

About William Jewell College

Welcome to The Hill

Welcome to William Jewell College! We hope that this year on the Hill will be exciting, fun and full of memories. We also hope that this Survival Guide will answer many of the questions you may have and make this year at Jewell as easy as possible.

Mission Statement

William Jewell College promises students an outstanding liberal arts education that cultivates leadership, service, and spiritual growth within a community inspired by Christian ideals and committed to open, rigorous intellectual pursuits.

Our Values

William Jewell College values the individual talents of our students, faculty, staff and alumni and the importance of developing, using and enhancing these gifts for the betterment of the individual, the institution and the world. We value our students' experiences (academic and co-curricular) and the necessity for students to participate, contribute and involve themselves in the educational process.

- We value faculty members who are models of intellectual and spiritual growth and who lead students in their educational journey.
- We value our employees and are committed to providing an outstanding work experience.
- We value the promise of community to shape us, enriched by our similarities and differences.
- We value engaging the world.
- We value a comprehensive living/learning experience for students.
- We value our educational, cultural and economic connections to Kansas City.
- We value using our resources (human, physical, environmental and fiscal) responsibly.

Our Vision

William Jewell College will be a nationally recognized liberal arts college that encourages intellectual and spiritual growth, leadership and service. We will empower and challenge individuals and communities to enrich their lives and society by:

- raising and engaging significant questions in pursuit of knowledge and wisdom;
- providing educational experiences that support career development in the context of a liberal arts environment;
- creating academic experiences that cultivate talent development and inspire creativity;
- excelling at the use of effective and diverse methodologies and technologies for teaching and learning;
- serving others to create a more compassionate and just world;
- grappling with the meaning and implications of both Christian faith and other perspectives through disciplined and intimate conversations;
- celebrating the fact that the human community is diverse while respecting and accepting differences; and
- fostering models of responsible community living for our students.

Equal Opportunity Statement

William Jewell College pursues a nondiscriminatory policy with regard to employment and educational programs, and endeavors to comply with Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, and with other legislation applicable to private, four-year undergraduate

Colleges. The College is committed to providing equal employment opportunity for all persons regardless of race, color, gender, sexual orientation, national origin, disability, age, religion, or veteran status. Equal opportunity extends to all aspects of the employment relationship, including hiring, promotion, terminations, compensation benefits and other terms and conditions of employment.

The College complies with federal, state and local equal opportunity laws and strives to keep the workplace free from forms of illegal discrimination and harassment. Inquiries with regard to compliance with Title IX should be directed to the Office of Human Resources or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. The College also has a "Professional Conduct and No Harassment Policy" that is set forth herein at page 31 (WJC Employee Handbook).

College Motto

Deo Fisis Labora (Trust in God and Work)

Alma Mater

Cardinal is her color;
Jewell is her name.
High upon a hill she stands,
And we will fight to keep her fame.
Loyalty, allegiance, Alma Mater true,
We will love thee, serve thee forever,
William Jewell.

Fight Song

Fight, Fight, Fight William Jewell!
Fight, Fight, Fight William Jewell!

Fight on William Jewell to Victory!
We will back our team
With Loyalty!

Fight, Fight, Fight William Jewell!
Fight, Fight, Fight William Jewell!

We will fight, fight, fight, fight,
Fight on to Victory!

William Jewell College Logo



History of Liberty & William Jewell College

Liberty, founded in 1822, is a town of more than 25,000. It is located about 20 minutes from Arrowhead Stadium and 30 minutes from the Country Club Plaza. Like William Jewell, Liberty has a lot of history. Information about that history is available at <http://www.jewell.edu/liberty/history.htm>. Other information about today's Liberty can be found at <http://www.ci.liberty.mo.us/>.

William Jewell College was founded by the Baptists of Missouri in 1849, and named in honor of Dr. William Jewell, frontier statesman, doctor and benefactor. William Jewell College was among the first four-year men's colleges west of the Mississippi. The college became coeducational in 1921.

The campus now consists of 149 wooded acres perched atop rolling hills northeast of Kansas City. Students at William Jewell enjoy the best of two worlds: a scenic campus, ideal for quiet study and contemplation, along with the energizing presence of a vital city just 15 miles away.

Important Resources

Emergency Contact Information

The following phone numbers are provided to the campus community in the event of an emergency. If for any reason you need to contact a member of the Student Affairs Staff, please reference the numbers listed below.

Student Affairs Staff

Name	Campus	Home	Cell
Dickerson, Mary, Assoc. Dir. First-Year Experience	415-5963	816-903-9429	816-679-9429
Gentry-Epley, Beth, Director of College Counselor	415-5946	816-781-1577	816-797-8113
Hart, Tracy, Office Manager & Truman Scholars	415-5963	816-792-4910	816-876-6156
Jones, Pat, Coordinator of Campus Housing	415-5913	816-781-2289	
King, Shelly, Dean of Students	415-5960	816-741-5053	816-678-5053
Bailey, Sara, Director of Student Activities	415-5931		816-853-2862
Rychlewski, Judy, Director of Career Services	415-5938	816-781-8980	816-419-6105
Stufflebean, Ernie, Asst. Dean of Students, Dir. of Res. Life	415-5969	816-792-8778	816-686-8778
TBA, Director of Multicultural Student Affairs	415-5963		
Winslow, Rick, VP Student Affairs & Enrollment	415-5963	816-415-0410	816-260-3131

Campus Safety

To contact Campus Safety, dial x1411 from any campus telephone. This will connect you with the on-duty security officer. If you are trying to reach Security from an off-campus phone or cell phone, you must dial 816-365-0709. You can also leave Security a message at x5510 (office telephone).

On-line Directories

The William Jewell College homepages provide a wealth of information that may be helpful to you including calendars, student pictures and research sites. Look for URL addresses throughout this notebook for specific places you may want to look for up-to-date information. You can get started, however, by exploring the homepage yourself.

<http://www.jewell.edu> (Internet homepage contains General College Information)

<http://central.jewell.edu> (Intranet homepage - Student Directory, Open/Closed Class listings and Calendars)

President's Cabinet and Senior Leadership

Dr. Darlene Bailey, Director of Athletics

Mr. Brian Clemons, Vice President for Finance and Administration

Dr. Anne Dema, Vice President of Institutional Effectiveness and Chief of Staff

Dr. Tim Fulop, Dean of the College & Vice President for Academic Affairs

Dr. Chad Jolly, Vice President of Institutional Advancement

Dr. Andy Pratt, Executive Director Center for Sustainability

Dr. David Sallee, President

Dr. Rick Winslow, Vice President of Enrollment and Student Affairs

Campus Geography - Academic & Administration

Brown Hall

Brown Hall was built as Brown Gymnasium in 1928 to replace the old gym that was destroyed by fire. Old

Brown Gymnasium had the distinction of being the site of the first intercollegiate basketball game west of the Mississippi River. The game was played between the William Jewell College Cardinals and the University of Kansas. Old Brown Gym was also the first building in the West that was built solely as a gymnasium. The New Brown Gymnasium (which is now Brown Hall) included men's and women's shower and dressing facilities, a main gym with a regulation basketball court, a smaller gym, handball courts and a swimming pool. Brown underwent extensive renovation to meet needs for theatre, art, radio, newspaper and debate facilities, classrooms and admission offices.

Brown Hall currently houses:

- Art Department
- Communication Department
- Student Financial Planning
- Doniphan Room
- Journalism and Student Newspaper
- Office of Admission
- Peters Theater
- Stocksdale Art Gallery
- The Edge, student internet radio station
- Theater Program

Charles F. Curry Library

The Charles F. Curry Library, completed in 1965, was designed for an eventual capacity of 225,000 volumes. It is a spacious, four-story building, housing numerous conference rooms and study, research and reading rooms. It replaced Carnegie Library, which had suffered from space limitations and structural problems since its completion. Curry Library originally was named the William Jewell Memorial Library, but it was renamed for Charles F. Curry, a prominent trustee and gracious benefactor to the college.

On the ground floor is Browning Theater, which seats 200 and provides space for lectures, movies, plays and recitals. The Library's remaining three floors house the circulating collection, periodicals, government documents, special collections and study lounges.

Curry Library currently houses:

- Browning Theater
- Main Computer Lab (same hours as Curry Library)
- Psychology Department

Dale-Patton School House

The Dale-Patton School House was relocated to campus in 2000. This historic one-room school originally was located in rural Ray County near Richmond, Missouri, as was Grand River Baptist Church. It served generations of students in the first through eighth grades. It was built on land conveyed to Colonel Alexander Doniphan in 1843 by United States President John Tyler. It serves as a meeting place and reception area. This piece of history reminds us of our educational heritage.

Grand River Chapel

Grand River Chapel, formerly Grand River Baptist Church of Jameson, Missouri, was founded in 1833. It was moved to William Jewell College in 1991. It serves as a prayer chapel for students and a meeting place for

organizations. The Chapel is open 24 hours a day.

Greene Hall

“The Lord has been very good to me, and I want to help His cause a little. I don’t know any place better to do it than William Jewell.” With these words, W. D. Johnson, generous benefactor of William Jewell, announced his intention of giving a substantial financial gift for the construction of an administration building at William Jewell College. He requested that the building bear the name Greene Hall for his great friend Dr. John Priest Greene, president of the college from 1882 to 1920. By strange coincidence, Mrs. Greene, the widow of Dr. Greene, passed away at her home in California at the very hour this building was dedicated.

Greene Hall currently houses:

- Administrative Services
- Business Office (includes Cashier Window)
- Offices of the President
- Offices of the Provost
- Offices of the Overseas Study Program
- Office of College Relations
- Office of the Registrar

Greene Stadium

Greene Stadium was completed in 1955 and dedicated on the evening of September 17. The stadium is named for Dr. Luther D. Greene of Richmond, Missouri. Dr. Greene was a halfback on the first William Jewell College football team in 1888. He became a successful physician and esteemed orator. Greene Stadium is located on the west side of the football field with walks and driveways from the west and the south. It contains ticket windows, newly renovated restrooms, concession stands, pressrooms, telephones and storage space. There is sufficient seating on the east and west sides of the Norris A. Patterson Field for 7,000 persons.

Elliot C. Spratt Outdoor Sports Complex

The Elliot C. Spratt Outdoor Sports Complex contains the Polly Grant Memorial baseball field, soccer fields and softball diamonds.

Jewell Hall

Jewell Hall, the oldest building on the William Jewell College campus, was built between 1849 and 1858. It is recognized as one of the most beautiful structures in western Missouri. Jewell Hall was named after Dr. William Jewell, one of the college’s principal founders, who drew up the original plans and supervised construction of the building. He donated the money to buy the land for the college, but died of a heat stroke on August 7, 1852, before completion of the building that bears his name.

The building’s bricks were brought by barge to Liberty Landing, where ox-drawn wagons hauled them three miles to the building site. Originally constructed in the center of the roof was a white belfry and observatory (restored in the 1999-2000 renovations). Jewell Hall has always been used for classes, but it was also home to the library of the college until Carnegie Library (which was later replaced by the current Curry Library) was built in the early 1890s. During the Civil War, Jewell Hall was used as a hospital for wounded Federal soldiers for a few weeks after the battle of Blue Mills, which took place only four miles from Liberty in 1861. In 1862, Federal troops occupied Jewell Hall and the campus for a time. During the occupation, a line of rifle pits was torn across the campus. It is said that soldiers lived in the second and third floors of Jewell Hall while they used the first floor as a stable for their horses.

Liberty was known as a town that was Union by day and Confederate by night. However, the building received no serious damage during the war. In 1891, the United States Congress passed a bill, granting to the college \$2,200 as rent for the use of the campus and building during this time.

Jewell Hall stood for almost 100 years with only minor repairs. During a complete interior renovation in 1948, architects were amazed at the original structure, which included hand-hewn oak window headings, floating girders and walls as thick as 17 inches. The college completed another renovation of this historical building in 2000, restoring its beauty and preserving its great history.

Jewell Hall currently houses:

- Business Administration and Economics Departments
- Center for Academic Support
- English Department
- Language Department
- Computer Labs
- Language Lab

John Gano Memorial Chapel

John Gano Memorial Chapel was named in honor of the Reverend John Gano, who established the First Baptist Church of New York City and served as Chaplain in the army of General George Washington. It was dedicated on Sunday, September 26, 1926.

Construction of this classical building began in 1925 on the site of William Jewell's first science hall, which had been destroyed by an earlier fire. Gano Chapel is built on a solid rock foundation of blue limestone. Its beautiful stained glass windows bear the college motto Deo Fisis Labora, "Trust in God and Work."

The primary funds for the Chapel came from Mrs. Elisabeth Johnson of Kansas City. She gave the money with the stipulation that the chapel be named for her famous ancestor, John Gano. She also stipulated that: an oil painting of John Gano baptizing General George Washington must always be in the chapel and that the graves of her father and grandfather must be tended by the college.

The auditorium seats more than 800 persons and was once the scene of William Jewell's Fine Arts Program (now the Harriman-Jewell Series). Artists performing in this nationally renowned series have included Luciano Pavarotti, Itzhak Perlman, Marilyn Horne, Rudolf Nureyev, Leslie Nielsen, Wynton Marsalis, Jessica Tandy and Yo-Yo Ma.

Major renovations were completed in November 2000. This included the addition of the Assembly Room and the Steeple, which holds the Carolyne Hester Carillons. The Carillons chime every quarter hour for the campus and Liberty community in memory of Mrs. Carolyne Hester, who served as a resident director in Melrose Hall and whose husband taught religion at Jewell from 1926 to 1957.

Gano Chapel currently houses:

- Assembly Room
- Dean of the Chapel's Office
- Chapel Services

- Religion Department
- Christian Student Ministries

Mabee Center for Physical Education

Opened in the fall of 1980, the Mabee Center for Physical Education is a multimillion dollar facility that replaced Brown Gymnasium. It is named for the Mabee Foundation of Tulsa, Oklahoma, the principal donor to the building project.

All recreational facilities will be available at designated times in accordance with specific policies. During recreational periods, the Facilities Coordinator or Physical Education staff decides the use of the open spaces for activities other than basketball and jogging. Usage hours will be designated on the monthly activity calendar. Locker rooms and shower facilities are available. No towels are provided. For further information on use, rental and services, contact the Facilities Coordinator in the Mabee Center.

Instructional programs and varsity athletics have priority for the entire facility from the hours of 7:50 a.m. to 6 p.m. Monday-Friday. Scheduled intramural activities will begin at 6:30 p.m. and continue until completion. Recreational use by students, faculty and staff is allowed at any time in the facility when instructional programs, varsity athletics and intramurals are not in progress. Modification of these hours will be made in accordance with previously stated priorities. All or part of the buildings will be closed during special events.

For the racquetball courts, a reservation list will be maintained in the Control Room. Players are limited to 45 minutes per day, unless all individuals desiring to play have been accommodated. Courts must be claimed by five minutes past the starting time, or that reservation becomes void. All reservations are accepted on a first-come, first-served basis from faculty, staff and students. They may be taken one day in advance by phone from 8:30 a.m. to 12:00 p.m. at 781-7700, x5294. No equipment is provided.

Mabee Center currently houses:

- Activity arena for basketball and jogging
- Swimming pool
- Handball/Racquetball courts
- Weight room and Locker Rooms
- Multipurpose room
- Outdoor sand volleyball courts
- Outdoor tennis courts
- Outdoor track

Marston Hall

Marston Hall was named after the Reverend W.S. Marston, a pioneer Baptist minister and missionary to the Missouri Territory. Construction of the building began in 1914 after a fire destroyed William Jewell's first science building in 1913, only a few days before fall semester was to begin. For several professors, the Wornall Hall fire meant the destruction of a lifetime of research. But they immediately began work to ready an old, vacant building as a temporary science hall.

Although work on the new science building began soon after, the contractor declared bankruptcy within a year, and all building ceased. Desperate for space, the Chemistry and Physics Departments moved into the new building anyway, and professors partitioned off the uncompleted floors. They installed much of the

laboratory plumbing and wiring themselves on weekends. The rest of the building was completed after several years.

Marston currently houses:

- Advancement Office
- Alumni/Development Office
- Education Department
- Office of Reprographics
- History Department
- Nursing Department
- Political Science Department
- Philosophy Department

Pillsbury Music Center

The Pillsbury Music Center was dedicated on October 26, 1974. This most functional music facility in the Midwest serves the needs of the entire campus. It was built, like most other buildings on campus, out of the need for expanded facilities. The building, although dedicated in 1974, did not receive its name until 1979.

Pillsbury currently houses:

- Forbis Recital Hall
- Lovan Community School of Music
- Music Department

President's Home

In 1904, the Board of Trustees acted on a request by Mr. A.D. Brown of St. Louis (who donated the money for Brown Gymnasium) to provide a proper home for the college's president, his friend Dr. Greene. He also felt it needed to be a beautiful home to host campus guests, as well as to host members of the college community. Mr. Brown offered to pay for the construction of the home if the trustees would spend \$15,000 to furnish it. They agreed. Four acres of land were purchased to accommodate the home and grounds. This is the property to the west of the cemetery.

The President's Home also has undergone several major renovations in its time. After being used as housing for female students during World War II (Melrose Hall was used to house Naval cadets), as classroom space during the major renovations to Jewell Hall in 1947-48, and as quarters for the Music Department before its move to Gano Chapel, the President's Home was refurbished in 1949 and again became the home of the college's president. There was also a major renovation during 1995.

Terry Barnes Memorial Fountain

Completed in the Spring of 2000, the Terry D. Barnes Memorial Fountain is located at the main campus entrance at Mill Street and R.E. Bowles Drive. It was a generous gift from the family of Mr. Barnes, a member of the Jewell class of 1989. The fountain is situated just behind the arc-shaped brick marquee sign at the campus entrance. The interactive fountain plaza design allows visitors to walk through the memorial.

Water Tower

Now a William Jewell landmark, the old water tower was erected around 1896. A large wooden tank was housed at the top, and water was pumped up to the tower from a spring on the east side of the hill. Histories

of the college report that the pump engine sounded like a machine gun in action. Water from the tower was used in science laboratories and in case of fires. The tower supplied water to two reservoir ponds, from which ice was cut in the winter and stored year-round in sawdust in the college ice house.

White Science Center

The White Science Center, dedicated October 11, 1992, more than doubled the space previously available at William Jewell College for teaching, research, and learning in mathematics, natural sciences, and computer science. It is named for Mr. John F. White, trustee of the College, and his wife, Penny Kern White. White Science Center is dedicated to three influential teachers who had a lasting impact on their lives.

The Observatory, provided by the Pillsbury Foundation of St. Louis, holds a handcrafted telescope (1992), which is not a research instrument but is the finest available for undergraduate teaching. It is the highest point in Clay County and one of the highest points in Missouri. The Observatory is part of a remarkable instructional complex, which includes twenty-three separate dedicated laboratories in addition to other student and faculty research areas, classrooms, conference and seminar spaces, and computer laboratories.

White Science Center currently houses:

- Biology Department
- Chemistry Department
- Computer Studies Department
- Mathematics Department
- Physics Department

Yates-Gill College Union

For many years the needs of William Jewell students were partially met by using the first floor of one of the residence halls as a college union. However, in 1957 the administration's dream of having a building dedicated to serving the students and the broader community materialized when a member of the William Jewell College Board of Trustees, Mr. William F. Yates, provided the leadership gift to support the project. Mr. Yates was of the class of 1898 and a prominent banker from Richmond, Missouri. He was a loyal trustee and benefactor of the college for many years. The building was dedicated on November 9, 1957.

Mr. Yates served on the Richmond bank board with a local farmer and businessman named Ray Gill. Mr. Yates was instrumental in bringing Mr. Gill to the William Jewell family, and later Mr. Gill served on the Board of Trustees for over twenty years and still serves as a Trustee Emeritus today. In 2006, Ray and Lucille Gill provided the leadership gift to secure the renovation of Yates College Union.

New construction has added 15,000 square feet to the existing structure. The two story atrium, coffee shop, meeting rooms, formal dining room, publicly accessible elevators and the glass and columned façade fronting the Quad came from the renovation. The building was rededicated and renamed the Yates-Gill College Union on September 13, 2006 to honor the wonderful legacy left by the Yates and Gill families.

Y-GCU currently houses:

Terrace Level

- Office of Student Affairs

Ground Level

- Barnes & Noble Bookstore

- Mailroom
- Switchboard Operator
- The Cage

First Floor

- Campus Security
- Dining Services
- Student Senate

Second Floor

- Career Services
- College Union Activities
- Counseling Services
- The Perch

Campus Geography - Residence Halls

Browning Hall

Browning Hall was finished in 1967 to accommodate approximately 150 men. It was named for W. P. Browning, Jr., long time trustee and friend of the College. It now houses upper-class men and women.

Eaton Hall

Completed in 1958, Eaton Hall was the successor to Old Ely. Eaton Hall is named for Professor James R. Eaton, a distinguished teacher at the college from 1870 to 1897. It was completed at a cost of \$461,174. It houses approximately 125 first-year men.

Ely Hall

New Ely Hall was built to accommodate a large number of students as the college experienced rapid growth. Built in 1910 and 1911, Ely Hall was named for Mr. Lewis B. Ely of Carrollton, Missouri, for whom Old Ely Hall had been named. It houses approximately 125 first-year women.

Ely Hall currently houses:

- Facilities Management (including Custodial Services)
- Campus Security Office
- Wellness & Fitness Center

Jones Hall

Jones Hall is named for Mr. Minetry Jones, former Vice President of the College. It was finished in 1954 at a cost of \$120,981. Jones was built to accommodate the growing female population at the college, and now houses 41 upper-class students.

Senior House (former Sigma Nu House)

This building is located in the fraternity complex and was the first building erected in that part of the fraternity complex. It's currently used to house senior.

Melrose Hall

Newly renovated in 2004, after significant damage from the May 4, 2003 tornado, Melrose was ready for Fall

2004! It is home, once again, to 60 first-year women and has suite style bathrooms.

Semple Hall

Shortly after Jones Hall was finished, the Board of Trustees realized more space was needed to replace the inadequate off-campus housing in which the women of William Jewell College lived. Thus, construction began on a third residence hall for women in 1956. Dedicated on November 9, 1957, Semple Hall houses 121 women and was completed at a cost of \$436,426. Semple Hall is named for Dr. Robert Baylor Semple, a former professor at the college. He served at William Jewell for forty years, retiring in 1908. Semple Wing was added in the late 1960s to accommodate an additional 70 women.

Shumaker Hall

Opened in August 2009, Shumaker Hall houses Jewell's four sororities. Under one roof, each sorority has its own private home, including social lounge, kitchen chapter room and suite-styled residences. The 128-bed facility also features a multi-purpose conference room, a spacious commons, study rooms and a private fitness center.

College Offices & Services

Offices & Services – Hours of Operation

All offices closed Wednesdays, 10:15 am – 10:45 am for Chapel Services.

BROWN HALL	
Financial Planning	Mon—Fri, 8 am – 5 pm
Office of Admission	Mon—Fri, 8 am – 5 pm
CHARLES F. CURRY LIBRARY	
Information Services	Mon-Fri, 8am-5pm
Computer Lab	same hours as library
Library	Mon-Thurs, 7:30am-12am Fri, 7:30am-5pm Sat, 1pm-5pm Sun, 1pm-12am
Reference Assistants	Mon, Wed and Fri, 8:30 am – 4:30 pm Tue and Thu, 1 pm – 9:30 pm Special hours are observed between academic semesters, on holidays and during the summer. Schedule changes are posted at the main library entrance.
ELY HALL	
Wellness Center	24 hours/day, 365 days/year
Facilities Management	Mon-Fri, 7:30 am – 3:30 pm May not always arrive at hours most convenient to students
GREENE HALL	
Business Office/Cashier	Mon-Fri, 9am-4pm
Office of the Registrar	Mon-Fri, 9am-4pm
HESTER HOUSE (424 Wilson Street)	
Harriman – Jewell Series	See Harriman-Jewell Series section for details
JEWELL HALL	
Academic Achievement Center	Mon-Fri, 8:30am-5pm & 6pm-10pm Sun, 6pm-10pm
MABEE CENTER FOR PHYSICAL EDUCATION	
General use (weight room, arena, cardio room, indoor track)	Mon—Fri, 6 am – 9 pm Sat, 8 am – 9 pm Sun, 2 pm – 6 pm WJC athletics and classes have priority use at all times.
Swimming Pool	(laps) Mon—Fri, 11:30 am – 1 pm (open swim) Tue—Thu, 7:45 pm – 10 pm; Sat—Sun, 2 pm – 5 pm
Tennis Courts (outdoor)	Mon—Fri, 6 am – 10 pm Sat, 8 am – 10 pm

	Sun, 2 pm – 6 pm
MARSTON HALL	
Office of Reprographics	Mon—Fri, 7:30 am – 4:30 pm
YATES-GILL COLLEGE UNION	
Barnes and Noble Bookstore	Mon-Fri, 8:30am-4:30pm
The Cage	Mon-Thurs, 8am-11pm Fri, 8am-8pm Sat & Sun, 1pm-4:30pm
Campus Security	24-hours/day, 365 days/year
Career Services	Mon-Fri, 8am-5pm
College Union Activities	Posted on office door
Counseling Services	Mon-Fri, 9am-5pm
Dining Hall	Mon-Fri Breakfast, 7am-9am Lunch, 10:30am-2pm Dinner, 4:30pm-6:30pm Sat & Sun Brunch, 11am-1pm Dinner, 4:30pm-6:30pm
Mailroom & Switchboard	Mon-Fri, 8am-4:30pm
Office of Student Affairs	Mon—Fri, 8 am – 5 pm
The Perch	Mon-Thurs, 8am-11pm Fri, 7am-6pm Sun, 7pm-11pm
Student Senate	posted on office door

Athletics

Please see the campus calendar at central.jewell.edu for the dates and times of your favorite William Jewell College athletic events.

Coaching Staff

Baseball Head Coach - Mike Stockton	Softball Head Coach - Dustin Combs
Men's Basketball Head Coach - Larry Holley	Spirit Teams – Robin Donnelly
Women's Basketball Head Coach - Jill Cress	Men's and Women's Swimming Head Coach – Mark Gole
Football Head Coach – Jerod Kruse	
Men's Golf Head Coach - Bill Skolaut	Men's and Women's Tennis Head Coach - Paul Worstell
Women's Golf Head Coach - Bob Cole	Men's and Women's Track and Field Head Coach - Tom Eisenhauer
Men's Soccer Head Coach – Jefferson Roblee	Men's and Women's Cross Country Head Coach - Tom Eisenhauer
Women's Soccer Head Coach – Jefferson Roblee	Volleyball Head Coach - Allison Jones-Olson

Barnes & Noble Bookstore

The Bookstore is located in Yates-Gill College Union, one floor down from the Quad level. The Bookstore provides students, faculty and staff with textbooks (rental, e-books, used, and new), class supplies, office supplies, greeting cards, sweatshirts, tee shirts, souvenirs and numerous other supplies. The Bookstore accepts Visa, MasterCard, Discover, American Express, and Barnes & Noble gift cards, as well as checks and cash. Once students have matriculated, textbooks and supplies may be charged to their Jewell student account during the first week of class.

Refunds: The WJC Bookstore will refund the full purchase price of new and used textbooks, if they are returned within the first week of classes in their original condition. If students withdraw from a class, they have thirty days from the first day of classes to return their textbooks. A drop slip is required along with their receipt. No refunds will be made without a receipt. All refunds will be given in the form of the original payment.

