THE GREYHOUND SURVIVAL MANUAL
(A Handbook for Students)

This handbook is the product of a collective effort by the Office of the Dean for Student Services and the Office of Campus Life and is intended to inform students of current policies and procedures at Indiana Central University. We trust this information will make the life of each student a little less confusing and will prove to be of assistance from time to time.

Many of the topics included in this publication are covered in greater detail in the official Indiana Central University Catalog. It is each student's responsibility also to be familiar with that bulletin.

We hope each person's experience at Indiana Central will be exciting and rewarding. There are many capable people willing to be of help, however, should problems occur. When difficulties do arise, big or small, students are encouraged to make use of all the resources for assistance available to them.

David J. Huffman
Dean for Student Services

Larry Bledsoe
Director of Campus Life
### ACADEMIC CALENDAR 1981 - 82

#### SEMESTER I

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 1 &amp; 2</td>
<td>3 - 8 p.m.</td>
<td>Registration: Eve. and Grad. Divisions</td>
</tr>
<tr>
<td>Sept. 4</td>
<td></td>
<td>Faculty-Staff Institute</td>
</tr>
<tr>
<td>Sept. 5 - 7</td>
<td></td>
<td>Freshman Orientation</td>
</tr>
<tr>
<td>Sept. 8</td>
<td>8 a.m. - 2 p.m.</td>
<td>Registration: Day Division</td>
</tr>
<tr>
<td>Sept. 8</td>
<td>5:30 p.m.</td>
<td>Eve. and Grad. Div. Classes Begin</td>
</tr>
<tr>
<td>Sept. 8 - 9</td>
<td>5 - 8:30 p.m.</td>
<td>Late Registration: Eve. and Grad. Divs.</td>
</tr>
<tr>
<td>Sept. 9</td>
<td>8 a.m.</td>
<td>Day Division Classes Begin</td>
</tr>
<tr>
<td>Sept. 11</td>
<td>10 a.m.</td>
<td>Formal Opening Convocation</td>
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<tr>
<td>Oct. 10</td>
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<td>Homecoming Day and President’s Ball</td>
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<tr>
<td>Oct. 14</td>
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<td>Brown County Day</td>
</tr>
<tr>
<td>Oct. 24</td>
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<td>Mid-Semester Ends</td>
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<tr>
<td>Oct. 31</td>
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<td>High School Day</td>
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<td>Nov. 14</td>
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<td>Parent’s Day</td>
</tr>
<tr>
<td>Nov. 24</td>
<td>11 p.m.</td>
<td>Thanksgiving Recess Begins</td>
</tr>
<tr>
<td>Nov. 30</td>
<td>8 a.m.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Dec. 19</td>
<td>5 p.m.</td>
<td>Semester Ends</td>
</tr>
</tbody>
</table>

#### SEMESTER II

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Jan. 5 &amp; 6</td>
<td>3 - 8 p.m.</td>
<td>Registration: Eve. and Grad. Divisions</td>
</tr>
<tr>
<td>Jan. 11</td>
<td></td>
<td>Preregistration: Beginning Day Students</td>
</tr>
<tr>
<td>Jan. 11</td>
<td>8 a.m. - 2 p.m.</td>
<td>Registration: Day Division</td>
</tr>
<tr>
<td>Jan. 11</td>
<td>5:30 p.m.</td>
<td>Eve. and Grad. Div. Classes Begin</td>
</tr>
<tr>
<td>Jan. 11 &amp; 12</td>
<td>5 - 8:30 p.m.</td>
<td>Late Registration: Eve. and Grad. Divs.</td>
</tr>
<tr>
<td>Jan. 12</td>
<td>8 a.m.</td>
<td>Day Division Classes Begin</td>
</tr>
<tr>
<td>Feb. 27</td>
<td></td>
<td>Mid-Semester Ends</td>
</tr>
<tr>
<td>April 9</td>
<td></td>
<td>Good Friday Recess</td>
</tr>
<tr>
<td>April 17</td>
<td>5 p.m.</td>
<td>Semester Ends</td>
</tr>
</tbody>
</table>

#### SPRING TERM

<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>April 26</td>
<td>8 a.m.</td>
<td>Spring Term Begins</td>
</tr>
<tr>
<td>May 20 - 21</td>
<td></td>
<td>Meeting of Board of Trustees</td>
</tr>
<tr>
<td>May 21</td>
<td></td>
<td>Spring Term Ends</td>
</tr>
<tr>
<td>May 22</td>
<td></td>
<td>Alumni Day</td>
</tr>
<tr>
<td>May 23</td>
<td></td>
<td>77th Annual Baccalaureate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commencement</td>
</tr>
</tbody>
</table>

#### FIRST SUMMER SESSION

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 20</td>
<td>3 - 8 p.m.</td>
<td>Registration for All Students, SSI</td>
</tr>
<tr>
<td>April 26</td>
<td></td>
<td>Summer Session I Classes Begin</td>
</tr>
<tr>
<td>May 30</td>
<td></td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 12</td>
<td></td>
<td>Summer Session I Ends</td>
</tr>
</tbody>
</table>

#### SECOND SUMMER SESSION

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>June 18</td>
<td>3 - 8 p.m.</td>
<td>Registration for All Students, SS II</td>
</tr>
<tr>
<td>June 21</td>
<td></td>
<td>Summer Session II Classes Begin</td>
</tr>
<tr>
<td>July 5</td>
<td></td>
<td>Independence Day Vacation</td>
</tr>
<tr>
<td>August 7</td>
<td></td>
<td>Summer Session II Ends</td>
</tr>
</tbody>
</table>
CENTRAL COUNCIL

Comprised of five elected officers, the president and three representatives from each class, two faculty members, and two administrators, Central Council influences greatly the social, cultural, and religious life of the campus.

Since the activities and programs sponsored by the Central Council are financed in part through activities fees included in tuition, students have a stake in the success of Central Council. More importantly, however, the Council gets its strength and ideas from the students and relies on the input and enthusiasm of the student body.

The Central Council Office is located in the concourse level of Schwitzer Center, and council meetings are open to all interested members of the I.C.U. community.

1981 - 82 Officers

President: Sandore Zehr
Vice President for Christian Life Activities: Pete Mather
Vice President for Social Activities: Ben Arndt
Vice President/Treasurer: Sam Juett
Secretary: Kim Eppler

Senior Class President: James Pinaire
Representatives: Tracy Ferris
Scott Lacey
Jeff McPeak

Junior Class President: Dennis Reinbold
Representatives: Deidre Funkhouser
Gail Reed
Judy Woehnker

Sophomore Class President: Amy Regensberger
Representatives: Cheryl Lamb
Steve Kolbus
Mike Schwab

Administrative Representative: Larry Bledsoe

Faculty Representatives: Dr. William Gommel
One vacancy to be filled in the fall
CAMPUS ORGANIZATIONS

All student organizations are registered each year with the Office of Campus Life, where a file is kept of active clubs, their officers and advisers. Participation in extra-curricular organizations is open to any full-time Day Division Student not on academic or social probation.

Guidelines for the formation of new organizations are available in the Office of Campus Life, and groups wishing to become official organizations of the University must then be approved by the faculty and administration.

INTRAMURALS

Indiana Central maintains a varied schedule of intramural activities for men and women. If any activity in which you have an interest is not available presently, try to generate some enthusiasm for it among other students and make your wishes known to the Athletic Office. That office may also be contacted for information regarding the regularly scheduled intramural and recreational events.

MUSIC AND THEATRE

One need not be a music or theatre major to participate in the ensembles and productions of those departments. Although auditions and/or tryouts are normally required, students who have interests in these areas are encouraged to contact the departments involved and investigate participation opportunities.

STUDENT NEWSPAPER

The Reflector, the student newspaper published by a Day Division student staff under the direction of a faculty advisor, provides an interesting vehicle of communication for the campus community. Students interested in working on the paper should contact the editor in the Reflector Office located in the concourse area of Schwitzer Center.

