Student Organizations

Active involvement in Lakeland College student organizations provides students with a great opportunity to gain valuable skills that will compliment an academic education and make a more well-rounded individual. While keeping in mind that the academic process is the key to collegiate success, co-curricular activities at Lakeland College provide our students with a climate that tests values, sets goals, examines beliefs, refines intercultural communication skills, sharpens organizational skills, advances leadership skills and enhances other personal qualities. Being actively involved in a student organization is also a great way to build valuable relationships, plus it looks great on a resume. To participate in a Lakeland College student organization, students must have a minimum G.P.A. of a 2.0.

If you are interested in receiving additional information regarding any of the existing student organizations or have an interest in starting a new organization, contact Student Activities at x1235.

### Greek Life

Joining one of the six local social fraternities and sororities at Lakeland College will provide you with leadership opportunities, academic services, community service options, and social outlets. Involvement in Greek Life encourages the education of the whole student; intellectually, socially, and spiritually. They strive to develop the greatest potential for each of their members, utilizing individual talents and skills. Membership in one of these organizations will also allow you to develop lifelong friendships, social skills, and many valuable contacts.

Each year thousands of men and women join Greek organizations looking for that traditional “bond” of brotherhood and sisterhood, a sense of belonging that is at the core of all Greek organizations. Sorority and fraternity members work, study and socialize together living by the pillars of Greek Life: Leadership, Scholarship, Service, and Involvement.

### Hazing Policy

Please refer to the College's Hazing Policy in the Campus Life Policies and Procedures section of the handbook. A copy is also available in the Office of Student Activities.

### Greek "Good Standing"

All fraternity and sorority programs must be in good standing as defined by the College. Please contact the Office of Student Activities at x1235 for specific requirements.

### Pledging

Pledging is a time in which each Greek organization welcomes new members into their groups. A student's decision to join a Greek organization can be one of the most rewarding decisions he or she will ever make. The skills they will build, and the self-confidence the successes of Greek Life can instill will all be extremely valuable parts of a student's college education. Students today look toward Greek organizations to provide leadership, friendship, opportunity and tradition. The goal of pledging is to introduce new members to the organization and to make stronger organizations and stronger individuals.

Pledging should be a very fun, educational time when a student learns more about the traditions and beliefs of a given Greek organization and develops close, lifelong friendships with its members. At Lakeland College, we abide by a Hazing Policy where the "hazing" of new members will not be permitted. It is the belief of the College that we all have the obligation to uphold the concepts of basic human dignity and basic human rights. Please refer to the College's Hazing Policy in the Campus Life Policies and Procedures section or a copy may be obtained from the Office of Student Activities.

As we believe that scholarship is the primary reason for attending College, there are requirements for students to be eligible to join a fraternity or sorority. Students must have a 2.25 cumulative grade point average to pledge.

### Greek Social Events in the Greek Suites

With this privilege, comes much responsibility. Having parties within the Greek Chapter Suites is a privilege that Greek organizations MUST monitor very closely and abide by the policies established by the College. Please contact the Office of Student Activities for a copy of the guidelines.

### Use of Alcohol in Greek Suites

1. Alcoholic beverages may be served (only with special event approval) by recognized student organizations that agree to abide by all College rules and regulations. These organizations must also agree to faithfully observe all laws, rules, and regulations set forth in the statutes of the State of Wisconsin, the Town of Herman, and Sheboygan County regulating the use of alcoholic beverages.
2. Student organizations will be restricted to serving beer and wine coolers. Limit of 2 half-barrels of beer. No hard alcohol is allowed.
3. When serving alcohol, a Social Event Registration Form must be submitted to the Director of Student Activities by the contact person, who, on behalf of

the organization, will to the best of his/her ability comply with all laws, rules, and regulations. This person must be present at the function.

4. At all events where alcoholic beverages are served, non-alcoholic beverages must be available. These non-alcoholic beverages must be presented as attractively as are the alcoholic beverages. There must be sufficient non-alcoholic beverages to last the entire night.
5. Alcoholic beverages may not be removed from the area approved for the event.
6. To sell alcoholic beverages at any function, a "picnic permit" must be applied for with the Town of Herman (allow 60 days for application processing.) Permits are approved on the first Wednesday of each month. State laws require the agenda to be posted one week before government meetings. Therefore, picnic permits must be filed two weeks before the actual meeting. When the sale of alcohol beverages has been approved, the Dean of Students and the sponsoring organization will set a minimum charge per drink jointly. Free alcoholic beverages or all-you-can-drink offers are prohibited.
7. Recognized student organizations, such as fraternities or sororities, that rent residence hall space, are subject to the same constraints and regulations as individual students in regard to the consumption and possession of alcohol beverages in such rented space. Upon registration of a social event application, social event regulations will be enforced.
8. The sale and/or consumption of alcoholic beverages at special occasions or a campus-sponsored event must be approved by the Director of Student Activities.
9. Organizations that sponsor such events may not advertise or promote the serving of alcoholic beverages at the event.
10. During non-authorized gatherings/social events alcohol will be limited to two (2) cans of beer per person 21 years or older. No other alcohol will be allowed at these times. Any other alcohol found will be in violation of the campus alcohol policy and subject to disciplinary action.

### **Payroll Checks**

Student payroll checks are available in the Business Office on the 15th of each month. If the 15th is a Saturday or Sunday, checks are available on the Friday prior to the 15th. Students who have questions about the hours they have worked should call Mary Olm, Payroll Coordinator at x1339 or the Payroll Office, William A. Krueger room 104.

Time cards must be turned into the Payroll Office by noon on the Tuesday immediately following each work week to assure that all working hours are included on the monthly paycheck. Pay periods begin the week ending with the first Friday through the week ending with the last Friday of each month.

Lakeland College offers Direct Deposit for Student Employment paychecks at any domestic financial institution. Students are encouraged to use Direct Deposit. Student Employee Direct Deposit Enrollment Forms are available in the Student Employment Office, Brotz Hall.

## 2008-2009 Payroll Schedule

Pay Period (from - to)	Time Cards Due for Payroll Submission**	Pay Date
Week ending 6-6-08 – Week ending 6-27-08	7/3/08	7/15/08
Week ending 7-4-08 – Week ending 7-25-08	7/29/08	8/15/08
Week ending 8-1-08 – Week ending 8-29-08	9/2/08	9/15/08
Week ending 9-5-08 – Week ending 9-26-08	9/30/08	10/15/08
Week ending 10-3-08 – Week ending 10-31-08	11/4/08	11/14/08
Week ending 11-7-08 – Week ending 11-28-08	12/2/08	12/15/08
Week ending 12-5-08 – Week ending 12-26-08	1/2/09	1/15/09
Week ending 1-2-09 – Week ending 1-30-09	2/3/09	2/13/09
Week ending 2-6-09 – Week ending 2-27-09	3/3/09	3/13/09
Week ending 3-6-09 – Week ending 3-27-09	3/31/09	4/15/09
Week ending 4-3-09 – Week ending 4-24-09	4/28/09	5/15/09
Week ending 5-1-09 – Week ending 5-29-09	6/2/09	6/15/09
Week ending 6-5-09 – Week ending 6-26-09	6/30/09	7/15/09

\*\* All time cards are due on a WEEKLY basis by the Tuesday following the week ending period.

### Print Shop

The campus Print Shop, a private enterprise operated by Gary Thede of G.T. Graphics, makes its services available to both student organizations and to individual students. These services include: high-speed black & white copying, digital color printing, laminating, folding, wide format posters, transparencies, programs, invitations, brochures, flyers, tickets, booklets, graphic design services, mailing services, and assorted paper selections for resumes and special projects. The Print Shop is located on the west end of campus, behind the maintenance building. Visit [www.gt-printing.com](http://www.gt-printing.com) or call x1208 for more information.

### The Pub

The Pub is located on the first floor of the Campus Center and is open to all students, faculty and staff. There are billiards, dartboards and a variety of video and other games available at all times. Come in and relax, chat with a group of friends, or study in a casual environment.

The Pub is open for business Monday-Thursday 6:30 p.m. - 11:30 p.m. and on Friday and Saturday 8:00 p.m. - 2:00 a.m. Food and beverages are sold only during posted hours. Alcohol will only be served to individuals at least 21 years old. Carry-ins are not permitted.

\*Hours subject to change without notification.

### Reservations of Facilities

The master calendar is maintained at the switchboard at the Nash Admission Center to assist groups in locating and reserving on-campus facilities for meetings and other social events. All off-campus events should be reported to x1217 to be included on the campus master calendar. Classes, which are scheduled by the Registrar, take precedence over all other events. Reservations for recognized campus organizations are made without charge unless special maintenance requirements are necessary. Reservations should be made well in advance of the event as they are scheduled on a first-come, first-served basis.

Groups using the College facilities must abide by College regulations governing behavior on the campus, and are expected to maintain those facilities in good condition.

The following meeting areas are available for recognized student organizations: Muskie Inn, Ley Chapel basement, and the Laun Center.

Persons on campus who wish to reserve College facilities for a campus activity or event should contact:

Marcy Werthmann x1217 - William A. Krueger Hall, Nash Information Center and Brotz Hall.

Diane Knoener x1221 - Chase and Old Main Hall

Karen Westley x1512 - Wehr Center

Mary Jo Jetzer x1332 - Laun Center

Charlie Krebs x1283 - Verhulst and Bradley Building

Margaret Teske x1228 - Campus Center, Ley Chapel and Pavilion

## **Residence Life**

### *Philosophy of Residence Life*

At Lakeland College, the residence facilities are more than a place to sleep and eat. They are extensions of the classroom; they are places where students learn. You learn how to appreciate diversity by living and working with people different from yourself. You will learn decision-making skills, develop independence, gain self-confidence, learn to accept responsibility and be exposed to a wellness-based lifestyle.

### *Residence Halls*

Lakeland offers a variety of living arrangements on campus. The following living options are available and are subject to modification based on the community standards derived by the residents of the living area and hall staff:

Krueger Hall - Female Residence Hall

Muehlmeier Hall - Coed Residence Hall

Grosshuesch Hall - Male Residence Hall

Brotz Hall- Coed Residence Hall

Krueger Hall, Muehlmeier Hall, Grosshuesch Hall and Brotz Halls are all alcohol and tobacco free.

### **Apartments/Suites – Coed Living Areas**

1. Common areas in the Apartments/Suites are considered alcohol-free unless the contrary is agreed upon by all residents and then alcohol can only be consumed by those 21 years of age or older.
2. All areas of the Apartments/Suites are considered tobacco-free unless the contrary is agreed upon by member of the specific room/Suite.

Individual preferences for living arrangements will be honored whenever possible. The College does reserve the right to make room assignments or reassignments as necessary. In order to enhance and expand the sense of community, Lakeland College requires that all full-time students under the age of 21, regardless of class ranking, live on campus. The only exceptions will be if a student is living with a parent, if s/he is married, if s/he is a former member of the armed services, or if s/he has a child.

### Residence Life Staff

#### *Director of Residence Life*

The main responsibility of the Director of Residence Life is to provide an environment that is conducive to the living and learning of all residents of Lakeland College. The Director is also responsible for the overall administration of the Residence Life Office.

#### *Residence Hall Director*

This person is responsible for overall administration of a residence hall of students, for supervising Resident Assistants (RA's), Academic Programming Assistants (APA's), and/or Apartment Coordinators (AC's), and for the development of programs that contribute to the living and learning environment of each hall.

#### *Resident Assistants*

The RA is a student who has been hired by the Residence Life Office due to their demonstrated leadership qualities and abilities. The RA's main responsibility is to assist in building a community within the residence hall that exhibits openness, justness, discipline, and caring attributes. This is accomplished through personal contact with residents and programs that meet the social, educational, and cultural needs of the residents.

#### *Academic Programming Assistants*

APA's are upper-class students who have been hired by the Career Development Office and the Academic Resource Center to assist students in the residence halls with their academic progress. The APA's assist students by conducting study sessions, individual counseling, peer academic advising, major / minor changes, and directing students to the proper career and academic resources. There is one APA per residence hall.

#### *Apartment Coordinator*

AC's are upper-class students who are responsible for building community and maintaining a safe and orderly environment in and around Hill, Morland, South, Kurtz Apartments and Friedli, Hofer Suites. AC's assist students in acting as a campus resource, role model and facility manager.

## **Safety and Security**

The department of Safety and Security exists to serve the safety and security needs of the College, particularly our student population. The functions of the student and professional staff include ensuring the safety of all College people (guests and visitors), addressing the adherence to College policy, regulating use of College buildings, inspecting facilities and grounds for safety, assisting with fire safety and theft prevention, and monitoring college parking. The security staff has been trained to handle emergency situations and behavioral problems. Be sure to contact the staff for assistance. Reports must be filed with the Office of Safety & Security in all cases of injury, accident, vandalism and theft. The Office of Safety & Security is located in the Campus Center.

### Battery Booster Pack

The department of Safety and Security has a booster pack available for anyone needing to recharge a vehicle battery. The service is free of charge however a valid form of I.D. is required when requested. Call x1126 for assistance.

### Campus Crime Report (See page 81-82)

### Safe Ride

You do not have to walk alone on campus at night. The department of Safety & Security provides a Safe Ride/Walk which is available to any student, staff or faculty member upon request. You may call Security at x1126 to request this service.

## **Safety and Security Policies**

### Disruptive Behavior

Actions by individuals or groups that disrupt an event on the Lakeland College campus or that inhibit the opportunity for other members of the College community to observe the event in reasonable safety are unacceptable at the College. Those individuals or groups that are disruptive could be subject to judicial charges.

### Emergency Evacuation

In the event of an emergency, Security or other personnel will instruct you of proper procedures. For severe weather emergencies, follow the procedures posted in each building.

### Emergency Maintenance Response

Any maintenance emergencies should be reported to Security. These are handled as urgent priorities and will be acted upon immediately.

### Firearms--Possession and Use

The possession of firearms and weapons on the Lakeland College campus is prohibited. The term "firearm" is defined for the purpose of this policy to include, but not be limited to, rifles, shotguns, handguns, pellet guns, BB guns, bows, paint guns, and similar weapons. However, for persons residing on the Lakeland College campus, firearms and bows may be stored for safekeeping at the Office of Safety and Security on a short-term basis.

### Personal Safety and Rape Prevention Programs

Personal safety is the number one priority of our office and all of our programs are directed towards enhancing awareness. Informational programs will be available on Sexual Assault and Campus Crime at a variety of times and locations. There are various brochures and materials available through Security or the Student Life Office.

### Personal Safety Reminders and Precautions

1. Whenever you are walking between classes, in the library, shopping, or driving, stay alert and tuned into your surroundings.
2. Walk with a friend whenever possible.
3. Practice the Buddy System, which includes letting someone know where you are going, when you plan to return, what routes you will take and how to reach you.
4. Stick to well-lit, well-traveled areas. Avoid shortcuts through wooded areas, parking lots, or alleys.
5. Avoid jogging or biking alone. If you must go by yourself, stay clear of isolated or poorly lit areas.

6. Out late studying? Call a friend or the campus Safe Ride service when you're ready to leave.
7. Watch your purse, backpack, briefcase, and recorder. Don't take a break and leave them behind.
8. When driving on campus, expect the unexpected such as pedestrians and bicycles.
9. Be smart and stay safe!

### How to Report a Crime or Emergency

#### *What to Report...*

Suspicious Activity - activity that is out of character with the campus community.

Suspicious Person or People - individuals who do not appear to belong to the campus community.

Criminal Activity or Conduct - damaging personal or College property; assaults against you or another person; exercising control over someone's property; all other activity considered unsafe.

#### *When to Report...*

Immediately

#### Maintenance Emergencies:

8:00 a.m. to 4:00 p.m. call x1225

4:00 p.m. to 8:00 a.m. call Security at x1126

#### Security Emergencies:

Call x1126 for 24 hour service or a Residence Life Staff Member at x1119 or x1118.

#### Security campus extensions:

From any campus phone, one can reach Security by dialing x1126 or x1127 for the Security Director

From any off-campus phone one can reach Security by dialing 565-1126 or 565-1127 for the Security Director

#### In Person:

You may also report a crime, suspicious people, or activities to any Security Personnel at the Campus Center Office or to the Dean of Students.

### **Shuttle Services**

Students who do not have vehicles on campus may take advantage of Lakeland's shuttle service. A Lakeland van makes regular trips from the Campus Center into Sheboygan at various times throughout the day by appointment. A schedule is posted at the Information Desk in the Campus Center at the beginning of each semester. Students may get dropped off at the mall, the grocery store, or the movie theatre and will be picked up after having time to do their errands or see a movie. The shuttle runs during the academic year and throughout the summer, unless a campus vehicle is not available or weather does not permit.

#### **Monday – Friday, 7 a.m. – 5 p.m.**

Runs are scheduled by appointment (perfect for banking, doctor and dental appointments, and visits to businesses that aren't open in the evenings).

### **Monday – Friday, 6 p.m. – 10 p.m.**

The main shuttle leaves for town at 6 p.m. Can't make the 6 p.m. departure? Please contact the driver to make arrangements. The driver will do their best to accommodate any reasonable requests.

### **Over the weekend, shuttles run from 12 p.m. until 5 p.m.**

Students who use the service are encouraged to make a reservation as far in advance as possible. Please call the shuttle office, ext. 1321, or the driver's cell phone at 920-627-0882 to make all arrangements.

## **Student Employment**

On campus student employment information, job descriptions, position openings and counseling regarding part-time jobs on campus are available through the Student Employment Office in Brotz Hall. All positions are posted in Career Connect, therefore students seeking on campus employment are required to register with that program and upload a resume (<https://www.myinterfase.com/lakeland/student>) Supporting the Student as Practitioner model, students are encouraged to seek employment opportunities that provide relevant job experience related to their major.

There is no discrimination in our hiring and retention procedures for students who qualify for our on-campus jobs.

Campus jobs pay a minimum hourly rate of at least \$6.55. Priority for these positions are given to full-time students who have been awarded federal work-study on their financial aid proposal. The actual number of hours that can be worked is determined by the amount awarded on the financial aid proposal, usually 8-10 hours per week. Employment on campus is contingent upon academic progress.

Off campus jobs are not based on financial aid and may be sought independently. Resources regarding off campus jobs are available through Career Connect and from the Career Development Office located in Brotz Hall.

The Student Employment Handbook outlining student employment regulations and policies can be found at <http://www.lakeland.edu/studentervices/careerdev/StudentEmploymentHandbook05.pdf>. Below is a sampling of important policies.

### Attendance

Regular attendance is important for the smooth operation of day to day functions. It is also a reflection on how well you will perform in future jobs and will be a consideration on both your evaluation and future letters of reference. Take it seriously. Student Employees are expected to: \*Be at work at the time you are scheduled. \*Stay for as long as you are scheduled. \*Ask your supervisor in advance about the "call-in" procedure. \*If you are sick or an emergency has come up, CALL YOUR SUPERVISOR AS SOON AS YOU KNOW YOU CANNOT WORK. \*Request time off in advance for long holiday weekends, for appointments with doctors or professors. Requests should be in writing.\* Keep accurate records of the hours you work.

### Time Cards

Timecards are due in the Payroll Office, WAK 104, every week. Supervisors do their best to collect timecards when they are due, but it is your responsibility to make sure timecards are properly filled out, signed and turned in to your supervisor for her/his signature on time. FAILURE TO COMPLETE YOUR TIMECARD ON TIME WILL RESULT IN PAYCHECK DELAYS. Time Cards must be submitted on Pre- Printed labels only. No handwritten, updated/crossed out or outdated student timecards will be

accepted. A timecard for each department is needed if a student is employed in more than one department. Students will be paid by the quarter hours. Time cards should read .25, .50 or .75 hours. Start and Stop times must be indicated example 8:15am – 12:30pm and 1:00pm – 4:30pm

### False Time Cards

Student employees must accurately report hours worked on timesheets. Supervisors must certify that the hours worked are correct. Falsification, fraudulent reporting of hours worked or unauthorized altering of a timecard by a student employee is categorized as “gross misconduct” and will result in immediate termination of employment, possible loss of financial aid, and referral to the Office of the Dean of Students for potential further disciplinary action.