Sell Back: Barnes and Noble will purchase textbooks at 50% of their retail value if they have been requested for the next semester and the bookstore is not overstocked. Books may be sold back year round. However, students are most likely to get the best pricing for their textbooks by selling them back at the end of the semester.

Business Office & Cashiers Window

Cashier

The Cashier is located in the basement of Greene Hall. Hours are 9:00 a.m. – 4:00 p.m., Monday through Friday. The cashier accepts student account payments, cashes personal checks (maximum \$100 with Jewell ID), cashes William Jewell-issued checks (maximum \$200 with Jewell ID), and distributes student payroll checks. The returned check fee is \$25.

Cashing Checks

Personal checks may be cashed at the Cashier's Windows in the basement of Greene Hall. Hours are 8:30 a.m. – 4:30 p.m., Monday through Friday. The cashier accepts student account payments, cashes personal checks (maximum \$100 with Jewell ID), cashes William Jewell-issued checks (maximum \$200 with Jewell ID), and distributes student payroll checks. The returned check fee is \$20. You may also cash checks in the College Bookstore (maximum of \$50 with Jewell ID). Personal checks may be cashed at the Cashier's Windows in the basement of Greene Hall. Hours are 8:30 a.m. – 4:30 p.m., Monday through Friday.

The cashier accepts student account payments, cashes personal checks (maximum \$100 with Jewell ID), cashes William Jewell-issued checks (maximum \$200 with Jewell ID), and distributes student payroll checks. The returned check fee is \$20. You may also cash checks in the College Bookstore (maximum of \$50 with Jewell ID).

Tuition & Fees

All charges for tuition, fees, room, and board are due and payable at the beginning of the semester. All charges not covered by payments or by financial aid (as certified by the Office of Financial Aid and Scholarships) may be paid under a Semester Installment Plan. Certified transcripts and pre-registration for future semesters will be withheld if an account is not paid in full. The following charges are typical for most full-time on-campus WJC students, but costs may vary depending on the room and/or meal plan selected by

the student. In addition to the charges shown below, students should plan for personal expenses to cover clothing, laundry, books, supplies, etc.

Typical Charges	Per Semester	Per Academic Year
Tuition (12-18 credit hours)	\$ 14,800	\$ 29,600
Meals* (unlimited)	\$ 1,680	\$ 3,360
Room (double occupancy)	\$ 2,100	\$ 4,200
TOTAL	\$ 18,580	\$ 37,160

*If you would like to change your meal plan, contact the Office of Student Affairs before or during the first week of classes at 415-5913.

Alternative Charges	Per Semester	Per Academic Year
Unlimited Meal Plan	\$ 1,670	\$ 3,340
15 Meals per Week	\$ 1,620	\$ 3,240
200 Block Meal Plan	\$ 1,680	\$ 3,360
Commuter Meal Plan	\$ 550	\$ 1,100
Room, Double Occupancy	\$ 2,020 – 2,540	\$ 4,040 – 5,080
Room, Single Occupancy	\$ 3,035 – 3,815	\$ 6,310 – 7,630

Special Tuition Charges	Amount/Instructions
Auditing any course, per credit hour	\$ 400
Tuition - hours above 18 (per credit hour)	\$ 850
Fewer than 12 hours (per credit hour)	\$ 850
Credit by examination, per exam	\$ 50
Recording Fee - credit by exam per hour	\$ 25
Overseas Programs	Refer to Office of International Studies
Music - Private lesson - per credit hour	\$ 250
Class lesson - per credit hour	\$ 175
Physical Education Activity Class	See Course Schedule
Student Teaching Fee (EDU 410 and 424)	\$ 225
Parking Fee (annual)	\$100

Prepayments Required	Amount
Application fee	\$ 25
Enrollment deposit (non-refundable)*	\$ 300
Semester Installment Plan origination fee (per semester)	\$ 50
Returned checks	\$ 25

*Includes \$100 room reservation deposit (included in the enrollment deposit). Enrollment deposits are not refundable. Room reservation deposits are not refundable after June 30 for fall semester and December 1 for spring semester.

Semester Installment Payment Plan

Payments for enrollment costs, less verified financial aid, are due as follows:

Fall semester: August 1, September 1, October 3, and November 1.

Spring semester: January 2, February 1, March 1 and April 2.

A \$50 origination fee is assessed each semester for those using a payment plan.

Students will not be allowed to enroll in a subsequent semester until their accounts are paid in full. Students who do not meet the payment guidelines may be denied eligibility to participate in overseas programs and certified transcripts will be withheld if an account is not paid in full.

Collection agencies are employed to pursue past due accounts.

Matriculation

In order to validate student ID cards for the fall and spring semesters, students must matriculate at the Cashier windows located on the bottom floor of Greene Hall or at the Express Matriculation tables (see below). A validated ID card is required to use many of the campus facilities and services (i.e. library, cafeteria, computer labs, fitness facilities, etc.). During the matriculation process, College employees will review each student's account and confirm financial arrangements. The matriculation period begins August 1 for the fall semester and January 7 for the spring semester and ends with the completion of the second week of classes. Failure to matriculate may ultimately lead to administrative withdrawal from the College.

Requirements/Eligibility for Matriculation

Students must be enrolled, must have a valid student ID card and must verify their financial agreement. Matriculation Express is available to students who have their account paid in full, or have their financial aid package completed and a signed Payment Plan Application with appropriate first payment made by the applicable due date. Tables will be located in the Yates-Gill College Union Lobby for those qualifying for Express. New students may pick up their validated I.D. Returning students may have their I.D. validated.

Students with a validated ID card may charge up to \$600 for books and school supplies in the college bookstore. Please note: Your student account will be charged for the actual amount of books and supplies you purchase. This opportunity will be available until August 31, for the fall semester, and January 24, for the spring semester.

Campus Safety

The safety and security of the campus is the responsibility of the Campus Safety personnel. Campus Safety staff are on duty 24 hours daily. Upon request, a night Campus Safety will provide rides from any parking lot to any residence hall. If locked out of student room, an RA or RD must be contacted because security will not let students into rooms.

To contact Campus Safety when on campus: Dial 1411 on any campus telephone. When calling from off-campus or from a cell phone, dial 816-365-0709. Both numbers are direct lines to the staff on duty.

Students should observe the following safety tips:

- Lock residence hall rooms

- Lock and register cars
- Keep valuables out of plain sight
- Record the serial numbers of all appliances (stereo, radio, television, etc.) in order to provide positive identification
- Report any theft or vandalism to residence hall personnel or Campus Safety
- Develop a buddy system after dark

Career Services

Career Services, located on the top floor of Yates-Gill College Union, serves as a resource to students who seek employment or further education. The office is staffed by a professional counselor who assists students in their transition from college to career, developing their skills in conducting a self-directed job or graduate school search, arranging for interview and networking opportunities, and providing support services for locating and following up on career opportunities.

Contact:

Judy Rychlewski, Director of Career Services
218 Yates-Gill College Union, 415-5938

Career Counseling – Guidance is available for the following career-building needs: skill identification, resume writing, cover letter construction, employer and/or graduate program identification and targeting, employment trends and needs forecasting, search strategy development and confidence-building. Links to career guidance information on the website, related to the aforementioned topics, are available as well.

Job Referrals – eRecruiting is a comprehensive career services web-based program used by the College to link students and employers for part-time and full-time career positions. The college has forged a partnership with Career Athletes to assist student athletes with their job search. Access to eRecruiting, Career Athletes and other internet job posting sites is available at the Career Services website at www.jewell.edu/career/.

Recruiters – On- and off-campus interviews are scheduled with representatives of business and industry, school districts, human services, government and graduate institutions.

Consortium Career Activities – These opportunities include Heart of America Interview Day and various career fairs and events offered on local campuses. All of these provide a wider exposure to employment and graduate school representatives.

Career Mentor Program – The program provides matching of a student to a career professional in the student’s area of interest. In a one-on-one relationship, students and mentors meet throughout the semester to give students a “real-world view” of their selected careers. The Career Mentor Program is an approved “active engagement” requirement of the ACT-In major.

Networking Activities – An Etiquette Dinner, sponsored by corporate representatives, provides opportunities for students to learn and practice networking and social skills. This event is offered to students from four colleges at a local hotel. Other networking events co-sponsored with Jewell departments include Public Service and Nonprofit Career Fair, Teacher Fair, Nursing Employment Fair and Health Professions Career Day.

Career Decision Making – Career Explorations (COL 98) is a one-hour course offered in 7 week modules to assist first-year and sophomore students in self-exploration and major selection. Additionally, the College has

invested in Focus-2, an online career and educational planning system, to guide students in exploring potential majors and discovering how these majors translate into careers. Career Services also offers workshops and programs to help students who have undeclared majors.

Graduate Surveys – This information provides details about employment, graduate schools, starting salaries, etc., and is available on recent graduates. See the Career Services office for assistance.

Center for Justice and Sustainability

The mission of the Center for Justice and Sustainability is to develop in students the commitment, competence and confidence to address significant societal, economic, and ecological challenges facing society. The work of CJS is organized around three goals –

- **Learn:** the majority of William Jewell College students learn about issues related to social and economic justice and environmental sustainability
- **Practice:** the Center provides the College community, students, faculty and staff, opportunities to conduct research about and to work on projects for justice and sustainability
- **Partner:** the Center maintains a presence beyond the campus that includes alumni, friends, and partners

CJS wants Jewell students to understand the big picture for a Jewell-Liberal Arts education – thinking with a lens of justice about social, economic, and environmental systems and making a contribution to the common good. For more information see www.jewell.edu/cjs/ or contact the CJS Director, Dr. Andy Pratt at pratta@william.jewell.edu or 816.415.7557.

Charles F. Curry Library

Curry Library is here to support the needs of students and faculty in finding, evaluating and using trustworthy information. We are glad to answer your questions and to assist you in using and enjoying the library's facilities and collections for your classroom studies, your personal interests and your recreational reading needs

Besides a general book, journal and media collection, we have a number of specialized resources for your use, including the College Archives ("Jewelliana"), materials on Western Americana (Missouri and Settle collections), Federal Documents, Curriculum Development Materials and several other special collections. We are also the home of the Missouri Baptist Archives of the Partee Center for Baptist Historical Studies.

As a member of the statewide library consortium known as MOBIUS and the Kansas City Metropolitan Library and Information Network (KCMLIN), we are also able to provide access to materials in more than 60 academic libraries throughout Missouri and the wider Kansas City Metro area.

Locations of Materials

How is the Library arranged?

We are engaged in changing the library building, so don't be surprised if materials and books appear in different locations. If you can't find what you're looking for, ask for help at the Information Desk.

The first floor contains:

- Circulation
- Reserve materials
- Audio-Visual materials available for checkout

- Remotes and keys for listening rooms
- Photocopy machines
- Group study areas
- A popular DVD collection for student checkout
- Various rotating exhibits drawn from the library's collections
- Reference and Research area
- Selected Federal Documents
- Periodicals 10 years to the present arranged alphabetically
- Current and recent back issues of selected newspapers
- Microfilm and reader/printers
- Three small rooms for listening/viewing media
- Online public access computers and printers for your use in searching the library's catalog and databases
- A new books shelf, displaying the most recent additions to the library's collections
- Stairwell access to the computer lab on the floor below

The second floor is home to the main book collection, the Curriculum Library, a children's literature collection, the women's restroom, and a number of individual and group study tables. It also has three public-access computers to facilitate catalog and database use.

Below the first floor is an "intermediate floor" which contains the archives of the Partee Center for Baptist Historical Studies, the library's various special collections, the College Archives, and the men's restroom. Another section of this floor is accessible only through the south-side outside entrance. It contains the computer lab and the Department of Psychology.

How can I locate a book, videotape, e-journal or other library material?

You can find any library item, from audio-visuals to books to government documents, by searching for author, title, subject, or keyword in our on-line catalog. The catalog also allows you to search the collections of other libraries, both those in the Kansas City area (the "WILO cluster") and those elsewhere in the state (MOBIUS libraries). If you need help, please ask a librarian for assistance.

Circulation

How do I check out library materials?

Your current William Jewell ID is required to check out library materials. Present your ID, along with the materials you wish to check out, at the circulation counter. Remember, you are responsible for all material checked out with your ID.

When do I need to return library materials I have checked out?

Most library materials are loaned for 21 days. Renewals are for an additional 21 days, provided there are no holds on the titles. All loans are subject to recall after the first loan period if needed by another user or for class reserve.

Will I be charged for library materials that are overdue or lost?

Yes, you will be charged \$4.00 per title on overdue library materials if they are not returned before we send our second notice. An additional \$35.00 is charged for materials which are not returned. Fines and replacement fees are higher for materials borrowed from other libraries through the MOBIUS consortium (see

below). All fines are collected by the college business office, and unpaid fines may result in blocks being placed on your records. You will also not be able to check out any further library materials until fines are paid.

Materials on Reserve

Is there a list of materials on reserve?

A listing of all materials on reserve, arranged by department and course, is kept in a notebook on the circulation counter. You may also look up reserve materials in the on-line catalog under Course Reserves.

How do I ask for reserve materials?

Locate the item you want in the reserve notebooks, and then present your WJC ID to the desk attendant.

How long may I keep reserve materials?

Loan periods depend on instructions from the professor. Current loan periods are:

1. Library use (only 4 hours)
2. Overnight
3. 3-day
4. 7-day

What are the overdue charges for late return of reserve?

Reserve materials returned late are fined at the rate of \$5.00 per item.

Library Use Assistance

Where can I get information or assistance?

There is nearly always someone at the Information Desk to answer questions concerning location and use of the library's resources and to help in finding information in the various electronic databases we provide. You can get in-depth research assistance by appointment by calling 415-7610 and asking for our Instruction Librarian.

Does the library have government documents?

The library is a partial depository for Federal Documents. Selected documents are shelved by separate numbering systems on the first floor. Records for many of the documents are included in the on-line catalog. If you wish to make a thorough search of government documents, ask for assistance from a Librarian.

Do you have on-line indexes for magazines and newspapers in full-text?

Yes, the library has many online indexes. You can search and print from these indexes covering magazines, government documents, and newspapers.

Special Services

What if Curry Library does not have a book or article I need?

Curry Library is a member of MOBIUS, the statewide consortium of academic libraries, and of its Kansas City group, called WILO. You may directly request materials found in the MOBIUS catalog. Ask a librarian for instructions. The library can also borrow books not in MOBIUS, as well as photocopies of magazine articles for you. Most requests are filled by our regional library networks (WILO and KCMLIN). Please allow up to 10 days for delivery of interlibrary loan materials.

Students may borrow directly from area libraries using a courtesy card. For a list of participating libraries and card issuance, contact any librarian.

Where can I make copies of library materials?

Photocopiers and microform copy machines are located on the first floor. Copies are 10¢ each. Change is available at the circulation desk, or a \$5.00 Copicard (100 copies) may be bought for photocopying use.

Counseling Services

Contact Information:

Beth Gentry-Epley, Psy.D.

Campus Psychologist (licensed in Missouri and Kansas)

216 Yates-Gill College Union, 816-415-5946

gentry-epleyb@william.jewell.edu

Counseling Center Hours:

Monday 9:00 am – 5:00 pm

Tuesday 9:00 am – 5:00 pm

Thursday 9:00 am – 5:00 pm

Friday 9:00 am – 5:00 pm

In the Office of Counseling Services at William Jewell College, students are offered individual psychotherapy on a short-term basis. This service is offered without charge. Students typically attend between 8 and 12 sessions, depending on the presenting concern. Generally, fifty-minute sessions are scheduled on a weekly basis. Visits to the Office of Counseling Services and the content of therapy sessions are kept confidential; however, information may be released with written permission from a student or when a student is considered imminently dangerous to him/herself or others. Referrals for off-campus resources are also available if the student prefers this, or the clinician believes it to be a more appropriate option. The Office of Counseling Services is located in Rm. 216 on the upper level of Yates-Gill College Union.

Individual psychotherapy provides the opportunity for students to explore personal concerns as well as academic concerns with a licensed psychologist or counselor. Common issues that may be addressed in therapy include:

- Depression
- Anxiety
- Mood swings
- Family conflict
- Grief and loss
- Disordered eating
- Cultural identity concerns
- Relationship difficulties
- Self-harm behavior
- Past trauma
- Substance abuse
- Problems associated with disabilities

Many students pursue therapy to enhance personal growth or learn strategies for dealing effectively with life challenges. If students are uncertain as to whether therapy would be helpful in their own situation, they may schedule an appointment to review concerns and receive appropriate recommendations.

Three components are included in the therapeutic process:

1. An initial, clinical interview also known as the Intake appointment.
2. Identification of goals. This provides a clear path to follow during the course of treatment.
3. Periodic review and evaluation of progress toward the identified goals. This provides feedback for the clinician and the student on the effectiveness of therapy sessions.

Off-Campus Mental Health Crisis Services:

Tri-County Emergency Hotline: 816-468-0400

MOCSA (Metropolitan Organization to Counter Sexual Abuse) 24-hour crisis line: 816-531-0233

St. Luke's Northland Hospital (Smithville Campus): 816-532-7160

Research Psychiatric Center: 816-235-8162

Dining Services

Getting Meals When You Are Sick

Call your Resident Director (RD) or RA to request a meal when you are sick. The cafeteria can have meals available for an RD, RA, or friend to pick up for you.

Meal Plans

- ***Meal Plan A: Unlimited visits to the Dining room plus 100 Cardinal Dollars***

Meal plan A is designed for the student who may want to stop in and have a meal without the restriction of set numbers of meals per week. The student can come in as many times as they choose during operating hours to either get a full meal or just take care of their munchies. This plan has 100 Cardinal dollars that can be spent at the Perch coffee shop or in the Cage. The plan participant may also use these Cardinal dollars to treat their friends or family in any food service venue.

- ***Meal Plan B: 15 meals per week plus 200 Cardinal Dollars***

The student on this plan will be able to enjoy 15 meals per week Sunday – Saturday and also includes 200 Cardinal dollars which can be used in the Cage, the Perch or to treat friends or family in any food service venue.

- ***Meal Plan C: 200 Block plus 350 Cardinal Dollars***

The 200 Block plan consists of 200 meals per semester which may be used during regular dining hall hours. This plan allows the student to bring in a guest and use one of the blocks. It is set up as a declining balance, also includes 350 Cardinal dollars which can be used in the Cage, the Perch or to treat friends or family in any food service venue.

- ***Commuter Plan***

For the convenience of students not living on campus we offer a commuter plan that consists of four meals per week in the Dining Hall plus 125 Cardinal Dollars per semester. Cardinal dollars which can be used in the Cage, the Perch or to treat friends or family in any food service venue.

Financial Aid & Scholarships

Financial Aid and Scholarship Services is responsible for the administration of all financial assistance programs. Several types of aid are available including scholarships, grants, loans, and part-time employment on campus. Financial assistance controlled by the college is awarded on a funds-available basis.

It is assumed that students will be responsible for completing the financial aid application process. Students

are encouraged to apply for financial aid by March 1 for the upcoming academic year to insure maximum consideration in the financial aid awarding process. All students are encouraged to file the *Free Application for Federal Student Aid* via FAFSA on the Web at www.fafsa.gov, as soon after January 1 as possible. The FAFSA serves as an application for the Federal Pell Grant in addition to state need-based financial aid programs. Missouri residents are encouraged to complete the FAFSA not later than March 1 to meet the Access Missouri Grant Program application receipt deadline of April 1. The FAFSA also serves as an application for Federal Work Study, Federal Perkins Loan, Federal Nursing Loan, Federal Supplemental EO Grant, Federal TEACH Grant, and Federal Direct Loan Programs.

An important change to State of Missouri Financial Aid Programs implemented as of the 2008-2009 academic year was the minimum GPA requirement for each program as follows:

- Students are required to maintain a 2.5 cumulative grade point average to remain eligible for the Bright Flight Scholarship.
- Students are required to maintain a 2.5 cumulative grade point average to be eligible for the need-based Access Missouri Grant Program.

For specifics regarding eligibility requirements for all Federal, state, and institutional financial aid and scholarship programs, please refer to the official college catalog (i.e., Academic Progress and Financial Aid).

Information is also available for students needing or desiring financial assistance from sources other than the college. The Office of Financial Aid and Scholarship Services will assist students in locating outside scholarships. A listing of outside scholarships is available online at www.jewell.edu (Financial Aid section).

Student Loans: All students receiving Federal Perkins Loan, Federal Nursing Loans, and Federal Direct Loans must complete entrance interviews as required by each program. An exit interview is required of all student loan borrowers upon leaving the college.

Semester charges for tuition, fees, room and board are due at the beginning of each semester. Students are sent bills approximately four to six weeks before the beginning of each semester. One-half of the annual financial aid award (except work study) is applied to student accounts each semester. A Semester Installment Plan of four (4) monthly payments is available each semester. A \$50 payment plan fee is assessed each semester a payment plan is used.

All accounts must be paid in full by November 1 for the fall semester and April 1 for the spring semester.

Willingness to assume financial responsibility is a mark of increasing maturity. Students whose accounts with the college are unsatisfactory are not allowed to register for a subsequent semester, nor will they be issued certified transcripts. Room, board, and other privileges may be suspended as a result of unsatisfactory student accounts.

Student Employment Guidelines

- Work Study and Workshop positions will be posted online at the Financial Aid section of www.jewell.edu/finaid/. If there is interest in a position, the student may apply by contacting the supervisor listed.
- Each student employee will coordinate with their supervisors to complete the following documents:
 - Confidentiality Agreement
 - Department Expectations of Employment

- Work Agreement

- Before commencing work, first-time student employees must also complete the WJC Student Worker Application, and **bring** all documents to the Office of Human Resources in Greene Hall. Human Resources and Payroll will assist students with their other new hire documents (I-9, W-4 forms, direct deposit) that must be completed before they can begin employment.
- A student may work for two departments at a given time; however, a new work agreement must be signed by all employing departments.
- Federal Work Study is a need-based program in which the Federal Government pays 75 percent of work earnings. Workship is an institutional work program in which the employing department pays 100 percent of the work earnings.
- PLEASE NOTE: Student employment earnings are not guaranteed. Therefore, awards are not credited to the student account. The student may authorize Payroll earnings to be applied to the student account on a monthly basis by completing the proper form with the Cashier.

Payroll and Timesheet Schedule

Student employees are generally paid once a month during the academic year. The pay period cuts off on the last day of the month. If students are using timesheets to record their time, those should be submitted to their supervisors for signature by the first business day of the following month. The student payroll is generally distributed around the 10th day of the following month. A specific schedule will be posted on the intranet for each academic year.

Harriman-Jewell Series

Student Ticket Policy and Ticket Distribution

Each year, the Harriman-Jewell Series presents a number of performances by world-class artists and ensembles in downtown Kansas City venues. Full-time students of William Jewell College may attend the events at no cost. Tickets distributed to Jewell students are not valid for parents, friends, or anyone who isn't attending Jewell full time. Students are required to present their Jewell I.D.s both to receive a ticket and to enter a venue for a performance.

Event tickets are available to full-time Jewell students within the week prior to a performance. The initial distribution of tickets occurs in the Yates-College Union Atrium/Lobby area beginning at 10:15 a.m. After that time, tickets may be picked up in the Harriman-Jewell Series office (Hester House, 424 Wilson St., just west of Semple Hall) during regular office hours Monday through Friday beginning at 9:00 a.m. and ending at 5:30 p.m. A limited number of tickets are designated for students and availability is determined on a first-come, first-served basis.

Unless otherwise published, a student may present up to two student I.D. cards and receive one ticket per I.D. to be used by other full-time Jewell students. No tickets may be put on reserve.

Student Rush (for students from other schools)

Deeply discounted tickets are available for \$10 to any full-time student for certain performances the day of the event at the venue. Be aware that student rush seats may not always be available, are limited in number and are in various locations within the halls.

The Educational Events of the Harriman-Jewell Series

The Harriman-Jewell Series also offers students and the public many free educational events including master classes, workshops, and lectures by artists performing on our Series.

For the latest information about upcoming events, visit www.hjseries.org and become a Facebook friend at www.facebook.com/hjseries. Contact the Harriman-Jewell Series office at 816-415-5025 with questions. You may also e-mail the office at info@hjseries.org.

Harriman-Jewell Series 2011-2012 Season Full-time Student Ticket Distribution Schedule

<u>Event, Date, Venue</u>	<u>Distribution Date</u>
Caroline Goulding , violinist in recital Saturday, September 24, 2011, Folly Theater, 7:00 p.m.	Discovery Concert Available online July 25
Wynton Marsalis and Jazz at Lincoln Center Orchestra Saturday, October 1, 2011, Helzberg Hall, 8:00 p.m.	Monday, September 26
Marc André Hamelin , pianist in recital Saturday, October 15, 2011, Folly Theater, 8:00 p.m.	(Fall break) Monday, October 10
Midori , violinist in recital Thursday, October 27, 2011, Folly Theater, 7:30 p.m.	Monday, October 17
James Galway , flutist in recital Thursday, November 3, 2011, Folly Theater, 7:30 p.m.	Monday, October 24
Vienna Symphony Orchestra Wednesday, November 9, 2011, Helzberg Hall, 7:00 p.m.	Monday, October 31
Alek Shrader , tenor in recital Saturday, November 19, 2011, Folly Theater, 7:00 p.m.	Discovery Concert Available online September 19
DePue Brothers Band Holiday Concert Monday, December 19, 2011, Helzberg Hall, 7:00 p.m.	(Christmas break) Monday, December 12
Freddy Kempf , pianist in recital Friday, January 20, 2012, Folly Theater, 7:00 p.m.	Discovery Concert Available online November 21
Hamburg Symphony Orchestra Wednesday, January 25, 2012, Helzberg Hall, 7:00 p.m.	Tuesday, January 17
Parsons Dance Saturday, January 28, 2012, Muriel Kauffman Theater, 7:30 p.m.	Monday, January 23
Vivica Genaux and Europa Galante Friday, February 3, 2012, Folly Theater, 8:00 p.m.	Monday, January 30
Juan Diego Floréz , tenor in recital Sunday, February 19, 2012, Helzberg Hall, 2:00 p.m.	Monday, February 13
Ray Chen , violinist in recital Sunday, March 11, 2012, Helzberg Hall, 3:00 p.m.	(Spring break) Discovery Concert Available online January 10
Murray Perahia , pianist in recital Wednesday, March 14, 2012, Folly Theatre, 7:30 p.m.	(Spring break) Monday, March 5
Red Star Red Army Chorus and Dance Ensemble Friday, March 16, 2012, Helzberg Hall, 8:00 p.m.	(Spring break) Monday, March 5
Aspen Santa Fe Ballet Saturday, March 31, 2012, Muriel Kauffman Theatre, 7:30 p.m.	Monday, March 26
Giuseppe Filianoti , tenor in recital American recital debut Saturday, April 21, 2012, Folly Theater, 8:00 p.m.	Monday, April 16

Tickets for full-time students are distributed on the days listed above in the Union Lobby from 10:15 a.m. to 11:05 a.m. After that time, visit the Harriman-Jewell Series office (Hester House, 424 Wilson Street, just west of Semple) from 9:00 a.m. to 5:30 p.m.

Tickets are available at the downtown Kansas City venue on performance days.*
*(On some occasions, there may be no tickets available at the venue on performance days.)

Student Healthcare

For complete details regarding expectations for a healthy campus, please visit Jewell's Community Health Resources web site at

http://www.jewell.edu/william_jewell/gen/william_and_jewell_generated_pages/Community_Health_Resources_p5693.html.