Students should also look for the weekly bulletin, Reflections on Campus Life, co-published by the Central Council and the Office of Campus Life, for a daily schedule of campus events and other helpful information and reminders.
STUDENT RECORDS

1. Student records are confidential and will not be released without the consent of the student. No list of names, home addresses or telephone numbers is given to any commercial organization by the University. However, on an individual basis, name, campus residence or home address, class standing, major, and date(s) of attendance are considered nonconfidential information and may be released according to the discretion of authorized University officials. Students not wishing that this information be made available to third parties must contact the Office of Academic Services within two weeks after the beginning of their first enrollment or not later than two weeks after the beginning of the term in which they wish to change the approval.

2. Transcripts must be requested by the individual student in writing or in person at the Office of Academic Services. Transcripts and grades will not be released to any student who has failed to meet any financial obligation to the University — including library fines, parking violation fines, and restitution for lost or damaged University property.

3. Academic records and other personal files are maintained in the Office of Academic Services. Conduct records and related personal information, housing contracts and residence hall data are kept in the Office of Campus Life.

COURSE ATTENDANCE

Regular attendance is expected of all students, and excessive absences may result in the student being withdrawn from the course. If a student is absent from class for any reason, he or she is responsible for notifying the professor prior to or immediately following the class. In the event of expected prolonged absence the student must contact Academic Services in Esch Hall.

WITHDRAWAL

Course: A student may officially withdraw from any course with a grade of “W” prior to the beginning of the last two weeks of a regular semester or prior to the last week of a summer session. During the Spring Term, a student may not withdraw after Monday of the last week of classes.

After discussing the matter of withdrawal with his or her course instructor and faculty advisor, the student must go to the Office of Academic Services to officially withdraw from any course.

University withdrawal: If a student wishes to withdraw from the University, it is necessary that the official withdrawal procedure be followed. This process is initiated by the Registrar in the Office of Academic Services.
REFUNDS

The University has a detailed refund policy covering all aspects of withdrawal, curricular changes, non-enrollment, and residence hall status changes. For information regarding refunds, students may contact the offices of Campus Life, Financial Aid, Academic Services or Accounting.

FACULTY ADVISERS

Each new student is assigned to a faculty adviser by the Office of Academic Services. The adviser is a professor in the student’s major area of study and is available during posted hours for consultation on any academic problem. Advisers encourage, suggest, interpret and aid in many ways, but they don’t make decisions for the student. They are responsible for distribution of mid-term grades each semester. Students who are unsure as to whom their advisers are should inquire in the Office of Academic Services.

PETITIONS FOR AN ADJUSTMENT OF ACADEMIC REQUIREMENTS

Students wishing to enroll for more than 16 hours of credit in any regular semester, take work off campus, or substitute an alternate course for one required will need to contact the Office of Academic Services. They may be required also to file a formal petition with University Classifications and Petitions Committee.
TUITION AND HOUSING DEPOSITS

All tuition deposits are applicable to Day Division tuition charges only and all housing deposits are applicable to housing charges only.

Returning Students: Each returning student enrolling for the fall semester is required to pay a tuition deposit as a means of reserving the class or classes for which he or she has registered. In addition, any student who has been granted permission to live in a campus residence hall must submit a housing deposit in order to secure a room. The amounts of the deposits for students who are returning to the institution, having been enrolled in the previous semester, are $75 for tuition and $25 for housing. The tuition deposit is due by May 15, is 100% refundable prior to that date, and is 50% refundable until July 1 upon receipt of official notification of the student’s change in enrollment plans. The housing deposit is due on the same date and subject to the identical refundable provisions. In order for residence hall students to participate in the roommate and residence hall preference sign-up process in the spring it may be necessary for both deposits to be paid earlier than the stated deadline. Information regarding the preferential sign-up procedure may be obtained from the Office of Campus Life.

New Students: Each student newly admitted for the fall semester who plans to enroll for day classes is required to pay a $100 tuition deposit by May 1. A student admitted after May 1 will be asked to submit the deposit within 15 days of the date of his or her admission notification. Until July 1, 50% of the deposit will be refunded upon notification of the student’s change in enrollment plans. After that date the deposit becomes 100% non-refundable. Students new to the institution who wish campus housing are required to pay a $50 deposit by May 1 or 15 days after the date of admissions notification, whichever is later. Again the deposit is 50% refundable until July 1 and 100% non-refundable after that date.
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SPRING TERM REGULATIONS

Students enrolled as full-time day students during the two regular semesters of the year will be entitled to carry four hours in the Spring Term at no additional cost. Those enrolled on a full-time basis for only one semester will pay half the regular Spring Term cost for tuition. Students enrolled on a part-time basis for one or more regular semesters and the Spring Term will pay the regular hourly rate for tuition but in no case would they pay more than the total of one year’s full-time tuition rate. Students taking work in the Spring Term, but who have not been enrolled as full-time day students in either of the two regular semesters, will pay the regular Day Division credit hour charge for work taken in Spring Term.

A single summer session does not substitute for a Spring Term enrollment. A student enrolled in only one summer session will pay the regular tuition charge for that session. A student, however, may substitute both summer sessions (6 or 7 hours each session) for a Spring Term. In this case, charges for the second summer session will be reduced by the cost of 4 semester hours (at summer school rates).

Students who have paid full charges for room and board during the two regular semesters of the year are entitled to room and board privileges during the four weeks of the Spring Term at no additional charge, provided they are enrolled for credit in a Spring Term course or for six or more hours of credit in Summer Session I. Those who have paid full charges for room and board during one regular semester of the year will pay one-half the regular charge for room and board privileges, provided they meet the enrollment requirements stated above. Students who have not lived in a residence hall during either of the two regular semesters may do so during the Spring Term provided they are enrolled in a Spring Term course or in at least six credit hours in Summer Session I. They will be assessed the full charges for Spring Term room and board.

Day Division students entitled to Spring Term room and board will be credited for board charges if they are assigned to off-campus Spring Term study or travel programs which require them to be away from the campus for the entire period.

Students not enrolled in the Spring Term, or who are not in an authorized full-time study or travel program substituting for that term, will receive no refunds or tuition, room or board.

Further information regarding the Indiana Central University academic calendar and Spring Term requirements may be found in the University catalog.
THE CONVOCATION SERIES

The Convocation series is one of the strong features of the liberal arts experience at Indiana Central. The series is designed to offer programs of intellectual and cultural significance and to provide an opportunity for the fellowship and sense of community which are cherished aspects of life at the University.

Two convocations are offered per week for the first ten weeks of each regular semester. In order to satisfy the convocation attendance requirement for any particular semester students must attend at least 17 programs during the course of that semester.

All full-time Day Division freshmen are required to attend convocation during their first two semesters at I.C.U. After their freshman year, though, the baccalaureate degree candidates may select any four additional semesters during which to meet their total attendance requirements of six semesters. All associate degree candidates enrolled full-time must satisfy a total of four semesters of convocation attendance requirements.

The completion of the convocation attendance requirements will be recognized on the student’s transcript by recording ½ credit hour per semester of attendance. Students who do not have the required number of attendances, choose not to attend convocation, or are removed from the convocation for disciplinary reasons will not be given credit for convocation during the semester or semesters in which that occurs. For each semester that a student falls short of convocation requirements, an additional three credit hours of liberal arts course work will be added to his or her liberal arts core requirement for graduation.

Seats are assigned at random and normally no seat changes are allowed except for reasons of physical handicap. Students are expected to conduct themselves in a respectful manner during all convocations and to remain until the completion of the programs.

Students should keep their own records of attendance and will not be notified of absences during the course of the semester. Attendance records are maintained in the Office of Academic Services.