### **UPS Service**

Packages may be sent UPS from the Campus Center Office between the hours of 8:00 a.m. - 4:30 p.m. UPS usually arrives at the Campus Center between 9 a.m. - 10 a.m. All UPS and freight deliveries must use the following address:

YOUR NAME  
MAILBOX NUMBER  
LAKELAND COLLEGE  
W3718 SOUTH DRIVE, COUNTY TRUNK M  
PLYMOUTH, WI 53073

### **Vending and Lost Monies**

The campus provides a variety of services from vending machines to washers and dryers. Private vending companies service the machines. Malfunctions of the laundry equipment should be reported by calling a member of Residence Life. Vending machine malfunctions should be reported to the Information Desk of the Campus Center. Students may claim monies lost in the vending machines by signing the Vending Machine Refund Application at the Campus Center Information Desk. Refunds under \$1.50 will be given out immediately. Monies lost or denied laundry cards should be reported to the Campus Card Office.

## **CAMPUS LIFE POLICIES AND PROCEDURES**

### **Accounts/Payments**

Accounts are due and payable on or before the first day of each term. Monthly payment options are available by contacting the Manager of Student Accounts located in William A. Krueger, Room 109.

### **AIDS/HIV Statement**

In our society, the identification of the presence of a life-threatening communicable disease such as HIV, which causes Acquired Immune Deficiency Syndrome (AIDS), may present a challenge in responding to both the community concerns and the individual's circumstances. Should an HIV positive case be reported to Lakeland College, our response will be based on compassion and concern for the welfare of the individual. HIV is a serious illness that destroys the body's immune system. HIV is not readily communicable, according to the Center for Disease Control and the Public Health Service. There are no known cases of HIV transmitted by food, water, insects,

or casual contact, and no spread of the virus has been found within family groups in which one or more persons have been diagnosed with HIV.

According to guidelines proposed by the American College Health Association and current authoritative medical opinion, there is no basis for routinely excluding or dismissing students because they are HIV infected. If Lakeland College students or College employees identify themselves as HIV positive, appropriate administrative officers, in consulting with medical experts, will be responsible for administering College policy on a case-by-case basis. Confidentiality will be maintained in each case.

Education is the best means to prevent the spread of HIV. Therefore, current medical and educational information will be made available to students and employees through a variety of means. The following campus constituents are strongly encouraged to develop or continue to offer programming: faculty, the campus nurse, residence life staff, administrative staff, support staff, and student life staff. We have developed and continue to disseminate safety guidelines for the handling of body fluids. The College will continue to review, revise, and present health education and awareness programs aimed at providing facts and dispelling misunderstanding.

As of November, 1989 the State of Wisconsin has a statute, which prohibits the identification of a person with HIV or discrimination thereof. The rights of an HIV victim are clearly defined by the state statute.

### **College Officials**

All employees of Lakeland College are considered College officials. This includes, but is not limited to, vice presidents, directors, deans, hall directors, resident assistants, security personnel and all members of the faculty and staff. Students are to comply with all reasonable directions and requests of all College officials. This includes the request to present a valid Campus Card. Members of the faculty have full authority in their respective classes and any such activities related to the instructional process. Verbal and/or physical abuse directed toward any College official will not be tolerated and will be subject to disciplinary action.

### **Communicable Disease Policy**

The College has a commitment to health, human dignity, and or concern for others. To educate all members of the College community about communicable diseases, the office of the Dean of Students, in coordination with the Student Health Center Office and Sheboygan County Public Health Professionals will coordinate their efforts with all campus programs and student organizations in order to comply with Federal, State, and local laws protecting persons who have a communicable disease.

Exceptions based upon actual health risk will be decided on a case-by-case basis. In the course of College activities, faculty and staff should treat employees and students who have a communicable disease as they would treat any other employee or student. Students who have been diagnosed with an infectious disease need to notify the Dean of Students or the College Health Center.

The College will then deal with concerns on a case-by-case basis, in consultation with the appropriate administrators and Sheboygan County Public Health Professionals. The College will consider the special needs of students with communicable disease through services offered by our Health Services Office and the Dean of Students. These services include support, education, and referrals.

Faculty and staff who have an infectious disease have the right to work. Exceptions based upon an actual health risk will be decided on a case-by-case basis. In the course of College activities, students should treat faculty and staff who have an infectious disease as they would treat any other faculty or staff. Faculty or staff who have an infectious disease need to notify their immediate supervisor who will deal with concerns on a case-by-case basis, in consultation with appropriate administrators.

Public Health Policy - For the protection of the individual and/or the institution, the College reserves the right to require an individual to obtain medical evaluation when a communicable disease becomes a risk. In serious situations relating to a contagious illness, the College will require isolation according to public health standards.

The College supports and will comply with laws respecting confidentiality of individuals having a communicable disease.

*Approved by the President's Council in July 2001.*

### **Community Expectations**

Lakeland College is a community where faculty, staff and students attempt to work and live together in openness and mutual respect. The College's goal is to help its members develop their full intellectual capacities, spiritual and ethical awareness, sense of social responsibility, and enthusiasm for living. Central to this is an emphasis on community, the network of human relationships sustained by a sense of common purpose, mutual caring, and respect. The community's expectations are demanding of individuals, but also supportive of them.

All students who choose Lakeland as their College make a commitment to conduct their lives in a manner which reflects a sense of responsibility and caring for the sensitivities of the community. All Lakeland community members assume the responsibility for regulating their personal conduct on the campus and at College-sponsored activities.

We expect you, as well as all members of the community to:

1. Treat one another with respect, dignity and sensitivity;
2. Not abuse or misuse College property or the property of others;
3. Act with concern for the well-being and safety of others;
4. Conduct College activities according to local, state, and federal laws;
5. Take an active role in the growth of the Lakeland community.

These expectations are based on an understanding of the growth and development of college students, particularly the relationship between the development of intellect and emotions. The formation of the value framework which supports each student's decision-making process is of special significance. Values enable choices based on sound information and the ability to select from among options and the consequences which accompany them. Refer to the Campus Compact.

### **Disclaimer of Liability**

Lakeland College disclaims liability for any injuries, including death, damages, or loss, regardless of severity or cause, suffered by a student. This liability disclaimer applies to, but is not limited to, the following:

- Any injuries, including death, damages, or loss, regardless of severity, sustained on property owned by or under the control of the College. This includes classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.

- Any injuries, including death, damages, or loss, regardless of severity, resulting from fire, theft, the elements, or other causes.
- Any injuries, including death, damages, or loss, regardless of severity, as a result of an act or omission by any Lakeland College office and its agents, servants, employees, or students.
- Any injuries, including death or damage, suffered in intercollegiate or intramural events (athletic or otherwise) as a participant, spectator, or other. This also includes transit to or from an event.
- Any injuries, including death or damage, as a result of any act or omission by any College personnel (faculty, staff, administrator, employee, officer, trustee), student, or contractor.

Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission, or continued enrollment with Lakeland College. Any student enrolled in or attending classes at Lakeland College is bound to follow all of the College's rules and regulations and is subject to the jurisdiction of the College with regard to violations of such rules and regulations. Lakeland College students who fail to read this handbook will not be excused from compliance with the policies and requirements herein.

### **Discrimination and Harassment**

The College values a community atmosphere that is free from all forms of discrimination and harassment and will endeavor to prevent such based on race, color, religion, gender, sexual orientation, national origin, age, disability, handicap, or military service. For the purposes of College policy, the term harassment is defined as any verbal, written, or physical conduct that a person knows or has reasonable grounds to know would intimidate, demean, or degrade an individual's or group's character, self-worth, or dignity. Behavior that will not be tolerated includes, but is not limited to, physical force or violence, stalking, and threats.

### **Disciplinary Records**

Disciplinary records, conduct records and those records pertaining to judicial affairs are kept in the office of the Dean of Students. These files are kept separate from academic transcripts and are confidential. In the event that a suspension or expulsion occurs, a copy of the disciplinary actions and procedures will be placed in the student's academic records for as long as the sanction is in force.

Disciplinary records held by the Dean of Students will be maintained for a period of seven years from the date of graduation with the exception of students who are expelled. Records of students who are expelled are permanent.

Access to Records - Students are provided full and fair access to their judicial or disciplinary records. Information on student's disciplinary records is not considered public knowledge and shall not be released without the student's written permission. Information from these records may, however, be released to college officials who have a professional justification for such information and federal or state agencies as specifically provided by law.

### **Federal Educational Rights and Privacy Act**

The Federal Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, is designed to protect the privacy of all student registration records. Records specifically affected by this law are maintained in the Career Services Office

and the Registrar's Office. The student's academic file, kept in the Registrar's Office, contains a permanent record which lists courses, credits and grades from Lakeland; courses and credits accepted in transfer from other colleges, which contributed to the Lakeland degree; date and kind of degree awarded; major field(s) of study and minor field(s) of study; and honors awarded at graduation. The academic file also contains application forms, evaluations, transcripts from other colleges or high schools, and ACT/SAT results.

The student's credential file, kept in the Career Development Office, contains resumé information and personal recommendations as well as any transcripts and test results that the student wishes to include in that file. The Rights and Privacy Act requires that both the academic and credential files be available for personal review by the student after a formal written request has been communicated to the College. The central purpose of this act is to guarantee the right to examine the contents of personal files and challenge the factual accuracy of the contents or the inclusion of supplementary documents.

Any student may examine his or her Lakeland files by asking at least one day in advance for an appointment to do so. Requests for credential file review should be directed to the Career Development Office, and requests for academic file review should be directed to the College Registrar.

### **Fire Safety Policy**

All persons must evacuate the building when a fire alarm sounds. Fire drills will be held periodically at varying times of the day and night. A student not complying with evacuation procedures is subject to disciplinary action by the College.

The College views the misuse of fire safety equipment, tampering with or defacing fire evacuation procedures, and causing false fire alarms as a very serious threat to the safety of the community. Any person found tampering with a fire extinguisher, exit sign, fire alarm, or smoke detector will be assessed a \$100.00 fine plus other related costs and severe disciplinary action by the College, which may include suspension and/or will be turned over to civil authorities for additional action.

In the case that persons are injured or personal/College property is damaged while a person is tampering with fire safety equipment/procedures, the person will be held liable for additional monetary damages.

### **Financial Aid**

#### *Applying for Financial Aid*

Students must reapply for financial aid every year by completing the following steps:

1. Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA can be completed anytime after January 1st, but should be done before Lakeland College's listed priority filing date of March 31st. Lakeland's school code is 003854.
2. Submit the Lakeland College Financial Aid Application by Lakeland's priority date of March 1st of each year. This form will be mailed on campus to the student. It is also available online or in the financial aid office.
3. Submit any other financial aid requested documents (i.e. verification worksheet, parent signed federal tax return, parent(s) W-2's, student signed federal tax return, student W-2's, etc.)

After all requested documents are submitted, the student will receive a financial aid award letter. Financial aid award letters are mailed to students starting in March and throughout the summer. Students are expected to reply within 15 days of receiving the award letter. Loan processing and other services are available throughout the year.

### Types of Financial Aid

It's especially important for students and families to understand the four basic types of financial aid available to help finance a student's college education: grants, scholarships, work study and loans.

*Grants*—are a type of need-based aid from federal, state and Lakeland College sources and the eligibility is determined by the student's Expected Family Contribution (EFC) as calculated by the FAFSA information you supply. Most grants are strictly free money that does not need to be repaid unless the student does not complete the term.

*Scholarships*—are types of aid usually awarded based on academic ability, religious affiliation, ethnic background, special ability, or special interest. Scholarships are available through a variety of businesses, school and community organizations. Lakeland College awards scholarships to new and returning students each year and special consideration is given to those students who complete their financial aid application fully and submit it to the financial aid office by the priority date.

*Federal Work Study*—This federal program gives students an opportunity to earn money for school and gain valuable work experience. Federal work study funds are paid directly to the student and the amount students may earn varies based on securing a job and the hours worked.

*Federal Stafford Loans (subsidized and unsubsidized)*—These are federal loans that are deferred while the student is in school at least half time. The amount a student is eligible to borrow is based on the student's grade level. Federal Stafford Loans must be repaid after the student leaves school.

*Subsidized Stafford Loans* are awarded based on financial need. While the student is in school, the government pays the interest that accrues on these loans.

*Unsubsidized Stafford Loans* are offered to students regardless of financial need. The student is responsible for the interest that accrues on the loan while they are in school. Students can choose to pay the interest while in school or it can be added to the principle balance.

*Federal PLUS Loan*—This loan is a federally sponsored loan for parents. Eligibility is based on a credit evaluation. If a parent is denied for this loan, the student would become eligible for an additional Federal Stafford Unsubsidized Loan (\$4000-5000 based on grade level). Repayment on Federal PLUS Loans begins 60 days after the latest disbursement. Parent(s) may be able to apply for deferment while the student is enrolled at least half-time.

*Alternative (Private) Loans*—These are loans offered by private lenders that are in the student's name. Most lenders require the student to have a co-signer. Eligibility is based on credit evaluations. Repayment terms on alternative loans are set by the individual lender, but a majority of lenders do not require repayment until the student leaves school.

## **Grievance Procedure**

The administration of Lakeland College recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolution of student complaints or grievances. Students are encouraged to use the grievance procedure without fear of prejudice or reprisal for initiating a grievance or participating in its settlement.

The procedure outlined below is designed to assure fair and equitable consideration of the student's grievance.

Procedure:

1. The student is to orally bring the matter to the attention of the Dean of Students or a department director (i.e. Director of Student Activities or Residence Life) (A full discussion and understanding of the matter by both the student and the department director or Dean of Students is essential in this step as they attempt to resolve the issue.)
2. If the grievance is not resolved, the student is to put the grievance in written form and file it with the Dean of Students. The student and the Dean of Students will meet and try to resolve the matter.
3. If the matter is not resolved, the student's grievance will be reviewed by a four-member appeals committee to be appointed by the Dean of Students. The appeals committee will be made up of students, faculty and administrative staff. Members from the campus Judicial Board may be used. The student will meet with the appeal committee to discuss the concern and to come to a resolution. The Board will give a written recommendation to the Dean of Students.
4. The Dean of Students will present the student with the decision.
5. Should the student wish to appeal this decision, the matter will be submitted in writing to the President of the College.
6. The President will give careful consideration to the matter and will present a decision in writing to the student. The decision of the President is final.

All grievances will receive prompt consideration.

## **Grether Natural Laboratory (The Woods)**

The woods are for the use of Lakeland College faculty, staff and students. At no time is alcohol allowed. Fires are prohibited in or around these woods. Snowmobiles and other motorized vehicles are prohibited as they destroy the trails and disrupt wildlife. Attached private property is also "off limits" to anyone from Lakeland College.

## **Hazing Policy**

### *Philosophy*

Students, staff, faculty, student organizations, athletic teams and other student groups of the Lakeland College community are strictly prohibited from engaging in any type of hazing activity. Hazing is defined in the Wisconsin State Statute 948.51 and by Lakeland College as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate him or her or which may in any way compromise his or her inherent dignity as a person. Individual or group consent to a hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime.

Any student organization, group or individual student violating this policy or the Wisconsin State Statute on Hazing is subject to sanctions that may be imposed by the judicial or coordinating body of which the organization is a constituent member and/or a court of law. The Wisconsin State Statute on Hazing 948.51 is available for review at the Office of Student Activities or from your state representative. A more complete definition may be found in the Hazing Agreement, available upon request from the Dean of Students or the Director of Student Activities. Evaluation of what specific conduct may constitute hazing shall be made with reference to what a reasonable person might consider hazing under those particular circumstances.

### Reporting

Any alleged incident of hazing should be reported to the Dean of Students or the Director of Student Activities. The individual's identity is kept confidential. Complaints may be made by any student, faculty, administrator or outside individual who recognizes a hazing problem.

### Enforcement

The Lakeland College Judicial System will handle any alleged infractions of the hazing policy. If found guilty of an infraction, sanctions may be imposed upon the individual(s) specifically responsible. Sanctions may include, but are not limited to: loss of a chapter room, an educational task, or community service project. Severe violations could result in the suspension of the Chapter president and/or pledge trainer. In addition, the offender(s) may be subjected to any applicable criminal status defined by Wisconsin law (such as reckless endangerment, assault, and/or manslaughter, etc.). Each organization is responsible for designing programs that recognize the moral, spiritual, and intellectual qualities of human rights, and the values of Lakeland College. Any hazing violations will be taken very seriously and dealt with severely.

## **Hunting**

Hunting is not allowed on campus or in the campus woods. The campus woods are designated as a State Game Reserve. Possession of firearms, including ammunition, is prohibited on the Lakeland campus at all times. In the event that no other arrangements can be made, all firearms and bows must be stored for safekeeping at the Office of Safety and Security on a short-term basis.

## **International Student Advising and Maintaining Legal Status in the Federal SEVIS**

Approximately 13% of the Lakeland College day program student population consists of students from more than 30 other countries around the world. International students add a global dimension to campus life at Lakeland and enrich the educational experience for all students through daily interaction with persons from multiple and diverse cultures. The College assists its international students through a wide variety of service support. One of the most important areas of service support is assistance in attaining and maintaining legal status in the U.S. Government's Student and Exchange Visitor Information System (SEVIS). SEVIS is an electronic data base used by the Departments of Homeland Security and State to closely monitor the entry, presence and departure of international students studying at approved U.S. educational institutions. Detailed SEVIS rules and regulations require approved U.S. educational institutions to closely track international student course loads, off-campus employment, and requests for off-campus internships and training

opportunities both during and after education. Specific details of U.S. Bureau of Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection, and other U.S. Federal regulations enforced through SEVIS are available through the Office of the International Student Advisor in WAK 418 or by phone x1337.

### **Lake Regulations**

The surrounding lake area is open to College faculty, staff, and students for picnics and relaxation. Swimming, boats, water floats, and air mattresses are prohibited. Alcoholic beverages are not allowed in the lake area.

### **Non-Discrimination Policy**

Lakeland College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, age, physical handicap, sexual orientation, marital/parental status, or veteran status. It does not discriminate in administration of educational or admissions policies, scholarship and loan programs, co-curricular events, hiring, promotion, retention, or any other College activities.

### **Norms for Distinguishing Between Civil and College Jurisdiction over Student Misconduct**

1. A student is a member of the Lakeland College community and also of the community at large. Therefore, Lakeland College recognizes him/her as both a student and citizen.
2. It is the intention here to define the spheres of College and civil jurisdiction.

*The following distinctions become relevant:*

- a) Exclusive College jurisdiction: There are certain kinds of conduct (i.e., cheating or violation of quiet hours in the residence hall) which interfere with the educational objectives of the College, but which violate no civil laws. The College has sole and final jurisdiction in these matters.
  - b) Exclusive external jurisdiction: There are other kinds of conduct which may violate a wide variety of civil laws (e.g., traffic violations), but which provides no basis for College action. The student is not, therefore, subject to a second sanction by the College. The College considers that all violent personal and drug law violations, or any other behavior which might threaten the welfare of the College community must fall into the category of concurrent jurisdiction, even though the actual offense may have happened off-campus.
  - c) Concurrent jurisdiction: There are yet other instances when a student's conduct may violate both civil law or criminal law, county and municipal ordinances, and the regulations of Lakeland College (i.e., theft or drunkenness on campus.) The student may be subject to both on and off campus judicial procedures.
3. In general, the College does not attempt to duplicate the function of civil laws and hence, "only where the institution's interests as an educational community are distinctly and clearly involved is the right of the institution asserted." The College will consider:
    - a) Whether the individual can continue to benefit from or contribute to the educational process of the College,
    - b) Whether the individual student, by his/her actions, has endangered the welfare of other members of the College or local community, and

- c) When the student's conduct threatens the image and reputation of the College in the community.
4. In matters which may involve concurrent jurisdiction, the following specific principles are maintained:
- a) When behavioral circumstances warrant, the College may proceed according to College judicial procedures, even though the civil process has yet to begin.
  - b) If a student is charged with a felony or other criminal offense, the College shall also retain the option to suspend such a student until criminal courts have reached a judgment.
  - c) The College cannot regard an arrest or indictment as a finding of guilt. Even where a student has been found guilty by civil authorities, the College is required to reach its own conclusion as to whether the student has violated a College regulation.
  - d) Because a student accused of violating both civil and College regulations may be subject to a trial, the College should be scrupulous in respecting his/her rights as an accused person and avoid any effort to secure a confession or evidence that may be used against him/her.
  - e) A civil trial is a matter separated from the College. When the student is involved in a civil trial, the College, if subpoenaed, shall participate. However, said participation shall be only at the formal request of the civil judicial process.