IN THE EVENT OF AN EMERGENCY, which requires an ambulance or the fire department, you are advised to call 9-911 from any on-campus phone (the first 9 for an outside line), then notify Security.

IN THE EVENT OF ANY NON-THREATENING EMERGENCY, call Security at x1411. The Security Office is available 24 hours-a-day. During business hours, you may also call the Office of Student Affairs at 415-5963 for assistance.

Health Insurance

Student health insurance is not available through William Jewell College. Students in need of healthcare are responsible for all expenses related to those services. It is important for students to keep insurance information on hand and to be aware of policy, coverage, and restrictions.

ALL VARSITY ATHLETES MUST SHOW PROOF OF PRIVATE HEALTH INSURANCE BEFORE PARTICIPATION IS ALLOWED IN PRACTICE OR A GAME. College athletic insurance is supplemental; paying a portion of remaining costs after private insurance has been fully utilized, including meeting the private insurance deductible. Details are available in writing at the health center and through the athletic director.

All international students associated with William Jewell College are required to obtain and maintain adequate health care insurance during each and every term of enrollment. The college reserves the right to cancel the registration of any student without proof of current coverage.

Information Services (Computer Services)

By enrolling at William Jewell College, you are just a login away from personal e-mail, Internet and Intranet access, file and print sharing, and all the possibilities of using technology to make your educational experience productive and satisfying. William Jewell uses the latest productivity software from Microsoft in all public access labs. Along with Office 2007, comes the fully-featured Outlook e-mail client to use with the campus e-mail system either via the campus LAN or via the web.

Getting Online

All students will have a personal network user account with a secure login and password. An Acceptable Use Policy must be signed before a student account can be activated.

First-Year Students will obtain the Acceptable Use Policy from first-year mentors on Friday during Orientation Weekend if they did not complete it during pre-registration. Students will meet with their mentor to read and sign the policy statement. The mentors and first-year students will attend an Information Services training workshop on Sunday of Orientation Weekend. During this session, students who have read and signed their

Acceptable Use Policies will have their log-on and email privileges activated. If students have not done so by this time, they must go to Information Services (located in the basement of Curry Library) during regular business hours to sign the Acceptable Use Policy and have their accounts activated.

Transfer Students may sign the Acceptable Use Policy in Yates-Gill College Union during registration. They will need to have a picture-ID with them. Students may also go to Information Services after Orientation Weekend has ended to sign the Acceptable Use Policy and have their log-on and e-mail accounts activated.

Students who need assistance will be greeted by a help desk facility available via the Web. In order to systematically track and respond to requests for help, Information Services encourages all students to use the Help Desk as the primary means of contacting Information Services. If your machine is having problems, simply use a public access machine to log in and report your problem.

Online help is available 24 hours a day. Many questions can be answered by simply checking the Knowledge Base, which is accessible via the Jewell Intranet. Students wanting to access the online help may use the Jewell Intranet and the drop down menu under "Help Desk" or <http://helpdesk.jewell.edu>.

Our Intranet also includes many other useful on-line resources. Student directories, open-closed class information, a message board, and student schedules are available via the Web to on-campus users.

For student self-registration and access to transcripts and records, students should go to My Jewell on www.jewell.edu.

A network drop is available in each residence hall room for each resident, and wireless access points are available in all residence halls and common areas around campus. William Jewell College encourages individual students to bring personal computers to realize the full benefits of connecting to the WJC network. The Office of Information Services recommends a computer running with the latest operating system. The systems on campus are fully compatible with Windows OR Apple computers. Laptops should also have a wireless network option. Faculty computers and labs are outfitted with Microsoft Office, so a student version on the student's computer would probably be useful. Students will be provided with free virus protection (AVG) as part of the computer registration process.

Students may wish to use various non-traditional computing devices on the Jewell network. Many of these devices will work without any problems, but there are some that will not. All mobile devices, such as iPhone, iPad, and Android devices are supported by the Information Services staff and the college network. Blackberry's are supported with some limitations and are not recommend. E-Readers like the Kindle, Nook and Sony Reader do not support the wireless network of the college and thus will not work. Game consoles such as the Wii, PlayStation and Xbox also do not support the wireless network, but can be used on the wired Ethernet network. If students have questions about the device they wish to connect to the Jewell network, they should contact Information Services.

Reference Guide

Connecting to the Network

Students can connect to the Jewell network by using one of the computers in the many labs or classrooms on campus (see "Computer Labs on Campus" below) or by using their own networkable device. Most students will probably do both.

Students who own a personal computer have the option of connecting to the network from a residence hall room or through a wireless connection. Each room has a connection point for each resident, making it convenient to take advantage of the network right from residence hall rooms. Additionally, wireless is also available at most of the classrooms, library, student union, and all of the residence halls. For information on devices other than personal computers, see introduction section.

For students using the Jewell computers on campus, they should be aware that documents created on a Jewell computer will only be available on that specific computer unless explicitly moved to the students' locker space on the 'Z' drive. This is a change for students prior to summer 2011. It is suggested that students always use their locker space to ensure document availability.

Logging into the Network

In order to use network resources, students must first know how to log in. Students log in using a Jewell provided username and password. Each stands as follows:

1. Username - The Username is the student's last name followed by their first initial in lower case. There is no punctuation or spacing. Exception: Usernames are unique. If another student has the same last name and first initial as the student, they will be required to come to Information Services to get their Username.
2. Password - The initial password is the last four digits of the student's social security number. The student should change their password as soon as possible to ensure that others cannot read or send e-mail under their account. To change their password, students should go to a campus computer lab and log in to a campus computer. Press ctrl-alt-del and select "Change Password...". Follow the instructions presented.

Getting Student E-Mail

Student's may check their e-mail account on the Windows machines in the labs, or on their own computer connected to the network. To check their e-mail on the Windows machines in the campus computer labs, they must log in (using the Username and Password mentioned above) to can gain access to the machine. After logging on, simply double-click on the Inbox icon or the Outlook icon located on the desktop.

Once the Outlook e-mail client has opened, there are volumes of helpful information available by choosing Microsoft Exchange Help Topics or Microsoft Outlook Help from under the Help menu. Note: After students are finished using the machine, THEY MUST LOG OFF by clicking the Start button and choosing the "shutdown" option. Then select "Close all programs and log on as a different user" and click OK. If this is not done, the machine remains logged in under the student's account, giving other users access to their e-mail and personal locker space (discussed below).

To check the e-mail account on a Mac, or any other machine connected to the Internet a web browser such as Firefox or Internet Explorer (5.0 or later) can be used. To do this, the student should:

1. Go to the URL <https://apollo.jewell.edu/exchange>.
2. In the "Username" field enter their username. In the password field, enter their password.
3. Once logged on, they may get instructions on using the e-mail in this fashion by clicking on the picture of the question mark. Detailed instructions will appear.
4. Note: After finishing using e-mail, STUDENT'S MUST LOG OFF by exiting the web browser. If they do not do this, the browser remains logged in under their name.

Contact Information

The Information Services staff looks forward to serving students during the course of the upcoming academic year.

Lan Guo - Director of Information Services Operations 415-5032

Carrie Hyder - System Administrator 415-7632

Richard Burns - System Support Specialist 415-7633

Chris Brownfield - Systems Administrator 415-6980

Greg Taylor - Network Administrator 415-5942

Lecture Series

William Jewell College's Perspectives on the Common Good lecture series focuses on themes of selfhood and responsibility, challenging listeners to explore the complexities of values in a pluralistic world. Through the generosity of several benefactors, William Jewell has created a distinctive lecture series that facilitates both internal and external community conversation about defining contemporary issues. All lectures are free and open to the public in the John Gano Chapel Memorial Chapel on the William Jewell College campus in Liberty, Missouri. For more information on the lecture series, call 816-415-7681 or visit Jewell's website at www.jewell.edu.

The series is composed of the following individual lectures:

The Peggy Kern Lecture on Women and Society

The Peggy Kern Lecture on Women and Society is named in memory of the mother of Jewell alumna Penny Kern White of the William Jewell class of 1968. The lecture series is committed to addressing contemporary topics and subjects that encourage the betterment of society and women in particular. Mrs. Peggy Kern lived through the Great Depression, sent a husband and son to war, developed and ran a successful business, served as an active community volunteer, and was a longstanding member of the First Baptist Church of Independence, Missouri. This lecture series is a living memorial of her commitment to helping others.

The Cope Lecture on Science, Technology and the Human Experience

The Cope Lecture provides an ongoing examination of relevant scientific issues viewed within a context of contemporary technology and social ethics. It was established by Jewell alumnus and physician Dr. James C. Cope of the class of 1937.

The Binns Lecture on the Sacred and Secular, and Power and Justice in Society

The Binns Lecture is named for Dr. Walter Pope Binns who served as president of William Jewell College from 1943 to 1962. A pastor, writer, counselor and educator, Dr. Binns epitomized the compatibility of intellectual curiosity and uncompromising Christian commitment. The lecture series was endowed in 1980 by the Fuller E. Callaway Foundation of Georgia to enhance intellectual inquiry within the Christian tradition at William Jewell. The lectureship brings to the campus annually an eminent scholar to share research and experience with students, faculty, staff and interested community members.

Mailroom

Jewell has a central mailroom, in which all letters and packages are processed. It is located adjacent to The Cage, in the Yates-Gill College Union, and is a service all students will use during their college career. Residential students have mailboxes assigned to them (much like a P.O. Box from your hometown might be assigned). Your mail should be addressed as follows:

Your Full Name
WJC Mailbox Number
500 College Hill
Liberty, Missouri 64068-1896

All mail without the student's mailbox number on the address could be delayed up to one day. Students living in fraternity houses should have mail directed to the mailroom with their mailbox number on it. All resident students are issued a campus mailbox. Resident students may receive their combinations from the mailroom. A photo ID is required.

Students may mail regular post office mail, express mail or priority mail. They may also fax for \$.25/page within the United States and \$1.00/page outside the United States. These services are available in Yates-Gill College Union.

Campus mail addressed to individual resident students, faculty and staff is distributed through the mailroom. Campus mail should always include name and mailbox number in order to assure immediate delivery as well as the return address in case the mail cannot be delivered. Any items that cannot fit in the student's mailbox should not be sent as campus mail. Absolutely no perishable foods or cash is allowed in the mailroom.

The mailroom hours are 9:00 a.m. – 4 p.m., Monday through Friday (except campus holidays). Stamps and envelopes may be purchased from the Mailroom or Barnes and Noble Bookstore in Yates-Gill College Union. The Mailroom does not accept credit or debit cards.

Multicultural Student Development

The Office of Multicultural Programming was established to assist in fulfilling the mission of William Jewell College to embrace diversity. Diversity is a key factor in preparing our students for the real world when they leave the campus as graduates. One way the office is reaching our goal toward diversity is to have the Coordinator of Multicultural Programming be an advocate for our African-American, Hispanic/Latino, Asian and Pacific Islander, and Native American students.

William Jewell College has several active student groups on campus sponsoring diversity programs for students, faculty, and staff. The current student groups are: BSU (Black Student Union), Unity, and S.A.G.E. (Straights and Gays for Equality).

The Office of Multicultural Programming also hosts a Multicultural Mentors program (M&Ms). The Mission of the Multicultural Mentors program (M&Ms) at William Jewell College is to introduce first year multicultural students to upper-class multicultural students, help the first year multicultural students become acquainted and get involved with William Jewell College, and build a support system for first year and upper-class multicultural students.

Office of the Registrar

Your academic advisor will assist you in preparing a schedule of classes for each forthcoming semester. After approving your proposed schedule of classes, your advisor will clear you to register online. Once you have registered, you can still make additions online (up to a total of 18 hours) before the start of classes. If you wish to delete classes from your schedule after you have registered, you will have to obtain your advisor's signature on a drop/add card and return it to the Office of the Registrar. The drop/add cards are orange and may be obtained outside the window of the Office of the Registrar in Greene Hall. Once classes have begun, all adds

and drops are handled on these cards. The signature of each instructor, as well as the advisor, is needed once the semester has begun.

- The Office of the Registrar has all of your academic records. Your electronic transcript and your grades for each term are accessible *via* the *MyJewell* link at the top right-hand side of www.jewell.edu.
- The Office of the Registrar is responsible for certification of veterans. Verification of enrollment is handled online; refer to the Registrar's homepage, accessible *via* www.jewell.edu. Good student certifications are handled at the window of the Office of the Registrar.
- The Office of the Registrar is responsible for the final checks for graduation. When you have accumulated 75 hours, you should apply for graduation at the window of the Office of the Registrar. You will be sent a Graduation Checklist, which will be your guide to your remaining graduation requirements. Any questions about the checklist should be directed to the Registrar.
- Applications for official transcripts are available at the window of the Office of the Registrar. The transcripts are free for currently enrolled students. They can be mailed out or picked up at the Registrar's window.
- Legal name changes, commuter address changes, and parents' address changes should be filed with the Office of the Registrar.
- If you plan to take a course at another school and have it transferred back to Jewell, get an "Approval for non-WJC Coursework" form from the window of the Office of the Registrar. After getting all appropriate approvals, return it to the Office of the Registrar.
- If you are repeating a course in order to improve your GPA, fill out a form at the Office of the Registrar. If you wish to take a class pass/fail (and you've checked the catalog to be sure it's permissible), fill out a form at the Office of the Registrar within the first week of the semester.
- A "Permission to Enroll" form is used when you need the Instructor's signature to take a course. Register online for your other courses, and then turn in the signed form at the window of the Office of the Registrar.
- If you wish to enroll in an independent study or internship, get a form from the Office of the Registrar and return it with the proper signatures.

Withdrawing From a Class or the College

If a student withdraws from school or decreases hours after classes begin, applicable credits for tuition, room, meals and fees will be computed according to the following schedule. Credits for classes are based upon the date the student notifies the Office of the Registrar IN WRITING or IN PERSON. Credits for room and meals are based upon the date the student notifies Residential Life IN WRITING or IN PERSON. The following percentages apply:

1. Withdrawal from fall or spring: Beginning with the first day and continuing for the first and second week after classes begin, credit is 90%; third and fourth week 50%; fifth, sixth, seventh, and eighth week 25%; No credit after the eighth week of classes begins. NOTE: The refund schedule for seven week classes is different; please contact the Business Office before dropping classes.
2. Change of Course: Prior to the close of the registration period for each semester, the College will credit any tuition charges made for courses dropped by the student when an equivalent number of hours are added. After the close of registration, the credit will be calculated using the same rates as shown above.
3. Rooms and Meals: Students moving out of the residence halls during a semester will be charged a pro-rated amount based on the number of days residing in the residence halls and meals will be charged at a pro-rated amount based on the number of weeks meals were taken.

Overseas Study

Sara Round

Coordinator of International Studies and the Oxbridge Honors Program

213 Greene Hall, 415-5984

Where can I study abroad?

There are nearly 50 different study-abroad programs available to Jewell students, including programs in Europe, Asia, Australia, Africa, Central and South America. The most popular programs are in Western Europe, particularly England and Spain.

Do I have to be an Oxbridge Honors student to study in England?

No. Of the five programs in Oxford, three are open to all students of the college who qualify. Programs are also available at Harlaxton College in Grantham, England and in London.

Do I have to be an honors student to study abroad?

Prerequisites vary by program. While the Oxford programs are reserved for students with a cumulative GPA of at least 3.5, programs in most other locations require 3.0. Students who study abroad must also meet Jewell's minimum eligibility requirements.

Can I take courses in my major?

Yes. Most students combine course work in their major with core curriculum (CTI) and/or elective courses.

What about Core Curriculum?

With approval from Ron Witzke, Associate Dean for Core Curriculum, courses taken while abroad may count toward level two core curriculum (CTI) requirements. With few exceptions, however, you should plan to take a Science & Technology course at WJC if it is required of you.

How do grades and credits transfer?

You remain enrolled at William Jewell while studying abroad. We grant all grades and credits for your academic work abroad, so there is no transfer necessary.

What about humanitarian or Christian service overseas?

The International Partnership for Service Learning (IPSL) allows students to combine academic study with service in a number of countries around the world. Also, faculty and staff at William Jewell often organize short-term service trips every year. Recent destinations have included Honduras, Brazil, Haiti, Guatemala, and Jamaica. These trips take place in January, over spring break, or in early summer.

How much do the programs cost?

While fees for programs on the approved program list range from \$7000 to \$22,400 for a semester, most program fees (which typically include tuition, room and board, and other required charges) are comparable to or slightly less than a semester at William Jewell. In addition, there will be extra costs for transportation, personal expenses, books & supplies with all programs, just as one would find at William Jewell. Most students also plan to do some independent travel while abroad, which can add considerably to the overall costs related to study abroad.

What about scholarships?

William Jewell scholarships do not apply to study abroad; however, financial assistance is available. For

students studying abroad during the 2011-2012 academic year, the amount of institutional assistance awarded each student will be determined by the student's financial need, academic record, how well the study-abroad program fits the student's plan of study, and the availability of funds. The minimum institutional grant awarded will be \$2000. Beginning in fall 2012, all institutional financial support for study abroad will be managed through the Journey Grant program. Most non-institutional aid (aid not funded by WJC, such as federal loans) may be applied to study abroad, though typically not for summer study. In addition, there are specific scholarships available for some study abroad programs for which students may apply.

Residence Life

Mission Statement

William Jewell College's Residence Life Program provides a healthy, safe and responsible living environment, emphasizing citizenship and community conducive to learning and scholarly pursuits.

Role

The Residence Life staff is made up of approximately 60 staff members who work in all seven residence halls on the Hill, and in the fraternity houses. A complete list of Resident Directors and Resident Assistants can be found in the On the Hill section of this guide.

The Residence Life staff has many responsibilities, which vary according to residence hall and time of year. However, the RDs and RAs play an important and necessary role on a daily basis. That role is to serve you. Both the RD and the RAs stay busy during each semester trying to serve the college and you. Below is a list of duties that the Residence Life staff performs:

- Serving as role models in college and community life
- Being familiar with all printed material relating to residence life including forms and student handbooks
- Knowing and understanding college and residential life policies and regulations
- Enforcing and being educated about college policies for residents
- Caring for all college property and buildings; specifically, supervising maintenance requests within the residence halls
- Demonstrating a caring and supportive attitude toward residents
- Spending assigned work-time within the halls, offices, and wings of the residence halls
- Performing and directing emergency procedures
- Being open and available to the residents for constructive criticism and complaints directed toward life in the residence halls, and responding appropriately
- Offering each resident the needed support through friendship, education, mentoring, and counseling

Your Resident Director (RD)

The Resident Director is a staff member hired by the Director of Campus Life to oversee a particular residence hall. Duties include planning and supervising the implementation of programs, providing information, and performing administrative duties that are imperative in keeping the residence halls running efficiently to serve the residents effectively. The RD is also in charge of the Resident Assistants within each hall. The contacts an RD makes with students are important to the residence life staff, and we hope that you will take advantage of having a person like your RD available to you.

Your Resident Assistant (RA)

A Resident Assistant is a peer who has gone through a very intensive application, interview, and training process. You will see these students on the football field, at a music recital, on the Quad, in the classroom, and at the dinner table. They may be your friends, your teammates, or people in your study groups, but they are much more than that, too. They would not have been chosen for this position without an ability to be a counselor, and servant to others, or without extreme integrity and a commitment to upholding expectations of the college community.

Room Deposit

William Jewell requires each residential student to place a \$100 room deposit. Jewell keeps this deposit as long as the student lives in college housing. The deposit serves as a guarantor and as a security deposit in case damage is incurred during a resident's stay on-campus.

Forfeiting Your Deposit

The deposit is crucial to ensure you a room in the residence halls each semester you live on-campus. Because of this, Student Affairs reserves the right to keep the deposit if not notified of a student's decision to move off-campus. Students must inform Student Affairs of their intent to live off-campus for the next semester by the specified dates in the Student Handbook. Those dates are June 30 for the fall semester, and December 1 for spring semester. If requests are not made by these dates, the deposit will be forfeited.

Housing deposits can also be forfeited if the student incurs damage to his/her room during his/her stay in the residence halls. The student will have his/her housing deposit garnished according to the amount of damage done to his/her room. Charges up to \$100 will be taken out of the student's room deposit. Any additional charges will be charged to the student's account with the college.

Graduating seniors need not request the return of their deposit. The Business Office will refund all room deposits for seniors via mail.

Rooms and Roommates

The Residence Life staff encourages all students wishing to switch rooms or roommates to think about changes of any kind before a final decision is made. There are many factors involved with changing roommates, and residence life staff is available for roommate mediations and other communication issues, which are typically at the core of problems for people living together.

Changing Rooms at the Beginning of the Semester

Student Affairs places a freeze on all roommate and room switches during the first two weeks of each semester to count students and room assignments. During this two-week freeze, every student is required to stay in the room he or she has been assigned. After the two-week period is over, switches may occur. Any student that attempts to move during the two-week freeze will be required to move back to his/her original room assignment.

Roommate Conflict

Not everyone will get along with his or her roommate; however, we encourage residents to give living arrangements a try before a final decision to change is made. We also encourage residents to talk with their roommates if they are having problems. Try to compromise; it could make things better! If you and your roommate decide mutually to make a change, you will need to contact your RA and RD directly. They will sit down with you and work out a change that is mutually acceptable for all those involved. Then they will have you fill out some paperwork. The change will then be final. All changes or room switches must be agreed upon

by everyone involved, and must be approved by the appropriate RA, RD and the Director of Campus Life.

Staying in Residence Halls During Breaks

Student Affairs and Residence Life staff realizes that some students want to stay on campus during major holiday breaks. However, due to inadequate staffing availability during those breaks, the residence halls are closed for the following vacation times:

- Thanksgiving Holiday
- Christmas Holiday
- Spring Break

What do I need to do before I leave for break?

Each resident is responsible for taking care of his or her room prior to leaving for any holiday break. The following are the important steps that Student Affairs and your residence life staff would like you to take before leaving for your vacation:

- Sack up all trash, tie the bag, and take it to the trash room in the residence hall
- Unplug all electrical items (except computers)
- Turn down the AC/heating unit thermostat
- Close and lock your windows
- Close blinds/curtains
- Turn off lights
- Lock door

What if I need to stay in the hall during the break?

Very few exceptions are made for students wanting to stay in the residence halls during the holidays.

Typically, the only students allowed to stay in the residence halls during any holidays are students involved in a William Jewell-related event or obligation. The following are accepted reasons for staying in the residence halls during the holidays:

- Any class-related work that is required during the holiday. Students are required to provide professorial confirmation of the request to stay in the residence halls.
- William Jewell athletes may be allowed to stay in the halls due to games or practices scheduled during a holiday or break.

Voting Absentee

You must request an absentee ballot from your county of permanent residence to be mailed to your college address. After you have completed your absentee ballot, you will need to have it notarized. Joyce Hon (Advancement) is a Notary Public.

Spiritual Life & Involvement

We understand that students are engaged in a spiritual journey, at different speeds and toward different ends. Because we are committed to spiritual values and maturity in faith, William Jewell offers students many opportunities to explore and express faith in ways unique to their own needs and individual interests. Jewell welcomes students of all faiths. We are both proud of our heritage and comfortable with a generous Christian world view for the future.

Dr. Andy Pratt

Vice President for Religious Ministries and Dean of the Chapel
200 Gano Chapel, 415-7557

Jeff Buscher
Campus Minister, Coordinator of Student Ministries and Community Service
101 Gano Chapel, 415-7560

Missy Henry
Administrative Assistant
200 Gano Chapel, 415-7556

CSM Offices
101 Gano Chapel, 415-7560

Chapel

Jewell is committed to a vital program of spiritual growth for the College community. A weekly time of spiritual focus for the College community is essential to the identity and mission of Jewell. Jewell Chapel, the weekly program for spiritual focus, is a 20 minute service that emphasizes faith and reflection. Each weekly service includes music, prayer, and a 500 Word spoken message. All members of the College community are invited to attend Chapel. For more information and to view the Chapel schedule online, go to <http://www.jewell.edu>; click on Campus Life and then Chapel Schedule. Join us in Gano at 10:15 a.m. for 20 minutes.

Sigma Epsilon Pi

Students interested in ministry or religious service are invited to participate in Sigma Epsilon Pi, the formal organization of students considering such vocations.

Vocational and Spiritual Exploration

The Dean of the Chapel directs the Vocational and Spiritual Exploration (VSE) program. VSE courses provide a spiritual dimension to a person's life and career exploration. According to James Fowler, "Vocation is the response a person makes with his or her total self to the address of God and to the calling to partnership." VSE courses are open to all students regardless of academic major and are designed for personal spiritual growth.

The VSE program also serves as pre-professional program for students considering religious service as a primary career. The VSE program involves 6 credit hours of course work plus a major or minor in Religion. A semester-long, supervised internship is required that includes a weekly peer group and significant personal reflection.

Christian Student Ministries (CSM)

The goal of Student Ministries at William Jewell College is to encourage spiritual growth by serving others and building community. Through a variety of activities and programs, CSM encourages students on their spiritual journey and their development as leaders. CSM provides a variety of mission and service opportunities for students to live out their faith. CSM students are engaged in the areas of social justice, supporting local churches and community ministries, and serving communities throughout the world.

Cabinet – CSM Leadership Team

Servant Team – mobilizes students for service projects on and off campus

Worship Team – plans and conducts worship experiences for the campus

Special Team – carries out a variety of focused ministries including FCA, International Students, Greek organizations, and Cardinal Care Packages

Community Advocates

Community Advocates, in partnership with Resident Assistants, plan activities that reinforce the sense of community in Residence Halls. The Community Advocate program is an extension of Christian Student Ministries at Jewell. Community Advocates actively promote a wide variety of campus programs.

WJCF

William Jewell Catholic Fellowship is a student organization to give support and encouragement to Catholic students' faith and to help them in their formation of their Catholic conscience. Mass is celebrated on Sunday evenings at 8:00 p.m. in Grand River Chapel.

DIAKRINOMENA

The purpose of DIAKRINOMENA (doubters; to be of two minds) is to consider and discuss doubt-generalized and specific and personal- as a valid aspect of faith, in all its varieties and permutations. The organization's aim is not necessarily always to find a way through the challenge to faith, but to understand the nature of doubt in the context of or in opposition to faith.

Student Affairs

Student Affairs offers many services to students. These include issuing student IDs, staff specializing in various areas of student development assistance (such as our director for the first-year program) and many other important services. If you are not sure where to go for help or where to start, this is the place to ask questions.

Your Student ID

Don't leave home without it! Many student services require your student ID card. Picture identification cards are issued to all day division students. These cards are non-transferable. Students must show their ID cards for admittance to the cafeteria for meals. ID cards are also used for admission to athletic events, checking out library materials, obtaining Harriman Arts tickets, cashing checks in the Bookstore and Business Office, admission to certain student activities and access to residence halls for campus residents.

Lost, stolen or damaged ID cards are replaced at a charge of \$10.00/each. Replacements are made in the Office of Student Affairs in the Yates-Gill College Union.

Lost, stolen or damaged ID cards are replaced at a charge of \$10.00/each. Replacements are made in the Office of Student Affairs in the Yates-Gill College Union.

Bulletin Boards and other forms of advertising

Inform the campus of activities and events by posting advertisements on bulletin boards in the Yates-Gill College Union. Signs and posters must be approved and stamped by the Office of Student Affairs. Please do not tape signs to doors, windows, or walls.

Lost and Found

Any items found on campus should be turned into the Office of Student Affairs or Campus Safety.