The procedures for requesting waivers and the decisions in response to such requests are the responsibility of the Convocation Committee which is comprised of both faculty and students. Inquiries regarding waivers may be directed to the Office of Academic Services.
MOTOR VEHICLES

Members of the I.C.U. community are welcome to have motor vehicles on the campus. All vehicles are to be registered at no cost during course registration at the beginning of each semester, or in the Office of Academic Services in Esch Hall throughout the semester. Upon display of a valid driver's license, appropriate resident or commuter student decals will be issued which are to be displayed on the vehicle windshield in the lower right hand corner (on the passenger side). The lots east of Good Hall, east of Lilly Hall, and west of Krannert Library are reserved for faculty-staff parking. Students have access to any of the other University-owned lots according to their color-coded decals.

Tickets for traffic/parking violations issued by the University police can be paid at the Accounting Office between 9:00 a.m. - 4:00 p.m. Anyone wishing to appeal a ticket should contact the Campus Life Office in Schricker Center for an appeal form. Appeals are considered by the Student Court. Failure to settle violations prior to the end of each semester will result in the retention of the student’s grades and transcripts and the prevention of enrollment for future semesters. Further information regarding vehicle use and regulations may be found in the I.C.U. Motor Vehicle Operation brochure.

I.D. CARDS

Each student is issued an identification card at the Fall Registration. This card should be carried at all times and must be produced to gain admission to many events on campus. Lost or stolen I.D.s may be replaced at a charge by contacting the Office of Campus Life.

INSURANCE

Medical Assistance: The University provides a supplementary Medical Assistance Plan at no charge for every student enrolled full-time in the Day Division. Students are eligible for medical care assistance beginning with the time they leave home after September 1 to travel directly to the University, and ending when they arrive home from the University in the spring, but not later than June 1.

The Student Medical Assistance Plan will pay amounts specified except as insurance benefits may be available under parents’ insurance or from other coverage. Maximum benefits are $1000 for each accidental injury, $500 for each illness.

A bulletin describing the coverage in detail is available to each student at the time of final registration for classes.
Personal Property: The institution carries no insurance coverage against loss or damage to students’ personal property. Students bring all personal property to the campus at their own risk. They are, therefore, encouraged to ascertain whether family or personal insurance policies cover their property while on campus and plan accordingly.

KEYS

The unauthorized possession or use of a key to a University lock is prohibited and may lead to disciplinary action which could include dismissal from the University.

LOCKER RENTALS

Lockers in the hallways of Esch and Lilly Halls are available to any enrolled student. The rental fee of $3.00 a year is payable at the Business Office in Esch Hall.

PETS

Pets are not permitted in campus buildings. Properly maintained aquariums, however, may be kept in students’ residence hall rooms.

TELEPHONES

Public telephones are located in most university buildings. Students are not to charge personal telephone calls to, or accept collect calls to be charged to, University telephone numbers. Violators are liable for all such charges and for any expenses incurred in the collection of payment for the charges and are subject to additional fines and disciplinary action.

SECURITY AND POLICE

Indiana Central has its own police force composed of both uniformed and student officers.

Campus police may be reached by calling the Office of Campus Life (788-3297) during the day and the Police Desk number in East Hall in the evening (788-3200).
SMOKING

Indiana Central has restricted the campus areas in which people may smoke. Smokers are asked to smoke only in the smoking lounges in the various buildings or in their residence hall rooms. Smoking in offices, the dining room, library, and rest rooms is prohibited to faculty, staff and students.

V.I.P. (Very Important Places)

ACCOUNTING OFFICE

By presenting an I.D., students may cash checks of up to $50.00 in the Accounting Office in Esch Hall. The Accounting Office is open 9 a.m. - 4 p.m. Monday through Friday and 9 a.m. - 12 noon on Saturday.

OFFICE OF ACADEMIC SERVICES

Located in Esch Hall, this office administers the academic programs of the I.C.U. students. Curriculum counselors assist students with course registration each semester.

OFFICE OF ADMISSION

Persons who have information regarding prospective students should inform the Office of Admission located in Esch Hall, Room 107. Under certain conditions such students may be guests of the University for a limited number of meals and for a brief stay in a residence hall. Also, current students who are interested in participating in the University’s “Student-to-Student Program” by acting as hosts or hostesses to visiting prospective students should contact this office.

BOOKSTORE - POST OFFICE

Located in the northeast corner of Schwitzer Concourse, the Bookstore - Post Office complex provides not only postal service but also sells textbooks, supplies, and souvenirs.

It is wise to check the official booklist in the University Bookstore before purchasing any books. The booklist will be posted in the bookstore by August 24, 1981. Used books can be purchased at the Annual Fall Used Book Sale sponsored by the Senior Class. Used books are also available in the Bookstore, while supplies last.
All Day Division students (resident and commuter) are issued campus mailboxes at the time of registration and are encouraged to check their mailboxes regularly for University bulletins and personal mail.

**Hours:**
- Monday: 8:30 a.m. - 8 p.m.
- Tuesday - Thursday: 8:30 a.m. - 7 p.m.
- Friday: 8:30 a.m. - 4:30 p.m.
- Saturday: 9:00 a.m. - 12 noon

**OFFICE OF CAMPUS LIFE**

The Campus Life staff provide support and services in areas of activity relating to the on-campus life of both commuting and resident students. In various ways the office is directly related to the residence hall living, student activities, student government, clubs and organizations, counseling, and special interest programming. The office is in the lower level of Schwitzer Center.

**OFFICE OF THE CHAPLAIN**

The University Chaplain is available to all in the university family. He works closely with the Campus Life Office, Central Council Christian Life Vice President and the Religious Life Coordinating Committee to provide study groups, discussion and workshops for students interested in exploring new dimensions of their life, ways to offer service, and to explore the meaning of their faith. Students facing difficulty in their lives, wanting to share some good things, or seeking involvement in the activities of the University Chaplain are invited to the office in the Campus Life area of Schwitzer Center.

**CAREER COUNSELING & PLACEMENT CENTER**

Located in the southwest corner of Esch Hall on the first floor, this office assists students with career selection decisions and with part-time and summer employment. A career information center is provided as are job placement services for graduating students.

**OFFICE OF THE DEAN FOR STUDENT SERVICES**

The office serves a coordinating function for all student services, especially as they relate to extracurricular activity. Included in the division are the areas of Admissions, Campus Life, Career Counseling and Placement, Chaplaincy, Health Services, and Campus Police. The Dean's office is located in Esch Hall, Room 105.
OFFICE OF STUDENT FINANCIAL AID

The Indiana Central scholarships and financial aids program is administered by this office located in Esch Hall, Room 102. Questions regarding financial aid availability, award packages, and renewal procedures, dates, and deadlines may be answered here.

DINING HALL

Most meals are served cafeteria style in the Schwitzer Dining Hall, and diners are required to show their meal tickets or make meal payments prior to entry into the Hall.

Commuter students and campus guests may purchase individual meal tickets in the Dining Hall at reasonable rates or purchase tickets in quantity at a discount from the Accounting Office.

While casual clothing may be worn to meals, diners are expected to show good taste and consideration for others dining. Shoes and shirts must be worn in the Dining Hall. The Sunday noon meal and specified other meals may be designated as “dressier” occasions, and all are required to dress appropriately.

Food is not to be removed from the Dining Hall, and resident students are not to loan their meal tickets to others. This practice will result in disciplinary action and monetary fines to all parties involved.