### **Off-Campus Behavior**

Adverse behavior of a student occurring off campus may be subject to a judicial hearing. Those behaviors include, but are not limited to, burglary, theft, disorderly conduct, sexual assault, aggravated assault, and murder.

### **Parental Notification**

The Dean of Students or his/her designee reserves the right to contact a parent or legal guardian to disclose information about any violation of federal, state, or local law or any College policy governing the use or possession of alcohol or a controlled substance. The decision to contact a parent or legal guardian will be based on the professional staff's review of an incident(s) for pattern or severity. Colleges and universities across the country have serious concerns particularly regarding the use and abuse of alcohol and drugs by their students. Lakeland College is no different in that regard. Consistent with our College's mission, we believe it is our duty to foster a campus environment that is free of alcohol abuse and illegal drug use.

To achieve this goal, we recognize that this will require the commitment and collaboration of many constituencies. We are asking parents to help us address the abuse of alcohol and other drugs by College students. Recent changes in the law that governs the privacy of student records, the Family Education Rights and Privacy Act (FERPA), permit colleges to inform parents/guardians of students under 21 years of age when their student has been found in violation of College alcohol and drug policies. In the event that you are contacted, it is our hope that both the College and the parents or guardian can work together in the evaluation of the situation.

Finally, a word about our policy with regard to parental notification. We believe that College students are young adults and should be learning how to be personally responsible for their own lives and actions. Because of this, we first will work directly with the student. It is not our practice to contact parents or guardians unless the

sharing of a problem is necessary to protect the student or others from serious harm, or is part of a comprehensive plan to deal with alcohol or drug-related problem behavior. In the event that violations of the Student Handbook regulations are deemed serious and/or frequent, or if a student is reluctant to obtain assistance for problematic behaviors, the College will discuss with the student the possibility of their sharing the information with their parents before the College contacts them. Finally, in most cases of critical medical or personal emergencies, parents/guardians will be contacted with or without the student's knowledge.

## **Parking Policies**

Every motor vehicle parked in a Lakeland College parking lot must display a valid Lakeland College motor vehicle registration permit. All faculty, staff, and students must have current license plates and registration to obtain a parking permit. Permits are non-transferable and can be picked up at the Security Office. The new parking permits must be placed in plain sight. The speed limit for vehicles driven on campus is 15 miles per hour.

Lakeland College assumes no responsibility for vehicles and/or their contents while a vehicle is on campus. Any violations incurred by the vehicle are the responsibility of the party in whose name the vehicle is registered. Parking on campus is covered by Section 346.55 (3) of the Wisconsin Statutes: "No person shall, without the permission of the owner or lessee of any public or private property, leave or park any motor vehicle there on, contrary to a posted sign there on, if there is in plain view on such property a 'No Parking' sign or a sign indicating limited or restricted parking. Owners or lessees of such property may prohibit parking, may restrict or limit parking, and may permit parking by certain persons and prohibit it or limit it as to other persons."

### Student Parking

Student parking is available in six marked parking lots. They include the following:

1. Grosshuesch Hall (D) Lot (North of building)
2. Campus Center (E) Lot (Southwest of building)
3. Friedli-Hofer Hall (H) Lot (West of buildings)
4. Hill House (A) Lot (South of building)
5. Kurtz House & Morland House (B) Lot (West of buildings)
6. Muehlmeier Hall (B) Lot (South of building)
7. Laun Center (F) Lot (West of building)
8. Ley Chapel/Wehr Center (G) Lot

Parking in the Laun Center Lot may be restricted at times to off campus groups utilizing the Laun Center. Students are not allowed to park in faculty/staff lots nor are they allowed to park in the Campus Center shipping and receiving lot.

### Faculty/Staff Parking

Faculty/Staff Parking Areas are located in the following lots:

1. William A. Krueger Hall (C) Lot (West of building)
2. Nash Center (I, J) Lot (North of building)
3. Campus Center (E) Lot (Southwest of building)
4. Laun Center (F) Lot (West of building)
5. Chase Science Center (G) Lot (North of building)

Faculty/Staff violators will be referred to the Director of Safety & Security.

### Visitor Parking

Visitor parking is permitted in the following lots where designated:

1. William A. Krueger Hall (C) Lot
2. Campus Center (E) Lot
3. Chase Science Center (G) Lot
4. Todd Wehr Center (G) Lot
5. Laun Center (F) Lot
6. Nash Hall (I, J) Lot

Non-visitor vehicles parked in designated visitor parking spaces will be issued parking tickets.

### Handicapped Parking

Handicapped parking spaces are located in every parking lot on campus. Parking in these spaces are by special handicapped permit or "disabled" license only. Unauthorized vehicles parked in handicapped spaces will be issued parking tickets.

### Overnight Parking

Overnight parking is allowed in the following parking lots: Grosshuesch Hall Lot, Muehlmeier Hall Lot, Apartment Lots, and Friedli-Hofer Hall Lot. It is also permitted by Krueger Hall with special permit for residents only. All other parking areas are marked with no overnight parking.

### Snow Emergencies

To aid in the prompt and efficient removal of snow from student parking lots, cooperation is necessary. Once an announcement of a snow emergency has been made, students are asked to move their vehicle to a cleared area by the posted time so that the area where vehicles were originally parked can be plowed. After the lot in which you were originally parked has been cleared, you must return your vehicle to it. Snow emergency statements will be posted in each residence facility and posted on Lake-TV.

### Parking Violations

The following violations will result in a ticket being issued:

1. Parking in a stall any other way than directly into it.
2. Parking in marked limited time stalls longer than posted time.
3. Parking on campus without a parking permit.
4. Parking in marked spaces where parking is permitted or limited to special permit.
5. Parking in any loading or unloading zones.
6. Parking in the Campus Center loading area any time.
7. Parking in a "No Parking Any Time" area or faculty/staff lot.
8. Reckless driving constitutes excessive speed, tire squealing, power slides, and use of a vehicle without a regard to life and safety.
9. Parking or driving on lawns and/or sidewalks. A ticket will be issued plus the cost of repairing any damage.
10. Parking in front of any dumpsters on campus.

If a tow truck is called because your vehicle is illegally parked, you will be responsible for the cost whether the vehicle is towed or not.

#### Fines for Violations

Visitor Parking	\$15.00
Over-time Parking	\$15.00
Parked in Wrong Lot	\$15.00
Illegal Parking	\$15.00
Parked on Grass	\$30.00
Parked in Unstriped Areas	\$30.00
Parked in Fire Lane	\$30.00
Parked in "No Parking" areas	\$30.00
Parked in Handicapped Spot	\$55.00
Parked in front of a dumpster	\$55.00

#### Chronic Violators

Chronic violators would be those individuals that have 5 or more tickets. These violators will be referred to the Dean of Students or his/her designee for disciplinary action.

#### Appeals

Student Association appoints a special Ad Hoc Traffic Appeals Committee to handle traffic ticket appeals.

Appeal forms are available in the Security Office. Complete the form, attach the ticket and return within three business days of the date the ticket was issued or appeal was denied. Payment of the fine will be deferred until the Traffic Appeals Committee notifies the student of their decision. When the student appeal is upheld, the ticket will be cancelled. When the appeal is denied, the ticket must be paid immediately. It is assumed that only those tickets which are received as a result of extenuating circumstance are subject for appeal. Those tickets received for a clear-cut violation of a parking regulation as detailed above will not be appealed.

#### **Physical Abuse/Domestic Violence**

All forms of physical abuse or intimidation are prohibited in the residence halls and will be dealt with severely. Furthermore, such actions may invoke the Wisconsin "Mandatory Arrest" law for domestic abuse. This law provides for the mandatory arrest of any person who commits any of the following acts against a roommate or former roommate:

1. Intentional infliction of physical pain, injury or illness.
2. Intentional impairment of physical condition.
3. Sexual assault.
4. A physical act or threat in conjunction with a physical act, that may cause the other to reasonably fear imminent engagement in the conduct described above.

For more information on policies regarding sexual assault, stalking, domestic violence, and dating violence please see Sandy Gibbons-Vollbrecht, the Dean of Students.

## **Severe Weather Procedures**

The National Weather Service usually issues a Severe Weather Watch when severe conditions exist. These storms are usually characterized by intense electrical activity, heavy rain, high winds, and hail.

Stay away from windows and doors. The Campus Center will serve as the emergency headquarters during a weather emergency. All pertinent information should be directed to x1228 or x1229.

A Tornado Watch means that conditions are right for tornadoes to develop. A tornado watch is issued when conditions exist which can produce funnel clouds or tornadoes. A tornado watch may be preceded by a severe weather watch.

A Tornado Warning indicates that a funnel cloud or tornado has been sighted. Local law enforcement or Civil Defense personnel usually issue a tornado warning. If a tornado warning is issued, all residents should seek shelter immediately. Shelter areas which provide the best protection against tornadoes are underground excavations, storm cellars, and under certain circumstances, the ground floor hallway of a steel frame or reinforced concrete building.

### *Designated Shelter Areas*

*All shelter areas are labeled with a "Severe Weather Shelter" sign in each building.*

Bradley Building - Take shelter in the Auditorium or Men's and Women's Bathrooms.

Brotz Hall-Take shelter in lower level, away from windows.

Campus Center - Take shelter in the Men's and Women's bathrooms, Student Organization Center, Shuttle Office, Security Office, Sally Bork's Office, or by start of the mailboxes to the doors leading into the Laun Center.

Chapel - Proceed to the west end of the Chase basement hallway.

Chase - Take shelter in basement level hallway west end.

Esch Library – Take shelter in the interior offices.

Friedli-Hofer Suites- Proceed to Krueger or Brotz Hall, take shelter in basement.

Grosshuesch Hall- Take shelter in basement or the first floor hallway.

Hill, Morland, South and Kurtz Apartments - Take shelter in lower level and laundry room area.

Krueger Hall - Take shelter in the laundry room and basement hallway.

Laun Center - Take shelter in Campus Center lower level main hallway and Laun Center Mechanical room.

Muehlmeier Hall - Take shelter in basement or the first floor hallway.

Nash Center - Take shelter in basement.

Old Main - Take shelter in basement areas excluding the classrooms, and the Men's and Women's Bathrooms.

Outdoors - Take shelter in nearest building. If time doesn't permit lie flat on the ground or in a depression or ravine.

Verhulst - Take shelter in the rehearsal hallways.

Wehr – New Side- All of the Men, Women, and Staff locker rooms.

Old Side- Entire Gymnasium, Assistant Coaches Offices, classroom (located next to the Assistant Coaches Offices), all of the Men and Women locker rooms, and the Training Room.

Wm. A. Krueger Hall - Take shelter in the basement hallway or rooms that lead off of the hallway.

#### During Business Hours

Anyone who hears that a severe weather or tornado watch or warning has been issued by the Weather Bureau should contact the Dean of Students, Director of Safety and Security, or the Director of Residence Life. The report will then be verified and pertinent details relayed to necessary personnel.

The decision to sound a tornado warning will be made by the Dean of Students, Director of Safety and Security, or the Director of Residence Life.

A tornado warning will be announced with one continuous blast of the College's siren.

#### During Non-Business Hours

Anyone who hears that a severe weather watch or tornado watch or warning has been issued by the Weather Bureau should first attempt to contact the manager on duty at the Campus Center information desk. If the Campus Center is closed, contact a member of Security at x1126 or Residence Life at x1119.

### **Sexual Abuse and Harassment Statement**

In keeping with the mission of the College and the Campus Compact, Lakeland College strives to establish an environment in which the dignity and worth of all members of our community are respected. The College insists on an environment free from implicit and explicit coercive sexual behavior used to control, influence, or adversely affect the well being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and will not be tolerated.

Sexual harassment includes sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests, or conduct either explicitly or implicitly is made a term or condition of employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Conduct, which has the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive educational, employment, or living environment.

Sexual harassment can be blatant or it can be very subtle behavior. Blatant forms of sexual harassment include sexual propositions, inappropriate touching, unsolicited embracing or kissing, and assault or rape. Subtle forms include inappropriate or obscene jokes, intimate language, (i.e. dear, sweetheart, darling), and leering. All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as the loss of a job or poor grades.

Sexual harassment often involves a power differential, and in such cases the appearance of mutual consent does not necessarily constitute a defense against the charge of sexual harassment. Conduct toward a peer, which creates a coercive

situation, may also be grounds for a sexual harassment complaint, even if a power differential does not exist.

Sexual harassment involves a wide range of behavior, from certain kinds of emotional and verbal abuse to physical assault. While sexual harassment is usually perceived to be by men towards women, a victim or offender may be either a man or woman.

If you feel you have been the victim of sexual harassment:

1. Report all sexual assaults whether forced or non-forced to the campus counselor, campus minister, or school nurse.
2. Do not disturb any evidence (bed sheets, clothing, or anything that may help in the investigation).
3. Please do not shower (anything not disturbed will help).
4. Counseling is available through the Student Life Office.
5. Appropriate disciplinary procedures will be followed.

For more information on policies regarding sexual assault, stalking, domestic violence, and dating violence please see Sandy Gibbons-Vollbrecht, the Dean of Students.

### **Sexual Assault Statement**

A 1992 Amendment to the Higher Education Reauthorization Act requires institutions to develop educational programs to promote awareness of rape and other sex offenses. Lakeland College recognizes the need to promote such programs and has done so through new student orientation and special workshops. Lakeland College also recognizes the need to address these concerns through its conduct policies and procedures.

Sexual assault consists of actual or threatened sexual contact, which is not mutually agreeable to both parties. Sexual assault is an act of coercion and aggression, not an expression of sexual intimacy. Any sexual contact without the consent of the other person is illegal. Wisconsin law defines "consent" as "words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact." The law recognizes that anyone who is unconscious or suffers from mental illness or defect is unable to give consent.

Sexual contact need not be limited to sexual intercourse. It may include, but is not limited to, any touch that may reasonably be construed as invasive and inappropriate. Such conduct (by other students, any other member of the College community, or visitors to the campus) is expressly prohibited by the College and is considered a serious violation of human rights. Date and acquaintance rape are included in this definition of assault. If a sexual assault has occurred, individuals aware of the problem must address the situation to protect those involved. Prompt, professional action serves the individual and the institution by fostering the knowledge that Lakeland College safeguards individual rights.

Any member of the College community who believes he/she has been sexually assaulted, knows of someone who may have been assaulted, or wishes information, should consult with the campus counselor, campus minister or school nurse. You may consult with the campus counselor, campus minister or school nurse in confidence. They are not mandated by law to make an official report of this crime, should the victim not wish this to be reported. However, the College recommends that a formal complaint be made. Should there be a formal complaint; standard conduct procedures are followed depending on whether the involved person is a student, faculty member

or administrator. The appropriate contact person to institute procedures would be the Vice President for Academic Affairs or the Dean of Students.

Individuals who are found responsible for violating this policy are subject to quick and severe sanctions. This type of conduct is considered a serious violation of human rights and is not tolerated by Lakeland College.

A student has the right to request that the sexual assault complaint be handled confidentially with the above individuals or confidentially through the College Judicial System by filing a complaint with the Dean of Students.

For more information on policies regarding sexual assault, stalking, domestic violence, and dating violence please see Sandy Gibbons-Vollbrecht, the Dean of Students.

### **Smoking Policy**

The general policy is that smoking is NOT allowed in any public areas on campus. In accordance with Wisconsin State Policy, smoking will be allowed in private offices occupied exclusively by smokers only when they are alone with the door closed. It should be noted that second-hand smoke has been classified as a Class A carcinogen the same as asbestos and radon. All administrative, academic, and residential buildings are smoke free.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Lakeland College maintains regulations governing student conduct because as a College community it is responsible for promoting a way of life that is wholesome and pleasant. To implement regulations, the College relies primarily on each student's personal sense, honor, humanity, and responsibility.

Believing that intellectual and personal development are fostered by an atmosphere which stresses freedom as well as responsibility to oneself and others, Lakeland is committed to the development of such attributes as integrity, human dignity, and concern for others.

### **Student Conduct Policies and Procedures**

The following procedures are designed to handle cases of alleged misconduct in fairness to all concerned, including the student, the faculty, and the entire College community.

1. Academic Misconduct - Please refer to the academic portion of the Student Handbook or the College Catalog.
2. Mediation Process/Administrative Hearing - A mutual agreement process between a College official and a violator of the College code. This process serves to educate the students involved, to prevent future infraction of the College code, and to expedite the judicial process.
  - a) Official notification of a mediation meeting will be sent to the accused and the accuser within three (3) class days of the violation.
  - b) Mediation of violations in the halls will be dealt with by the Residence Hall Director.
  - c) Mediation of violations which cannot be handled by Residence Hall Directors will be handled by the Director of Residence Life.
  - d) If an agreement is reached, a mediation agreement form will be signed by all parties.

- e) If an agreement is not reached, the case will proceed to the next step in the judicial process.
  - f) Mediator may meet with all involved parties.
  - g) Repeat violators may go directly to the judicial board.
  - h) No legal counsel will be permitted.
  - i) Mediations may result in sanctions.
3. Judicial Board - A meeting of a Judicial Board will convene to resolve cases which have exceeded the boundaries of the mediation process, are deemed necessary by the Dean of Students, involve severe violations, or involve repeat violators. The duties of the board are to determine if a student has violated a College policy and to recommend sanctions.
- a) The Judicial Board will be made up of the Dean of Students, three students not directly involved with the case, two administrative staff members, and one faculty member.
  - b) Those in the hearing include the Judicial Board, the accuser, the accused, and witnesses pertaining to the case. (The College reserves the right to replace those board members who present a conflict of interest.)
  - c) The Judicial Board will serve for one academic year.
  - d) There will be three alternates appointed.
  - e) The chair of the Judicial Board will be the Dean of Students or his/her designee.
  - f) The Dean of Students may remove a board member for justifiable cause.
  - g) If a board member resigns, cannot serve, or is removed from office, the Dean of Students will select one of the alternates to fill the vacancy.

## **Alcohol and Other Drugs Policy**

### Alcohol Policy

Lakeland College is concerned about the way in which alcohol use and abuse can affect the individual student, the rights and well being of non-users, and the primary mission of the College. The primary objectives of the Lakeland College Alcohol Policy and procedures are as follows:

1. To promote among the students of the College community responsible behaviors and attitudes as they relate to the use of alcohol.
2. To inform students about the possible effects of the use of alcohol upon themselves and the community.
3. To offer help to individual students experiencing special difficulties associated with the use of alcohol.
4. To promote an understanding of reasonable behaviors and attitudes related to complying with state law, local ordinances, and College regulations as they apply to the use of alcohol on the Lakeland campus.
5. To offer alcohol-free living environments and activities for those who desire them.

Lakeland College is opposed to the abuse of alcohol and use of controlled substances. It recognizes that alcohol and drug abuse are significant public health problems, which may result in impairment of social, educational and/or occupational functions. The goal of the College is to protect the health and environment of those associated with the College by promoting a broad program of education to all employees and

students regarding substances associated with abuse and dependence. This would also include alcohol, prescription, and non-prescription drugs.

The College strives to establish and maintain an alcohol and drug-free working environment. Consequently, unlawful manufacturing, distribution, possession, or use of illicit drugs or alcohol is prohibited in, on, or about the College property, or as part of a College sponsored activity by the student or employees (individuals who receive any reimbursement from the College for their services).

The College expects all faculty, staff and students to report to work and/or class free of the influence of alcohol or controlled substances, to refrain from the abuse of alcohol or use of controlled substances, and to obey related laws established and enforced by legal authorities (local, state, or federal). A member of the College community who violates the provisions of this policy or whose behavior is impaired by alcohol or agents that are controlled substances, may be required to complete an appropriate rehabilitation program, at their own expense, as a condition to remain a part of the College. Violations of this policy may also result in disciplinary action, up to and including suspension or termination of employment/enrollment from the College and referral for prosecution.