Reserving Rooms and Events

All meeting rooms, facilities and areas (indoor or outdoor) are scheduled via the intranet on Jewell Central. Use of meeting space, facilities, areas on campus and display tables require advance reservation.

Telephone Services

Telephone service will be provided by William Jewell College. Each room will be equipped with a telephone jack tied into the main campus system allowing every student to enjoy features not available on standard telephone systems. If you do not have a telephone, you can go to the residence hall office and obtain one from a Resident Assistant.

Long Distance Service

With your William Jewell College telephone, students will be eligible to sign up for long distance service with Resicom, Inc. Students may register for long distance service and obtain authorization codes in Yates College Union during Orientation Weekend or through the Office of Information Services throughout the year. Resicom rates are very competitive with other long distance carriers. Students will also be able to continue to use any long distance carrier of choice by dialing appropriate access codes.

Automated Switchboard

The switchboard operates 24 hours-a-day but is only staffed during business hours of the College (see below). If outside callers use the switchboard and do NOT know the student extension, the operator can assist during business hours. Outside of business hours, callers can only go through the switchboard if they know the extension they are calling.

In 2005, campus extensions were assigned 7-digit Direct Inward Dial (DID) numbers that can be dialed from off-campus and ring in individual rooms/offices without going through the switchboard. These numbers are 816-415-xxxx. The important note is that students must give this DID number to the people he/she wants to be able to call them directly.

If the outside caller knows the extension, he/she can dial the room from a touch-tone phone. Students are entitled to unlimited local calls. The Campus Operator will direct calls during the following hours:

- Monday—Friday 8 a.m. – 5 p.m. (except campus holidays)

Voicemail

Messages can be left in a voice mailbox if a student is unable to answer his or her calls. Each student has a personal mailbox. Messages may be retrieved from any phone on- or off-campus. Please follow the instructions below to set up and access your Voicemail.

Setting up your Voicemail

Each two-person room will have three mailboxes to set up. The first box is the greeting box. The second, third, fourth and fifth boxes are the private mailboxes for the residents in the room. A fourth and fifth mailbox are ONLY in rooms for 3 and 4 people.

On the greeting box, you will want to record a message telling callers how to leave messages for you and your roommate(s). A typical greeting message will give the caller his or her options for leaving messages. As an example the following may be recorded as a greeting message: "Hi, You have reached extension 1234. To leave a message for Goofy, press 1. To leave a message for Daffy, press 2. To leave a message for Mickey, press 3. To leave a message for Minnie, press 4."

In order to record your initial greeting, follow these steps:

1. DIAL 4450 [wait for voicemail to answer]
2. THEN DIAL YOUR EXTENSION NUMBER plus the # key. [1234], using the example extension from above.
3. Then, just follow the instructions of the voicemail attendant.
4. The default passcode is 1111.
5. When recording the greetings, the PRIMARY personal greeting is the only one you need to record.
6. MAKE SURE YOU LISTEN TO ALL THE INSTRUCTIONS.
7. When instructed, HANG UP THE PHONE.

Your initial greeting box should now be recorded. Now each of you needs to record a message for your personal mailboxes:

1. DIAL 4450 [wait for voice mail to answer]
2. THEN DIAL # PLUS YOUR EXTENSION FOLLOWED BY 1 (if you are number 1), 2 (if you are number 2), 3 (if you are number 3) or 4 (if you are number 4) IN THE GREETING BOX MESSAGE.
 - a. As an example: DIAL 4450 [wait for the voicemail attendant to answer], THEN DIAL #12341 if you are #1, #12342 if you are #2, #12343 if you are #3 or #12344 if you are #4.

Once you have recorded these messages, you may begin receiving voicemail. Note that you will retrieve your voicemail using the same procedure as you used to record the private greeting. That is, you will dial 4450, wait for the attendant, and then dial # and your extension plus 1, 2, 3 or 4 (for you private voice mailbox).

Academic Affairs

Introduction

This section should offer a few helpful hints for your classes (and how to survive them). William Jewell provides an excellent opportunity for intellectual, social and spiritual growth in the context of a solid liberal arts education. Take advantage of every opportunity.

Course Catalog

Each student will complete the requirements for graduation in the catalog in effect on the date of college entrance. If a subsequent decision is made to follow a later catalog, through a bona-fide change in major or for other causes, the requirements in effect at that time must be met. The maximum amount of time allowed for completion of degree requirements following a particular catalog sequence is seven years. A student who returns after an absence may expect to be required to change to the requirements set forth in later catalogs. The Academic Vice President and Dean of the College will assist in such cases. The curriculum of the college is under continuing development and a given catalog cannot constitute a contract with the student. Every effort is made, however, to achieve fair and reasonable adjustment for students affected by curricular change.

William Jewell College confers two degrees: The Bachelor of Arts and Bachelor of Science. These are awarded to students who have satisfied the entrance requirements, completed a minimum of 124 semester hours of college work according to specifications given in the college catalog, and earned at William Jewell College an average of two grade points for each semester of work attempted. Ultimately, it is the student's responsibility to know and comply with catalog regulations governing admission, registration, retention, withdrawal, degree plans, graduation requirements, payment of tuition, and other matters.

Academic Affairs Personnel

Listed below is a directory to guide you to some of the people who will be able to assist with many of the issues that might arise while you are at Jewell.

Dean of the College
Dr. Tim Fulop
308 Greene Hall, 415-5912

Director of Academic Advising
Dr. J. Bradley Chance
Gano Chapel, 415-7555

Associate Dean: Academic Core Curriculum—Critical Thought and Inquiry
Dr. Ron Witzke
200 Pillsbury Music Center, 415-7532

Oxbridge Senior Tutor
Dr. Ken Alpern
303 Marston Hall

Associate Dean for Continuing Education and Director of Academic Services
Dr. Steve Schwegler
205 Greene Hall, 415-5979

Overseas Studies and International Students
Jason Groves
305 Greene Hall, 415-5984

Director of Student Financial Planning
Sue Armstrong
Lower Level Brown Hall, 415-5973

Scholarship Coordinator
Raschelle Johnston
Lower Level Brown Hall, 415-5976

Academic Calendar

The College's academic calendar can be found on-line at:

http://www.jewell.edu/william_jewell/gen/william_and_jewell_generated_pages/Academic_Calendar_m6.html

Programs and Majors

The Academic Core: Critical Thought and Inquiry

Every student at William Jewell participates in the Academic Core Curriculum. The faculty believes that the central thrust of a liberal arts education is responsible individual participation in the global community by learning skills of critical thought and inquiry. The 38-hour curriculum is laid out in three stages:

- Level I offers courses which introduce students to learning skills, attitudes, and worldviews;
- Level II offers students opportunities to study timely and relevant topics through interdisciplinary courses at an intermediate level;
- Level III is a capstone course that helps students learn to integrate skills and knowledge through problem-solving and decision-making.

Contact Information

Please contact the following persons if you have questions concerning the Academic Core:

Dr. Ron Witzke

Associate Dean for the Core Curriculum

302 Greene Hall, 415-7532

Level I Coordinators

Dr. Randall Morris

CTI 100 The Responsible Self

310 Jewell Hall, 415-7656

Dr. Ian Munro

CTI 102/120 Written Communication/Advanced Composition

316 Marston Hall, 415-7619

Dr. Debbie Chasteen

CTI 101 Responsible Speaker

239 B White Science Center, 415-7641

Dr. Mayumi S. Derendinger

CTI 103/104 Math Model-Building, Statistics and Applied Calculus

T-27 Brown Hall, 415-7614

Level II Coordinators

Dr. Rychetta Watkins

CTI 200-224 Culture and Traditions

317 Jewell Hall, 415-7658

Dr. Brad Chance

CTI 225-249 Sacred and Secular

115 Gano Chapel, 415-7555

Dr. Elaine Reynolds

CTI 275-299 Power and Justice in Society

317 Marston Hall, 415-7860

Dr. Maggie Brewer

CTI 250-274 Science, Technology and Human Experience

337 White Science Center, 415-7881

Level III Coordinator

Dr. Gary Armstrong

CTI 400 Capstone

310 Marston Hall, 415-5677

Majors and Other Programs

Accounting - Dr. Kevin Prine

Art - Professor Rob Quinn

Biochemistry - Dr. Tara Allen and Dr. Ed Lane
Biology - Dr. Tara Allen
Business - Dr. Kevin Prine
Chemistry - Dr. Ed Lane
Christian Related Vocation - Dr. Andy Pratt
Classics (Latin and Greek) - Dr. Jane Woodruff
Communication - Dr. Gina Lane
Computer Studies - Dr. Kevin Prine
Dentistry and Medicine - Dr. Tara Allen
Economics - Dr. Kevin Prine
Education (Elementary and Secondary) - Dr. Donna Gardner
English - Dr. Ian Munro
French - Dr. Susan Myers
History - Dr. R. Thomas Howell
Information Systems - Dr. Kevin Prine
International Business and Language - Dr. Kevin Prine
International Relations - Dr. Gary Armstrong
Japanese Area Studies - Dr. Ruth Kauffmann
Mathematics - Dr. Patrick H. Bunton
Clinical Laboratory Science - Dr. Ed Lane and Dr. Tara Allen
Languages - Dr. Kathleen Tancelosky
Music (Vocal and Instrumental Performance, Church Music, Theory/Composition) - Dr. Ian Coleman
Nursing - Dr. Nelda Godfrey
Organizational Communication - Dr. Gina Lane
Oxbridge - Dr. Ken Alpern
Philosophy - Dr. Elizabeth Sperry
Physics - Dr. Patrick H. Bunton
Political Science - Dr. Alan Holiman
Psychology - Dr. Ray Owens
Religion - Dr. J. Bradley Chance
Self-Designed- See your advisor
Spanish - Dr. Kathleen Tancelosky
Speech Education - Dr. Gina Lane
Theatre and Theatre Education - Dr. Kim Harris
Dentistry (Pre-Professional) - Dr. Tara Allen
Engineering (Pre-Professional) - Dr. Blane Baker
Forestry and Environmental Management - Dr. Tara Allen
Journalism (Pre-Professional) - Dr. Lois Anne Harris
Law (Pre-Professional) - Dr. Gary Armstrong
Leadership Studies - Mr. Kevin Shaffstall & Dr. Kevin Prine
Medical Technology (Pre-Professional) - Dr. Ed Lane
Medicine (Pre-Professional) - Dr. Tara Allen
Ministry (Pre-Professional) - Dr. Andy Pratt
Occupational Therapy (Pre-Professional) - Dr. Ray Owens
Physical Therapy (Pre-Professional) - Dr. Tara Allen
Service Learning - Dr. Andy Pratt and Dr. Kathleen Tancelosky
Sports Medicine (Pre-Professional) - Dr. Tara Allen

Office of the Registrar

Your advisor will assist you in preparing a schedule of classes for each forthcoming semester. After approving your proposed schedule of classes, your advisor will clear you to register online. If you wish to make changes to your schedule (registration) any time after you have registered, including after next semester's classes start, you will have to obtain your advisor's signature on a drop/add card and return it to the Office of the Registrar sometime on or after the Open Pre-registration Day for your class. The drop/add cards are orange and may be obtained on shelves located near the Office of the Registrar window.

- The Office of the Registrar has all of your academic records. Grades are accessible via the My Jewell link on www.jewell.edu, located on the top right-hand side of the homepage.
- The Office of the Registrar is responsible for certification of veterans and athletes. Verification of enrollment is handled online. Refer to the Registrar homepage on www.jewell.edu. Good student certifications are handled at the window of the Office of the Registrar.
- The Office of the Registrar is responsible for the final check for graduation. When you are a second semester junior, you should apply for graduation and request a graduation checklist. This will be your guide to your remaining graduation requirements.
- Official transcripts are available from the Office of the Registrar. For currently enrolled students, the transcripts are free. They can be mailed out or picked up at the Registrar's window.
- Legal name changes, commuter address changes and parents' address changes should be filed with the Office of the Registrar.

Academic Advising

This advising guide has been prepared in order to assist the students of William Jewell College. In it you will find many helpful suggestions pertaining to academic advising and related matters. We encourage you to read through the entire handbook. It will answer many of your questions.

Dr. J. Bradley Chance
Director of Academic Advising
Gano Chapel, 415-7555

Ms. Patti Dietrich
Administrative Assistant
Greene Hall, 415-7843

Departmental Directors of Advising

Art - Mr. Rob Quinn - G-19 Brown Hall - 415-5968
Biology - Dr. Tara Allen - 140 White Science Center - 415-7636
Business and Leadership - Prof. Linda Bell - 110 Jewell Hall - 415-7662
Chemistry - Dr. Ed Lane - 135 White Science Center - 415-7643
Core Curriculum - Dr. Ron Witzke - 200 Pillsbury Music Center - 415-7532
Communication and Theatre - Dr. Gina Lane - 415-7621
Education - Dr. Donna Gardner - 112 Marston - 415-7622
English - Dr. Mark Walters - 312 Jewell Hall - 415-7604
History - Dr. Thomas Howell-312 Marston-415761
Languages - Dr. Dr. Susan Myers-221 Jewell Hall-415-7671
Math - Dr. Neil Nicholson-237 White Science Center-415-7633
Music - Dr. Ian Coleman - 203 Pillsbury - 415-7535

Nursing - Ms. Katie Stiles - 408 Marston Hall - 415-5072
Oxbridge - Dr. Ken Alpern - 303 Marston Hall
Philosophy - Dr. Randall Morris - 316 Marston Hall - 415-7619
Physical Education Dr. Darlene Bauiley-215 Mabee Center-415-5943
Physics - Dr. Blane Baker - 340 White Science Center - 415-7640
Political Science - Dr. Gary Armstrong - 310 Marston Hall - 415-7651
Psychology - Dr. Ray Owens - 415-7582
Religion - Dr. Brad Chance - 115 Gano Chapel - 415-7551

Frequently Asked (Academic-Related) Questions

Why is Academic Advising important?

Often students will ask why they "have to have" an academic advisor. At William Jewell College we place highest priority on the academic success of our students. We also recognize that compared to many colleges and universities, Jewell is quite rigorous. Hence, we strive to offer to students all the assistance that they might need in order to have a successful experience here at Jewell. In part, academic advising serves in this capacity.

We also recognize that there are many other dimensions to life here on the Hill. In short, there is more to college than going to classes. As you move through your academic career at Jewell you will begin to examine and re-examine many features of your life and career goals. Often questions will arise concerning graduation requirements, requirements to fulfill your major, or occasionally you might even find yourself having trouble in one of your classes. Your academic advisor is a person who can assist you with these issues. Academic advisors cannot work magic, nor will they always have all of the answers, but they can help you find the answers.

Get to know your advisor. Along with many other people, advisors are here to help make your time at Jewell fruitful and meaningful.

How are advisors assigned?

Upon entering Jewell, every student is assigned to an academic advisor. With rare exceptions, first-year students who have selected a major are assigned to an advisor within their major departments.

Many students do not know what they want to major in when they apply to Jewell. Such students are designated open majors. After such students decide upon majors and formally declare their decisions (that procedure is explained later in this section), the Advising Office assigns them to advisors within their majors. In the mean time, such students are assigned to advisors who have a history of working with "open students." We also try to assign such students to an advisor whom the student will also have a professor during the first semester.

What are my advisor's responsibilities?

You should be able to rely on your faculty advisor for a number of things. The following are a few of those things:

- Your advisor will assist you in planning your course schedule for each semester. While doing this she or he will watch your progress and make sure that courses you enroll in help satisfy college graduation requirements, major requirements, and your overall collegiate goals and objectives.

- Your advisor will maintain a file containing important information relative to your academic success. The file contains your high school transcripts, test scores, placement test results, college transcript(s), registration schedules, grade reports, and, often, personal notes summarizing what has transpired at meetings that you have had with your advisor. All of this information is to assist your advisor in providing guidance to you while you are attending William Jewell.
- Your advisor serves to help you formulate objectives for your college career and your career beyond college. While academic advisors are not professional career counselors, they are good resources for providing initial guidance as you think through such significant issues concerning what you wish to accomplish while in college and beyond.
- Your advisor will help you understand the academic regulations of the college and how they relate to your particular academic interests. Students quickly learn that there is a wide variety of requirements they must satisfy in order to graduate from William Jewell. Your advisor will help make sure you are taking courses that satisfy the college requirements for graduation.
- Your advisor may serve to help you recognize and resolve problems you will encounter during your college experience. Such problems may be academic, social, or personal. While academic advisors are not professional counselors, they are willing to listen and can refer you to other persons on campus who are professionally trained to help you with problems you might be having.
- Your advisor may also serve as a valuable personal resource when you simply need someone with whom to share some thoughts or ideas.

What are the student's responsibilities?

As an adult, you are ultimately responsible for the fulfillment of College and major requirements. Every student should have a personal copy of the William Jewell College Catalog (distributed by your advisor and available online under "Academics" on the Jewell Homepage; select *Course Catalog*) and the Student Handbook included right in this Survival Guide. If you don't have them, get them! The Catalog contains all of the various academic regulations of the college, major requirements, course descriptions and other information relative to academic life at Jewell. The Handbook contains important information concerning policies, procedures, services and opportunities at William Jewell.

You should meet on a regular basis with your advisor in order to talk about academic work and to discuss issues that may be affecting various dimensions of life at Jewell. You should meet with your advisor when you are having trouble in class.

Meet with your advisor in order to plan a schedule of classes for the following semester.

Before meeting with your advisor to work out a class schedule, plan a preliminary schedule of your own. In making such plans, take into account your own academic and career goals. Remember, that while there are certain courses or types of courses you must take, it is your college career, so don't be afraid to offer your own input when you meet with your advisor to schedule classes.

You must get the signature of your advisor and the professor teaching the course when you drop or add a class. Use this time as an opportunity to discuss with your advisor your academic progress.

How do I register for classes for the following semester?

About mid-way through the semester (see the College Calendar for the precise date), the "advising and registration period" begins. You can find the Course schedule both on Jewell Central, under Student, and on the main Jewell website, under "The Registrar." After meeting with your advisor and securing her or his approval of your proposed schedule, your advisor will authorize you to register on-line for these classes. For

information about this and about viewing your transcript and other information, go to the My Jewell link on www.jewell.edu, located on the top right-hand side of the homepage. Check your Jewell email account regularly! This is how we notify students of important information pertaining to advising.

How do I drop or add a class after the semester has begun?

Pick up a drop/add card from the Office of the Registrar, located in Greene Hall. The form is self-explanatory. If you have questions, someone in the Office of the Registrar will be happy to assist you.

IMPORTANT: Your professors have the right to state in their syllabi an earlier date by which students must drop their courses. If a professor does not list a drop date in the syllabus, you may drop the class up until the last day of the class. You are not permitted to drop a course after the last day of classes.

How do I formally change or declare a major or a minor?

You may do this on the Internet. Go to Jewell Central. Under students select "Advisor/Major Change." You will find there the form to make such changes. Fill it out and hit "submit." It is very simple and the office will email you when your change is complete or if there are any questions.

May a student have more than one major?

The answer is "yes." Theoretically, you may have as many majors as time will permit. The Advisor/Major Change Request form also provides a place for you to declare formally your second or third major. Should you declare a second (or third) major, it is strongly suggested that you secure a secondary academic advisor to assist you with this major. Note that the form also has a field you can fill in to request a secondary advisor. The primary responsibility of your secondary advisor will be to ensure that you are fulfilling requirements necessary for your second major.

What if the college does not have a major that fits precisely my objectives for study?

At William Jewell you may design your own major. The procedure is complex enough that you should go and talk to your advisor about doing this.

How do I change advisors?

There are primarily two reasons why students might wish to change advisors: 1) You might declare or change your major and therefore need a new advisor, or 2) you simply might not be satisfied with your present advisor. To change advisors, follow the same steps as outlined above in how do I formally change or declare a major? You will use the same on-line form to request a change of advisor.

How long does it take to process the Advisor/Major Change Request form?

It generally takes two weeks. Therefore, if you change majors, which may require a new advisor, or simply change your advisors, you will want to submit the on-line form at least two weeks before registration begins to ensure that the Office of Academic Advising has adequate time to transfer your records to your new advisor. If you do not allow adequate time, your "old" advisor will still have your advising folder. This will inhibit your new advisor's ability to offer competent guidance. Also, be sure you check the deadlines on the Academic Calendar for making this change during any semester.

General College Policies

Return of Enrollment Fees (Refund Policy)

Students must notify the Dean of Student Affairs in writing if they intend to withdraw from all courses. The withdrawal date is based on the date that the Dean of Student Affairs receives the written notification. The schedule applies to students reducing registration to 18 credit hours or whose registration is altered from full-time to part-time classification (below 12 credit hours). General guidelines for enrollment fee reduction are as follows:

Before the first day of classes.....	100%
Within the first and second week of the semester	90%
Within the third and fourth week of the semester	50%
Within the fifth, sixth, and seventh week of the semester	25%
After the eighth week of the semester begins.....	0%

Return of Title IV Federal and Non-Federal Student Aid

The account of the student who has received Federal aid and withdraws before 61% of the enrollment period (i.e., Fall, Spring or Summer) has elapsed will be evaluated according to U.S. Department of Education guidelines and formulas. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy.

Title IV programs affected by this provision are Subsidized and Unsubsidized Federal Direct Loans, Federal Perkins Loans, Federal Direct Plus (Parent Loans for Undergraduate Students), Federal Pell Grants, Federal SEO Grants, and Federal TEACH Grants.

To conform with Federal policy, William Jewell College must determine the student's withdrawal date. The withdrawal date is defined as:

1. the date the student began the withdrawal process or officially notified William Jewell College of an intent to withdraw; or
2. the last date of attendance at an academically-related activity by a student who doesn't notify William Jewell College.

Federal aid is earned by the percentage of the payment period the student completes. To figure the percentage of aid earned, divide calendar days completed in the semester by total days in the semester. Weekends are included, but scheduled breaks that are at least five (5) days in length are excluded from both the numerator and denominator. If the student completes more than 60% of the semester, 100% of the aid is earned for the semester and an immediate repayment obligation is not incurred. If the student completes 60% or less of the semester, the portion of Federal aid determined to be unearned must be repaid to the Federal aid programs. Earned aid is not related in any way to institutional charges.

William Jewell College will return Title IV aid from the student's account according to the Federal formula. A student may be required to return a Title IV aid overpayment. If the college notifies the student to return an overpayment, the student has 45 days to return the funds to the college. If the 45-day requirement is not met, the U.S. Department of Education will be notified to begin collection. The student will be ineligible for further Title IV assistance until the overpayment is paid in full or satisfactory repayment arrangements have been made with the U.S. Department of Education.

Institutional refunds and the formula used to determine the required return of Federal and other student aid

will be finalized within 30 days of the withdrawal date. An adjusted billing will be mailed by the Business Office to the student's permanent address. Federal student aid programs will be returned in the following regulated order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Federal Direct PLUS (Parent Loan for Undergraduate Students)
5. Federal Pell Grant
6. Federal Supplemental EO Grant
7. Other Title IV Aid Programs (such as Federal TEACH Grant)

Examples of the Federal formula are available through Financial Aid and Scholarship Services. The fees, procedures, and policies outlined above take the place of any published previously.

Return of Non-Federal Student Aid/Personal Payments

If the student received Federal aid, the return of Federal funds is the first priority. If the student received state or institutional aid, or made personal payments, the state and institutional aid are repaid proportionally according to the source of the payment. The College's refund policy and Return of Title IV Federal Aid procedures are independent of each other. A student who withdraws from a course may be required to return unearned aid as described in the Return of Title IV Federal Aid policy and still owe the College for the course. For more information on the William Jewell College withdrawal and institutional charges policies, please consult the William Jewell College catalog.

Repayment of the various aid programs may result in a balance due on the student's institutional account. Questions about individual circumstances may be directed to the Business Office.

Campus Residency Requirement

All students are required to live on campus, except when meeting one or more of the following conditions or exceptions:

- 23 years of age or older before August 1 of the academic year in question;
- married and/or have children and/or other legal dependents living with you;
- enrolled in less than 12 credit hours.

Failure to comply with this policy may result in possible administrative withdrawal from the college, requirement to pay full room and board, and/or loss of institutional aid. Because student's financial award is based on information provided on the Free Application for Federal Student Aid (FAFSA) by the student (and student's parent(s) if applicable), which may include living arrangements while attending William Jewell College, the College must have an adequate system to identify conflicting information and must resolve any conflicting information concerning student's financial aid eligibility. If a student is suspected of misreporting information to increase student aid eligibility or to fraudulently obtain federal funds, the student will be reported to the U.S. Office of Inspector General.

Right to Privacy for Students and Parents

The Family Educational Rights Privacy Act (FERPA), which became effective on November 19, 1974 and was revised on June 17, 1976, provides requirements designed to protect the privacy of parents and students. The act permits students in attendance at William Jewell College the right to inspect their official educational records, challenge their records on the basis of inaccuracy or misleading information, and to be

knowledgeable of persons or agencies that have access to their records. Students may choose to waive their rights to view certain records if they wish (e.g., letters of recommendation for employment). These records then become confidential.

The educational records covered under the act at William Jewell College are located in the offices of the Registrar, Admission, Business Office, Financial Aid, Student Affairs, Career Services, Evening Division, and Educational Support Services. Questions concerning individual records maintained by these departments should be directed to the head of each department.

Records will be available without prior consent to college officials, including the faculty; to other schools in which the student seeks to enroll; to authorized representatives of the Controller General of the United States; to state and local officials when such information is required; to organizations conducting studies for educational agencies; and to accrediting organizations. The college maintains a record of all those who have requested information, as well as those to whom information has been disclosed, and notes the legitimate interest these persons had in viewing the records. This record becomes part of the file and is accessible to the student.

Students who wish to review their records may contact the appropriate department head and return the Educational Record Review Card available through that office. Copies of records will be available to students at college reproduction cost.

If there are questions concerning the accuracy or interpretation of any record, the department head should be consulted. In most cases, questions will be handled in an informal manner.

Complaints against the college regarding violations of rights and privacy may be submitted in writing to the:
Family Educational Rights and Privacy Act Office
Department of Education, FOB 6
400 Maryland Avenue SW
Washington, DC 20202

The following information is defined as "Directory Information" and will be made available for appropriate releases: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, religion, weight, height, year in school, dates of attendance, honor roll recipients, dates of employment, degrees and awards received and the most recent educational agency or institution attended by the student.

Students, however, may have any piece of directory information omitted from the student directory by notifying the Student Senate or the Office of Student Affairs before publication in the fall.

The college reserves the right to involve parents/guardians in any disciplinary consideration. This is in accordance with Section 485 (f) of the Higher Education Act or 20 U.S.C. 1092 (f), now known as the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act.

William Jewell College vigorously supports this legislation to protect the privacy of its students and parents. Questions concerning any aspect of this legislation should be directed to the Office of Student Affairs.

Student Grievance Policy

A student may wish to present a grievance against a faculty or staff member, or another student, when the issues cannot be resolved informally or by use of other regular College procedures. A grievance is a concern related to an alleged illegal or improper action not otherwise addressed in policies contained within the Student or College Employee Handbook. William Jewell College has set procedures for students who wish to present grievances. Academic related grievances, (i.e. an appeal of a course grade), should go through the Provost's Office.

The student wishing to present a grievance should file a formal written complaint with the Dean of Students or the Assistant Dean of Students to identify his/her particular grievance. The student should present the complaint as promptly as possible after the alleged incident and at least within 12 months of the occurrence of the incident. The formal written complaint should include the following information:

- Date(s) and Time(s) of the alleged incident(s);
- Names of all person(s) involved in the alleged situation, including possible witnesses;
- All details outlining what happened during the alleged incident;
- Student's contact information so that the College may follow up appropriately.