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<thead>
<tr>
<th>Days</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>6:30 a.m. - 9 a.m. (hot)</td>
<td>9 a.m. - 10 a.m. (continental)</td>
<td>11 a.m. - 1:30 p.m.</td>
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<tr>
<td></td>
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<td></td>
<td>5 p.m. - 6 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 a.m. - 9 a.m.</td>
<td>12 noon - 1 p.m.</td>
<td>5 p.m. - 6 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>8 a.m. - 9 a.m.</td>
<td>11:30 a.m. - 1 p.m.</td>
<td>5 p.m. - 6 p.m.</td>
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HEALTH CENTER

Located in the lower level of Krannert Hall, the Health Center provides services to Day Division students. A registered nurse is on duty Monday through Friday from 7:00 a.m. until 3:30 p.m. A University physician is “on call,” although contact must be made through the University Nurse or a Residence Director.

In case of serious illness or accident, resident students may be referred for treatment to St. Francis Hospital Center. Every effort is made to notify parents, when appropriate, in an emergency situation.

Health records are not released without the permission of the student unless it is to a hospital or doctor in a life-saving emergency.

KRANNERT MEMORIAL LIBRARY

Located on Otterbein Avenue, the I.C.U. Krannert Memorial Library houses not only library facilities but also the Audio-Visual Media Center, several faculty offices, and the offices of the President, Vice-President, and Director of Community Services.

The library is designed to accommodate students’ needs while studying, doing research, or participating in conference sessions. Librarians will help students with procedures for checking out materials and assist in locating books and sources.

Library Hours:

- Monday - Thursday 7:35 a.m. - 10:30 p.m.
- Friday 7:35 a.m. - 5:00 p.m.
- Saturday 9:00 a.m. - 2:00 p.m.
- Sunday 2:00 p.m. - 10:00 p.m.
<table>
<thead>
<tr>
<th>PROBLEMS/NEEDS</th>
<th>WHO CAN HELP</th>
<th>OFFICE</th>
<th>PHONE</th>
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</thead>
<tbody>
<tr>
<td>Academic Advising/Scheduling</td>
<td>Mrs. Charlene Britton, Mrs. Ellen Robbins</td>
<td>Academic Services (Esch Hall)</td>
<td>788-3219</td>
</tr>
<tr>
<td>Announcements for Looking Glass (weekly newsletter)</td>
<td>Campus Life</td>
<td>788-3297 (Schwitzer Center)</td>
<td></td>
</tr>
<tr>
<td>Check Cashing/Payments</td>
<td></td>
<td>Accounting Office (Esch Hall)</td>
<td>788-3221</td>
</tr>
<tr>
<td>Campus Job</td>
<td>Mrs. Linda Handy</td>
<td>Financial Aid (Esch Hall)</td>
<td>788-3217</td>
</tr>
<tr>
<td>Car Registration</td>
<td></td>
<td>Academic Services (Esch Hall)</td>
<td>788-3219</td>
</tr>
<tr>
<td>Career Counseling/Placement</td>
<td>Mrs. Diane Metheny</td>
<td>Career Counseling (Esch Hall)</td>
<td>788-3296</td>
</tr>
<tr>
<td>Part Time Employment</td>
<td></td>
<td>Information Office (Esch Hall)</td>
<td>788-3300</td>
</tr>
<tr>
<td>Conference Room Scheduling</td>
<td>Mrs. Claire Moore</td>
<td>Campus Life (Schwitzer Center)</td>
<td>788-3297</td>
</tr>
<tr>
<td>Schwitzer Concourse Rooms</td>
<td>Mrs. Ruth Ann Guilliani</td>
<td>Schwitzer Center</td>
<td>788-3294</td>
</tr>
<tr>
<td>Central Council/Campus Govt.</td>
<td>Sandy Zehr, Pres.</td>
<td>788-3297 (Schwitzer Center)</td>
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<tr>
<td>Early Meal Pass/Sack Lunch Pass</td>
<td>Campus Life Office</td>
<td>Campus Life Office (Schwitzer Center)</td>
<td>788-3297</td>
</tr>
<tr>
<td>Emergency Student Loans</td>
<td>Mr. Larry Bledsoe</td>
<td>Schwitzer Center (Concourse)</td>
<td>788-3229</td>
</tr>
<tr>
<td>Food Service Program Questions</td>
<td>Mr. Ted Polk</td>
<td>Health Center (Kranpert Lower Level)</td>
<td>788-3267</td>
</tr>
<tr>
<td>Health Services</td>
<td>Mrs. Beverly Sims</td>
<td>Esch Hall</td>
<td>788-3343</td>
</tr>
<tr>
<td>Judicial Board Concerns</td>
<td>Dr. David Huffman, Dr. Noel Baker</td>
<td>Bookstore (Schwitzer Center)</td>
<td>788-3219</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Mr. Tom McTamney</td>
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<td>788-3297</td>
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<tr>
<td>Lost ID Cards</td>
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<td>Hall Director</td>
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<tr>
<td>Lost Room Key</td>
<td></td>
<td>Information Office (Esch Hall)</td>
<td>788-3300</td>
</tr>
<tr>
<td>Room Changes</td>
<td></td>
<td>Campus Police (Schwitzer Center)</td>
<td>788-3297</td>
</tr>
<tr>
<td>Schwitzer Motel Room Rental</td>
<td>Mrs. Claire Moore</td>
<td>Academic Services (Esch Hall)</td>
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</tr>
<tr>
<td>Security Services</td>
<td>Lt. Dennis Dilley</td>
<td>Accounting Office (Esch Hall)</td>
<td>788-3221</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Mr. Wilmer Lawrence</td>
<td>Campus Life (Schwitzer Center)</td>
<td>788-3297</td>
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<td>Traffic Ticket Payments</td>
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<td>Traffic Ticket Appeals</td>
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<td>Withdrawing from School</td>
<td>Mr. Wilmer Lawrence Registrar</td>
<td></td>
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<tr>
<td>Xeroxing</td>
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<td>Kranpert Memorial Library</td>
<td>10c</td>
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**BUILDING OPEN HOURS**

<table>
<thead>
<tr>
<th></th>
<th>MONDAY–FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esch Hall</td>
<td>7:00 a.m. - 11 p.m.</td>
<td>8 a.m. - 12 noon</td>
<td>1 p.m. - 5 p.m.</td>
</tr>
<tr>
<td>Good Hall</td>
<td>7 a.m. - 12 midnight</td>
<td>8 a.m. - 5 p.m.</td>
<td>1 p.m. - 6 p.m.</td>
</tr>
<tr>
<td>Lilly Hall</td>
<td>7 a.m. - 11 p.m.</td>
<td>8 a.m. - 12 noon</td>
<td>Open only when special events are scheduled.</td>
</tr>
<tr>
<td>Nicolson Hall</td>
<td>7 a.m. - 6:30 p.m.</td>
<td></td>
<td>Opened and closed at other times only by personnel in charge of scheduled activities. A schedule of special activities is normally posted in the west lobby of the building.</td>
</tr>
<tr>
<td>Schwitzer Center</td>
<td>6 a.m. - 12 midnight (1 a.m. Friday)</td>
<td>7 a.m. - 1 a.m.</td>
<td>7 a.m. - 1 a.m.</td>
</tr>
<tr>
<td>Krannert Memorial Library</td>
<td>7:35 a.m. - 10:30 p.m. Thurs. - 5:00 p.m. Friday</td>
<td>9 a.m. - 4 p.m.</td>
<td>2 p.m. - 10 p.m.</td>
</tr>
<tr>
<td>After Hours Study Room</td>
<td>7:35 a.m. - 1 a.m.</td>
<td>During library hours and until 1 a.m.</td>
<td></td>
</tr>
</tbody>
</table>

This schedule pertains to the usual week. Any special event will be listed on the weekly calendar and may alter the above schedule.