Employees and students who need help in dealing with alcohol or drug related problems are encouraged to seek professional assistance. The Human Resources Coordinator or Dean of Students Office will help in locating agencies that can provide assessments or interventions for the individual seeking help. An employee or student's conscientious effort to discontinue the use or abuse of alcohol or the use of controlled substances will be encouraged and handled confidentially. The College recognizes that the abuse of alcohol or the use of controlled substances impair the proper performance of duties and responsibilities. Steps taken to deter the abuse of alcohol or use of controlled substances include a continuing program of education emphasizing the facts about drugs and alcohol, referral on a non-punitive basis to support services (medical or personal counseling), and a campus climate where personal influence deters drug use and alcohol abuse.

This policy expresses Lakeland College's commitment to the maintenance of a drug and alcohol-free workplace. All students and employees, as members of the Lakeland College community, must abide by the terms of this policy and report their own conviction under a criminal drug statute for violations incurring either in the workplace or during the performance of College-related duties within five (5) days after the conviction, as required by the Drug-Free Workplace Act of 1988. Within 30 days of receiving notice of a conviction, the College will take appropriate action, such as employee termination, student dismissal, or required participation in a drug abuse assistance or rehabilitation program.

#### *Alcoholic Beverages Policy*

The use of alcoholic beverages by members of the Lakeland College community is at all times subject to the alcoholic beverage laws of the State of Wisconsin and the Town of Herman. The consumption of alcoholic beverages is allowed only in The Pub, and in the apartments and suites where the occupants and guests are of legal drinking age. Alcohol is not allowed in Krueger, Muehlmeier, Brotz and Grosshuesch Halls.

### Drinking Age Laws

It is unlawful for any person:

1. under the age of 21 years to have alcoholic beverages in his/her possession;
2. to sell, give, serve, or permit alcoholic beverages to be served to a person under 21 years of age;
3. to misrepresent or misstate his or her age or any other person for the purpose of selling, giving, serving, or delivering any alcoholic beverages to a person under 21 years of age.

Imitation or altered Campus Cards or other forms of identification, if found, will be confiscated and destroyed. Individuals may also be subject to disciplinary action.

### Drug/Illegal Controlled Substance Policy

The possession and use of controlled substances by members of the Lakeland College community must at all times be in accordance with the provisions of Wisconsin law and the rules of Lakeland College. No person may possess substances regulated by state or federal law unless dispensed and used according to prescription or otherwise authorized by law. Possession, sale, and delivery of such substances are prohibited unless authorized by law. Students who possess, use, or deliver controlled substances not dispensed and used according to prescription are subject to disciplinary action up to and including expulsion from the College.

Disciplinary action against a student under College rules does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the College. The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to the physical and mental well being of students, faculty, staff, visitors, and guests of the College.

### Illegal Drug Policy

Illegal drugs are not allowed on campus at any time. Knowledge about the use, possession, or odor of illegal drugs or drug related paraphernalia will be dealt with immediately. The College reserves the right to refer individuals who are found with illegal drugs to the Sheboygan County Sheriff's Department for legal action.

Students experiencing difficulties with any kind of substance abuse are encouraged to talk with a staff member in residence life, health services, counseling, the Dean of Students or another member of the College staff.

### Illegal Drug Related Sanctions

Sanctions for First Offense may include:

- A \$50 fine
- Disciplinary Probation
- Parent of legal guardian will be notified\*
- Opportunity to reside in the Apartments or Brotz Hall in current or subsequent year may be denied

Sanctions for Second Offense may include:

- Sheriff's Department is notified
- Parent or legal guardian will be notified\*
- An alcohol/drug screening is required at your own expense
- Loss of Housing or J-Board with the recommendation of Loss of Housing

Sanctions for Third Offense may include:

- Sheriff's Department is notified
- Parent or legal guardian will be notified\*
- J-Board with the recommendation of suspension or expulsion from the College

\*In cooperation with FERPA Laws

### Open Container Laws

It is unlawful for any person to consume or have in his or her possession any alcoholic beverages in an open container on any campus street, sidewalk or un-designated area.

### State Law and Local Ordinances

The use of alcoholic beverages on College property must be in accordance with the laws of the State of Wisconsin and the Town of Herman (see page 62). The following is a summary of the laws as they relate to some of the important points relative to alcoholic beverages:

It is unlawful for any persons under the age of 21 years to acquire, have in his/her possession, or consume any alcohol, spirits, wine, or beer. It is in violation of state law and punishable by fine or imprisonment, or both, for any person under the age of 21 years to purchase or attempt to purchase alcohol or liquor. The sale of intoxicating liquor to a minor is a felony, as is the giving, supplying, or permitting the consumption of alcohol or liquor by any person under the age of 21, either for his/her own use or for the consumption of other persons regardless of age. Misrepresentation of age and the use of false or forged documents to obtain alcoholic beverages are punishable by fine and/or imprisonment.

## **Residence Life Policies and Procedures**

### Alcohol Policies

1. Muehlmeier, Grosshuesch, Brotz and Krueger Halls are alcohol-free residence halls. No alcohol of any type, nor empty alcohol containers, is permitted in these buildings.
2. Alcoholic beverages will be permitted in Friedli-Hofer Suites and the Hill House, Morland House, South House and Kurtz House Apartments as long as one of the occupants is of legal drinking age. Those consuming alcohol must be of legal drinking age.
  - a) Residents of the Suites and Apartments are responsible for ensuring that appropriate laws, ordinances, and regulations are upheld at all times.
  - b) Should alcohol-related problems arise in the Suites or Apartments, the residents there shall be held personally responsible and accountable for such problems.
  - c) Possession and/or consumption of alcohol by any individual of legal drinking age in his/her own Suite or Apartment shall not infringe upon the privacy, peace, or rights of others.
  - d) Common source alcohol, such as multiple cases, wapatulis, kegs, barrels, or fractional parts of kegs and barrels are not permitted at any time. Also, instruments that promote abuse of alcohol such as "beer bongs" and devices primarily used in drinking games are prohibited and may be confiscated.

3. Apartments/Suites that are occupied by all under-age students should be alcohol-free at all times.

4. Selling of alcoholic beverages is prohibited.

Violations of the Alcohol Policies will be resolved through the College disciplinary procedures. Students should also be aware that in the event prosecution occurs outside the College, applicable legal sanctions under state and/or federal laws for unlawful possession and/or consumption of alcoholic beverages include fines or imprisonment.

Students experiencing difficulties with alcohol or any kind of substance abuse are encouraged to talk with a staff member in residence life, health services, counseling, the Dean of Students or another member of the College staff.

#### Checking In and Checking Out Procedures

Residents must complete a room condition report when they move into a room. This needs to be completed before the resident is issued a key for that room. Deficiencies in the room need to be noted at that time, as the resident will be financially responsible for the information on that form. Students will be held responsible for any damages that occur in their room during the year. Any resident choosing not to check out properly following the procedures below will be assessed a \$50 charge. Also, residents of a room, apartment, or suite will be assessed cleaning charges if room is not adequately cleaned before departure. Failure to properly check out will deny a student of an opportunity to appeal any and all damage charges to their room.

Proper Express check-out procedures include: obtaining an Express check-out envelope from hall staff, placing your room key inside the envelope, and turning it into hall staff upon departure. If Express check-out is chosen, the student waives the right to appeal any and all damages/cleaning charges to their room.

*Proper Standard check-out procedures include:*

1. Scheduling a check out meeting with their RA or HD 24 hours in advance.
2. Turning in room keys.
3. Cleaning the room thoroughly, including carpets and emptying garbage.
4. Completing and signing room condition report with a staff member.
5. Locking the room upon checking out.

#### Computer Resources

Computers in traditional Residence Halls have been supplied for “quick fixes.” They are supplied as a resource for late night corrections, additions, and deletions, etc. They are not meant as a primary resource for word processing. Other locations and times are listed in the front of the handbook under Computer Labs. Computer terminals are for academic use only. Game playing is not allowed.

#### Consolidation/Single Rooms

A few weeks into each semester, students living alone in double rooms will be asked to consolidate or pay the single room rate. This gives others wishing to reside in single rooms the opportunity to do so. Single rooms are granted on a first come, first-served available basis. Single rooms are generally not granted until a few weeks into each semester. Please consult your Hall Director for assistance in this process.

### Damages to Housing Facilities

Common Area Damages are those damages/messes that are incurred to the lounges, hallways, bathrooms, and immediate outside areas of the building. All members of the residence hall community are responsible for the cost of damage or messes made which cannot be isolated to a particular person(s). Students are encouraged to hold each other responsible for their actions. Any vandalism which occurs throughout the year should be reported immediately to a Residence Life Staff member. It is the responsibility of the residents to determine who is responsible for the damage. Room damages are the responsibility of the students who live in the individual rooms for as long as they live there and will be billed accordingly. All residents are responsible for the actions of their guests, whether those guests live on or off campus. Residents who are responsible for extensive damages or messes may be denied the opportunity to reside in any campus housing.

### Electrical Appliances

Electrical appliances are limited to those which are UL approved, in good condition, and have a thermostatic control. Air conditioning units are not permitted in any campus housing facility, unless permission is granted by the Director of Residence Life. Extensive cooking is not permitted in residence hall rooms. No toaster ovens, woks, or units with open heating elements are permitted. Appliances with enclosed heating elements, such as hot pots or electric frying pans are acceptable. (Kitchenettes are located in the lounges of Muehlmeier Hall, Grosshuesch Hall, A. Krueger's first floor and each wing of Brotz Hall.)

### Firearms/Fireworks/Weapons

Possession and/or use of firearms, including, but not limited to ammunition, BB guns, stun guns, rifles, bows, bayonets, knives, switchblades, martial arts weapons, air soft guns, sling shots, and paint pellet guns are not permitted on campus. Possession and discharge of fireworks and other types of explosives (including firecrackers and smoke bombs) are not permitted on campus. Students guilty of these violations will be dealt with severely.

### Fire Safety

The safety of every individual in the residence facilities is paramount in the minds of the Residence Life Staff. Fire is an especially serious concern. As a resident student, it is important that you become familiar with the stairwells and exits in your housing facility. It is also important to use caution when decorating your room.

1. For fire safety, the following items are not allowed: Halogen lamps, burning candles or burning incense, and the use of paneling or plywood in student rooms. Hanging items from ceilings such as fishnets, parachutes, sheets, flags, posters, etc. is also prohibited. In addition, no grills are permitted on any patio/balcony areas.
2. Every student is responsible for immediate evacuation of the building in the event of a fire alarm. Failure to evacuate will result in referral to the Hall Director for disciplinary action.
3. Tampering with fire alarms, fire extinguishers, or fire equipment will be just cause for dismissal from housing and/or dismissal from Lakeland College. Persons placing false alarms, interfering with the proper functioning of the fire alarm system, or interfering with the lawful efforts of the firefighters are

subject to prosecution under Wisconsin State law. If a fire results from your negligence, you may be held financially responsible for property damage and personal loss.

### Furniture

College property, including furnishings, must not be removed from the assigned area within the hall. A \$50 fine will be assessed for unauthorized furniture found in student rooms or when College owned furniture is removed from student rooms. Pegs for bunking beds are available at no charge from a Residence Hall Director or other hall staff. Due to the damage it causes, taking apart College furniture such as beds and desks is prohibited.

Bed ends may not be flipped over to make more storage space due to the damage it causes to the headboards and footboards. To reassemble beds and desks, please contact hall staff to do so. All reassembling must take place at least two weeks before final exams. Any resident waiting after that time will be assessed a \$25 charge. You will be personally responsible for damages to furniture caused by modification to the furniture or room. No waterbeds are permitted. You may build lofts/bunks in your room according to the following guidelines:

1. Construction cannot damage College furniture or property in any way.
2. No construction can rest on any College furniture.
3. All construction needs to be free-standing and self-supporting.
4. Construction cannot block doors or windows.
5. The use of paneling or plywood construction materials is prohibited.
6. All construction needs to be taken down at least two weeks prior to final exams during the semester you plan to check out of housing.

### Gambling

State law prohibits gambling or the possession of gambling devices in the residence halls.

### Guests and Visitation Hours

The right of the students to live in reasonable privacy takes precedence over the right of their roommates to entertain guests in their rooms. Visitation hours are from 7am to 2am each day. The College allows invited and escorted persons of either sex to visit students' rooms only during the aforementioned times. Residents who bring guests to the residence hall assume responsibility for the behavior of their guests. The right of residents to use their room at any time must not be denied by their roommates.

Guests must follow Lakeland College policies and guidelines (including alcohol and quiet hour policies) the same as resident students. In order to assure privacy for residents, unregistered guests of either sex are not allowed in the residence halls outside of visitation hours. Guests who violate this policy may not be allowed to return to the residence hall for at least the remainder of the term.

Overnight guests of the same sex are permitted only if they are registered with the Hall Director and under the conditions stated in the Lakeland College Residence Hall Agreement. Under no circumstances are overnight guests of the opposite sex allowed in the residence facilities. Guests are allowed on campus for no more

than two consecutive nights, and a maximum of two guests (of the same sex) per student is permitted.

Guests must be 18 years of age or older. Siblings under 18 are permitted on campus but must be registered with the Hall Director or Student Life Office. Siblings under the age of seven (7) years are not allowed to be overnight guests in the residence halls. Parents and their small children must reserve a campus guest room for overnight visits. Violation of the visitation policy will result in disciplinary action ranging from a warning to suspension or expulsion, depending on the nature and seriousness of the infraction.

### Housing Contract, Room Fees, Services

All resident students enter into a contractual agreement with the College through the housing contract. This contract is for one complete academic year. Students are well advised to become completely familiar with the contents of this contract, especially the obligations of the residence to the College and vice versa. The College makes every effort to house students with roommates of similar interests and life style; however, this may not be possible in all cases. Therefore, the College reserves the right to assign all residents to rooms.

Your contractual agreement with the College does not include occupancy of the residence hall during the Thanksgiving, Christmas, and Spring breaks. If you have a reason for staying during these breaks, a nominal fee may be charged.

The student will pay the College the prescribed room and board rate for each semester during the term of the contract. The initial rates are guaranteed for the academic year, barring extraordinary economic changes. Charges will begin the first day the halls officially open. Semester charges for room and board will be billed to the student's College account in two equal installments, with payments due at the beginning of each semester. Housing agreements are binding for the entire academic year or portion thereof. Failure to complete the agreement for any reason, including suspension or dismissal from the College or residence hall, will result in forfeiture of all room and board fees. No transfer agreement to another student is permitted.

No refunds will be made for missed meals or for temporary absence from the hall. Students who are required to live off campus, in order to fulfill their academic responsibilities during the May Term, are eligible for a board refund, upon application to the Dean of Students.

The College may terminate a student's residence hall occupancy and take possession of the room at any time for violation of residence hall policies, violation of College rules/regulations, or for reasons of health or safety.

### Housing Re-application Process

Lakeland College offers two types of apartment housing for upper-class students - Senior Apartments (4 person units); and Honor Apartments (4, 6 and 8 person units). To qualify for senior apartments, applicants must have successfully completed 90 credits, and/or be 21 years of age by the beginning of the academic year. To qualify for honors apartments, applicants must have at least a 2.25 cumulative G.P.A. at the time of application, be actively involved with campus activities, organizations, and leadership positions, and consistently uphold Lakeland College's mission, values, and expectations both in and out of the classroom. All applicants are subject to a discipline review by the Director of Residence Life and/or the Dean of Students.

That review may cause an applicant to be denied apartment living. Individuals/groups interested should obtain applications from the Office of Residence Life.

### *How to Apply*

Students will need to apply in groups of four same-sex students for Morland House and Hill House, six same-sex students for Kurtz. South House applicants can apply as individuals or in groups of up to eight same-sex students. Each individual or student in that group will need to obtain and fill out a Lakeland College Honor Apartment Housing Application Form. Each group will need to submit their applications to the Director of Residence Life by the indicated due date.

Each group will then be given a total numerical value based on their individual applications. That value will be used to determine which groups will be assigned an apartment. Groups will be ranked from highest to lowest in numerical value. In case of a tie, class standing will be taken into account. Groups will be notified of their numerical value.

### *Apartment Application*

The application process involves the following:

- a) Residence Life confirms your cumulative G.P.A. and class standing. All applicants for Morland, South, and Kurtz Apartments must have obtained a minimum 2.25 grade-point-average by the semester prior to application.
- b) Organizations rosters confirm your membership and leadership positions. All applicants are subject to a discipline review by the Director of Residence Life and the Dean of Students. That review may cause the applicant to be denied apartment living.

### *Brotz Hall*

Brotz Hall housing is primarily designed for students with a sophomore class standing. Students will apply as individuals or in groups of up to eight same-sex students. Each group or individual will be given a numerical value based on individual's accumulation of points earned through class standing, grade-point-average, and extra-curricular involvement.

### *Suite Housing*

Suite housing is designed for students at Lakeland College who have achieved either a sophomore, junior or senior class standing.

### *Laundry*

There are laundry facilities in each of the residence halls. The machines are operated by money that you deposit on your Campus Card. You may deposit money in your account at the Business Office, the Muskie Mart, or The Daily Grind. If machines are not working properly, please contact your Hall Director or call x1119.

### *Liability*

Students are also responsible for all personal items brought on campus. The College does not assume responsibility for any personal items that are lost, stolen, or damaged. We recommend that each student discuss with his/her family the kind of personal item coverage which the family possesses. Most families have homeowner's insurance. Check with your agent to see if your personal items are covered here on the Lakeland College campus. If the student is not covered for their property here at Lakeland College under his/her parent's homeowner's insurance policy, the College recommends that the resident acquire renter's insurance.

### Loss of Key

Loss of a key during the time of residence will result in a \$15 charge being assessed. If you lose your key, please inform a member of the Residence Life staff as soon as possible so the lock can be changed and new keys issued.

### Pets

Pets, other than fish and snails, are not permitted in the residence halls or on adjacent grounds at any time. Students who keep pets may be asked to leave College housing and may forfeit all room fees. Permission from roommate is required before installation of tank. No other animal will be allowed in tanks, including turtles. During extended breaks, tanks can remain plugged in, but it is up to the resident to find an adequate way of supplying food for the fish.

A maximum twenty-gallon aquarium is permitted. Tanks must be kept clean at all times. Tanks larger than five gallons must have adequate filtration and aeration systems. Tanks under five gallons must have only marble bottoms. Tanks must be maintained with a siphon cleaning system. Tanks with gravel may not be cleaned in the bathrooms.

### Quiet and Courtesy Hours

Quiet hours in each hall are from 10pm to 7am Sunday through Thursday and from midnight to 9am Fridays and Saturdays. Courtesy hours are in effect 24 hours per day. Placing stereo speakers in the windows is a violation of courtesy hours and is not allowed. Students should be aware that the communal bathrooms carry noise, so boom boxes and radios are not permitted in them. Extended quiet hours are in effect during the final exam periods. Subwoofers are not permitted in the residence community. In addition, amplifiers and loud musical instruments are not permitted. Repeated noise violations may result in loss of privileges and removal of equipment and/or other disciplinary action.

### Recreation in the Residence Facilities

In order to minimize potential injury, no games/sports designed to be played outdoors are permitted in hallways or lounge areas. This includes, but is not limited to basketball, soccer, catch, rollerblading, skating, or skateboarding.

### Responding to the Requests of Staff

Residence Life staff members are trained to respond to emergency situations and policy violations; however, their effectiveness often depends on cooperation from students. Students are expected to respond to all reasonable requests (written and verbal) from staff members and must not interfere with the performance of any duties.

### Room Changes

There will be an announced room change week within two to three weeks of the start of each semester. The Hall Director must approve any room changes in writing. See also consolidation/single rooms.

### Room Decorating

Room decorating, which does not damage walls, furniture, doors, etc. is permitted in the residence halls as long as it does not compromise hall security or safety.

Nails, tacks and adhesives, which cannot be removed, will not be permitted. For more information regarding decorating your room, please refer to the Fire Safety section stated earlier.

### Room Entry

The College's right to enter a room is exercised with discretion. Authorized College personnel, before entering a room, should knock, announce themselves, receive permission to enter, and then enter. In cases where the staff member suspects that a College regulation is being violated, the staff member may enter after knocking and announcing him or herself. A reasonable effort shall be made to have a resident present if it is necessary and appropriate. When it is necessary for a College staff member to enter a resident's room for inspections (hall closing at vacation times), the residents are given advanced notice of an entry, which may take place without the student being present.