Students filing a written grievance with the Office of Student Affairs may be required to meet with a staff member face-to-face to answer questions and provide more contextual information related to the alleged incident. The Dean of Students and/or the Assistant Dean shall at this point suggest a course of action or alternate channels for resolving the potential problem. Depending upon the resolution sought, the student may ask to remain anonymous, however, anonymity cannot be guaranteed in all circumstances.

If the student refuses to submit their grievance in writing and/or refuses to meet with College staff when requested to do so, the College reserves the right to not respond to the filed grievance; although a copy of the report will be left in the student's file within the Office of Student Affairs.

A Student officially filing a grievance needs to understand that some grievances may lead to disciplinary action against another student and may require the student to play a role in a disciplinary hearing. In each case, the Office of Student Affairs will advise the student of their rights and the rights of others as outlined in the College's Standard of Conduct and Student Disciplinary Processes.

Sexual Harassment

William Jewell College is committed to protecting the rights and dignity of all students and employees and accordingly will not tolerate sexual harassment in the classroom or workplace. All students and employees have the right to work in an atmosphere free from sexual harassment.

Rationale

Sexual harassment is a violation of federal and state law and places the college in a precarious legal position. More importantly, sexual harassment subverts the mission of the college. In both obvious and subtle ways, the possibility of harassment is destructive to individual students, faculty, staff and the academic community as a whole. When, through fear of reprisal, a student or employee is exposed to unwanted sexual attention, the college's ability to carry out its mission is undermined.

Sexual harassment is especially serious when it threatens relationships between faculty and student or supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty or supervisor's position. The college also recognizes that harassment may occur between persons of

the same status. Any behavior between or among members of the college community that creates an unacceptable or hostile working or educational environment will not be tolerated.

Definition

Sexual harassment is defined as any advance or request for sexual favors, as well as any other verbal or physical conduct of a sexual nature that leads to negative academic or employment consequences if the student or employee does not submit. Sexual harassment may have the purpose or effect of interfering with an individual's work or educational performance, or create an intimidating, hostile or offensive environment. Sexual harassment encompasses any sexual attention that is unwanted.

Furthermore, in the college setting, amorous relationships between faculty members and students are inappropriate when the faculty member has professional responsibility for the student. Therefore, William Jewell College will view as unprofessional faculty members' engaging in amorous relationships with students enrolled in their classes or subject to their supervision, even when both parties may consent to the relationship.

The following types of actions may constitute sexual harassment whether the accused is a co-worker, supervisor or faculty member:

- deliberate assaults
- demanding sexual favors accompanied by implied threats regarding the person's employment status or academic status and/or implied promise of preferential treatment
- unnecessary touching, patting, hugging or accidental brushes or touches
- degrading comments or jokes of a sexual nature

Complaints/Remedies

The college administration and all supervisory personnel are responsible for maintaining a work environment free of sexual harassment. Immediate and appropriate corrective action will be taken if cases of harassment occur. Employees who believe that they are being subjected to sexual harassment should bring the matter to the attention of their supervisor, if appropriate, or directly to the Academic Vice President/Dean, the Dean of Student Affairs, the Vice President for Finance and Administration, or the Director of Human Resources.

Insofar as feasible, complaints will be investigated in confidence. Attempts to resolve complaints of sexual harassment through private mediation, conciliation, and other informal means shall be made when possible. If these measures fail, a student may initiate a formal grievance with the Office of Student Affairs. The grievance must be presented to the Dean of Student Affairs in writing. The standard grievance procedures will be followed to resolve the problem and may include other members of the college's staff, including the Director of Human Resources. Once a formal grievance has been submitted, an investigation will begin immediately.

Once a formal grievance is filed, William Jewell College will make every reasonable effort to protect the privacy of the individuals involved in consultations, informal complaints, and formal grievances insofar as it is feasible, considering William Jewell's duty to investigate the complaint and take appropriate action.

Employees found to violate the sexual harassment policy will be subject to appropriate disciplinary action including, in extreme cases, termination.

Students with Disabilities

The 504/Disabilities Coordinator at William Jewell College is the Director of Counseling Services, Beth Gentry-Epley, Psy.D. Detailed information about disability services can be found on the college website: www.jewell.com. Dr. Gentry-Epley can be reached at (816) 415-5946 or gentry-epleyb@william.jewell.edu.

It is the policy of the college to provide equal access and educational opportunities to qualified students with physical or learning disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students requesting accommodations will need to provide appropriate, detailed documentation of:

1. a disability, which is a physical and/or learning impairment that substantially limits one or more major life activities; and
2. a need for accommodation, by virtue of the specific functional limitations of the disability, to have equal access to educational opportunities.

William Jewell College intends to provide reasonable accommodation(s) for any documented disability that is certified as meeting eligibility requirements. The Office of Counseling Services staff is available to offer support and assistance in developing skills for coping with the disability as it relates to college life.

College Sponsorship of Activities

As an educational institution committed to an outstanding liberal arts education, William Jewell College faces daily value judgments concerning the (1) educational and (2) quality of college-sponsored activities. Because the search for truth calls for an exploration of concepts and lifestyles which may appear to be at opposite ends of a particular spectrum the College may expect frequent tensions in its endeavor to honor both its educational and co-curricular roles.

In an effort to do justice to both dimensions of the college, the following policies concerning college-sponsored activities are affirmed:

- The College will support and nurture only those events and activities which are consistent with its mission. For example, forms of entertainment that degrade men and women, exploit sexuality, or indulge in vulgar or obscene behavior are not consistent with the College's mission and are inappropriate for the campus community.
- In planning all campus functions, responsible individuals and groups shall understand the need for mature judgment in keeping entertainment and other events compatible with the educational mission and character of the College.

Public Performance of Academic Activities

The procedure below is intended to apply to public academic activities, not those sponsored by other units of the College such as students, the Chaplain's office, etc. Those who are sponsoring activities that fall under the scope of this policy should submit a list of the activities to the Dean of the College before final approval is granted for the event. The list should identify any activity that might be in violation of the policy (because of coarse language, provocative subject matter, etc.) and briefly justify why the activity is not in violation of the policy.

The Dean shall consult with the sponsoring individuals and the President concerning any activities that appear to be in violation of the policy. The Dean will specifically approve or disapprove such activities within 30 days of receiving the list of activities.

Academic activities announced publicly and open to the public, such as concerts, plays, films and lectures, fall under the scope of this policy. Activities that take place in the classroom as part of the curriculum (such as a film shown in a course, works of literature read and discussed, a speaker invited to address a class) do not fall under this policy. The policy is not intended to apply to selection of materials for use in the classroom or in class assignments.

Religious Activities

Owing to the unique nature of this institution and its mission statement, the college Chaplain/Vice-President for Religious Ministries must approve all religiously affiliated student organizations and student participation opportunities at the college.

Approved by the Student Affairs and Religious Life Trustee Committee, 11/3/00

Citizen/Community Standards

Freedoms & Responsibilities

William Jewell College students are entitled to the same freedom as any other citizens of our country. It is the policy of the college to ensure these rights, consistent with the provisions of law, acceptable taste and the purposes and goals of the institution. When matriculation in the college requires that conditions be placed upon students' freedoms, these conditions and their rationale are clearly delineated.

On this campus, the concepts of freedom and personal responsibility are inextricably bound. The college community, like any other, functions upon the principle that each member will respect, and indeed will protect, the rights of his/her fellow citizens. Students are encouraged to develop these values which represent mature, self-disciplined persons who appreciate the privilege of education and are willing to accept its responsibilities.

When one chooses a college, he/she commits himself/herself to its philosophy of education and its policies and regulations. Even though students may not agree with some rules established by the college, it is expected that they will comply with them in a manner conducive to the highest moral standards and in keeping with the discipline of the academic community.

Responsibility for violations of the Standard of Conduct is relegated to the College Conduct Committee made up of students and faculty. This group defines behavioral expectations and takes appropriate action in support of the Standard of Conduct. Personal and group responsibility and accountability remains up to the individual members of the William Jewell community. It is this sense of community that binds personal as well as group decision-making.

William Jewell expects from its community an understanding of the campus ethos as well as an understanding of the core values of the institution. Consequently, the college has established a set of Community Standards which all individuals, groups, and organizations can use as a guide. The college's students, faculty, staff, administration, and trustees, as well as any campus organizations, are expected to understand and embrace, and are encouraged to follow, the following Standards:

- Academic Excellence: We believe in promoting, fostering, and expecting academic excellence from every member of the college community.
- Diversity: Diversity is all the ways in which we differ. Celebrating the fact that the human community is diverse, William Jewell College is committed to being an inclusive community that values the worth of each individual while respecting and accepting differences.
- Inquiry: We encourage members of our community to ask questions, search for answers, and to exercise the true life of the mind.
- Respect: We believe in a college where students, faculty, and staff show respect for each other, themselves, and the college community as a whole.
- Responsibility: We believe in taking responsibility for ourselves and for our college community.
- Service: We believe in serving our college, our community, and our world.
- Spiritual Foundation: We believe in the need for and importance of a strong spiritual foundation through which all members of our community can live, learn, and grow.

Honor and Integrity at William Jewell College

Since 1849, students, faculty, and staff have built years of tradition and excellence on this hilltop campus. The sense of tradition and excellence we embrace at William Jewell College is founded on specific core values,

beliefs, and standards which guide our existence and vision for the future. Among these beliefs is a commitment to expecting more of ourselves, our peers, our colleagues and our college community.

Words such as *Achievement, Leadership, Respect, Responsibility* and *Service* not only describe our College, but convey how we intend to live a life dedicated to the common good.

At William Jewell College, concepts of freedom and personal responsibility are inextricably bound. The College community functions on the principle that each member will respect and protect the rights of his/her fellow citizens. Students are expected to develop values which represent mature, self-disciplined persons who appreciate the privilege of education and are willing to accept its responsibilities.

When one chooses a college, one commits oneself to that college's philosophy of education. At William Jewell College, this philosophy includes a dedication to high standards of conduct. The College values strongly the belief that the pursuit of academic knowledge is a commitment to personal integrity.

By subscribing to the William Jewell College Honor Code, all members of our community are responsible for insuring that other members of our community hold fast to the Honor Code. Consequently, students who possess *factual knowledge* of any committed violation(s) of the Honor Code are honor-bound to report said violation(s).

It is imperative that this pursuit and commitment serve as the foundation upon which all College endeavors stand. Students choosing to attend William Jewell College are expected to adhere to the highest standards of academic integrity and individual conduct and to hold one another accountable.

Therefore, we commit ourselves, as members of the William Jewell College community, to our Honor Code.

The William Jewell College Honor Code

"As a member of the William Jewell College community, I commit myself to the highest personal standards of conduct and integrity. I will not cheat, lie, or steal, nor will I tolerate these actions by others within this community."

Student Bill of Rights

This Student Senate document sets forth and clarifies the expectations of students at William Jewell College. Its basis rests in Christian principles, traditional civil rights and current William Jewell College policies. The purpose of this bill is to carry out the Student Senate's responsibility to secure student rights as set forth in the preamble of the Student Senate constitution. *The Student Bill of Rights sets forth expectations developed by Student Senate and are not ratified by the College's administration or Board of Trustees as College policy.*

Section 1. General Rights

- Clause 1. The freedom of expression, especially in speech, press, broadcasting and religion, shall not be denied.
- Clause 2. Students have the right to gather peacefully and to present the administration with grievances.
- Clause 3. All discipline cases shall follow procedures of fair process. No student shall be tried twice for the same offense. No student is required to testify against himself or herself. A student is considered innocent until proven guilty. A suspicion of wrong-doing, based on probable

cause, must exist before a student shall be subject to disciplinary procedures. A student has the right to counsel. Punishment shall be reasonable and in relation to the offense.

Clause 4: All persons are equal and shall not be discriminated against on the basis of age, color, creed, disabilities, ethnic origin, marital status, nationality, race, religion, sex, sexual orientation, or socio-economic class.

Clause 5. Students have the right of access to all files pertaining to them as allowed by the laws of the United States and the State of Missouri.

Clause 6. Off-campus activities of students shall not be restricted, except when students are participating in activities that are official college events.

Clause 7. Financial aid shall not be removed without prior notification of just cause.

Section 2. Academic Rights

Clause 1. At the beginning of each course, all enrolled students shall be given written copies of course requirements and grading policies.

Clause 2. Professors shall be available for student consultation outside of class.

Clause 3. Class size should be kept at a reasonable level.

Clause 4. Students have the right to express views which conflict with those expressed by a professor in a course.

Clause 5. Students fulfilling the college's graduation requirements shall receive their duly earned degrees.

Clause 6. Students have the right to appeal any grades they believe are unjustly assigned.

Section 3. Residential Rights

Clause 1. Students shall be secure in their persons and property.

Part A. Officers of the college exercising their right to enter student rooms shall do so only when the student is present, except in case of an emergency.

Part B. Probable cause for suspicion of wrongdoing shall exist before search and seizure in a student's room shall be executed. Searches shall be specific in intent.

Part C. Civil police authorities shall obtain a legal search warrant before entering a student's room.

Part D. This section shall not be construed to restrict routine service of convenience provided by the residence hall staff or by maintenance personnel.

Clause 2. Students' personal mail shall remain private.

Section 4. Student Input

William Jewell College respects and seeks to protect its campus environment while serving as an example for all colleges and communities. Whenever possible and in deliberate fashion, the administration will seek input and guidance from Student Senate as to environmental impact and campus aesthetics before any capital projects or physical improvements are initiated.

The administration will support and seek to maintain all efforts directed at recycling aluminum and paper products.

Section 5. Document Connection and Amendment

This document is subject to all procedures for recall, initiative, referendum, and amendment stated in Student Government Constitution articles five and six. Additionally, this document shall be subordinate to any and all

relevant policies and procedures described in the Student Government Constitution and By-Laws.

Section 6. Document Recognition

This document shall be approved by a three-fourths majority of the Student Senate and a simple majority of the student body. The Bill of Rights shall be recognized by the faculty, administration and Board of Trustees as the students' expectations of all members of the William Jewell College community.

Student Disciplinary Process

Standard of Conduct

Whatever one's obligations may be, it is important that he/she know exactly what is expected of him/her. This is especially true in regard to the college community, where group living and constant interaction require some reasonable regulation. These standards are not easily met nor are they arbitrary in nature, but they do reflect the college's responsibility to provide the finest possible education to those who genuinely wish to pursue a meaningful learning experience.

Accordingly, William Jewell College has established the following guidelines for student conduct, indicating behavior which is subject to disciplinary action:

1. Dishonesty, whether cheating, plagiarism or knowingly providing false information to the college.
2. Forgery, alteration or misuse of college documents, records or identification.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other acts of dishonesty, including cheating or knowingly providing false information.
4. Physical abuse of any person on college-owned or controlled property or at college-sponsored or supervised functions; conduct which threatens or endangers the health or safety of any person.
5. Rape and date rape as most broadly defined by Missouri State Law and William Jewell College.
6. Theft of, misuse of, or damage to college or personal property by a member of the college community or campus visitors; possession of stolen property.
7. Unauthorized entry to, use of or exit from college facilities.
8. Violation of college policy or campus regulations with regard to registration of student organizations, use of college facilities, or the time, place, and manner of expression.
9. Use, possession, or distribution of narcotic or dangerous drugs, such as marijuana, steroids, or cocaine, except as expressly permitted by law.
10. Violation of the College's regulations regarding alcohol use, on the campus, in the fraternity houses, in off-campus housing or at any college function. Unacceptable campus behavior subsequent to off-campus consumption of alcohol is interpreted by the College Conduct Committee as evidence of being under the influence of alcohol. Such behavior, when brought to the attention of the college, will be subject to disciplinary action.
11. Violation of rules governing residence in college-owned or controlled property.
12. Misuse or abuse of fire safety equipment including fire alarms, smoke detectors, and fire extinguishers.
13. Disorderly, lewd, indecent, or obscene conduct on college-owned or controlled property or at college-sponsored functions.
14. Failure to comply with directions of college officials acting in the performance of their duties.
15. Conduct that adversely affects the student's suitability as a member of the academic community.

The college reserves the right to address inappropriate behavior that does not clearly fall within an identified Standard of Conduct. Residential students should also refer to Policies and Procedures for Residence Hall Living.

Sanctions Related to Violations of the Standard of Conduct

Sanctions for alcohol violations found under College's Regulations Regarding Alcohol Use.

The following sanctions can be seen as a result of the disciplinary process, and may be levied as a result of a disciplinary hearing. This list is not exhaustive and sanctions are based on the circumstances of the charges. The merits of each case will be considered before sanctions are levied. It is the intent of the Judicial System that the sanction(s) imposed be in response to the behavior and disciplinary history of the individual student.

Verbal/Written Warning

Documented warning that the behavior was unacceptable. Warnings remain in the student's file until the end of the academic year.

Disciplinary Probation

An official state of warning from the college which states that if the student violates any college policy during the probationary time, he/she could face up to suspension depending upon the severity of the violation. Students are required to sign a Probationary Contract with the Office of Student Affairs, acknowledging they understand the position they are in with relation to the probationary status. The probationary condition of the student may be communicated to the student's academic advisor, coach or any person who has legal access to this information.

Restitution or Monetary Fine

Financial accountability for damage to property and/or continued disciplinary problems caused by the student or a fine that is deemed appropriate for the offense.

Restorative Service

A project or amount of hours served by the student for the good of the community. This is usually completed at William Jewell. If the service is approved to be done off-campus, it must be at a not-for-profit organization and the student cannot receive pay for his/her work.

Partial (non-academic) Suspension

A partial separation of the student from WJC (without refund) except for designated academic-related activities (classes, library, chapel), during a specific period of time.

Full Suspension

A formal separation of the student (without refund) from WJC during a specific period of time. The period of suspension can range from one semester to an indefinite period of time.

Dismissal

Permanent separation of the student from WJC. Expulsion is permanently noted on the student's William Jewell transcripts.

Disciplinary Procedural Guarantees

The following guarantees are granted to all students in the handling of all alleged violations of the Standard of Conduct:

Disciplinary Notification

Any student charged with an alleged violation of the Standard of Conduct will be given written notice as outlined in the Rules of Procedure in Student Disciplinary Matters. (The Rules of Procedure are available to any member of the campus community upon request in the Office of Student Affairs.)

Hearing

Every student alleged to have violated the Standard of Conduct has a right to a hearing. The WJC disciplinary system is a multi-dimensional system that allows the student the right to a formal hearing through the College Conduct Committee or an informal hearing through the Student Affairs staff. (See the Rules of Procedure for a more detailed outline of the hearing options.)

Assistance

Any student going before the College Conduct Committee for a formal hearing has the right to be assisted by a WJC administrator, faculty member, student, or advisor/legal counsel. The College Conduct Committee has full autonomy as to how the proceedings run. The individual may have an advisor or legal counsel present, but that person may only address the committee formally when recognized by the committee chairperson.

Appeal

All students who are charged and found guilty of a violation of the Standard of Conduct have the right to appeal the decision of Student Affairs staff or the College Conduct Committee. The student must express his/her intent to appeal any decision to the Office of Student Affairs within 24 hours after the initial decision is delivered (verbally or written, whichever is first) to the student. The student must submit an appeal in writing to the President's Office outlining the specific grounds for the appeal. The President has the autonomy to uphold the decision, reverse the decision all together, or change the decision by making the decision either more or less severe.

For more detailed information regarding the disciplinary process at William Jewell, contact the Office of Student Affairs for a copy of the Rules of Procedure in Student Disciplinary Matters.

Academic Regulations

Absences

Students are expected to attend all class sessions and to accept the responsibilities that are involved. When three successive absences, or a total of five, have occurred in a semester without proper explanation acceptable to the class instructor, students may be referred to the Academic Vice President and Dean for appropriate action.

Academic Advising

Academic advising is an important part of the teaching process at William Jewell College. Each entering student is assigned an academic advisor soon after admission. Entering upper-class students declaring majors in all departments are assigned to advisors within their primary major field of study. Questions about advising can be directed to Dr. Brad Chance in 115 Gano Chapel; or, to Ms. Patti Dietrich in 204 Greene Hall.

Students may change advisors at any time except during enrollment periods. . The procedure for requesting a change is completing the Major/Advisor Change Request Form, which is located in the Jewell intranet. (Select online forms and choose advising and this will take you directly to the form you need.) The college encourages

the advisory relationship by scheduling time for academic advising within the normal academic calendar because it believes advising is as much a process of teaching as are classroom activities.

Academic Misconduct

The college community traditionally has been a place in which all members may feel free to express and exchange ideas. Such fundamental goals of the college as intellectual growth and development are predicated on honest investigation, the straightforward expression of views and opinions and genuine dialogue.

The view of William Jewell College is that the attainment of these goals requires that all those participating in the exchange of ideas maintain their intellectual integrity. The purpose of this statement is not the resolution of the moral, religious, or philosophical issues involved in cheating, plagiarism, or dishonesty. Rather, William Jewell College is concerned here to ensure that both instructors and students are protected from unfair actions or accusations in cases of cheating and plagiarism. It is also the purpose of the college to encourage in instructors and students a responsible attitude toward one another.

William Jewell College expects students and instructors to have done or prepared the work or research that bears their name and to acknowledge the use of materials and sources. The college expects students to do their own work and research, to prepare their own reports and papers, and to take examinations without the assistance of others or aids not allowed in the testing procedure.

The college's standards and ideals of learning assert that students develop and learn as they participate directly in the process of learning rather than by substituting others' labor and experience.

Academic misconduct includes, but is not confined to, plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests and papers; stealing tests or other academic material; knowingly falsifying academic records or documents; turning in papers or assignments questionably obtained from the internet; and turning in the same work to more than one class without informing the instructors involved.

Either the professor or the student may seek a disciplinary hearing following college due process guidelines.

Credit by Examination

Academic credit for specific courses may be earned by successfully completing the appropriate placement test. A charge of \$50 per exam will be assessed before credit earned by departmental exams is recorded on the transcript. A fee to record the credit is also assessed. For more information on departmental placement exams and/or College-Level Examination Program (CLEP), contact the Academic Vice President and Dean or the Registrar.

Dean's List

The Dean's List for each semester will include the names of students who have carried a schedule of 14 or more semester hours, excluding courses taken on a pass-fail basis or audited, who have no grade lower than C in any subject, have no incompletes and have achieved a minimum grade point average of 3.5.

Dropping/Adding Courses

Students are permitted to drop a course any time through the last regularly scheduled class day before final examinations begin, unless the course syllabus specifies an earlier date. Classes may be added one week after the first day of classes. Full semester courses may be dropped prior to the completion of the fourth week of classes and no record will appear on the transcript. The grade of W will appear after that time.

Specific deadlines are published in the Schedule of Classes each semester. Each course syllabus should be consulted with regard to specifics related to that course. All drop/add course changes require the signature of the advisor and the instructor (after classes begin).

Note: Credit hours added as a replacement for credit hours dropped will create additional overload charges when the total number of hours for the semester exceeds 17, with the exception of overload waiver hours as listed in the catalog.

Examinations

At the end of each semester of work final examinations will be given. A special schedule of examinations is followed. No second examinations are permitted because of failures, except in the senior year where one re-examination is granted.

Grade Appeals

A student who wishes to appeal a grade in a course is encouraged first to contact the instructor of the course to resolve the problem informally.

To formally appeal a grade, the student makes the case in writing to the Academic Dean that the grade was assigned unfairly. The Dean forwards a copy of that statement to the instructor, asking for a response, also in writing. The Dean's role, then, is to determine whether there is demonstrable, manifest, evidence of unfairness.

The instructor, and only the instructor, has the prerogative and responsibility for the assigning of a grade in a course. The only basis on which an administrator has the right to intervene in the grading process is when there is clear and compelling evidence of unfairness. A student's dissatisfaction with a grade or with an instructor's teaching methods does not in itself constitute evidence that the instructor has been unfair. Nor does a student's dissatisfaction with an instructor's teaching methods, practices, procedures, or difference of opinion or interpretation constitute evidence of unfairness.

Once the Dean has had time to compare the student's statement with the professor's and to consider all the evidence carefully, a decision will be communicated in writing.

Grading System

See the Academic Program section of the college catalog for detailed information.

Graduation Requirements

Each student will complete the requirements for graduation in the catalog in effect on the date of college entrance. If a subsequent decision is made to follow a later catalog, through a bona-fide change in major or for other causes, the requirements in effect at that time must be met. The maximum amount of time allowed for completion of degree requirements following a particular catalog sequence is seven years. A student who returns after an absence may expect to be required to change to the requirements set forth in later catalogs. The Academic Vice President and Dean will assist in such cases. The curriculum of the college is under continuing development and a given catalog cannot constitute a contract with the student. Every effort is made, however, to achieve fair and reasonable adjustment for students affected by curricular change.

William Jewell College confers two degrees: The Bachelor of Arts and Bachelor of Science. These are awarded to students who have satisfied the entrance requirements, completed a minimum of 124 semester hours of college work according to specifications given in the college catalog, and earned an average of two grade points for all William Jewell College study for each semester of work attempted. Ultimately it is the student's responsibility to know and comply with catalog regulations governing admission, registration, retention, withdrawal, degree plans, graduation requirements, payment of tuition, etc.

Late Assignments

Students are expected to complete assigned class work on time. A student anticipating absence from class on a day when work is due is normally expected to submit the work in advance of the due date.

If unexpected circumstances such as illness or a personal or family emergency make meeting a due date impossible, it is the student's responsibility to contact his/her instructor personally in advance of the due date, explain the situation and make specific arrangements to reschedule the due date. Failure to do so will occasion a late penalty, as determined by the instructor's judgment and the policy stated in the syllabus.

Transfer Credit

Transfer credit from another institution must be approved for credit in advance by William Jewell College. Approval forms are available in the Office of the Registrar. Refer to the college catalog for more information. Students transferring to Jewell must submit to the Office of Admission an Honorable Dismissal Form from all previously attended institutions.

Withdrawal

Official withdrawal from the College is initiated in the Office of Student Affairs, which provides the required form for proper withdrawal. The purpose of the official withdrawal process is to give the college staff an opportunity to help students at critical moments and to insure that student obligations to the college are met. Failure to withdraw officially will result in the receipt of failing grades.

Student Policy on Alcohol and Other Drugs

William Jewell College students are expected to adhere to all laws related to the possession, consumption, and/or distribution of alcohol and narcotics, as outlined by the State of Missouri, Clay County, Missouri, and the City of Liberty, Missouri. The use and unlawful possession, purchase and/or distribution of drugs or alcoholic beverages is prohibited on the William Jewell College campus. Students legally eligible to possess and consume alcoholic beverages must adhere to all policies outlined within the William Jewell College Student Handbook.

Alcohol on Campus

William Jewell College recognizes the serious nature of alcohol abuse, possession and distribution, recognizing that such use remains a consistent concern for colleges/universities, students, parents, and their surrounding communities.

As an institution of higher learning, we believe that each member of our community, who is of legal age, makes a personal and conscious choice regarding consumption of alcohol. This personal choice underscores the concept of individual freedom as well as the responsibility of each individual and the community as a whole. Individuals living and learning at William Jewell College are expected to live and act responsibly. This responsibility includes individual choices about the possession and consumption of alcohol. Therefore,

Alcohol may be served at off-campus College sponsored events or at off-campus events sponsored by recognized organizations of the College, only with prior approval by the appropriate administrative offices. Student organizations wishing to sponsor events where alcohol will be present must have their officers complete the College's risk management workshop and register and apply for the event ten (10) business days in advance of the event date via the Office of Student Affairs. Organizations must receive written approval prior to scheduling the event and must adhere to any written mandates outlined within the notice of approval (See Guidelines for Hosting an Event and Registering Events within the William Jewell College Student Handbook for additional information).