No exterior door keys are issued to students. However, students will be permitted to enter or remain in any building after the above hours if they possess a "Building Pass" issued by the Business Office. Any student needing access to a building after the above hours should present his or her request in writing, signed by a department chairperson, to the Business Office. The request for a "Building Pass" should be for a specific day and time of day. Students may then be issued a "Building Pass" to be presented to a campus police officer who will then accompany the student to the building and let him or her in.
UNIVERSITY POLICY

The responsibility to secure and to respect those conditions conducive to the freedom to learn is shared by all members of the Indiana Central University community. Indiana Central University recognizes its responsibility to protect and promote its educational purpose through the setting of standards of scholarship and conduct and reserves the right to dismiss any person unable to abide by these standards. There are two forms of dismissal: Expulsion — Permanent separation from the University and denial of all student privileges. Only the President or the President’s appointed agent may remove or alter the terms of expulsion. Suspension — Separation from the University for a definite period of time or until conditions for reinstatement are met.

Intellectual integrity is one of the ideals for which Indiana Central stands. The student should understand that he or she is obliged to respect the University’s ideals and should expect to find them actively maintained. Cheating and plagiarism are contrary to those ideals. Cheating is defined as dishonesty of any kind in connection with assignments or examinations; it applies to both giving and receiving unauthorized help. Plagiarism is defined as presenting the work of someone else as one’s own. Disciplinary action in response to either is dependent on the judgement of the instructor and the Academic Dean and may include dismissal from the institution.

University policy prohibits actions which threaten or cause personal injury to members of the campus community, or which result in the destruction of personal or University property or in the interruption or suppression of the normal educational and administrative endeavors of the university. Such actions render one subject to dismissal.

Controlled access to library resources and information is a critical element of academic pursuits. The University protects aggressively this access and views seriously the actions of any persons which infringe upon this process. Therefore, any student found guilty of the defacing or unauthorized removal of library materials or property is subject, at least, to disciplinary probation and a fine of $50.00. Additional sanctions, financial restitution, and/or criminal prosecution may also result.

Theft or other unauthorized possession of University property or property of any person while on University premises is considered serious misconduct and any person found guilty of such action may be dismissed.

The use or possession of firearms, fireworks or other dangerous weapons or materials is forbidden on the campus and at University sponsored events. Violators may be dismissed.

The use or possession of alcoholic beverages or the illegal use or possession of controlled substances (drugs) on the campus or at University sponsored functions is prohibited and violators may be dismissed.

It is impossible to list here all forms of inappropriate conduct as it is impossible also to state all that is acceptable. However, students are expected to comply with standards of behavior necessary to insure the general welfare of the entire University community and to comply with the directions of University officials and their authorized agents acting in the performance of their duties.
DISCIPLINE AND GRIEVANCES

Indiana Central accepts seriously its responsibility to administer disciplinary and grievance procedures which consider the rights and developmental needs of individual members of the campus community and also the purposes and special nature of the University. Procedural guidelines have been established to assist those responsible for maintaining the process and to insure that the rights of the institution and those subject to the system are respected.

In as much as student disciplinary proceedings have been held to be civil and not criminal, it is not necessary or even advisable that all of the requirements of criminal proceedings be followed. It is critical, though, that the procedures used be fundamentally fair. It is also important that the proceedings themselves be secondary to the educational aspects of the activity.

The disciplinary system which includes a Student-Faculty Judicial Board has been designed to provide a clearly identifiable decision and appellate process regarding student disciplinary problems. In addition, at the discretion of the Academic Dean, the Judicial Board may be utilized as a hearing and recommending body in the mediation of student grievances against faculty. Although created to meet the needs of Day Division students, the Board may also hear cases involving Evening Division students at the mutual discretion and consent of the student and either the Dean of Student Services or the Academic Dean.

Many opportunities are provided for counseling and other interventions which should be explored prior to the convening of the official Student-Faculty Judicial Board. It should be understood that the Board is not intended to hear all matters of misconduct or grievance. To the contrary, it is established that only matters which have gone through the proper channels to the Academic Dean or the Dean for Student Services may be presented to the Judicial Board, either as a referral from a dean or as an appeal of a dean’s decision.
If the Judicial Board is convened, the accused have the following rights:

1. Hearings shall be closed to all except parties to the proceedings unless otherwise requested by the accused.

2. All charges against a student or registered student organization and notice of time and date of hearing shall be written and delivered to the accused not less than three official class days before adjudication.

3. In proceedings involving more than one accused party, severance, if requested, shall be granted by the Judicial Board.

4. A defendant shall have the right to present witnesses in his or her own behalf in hearing.

5. A defendant shall receive a written statement of the disposition of the case within two official class days after a decision is reached.

6. No recommendation for the imposition of sanctions shall be based solely upon failure of the accused student to answer to the charges or to appear at the hearing. The evidence in support of the charges shall be presented and considered in the absence of the accused to appear and answer the charges.

7. An appeal of a decision of the Judicial Board or University official may be made by written notice to the appellate official or Judicial Board within three days of the date of notice of the decision.

8. A defendant shall not be compelled to be a witness against himself or herself.

9. Any defendant has the right to have a Day Division teaching faculty member, Day Division student or Day Division professional staff member serve as his counsel or advisor.

10. Every defendant is presumed innocent unless found guilty.

A complete set of Official Student-Faculty Judicial Board guidelines, dated January 1979, may be obtained from the Office of Campus Life.
DISCIPLINARY/GRIEVANCE PROCESS

Student Disciplinary Problems

Faculty Member / Student Services Professional Staff

appeal referral

Academic Dean / Dean for Student Services

appeal referral

Student-Faculty Judicial Board

appeal referral

President of the University

*Action to refer to, or follow recommendations made by, the Judicial Board in matters involving student grievances against faculty members will be left to the discretion of the Academic Dean.*
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ADMINISTRATIVE COUNCIL

President — Dr. Gene E. Sease
Vice President — Dr. Lynn R. Youngblood
Academic Dean — (Acting) Dr. Noel Baker
Dean for Student Services — Dr. David J. Huffman
Director of Center for Continuing Education
    and Management Development — Mr. Ken C. Partridge
Business Manager/Treasurer — Mr. Kendall L. Hottell

STUDENT SERVICES DIRECTORS

Director of Campus Life — Mr. Larry Bledsoe
Assistant Director of Campus Life —
Director of Career Counseling
    and Placement Services — Mrs. Diane Metheny
Director of Admissions — Dr. David J. Huffman
Assistant Director of Admissions — Mr. Terry L. Taylor
University Chaplain — Rev. David Owen
University Nurse — Mrs. Beverly Sims
Director of Campus Police — Lt. Dennis Dilley
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services</td>
<td>788-3219</td>
</tr>
<tr>
<td>Accounting Office</td>
<td>788-3221</td>
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<tr>
<td>Business Office/Treasurer</td>
<td>788-3214</td>
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<tr>
<td>Campus Life</td>
<td>788-3297</td>
</tr>
<tr>
<td>Dean for Student Services</td>
<td>788-3343</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>788-3217</td>
</tr>
<tr>
<td>Health Center</td>
<td>788-3267</td>
</tr>
<tr>
<td>Library</td>
<td>788-3268</td>
</tr>
<tr>
<td>Office of the President</td>
<td>788-3211</td>
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<tr>
<td>Security/Campus Police</td>
<td>788-3297 (Day)</td>
</tr>
<tr>
<td></td>
<td>788-3209 (Eves. &amp; Weekends)</td>
</tr>
<tr>
<td>Vice-President</td>
<td>788-3213</td>
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<tr>
<td>Residence Halls:</td>
<td></td>
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<tr>
<td>Buxton</td>
<td>784-0717</td>
</tr>
<tr>
<td>Dailey</td>
<td>784-0990</td>
</tr>
<tr>
<td>Krannert</td>
<td>787-9331</td>
</tr>
<tr>
<td>East</td>
<td>787-8231</td>
</tr>
<tr>
<td>North</td>
<td>788-3371</td>
</tr>
<tr>
<td>Trimble</td>
<td>784-0686</td>
</tr>
</tbody>
</table>
This section of the handbook is specifically addressed to the residence hall student, but contains also much information of importance to all students and others who visit the halls.
Living in a residence hall is one of the many learning experiences you will enjoy at Indiana Central. In the residence hall you will have an opportunity to associate with students from different parts of Indiana, various areas of the nation, and possibly from foreign countries. Your experiences with them will be enhanced by your tolerance, respect for your fellow man and regard for standards of good citizenship.