The College reserves the right to enter any room at any time for the purpose of routine maintenance or repairs, inspection for inventory control or fire, health and safety regulations, responding to other emergencies, including life and/or health-threatening situations, investigating reasonable information that a crime is being or has been committed, and/or responding to reasonable evidence that a College regulation is being or has been violated.

Rooms may also be entered during the absence of the occupant by a Hall Director or Resident Assistant to turn off a loud stereo, alarm clock or similar item, shut a window, or correct any problem that interferes with the rights of other students. Every room will be entered at the beginning of each vacation period when the halls are closed. This is to ensure all windows are closed and locked, curtains are closed, and maintain general safety and security standards.

### Safety and Security Concerns within the Residence Halls

Residents should be concerned and help take responsibility for security within their own hall. Students should take proper care of their room keys and not hand them out to friends or guests. Outside doors should not be propped open for any reason. If you see one propped open, close it!

Violations of safety and security concerns are dealt with severely. Violations of the policies will quite likely result in immediate dismissal from the halls with a forfeiture of all room fees. Below is a partial list of other safety and security concerns. Violations of these policies may result in disciplinary action. The possession or use of any firecracker or firearm is prohibited.

Tampering with fire safety equipment is strictly prohibited. This includes taking batteries from smoke detectors, setting off fire alarms, and discharging fire extinguishers. Tampering with the lock on any door or the keys for any campus lock is not permitted. Compromising the safety and security of a person or people in a building will not be tolerated. Throwing objects from any residence hall window or balcony is prohibited. Unauthorized presence on the roof of any campus building is prohibited. A fine of \$50 will be assessed to those in violation.

Verbal and physical harassment is not allowed on the Lakeland College campus. Harassment is any verbal or physical conduct that creates a hostile or offensive environment, intended or not, which is directed at the age, race, creed, color, handicap, gender, sexual orientation, developmental disability, national origin, ancestry, veteran status, or marital status of an individual or group. Harassment may

take the form of name calling, signs, notes, slurs, or jokes that demean or belittle a victim's culture, history, or lifestyle. Harassment also occurs when a person's body, possessions, or place of residence is threatened or violated. Such conduct will not be tolerated on the Lakeland College campus. If you feel you have been the victim of harassment, you should contact your Hall Director or Director of Residence Life.

Storage, however temporary, of any motorized vehicle or flammable substance is prohibited in the residence halls. Screens need to remain in position on the windows at all times. Removing a screen will result in a \$50 charge being assessed to the residents of the room. Outside and hallway doors may not be propped open.

Students are required to produce their College identification at the request of a staff member. Candles and incense are not permitted in the residence halls. Entering or exiting through windows is prohibited due to risk of injury. A fine of \$30 will be assessed to those in violation. All students are expected to keep their room doors locked to prevent theft or unauthorized entrance.

### Sales and Solicitation

Solicitation and selling of items in residence halls must be in accordance with Wisconsin State law and Lakeland College policy. No sales or solicitation is permitted from outside groups. Organizations should receive approval from the Director of Student Activities before soliciting on campus.

The College prohibits solicitation, sales, or door-to-door canvassing by students or non-students on College property, except with permission of the Director of Residence Life or Dean of Students. Prohibited solicitation includes the posting of advertisements on College property. Unauthorized solicitation should be reported promptly to the Student Life Office or Security.

### Telephones

Campus numbers can be reached by dialing the appropriate four-digit number. Off-campus local numbers can be reached by dialing "8" to get an outside line, then dialing the full seven-digit number. For long-distance, collect or credit card calls, dial "8" then your calling card "800" number. When prompted, dial the area code and number. You will have to use a calling card for long-distance calls. The two options are a prepaid calling card or a regular calling card through a long-distance carrier. For more information or questions, please dial x1643.

Under no circumstances are students allowed to accept a collect telephone call or obtain long distance service through the use of fraudulent billing. Any residence hall student's telephone line will be restricted to on-campus only calling for the remainder of the school year if any calls are made from their extension by means of fraudulent billing or collect calls are accepted at their extension. Students are personally responsible for all toll or collect calls that are charged to or made from their residence hall room telephones. Abuse of telephone privileges may also result in suspension or dismissal from the College, or prosecution by civil authorities.

Persons wishing to call a student from off campus may do so by dialing (920) 565 and the student's four-digit extension number. The switchboard personnel are available to help you with any telephone service problems.

The College switchboard is open Monday through Friday from 7:30 a.m. to 4:30 p.m. Should you experience telephone problems when the switchboard is closed, please contact your Residence Hall Director. Pay telephones are located both inside and outside of the Campus Center.

### Vacation/Break Policy

The Residence Halls close at 7 p.m. on the last day of classes prior to a vacation period. The halls will reopen at noon on the day prior to the resumption of classes. Limited housing is available for students needing to stay. Applications must be completed in advance with the Director of Residence Life. Students are expected to leave the halls within 24 hours of their last exam for the winter and summer breaks. Any exceptions of this policy must be discussed with the Hall Director prior to the vacation period.

## **Judicial System**

### Philosophy

The purpose of the judicial system is to hold students responsible for their actions and behavior, to educate them in dealing with civic responsibility, and to educate them as a whole. The process is educational rather than punitive. It is not a criminal system; rather, it is founded to uphold campus policies and codes. Decisions of the judicial process are not based on guilt or innocence, but whether a violation of the College code exists.

### Procedures

If the behavior of a student conflicts with policies and procedures outlined in the housing contract or other official publications of Lakeland College, the student conduct system seeks to increase the student's sensitivity to the personal and social consequences of his or her behavior.

Because the primary goal of conduct proceedings is education, the hearings are non-adversarial, confidential, and not to be considered analogous to court proceedings. The degree of formality of these proceedings is considered necessary to ensure a well functioning, equitable program, which protects the rights of all concerned. Responsibility and authority in matters of student behavior resides with the Dean of Students and her staff. Parents may be notified of any disciplinary action taken at the discretion of the Dean of Students.

## **Student Conduct Procedures**

### Disciplinary Policies

Conduct incompatible with the College community, therefore disruptive of our academic environment, shall be subject to disciplinary action. To help students, the College community has established policies for behavior to ensure that a healthy environment for living and learning does exist. Students are totally responsible for the policies that are defined in this handbook. Procedures do not relate to specific types of misconduct but depend on the magnitude of the offense as determined by the Student Life staff person who hears the case. The following acts are defined by the College to be unacceptable. The list may not be all-inclusive.

### Level I Violations

A student found to have engaged in any of the following violations may be subject to a maximum sanction of College expulsion.

Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Disciplinary Policy.

- I.1 Violation of Probation - Violation of the code while on probation, or violation of the terms of that probation.
- I.2 Disruption/Obstruction - Obstructing or interfering with College functions of any College activity to include, but not limited to: the obstruction of teaching, research, administration, disciplinary proceedings, and other College activities, including its community service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
- I.3 Campus Demonstration - Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which reasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- I.4 Mental or Bodily Harm -
  - a. Intentionally inflicting mental or bodily harm upon any person;
  - b. taking any action for the purpose of inflicting mental or bodily harm upon any person;
  - c. taking any reckless but not accidental action from which mental or bodily harm could result to any person;
  - d. causing a person to believe that the offender may cause mental or bodily harm;
  - e. any act that demeans, degrades, or disgraces any person. "Any person" as used in this section may include oneself.
- I.5 Harassment - Any speech, action, or behavior that is focused on any individual or group based on the individual's or group's gender, race, sexual orientation, religion or ethnicity is a form of harassment and will not be tolerated. Any speech, action or behavior that demeans, degrades, is inflammatory, or could be considered "fighting words" are not acceptable for the Lakeland College community.
- I.6 Discrimination - Intentional discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law.
- I.7 Destruction of Property - Intentionally or recklessly damaging, destroying, defacing or tampering with College property or the property of any person.
- I.8 Theft - Theft or attempted theft of property or services from any person or business.
- I.9 Possession of Stolen Property - Possessing property suspected by the possessor to be stolen and that may be identified as property of the College or any other person. The burden of proof is that the possessor "suspects" such property is stolen, and not necessarily "knows" the same is stolen.
- I.10 Forcible Entry or Trespass - Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry or use of College grounds.
- I.11 False Report of Emergency - Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- I.12 Misuse of Safety Equipment - Unauthorized use or alteration of fire fighting equipment, safety devices, or other emergency equipment.

- I.13 Possession of Dangerous Weapons - Unauthorized possession of a firearm, weapon, dangerous chemicals, or any explosive device of any description (including compressed air guns, air soft guns, pellet guns, BB guns, shot guns, or illegal knives) on College grounds. Other dangerous items may include fireworks and other devices dangerous to property or person(s) as deemed by the Student Life staff.
- I.14 Illegal Controlled Substances -
  - a) The manufacture, distribution, sales, offer for sale, or possession of any illegal controlled substances, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana.
  - b) Possession of drug paraphernalia, such as bongos, roach clips, or pipes, is prohibited.
  - c) Students will be held accountable for the presence of the odor of marijuana or any other illegal controlled substances in their room or apartment.
- I.15 Failure to Appear - Failing to appear at the request of any hearing authorities.
- I.16 Misuse or Abuse of Computers - Unauthorized use or misuse of any computer, computer system, service, program data, network, cable television network, or communication network. Also to include, but not limited to:
  - a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b) Unauthorized transfer of a file.
  - c) Unauthorized use of another individual's identification and/or password.
  - d) Use of computing facilities to interfere with the work of another student, faculty member, or College official.
  - e) Use of computing facilities to send obscene or abusive messages.
  - f) Use of computing facilities to interfere with normal operation of the College computing system.
- I.17 Falsification of Records - Altering, tampering, forging or knowingly using falsified documents or records of the College (including, but not limited to Lakeland's parking permits and student ID's); being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any College proceeding or to any College official.
- I.18 Violation of Criminal Law - Alleged violation of any criminal law where the student's conduct interferes with the College's exercise of its educational objectives or responsibilities to its members.
- I.19 Repeated Violations - After receiving penalties or sanctions for violations, any repeated violations similar in nature.
- I.20 Sexual Assault or Harassment - Any violation specified under the College's sexual assault or harassment policy, as stated on pages 57-59.
- I.21 Aiding and Abetting - Assisting, hiring, or encouraging another person to engage in a Level I violation.
- I.22 Off Campus Behavior Policy - refer to the Student Rights & Responsibilities Section of Handbook.
- I.23 Hazing - Defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private

property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

I.24 Abuse of the Judicial System - To include, but not limited to:

- a) Failure to obey the summons of a judicial body or College official.
- b) Falsification, distortion, or misrepresentation of information before a judicial body.
- c) Disruption or interference with the orderly conduct of a judicial proceeding.
- d) Institution of a judicial proceeding knowingly without cause.
- e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- f) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- g) Harassment (verbal or physical) and/or intimidation of a member of a judicial body or any person involved in the judicial proceedings, prior to, during, and/or after a judicial proceeding.
- h) Failure to comply with the sanction(s) imposed by a judicial body or administrator.
- i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

I.25 Unauthorized Use of College Keys - Unauthorized use, distribution, duplication, or possession of any key(s) issued for any building, laboratory, facility, room, or other College property.

Level II Violations

A student found to have engaged in any of the following violations may be subject to a maximum sanction of disciplinary probation. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Disciplinary Policy.

- II.1 Unauthorized Use of Property or Services - Unauthorized use of property or services, unauthorized possession of College property, or the property of any other person or business.
- II.2 Disorderly Conduct - Disorderly conduct is disturbing the peace and good order of the College by, among other things, fighting, quarreling, disruptive behavior, indecent behavior, public urination and/or lewd behavior. This includes violating Quiet and Courtesy Hours.
- II.3 Failure to Comply or Identify - Failure to comply with directions of College officials, campus security, law enforcement officers or any other official acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
- II.4 Misuse of Identification - Transferring, lending, borrowing, altering, or unauthorized creation of College identification.
- II.5 Unauthorized Use of Alcoholic Beverages -
  - a) Possession, distribution, or consumption of alcoholic beverages and/or failure to comply with State or College regulations regarding the use or sale of alcoholic beverages. (Exceptions will be during special events or in circumstances authorized by College officials.)
  - b) Public intoxication presenting a threat to oneself or others due to being under the influence of alcoholic beverages.

- c) Underage possession and/or consumption is a violation of state law and will be dealt with by College officials.
  - d) Alcohol in a public area.
- II.6 Violation of Rules Regarding Residence Facilities and Dining Facilities - Violation of a Housing Contract or the Published Rules and Regulations of College Residence Facilities -
- To include:*
- a) violating terms of the housing policy;
  - b) violating the quiet hour policy;
  - c) failing to properly register guests/visitors;
  - d) possessing animals;
  - e) possessing unauthorized hazardous items;
  - f) violating the visitation policy;
  - g) violating alcohol policy;
  - h) refusing to present Campus Card;
  - i) unauthorized carryouts from dining hall;
  - j) lending Campus Card to another student for the purpose of securing a meal;
  - k) using tobacco in tobacco free area;
  - l) open flames in inappropriate areas, such as grills.
- II.7 Aiding and Abetting - Assisting, hiring, or encouraging another person to engage in a Level II violation.
- II.8 Violation of Any Lakeland College Policy - Violation of any policy outlined in any College publication.
- II.9 Repeat Ticket Violations - After receiving three tickets for various violations, a letter of warning from the Director of Security will be sent. Continued violations may have sanctions and/or fines imposed by the Director of Residence Life.

Administrative Structure

1. The Dean of Students is the administrative officer who has the overall responsibility and authority to supervise the judicial process at Lakeland College as delegated by the President. This includes overseeing the continued evaluation of both the process and procedures, as well as the training of the appropriate board.
2. The Director of Residence Life and the Residence Hall Directors have the delegated responsibility to counsel, guide and assist in the discipline of those students who have violated the established regulations of Lakeland College in their respective areas of responsibility. The Director of Residence Life may elect to hold an Administrative Hearing when deemed appropriate. All housing staff members are under the immediate jurisdiction of the Director of Residence Life.
3. The Office of Safety and Security complements the Student Life staff. Its responsibility on the campus directly relates to the security and safety of persons and property.
4. College staff members may be required in specific judicial proceedings to serve as accusers in presenting the case to the appropriate board/administrator. The role of the accuser is to present the alleged violation(s) and will provide the hearing body with all relevant information.

5. The Dean of Students has the right to decide which hearing body shall preside over a specific case. This decision would be made in the best interest of the individuals and the College. Under extraordinary circumstances, which would be defined by the case participants, hearing procedures may be revised to protect the psychological or physical needs of the students, or to address a significant institutional issue quickly. In such situations, the Dean of Students may elect to hold an Administrative Hearing.
6. The Dean of Students determines the type of judicial process if violations of College policy occur before the academic year commences and during the final examination period, College breaks, or at other times when the College is not in academic session. The Dean of Students has the authority to determine appropriate sanctions for violations of College policy during this period.

#### Judicial Board Hearing Procedures

The following procedural guidelines shall be applicable in disciplinary hearings:

1. All charges shall be presented to the accused student in written form. A time shall be set for hearing, not less than two nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Students. Also at this time, the Dean of Students will invite the accused to a Pre-Hearing Conference. The purpose of this meeting is to inform the accused of the judicial process, what the charge(s) are before them, and to answer any questions they may have.
2. The Dean of Students will inform the judicial board of the case.
3. The board may not begin a case with less than a two-thirds majority of its total membership.
4. The hearing will be recorded for appeal purposes only. The recording will be kept in the sole possession of the Dean of Students. Outside recording devices will not be allowed. The Dean will retain tapes and all materials after the judicial process is completed. Under normal circumstances, materials are destroyed and the tapes erased after the hearing or appeal process is completed.
5. The violation will be read to the accused and s/he will be allowed a response.
6. The board will ask questions to determine all facts of the case, which includes the calling of witnesses.
7. Final statements from the accused and the accuser will be taken.
8. Decisions by the board shall be by majority vote. In the event of a tie, the chair will vote to break the tie.
9. A reminder of confidentiality will be given.
10. The board will impose sanctions if a violation is determined to have occurred.
11. Written notification of the decision will be sent within three class days of the decision.
12. An appeal of the decision must be submitted to the Dean of Students within two (2) class days of the official notification of the decision.

13. If the alleged violator does not appear before the judicial board, the hearing will take place to determine whether a violation has occurred and determine a sanction.
14. The proceedings of the Judicial Board and all facts related to the case are considered confidential.
15. Professional legal counsel will not be permitted to attend a campus judicial hearing. Judicial Board Hearings are seen as educational in nature and not criminal proceedings.
16. Judicial hearings are closed to the public.

## **Sanctions**

One or more of the following sanctions may be imposed upon an individual or an entire organization, as the situation warrants:

1. Official Warning - This is a written description of student misconduct with the understanding that further misconduct will result in more severe disciplinary action. A record of the incident is kept in the Dean of Students' office while the student is enrolled.
2. Behavioral Agreement - This is a written document indicating the student's intended change in behavior. This is a binding agreement between the student and the Hearing Officer or Board.
3. Disciplinary Probation - Permits a student to remain at the College on the condition that he/she complies with College policies and the conditions of the particular probation. The provisions of the probation, which may be formalized in a behavioral agreement, are determined by the Dean of Students, Hearing Officer, or the Board hearing the case. A student on disciplinary probation is normally not allowed to participate in co-curricular activities, to hold an office in a campus organization or serve on a College committee during the time of probation.
4. Loss of Privileges - Denial of specified privileges for a designated period of time.
5. Restitution - Payment for theft or damage done to property of a student, the College, or an agent of the College should not exceed the value of the property and should be paid to the original owner of the property. In the case of College property, payment is made through the Business Office.
6. Suspension - Temporary loss of student status for a specified period of time up to two years with resultant loss of all student rights and privileges. A student on suspension may not attend classes nor attend any College-sponsored event. The student will be required to leave campus and not be permitted to return until the time the suspension has elapsed. The student will also lose credit for subjects carried that semester. Fees and tuition will be forfeited according to the normal withdrawal policy. The disciplinary action will be recorded on the student's record in the Dean of Students' office.
7. Expulsion - Permanent termination of student status. A student shall receive a grade of F in all courses carried during the term he/she is expelled. Fees and tuition are forfeited according to the normal withdrawal policy. The action of expulsion will be recorded on the student's permanent record. The Dean of Students may notify parents in serious conduct cases where suspension or

expulsion results. This notification is for the purpose of protection of both the College and the student. It is hoped that students would automatically notify their parents if a serious situation were to occur.

8. Discretionary Sanctions - Actions of a board may also include referral to health services, student counseling, or other College departments with the requirement that the student attend special seminars, engage in field study or work details, community service, initiate a counseling relationship, or participate in other appropriate educational programs.
9. Removal from Residence Hall - A new assignment may be made to give a student the opportunity to live in a different environment. A student may have his/her housing contract cancelled for violation of policies and will forfeit all fees.
10. Fines - In lieu of formal disciplinary actions, fines are used to discourage violations of College policies or regulations. Examples of when fines may be used may include, but are not limited to, the following:
  - a) Violation of fire safety policies.
  - b) Violations of the drug and alcohol policy.
  - c) Taking or moving College property without authorization.
  - d) Taking food from the cafeteria to feed a non-resident student.
11. Interim Suspension - The College President or Dean of Students may immediately suspend a student from campus, for an interim period, prior to a resolution through a campus hearing. The President or Dean of Students will base their decision on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the College campus reasonably may interfere with the educational or orderly operation of the College, or of the kind of which, if the student were allowed to remain would endanger the physical health, emotional well-being of any individual, including the student, or property of the members of the academic community.

The decision to alter or suspend the rights of a student for an interim period will be communicated in writing to the student and will become effective immediately. Notification will either be hand-delivered or sent by certified mail to the last address provided to the Registrar's Office. (Failure or refusal to take receipt of notification will not negate or postpone said action.) Students are responsible for updating directory information (including address) with the Registrar's Office. The notice will include a statement of the regulations or policies that the student(s) allegedly violated, a specific statement of facts constituting the alleged violation, and the time and place of the hearing.