As a College, we place a great deal of responsibility on the individual student who is of legal age. The responsible student will:

- Know, understand, and comply with all federal, state, and local laws, and adhere to all William Jewell College policies regarding alcohol possession, consumption and/or distribution.
- Take proactive steps to educate themselves about the risks associated with alcohol use and abuse.
- Make an educated and informed decision regarding their personal choice to consume alcohol.
- Not pressure other students to consume alcohol, whether directly or indirectly.
- Not behave in a way, as a result of consuming alcohol, that is disruptive or harmful to self, others, or in any way that causes any damage or disruption to the local or campus communities.
- Assume accountability for one's behavior (and those of guests) and accept all consequences for individual or group actions.

Demonstrate an ethic of care, concern and compassion for students whose choice to use alcohol has resulted in damaging, and dangerous behavior for themselves and/or the community. Responsible students should refer that student to members of the College's residential life staff, Office of Student Affairs staff, Counseling Services staff, and/or any other faculty or staff member for additional assistance.

Regulations Regarding Alcohol Use

All students must adhere to the following regulations regarding alcohol use:

- All students are required to follow all federal, state, and local laws regarding the possession, consumption, and/or distribution of alcohol.
- Possession and use of alcohol on campus is allowed by legal age students in their residence hall room and by legal age adults (including students) at on off campus events approved by the College's administration.
- All students who are of legal age in the State of Missouri, who choose to possess and/or consume alcohol on campus are required to complete a college-sponsored alcohol education program. Students who have not completed the alcohol education program will not be allowed to possess or consume alcohol on campus (See Alcohol Education Program in the William Jewell College Student Handbook for additional information).
- Alcohol must be transported to living quarters in unopened containers.
- The consumption of alcoholic beverages in lounges, corridors, and other public areas of residence halls (including Greek housing) or any other college buildings and/or college grounds is prohibited.
- ONE of the following alcohol types/amounts is acceptable, per room resident (excluding guests), within a room at any given time:
 - One 24 pack– 12 oz. containers of beer/malted beverage or
 - Two (1 L) bottles of wine or
 - One (1 L) bottle of spirits

Amounts of alcohol that exceed these limits will be considered a violation of college policy and all alcohol will be confiscated.

- Each resident is limited to two (2) guests of legal age when alcohol is present and being consumed in their residence hall room.
- When in possession of or consuming alcohol in a private room or at an approved event, no students under the legal drinking age may be present unless prior approval is given by the appropriate College administrative office.
- Students are responsible for their own behavior as well as their guests' behavior at all times. The possession and/or use of alcohol shall not impinge upon the freedoms and rights of other community members, roommates, residents in neighboring rooms, and other students, faculty, and/or staff.
- Disruptive, destructive, and/or illegal behavior related to the possession or consumption of alcoholic beverages is subject to disciplinary action and/or civil enforcement. The college reserves the right to request assistance from local law enforcement authorities in such matters.
- Students who demonstrate actions related to intoxication (for example, excessive noise, harassing or disruptive behavior, vandalism, vomiting) in public or are in possession of alcohol through the demonstration of intoxication may face disciplinary action.
- Possession of alcoholic beverage containers, full, partially full, or empty, may be presumed as use and possession, and may be considered a violation of College policy.
- In the absence of clear mitigating circumstances, all residents of the room in which an alcohol policy violation occurs will be charged with an alleged violation of policy.
- If RAs are 21 years of age, they may possess and consume alcohol in their room and have other students who are of legal age, from other residence halls, as guests in their room. RAs are considered student employees of the College and are therefore expected to represent themselves responsibly at all times. RAs CANNOT drink with ANY non-RA residents that live in their building, even if they are of legal age. RAs may not drink when they are considered on-duty and responsible for carrying out specific parts of their job description.
- Students, who have reached the legal drinking age in the State of Missouri and have completed the required Alcohol EDU program, are allowed to possess and consume alcoholic beverages in their residence hall room. However, no "Common Alcohol Sources" are allowed, including:
 - kegs
 - "pony" kegs
 - home brewing systems
 - funnels/beer bongs
 - boxed wine/spirits
 - no drinking games
 - and/or amounts of alcohol in excess of what is considered to be reasonable personal consumption
- Students possessing and utilizing fake, altered identification cards (whether in state ID form or William Jewell College student ID form), or an identification card that is not their own, to attempt to purchase or obtain alcohol on or off campus are subject to disciplinary action.
- The College's alcohol policy includes any alcohol-related violations. Students may be held accountable, even if they do not have actual possession of alcohol when present at alcohol-related events.
- The possession, consumption, and/or distribution of alcoholic beverages at any on campus event is prohibited.

All members of the William Jewell College community should assume the responsibility for referring any person who is in need of assistance for alcohol and/or non-alcohol related problems to the Office of Student

Affairs. Students who choose to refer a friend for assistance, or who contact College staff in order to seek medical assistance in the case of an emergency, may be designated as “Good Samaritans.” If, after the completion of a standard investigation, it is determined that the referring student was acting in the best interest of the referred, the referrer will be precluded from disciplinary action.

When, in the judgment of a College faculty/staff member, a student is transported to a local medical center for medical attention as a result of alcohol and/or other chemical use, the involved student will be held responsible for all costs incurred. The College reserves the right to address any inappropriate behavior suspected as alcohol related that does not clearly fall within the aforementioned statements regarding alcohol use at William Jewell College.

Alleged alcohol policy violations will be handled as a violation of the College’s Standard of Conduct and will be adjudicated via the College’s disciplinary due process system outlined in the William Jewell College Student Handbook.

Alcohol and Traveling with a Student Group/Organization

When student groups travel and represent William Jewell College at an official college-sponsored activity or athletic event, the use of alcoholic beverages is prohibited regardless of the age of the student(s) involved. Some off-campus college sponsored activities may be approved to have alcohol present. Those activities must be pre-approved by the appropriate College administrative office. Faculty and staff inquiring about such approval must first seek approval from the Dean/Vice President that supervises them.

Summary of Alcohol Policy Violations

Because of the nature of alcohol and its potentially negative effects on any community, it is important that College community members understand the criteria used to define alcohol policy violations. Violations of the alcohol policy are designated as either minor or major violations. Though the designation assigned to each alleged violation is based upon the details of each case, some general categories of Level 1 and Level 2 alcohol violations may be provided. These categories may include, but are not limited to, the following:

Level 1 violations:

- Public consumption of alcohol.
- Public intoxication.

Level 2 violations:

- Possession of alcohol by a minor (Students under the legal age in the State of Missouri).
- Distribution of alcohol to minors.
- Distribution of alcohol to individuals who are already intoxicated.
- Possession of and/or use of a fake identification card to obtain alcohol on or off campus.
- Driving under the influence and driving while intoxicated either on or off campus.
- Intoxication potentially leading to or leading to harm of self and/or others.
- Intoxication leading to property damage, disruption of community, or other violations of the William Jewell College Standard of Conduct.

The Office of Student Affairs determines the level of the alleged violation. The sanctions outlined below serve as general guidelines for how alcohol policy violations will be adjudicated. The College reserves the right to consider each disciplinary case based upon its merits and its unique circumstances. Alcohol violations carry

over each academic year. When a student violates the alcohol policy, sanctions will include but not be limited to a combination of the following:

Level 1 Violation Sanctions:

1st Violation	2nd Violation	3rd Violation	4th Violation
\$100 fine	\$150 fine	\$200 fine	Suspension/Expulsion
AlcoholEdu "Sanctions" Education Program	Restitution Hours	Restitution Hours	Parent Notified
Letter of Warning	Substance Abuse Evaluation in Counseling Services	Substance Abuse Evaluation in Counseling Services	
Coach/Program Advisor Notified	Parent & Coach/Program Advisor Notified	Parent & Coach/Program Advisor Notified	
	Letter of Warning	Letter of Warning	
	Disciplinary Probation	Disciplinary Probation	
	*Loss of Privilege for 15 academic weeks (if 21)	*Loss of Privilege for one entire academic year	
		Suspension/Expulsion	

Level 2 Violation Sanctions:

1st Violation	2nd Violation	3rd Violation
\$150 fine	\$200 fine	\$250 fine
Parent & Coach Notified	Parent & Coach Notified	Parent & Coach Notified
AlcoholEdu "Sanctions" Education Program	Substance Abuse Evaluation in Counseling Services	Substance Abuse Evaluation in Counseling Services
Substance Abuse Evaluation in Counseling Services	Restitution Hours - 25	Restitution Hours - 40
Restitution Hours	Letter of Warning	Suspension/Expulsion
Letter of Warning	Disciplinary Probation with Student Status Review	*Loss of Privilege for the student's remaining time at the College
*Loss of Privilege for 15 academic weeks (if 21)	*Loss of Privilege for one entire academic year	
	Suspension/Expulsion	

*Loss of Privilege for underage students would be defined as a delayed loss of privilege so when the student turned 21, they would lose the privilege for the designated time as determined by the adjudicator(s).

The College reserves the right to notify the parents of students who have violated the alcohol policy more than one time. Students will be notified of the College's intent to contact their parents.

Alcohol Education Program

All first-year students, regardless of whether they are of legal age within the State of Missouri and regardless of whether they choose to drink alcohol or not, are required to complete the College's alcohol education

program, entitled AlcoholEDU.

This three-hour educational program provides students with an in-depth assessment of their personal use habits related to alcohol, as well as facts and data about alcohol use and abuse. The program provides students with confidential personal feedback (viewed only by the student, not available for review by College officials) based upon their own responses to questions, data, and facts. This personal feedback, used in conjunction with counseling, or as a stand-alone intervention, includes information which has been shown, through research, to be particularly motivating to college drinkers:

- Quantity and Frequency of Drinking, Caloric Intake
- Amount Consumed and Peak BAC
- Norm Comparisons
- Amount and Percent of Income Spent on Alcohol
- Tolerance Level
- Negative Consequences of Alcohol Use
- Personal Family Risk Score
- Explanations, advice, and local referral information

Rape & Sexual Abuse

William Jewell College is devoted to learning and development of character and values. As part of the community, students are expected to practice mutual respect, generosity and concern for others. Accordingly, it is vital to resist all forms of discrimination including, but not limited to, sexual harassment, physical force or violence, and discrimination based on race, color, religion, gender, sexual orientation, national origin, age, or disability. The college must not, and will not, tolerate discrimination or harassment of any kind.

The following four principles have been designed to serve as guidelines for student conduct pertaining to discrimination, rape, date rape and sexual harassment. The college has zero tolerance toward these forms of behavior:

1. Students are expected to be responsible for their actions and to respect the rights of others. This includes conduct that is consistent with common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the college, and observance of college policy, local, state, and federal laws.
2. Harassment and abuse, directed toward individuals or groups, may include at least the following forms: the use or threat of physical violence, coercion, threats or use of force, any actual or threatened non-consensual sexual act, rape, and date rape.
3. Sexual abuse is prohibited and will not be tolerated. Actions considered sexual abuse include, but are not limited to, sexual harassment, coercion, threats or use of force, any actual or threatened non-consensual sexual act, rape and date rape.
4. Hazing and harassment in any form including sexual, racial, or ideological that causes disturbance or distress to other members of the college community is also unacceptable.

What to do if you or someone you know is a victim of rape:

For your protection and peace of mind, you should go immediately to the emergency room. You may be injured and need tests. Evidence can also be collected which may assist with the prosecution of the rapist. To preserve the evidence, do not shower or change clothes before going to the hospital. Try to avoid going to the bathroom or eating.

Many victims see reporting the incident as part of the healing process, and successful prosecution can prevent others from experiencing the pain of rape or sexual assault. You may file a report with either the Office of Student Affairs at William Jewell College, the Liberty Police Department, or both. All reports are strictly confidential. The Student Affairs staff member to whom the victim makes the report will always give the student the option of pursuing formal college discipline. During all criminal, civil and college proceedings, the student will be allowed to have private and confidential conversations with police, attorneys and counselors.

The college will act only by permission of the student to seek disciplinary action. The college is completely committed to victim sensitivity including the promise of absolute confidentiality. The victim will have support and assistance in medical, legal, and disciplinary proceedings.

Once the student has made a report, the student is given options such as, but not limited to:

- contacting parents (staff members are often asked to help make this call)
- seeking legal advice
- seeking personal counseling (this is always recommended)
- pursuing legal action against the perpetrator
- pursuing collegiate disciplinary action
- pursuing no further action

There is no statute of limitations for college discipline. Any student found guilty in either criminal court or by the College Conduct Committee of rape or date rape may be suspended or expelled immediately.

Parking & Vehicles

Registration of Personal Vehicles

All faculty, staff, and student cars operated on campus must be registered with Campus Safety. Students pay an annual parking fee of \$100. Students without a vehicle on campus should notify the Campus Safety Office to have the fee removed from their statement. Permits must be placed in the lower left-hand corner of the vehicle's rear window.

Campus Traffic & Parking Policies

- Regulations are enforced year-round.
- All faculty, staff, and student cars parked on campus are required to have a permit.
- Drivers are expected to obey all curb markings and traffic signs.
- A speed limit of 15 mph applies to the campus.
- Crosswalks and driveways may not be blocked.
- Pedestrians have the right-of-way at all times on campus.
- Vehicles must be parked in the direction of the flow of traffic.
- Students are not allowed to park on red or yellow curbs. The Liberty police will tow cars parked on red curbs.
- Parking in Faculty/Staff and Visitors areas are permitted 5 p.m. – 5 a.m. during the school week (Monday-Friday). On the weekends (Saturday-Sunday), parking is permitted from 5 p.m. Friday evening through 5 a.m. Monday morning in those areas. This also applies to holidays, as staff may still be working while students are off-campus.
- When parking in all campus lots, park between the designated lines. Parking on curbs is not permitted, and you can be ticketed and/or towed.

- Parking on the bricks is NOT permitted except for “Move-In” and “Move-Out” days. Permission from Campus Safety is needed to drive or park on the bricks at any other time.
- When you receive a ticket, do not bring it to Campus Safety to contest it. All contested tickets must be taken to the grievance session with Student Senate, held the last Thursday of each month.
- There is no parking where Admission signs are posted (in front of Brown Hall) during the hours of 5am-6pm, Monday thru Friday. Evening and weekend parking is permitted if spaces are not reserved by a parking cone.
- With students living on campus year round, tickets will be given and all parking rules enforced as during the school year.

Parking areas

Parking areas are designated for residential students, commuter students, faculty and staff, and handicapped patrons. A student driving a vehicle with a Faculty/Staff permit is required to park in student parking areas.

Approved parking areas are listed below:

- Residential Students - the lots behind Browning, Eaton and Semple are for residential students. The lots east and north of the Mabee Center can also be used.
- Commuter Students - the commuter lot is located south of Greene Stadium. Commuters may also park in the lot behind Browning and Eaton (Sahara) and the lots east and north of the Mabee Center.
- Disabled - marked disabled parking is located In front of Brown Hall, the Mabee Center, White Science Center, the Ely triangle and beside Semple Hall and Pillsbury Music Center.
- Faculty and Staff - designated faculty and staff lots and commuter areas (listed above).
- Visitors - in front of Pillsbury Music Center, Mississippi Street, Brown Hall and the Mabee Center lots.

Fines

Tickets will be issued for parking in areas marked by a yellow or red curb, parking in an area designated for a different vehicle permit (or driver), and parking a vehicle on campus without a WJC permit. Fines will be assessed to the individual registering the vehicle (if different from the driver).

- Parked on campus without a Parking Permit \$30
- Parked in areas marked No Parking \$50
- Parked in disabled areas \$100
- Parked on the red curb area \$75
- Parked on yellow curbs, paved brick areas, visitor areas, faculty lots and in student areas not designated by the vehicle permit \$50 faculty/staff areas may be towed as well
- Parked against the flow of traffic \$50

Towing Policy

Cars will be towed from campus at the owner’s expense for:

- Faculty, staff and student vehicles without parking permits.
- Students parked in faculty/staff parking areas
- Faculty, staff and students parked in red curb areas or visitor parking
- Any unauthorized vehicles in handicapped parking or Administration parking.
- Any vehicle blocking the flow of traffic or parking in an area reserved by Campus Safety.
- Any vehicle parked on campus operated by a person after parking privileges have been canceled.
- Parking with unpaid traffic violations in excess of \$200

Cancellation of Vehicle Privileges

Campus driving and parking privileges may be revoked for careless and reckless driving, failing to stop for a campus safety officer, driving on grass and sidewalks and for unpaid traffic violations in excess of \$200.

City of Liberty Parking Regulations

Parking on the following city streets is prohibited between the hours of 11pm and 6am, Sunday through Thursday. Only residents along these streets who possess a parking permit issued by the City will be allowed to park on these streets during the prohibited hours. This new city ordinance is effective for the following streets.

- Wilson Street, from North Lincoln Street to Jewell Street
- Miller Avenue, from North Lincoln Street to Jewell Street
- Jewell Street, from Miller Avenue to Mississippi Street
- Mississippi Street, from Jewell Street to Lightburne Street

Computer Network

Becoming a network citizen at William Jewell College includes both opportunity and responsibility. The opportunities are as follows:

- Access to Internet and intranet resources
- The William Jewell e-mail system
- File sharing
- Print resources

Being a network citizen means taking advantage of these resources to make the most of your educational experience at William Jewell. The Information Services staff stands ready to assist you in hooking up to the Jewell network so that you may become a part of all the exciting possibilities.

The responsibilities of becoming a network citizen at William Jewell are just as important as the freedom to use the many resources that are provided. The William Jewell community expects that all persons who use the campus computer network will do so in a manner consistent with being a mature individual in an organized community. This means that the network will be used in accordance with the statements and provisions in the Acceptable Use Policy statement that all network users must sign. It also means following a few simple but important procedures for insuring that you respect the rights and needs of others as they use the shared network resources.

William Jewell students are expected to consistently follow these procedures:

- A signed Acceptable Use Policy statement on file with Information Services
- Up-to-date virus protection software
- Regular weekly or twice weekly installation of Windows updates
- Daily checking of e-mail for official communication about security alerts
- Routine maintenance of e-mail to insure that the mailbox size stays below 200 MB
- Use of locker space to save important files for easy retrieval in case of problems
- Daily checking of calendar events on the jww.jewell.edu site
- Limiting print outs on college printers to reduce overall costs and waste of paper

Acceptable Use Policy

All WJC students are expected to sign this statement if they wish to gain access to the network. All network users are expected to read and understand the Acceptable Use Policy statement. It is important for all network users to know that policies exist for the use of network resources and that the policies will be enforced.

Virus Protection Software

All persons who bring a personal computer to William Jewell must have up-to-date virus protection software. These programs protect user machines from becoming infected with malware, such as viruses and worms. Just as important, these programs insure that user computers do not attempt to spread malware, thereby disrupting network availability or significantly reducing network speed.

Users who opt to not have current virus protection software run the risk of losing data, of suffering from inability to use their own machines, and of being disconnected from the network.

Appropriate Windows Updates

Windows users must regularly install the critical Windows updates from the Microsoft website. We suggest a schedule of once or twice a week. This process is simple to perform, and if done regularly takes only a few seconds to a few minutes to perform. The Information Services staff will readily assist users who are new to installing these updates.

Daily Email Security Alerts

Daily checking of e-mail for security alerts is the best way to stay informed of threats that are or potentially could affect your machine.

Maintaining Your 200MB Limit for Your Mailbox

There is an established 200 MB limit on the size of the student mailbox on the Jewell e-mail server. This limit applies to the sum of the contents of the student's inbox, deleted items, sent items, and several other folders that e-mail account. It is quick and easy to delete items, and then to delete the deleted items. The student should do this regularly. Alternatively, personal folders may be setup on the student's own hard drive or in locker space to save important e-mails that have been sent or received.

Maintaining Your 200MB Limit for Your Locker Space

The student's locker space is a 50MB directory on one of the college servers. It can be conveniently accessed from any machine on the Jewell network, and thus provides an accessible repository for storage and retrieval of documents. Further, it is protected by daily, automated backups which enable the Information Services staff to restore documents that would be lost if stored on the student's local machine without regular, systematic backups.

Regular and Consistent College Calendar Checks

Many network users miss out on college events because they have not taken the few moments it takes to check the calendar on the web. College employees work hard to provide accurate, up-to-date information about what is going on and about what is of interest to students. It is the student's responsibility to use the web/intranet to stay informed.

Printing

There are several printers available to students on campus. If the printer is not already available when the student logs in, the student can reach the printer by clicking Start and typing //pluto in the Run box. When the list of printers appears, double-click on the desired printer to install.

If the student desires to print on Jewell printers from their own devices, there is a knowledge base article on the subject. The student should go to <http://helpdesk.jewell.edu> click on Knowledge Base, and type http printing. The student should then follow the displayed instructions.

Print Quota

The Information Services department operates a quota system on its print server to track the number of pages printed by network users. The limit per semester is 750 pages. Students can check their balance by going to the Intranet under Students – Printing Balance or by going to central.jewell.edu/printqueuecheck/printqueuecheck.php and typing in their email address. If a student reaches their limit, they will no longer be able to print unless they go to the business office, pay 5 cents per page with a minimum of a \$10 purchase. Other institutions routinely charge per page starting with page one. Because of the college's desire to make resources readily available, the administration has established a limit, in concert with Student Senate, which should cover reasonable printing in a semester.

Network Policy Violations

Students failing to comply with Network policy can be subject to disciplinary action and sanctions (See Standard of Conduct).

Computer Labs on Campus

There are several computer labs on campus, but most are restricted in some fashion to a particular department. The lab in the Intermediate Level of Curry is open 24/7. The computers within the Library Commons area are open during library hours. For Nursing students, there are labs in Marston 404 and 405. For Education students, there is a lab in Marston 117. There are several labs in White Science for the various science disciplines. For Language students, there is a lab in Jewell 203. There also is a set of computers in the Jewell 103 Writing Center.

Computer Purchases (optional, not mandatory)

William Jewell College has partnered with these manufacturers to provide discounts to our students. *This is not an endorsement of their products nor is it a requirement to purchase from these manufacturers.*

Dell Computer Student Computer Purchase Program.

This discount is available Dell online at www.dell.com/jewell. It is available to Jewell "friends and family." The initial discount is what every customer would receive when ordering thru Dell online. The Jewell discount will not be applied until the item is added to the online "Shopping Cart."

Apple Computer Discount

The Apple student discount is available through Apple online at <http://store.apple.com/us-hed/findyourschool>. The student should make sure "Higher Education" is selected and enter "Liberty, MO 64068." Then by selecting "William Jewell" the student can begin shopping.

Residence Life Policies

Residential Experience Philosophy

William Jewell College believes in providing opportunities for students to mature intellectually, emotionally, physically, spiritually, and socially. A constant effort is made to encourage students to assume responsibility for their own actions while showing concern for others. By assuming such responsibilities, students are able to realize their own potential both as leaders and as members of the college community.

The policies and procedures stated in this handbook have been established in an effort to provide maximum freedom and personal responsibility while reflecting the health and safety needs essential to orderly living and study in a large community setting.

William Jewell College is a residential institution that seeks to express its liberal arts philosophy in many ways through the residential experience. The college is committed to a rigorous pursuit of the development of a quality four-year residential program which genuinely seeks to expose each student to the finest living-learning situation that college resources will permit. The residence life system also strives to enhance the educational development of its residents by offering relevant programs designed to meet student needs, including activities offered by resident directors and resident assistants in each building. Through involvement in these programs and in the many leadership opportunities offered through the residence life system, students are better prepared to meet the challenges associated with college life in a responsible and successful manner.

The following information is designed to communicate expectations for living in William Jewell College residence halls (residence halls refer to halls, houses, and apartments). Students are required to be familiar with and abide by these policies and procedures along with any unwritten agreements made among residents of a particular wing, floor, or hall.

Advertising

To protect residents from unwanted disturbances, soliciting in the residence halls is limited. Campus organizations or individuals desiring to post notices and flyers in the residence halls must receive permission from the resident director in each residence hall or from the Director of Campus Life.

Alcoholic Beverages and Other Drugs

See Student Policy on Alcohol and Other Drugs found in the Citizen Community Standards

Appliances

Appliances used in the residence halls must be safe in design and structure (such as UL approved appliances) and properly maintained. Students utilizing appliances assume responsibility for their safe operation. Residents should keep in mind that all electrical items, including refrigerators and fish tanks, must be unplugged during Christmas break and spring break. Individual rooms will be inspected by a staff member to insure all appliances are unplugged. No hot plates or heating elements are permitted, due to potential fire hazard.

Bicycles

Generally, bicycles are not allowed in the residence halls. However, in some cases this restriction may be waived if the resident director or house resident assistant gives his/her approval and if the roommate is in agreement. If approved, bicycles must be kept only in student rooms or other storage areas designated by the resident director. Bicycles may not be stored in halls, stairways, bathrooms or storage closets (unless designated as a bicycle storage area). Residents not following these guidelines may lose bicycle storage privileges.

Check-In/Check-Out

Students may check into their rooms on the official opening day of the residence halls. Students who plan to arrive before the halls open should either arrange housing off-campus until the halls open or contact the Director of Campus Life for a list of community people who will house students on a short-term basis.

Students must check-out and vacate their rooms within 24 hours of their last final exam. Graduating seniors need to contact their resident director/house resident assistant to make arrangements to stay until commencement.

When vacating a room, residents must schedule a time to check-out with a resident assistant and return their keys. Failure to use the correct check-out procedure will result in a charge plus a lost-key fee. Students are to remove their belongings when checking out of the residence halls and must also leave the room in a clean fashion upon departure to avoid charges. Students may leave their possessions in their rooms between the fall and spring semesters if they will be living in that room during the spring semester; however, students cannot leave their belongings in their rooms at the end of the spring semester. The college is not responsible for any items left after check-out. See Room Changes and Damaging, Destroying or Defacing Property.

Damaging, Destroying or Defacing Property

Residents are equally responsible for the condition of their rooms and the common/public areas, such as hallways, TV lounges, study rooms, computer labs etc. Specific charges for damages will be assessed by the Student Affairs staff in conjunction with the Facilities Management staff. Upon being vacated, rooms should be free of litter and debris and should be clean. A clean-up fee is charged to each resident in the event a vacated room is left unclean and/or in disarray. In extreme circumstances, disciplinary action may be taken.

Decorating

Residents are permitted to decorate their rooms to suit their tastes and needs within the following guidelines:

- Residents are responsible for keeping their rooms clean and free from damage.
- Nailing and taping items to the walls or woodwork should be kept to a minimum.
- Damage of any kind to carpet in rooms will result in a fee.
- No painting of student rooms is allowed. Students may request that their room be painted, but it will be done at the discretion of the Facilities Management staff. Paint selections must be approved by the Facilities Management staff.
- Venetian blinds, mini-blinds or window shades should not be removed.
- Residents may not splice or alter electric switches, lights, telephone jacks, etc.
- Beds that are in the loft position may be changed and all remaining furniture must be stored in the student's room. Under no circumstances should furniture be removed from any room.
- Students are entirely liable for any damage or injury that occurs due to any room alterations performed by the student or by parties other than William Jewell College staff members.
- Students who make any changes in the room, including the rearrangement of furniture, the building of bunk beds, or any other physical alterations assume all responsibility for expense of repairs and personal liability. The college assumes no responsibility for personal injury or expense related to student-initiated room alterations.