Just like the students who live in them, each of the residence halls at Indiana Central University possesses its own individual personality; and yet each is a part of the entire educational process of the University. The people who founded Indiana Central placed the emphasis on the individual student and his/her all-around development and not on intellectual training alone. The philosophy that the development of the whole individual is the highest objective to be achieved is the foundation for our residence hall program. The goal of each of the halls is to provide not only a place to live and sleep but to supplement learning to provide a variety of educational, social and recreational activities.

Indiana Central provides modern, moderate cost residence halls and approximately 60% of I.C.U.’s day division students live in campus housing. All out of town students are expected to live in the residence halls, with relatives, or in housing approved by the institution. Each room accommodates two residents.

| Male:          | Buxton Hall | Capacity: | 58 |
|               | Dailey      |           | 84 |
|               | East        |           | 108|
|               | North       |           | 96 |
| Female:       | East Hall   | Capacity: | 144|
|               | Krannert    |           | 164|
|               | North       |           | 140|
|               | Trimble     |           | 104|
RESIDENCE REQUIREMENTS  Campus housing is normally available only to students enrolled for at least 12 hours of credit in the Day Division, or, when space permits, to students enrolled for at least 9 hours of credit in the Day Division and with the special permission of the Campus Life Office. Students who drop below the required minimums must secure permission from the Director of Campus Life to continue residing.

Students not enrolled in a class during the Spring Term or in at least six credit hours during the first Summer Session will not be permitted to live in the residence halls during that period.

Housing during the Summer Sessions is open only to students enrolled in summer classes, or those who have paid their tuition deposit for the fall semester.

Students suspended from residence hall living must apply for re-admission to residence hall living after completing the suspension period.

CONTRACT PERIOD  The housing contract is a commitment for the entire academic year, although no charges will be made for the second semester if a student withdraws at the end of the first semester. The student’s right of occupancy is terminated if the student does not enroll, has completed his/her academic program, or is required to withdraw from the residence hall. Rooms must be vacated within 24 hours after the student’s final class session at the close of the second regular semester. The student may live in the residence hall during the Spring Term provided he/she is enrolled and participating in formal academic activities, as described in Residence Requirements above. In case of withdrawal from the University, a student will be required to vacate a room within 24 hours. Living units will be closed during periods when the University is not in session, including official vacations, and students will be required to vacate the residence halls.

APPLYING FOR HOUSING  Each year students must complete a new contract for residence hall living. A housing deposit receipt must be presented before a room is assigned.

Students taking summer classes must complete a housing contract and present a receipt from the Accounting Office before a room is assigned.

REFUNDS  A student who withdraws is dismissed from the University, or is dismissed from a residence hall, may be refunded his/her room and board fee based on the University’s published refund policy. The fee will be pro-rated effective when the student has met all requirements, including room inspection and return of room key and meal ticket. Students suspended from residence hall living are normally not entitled to refunds.
QUIET HOURS Quiet Hours are established by each floor in the residence halls so that individuals will have time to study, relax or rest without interruptions. Additionally, excessive noise will not be tolerated, even when Quiet Hours are not in effect.

SMOKING Smoking is permitted in students' rooms, but not in the lounges and other public areas of the residence halls.

RESIDENCE HALL FEE A fee of five dollars for those entering the fall semester, and three dollars for those entering the winter semester, is required of all resident students. This fee is payable when the key is picked up for the room. The fee will be used to offset costs for social activities and damage to public areas within the residence hall. The fee is non-refundable and is placed in the residence hall account.

LOCK-OUT FEE A one dollar fee will be charged each time a student locks himself/herself out of his/her room and requires the Residence Director or any other University official to unlock the door. The fee will be placed in the residence hall account.

STUDENT CONDUCT Any student whose actions are found to be detrimental to the welfare of the group may be dismissed from the residence hall. Violations of University policies may result in sanctions that include, but are not limited to, verbal and written reprimands, disciplinary probation, strict disciplinary probation, suspension and/or expulsion from the University and residence halls. Additional sanctions may include suspension of certain privileges, fines, required attendance at programs, work projects, submission of written reports and counseling sessions.

HOUSING ASSIGNMENTS While every consideration is given a student's request for housing, the Office of Campus Life reserves the right to make assignments based on the student's past conduct within a residence hall, and availability of space.

ROOM PERSONALIZATION The University will permit students to paint their rooms in Trimble, Dailey and Buxton Halls during the fall semester. The University will provide one or two gallons of interior flat latex paint chosen from the University's paint chart for each room to be painted. A room may not be painted more than once in a two-year period. Prior approval must first be secured from the Room Personalization Committee. Room painting forms and guidelines are available in the Office of Campus Life.

STORAGE Students must remove all personal belongings from the residence hall when vacating. Any items remaining in the rooms will be disposed of by the University. Emergency storage will depend on the availability of space and with prior approval from the Resident Director. The University is not responsible for any items left in storage.
RESIDENCE HALL DIRECTORS

The Residence Hall Directors work closely with the Campus Life Office to maintain the best possible residence hall study and living conditions. The Residence Directors live in apartments that are centrally located in each of the residence halls, and welcome close interaction with the students.

Telephone numbers for the Residence Halls:

- Buxton: 784-0717
- Dailey: 784-0967
- East: 787-8231
- Krannert: 787-9331
- North: 788-3371
- Trimble: 784-0686

RESIDENT ASSISTANTS

Living on your floor, or within easy access, is a Resident Assistant who is a student and whose primary concern is you and the other residents on your floor. The R.A.’s are on duty week-nights and weekends to assist you. The staff member on duty may be contacted in his/her room or by calling the main desk. They are usually upper-class students employed by the University to assist the residents and the Residence Directors.

First, they assist students personally or through appropriate referrals with academic, personal, social, and other types of problems which confront typical college students. Second, they are responsible for assisting in the promotion of an atmosphere conducive to academic achievement, social growth, and the development of personal and group responsibility. Each Resident Assistant completes an intensive training program.

R.A.’s 1981 - 82

<table>
<thead>
<tr>
<th>Student</th>
<th>Residence</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandore L. Zehr</td>
<td>Buxton 208</td>
<td>784-0717</td>
</tr>
<tr>
<td>Richard N. Bauman</td>
<td>Buxton 306</td>
<td>784-0717</td>
</tr>
<tr>
<td>D. Mark Smith</td>
<td>Dailey 212</td>
<td>784-0967</td>
</tr>
<tr>
<td>William V. Verhonik</td>
<td>Dailey 307</td>
<td>784-0967</td>
</tr>
<tr>
<td>Kevin E. Beltz</td>
<td>East 206</td>
<td>787-8231</td>
</tr>
<tr>
<td>Harry R. Sykora</td>
<td>East 309</td>
<td>787-9331</td>
</tr>
<tr>
<td>Tom L. Peller</td>
<td>East 409</td>
<td>788-3371</td>
</tr>
<tr>
<td>David J. Krouse</td>
<td>East 509</td>
<td>788-3371</td>
</tr>
<tr>
<td>Jay L. Cole</td>
<td>North 136</td>
<td>788-3371</td>
</tr>
<tr>
<td>Allen R. McCormack</td>
<td>North 233</td>
<td>788-3371</td>
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<tr>
<td>Kyle S. Malone</td>
<td>North 333</td>
<td>788-3371</td>
</tr>
<tr>
<td>Sophia P. Chan</td>
<td>East 222</td>
<td>784-0686</td>
</tr>
<tr>
<td>Virginia L. Drews</td>
<td>East 322</td>
<td>784-0686</td>
</tr>
<tr>
<td>Jill M. Ortmann</td>
<td>East 422</td>
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<tr>
<td>Sheri L. Johnson</td>
<td>East 522</td>
<td>784-0686</td>
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<tr>
<td>Teresa A. Driggers</td>
<td>Krannert 123</td>
<td>784-0686</td>
</tr>
<tr>
<td>Dawna J. Foster</td>
<td>Krannert 229</td>
<td>784-0686</td>
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<tr>
<td>Cheryl J. Jarrett</td>
<td>Krannert 212</td>
<td>784-0686</td>
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<tr>
<td>Linda D. McIntire</td>
<td>Krannert 329</td>
<td>784-0686</td>
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<tr>
<td>Barbra a. Werner</td>
<td>Krannert 312</td>
<td>784-0686</td>
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<tr>
<td>Katherine M. Taylor</td>
<td>North 109</td>
<td>784-0686</td>
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<tr>
<td>Victoria H. Rapp</td>
<td>North 213</td>
<td>784-0686</td>
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<tr>
<td>Sandra L. Hynds</td>
<td>North 313</td>
<td>784-0686</td>
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<tr>
<td>Kelli R. Busenbark</td>
<td>Trimble 106</td>
<td>784-0686</td>
</tr>
<tr>
<td>Donna M. Schlehuser</td>
<td>Trimble 212</td>
<td>784-0686</td>
</tr>
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</table>
WHAT IF MY R.A. IS NOT DOING A GOOD JOB?