The interim suspension or altered privileges will remain in effect until a final decision has been made on the pending complaint or until the President or Dean of Students determines that the reason for imposing the interim suspension or alterations of privileges no longer exists.

The hearing will be conducted as prescribed in the Judicial Hearing process.

If an appeal is applied for and granted, it too shall follow the process of those described in the Judicial Hearing process.

In the event that there is a decision to suspend or expel the student, the sanction will take effect from the onset of the interim suspension.

In the event of a lesser sanction being imposed, the interim suspension will not become a part of the student's permanent record.

If suspended or expelled, a student will not be reimbursed for loss of housing, board, or tuition fees.

In College Hearing Board Appearances, the chair of the College Hearing Board shall have the authority to require a student to appear at a designated time and place when the student's presence is necessary to resolve a question which is before the Board. The chair shall have the authority to require the student to produce additional information as is relevant to the hearing.

Appeals - The President will examine the evidence from the hearing and decide to uphold the decision of the judicial board or make a recommendation for a new hearing. No new testimony will be allowed at this stage.

Upon receipt of an appeal request, the President will review all written and recorded information pertaining to the case, and based on information gathered has the right to grant or deny an appeal hearing.

The only grounds for an appeal are insufficient proof of guilt, violation of student rights, or if the judicial sanction is felt to be inappropriate for the violation.

An application of appeal must be sent to the Dean of Students within two (2) class days of written notification of the judicial board's decision. The application must state specific reasons as to why the individual believes an appeal is in order.

An appeal hearing will be granted or denied by the President of the College.

If an appeal hearing is denied, the decision of the judicial board stands and notification will be sent to the student.

If an appeal hearing is granted, written notification will be sent to the student and an appeal hearing will be scheduled.

Granted requests for appeal hearings will go before the board, which reviews the recorded testimony.

Decisions of the President will be final and sent to the student when reached.

An application for appeal will be automatically filed in cases where expulsion or suspension is imposed as a sanction.

If an appeal is granted, the President will review the hearing. The decision of the President will be one of the following:

- a) To overturn the judicial board decision.
- b) To return the case to the judicial board for further review.
- c) To support the decision of the judicial board.

Honesty - Each participant in the judicial process, either as an accuser or the accused, must present the facts with total honesty. The student Judicial System depends on each participant being totally truthful. Individuals who are dishonest are subject to their own judicial action, which could include dismissal as a sanction.

## Campus Crime Reports

Student Right To Know and Campus Security Act of 1990

### Campus Crime Report - 2005

<u>Offense</u>	<u>Housing</u>	<u>Campus</u>	<u>Non-Campus</u>	<u>Public Property</u>
Criminal Homicide	0	0	0	0
**Murder/Nonnegligent	0	0	0	0
**Negligent/Manslaughter	0	0	0	0
Sex Offenses	1	0	0	0
**Forcible Sex	1	0	0	0
**Nonforcible Sex	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	9	0	0	0
Robbery	0	0	0	1
Auto Theft	0	0	0	0
Liquor Law Violations	86	0	0	0
Weapons Violations	0	0	0	0
Drug Violations	10	0	0	0
Arson	0	0	0	0
Hate Crimes:	0	0	0	0
Race	0	0	0	0
Gender	0	0	0	0
Religion	0	0	0	0
Ethnicity	0	0	0	0
Disability	0	0	0	0

### Campus Crime Report - 2006

<u>Offense</u>	<u>Housing</u>	<u>Campus</u>	<u>Non-Campus</u>	<u>Public Property</u>
Criminal Homicide	0	0	0	0
**Murder/Nonnegligent	0	0	0	0
**Negligent/Manslaughter	0	0	0	0
Sex Offenses	3	0	0	0
**Forcible Sex	3	0	0	0
**Nonforcible Sex	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	7	0	0	0
Robbery	0	0	0	0
Auto Theft	0	0	0	0
Liquor Law Violations	99	7	0	0
Weapons Violations	0	0	0	0
Drug Violations	7	0	0	0
Arson	0	0	0	0
Hate Crimes:	0	0	0	0
Race	0	0	0	0
Gender	0	0	0	0
Religion	0	0	0	0
Ethnicity	0	0	0	0
Disability	0	0	0	0

Campus Crime Report - 2007

<u>Offense</u>	<u>Housing</u>	<u>Campus</u>	<u>Non-Campus</u>	<u>Public Property</u>
Criminal Homicide	0	0	0	0
**Murder/Nonnegligent	0	0	0	0
**Negligent/Manslaughter	0	0	0	0
Sex Offenses	2	0	0	0
**Forcible Sex	2	0	0	0
**Nonforcible Sex	0	0	0	0
Aggravated Assault	3	0	0	0
Burglary	16	0	0	0
Robbery	0	0	0	0
Auto Theft	0	0	0	0
Liquor Law Violations	109	1	0	0
Weapons Violations	0	0	0	0
Drug Violations	11	0	0	0
Arson	0	0	0	0
Hate Crimes:	0	0	0	0
Race	0	0	0	0
Gender	0	0	0	0
Religion	0	0	0	0
Ethnicity	0	0	0	0
Disability	0	0	0	0

# NOTES

A series of horizontal dotted lines for taking notes.

*You cannot consistently perform in a manner which is inconsistent with the way you see yourself.*

**Zig Ziglar**

# ACADEMIC CALENDAR

## FALL TERM 2008

Faculty Workshop  
New International Student Orientation  
New and Returning Student Move-in Day  
New Student Welcome Ceremony  
Welcome Week Activities  
Returning Students Confirm Registration

### First Day of Classes

Opening Convocation  
Labor Day – NO CLASSES

### Last Day to Add/Drop Classes

HOMECOMING  
Midterm  
Fall Break  
Classes Resume  
Registration for Spring Term 2009

### Last Day to Withdraw from a Class or change to Audit Status

Thanksgiving Recess  
Classes Resume  
Last Regular Class Day  
Final Exams  
Christmas Break

## SPRING TERM 2009

New International Student Orientation  
New Student Orientation

### First Day of Classes

### Last Day to Add/Drop Classes

Midterm  
Spring Break  
Classes Resume  
Registration for Fall Term 2009

### Last Day to Withdraw from a Class or Change to Audit Status

Easter Break  
Classes Resume  
Last Regular Class Day  
Reading Day (No classes)  
Final Exams

### Baccalaureate and Commencement

## MAY TERM 2009

First Day of Classes  
Last Day of May Term

## SUMMER TERM 2009

First Day of Classes  
Last Day of Summer Term

Tuesday, August 19 – Wednesday, August 20  
Thursday, August 21 – Saturday, August 23  
Saturday, August 23  
Saturday, August 23  
Sat., August 23 – Saturday, August 30  
Tuesday, August 19 – Tuesday, August 26

### Tuesday, August 26

Thursday, August 28  
Monday, September 1

### Tuesday, September 2

Saturday, October 4  
Tuesday-Wednesday, October 7-8  
Thursday, October 16 – Sunday, October 19  
Monday, October 20  
Thursday, Nov. 6 – Friday, Nov. 14

### Friday, November 14

Wednesday, November 26 – Sun., November 30  
Monday, December 1  
Friday, December 5  
Monday, December 8 – Friday, December 12  
Saturday, Dec. 13, 2008 – Sunday, Jan. 11, 2009

Thursday, Jan. 8 – Saturday, January 10  
Friday, January 9

### Monday, January 12

### Friday, January 16

Monday-Tuesday, February 23-24  
Saturday, March 14 – Sunday, March 22  
Monday, March 23  
Thursday, March 26 – Friday, April 3

### Friday, April 3

Friday, April 10 – Monday April 13  
Tuesday, April 14  
Thursday, April 23  
Friday, April 24  
Monday, April 27 – Friday, May 1

### Sunday, May 3

Tuesday, May 5  
Friday, May 22

Tuesday, May 26  
Monday, August 17

# CALENDAR

## AUGUST 2008

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

## SEPTEMBER 2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## OCTOBER 2008

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## NOVEMBER 2008

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29

## DECEMBER 2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JANUARY 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## MARCH 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY 2009

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

## JUNE 2009

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## JULY 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## AUGUST 2009

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29

## SEPTEMBER 2009

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## OCTOBER 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## NOVEMBER 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## DECEMBER 2009

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# CLASS TIME SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st Hour 8:00-8:55	5th Hour 8:00-9:20	1st Hour 8:00-8:55	5th Hour 8:00-9:20	1st Hour 8:00-8:55
2nd Hour 9:05-10:00		2nd Hour 9:05-10:00		2nd Hour 9:05-10:00
3rd Hour 10:10-11:05	6th Hour 9:30-10:50	3rd Hour 10:10-11:05	6th Hour 9:30-10:50	3rd Hour 10:10-11:05
4th Hour 11:15-12:10	Convocation and Meeting Time	4th Hour 11:15-12:10	Convocation and Meeting Time	4th Hour 11:15-12:10
7th Hour 12:20-1:15	Community & Meeting Time	7th Hour 12:20-1:15	Community & Meeting Time	7th Hour 12:20-1:15
8th Hour 1:25-2:20	10th Hour 1:00-2:20	8th Hour 1:25-2:20	10th Hour 1:00-2:20	8th Hour 1:25-2:20
9th Hour 2:30-3:25 (9x 2:30-3:55)	11th Hour 2:30-3:50 (11x 2:30-4:20)	9th Hour 2:30-3:25 (9x 2:30-3:55)	11th Hour 2:30-3:50 (11x 2:30-4:20)	9th Hour 2:30-3:25 (9x 2:30-3:55)
12th Hour 3:35-4:30	13th Hour 4:00-5:20	12th Hour 3:35-4:30	13th Hour 4:00-5:20	12th Hour 3:35-4:30
14th Hour 4:40-5:35		14th Hour 4:40-5:35		14th Hour 4:40-5:35

## NOTES

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# AUGUST 2008



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6
10	11	12	13
17	18	19	20
24 31	25	26	27

To succeed... you need to find something to hold on to,  
something to motivate you, something to inspire you.

Tony Dorsett



THURSDAY	FRIDAY	SATURDAY
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

**NOTES**

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# 2008

*Challenges are what make life interesting;  
overcoming them is what makes life meaningful.*

**Joshua J. Marine**

**SUNDAY**

**17**

AUGUST

**MONDAY**

**18**

AUGUST

**TUESDAY**

**19**

AUGUST

**WEDNESDAY**

**20**

AUGUST

THURSDAY

21

AUGUST

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- New International Student Orientation
- Men's Soccer @ St. Norbert College

FRIDAY

22

AUGUST

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- Student Employment Supervisors Training 11am
- New International Student Orientation

SATURDAY

23

AUGUST

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- New International Student Orientation
- New and Returning Student Move-in Day
- New Student Welcome Ceremony
- Ari Herstand-Musician 8pm
- Welcome Week

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home    □ = Away



2008

To accomplish great things, we must not only act, but also dream; not only plan, but also believe. Anatole France

SUNDAY 24

AUGUST

- Resume Dr. 12:15-3pm (Laun 209)
- Outdoor Movie 9pm (Outside Campus Center)

MONDAY 25

AUGUST

- Welcome Week
- Men's Soccer vs. Lawrence University 3pm ■
- Women's Soccer vs. Lawrence University 5pm ■
- Ryan Hood-Musician 8pm
- Welcome Week

TUESDAY 26

AUGUST

- First Day of Classes
- Job Opportunity Fair 11am-1pm (Wehr)
- Game Night (Outside Campus Center) 5:30-7:30pm
- Welcome Week

WEDNESDAY 27

AUGUST

- Chapel Service 7pm
- Kira Soltanovich-Comedian 9pm
- Welcome Week

**THURSDAY**

**28**

AUGUST

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- Opening Convocation\*
- Timber Rattlers Game bus leaves at 5:00pm
- Welcome Week

**FRIDAY**

**29**

AUGUST

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- Men's Soccer @ Northland Baptist 5:15pm
- Women's Soccer @ Northland Baptist 3:30pm
- Women's Volleyball @ Elmhurst Tournament
- Pat McCurdy-Comedian/Singer 9pm
- Welcome Week

**SATURDAY**

**30**

AUGUST

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- Women's Soccer vs. Philadelphia Biblical University 1pm
- Women's Volleyball @ Elmhurst Tournament
- Karaoke 9pm

**NOTES**

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(\*) Convocation Credit Event  
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# SEPTEMBER 2008



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1 Labor Day	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	

*When you make a mistake, don't look back at it long. Take the reason of the thing into your mind and then look forward. Mistakes are lessons of wisdom. The past cannot be changed. The future is yet in your power.*  
Hugh White



THURSDAY	FRIDAY	SATURDAY
4	5	6
11	12	13
18	19	20
25	26	27

**NOTES**

Vertical column of 18 horizontal lines for taking notes, starting with a solid top line and followed by dotted lines.



2008

You really can change the world if you care enough.  
Marion Wright Edelman

SUNDAY

31

AUGUST

MONDAY

1

SEPTEMBER

LABOR DAY

- No Classes

TUESDAY

2

SEPTEMBER

- Last Day to Add/Drop Classes
- Student Employee Training 11am-12:15pm (Laun 209)

WEDNESDAY

3

SEPTEMBER

- Career Corner 11:30am-12:30pm (Bossard)
- Women's Soccer vs. Elmhurst College 4:30pm ■
- Chapel Service 7pm

**THURSDAY**  
SEPTEMBER

4

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- Calendar Clinic  
11am-1pm (Bossard)
- Career Corner  
11:30am-12:30pm  
(Bossard)

**FRIDAY**  
SEPTEMBER

5

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- Women's Volleyball @  
Sugarloaf Classic
- KFAS Concert-Arthur  
and Friends (Bradley)

**SATURDAY**  
SEPTEMBER

6

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- Football @ Central  
College (IA) 1pm
- Women's Soccer @  
UW Whitewater 5pm
- Men's Soccer @ UW  
Whitewater 7:30pm
- Women's Volleyball @  
Sugarloaf Classic
- Women's Golf Home  
Match
- Women's Tennis @  
Benedictine University

**NOTES**

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(\*) Convocation Credit Event  
■ = Home   □ = Away



2008

You can do anything you wish to do, have anything you wish to have, be anything you wish to be.

Robert Collier

SUNDAY

7

SEPTEMBER

- Women's Golf Home Match

MONDAY

8

SEPTEMBER

- Women's JV Volleyball @ UW Manitowoc 6pm ☐
- Pi Kappa Gamma Daisy Days

TUESDAY

9

SEPTEMBER

- Pi Kappa Gamma Daisy Days
- Career Corner 11am
- Student Employee Training 11am-12:15pm (Laun 209)

WEDNESDAY

10

SEPTEMBER

- Career Corner 11:30am-12:30pm
- Chapel Service 7pm
- Pi Kappa Gamma Daisy Days

**THURSDAY**  
SEPTEMBER

**11**

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- Career Corner  
11:30am-12:30pm
- Women’s Tennis vs.  
Maranatha Baptist ■
- Women’s Soccer vs. St.  
Norbert College 4pm ■
- Art Exhibition  
and Reception\*  
5:30-6:30pm
- Pi Kappa Gamma  
Daisy Days

**FRIDAY**  
SEPTEMBER

**12**

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- Women’s Tennis vs.  
Marian College ■
- Pi Kappa Gamma  
Daisy Days

**SATURDAY**  
SEPTEMBER

**13**

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- Football vs. College of  
Mount St. Joe 1pm ■
- Men’s Soccer @  
Concordia IL 1pm □
- Women’s Soccer @  
Concordia IL 3pm □
- Women’s Tennis @  
MSOE and Wisconsin  
Lutheran □
- Pi Kappa Gamma  
Daisy Days

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home   □ = Away



2008

*Dreams are today's answers to tomorrow's questions.*  
Edgar Cayce

**SUNDAY**  
SEPTEMBER

14

- JV Football @ Carroll College ☐

**MONDAY**  
SEPTEMBER

15

**TUESDAY**  
SEPTEMBER

16

- Poster Sale 9am-6pm (Outside Campus Center)
- Women's Volleyball @ Edgewood 7pm ☐

**WEDNESDAY**  
SEPTEMBER

17

- Career Corner 11:30am-12:30pm
- Men's Soccer @ Beloit College 4:30pm ☐
- Chapel Service 7pm

**THURSDAY**  
SEPTEMBER

**18**

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- Constitution Day Lecture\* (Bradley)
- Readers Theatre (Bradley)
- Career Corner 11:30am-12:30pm
- Women's Volleyball vs. Concordia University 7pm ■
- Rhymz Suhreal-Musicians

**FRIDAY**  
SEPTEMBER

**19**

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**SATURDAY**  
SEPTEMBER

**20**

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- Football vs. Carthage College 1pm ■
- Men's Soccer @ Dominican University 1pm □
- Women's Tennis vs. Rockford College 2pm ■
- Women's Soccer @ Dominican University 3:30pm □
- Women's Golf @ Wisconsin Lutheran □

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home □ = Away



# 2008

*If your ship doesn't come in, swim out to it.*

Jonathan Winters

**SUNDAY**

**21**

SEPTEMBER

• Men's Soccer vs. Ripon College 2:30pm ■

• Women's Golf @ Wisconsin Lutheran □

**MONDAY**

**22**

SEPTEMBER

**TUESDAY**

**23**

SEPTEMBER

• Dan Lococo "Turning A Blind Eye"\* (Bradley)

• Women's Soccer vs. Ripon College 4:30pm ■

• Women's Volleyball @ Maranatha Baptist 7pm □

• Ryan Horne-Musician 8pm (Pub)

**WEDNESDAY**

**24**

SEPTEMBER

• Career Corner 11:30am-12:30

• Chapel Service 7pm

**THURSDAY**  
SEPTEMBER

**25**

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- Career Corner  
11:30am-12:30pm
- Women's Tennis vs.  
Edgewood College ■

**FRIDAY**  
SEPTEMBER

**26**

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- KFAS Concert- Jabali  
Africa Dance Troupe\*  
(Bradley)
- Women's Volleyball @  
Wheaton Tournament □

**SATURDAY**  
SEPTEMBER

**27**

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- Men's Soccer vs.  
Rockford College 2pm ■
- Women's Soccer vs.  
Rockford College  
12pm ■
- Women's Tennis  
vs. Dominican and  
Concordia IL ■
- Women's Volleyball @  
Wheaton Tournament □

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home □ = Away

# OCTOBER 2008



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29





# 2008

*It is our choices...that show what we truly are,  
far more than our abilities.*

J. K. Rowling

**SUNDAY**

**28**

SEPTEMBER

- JV Football @ Ripon □

**MONDAY**

**29**

SEPTEMBER

- Adam Pate Caricature Artist 5pm
- Homecoming Relay Races 7pm

**TUESDAY**

**30**

SEPTEMBER

- Men's Soccer vs. Maranatha Baptist 4pm ■
- 32 Below-Country/ Rock Band 9pm
- Women's Volleyball vs. Marian College 7pm ■

**WEDNESDAY**

**1**

OCTOBER

- Homecoming Fashion Show and Trivia Contest (Bossard Hall) 8pm
- Chapel Service 7pm
- Women's Soccer @ Edgewood College 7pm □
- Women's Tennis @ Concordia WI □

**THURSDAY**

**2**

OCTOBER

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- Job Fairs on the Fox 2-6pm (UW Oshkosh)
- Octoberfest with Costal Connections (Sheboygan)
- Mr. Muskie 8pm (Bradley)

**FRIDAY**

**3**

OCTOBER

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- Women's Volleyball vs. Dominican University 7pm ■
- Homecoming Pep Rally (*following Volleyball game*)

**SATURDAY**

**4**

OCTOBER

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- Homecoming
- Football vs. Rockford College 1pm ■
- Women's Soccer @ Wisconsin Lutheran 1pm □
- Men's Soccer @ Wisconsin Lutheran 3:30pm □
- Women's Tennis @ NAC Tournament □
- Women's Golf @ Conference Match □
- Women's Volleyball vs. Concordia IL ■

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home □ = Away



# 2008

*Education's purpose is to replace an empty mind with an open one.*  
Malcolm Forbes

**SUNDAY**

**5**

OCTOBER

- Homecoming Worship Service 10am
- Women's Golf @ Conference Match
- Women's Tennis @ NAC Tournament

**MONDAY**

**6**

OCTOBER

**TUESDAY**

**7**

OCTOBER

- Midterm
- Professional Panel and Resume Review 11:30am-1pm (Laun 228)
- Women's Soccer vs. MSOE 4pm
- Wii Tournament (Wehr)

**WEDNESDAY**

**8**

OCTOBER

- Midterm
- Chapel Service 7pm
- Men's Soccer @ Edgewood College 7pm

THURSDAY

9

OCTOBER

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- Depression Screening 11am-1pm
- Rootbeer Pong & Mocktails (Pub)

FRIDAY

10

OCTOBER

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- Women's Volleyball @ Aurora University 7pm

SATURDAY

11

OCTOBER

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- Women's Soccer @ Alverno College 11am
- Football @ Wisconsin Lutheran 1pm
- Women's Volleyball @ Benedictine University

**NOTES**

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(\*) Convocation Credit Event  
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# 2008

*The foundation of every state is the education of its youth.*  
Diogenes Laertius

**SUNDAY**

**12**

OCTOBER

- Men's Soccer @ Finlandia University 1pm □
- Women's Soccer @ Finlandia University 3pm □

**MONDAY**

**13**

OCTOBER

**TUESDAY**

**14**

OCTOBER

- David Callahan "Cheating Culture"\*
- Graduate School & Job Fair 2:30-6pm (St. Norberts)
- Men's Soccer vs. Marian College 3:30pm ■

**WEDNESDAY**

**15**

OCTOBER

- Women's Volleyball @ Alverno College 7pm □

THURSDAY

16

OCTOBER

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- Fall Break
- Women's Soccer vs. Maranatha Baptist 3:30pm ■

FRIDAY

17

OCTOBER

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- Fall Break
- Women's Volleyball @ LaVerne and LaSierra Tri □

SATURDAY

18

OCTOBER

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- Fall Break
- Football @ Concordia IL 1pm □
- Women's Volleyball @ LaVerne and LaSierra Tri □

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home □ = Away



2008

No dreamer is ever too small; no dream is ever too big.