For other information pertaining to room decorating, please see the sections Damaging, Destroying or Defacing Property; Furniture and Equipment; Prohibited Items; Safety Regulations; and Traffic Equipment.

Dining Services

Occupants of residence halls must eat their meals in the dining halls in Yates-Gill College Union. Hours are available in the Student Services section of the Survival Guide.

Equipment Check-Out

Each residence hall will have equipment and games that residents may check out. The quantity and type of equipment available will vary from hall to hall, but will include vacuums, brooms, dustpans, etc. Check with the resident director or resident assistant to find out what equipment may be available. These guidelines apply:

- Equipment may be checked out only by the residents of that particular building.
- Equipment cannot be taken off-campus or to other buildings on campus.
- Equipment cannot be checked out overnight. Time limits for equipment use are set by each residence hall.
- A resident must leave his/her ID and driver's license to check out equipment.
- The ID and license will be returned when the equipment is returned.
- If a resident does not return the equipment, his/her college account will be charged for the amount of replacement of the equipment.

Facilities Management Staff

Facilities Management staff work from 7 a.m. to 3:30 p.m., Monday through Friday, and may not always be able to arrive at hours most convenient to students. Residents should cooperate with these persons so that repairs and cleaning can be done as quickly as possible. Residence hall staff and maintenance personnel are permitted access to rooms and hallways in order to make repairs. Students who are in the hallways and those in their rooms while the room door is open should make sure they are dressed appropriately.

Any repair/maintenance problems occurring in a room, hallway, suite, bathroom, etc., should be reported to a residence life staff member in the building immediately.

Fireworks and Firearms

See Safety Regulations.

Fire Equipment Regulations

Because fire and safety codes require that fire and safety equipment function properly when needed, the following are prohibited:

- Tampering or playing with fire extinguishers, hoses, fire equipment storage boxes, pull stations, smoke detectors, exit lights, emergency lights, etc.
- Engaging in any conduct that causes the fire alarms to sound, thereby creating the false pretense of a fire. Residents will be subject to disciplinary actions including facing suspension, as well as a \$200 fine. Residents are reminded that these actions are violations of federal and state laws as well as college policy.
- Propping open internal and/or external stairwell fire doors.

Fire Evacuation Information

Residents may be asked to participate in fire drills periodically. Failure to properly and promptly respond to evacuation procedures will result in disciplinary action against the resident. During fire drills or whenever a

fire alarm sounds, the residence life staff will enter student rooms with a master key to ensure complete evacuation from the building. If a student is an extremely hard sleeper, the student is responsible to notify his/her resident assistant.

Fire Prevention Regulations

The following are prohibited in the residence halls because of their serious potential fire hazards:

- Open flames such as candles and incense. (These items may be confiscated if used.)
- Cigarettes, cigars, and pipes that are being smoked within the residence hall.
- Appliances with exposed heating elements such as hot plates.
- All halogen lamps with exposed bulbs are prohibited as the bulb reaches a high temperature during use.

Furnishings

Furnishings in a resident's room should not be stored, misplaced or dismantled and is required to remain inside the room at all times. Students will be charged for any furnishings not found in their respective rooms at check-out.

The furnishings in all common and public areas are for the use of all residents of the hall and must remain in the designated room, area or space. Removal or relocation of any of these items can be considered theft and may be handled by a charge for replacement and/or disciplinary action.

Gifts, Flowers and Packages

Gifts and flowers may be delivered to the College's Mailroom (located in the Yates-Gill College Yates-Gill College Union) during office hours. Residents receiving gifts and flowers will be notified by the Mailroom staff via email and/or phone call. Gifts and flowers will not be released to roommates, friends, etc.

Guests

See Visitation Privileges.

Holidays

The residence halls are closed for the following breaks: Thanksgiving, Christmas, spring and summer. Residents are required to be out of college housing by the announced day and hour for all breaks. No exceptions will be made. Students needing housing during any break should contact their resident director. A list of community people who are willing to provide housing during breaks for free or for a small fee will be given to any interested student.

Insurance

Medical and personal property insurance are the responsibilities of the student. The college is not responsible for the theft, damage or loss of personal property. The college also provides no medical insurance or coverage.

Keys

Room keys and hall or house keys are issued to each resident at check-in. Keys are the responsibility of the resident and should be carried at all times to avoid being locked out. Residents who are locked out can check out a key temporarily by signing for it and leaving their ID at the hall office/desk area. The key must be returned immediately and exchanged for the ID. If the hall office is closed, see your resident assistant or another hall staff member.

Lost keys should be reported promptly to the residence hall office/desk area/house resident assistant. A replacement fee is assessed to replace lost keys. A key to a room will be issued only to a resident of that particular room. Room keys may not be used by anyone other than who the key was issued.

Medical Emergencies and Illness

All cases of illness should be reported to the Resident Director or Resident Assistant on duty and to the Campus Nurse. They will assist the student in determining the best course of action.

[Click here](#) for information regarding the College's health care services.

On-call physicians are available to students through the College health care service provider. Students choosing to take advantage of the on-call physician are expected to show proof of medical insurance when they are seen. It is the student's responsibility to insure that their insurance is accepted by the College's healthcare provider. It is also the responsibility of the student to call and make the appropriate appointment with the College's healthcare provider. The student should identify himself/herself as a William Jewell College student.

Motorcycles

Motorcycles are not permitted inside residence halls for any reason.

Noise Policy

Residents are encouraged to observe Courtesy Hours 24 hours a day and to maintain reasonable noise levels. In order to insure that students have the opportunity to exercise their primary rights to sleep and study in their rooms, quiet hours are established in each residence hall. Students are responsible for knowing and observing these hours, not only in the hall in which they reside, but wherever they may be visiting. During quiet hours, noise should be limited to a level which could not possibly disturb the nearest neighbor's attempt to sleep or study. This standard will be upheld whether or not the neighbors are present. Sound equipment that disturbs the privacy of other residents may be removed at the discretion of the Office of Student Affairs.

Excessive noise/music may not be projected from the residence hall rooms to the outside of the building (example: speakers may not be placed in windows). Students, whether playing or practicing a musical instrument, playing a stereo or electric guitar, etc., are expected to respect their fellow-residents' rights to sleep or study. Practice rooms are provided in the Pillsbury Music Center.

If a student feels his/her primary rights to sleep or study is being violated, he/she should speak to the person(s) causing the interference and ask him/her/them to modify the behavior. When confronted with a reasonable request, most residents will respond appropriately. However, if the request does not produce satisfactory results, a resident assistant or other staff member should be contacted for help.

Twenty-three (23) hour quiet hours are observed during final exams. Starting/ending times will be announced in each residence hall.

Overnight Guests

See Visitation Privileges.

Pets

With the exception of fish, pets are not permitted in the residence halls. This exception is permitted as long as

fish tanks are kept in a sanitary condition and removed from the residence halls during holiday periods.

Prohibited Items

Because of the potential of injury to individuals and/or damage to property, certain items are not allowed in the residence halls. Possession of any of these prohibited items will result in the item(s) being confiscated and held until the end of the academic school year and/or the possessor/owner facing disciplinary action.

Residents are encouraged to use common sense and to ask questions of staff members if necessary. Students should also be aware that all residents of a room may be held equally responsible for any prohibited items which may be found in their rooms.

Prohibited items including but not limited to battery-operated water guns, paintball guns, blow guns, Chinese stars, water balloons and any other items the resident director or house resident assistant may determine to be harmful to persons or property.

Quiet Hours

See Noise Policy.

Refrigerators

Small refrigerators are permitted in student rooms. Students should be aware that if a violation of the alcohol policy occurs, all the occupants of the room could lose the privilege of having a refrigerator and will be subject to college discipline, regardless of the extent of the roommate's involvement.

Residence Hall Security

All residence halls are locked 24 hours per day. Residents are issued outside entrance keys when they check into the hall. These keys should not be loaned or given to a non-resident under any circumstances.

Room Changes

A student wishing to change rooms must make a request for such a change with their resident director or resident assistant. However, room changes are not permitted for the first two weeks of classes each semester or until the official student census is complete, whichever comes first. All occupants affected by a room change must agree to the change.

Residents not following the correct procedures for room changes may be required to move back to their original space and are subject to Improper Checkout/Failure to Checkout fines, starting at \$50. Residents changing rooms or leaving the college for the spring semester must remove their belongings and check out of the room before leaving campus for the Christmas holidays. Coordination for any room changes or moves must be done through the residence life staff of the building and per the approval of the Office of Student Affairs.

Roommate Conflicts

Residents who are experiencing persistent conflicts with their roommate(s) should first discuss the problem with the roommate(s). Your resident assistant and the resident director are available for assistance if needed. The residence life staff is trained to assist and mediate roommate conflicts, with the ultimate goal being to help resolve issues/problems of all natures between/among roommates.

Room Searches

The college reserves the right to enter residence hall rooms to check out general conditions, perform custodial

service, make repairs and handle emergencies. Entry under the above conditions will not be used as a means to search rooms for prohibited items. Where there is legitimate reason, however, college officials may search a room. When possible, the student being present when a search is made is desirable. The college is committed in principle to the guidelines as stated in the Student Bill of Rights.

Safety Regulations

Because of the potential of injury to individuals and damage to property, the following guidelines apply (also see Prohibited Items):

- Outside antennas are not permitted because of the possible lightning hazard.
- Athletic activities, including but not limited to roughhousing, running, and/or throwing, bouncing or kicking of objects is prohibited.
- Emergency exits are for emergency use only.
- Entering or exiting through windows is not permitted; removal of screens is also prohibited. There is a fee associated with reinstalling a removed screen.
- Fighting will not be tolerated.
- Firearms, ammunition and other illegal weapons are not permitted in the residence halls. This also includes BB guns, pellet pistols, air rifles, paintball guns, etc. When firearms are to be brought on-campus for instructional purposes, the resident director and Campus Safety must be contacted and the gun must be stored in the Campus Safety office.
- Knives are prohibited, generally any knife with a blade longer than three inches. However, inappropriate usage of any knife, regardless of size, will result in its confiscation and likely disciplinary action by the College.
- Use or possession of fireworks, including smoke bombs and firecrackers, will result in disciplinary action.
- Hallways and stairwells must be kept free of furniture, trash and other objects (i.e., ironing boards, drying racks, etc.) at all times.
- Mopeds and motorcycles are not allowed in the residence hall for any reason.
- Paint and painting is not permitted in the residence halls (for information about painting a student room, see Decorating).
- Propping open or letting people in locked doors is not permitted.
- Room doors should be kept locked at all times.
- Skateboards may not be ridden or rolled in the residence halls.
- Throwing, dropping or hanging objects from windows or railings is prohibited.
- Unauthorized entry to restricted areas such as building mechanical rooms, custodial closets, roofs and offices after hours is prohibited.
- Water guns, water balloons, slingshots, catapults, shaving cream fights, powder fights, etc., are prohibited in the residence halls.

Smoking/Tobacco Use

The college is committed to providing a smoke-free environment. All college buildings are smoke-free; therefore, designated smoking areas are limited to outside.

Solicitation

Individual rooms may not be used for business purposes. Solicitation by students, community or national agencies must be approved by the Office of Student Affairs.

Stolen Property/Theft

Possession of stolen property is illegal and can result in disciplinary action and/or criminal charges. Any theft should be reported upon discovery to Campus Safety and to the resident assistant or resident director.

Storage

Buildings do not provide storage outside student rooms. The college is not responsible for any lost or damaged items stored or left in any area at any time of the year. The student is responsible for making arrangements off-campus to store personal items when the college is closed. During the summer months, students' belongings may not be stored in resident rooms. Special groups and camps occupy most residence halls during this time. It is the responsibility of the student to make arrangements off-campus to store personal items when the college is closed. Personal items left in any space of residential housing will be discarded by the College during summer maintenance routines, and at times at the cost to the student for discarding said items. See the Directors of Facilities Management and Campus Life with questions.

Traffic Equipment

Street and highway signs, cones, flags, lights, barricades, etc., are not permitted in the residence halls. Possession of such equipment usually constitutes theft, which also violates state and local laws.

Visitation & Overnight Guests

All visitors must be escorted at all times in common areas and hallways by the resident they are visiting. Students are not to let anyone in residential buildings unless emergency responder personnel or known college personnel entering due to their role or duty.

Living in a residential community requires students to pay special attention to the relationships that they create with their roommate and other individuals. These relationships require care and sensitivity as it relates to sharing a small living space with another person. Residents are expected to remain sensitive to having guests in their rooms and should have an open dialogue with their roommate before hosting guests.

A resident should understand that:

- A guest may not check out a key to the resident's room nor should residents loan their student ID/key to guests. The resident is responsible for the guest having access to the room while visiting and must remain with their guest at all times.
- A resident is responsible for the behavior of his/her guest whether overnight, from another hall, or from off-campus, and will be held responsible for any damages the guest may cause or violations of college policy.
- Non-Jewell student guests staying overnight must be registered with the resident director of each hall.
- Guests may not stay longer than three nights, unless special permission is granted by the Director of Residential Life.

Designated visitation times in rooms of the opposite sex, are scheduled for First-Year residence halls (or First-Year resident rooms in non-designated halls) only and are as follows: 7 days a week, 10am – 1am First-Year residence halls include Ely Hall, Eaton Hall, and Melrose Hall.

Visitors of either sex are welcome in the reception lounges of each First-Year residence 24 hours a day provided they are accompanied at all times by the resident of that residence hall. The appropriate reception areas are:

- Eaton Hall 1st and 2nd floor lounges

- Ely Hall Main lounge
- Melrose Hall 1st floor lobby

Windows and Screens

Windows and screens must be kept in place. There is a fee for reinstallation or repair.

Student Organization Policies

Student Activity Fee

Students pay William Jewell College Tuition, Room and Board (if living/eating on-campus), and fees. As part of the fee structure included as part of the tuition cost, students pay \$120.00 in Student Activity Fees per academic year. These Student Activity Fees are placed in designated accounts for distribution by the Office of Student Affairs and the Dean of Student Affairs. Student Activity Fees are used to fund such things as the Hilltop Monitor, CUA, Student Senate, as well as other recognized student organizations.

Recognition and Review of Student Organizations

William Jewell College recognizes that students bring to campus a variety of interests and develop new interests as members of the community. Therefore, students are free to organize and promote their common ideas. Students shall have the right to assemble as long as they do not: a) violate the civil law or the college code of conduct; b) destroy property; c) disrupt classes and any other regular and essential operation of the college; or d) in any way infringe upon the rights of other individuals or organizations.

Any student organization may petition for official college recognition if all of the following are true:

- its purpose is consistent with William Jewell's mission, heritage and values;
- the group has a special purpose and/or objectives beyond mere affiliation;
- membership requirements are clearly defined and documented; and
- the group meets an area of interest not already served by an existing organization.
- Leadership from the organization requesting recognition must submit an application to the Director of Student Activities who shall confirm basic eligibility requirements and recommend changes regarding organizational issues. Specifics which should be addressed in this document include, but are not limited to the following:
 - name
 - membership
 - mission statement
 - finances
 - affiliation (local and national)
 - principles
 - leadership (officers) and objectives

The Director shall present eligible applications to the Committee on Organizational Recognition. Upon review, the Committee shall recommend disposition to the Dean/Vice President of Student Affairs. He/she, in consultation with the President, shall grant or deny recognition status. The final document must include both signatures.

Each organization will be reviewed once every year, or more often, if the President, Dean/Vice President of Student Affairs, or Director in his/her sole discretion, finds cause to believe that an organization is no longer following the mission statement in the application or has fulfilled its purpose or usefulness. If such a finding is made, the organization shall file the new application for recognition which shall be processed as a new application. Recognition shall be continued while a new application is processed, unless the President finds that the best interests of the college require recognition to be suspended until the new application has been finally acted upon. If an organization is inactive for one year, reapplication shall be required for recognition.

The yearly review shall be made by the Director. He/she shall make a recommendation to the Committee on Organizational Recognition and the Committee shall recommend to the Dean/Vice President who shall take the final action after consultation with the President.

Organizations facing review will be announced annually at the beginning of the academic year. The Review application may be picked up from the Office of Student Affairs anytime during the fall semester and must be returned to the Director of Student Activities by March 1st of the spring semester. The review process is considered public. All applications will be available for review by persons currently associated with the college. Information related to any organization's ritual will not be made public.

The college policy regarding Recognition and Review of Student Organizations acknowledges that student groups, whether they are recognized by the college or not, are free to organize. They have the right to assemble "as long as they do not: a) violate the civil law or the college code of conduct, b) destroy property, c) disrupt classes and any other regular and essential operation of the college, or d) in any way infringe upon the rights of other individuals or organizations."

If a group whose mission or purpose may be inconsistent with the mission of the college, as determined by the President or Dean of Student Affairs, decides to request recognition the President shall appoint a committee of faculty, staff, students, and Trustees to meet with the group of students requesting recognition to hear their requests and to talk through the issues. This does not mean that College/Trustee policy would change but instead would mean that the College and Board are responding appropriately in terms of being sensitive to certain developmental needs of the students making the request while also being open to having an educationally supportive conversation about the issue.

Approved by Student Affairs and Religious Life Trustee Committee, 6/18/99.

Updated by the Trustee Assessment Committee, 11/13/03.

Event Advertising Guidelines and Expectations

Student organizations facilitate and host a variety of events throughout the year and advertise for these. The following are the expectations for posting advertisements. Student Affairs reserves the right to deny advertising rights if these criteria are not met.

- All advertising on the hill must be approved by Student Affairs
- Advertising will be appropriate and in good taste
- Advertising will only be allowed in designated areas
 - Acceptable areas include:
 - The Cage and Perch
 - Residence hall lobbies
 - Campus bulletin boards
 - Campus common areas
 - All doors except on the glass
- All advertising will be hung using low adhesive painter's tape (blue tape)
 - Any piece of advertising not hung using said tape that results in wall/paint damage will result in charging the organization/student responsible for ad to repair damage
- Chalk is only permitted on campus sidewalks and bricks. Chalking buildings and other structures is not permitted.
- All advertising must be removed by your group immediately following the event

Individual vs. Group Responsibility

William Jewell College is a community that exists to promote educational and academic goals. The standards of behavior set forth for students and organizations within this community may be higher than those found elsewhere in society. Upon registration or recognition by the college, each student organization becomes responsible for acting in accordance with the provisions of the Standard of Conduct and all applicable college and community policies and standards. Official college action will be taken when the behavior of the members of a student organization violates community standards and interferes either with the college's educational purpose or with its duty to protect individual health, welfare, and property.

William Jewell College has published the following policy to ensure that leaders and members of student organizations understand and accept responsibility for the actions of their organization and all of its members. The following policy applies to all recognized or registered student organizations:

Student organizations may be held responsible for the acts of individual members. Acts include but are not limited to the following situations:

- when a member of an organization is violating local, state, or federal law or college regulations and other members present, by failing to discourage such activity, tacitly condone the behavior;
- when the acts grow out of or are directly related to the student organization's activities or an environment created by the organization;
- when the acts are those of guests of an organization, or by persons authorized or perceived to represent themselves as connected with the organization;
- when an organization places prospective members in a subordinated status prior to achieving full membership, or imposes any kind of probationary period prior to full membership, and hazing occurs.

Liability on the part of the student organization may be mitigated if members of the organization take reasonable steps to prevent infractions of college regulations by their fellow members. Such steps will usually include clear establishment of standards (preferably in writing), documented education of members as to the standards established and documented endorsement of standards when violations occur. The specific steps necessary to avoid this liability (or to mitigate consequences) will vary according to the circumstances of the situation, the seriousness of the behavior, and the possible harms which could have arisen from the behavior. When more serious behavior and harm is in question, the student organization has the duty to take clear and firm action that is reasonably calculated to prevent and/or stop the behavior in question.

Every member of any student organization is obligated to respond to the conduct of other members when those members engage in behavior, which violates the law or college policies. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization as described in the four previously mentioned categories, in contrast to being the private activity of individuals who happen to be members. The factors to be considered include whether the activity is one normally considered part of student organization life and whether the atmosphere in the particular organization encourages or condones the particular group activity of the members. It is the duty of every organization to create an atmosphere that makes misconduct during its activities inconsistent with membership in the organization.

The duty described in the previous paragraph applies not only to members who are directly involved in the activity, but also to passive participants and members who have knowledge of the activity. For example, a member who knows about and protects the identities of members involved in illicit activities can be held

culpable for the misconduct. All members must be on notice that their misdeeds may result in the sanctioning of their student organization through the Greek Judicial Council. In addition to the group being held culpable, members and officers may be cited and held responsible as individuals for their roles.

In summary, William Jewell College's policy is that every student organization member has the duty to take all reasonable steps necessary to prevent infractions of college rules growing out of or related to the student organization's life. This policy pertains, but is not limited to, incidents involving hazing, discrimination, vandalism, theft, alcohol, or substance abuse, dishonesty, disorderly conduct, violence, and misuse of organizational and/or College funds. Specific policies governing student behavior are listed in the Student Code of Conduct.

Student organizations can be held responsible for the actions of individuals.

This policy was recommended by the Greek Alumni Council on Due Process and adopted by William Jewell College on August 4, 1999.

Group Disciplinary Procedures

The Greek Judicial Council (GJC) is solely responsible for the adjudication of Greek Organization policy violations. The Committee on Organizational Recognition (COR) is solely responsible for the adjudication of student organization policy violations separate from Greek related discipline. However, in the event that a Greek organization's actions call for organizational recognition to be reviewed, the Committee on Organizational Recognition (COR) may call for a recognition review of organizational status in conjunction with the actions of the GJC.

Details and documentation for these procedures are available upon request in the Office of Student Affairs. The Director of Student Activities will provide a copy of the procedures to the organizational leadership at the beginning of each term.

Registering Student Organization Events that Include Alcohol off Campus

Any student organization recognized by the College must register all social events that may include alcohol off campus with the College's leadership and must register and apply for the event ten (10) business days in advance of the event date, via the Office of Student Affairs. Organizations must receive written approval prior to scheduling the event and must adhere to any written mandates outlined in the notice of approval and must adhere to all event hosting guidelines set forth by the College. A social event is defined as any party hosted by a recognized organization which includes multiple people. Social event advertisements cannot mention alcoholic beverages nor have pictures of alcohol in order to be approved and posted. The student sponsors of the events are responsible for adhering to the guidelines for hosting events.

Guidelines for Hosting an off campus Event that Includes Alcohol

Any campus organization requesting an event with alcohol must be in good standing with the College. The student leaders of the sponsoring organization are responsible for the following:

- Providing written documentation in the form of registering and applying for the social event,
- Insuring that alcohol is not consumed by persons under the legal age within the State of Missouri,
- Reasonable precautionary measures to insure that alcoholic beverages are not served or available to intoxicated students,
- Providing intoxicated students safe transportation home,
- Providing monitors and/or security guards if mandated in approval of registration and application.

- Following all risk management or risk reductions policies outlined by their (inter) national headquarters/organization and insurers.
- Various snack items and non-alcoholic beverages must be made available that will last throughout the entirety of the event. Such costs will be paid for by the sponsoring campus organization.
- No organization (or person) may sell alcoholic beverages, which includes charging an admission fee for the purpose of providing alcohol.
- If security guards (typically off-duty police officers) are mandated, such costs will be paid for by the sponsoring campus organization.

Designated monitors are defined as non-drinkers before, during and after social events and must be of sophomore, junior, and/or senior status. No first-year members may be monitors. Monitors work with the sponsor to ensure the guidelines are followed. The number of monitors needed would be at least 5% of the estimated group size.

Organizations may be required to provide a complete “guest list” for their party, including the names of all guests who will attend. The guest list must be submitted 24 hours before the party begins. No names will be added to the guest list once it is on record in the Office of Student Affairs. Students not on the guest list will not be allowed to attend the party.

The College’s leadership, or their designee, has the authority to decline any social event that may compromise the safety and/or well-being of the College community or that may appear to be antithetical to the College’s mission. The College views the completed and signed registration form as a contract. If the contract is breached in any manner, this will be viewed as a violation of the College Alcohol Policy and the event will be shut down immediately and the hosting student organization could be subject to disciplinary action. The College also reserves the right to hold individuals accountable, whose behavior may have led to the breach of the event contract.

Fundraising

The Office of Student Affairs must formally approve all fund-raising efforts by student organizations, including both on campus events and solicitations from private businesses in the community.

Hazing

William Jewell College has a zero-tolerance policy on hazing of any kind. Hazing is strictly prohibited by state and federal law as well as fraternity and William Jewell College policy. Hazing is defined as any action or situation created, intentionally, recklessly or negligently, on or off campus, at any time causing or risking the cause of any physical or mental discomfort, pain, or injury for the purposes of initiation, affiliation or admission into any organization recognized by the college. This policy does not only apply to Greek organizations but includes all William Jewell College student organizations, athletic teams, and all other co-curricular organizations.

Physical hazing includes but is not limited to: paddling, beating, branding, forced calisthenics, creation of excess fatigue, exposure to the elements, forced consumption of any food, liquor, drug, or other substances, or other forced activity which could adversely affect the health or safety of the individual. Mental hazing may be defined as coerced or forced mental stress such as, but not limited to: sleep deprivation, intentional exclusion from social contact, intentional embarrassment, any activity that adversely affects mental health or dignity; or any activity that interferes with scholastic success.

Involvement in any of the above-outlined activities, as a condition of membership, shall be presumed to be forced involvement; regardless of the individual's willingness to participate in such an activity.

Greek Life

Mission Statement - V.2 6/23/04

The Mission of the WJC Greek community is to develop and support our men and women by upholding the core values of the college, emphasizing integrity and excellence through:

- Scholarship
- Leadership
- Responsible community living
- Lifelong brotherhood and sisterhood
- Service to members, college, and community

Vision Statement - V.2 6/23/04

Greek Life at WJC will be:

- A model of ethical leadership and responsible self-governance
- Distinguished by its academic achievement
- A unified community
- Attractive to all students and welcomes diversity
- Encouraged by parents
- Respected by the entire campus community
- Supported by an involved and trained team of alumni/ae
- A model of superior residential facilities that promote community
- A premier system recognized nationally

Consensus of Goals - V. 1 3/26/04

1. Accountable, Credible, and Responsible Self-governance
 - a) Honor code
 - b) Training Issues
 - c) Judicial System
 - d) Consistent enforcement of policy regarding hazing, alcohol, and sexual assault
 - e) Assessment Tools
2. Unified Greek Community
 - a) Housing equity
 - b) Relationships
- 3) Positive Recruitment and New Member Experience
- 4) Alumni and Advisor Leadership, Development, and Education
 - a) Greek Alumni Council
- 5) Recognize and Promote Our Greek Community
 - a) National Recognition
 - b) Comprehensive Public Relations Plan
- 6) Support and Improve Academic Achievement
 - a) Order of Omega
 - b) Faculty Advisors
- 7) Build Campus and Community Partnerships
 - a) Philanthropy
 - b) Service

- 8) Member Leadership Development and Education
 - a) Officer Training and Transition
 - b) History, Values, and Rituals
- 9) Promote a Greek Community that Welcomes and Values Diversity
- 10) Strengthen and Define the Role of IFC and Panhellenic

Fraternities and sororities are independently chartered social organizations recognized by William Jewell College as a viable part of the educational tradition. Guidelines for student affiliation with any Greek organization are established by the Interfraternity and Panhellenic Councils and are subject to administrative approval.