Try to approach your R.A. about the problems you see. Make suggestions to your R.A. about things you would like to see done on your floor. If you are not satisfied after talking with your R.A., go to your R.D. and present your viewpoints. If the situation warrants it, the R.D. will go with you to the Director of Campus Life (or you can go alone to the Director of Campus Life) so that your R.A. is made more aware of the problems you have identified. Feel free to contact the Campus Life Office with any issue of concern to you.

RESIDENT COMMON COURTESIES

The primary responsibility for discipline rests with the individual resident. CONSIDERATION AND TOLERANCE OF OTHERS IS REQUIRED in the residence hall setting in order to avoid a proliferation of rules governing individual conduct.

As a guide to successful residence hall living, the Campus Life Office has adopted the following "Roommate Common Courtesies".

1. The right to read and study without interference, unreasonable noises and other distractions.
2. The right to sleep without undue disturbance.
3. The right to every resident to have personal privacy in their room.
4. The right to live in a clean environment.
5. The right to have free access to one's room and facilities.
6. The right to host guests, but with the understanding that the guests will honor other residents' rights and institutional policies.
7. Residents have the right for redress of grievances to residence hall staff.
8. Residents have the right to be free of fear of intimidation and physical or emotional harm.
9. Residents have the right to assume there will be reasonable cooperation in telephone use and payment of bills (if a telephone is installed.)
10. Residents must respect their roommates' belongings.

Each resident is charged with the responsibility of conducting him/herself in compliance with all the University rules and guidelines. Should someone not follow these guidelines the residence hall staff is required to assist the student in changing those inappropriate behaviors. Any attempt to physically or verbally harass a residence hall employee in the performance of his or her duty will be viewed seriously and may lead to suspension from the halls.
HOUSING DEPOSIT AND ROOM INVENTORY

A housing deposit of $25 ($50 for students new to the University) is required with the students’ application for space in a University residence Hall. The housing security deposit is a guarantee of contract fulfillment. Residence hall and room requests are honored by the Campus Life Office in accordance with the established priority system which is determined by the date of the receipt of the $25 security deposit and class standing. Roommate requests must be mutual. If not, assignments in University residence halls are made without regard to race, religion or origin.

To lessen the possibility of your being charged for damages made by someone else, you will be asked to complete a room inventory sheet as soon as you move into your room. (A Resident Assistant will assist you in completing this form.) The staff member will inspect the room at check-out time and supply the student with a statement of charges, if any. It is therefore essential that you are thorough in filling out the room inventory sheet upon your arrival.

FURNISHINGS PROVIDED BY THE UNIVERSITY

Student Rooms. Admittedly, residence halls are not the most luxurious places to live in the country, yet each room at I.C.U. is designed to be comfortable and livable. Each room is equipped for two people and contains:

- beds
- dressers
- desks/chairs
- draperies
- closets
- wastebasket

While there is no maid service in student rooms, each hall is provided with a vacuum sweeper, to be checked out at the main desk.

All rooms are pastel colors (aqua, beige, yellow, or blue).

Only rooms in East and North Halls are air-conditioned. You are not permitted to install your own air-conditioner in any of the residence halls.

Lounges/Study Rooms. Each residence hall has a number of lounges and study areas equipped with:

- tables/chairs
- refrigerator
- stove
- pay phone
- T.V.
- recreation equipment
- vending machines
Laundry Rooms. Located in the basement of each hall are coin operated washers and dryers. (35c per wash load, 35c per 30 - 40 minutes drying time.) Ironing boards and large sinks are also available. In North Hall, these facilities are on each floor.

Storage Rooms. Locked areas are provided for storing luggage, boxes, etc. during the academic year. These areas are for items too large or numerous for storage in individual's rooms. The University is not responsible, however, for these stored items.

COME PREPARED WITH:

- bed sheet/pillow/pillowcases for single bed
- towels and washcloths
- blankets or bedspreads
- desk lamp
- shower room bucket (for carting supplies to and from the bathroom)
- clothes hangers
- alarm clock
- laundry bag

HELPFUL ITEMS TO HAVE:

- fan
- radio/TV
- typewriter
- dictionary
- decoration (posters, plants, pictures)
- heating pad
- throw rugs
- hairdryer
- plate, cup, silverware
- stereo equipment

The University is Not Responsible For Private Belongings On Campus. Bring personal property on campus at your own risk.

LEAVE THIS STUFF AT HOME!!! They are prohibited in the residence halls.

- air conditioner
- hotplates
- toasters
- alcoholic beverages
- fireworks
- pets (all but aquarium fish)
- large furniture/water beds
- candles/incense
- weapons
- illegal drugs

Small appliances such as radios, record players, TV's, clocks, and the like are permitted. Radio and television antennas may be placed only in student rooms and therefore may not be attached outside any building. Small refrigerators (2 - 3 cubic feet) may be used in student rooms, and are available for rental from Central Council (student government).
Resistance coil appliances acceptable for use are hair dryers, electric blankets, popcorn poppers and coffee percolators, provided electric circuits are not overloaded and the circuit breakers thrown.

PRIVATE ROOM FEE

I. Semester I If your roommate does not show or no one is assigned at the start of the year, there are several options:

A. Move in with another person to double-up (if others are needing a roommate, too).

B. Choose roommate from list of others needing/wanting roomie from total campus or within dorm and have this person move in with you.

C. Accept roommate assigned by Campus Life. If the resident is not open to a new roommate s/he will be charged the $125 rate for a private room.

D. Space permitting: Pay $125 to keep as private room - guaranteed for semester.

E. Class standing, Sr., Jr., So., Fr. (number of credit hours) and number of credit hours earned at I.C.U. would be the criteria used to determine who has to move from current room to second room so there are two/room.

F. No one would be required to move to another residence hall.

G. “Odd man out” not required to pay fee or move to double-up. i.e. only one person in Trimble Hall is without a roommate and does not want to pay for a private room, she can stay in her current room.

H. Campus Life Office reserves the right to make individual decisions should circumstances dictate.

One of these options must be chosen no later than the second Friday of the term.

II. Semester II If assigned roommate does not show for second semester or if roommate does not return from first semester and this decision is not finalized until classes start second semester, the remaining roommate who has lived in that room first semester has the following options:

A. Move in with another person to double-up (if others are needing a roommate, too.)

B. Choose roommate from list of others needing/wanting roomie from total campus or within dorm and have this person move in with you.