Anonymous

SUNDAY

19

OCTOBER

- Fall Break
- Women's Soccer @ Aurora University 1pm □
- Men's Soccer @ Aurora University 3pm □

MONDAY

20

OCTOBER

- Classes Resume

TUESDAY

21

OCTOBER

- Mission House Lecture\* (Bradley)
- Women's Soccer @ Concordia WI 3:30pm □
- Women's Volleyball vs. Wisconsin Lutheran 7pm ■

WEDNESDAY

22

OCTOBER

- Chapel Service 7pm

THURSDAY

23

OCTOBER

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- Resume Sundae's  
11:30am-12:30pm  
(Bossard)
- Karaoke

FRIDAY

24

OCTOBER

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- Women's Volleyball vs.  
MSOE 7pm ■

SATURDAY

25

OCTOBER

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- Women's Soccer vs.  
Benedictine University  
12pm ■
- Football vs.  
Benedictine University  
1pm ■
- Men's Soccer vs.  
Benedictine University  
2pm ■
- Women's Volleyball @  
Rockford College □

**NOTES**

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(\*) Convocation Credit Event  
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# NOVEMBER 2008



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2 Daylight Saving Time Ends	3	4	5
9	10	11	12
16	17	18	19
23 30	24	25	26

Whatever you create in your life you must first  
create in your imagination.  
Tycho Photiou



THURSDAY	FRIDAY	SATURDAY
		1
6	7	8
13	14	15
20	21	22
27 Thanksgiving	28	29

**NOTES**

A vertical column of 15 horizontal dotted lines for taking notes, corresponding to the rows of the calendar.

# 2008

*The greatest discovery of my generation is that human beings can alter their lives by altering their attitudes of mind.*  
William James

**SUNDAY**

**26**

OCTOBER

**MONDAY**

**27**

OCTOBER

**TUESDAY**

**28**

OCTOBER

- Majors Market  
10:30am-1pm  
(Daily Grind)
- Mock Interviews  
11am-2pm (Laun)
- Men's Soccer vs.  
Concordia WI 3pm ■

**WEDNESDAY**

**29**

OCTOBER

- Women's Soccer vs.  
Marian College  
3pm ■
- Chapel Service 7pm

THURSDAY

30

OCTOBER

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- Play: English is a Foreign Language\* (Bradley)
- Preparing for an Internship 11:30am-12:15pm

FRIDAY

31

OCTOBER

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- Play: English is a Foreign Language\* (Bradley)
- Women's Volleyball @ UW Whitewater Tournament

SATURDAY

1

NOVEMBER

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- Play: English is a Foreign Language\* (Bradley)
- Football @ Maranatha Baptist 1pm
- Men's Soccer NAC Tournament 1st Round
- Women's Soccer NAC Tournament 1st Round
- Women's Volleyball @ UW Whitewater Tournament

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home    □ = Away



# 2008

*You give birth to that on which you fix your mind.*  
Antoine De Saint-Exupery

**SUNDAY**

**2**

NOVEMBER

- Play: English is a Foreign Language\* (Bradley)

**MONDAY**

**3**

NOVEMBER

**TUESDAY**

**4**

NOVEMBER

- Women's Volleyball NAC Tournament 7pm
- Music Department Recital (Bradley)

**WEDNESDAY**

**5**

NOVEMBER

- Chapel Service 7pm
- Men's Soccer NAC Tournament Semi Finals
- Women's Soccer NAC Tournament Semi Finals

**THURSDAY**

**6**

NOVEMBER

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- Great Lakes Writers Festival: Tom Franklin\* (Bradley)
- Negotiating a Salary 11:30am-12:15pm (Laun)
- Women's Volleyball NAC Tournament 7pm

**FRIDAY**

**7**

NOVEMBER

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- Family Weekend
- Great Lakes Writers Festival: Tom Franklin\* (Bradley)

**SATURDAY**

**8**

NOVEMBER

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- Family Weekend
- Football vs. Concordia WI 12pm ■
- Men's Soccer NAC Tournament Finals
- Women's Soccer NAC Tournament Finals
- Women's Volleyball NAC Tournament

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home   □ = Away



2008

Follow your bliss and the universe will open doors  
for you where there were only walls.  
Joseph Campbell

SUNDAY  
NOVEMBER

9

- Band and Choir Fall Concert (Bradley)

MONDAY  
NOVEMBER

10

TUESDAY  
NOVEMBER

11

- Dining Etiquette  
11am-1pm (Laun DVB)

WEDNESDAY  
NOVEMBER

12

- Chapel Service 7pm
- Men's Soccer NCAA  
1st Round
- Women's Soccer  
NCAA 1st Round

**THURSDAY**

**13**

NOVEMBER

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- Spring Term Registration
- Dress What Not to Wear 11:30am-12:15pm (Bossard)
- Speed Networking with Costal Connections 5:30pm (Sheboygan)
- Women's Volleyball NCAA Regionals
- Karaoke

**FRIDAY**

**14**

NOVEMBER

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- Last Day to Withdraw from a Class or
- Women's Volleyball NCAA Regionals

**SATURDAY**

**15**

NOVEMBER

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- Football @ Aurora University 12pm
- Wrestling vs. Lakeland Duals
- Men's Soccer NCAA 2nd Round
- Women's Soccer NCAA 2nd Round
- Women's Volleyball NCAA Regionals

**NOTES**

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(\*) Convocation Credit Event  
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# 2008

*Thoughts become things.*  
Mike Dooley

**SUNDAY**  
NOVEMBER

**16**

- Men's Soccer NCAA 2nd Round
- Women's Soccer NCAA 2nd Round

**MONDAY**  
NOVEMBER

**17**

- Women's Basketball vs. Carroll College 7pm ■

**TUESDAY**  
NOVEMBER

**18**

- Wrestling vs. UW Stevens Point 7pm ■

**WEDNESDAY**  
NOVEMBER

**19**

- Chapel Service 7pm

**THURSDAY**

**20**

NOVEMBER

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- Networking Your Way to Success 11:30am-12:15pm (Laun)
- Women's Volleyball NCAA Championships

**FRIDAY**

**21**

NOVEMBER

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- Women's Basketball LC Tip-Off Tourney 6pm
- Women's Volleyball NCAA Championships

**SATURDAY**

**22**

NOVEMBER

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- Women's Basketball LC Tip-Off Tourney 2pm
- Men's Basketball @ Lake Forest 7pm
- Men's Soccer NCAA Sectionals
- Women's Soccer NCAA Sectionals
- Women's Volleyball NCAA Championships

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home   □ = Away



2008

See yourself living in abundance and you will attract it.  
It always works, it works every time with every person.  
Bob Proctor

SUNDAY  
NOVEMBER

23

- Men's Soccer NCAA Sectionals
- Women's Soccer NCAA Sectionals

MONDAY  
NOVEMBER

24

TUESDAY  
NOVEMBER

25

- Men's Basketball vs. MacMurray College 7pm ■

WEDNESDAY  
NOVEMBER

26

- Thanksgiving Recess

**THURSDAY**  
NOVEMBER

**27**

**THANKSGIVING**

- Thanksgiving Recess

**FRIDAY**  
NOVEMBER

**28**

- Thanksgiving Recess

**SATURDAY**  
NOVEMBER

**29**

- Thanksgiving Recess
- Women's Basketball vs. Rockford College 2pm ■
- Men's Soccer NCAA Final Four
- Women's Soccer NCAA Final Four

**NOTES**

(\*) Convocation Credit Event  
■ = Home □ = Away

# DECEMBER 2008



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24 Christmas Eve
28	29	30	31 New Year's Eve





# 2008

*When you visualize, then you materialize.  
If you've been there in the mind you'll go there in the body.*  
Dr. Denis Waitley

**SUNDAY**  
NOVEMBER

30

- Thanksgiving Recess
- Men's Soccer NCAA Final Four
- Women's Soccer NCAA Final Four

**MONDAY**  
DECEMBER

1

- Classes Resume

**TUESDAY**  
DECEMBER

2

- Men's Basketball @ Maranatha Baptist 7pm
- Women's Basketball vs. Elmhurst College 7pm
- Bowling Tournament

**WEDNESDAY**  
DECEMBER

3

- Service of Lessons and Carols 7pm
- Wrestling @ Concordia WI 7pm

**THURSDAY**

**4**

DECEMBER

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- Women's Basketball @ Maranatha Baptist 7pm
- Ross Copperman-Musician

**FRIDAY**

**5**

DECEMBER

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- Last Regular Class Day

**SATURDAY**

**6**

DECEMBER

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- Wrestling @ MSOE Invite 10am
- Women's Basketball @ Benedictine University 2pm
- Men's Basketball @ Benedictine University 4:15pm

**NOTES**

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(\*) Convocation Credit Event  
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2008

*A person's true wealth is the good he or she does in the world.*  
Mohammed

**SUNDAY**  
DECEMBER

7

**MONDAY**  
DECEMBER

8

**TUESDAY**  
DECEMBER

9

**WEDNESDAY**  
DECEMBER

10

• Final Exams

• Final Exams

• Final Exams  
• Chapel Service 7pm

THURSDAY

11

DECEMBER

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• Final Exams

FRIDAY

12

DECEMBER

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• Final Exams

SATURDAY

13

DECEMBER

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• Christmas Break

• Wrestling @ MBBC,  
NBBC Duals 11am

• Women's Basketball  
vs. Concordia IL 2pm  
■

• Men's Basketball vs.  
Concordia IL 4:15 pm  
■

**NOTES**

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(\*) Convocation Credit Event

■ = Home    □ = Away



# 2008

*Great changes may not happen right away,  
but with effort even the difficult may become easy.*  
Bill Blackman

**SUNDAY**  
DECEMBER

14

• Christmas Break

**MONDAY**  
DECEMBER

15

• Christmas Break

**TUESDAY**  
DECEMBER

16

• Christmas Break

**WEDNESDAY**  
DECEMBER

17

• Christmas Break

THURSDAY

18

DECEMBER

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- Christmas Break
- Men's Basketball @ Southwestern University (TX) 7pm

FRIDAY

19

DECEMBER

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- Christmas Break
- Men's Basketball @ Trinity University (TX) 7pm
- Women's Basketball @ North Park University

SATURDAY

20

DECEMBER

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- Christmas Break
- Women's Basketball @ North Park University

**NOTES**

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(\*) Convocation Credit Event  
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# 2008

*When you get to the end of your rope, tie a knot and hang on.*  
Franklin D. Roosevelt

**SUNDAY**  
DECEMBER

**21**

- Christmas Break
- Wrestling @ Vegas  
Duals 10am ☐

**MONDAY**  
DECEMBER

**22**

- Christmas Break
- Women's Basketball  
@ Edgewood College  
7pm ☐

**TUESDAY**  
DECEMBER

**23**

- Christmas Break

**WEDNESDAY**  
DECEMBER

**24**

**CHRISTMAS EVE**

- Christmas Break



# JANUARY 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28





# 2008/2009

*And in the end it's not the years in your life that count.  
It's the life in your years.*  
Abraham Lincoln

**SUNDAY** 28  
DECEMBER

• Christmas Break

**MONDAY** 29  
DECEMBER

• Christmas Break

**TUESDAY** 30  
DECEMBER

• Christmas Break

**WEDNESDAY** 31  
DECEMBER

• Christmas Break

**THURSDAY**

**1**

JANUARY

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- Christmas Break

**FRIDAY**

**2**

JANUARY

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- Christmas Break
- Men's Basketball @ Northland College 7pm

**SATURDAY**

**3**

JANUARY

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- Christmas Break
- Women's Basketball @ Beloit College 2pm
- Men's Basketball @ Finlandia University 3pm

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(\*) Convocation Credit Event  
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2009

*To succeed, we must first believe that we can.*

Michael Korda

**SUNDAY**

4

JANUARY

• Christmas Break

**MONDAY**

5

JANUARY

• Christmas Break

**TUESDAY**

6

JANUARY

• Christmas Break

**WEDNESDAY**

7

JANUARY

• Christmas Break

• Men's Basketball @  
Edgewood College  
7pm ☐

**THURSDAY**

**8**

JANUARY

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- Christmas Break
- Wrestling @ Elmhurst College 7pm □
- New International Student Orientation

**FRIDAY**

**9**

JANUARY

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- Christmas Break
- Men's Basketball vs. Silver Lake College 7pm ■
- New International Student Orientation
- New Student Orientation

**SATURDAY**

**10**

JANUARY

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- Christmas Break
- Women's Basketball @ Alverno College 2pm □
- New International Student Orientation

**NOTES**

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(\*) Convocation Credit Event  
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# 2009

*Leadership can be thought of as a capacity to define oneself to others in a way that clarifies and expands a vision of the future.*

Edwin H. Friedman

**SUNDAY**

**11**

JANUARY

- Christmas Break

**MONDAY**

**12**

JANUARY

- First Day of Classes
- Men's Basketball vs. Northland Bible College 6:15pm ■

**TUESDAY**

**13**

JANUARY

- Wrestling vs. MSOE 7pm ■
- Women's Basketball @ Concordia WI 7pm □

**WEDNESDAY**

**14**

JANUARY

- Chapel Service 7pm
- Men's Basketball vs. Marian College 7pm ■

THURSDAY

15

JANUARY

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- Martin Luther King, Jr. Celebration Program
- Michelle Buteau-Comedian

FRIDAY

16

JANUARY

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- Last Day to Add/Drop Classes

SATURDAY

17

JANUARY

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- Wrestling @ Al Hanke Invite 9am
- Women's Basketball vs. Aurora University 2pm
- Men's Basketball vs. Aurora University 4:15pm

**NOTES**

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(\*) Convocation Credit Event  
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# 2009

*Believe those who are seeking the truth; doubt those who find it.*  
Andre Gide

**SUNDAY**

**18**

JANUARY

**MONDAY**

**19**

JANUARY

• Martin Luther King Jr.  
Celebration 7pm

**TUESDAY**

**20**

JANUARY

• Men's Basketball @  
Concordia WI 7pm □

**WEDNESDAY**

**21**

JANUARY

• Chapel Service 7pm  
• Women's Basketball  
vs. Marian College  
7pm ■

THURSDAY

22

JANUARY

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- Senior Art Reception\* (Bradley)
- Men's Basketball @ Rockford College 7pm
- Karaoke

FRIDAY

23

JANUARY

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- KFAS Comedy-Guys on Ice\* (Bradley)

SATURDAY

24

JANUARY

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- Wrestling @ MSOE Duals 10am
- Women's Basketball @ MSOE 6pm
- Men's Basketball @ MSOE 8pm

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home    □ = Away



# 2009

*The thing always happens that you really believe in;  
and the belief in a thing makes it happen.*  
Frank Lloyd Wright

**SUNDAY**

**25**

JANUARY

**MONDAY**

**26**

JANUARY

**TUESDAY**

**27**

JANUARY

• Women's Basketball @  
Rockford College 7pm  
□

**WEDNESDAY**

**28**

JANUARY

• Chapel Service 7pm



# FEBRUARY 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25



THURSDAY	FRIDAY	SATURDAY
5	6	7
12	13	14
19	20	21
26	27	28

**NOTES**

A vertical column of 20 horizontal lines for taking notes, with a dotted line in the center of each line.



2009

*It is on our failures that we base a new  
and different and better success.*  
Havelock Ellis

**SUNDAY**  
FEBRUARY

1

**MONDAY**  
FEBRUARY

2

- Pi Kappa Gamma Heart Health Awareness

**TUESDAY**  
FEBRUARY

3

- Men's Basketball vs. Edgewood College 7pm ■
- Kelly Taylor-Comedian
- Pi Kappa Gamma Heart Health Awareness

**WEDNESDAY**  
FEBRUARY

4

- Chapel Service 7pm
- Women's Basketball vs. Maranatha Baptist 7pm ■
- Pi Kappa Gamma Heart Health Awareness

**THURSDAY**

**5**

FEBRUARY

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- David Wilson Lecture\* (Bradley)

**FRIDAY**

**6**

FEBRUARY

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- Wrestling vs. La Crosse 7pm ■
- Pi Kappa Gamma Heart Health Awareness

**SATURDAY**

**7**

FEBRUARY

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- Women's Basketball @ Dominican University 2pm □
- Men's Basketball @ Dominican University 4:15pm □
- Pi Kappa Gamma Heart Health Awareness

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home □ = Away



2009

*You cannot dream yourself into a character;  
you must hammer and forge yourself one.*  
James A. Froude

**SUNDAY**  
FEBRUARY

8

**MONDAY**  
FEBRUARY

9

**TUESDAY**  
FEBRUARY

10

• Women's Basketball  
vs. Edgewood College  
7pm ■

**WEDNESDAY**  
FEBRUARY

11

• Chapel Service 7pm  
• Men's Basketball vs.  
Concordia WI 7pm ■





# 2009

*Pick battles big enough to matter, small enough to win.*

Jonathan Kozol

**SUNDAY**

**15**

FEBRUARY

**MONDAY**

**16**

FEBRUARY

**TUESDAY**

**17**

FEBRUARY

• Men's Basketball vs. Rockford College 7pm



• Michelle Palascak-Comedian

**WEDNESDAY**

**18**

FEBRUARY

• Chapel Service 7pm

• Women's Basketball vs. Concordia WI 7pm







2009

*Nobody got anywhere in the world by simply being content.*  
Louis L'Amour

**SUNDAY**  
FEBRUARY

22

**MONDAY**  
FEBRUARY

23

• Midterm

**TUESDAY**  
FEBRUARY

24

• Midterm  
• Sheng Weng-  
Comedian

**WEDNESDAY**  
FEBRUARY

25

• Imposition of Ashes  
Service 8am, 12:15pm  
• Ash Wednesday  
Service 7pm  
• Men's Basketball NAC  
Conference  
• Women's Basketball  
NAC Tournament

**THURSDAY**  
FEBRUARY

**26**

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- Karaoke

**FRIDAY**  
FEBRUARY

**27**

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- Men's Basketball NAC Conference
- Women's Basketball NAC Tournament
- Isis Speaks- Poet

**SATURDAY**  
FEBRUARY

**28**

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- Men's Basketball NAC Conference
- Women's Basketball NAC Tournament

**NOTES**

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(\*) Convocation Credit Event  
■ = Home   □ = Away

# MARCH 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4
8 Daylight Saving Time Begins	9	10	11
15	16	17	18
22	23	24	25
29	30	31	



THURSDAY	FRIDAY	SATURDAY
5	6	7
12	13	14
19	20	21
26	27	28

**NOTES**

A vertical column of 18 horizontal lines, each with a dotted midline, providing space for handwritten notes.