Students living in fraternity housing, referred to as the Greek Fraternity Complex, are subject to all residential policies. Sorority wings are also approved Greek residential housing. Students living in these areas are expected to adhere to all residential guidelines and the Standard of Conduct. First-Year students (students completing their first full year at the College) are not eligible to move into Greek housing until the fall of their sophomore year.

If college regulations are not enforced and/or violations of policy are tacitly condoned, the Greek Judicial Council (GJC) may call for a disciplinary hearing and/or review of organizational status. The Board of Trustees gives Student Affairs administrators the responsibility to share any information related to alleged violations with the GJC. In the event that a Greek organization's actions call for organizational recognition to be reviewed, the Committee on Organizational Recognition (COR) may call for a recognition review of organizational status in conjunction with the actions of the GJC.

William Jewell College reserves the right to prohibit a student from living in Greek housing due to the student's disciplinary history. The William Jewell College Greek system has set minimum academic standards for activation and continued membership. According to National Panhellenic guidelines, only full-time students with a minimum of 2.50 grade point average (GPA) may become active members in sororities at William Jewell. All fraternity men must have a minimum GPA of 2.50 in order to become an active member. Additionally, all Greek system members (both men and women) must maintain a minimum cumulative GPA of 2.50 for continued membership. All fraternity men living in the Greek Fraternity Complex must maintain a 2.50 cumulative grade point average (GPA) and maintain full-time status with a minimum of 12 credit hours per semester.

In accordance with national fraternity and sorority policy, William Jewell College prohibits any physical or mental harassment of students as part of pledging or initiation procedures for any student organization. All new member education programs must be outlined and provided to the Office of Student Affairs prior to the start of each academic year. In addition, all initiation week times and activities shall be registered with the Office of Student Affairs. (Refer to p.7 for the official college hazing policy.)

Group social behavior where alcohol or illegal substances are present is a major concern, not only of the college staff, but also of the national officers of each fraternity and sorority. It is expected that Greek organizations adhere to all risk management guidelines; federal, state, and local laws; William Jewell College policies; and individual chapter policies outlined by the national/international headquarters. It is the responsibility of the officers of the organization and alumni advisors to ensure compliance.

It is the responsibility of the Greek Judicial Council to respond to all alleged violations of college policy by

Greek organizations. As previously outlined, the Committee on Organizational Recognition reserves the right, with cause, to review the standards and behavior of each organization at any point throughout the year. Reevaluation of recognition status and actions may be assessed upon this review.

Trustee Policy Regarding Student Publications

As an institution of higher learning, William Jewell College is committed to the highest professional and academic standards. The college seeks to pursue knowledge and truth as a community of Christian scholars who subject themselves to the discipline and moral obligations of the Christian faith. The endeavors of all who choose to associate with the college are expected to reflect a serious commitment to these obligations.

Accordingly, it is expected that student publications adhere to the rules of professional journalism, avoiding libel, pornography and invasion of privacy. Editorials, news features or advertising columns shall not endorse or promote the use of illegal drugs, alcohol, tobacco or the practice of premarital sex. Dissent and criticism, while an acceptable dimension of the educational experience, are to be phrased with courtesy and decency and are to be presented in a responsible manner.

Non-college sponsored publications by individual students or student groups are of an unofficial nature and the college assumes no responsibility for the content of such documents. Persons who imply college endorsement of, or responsibility for, content of unofficial publications are subject to disciplinary action. Student status does not diminish one's rights or responsible exercise of freedom; neither does this status provide immunity from legal action. William Jewell College does not provide legal assistance to students whose activities become subject to punitive measures by civil or college authorities.

Distribution of unofficial publications normally is permitted on campus in an appropriate manner and place as designated by college officials. However, distribution of unofficial publications in which the authors or publishers are not identified is prohibited.

While college equipment may be used to reproduce unofficial publications (subject to reasonable charges for labor, materials, etc.) such use and distribution may be denied for material of questionable propriety or when the equipment or space is required for official purposes.

It is expected that publishers of unofficial documents ensure that their work neither misrepresents the college nor disregards the properties inherent in the Christian ethics to which William Jewell College subscribes.

Whether in college-sponsored materials or an unofficial student publication, freedom of expression is not interpreted to include the public use of obscene language or profane expression.

Student Organizations & Involvement

There are many activities available at and around Jewell: fraternity formals, Friday night basketball games, trips to Wal-Mart or the Folly Theater. This section will give you a few ideas to get started, but there are many more opportunities on campus and in the community. Be creative (basically that means coming up with things to do when you're broke) and remember to make everything you do fun. These are your college years, which everybody keeps referring to as the best years of your life. Don't waste them!

Please contact the office of Student Affairs for current organization presidents and advisors.

Academic Honorary

Alpha Lambda Delta

Alpha Lambda Delta is the national honor society for first-year scholarship. The purpose of the society is to encourage superior scholastic attainment among students in their first year of college, to promote intelligent living, a continued high standard of learning, and to assist women and men in recognizing and developing meaningful goals for their roles in society. Membership is restricted to first-year students who carry twelve or more hours and earn a grade point average of 3.5 or above at the end of their first semester or cumulative at the end of their first year.

Alpha Psi Omega

Alpha Psi Omega is a national honor society for students in dramatics. The purpose of the society is to honor students whose excellence in acting, production skills, and academics is deemed outstanding.

Beta Beta Beta

Beta Beta Beta is the national honor society for students in biology. The purpose of the society is to promote scholarship and to encourage research in the life sciences. Lambda Chapter provides for three classes of student membership, all of which require recommendation by the biology faculty and approval by other members. Provisional membership requires a major interest in biology. An associate member must have a major interest in biology, have completed zoology, be enrolled in another biology course for a total of eight hours of biology, and have at least a 3.0 grade point average in biology. An active member, a second semester sophomore, must have completed twelve hours of biology with at least a 3.0 average and have an overall grade point average of 2.5.

Delta Mu Delta

The purpose of Delta Mu Delta is to promote higher scholarship in training for business and to recognize and reward business administration students who have distinguished themselves scholastically.

Kappa Delta Pi

The purpose of this education honor society is to promote educational research and excellent teaching and to honor outstanding scholastic achievement, leadership, and exemplary teaching positions.

Kappa Mu Epsilon

Kappa Mu Epsilon is the national honor society for students in mathematics. The purpose of the society is to honor outstanding scholastic achievement in mathematics and to encourage further study in the field and its applications. To be eligible for membership, students must have completed at least three semesters of college courses, must rank in the upper 35 percent of their class, must have completed at least three courses in

mathematics, including at least one semester of calculus, and must have earned at least a 3.0 average in all mathematics courses. Transfer students must have completed at least one semester at William Jewell College, including at least one mathematics course with a B or above. Selection and initiation into the society is held each spring and is by invitation. A banquet is held in conjunction with the initiation.

Lambda Pi Eta

Lambda Pi Eta is the official communication studies honor society of the National Communication Association. Their mission statement is to recognize and foster outstanding scholastic achievement; to promote and encourage professional development among communication majors; to explore options for graduate study; and to establish and maintain close relationships between faculty and students. To be eligible to apply for membership, students must have completed 60 hours (12 hours in communication) with a grade point average of 3.25 or above.

Mortar Board

Mortar Board is a national honor society which recognizes seniors for leadership, scholarship, and service and encourages lifelong contributions to the global community. The Panaegis Chapter of Mortar Board is an active honor society with monthly meetings and requisite service projects. New members are selected in the spring semester. Eligibility is determined by the top 35% grade point average of the class and members are selected from students who have clearly demonstrated the hallmarks of Mortar Board: leadership, scholarship and service. Students should have at least 60 credit hours; members are usually accepted only for the year in which they will actually graduate.

Phi Alpha Theta

Phi Alpha Theta is the national honor society for students in history. The purpose of the society is to stimulate scholarship in the field of history, to promote historical writing, and to enable its members to become better informed about national and international affairs. Membership is limited to those who have 12 hours in history with an average grade of B+, an average of C+ in two-thirds of their credits, and no F in any course. The William Jewell Beta Gamma chapter was installed in 1947.

Phi Sigma Iota

Phi Sigma Iota is the national honor society for students of foreign languages. The purpose of this organization is the recognition of outstanding scholarship foreign languages, as well as to promote the study of foreign languages and the knowledge of foreign cultures and to promote relationships with international students at WJC. We support efforts to define and apply the principles of academic ethics. Membership is based on high scholastic attainment. At the time of election to membership, the undergraduate initiate must have attained a B+ average or better across all language courses and be enrolled in a third- or fourth-year language course. Moreover, one must attain a minimum GPA of B over all attempted college work, and rank in the upper 35% of one's class in general scholarship at induction.

Psi Chi

Psi Chi is the national honor society for students of psychology. The purpose of this organization is to recognize outstanding students, encourage excellence in scholarship and to further the science of psychology. Membership is restricted to persons who have declared a major in psychology, rank in the upper 35 percent of their class, have a 3.0 average in all psychology courses, have completed a minimum of nine semester hours of psychology credit, and have high standards of personal behavior.

Sigma Pi Sigma

Sigma Pi Sigma is the national honor society for students of physics. Sigma Pi Sigma exists to honor outstanding scholarship in physics; to encourage interest in physics among students at all levels; to promote an attitude of service of its members towards their fellow students, colleagues, and the public; to provide a fellowship of persons who have excelled in physics. Sigma Pi Sigma's mission is not completed in the induction ceremony with the recognition of academic accomplishment. In the four dimensions of Honor, Encouragement, Service, and Fellowship, the mission of Sigma Pi Sigma takes a longer view. Certain high numerical standards for admittance are established by chapter bylaws and the national constitution. Undergraduate candidates must be in the upper one-third of their class in general scholarship to meet the minimum standard that chapters may use. A higher minimum average is often established for physics courses. Undergraduate candidates must have completed at least three semesters of full-time college work and at least three semester courses in physics that can be credited toward a physics major.

Sigma Tau Delta

Sigma Tau Delta is the national honor society for students in English. Re-chartered at William Jewell College in 2001, this society offers English majors and other lovers of the written word opportunities for stimulating engagement, conferences, and publication in the society's literary journal.

Theta Alpha Kappa

The purpose of Theta Alpha Kappa is to encourage and recognize excellence in the academic study of religion (and/or theology) in the context of accredited undergraduate institutions of higher learning. The Chapter shall induct only students who meet the minimum academic requirements and who, in the opinion of the faculty of religion, embody the spirit and mission of William Jewell College and its Department of Religion.

Who's Who

Who's Who Among Students in American Colleges and Universities is a published form of national recognition for achievement, scholarship and character of students at more than 700 colleges and universities. A committee of faculty members representative of various activities selects these students on the basis of scholarship, personality, and leadership. The students are accepted into the national organization after submitting a summary of information concerning themselves and their achievements. This is one of the highest honors that a student can attain.

Discipline Related

American Chemical Society Student Affiliates

The purpose of American Chemical Society Student Affiliates is to encourage, in the broadest sense and most liberal manner, the advancement of the chemical enterprise and its practitioners. Toward that end, the organization advances scholarly knowledge, provides professional series and supports communications with varied audiences and is actively involved in the sciences, education and public policy agendas.

American Medical Students Association

AMSA, with a half-century history of medical student activism, is the oldest and largest independent association of physicians-in-training in the United States.

Association for Supervision and Curriculum

The purpose of Association for Supervision and Curriculum shall be to promote students' professional development by preparing educators for classroom and school leadership positions by engaging them in professional opportunities that bridge preparation and practice.

Chamber Orchestra

Exploring works from the rich string literature of Vivaldi to Vaughan Williams, the Chamber Orchestra rehearses once every week. The group performs several concerts each semester, both on- and off-campus. Outstanding students frequently are featured as soloists. Chosen by audition, the group is open to all qualified string players regardless of major.

Chamber Singers

The Chamber Singers are an all first year ensemble selected during fall registration by audition. Only members of Chapel Choir are eligible for membership. Membership continues for two semesters. This honors ensemble sings for Hanging of the Green in December, presents a full concert in the spring semester, and other performances on occasion. Literature is selected from a wide variety of styles. Music reading ability is one of the skills considered.

Chapel Choir

Each year approximately 115 students make up the William Jewell College Chapel Choir. Members are chosen by audition. The choir sings for campus convocation periods and for churches in the Kansas City area. A smaller group from within the choir is chosen to make an annual tour of Midwest cities. Each semester the entire choir presents a major choral work with orchestral accompaniment.

Jewell Communication Society

JCS seeks to promote the communication arts and sciences at William Jewell College by providing opportunities for its members, the collegiate community and others to engage in meaningful dialogue with various entities in the field of communication.

Concert Choir

The Concert Choir is the college's most advanced choral ensemble. The 45 to 55 members are selected by annual audition at the close of the spring semester (except for transfer students). The Concert Choir makes annual tours in the U.S. during Christmas or Spring Breaks, and has made five concert tours of England and Scotland (one every three years). Members come from almost all majors, sophomores through seniors, and are selected on the basis of vocal ability, music reading skills, aural skills and general musicianship. Membership satisfies music scholarship requirements and choral ensemble requirements for music majors.

Handbell Choirs

Beginning, intermediate, and advanced Handbell Choirs are available to William Jewell College students. Placement in the intermediate and advanced choirs is determined by experience and musicianship. The beginning choir is open to any student who reads music. Contact the Music Department office for more information.

Jazz Band

The Jazz Band offers a creative outlet for students' musical performance skills. Membership in the 20-piece group is by audition. Literature for the group ranges from swing to modern jazz. The Jazz Band regularly performs on-campus for special events and concerts.

Liberty Symphony Orchestra

The Liberty Symphony Orchestra is open to all students of William Jewell College and residents of greater Kansas City by audition. The group meets on Tuesday evenings from 7:15 to 9:30 and on Thursday afternoons.

String players are expected to play in the Chamber Orchestra. One hour of credit is given. The Liberty Symphony performs a regular series of concerts during the academic year.

Nonprofit Leadership Association

Nonprofit Leadership Association is an academic, co-curricular leadership certificate program offered by an external accrediting agency and managed by the Pryor Leadership Program.

Pryor Leadership Program

Recognized internationally, the Pryor Leadership Studies Program is an academic program that is experience-based. During the first semester, you complete a Cornerstone Course that teaches leadership theory and helps you learn about the strengths and weaknesses of your own leadership style. You also write a Growth Plan to guide personal leadership development. As a Pryor Fellow, you engage in several significant learning experiences. An Outward Bound trip allows you to practice leadership and team building in the Florida Everglades. A Vocational Internship helps you explore your career interests and a Volunteer internship allows you to practice servant leadership. You have interaction with professional and community leaders. In the last semester, you participate in a comprehensive Capstone Course that asks you to complete a group Leadership Legacy project and assists you in making the transition into the world of work.

Sigma Alpha Iota

Sigma Alpha Iota is the international professional society for women in the field of music. Its purposes are to raise the standards of productive musical work, to further the development of music and to give inspiration and support to its members. Members are chosen from women participants in the campus music program.

Society of Physics Students

The Society of Physics Students, sponsored by the American Institute of Physics, is the student professional society in physics. There are over 300 chapters in colleges and universities in the United States. Membership is available to all students who are interested in physics as a career. Members receive subscriptions to Physics Today or the Physics Teacher, each of which is published by the American Institute of Physics.

Student Nurses Association

This organization exists for the advancement of the study of nursing among William Jewell College students. The organization also provides a social outlet for those majoring in nursing.

Symphonic Band Council

The 65-piece Symphonic Band is the largest of the instrumental organizations sponsored by the music department. The band is open to all students by audition. The band plays for a number of convocations, performs numerous concerts, and takes a major tour during the school year. The band meets three times a week for one hour of credit.

Greek Life

Alpha Delta Pi

Alpha Delta Pi Sorority was founded as the Adelphean Society on May 15, 1851 with nineteen charter members. Six women, students at Wesleyan Female College in Macon, Georgia, had decided to form a society focusing on the ideals of sisterhood, loyalty, scholarship, and service to others. In 1904 an expansion policy was adopted, with the group at Wesleyan College becoming Alpha Chapter of the Adelphean Society. In 1905 the name of the group was amended to Alpha Delta Phi. In order to avoid confusion with a men's organization

of the same name, the name was changed in 1913 to Alpha Delta Pi.

Alpha Gamma Delta

Alpha Gamma Delta was founded May 30, 1904 at Syracuse University in Syracuse, New York. Unlike other groups that were founded as local groups or literary societies, Alpha Gamma Delta was founded to become a national women's fraternity. Since 1904, Alpha Gamma Delta has grown to an international organization with 180 installed collegiate chapters and more than 250 alumnae chapters. Alpha Gamma Delta's mission is to support lifelong learning as a means to gain understanding and wisdom, promote the value of fraternal membership and commitment to higher education, prepare members to contribute to the world's work, and advocate lifetime involvement in Alpha Gamma Delta. We support the Alpha Gamma Delta Foundation as well as Juvenile Diabetes Research, and wear our pearls and colors, red, buff and green proudly. Inspire the Woman. Impact the World.

Delta Zeta

Delta Zeta was founded on October 24, 1902 with the help of Dr. Guy Potter Benton at Miami University in Oxford, Ohio. In 1902, Dr. Guy Potter Benton was elected as the new President of Miami University in Oxford, Ohio. One of the first things that Dr. Benton did was to allow young women to enroll in the currently all-male University. That coming fall, six of the newly admitted female students organized the first sorority chapter, an idea that was widely accepted due to the three fraternities that already existed. Today, with over 180,000 alumnae and college members and 160 chapters in the United States and Canada, Delta Zeta is a testament to lifetime sisterhood and cherished ideals and will continue to grow and touch the lives of many through their spirit, service and sisterhood.

Interfraternity Council

The William Jewell College Interfraternity Council is the governing body for the national and international fraternities on campus. It is the responsibility of the Interfraternity Council to oversee formal and informal Rush, encourage academic excellence among its members, foster relations between fraternities, and develop leadership opportunities for Greek affiliates.

Kappa Alpha Order

It happened on December 21, 1865, when today's student probably would have been skiing in Colorado or lounging around his family home. Instead, four students at Washington College in Lexington, Virginia, spent their holiday season in the midst of a war-torn community, which had been victimized by raids during the War Between the States. Life was difficult in the turbulent Reconstruction era. These four men, among the first 50 students to return to the College following the war, sought to bind their friendship by "mutual pledge of faith and loyalty." James Ward Wood, Stanhope McClelland Scott, William Nelson Scott and William Archibald Walsh formed Phi Kappa Chi, adapting a ritual from an extinct fraternity. However, the members of the group soon changed the name to Kappa Alpha, by request of Phi Kappa Psi fraternity that already existed on campus. The Kappa Alphas met at the Ann Smith Academy where the Scott brothers' father was headmaster. During the first year, KA initiated seven new men -- among them was Samuel Zenas Ammen. Ammen, unimpressed with the borrowed ritual, said it was "mere verbal pyrotechnics in florid sophomoric style with nothing to touch the imagination of initiates nor stir their fancy." He collaborated with Wood and William Nelson Scott to write a new ritual which changed Kappa Alpha from a fraternity into an Order of Christian knights pledged to the highest ideals of character and achievement. Their emulated that college's president, Robert E. Lee, a great man eminent in character. Lee was not a member of Kappa Alpha, but his influence on the early members shaped the destiny of the young fraternity.

Lambda Chi Alpha

The vision of Lambda Chi Alpha Fraternity is to prepare and encourage collegiate men of good character, high ethics, and noble ideals to contribute positively to the world in which they live. The mission of Lambda Chi Alpha is to offer the best fraternal experience, focusing on personal character development through leadership, scholarship, community service, and positive social experiences. Objective One. Focus the Fraternity on personal character development through leadership, scholarship, community service, and positive social experiences. Objective Two. Support undergraduate and alumni members through improvement and development of programs, standards, and services that focus on personal character development through leadership, scholarship, community service, and positive social experiences. Objective Three. Manage and increase the resources of the Fraternity including undergraduate membership, alumni involvement, assets, revenues, communications, and technology.

Panhellenic Council

The William Jewell College Panhellenic Council is the governing body for the national and international sororities on campus. It is the responsibility of the Panhellenic Council to oversee Recruitment, encourage academic excellence among its members, foster relations between sororities, and develop leadership opportunities for Greek-affiliates.

Phi Gamma Delta

Founded in 1848, Phi Gamma Delta is a men's social fraternity that has undergraduate chapters throughout the United States and Canada. Membership in Phi Gamma Delta (also known as "Fiji") is premised on five key VALUES, friendship, knowledge, service, morality, and excellence.

Zeta Tau Alpha

Zeta Tau Alpha was founded October 15, 1898, by nine women at the State Female Normal School in Longwood, Virginia. These young women desired permanence to their friendships and hoped to perpetuate their sisterhood long after college. The mission of Zeta Tau Alpha is to make a difference in the lives of our membership by developing the potential of each individual through visionary programming which emphasizes leadership development, service to others, academic success and continued personal growth for women with a commitment to friendship and the future based on the values and traditions of our past.

Multicultural

Black Students Union

The purpose of the Black Students Union is to enlighten the campus and community through educational awareness of Black history, culture, and current issues.

SAGE (Straights and Gays for Equality)

SAGE program is an educational intervention program. The purpose of the program is to provide students a safe (non-threatening, non-judgmental) place to talk about themselves, their experiences, and their development. The primary goal of the program is to develop allies for students and to positively enhance the campus environment through individual interaction between faculty/administrators and students addressing such issues as hate speech/hate crime, racial/sexual identity issues, sexual violence/sexual harassment issues, and related topics.

Unity Association

Unity has as its main purpose the facilitation of communication among persons of various ethnic backgrounds.

The organization, open to all interested students, faculty and staff, participates in community projects as well as campus activities.

Political

College Republicans

Integrity, boldness and hard work.

College Democrats

The College Democrats advance the philosophies and ideologies of America's Democratic political party and area actively involved in campaigns with candidates and on issues that advance the party.

Progressive Students of America (PSA)

The purpose of PSA is to develop and maintain an organization that allows students a chance to discover different political and social views, while helping them to form their own opinions.

Serving the WJC Community

Cardinal Blazers

Cardinal Blazers are student volunteers associated with the Office of Admission who communicate the merits of William Jewell College with prospective students and their families. The purpose of the organization is to support the recruitment efforts through daily tours, special visit events, and other duties as needed. Cardinal Blazers are sometimes the only current students that visitors come in contact with, so they must represent the student body of William Jewell with honesty, integrity, and enthusiasm. Students may enter the program as early as the second semester of their first year on campus.

College Union Activities (CUA)



College Union Activities is William Jewell College's official student activities and programming board. The organization's membership is open to all Jewell students and is responsible for planning, promoting, and executing a wide variety of activities and programs including, but not limited to, concerts, comedians, speakers/lectures, dances, fairs and carnivals, special campus events, events and functions off campus, etc. CUA's programs and activities are provided for the benefit of all Jewell students.

Hilltop Monitor

The Hilltop Monitor is the weekly campus newspaper serving the entire college community. Students may participate in this co-curricular activity earning credit for the communication major, but students studying in any discipline may participate as staff members or contributors. The Hilltop Monitor invites all members of the college community to contribute through feedback and letters to the editor, which should be submitted several days before the regularly scheduled Friday publication.

Intramural Sports

The Intramural program serves to meet the need for physical activity outside of the varsity sports program and in addition to the activity courses. Opportunities exist to participate in team sports with improvements for the Jewell Intramural program. Place winners in each category of the Intramural program are recognized in the award system. Overall recognition is given to the organization achieving the largest point total in all sports during that school year.

Student Senate

The functioning organization of student government at William Jewell College is the Student Senate. It not only provides a forum for the formulation of student opinion on many diverse issues, but also provides a working link between the students and the faculty, administration, and the Board of Trustees.

Special Interest

Cardinal Jesters

The Cardinal's Jesters is the official improvisational comedy troupe of William Jewell College. They hold weekly rehearsals and a free monthly show on campus. All students are eligible to audition, however a GPA of 2.5 must be maintained to be eligible for performances.

Debate

Forensics is one of the oldest extracurricular activities on the campus. Debate and oratory have been carried on at Jewell since 1873. The activity is so integrated with the college program that it is in a sense curricular; for exhibiting quality in this field, students can earn up to four hours of credit. As a member of both NDT and CEDA, the squad attends tournaments at colleges and universities nationwide and also sponsors the Bowman Tournament annually.

International Relations Club

The IR Club exists to provide opportunities to discuss international issues, encourage international students at WJC, and to explore cross-cultural experiences in the Kansas City Metropolitan Area.

Jewell Law Society

Jewell Law Society seeks to become an organization dedicated to the future of students studying and practicing law and provide the students of William Jewell College with an excellent opportunity to explore the legal field, at all times upholding the obligations of a recognized student organization.

Liberty Symphony Orchestra

Community-based performing group in Liberty seeking talented musicians.

Melodic Sensation

Jewell's student led glee club. All students are eligible to audition and the group performs at various events throughout the year.

Rotaract

Rotaract seeks to improve both self and others, be it through local activities or international activity involvement.

Students in Free Enterprise (SIFE)

SIFE is a global non-profit organization, funded by financial contributions from corporations, entrepreneurs, foundations, government agencies and individuals. Working in partnership with business and higher education, SIFE teams are led by faculty advisors and they are challenged to develop community outreach projects that reach SIFE's five educational topics:

- Market Economics
- Success Skills

- Entrepreneurship
- Financial Literacy
- Business Ethics

SIFE team members leverage their personal educational experiences, the expertise of their faculty advisors, the support of their local business advisory boards, and the resources of their institutions to implement programs that create real economic opportunities for members of their communities. The effectiveness of their programs is judged at competition.

Spiritual/Faith

Christian Student Ministries

Through a variety of activities and programs, CSM encourages students on their spiritual journey while providing activities and resources for personal growth. Students may also use their gifts to join CSM in its service to the college and community by participating in one of many ministry teams. All students are welcome and encouraged to participate in all CSM activities. For more information on specific programs, see the CSM section in Spiritual Life, Events and Groups.

DIAKRINOMENA

The purpose of DIAKRINOMENA (doubters; to be of two minds) is to consider and discuss doubt-generalized and specific and personal-as a valid aspect of faith, in all its varieties and permutations. The organization's aim is not necessarily always to find a way through the challenge to faith, but to understand the nature of doubt in the context of or in opposition to faith.

Fellowship of Christian Athletes (FCA)

FCA provides small groups and support for teams and athletes. They also host campus-wide sporting events and activities. The group meets weekly for an athletes Bible study.

Sigma Epsilon Pi

Sigma Epsilon Pi is an organization for students who are pursuing a future in some type of ministry (vocational or volunteer). This group is a part of the Church Ministries Practicum, a program designed to expose students to a variety of ministry settings and opportunities, teaching them practical ministry skills, connecting them with local ministers and ministries, and helping them to understand God's call for their lives. The group has monthly meetings, and regularly travels to churches in the area to lead revivals, youth events, and retreats. The Chaplain's Office oversees the Church Ministries Practicum as part of its mission to train students in ministry. Scholarships of up to \$1800 each academic year are available for students accepted into the program. For more information, see the College Catalog, or visit the Chaplain's office (in Gano) or the Financial Aid Office.

William Jewell College Catholic Fellowship

WJC Catholic Fellowship was created to give support and enrichment of our Catholic students' faith and to help them in their formation of their Catholic conscience.