2009

*To fly, we have to have resistance.*

Maya Lin

**SUNDAY**

**1**

MARCH

**MONDAY**

**2**

MARCH

**TUESDAY**

**3**

MARCH

**WEDNESDAY**

**4**

MARCH

• Chapel Service 7pm

THURSDAY

5

MARCH

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- Lee Silver Lecture\* (Bradley)
- Wisconsin Painters and Sculptors\* (Bradley)

FRIDAY

6

MARCH

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- Wrestling @ NCAA DIII Tournament 10am

SATURDAY

7

MARCH

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- Wrestling @ NCAA DIII Tournament 10am
- Casino Night (Bossard)

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home    □ = Away



# 2009

*It's the constant and determined effort that  
breaks down all resistance and sweeps away all obstacles.*

**Claude M. Bristol**

**SUNDAY**

**8**

MARCH

**MONDAY**

**9**

MARCH

**TUESDAY**

**10**

MARCH

**WEDNESDAY**

**11**

MARCH

• Chapel Service 7pm





2009

*The secret of joy in work is contained in one word - excellence.  
To know how to do something well is to enjoy it.*  
Pearl S. Buck

**SUNDAY** 15

MARCH

• Spring Break

**MONDAY** 16

MARCH

• Spring Break

**TUESDAY** 17

MARCH

• Spring Break

**WEDNESDAY** 18

MARCH

• Spring Break

THURSDAY

19

MARCH

• Spring Break

FRIDAY

20

MARCH

• Spring Break

SATURDAY

21

MARCH

• Spring Break

**NOTES**

(\*) Convocation Credit Event

■ = Home   □ = Away



# 2009

*Shallow men believe in luck.  
Strong men believe in cause and effect.*  
Ralph Waldo Emerson

**SUNDAY**

**22**

MARCH

• Spring Break

**MONDAY**

**23**

MARCH

• Classes Resume  
• KFAS Concert\*  
(Bradley)

**TUESDAY**

**24**

MARCH

**WEDNESDAY**

**25**

MARCH

• Chapel Service 7pm  
• Softball @ Edgewood  
College ☐

THURSDAY

26

MARCH

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- Registration for Fall Term 2009

FRIDAY

27

MARCH

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- Registration for Fall Term 2009
- Softball @ MBBC □

SATURDAY

28

MARCH

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- Registration for Fall Term 2009
- Baseball @ Wisconsin Lutheran □
- Softball vs. Concordia WI ■

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home   □ = Away

# APRIL 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29





# 2009

*Many of life's failures are people who did not realize how close they were to success when they gave up.*  
Thomas Alva Edison

**SUNDAY** 29

MARCH

- Baseball vs. Concordia WI ■
- Homecoming Choral Concert\* (Bradley)

**MONDAY** 30

MARCH

- Registration for Fall Term 2009

**TUESDAY** 31

MARCH

- Registration for Fall Term 2009
- Kohler Business Lecture
- Softball vs. Marian College ■

**WEDNESDAY** 1

APRIL

- Registration for Fall Term 2009
- Chapel Service 7pm

**THURSDAY**

**2**

APRIL

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- Registration for Fall Term 2009
- Musical: Camelot\* (Bradley)
- Men's Tennis vs. Wisconsin Lutheran ■

**FRIDAY**

**3**

APRIL

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- Registration for Fall Term 2009
- Last Day to Withdraw from a Class
- Musical: Camelot\* (Bradley)

**SATURDAY**

**4**

APRIL

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- Musical: Camelot\* (Bradley)
- Baseball @ Maranatha Baptist □
- Men's Tennis @ Concordia IL □
- Softball vs. Dominican University ■
- Wine and Cheese

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home   □ = Away



# 2009

*Parents can only give good advice or put them on the right paths,  
but the final forming of a person's character lies in their own hands.*

Anne Frank

**SUNDAY**

**5**

APRIL

• Musical: Camelot\* (Bradley)

• Baseball vs. Marian College ■

• Softball vs. Concordia IL ■

**MONDAY**

**6**

APRIL

**TUESDAY**

**7**

APRIL

**WEDNESDAY**

**8**

APRIL

• Chapel Service 7pm

• Men's Tennis @ Marian College □

• Honors Banquet





2009

*It is impossible for a man to learn what he thinks he already knows.*  
Epictetus

SUNDAY

12

APRIL

- Easter Break
- Baseball @ Dominican University ☐

MONDAY

13

APRIL

- Easter Break

TUESDAY

14

APRIL

- Classes Resume
- Softball @ Alverno College ☐
- Pi Kappa Gamma Women and Child Abuse Awareness Week

WEDNESDAY

15

APRIL

- Chapel Service 7pm
- Pi Kappa Gamma Women and Child Abuse Awareness Week





# 2009

*We cannot hold a torch to light another's path  
without brightening our own.*  
Ben Sweetland

**SUNDAY**

**19**

APRIL

- Spring Band Concert\* (Bradley)
- Baseball vs. Concordia IL ■
- Softball @ Rockford College □

**MONDAY**

**20**

APRIL

**TUESDAY**

**21**

APRIL

- Spring Music Recital\* (Bradley)

**WEDNESDAY**

**22**

APRIL

- Chapel Service 7pm
- Men's Tennis @ MSOE □
- Softball vs. Wisconsin Lutheran ■



# MAY 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6
10	11	12	13
17	18	19	20
24	25 Memorial Day	26	27
31			

Self-trust is the first secret of success.  
Ralph Waldo Emerson



THURSDAY	FRIDAY	SATURDAY
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

**NOTES**

A vertical column of 12 horizontal dashed lines for taking notes, corresponding to the rows of the calendar.



# 2009

*A teacher affects eternity; he can never tell where his influence stops.*  
Henry B. Adams

**SUNDAY**

**26**

APRIL

- Baseball @ Milwaukee School of Engineering ☐
- Softball @ Benedictine University ☐

**MONDAY**

**27**

APRIL

- Final Exams

**TUESDAY**

**28**

APRIL

- Final Exams

**WEDNESDAY**

**29**

APRIL

- Final Exams
- Chapel Service 7pm





2009

*Study as if you were going to live forever;  
live as if you were going to die tomorrow.*

Maria Mitchell

SUNDAY

3

MAY

- Baccalaureate Worship Service 10:30am (Ley Chapel)
- Baccalaureate and Commencement
- Men's Tennis NAC Tournament

MONDAY

4

MAY

TUESDAY

5

MAY

- First Day of May Term Classes

WEDNESDAY

6

MAY

THURSDAY

7

MAY

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- Softball NCAA Regionals
- Sheboygan County Conservation Banquet (Bossard)

FRIDAY

8

MAY

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- Baseball NAC Tournament
- Softball NCAA Regionals

SATURDAY

9

MAY

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- Baseball NAC Tournament
- Softball NCAA Regionals

**NOTES**

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(\*) Convocation Credit Event  
 ■ = Home   □ = Away



2009

*Education is for improving the lives of others and for leaving your community and world better than you found it.*  
Marian Wright Edelman

**SUNDAY**

**10**

MAY

• Softball NCAA  
Regionals

**MONDAY**

**11**

MAY

• Softball NCAA  
Regionals

**TUESDAY**

**12**

MAY

**WEDNESDAY**

**13**

MAY

• Baseball NCAA  
Regionals





# 2009

*Nothing happens unless first we dream.*  
Carl Sandburg

**SUNDAY**

**17**

MAY

- Baseball NCAA Regionals
- Softball NCAA Nationals

**MONDAY**

**18**

MAY

- Softball NCAA Nationals

**TUESDAY**

**19**

MAY

- Softball NCAA Nationals

**WEDNESDAY**

**20**

MAY





2009

Some men see things as they are and say, "Why?" I dream of things that never were and say, "Why not?"  
George Bernard Shaw

SUNDAY 24

MAY

- Baseball NCAA Championships

MONDAY 25

MAY

- Baseball NCAA Championships

TUESDAY 26

MAY

- First Day of Summer Term Classes
- Baseball NCAA Championships

WEDNESDAY 27

MAY



# JUNE 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	

*We all live with the objective of being happy;  
our lives are all different and yet the same.*  
Anne Frank



THURSDAY	FRIDAY	SATURDAY
4	5	6
11	12	13
18	19	20
25	26	27

**NOTES**

A vertical column of 18 horizontal dashed lines for taking notes, corresponding to the rows of the calendar grid.



# 2009

*Change does not necessarily assure progress, but progress implacably requires change. Education is essential to change, for education creates both new wants and the ability to satisfy them.*

**Henry Steele Commager**

**SUNDAY**

**31**

MAY

**MONDAY**

**1**

JUNE

**TUESDAY**

**2**

JUNE

**WEDNESDAY**

**3**

JUNE





2009

*No person has the right to rain on your dreams.*  
Marian Wright Edelman

**SUNDAY**

**7**

JUNE

**MONDAY**

**8**

JUNE

**TUESDAY**

**9**

JUNE

**WEDNESDAY**

**10**

JUNE





2009

*There is nothing like a dream to create the future.*  
Victor Hugo

SUNDAY

14

JUNE

MONDAY

15

JUNE

TUESDAY

16

JUNE

WEDNESDAY

17

JUNE





# 2009

*Remember that our nation's first great leaders  
were also our first great scholars.*  
**John F. Kennedy**

**SUNDAY**

**21**

JUNE

**MONDAY**

**22**

JUNE

**TUESDAY**

**23**

JUNE

**WEDNESDAY**

**24**

JUNE



# JULY 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

*Leaders aren't born, they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal.* Vincent Lombardi



THURSDAY	FRIDAY	SATURDAY
2	3	4 Independence Day
9	10	11
16	17	18
23	24	25
30	31	

**NOTES**

Vertical column of 18 horizontal lines for taking notes, starting from the top of the page and extending down to the footer.



# 2009

*Life is a succession of lessons,  
which must be lived to be understood.*  
Ralph Waldo Emerson

**SUNDAY** 28

JUNE

**MONDAY** 29

JUNE

**TUESDAY** 30

JUNE

**WEDNESDAY** 1

JULY





# 2009

*When people keep telling you that you can't do a thing,  
you kind of like to try it.*  
Margaret Chase Smith

**SUNDAY**

**5**

JULY

Handwriting practice lines for Sunday, July 5. The page features a solid top line, a dashed middle line, and a solid bottom line. A vertical gray bar is positioned on the right side of the page.

**MONDAY**

**6**

JULY

Handwriting practice lines for Monday, July 6. The page features a solid top line, a dashed middle line, and a solid bottom line. A vertical gray bar is positioned on the right side of the page.

**TUESDAY**

**7**

JULY

Handwriting practice lines for Tuesday, July 7. The page features a solid top line, a dashed middle line, and a solid bottom line. A vertical gray bar is positioned on the right side of the page.

**WEDNESDAY**

**8**

JULY

Handwriting practice lines for Wednesday, July 8. The page features a solid top line, a dashed middle line, and a solid bottom line. A vertical gray bar is positioned on the right side of the page.





# 2009

*Let us not be content to wait and see what will happen,  
but give us the determination to make the right things happen.*  
**Peter Marshall**

**SUNDAY**

**12**

JULY

**MONDAY**

**13**

JULY

**TUESDAY**

**14**

JULY

**WEDNESDAY**

**15**

JULY









# 2009

*Mind is all that counts.  
You can be whatever you make up your mind to be.*  
Robert Collier

**SUNDAY**

**26**

JULY

Handwriting practice lines for Sunday, July 26. The page features a solid top line, a dashed midline, and a solid bottom line. A vertical gray bar is positioned on the right side of the page.

**MONDAY**

**27**

JULY

Handwriting practice lines for Monday, July 27. The page features a solid top line, a dashed midline, and a solid bottom line. A vertical gray bar is positioned on the right side of the page.

**TUESDAY**

**28**

JULY

Handwriting practice lines for Tuesday, July 28. The page features a solid top line, a dashed midline, and a solid bottom line. A vertical gray bar is positioned on the right side of the page.

**WEDNESDAY**

**29**

JULY

Handwriting practice lines for Wednesday, July 29. The page features a solid top line, a dashed midline, and a solid bottom line. A vertical gray bar is positioned on the right side of the page.



# AUGUST 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
9	10	11	12
16	17	18	19
23 30	24 31	25	26



THURSDAY	FRIDAY	SATURDAY
		1
6	7	8
13	14	15
20	21	22
27	28	29

**NOTES**

A vertical column of 15 horizontal dashed lines for taking notes, corresponding to the rows of the calendar grid.



2009

*Every day, in every way, I am getting better and better.*

Emile Coue

**SUNDAY**

**2**

AUGUST

**MONDAY**

**3**

AUGUST

**TUESDAY**

**4**

AUGUST

**WEDNESDAY**

**5**

AUGUST





# 2009

*Two roads diverged in a wood, and I... I took the one less traveled by,  
and that has made all the difference.*

Robert Frost

**SUNDAY**

**9**

AUGUST

**MONDAY**

**10**

AUGUST

**TUESDAY**

**11**

AUGUST

**WEDNESDAY**

**12**

AUGUST





2009

*We all have ability. The difference is how we use it.*  
Stevie Wonder

**SUNDAY**

**16**

AUGUST

**MONDAY**

**17**

AUGUST

• Last Day of Summer  
Term Classes

**TUESDAY**

**18**

AUGUST

**WEDNESDAY**

**19**

AUGUST









2009

Whether you think you can or whether you think you can't - you're right.  
Henry Ford

**SUNDAY**

**30**

AUGUST

**MONDAY**

**31**

AUGUST

**TUESDAY**

**1**

SEPTEMBER

**WEDNESDAY**

**2**

SEPTEMBER



# CONTACTS

Name

Address

Phone

Email

*It is time for us to stand and cheer for the doer, the achiever, the one who recognizes the challenge and does something about it.*

**Vince Lombardi**

# CONTACTS

Name

Address

Phone

Email

*Go confidently in the direction of your dreams!*

*Live the life you've imagined.*

**Henry David Thoreau**

# CONTACTS

Name

Address

Phone

Email

*Always bear in mind that your own resolution to succeed is more important than any other one thing.*

**Abraham Lincoln**

# CONTACTS

Name

Address

Phone

Email

*Only those who dare to fail greatly can ever achieve greatly.*  
**Robert F. Kennedy**

# NOTES

A series of horizontal dotted lines for taking notes.

*You are educated when you have the ability to listen to almost anything without losing your temper or self-confidence.*

**Robert Frost**



# NOTES

A series of horizontal dotted lines for taking notes.

*You've got to take the initiative and play your game.  
In a decisive set, confidence is the difference.*

**Chris Evert**

## **The Alma Mater**

Can you tell why my heart is set a-swinging  
With a vibrant motion each recurring fall?  
Do you fathom why my soul begins a-singing  
Like a maiden answering her lover's call?  
A place there is that claims my fond affection,  
Fondly drawing me as does a mother's heart;  
No matter where I roam, a place that's always home,  
Of God's great lovely world, a goodly part.

### ***Chorus:***

O Lakeland, My Alma Mater,  
Heaven's blessings rest upon thee day by day.  
And may the God above, in bounty and in love,  
Thy goodness unto me, thy child, repay.

**F.W. Knatz**  
**Faculty Member, 1916 – 1921**

**Lakeland College Campus by Name**

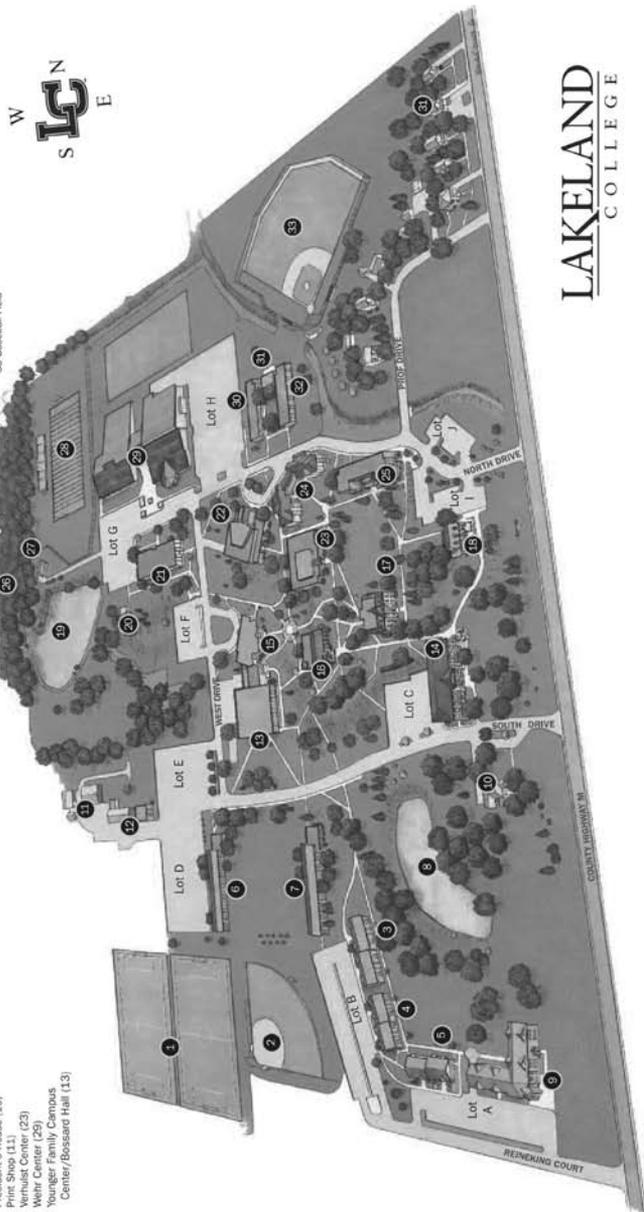
- Buildings**
- 1 Alumni Pavilion (27)
  - 2 Administration Building (22)
  - 3 Chase Science Center (21)
  - 4 Day Care Centers (31)
  - 5 Esch Library (16)
  - 6 W.A. Krueger Hall (14)
  - 7 Ley Chapel (20)
  - 8 Maintenance Buildings (12)
  - 9 Nash Center (18)
  - 10 Old Main Hall (17)
  - 11 President's House (10)
  - 12 Prince Sports Center (23)
  - 13 Vermulst Center (29)
  - 14 Wehr Center (25)
  - 15 Younger Family Campus Center/Bossard Hall (13)
- Residence Halls**
- 1 South Hall (24)
  - 2 Greiner Hall (26)
  - 3 Hill House (9)
  - 4 Hofer Hall (32)
  - 5 A.M. Krueger Hall (25)
  - 6 Kurtz House (3)
  - 7 Mathias Hall (4)
  - 8 Mathias Hall (7)
  - 9 South Hall (9)

**Places of Interest**

- 1 Baseball Field (33)
- 2 Commons (28)
- 3 Gerner Natural Laboratory (26)
- 4 Lagoon (8)
- 5 Soccer Fields (1)
- 6 Sorbail Field (2)
- 7 Taylor Field (28)

**Lakeland College Campus by Number**

- 1 Soccer Fields
- 2 Sorbail Field
- 3 Commons
- 4 Merford House
- 5 Hill House
- 6 Grosshuesch Hall
- 7 Mueller Hall
- 8 South Hall
- 9 President's House
- 10 President's Chapel
- 11 Print Shop
- 12 Maintenance Buildings
- 13 Younger Family Campus Center
- 14 W.A. Krueger Hall
- 15 Luan Center
- 16 Esch Library
- 17 Old Main Hall
- 18 Commons Lake
- 19 Wehr Center
- 20 Loy Chapel
- 21 Chase Science Center
- 22 Administration Building
- 23 Prince Sports Center
- 24 Broz Hall
- 25 A.M. Krueger Hall
- 26 Gerner Natural Laboratory
- 27 Alumni Pavilion
- 28 Commons
- 29 Wehr Center
- 30 Fredrich Hall
- 31 Day Care Centers
- 32 Hofer Hall
- 33 Baseball Field



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