C. Accept roommate assigned by Campus Life. If the resident is not open to a new roommate, s/he will be charged the $125 rate for a private room.
D. Class standing, Sr., Jr., So., Fr. (number of credit hours) and number of credit hours earned at I.C.U. would be the criteria used to determine who has to move from current room to second room so there are two/room.
E. No one would be required to move to another residence hall.
F. “Odd man out” not required to pay fee or move to double-up. i.e. only one person in Trimble Hall is without a roommate and does not want to pay for a private room, she can stay in her current room.
G. Campus Life Office reserves the right to make individual decisions should circumstances dictate.

One of these options must be chosen no later than the second Friday of the term.

FURNITURE, DAMAGES, PETS AND THINGS

Charges for damages are based upon repair or replacement costs, plus labor, to restore the area to its approximate original condition.

Damages occurring in public areas of the residence halls are charged to individuals or groups when responsibility is established. Where the individuals responsible cannot be determined, all residents of the hall or floor become collectively responsible for costs involved in repair or replacement. The cost of repairs will be pro-rated to each individual in the hall or floor. No grades, transcripts or diplomas will be released until all financial obligations to the University are met by the student.

Each hall resident needs to realize that continued or increasing repair and replacement costs contribute to pressure for increased room fees.

No structural changes, additions, attachments, transfers, or change of furniture may be made at any time. Furniture in the lounges is not to be moved from those areas under any circumstances. Furniture may not be transferred from one room to another or exchanged between rooms or suites, nor may extra furniture resulting from a vacancy be moved without the Residence Hall Director’s authorization. A use charge of $10 will be assessed for any furniture or University property removed from public areas.

Window screens, stops, or seals may not be loosened or removed for any reason. Dropping, throwing, or in any other manner allowing objects (liquid or solid) to be ejected out of windows or off roofs is prohibited. Residents are not permitted to walk on roofs or, except in cases of emergency, on the fire escapes of any buildings. Residents of a room are considered responsible for any objects ejected from their windows.
No flammable materials should be placed on or near the radiators, since this may cause a fire.

Tampering with or maliciously damaging the elevators will result in responsibility being placed on those identified or on the building as a whole if the responsible individuals are not identified.

Decorating the room is both permitted and encouraged in order to allow the individual resident to add his/her personality to the room. However, residents must use the “no nail” type of hanger or a tape (such as 3M drafting tape) which will leave no residue on the walls. Scotch tape, adhesive tape, and tacks may NOT be used. Fire and safety regulations do not permit “live” Christmas trees in student rooms. “Live” Christmas trees will be permitted in main lobbies only if they are flame-treated. Flame-treated trees must have tag certifying that they have been treated. All Christmas decorations in student rooms and hallways must be made of fire-proof materials. Christmas lights must be UL approved. All decorations, trees, etc. must be removed before the hall closes for Christmas vacation.

Mattresses must remain on the bed frames and not be placed directly on the floor or taken from the room. Misuse of mattresses result in breakdown and excessive soiling.

Upon moving out of a room either at the end of the year or due to a room change, the room and its furnishings should be in the same condition as at the start of the year. For example, both bed frames should be assembled and in the room, even if bunk beds were used during the year. For each item that is missing from your room you will be billed $10 if maintenance needs to bring it from storage. If the room is dirty and messy you will be billed a $20 cleaning charge. If personal items are left behind which maintenance disposes of, a fee of $10 per item will be assessed (i.e. rugs, refrigerators, bunk frames, couches, etc.)

Because incense is offensive to many people and the burning of candles violates Municipal Safety Regulations, the burning of both incense and candles is prohibited in campus buildings.
RESIDENCE HALLS DAMAGE POLICY GUIDELINES

Conditions under which the damage or theft of University property shall be put into three different categories, each of which is to be dealt with differently.

I. DAMAGE OR THEFT OF UNIVERSITY PROPERTY IN A STUDENT’S ROOM
Each student is responsible for the room in which she/he resides. Students in any room will be billed equally for any damage or theft found in that room according to the terms of the resident student contract. Any student may attempt to relinquish his/her responsibility for the damage or theft by initiating action against the person(s) who committed the damage or theft. If another person(s) admits to or is found to have committed the damage or theft, they shall assume responsibility for such damage or theft.

II. DAMAGE OR THEFT IN COMMON AREAS IN A RESIDENCE HALL
A common area shall be defined as all areas besides student rooms and may include as well as other common areas, a residence hall’s hallway, study lounge, closets, recreation area and basement. Members of a residence hall have a special collective responsibility to care for the public areas in their hall, which are in many ways extensions of their own rooms. When a residence hall holds an event in one of the above common areas it shall be considered to retain responsibility for these areas. However, when several members of a hall hold an event in one of the above common areas and it was not intended as a total hall event, then those members who held or participated in the event shall be financially responsible for any damage or theft to that facility. Again, if any person(s) admits to or is found to have committed the damage or theft, they, rather than the members of the hall collectively, shall assume responsibility for the damages or theft.

III. DAMAGE OR THEFT IN A COMMON AREA BOOKED BY AN OUT OF RESIDENCE HALL GROUP
Regardless of where the room(s) are, these areas during the time of the booking are not considered common areas. The organization and it’s representative who book the room shall have responsibility for any damage or theft committed. The organization and it’s representatives may attempt to relinquish their responsibility for the damages or thefts by initiating independent action against the person(s) who committed the damage or theft.
CAN I MAKE A ROOM CHANGE AND/OR HALL CHANGE?

The Director and Resident Assistants are available to help with roommate problems. If it is evident that you and your roommate cannot live in peace and relative harmony, you should contact the Residence Hall Director or Resident Assistant, who will assist you. It is required that you contact the Residence Hall Director before you move and complete the necessary room change forms. If you wish to transfer to another hall, consult your Residence Hall Director, who will contact the other hall’s Director. YOU MUST OFFICIALLY CHECK OUT OF YOUR ORIGINALLY ASSIGNED SPACE. Before any change is made, it is necessary for the rooms involved to be inspected and any damage charges assessed.

Each time you move into a room you should fill out the room condition inspection sheet to note any and all wear and tear conditions, scratches, marks, non-operative conditions, etc. This should be signed by you and verified by a hall staff member. Upon vacating your room a hall staff member will inspect your room using this sheet to see if any damages to the room has occurred. It is very important for you to fill out this sheet upon occupying your room. This can insure that you will not be billed for damages that existed upon your arrival.

ROOM CHANGES The changing of rooms and roommates is permitted during the first two weeks of the semester. Prior approval must be granted from the Residence Director/s and the Campus Life Office. Any student desiring to move after the second Friday of any semester will be required to pay a $60.00 moving fee. The fee may be waived if the remaining roommate has secured a new roommate or agrees to pay the private room fee. Students desiring to move into a private room, space permitting, will be required to pay the private room fee of $125.00 each semester.

A student whose assigned roommate does not establish residence at all, is dismissed, or withdraws during the first two weeks of the semester will be subject to selecting or being assigned a new roommate, or paying the private room fee.

A student whose roommate withdraws or is dismissed after the second Friday of the semester will not be charged for a private room, but will be subject to selecting or being assigned a new roommate.
FIRE ALARMS AND EVACUATION PROCEDURES

Whenever there is evidence of fire, such as smoke, fumes, or excessive heat, sound the alarm at once and contact the Residence Director immediately. All fires, regardless of size or manner of extinguishing must be reported. In the event the fire alarm sounds, all students are requested to alert their roommate and the residents living adjacent to their room and follow this procedure.

1. Close windows
2. Turn on lights
3. Wear shoes, take coat or blanket
5. Go to your assigned exit. Always follow the evacuation route which is posted on the back of your residence hall room door.
6. Leave building as quickly and quietly as possible without running. Students who do not leave the building are subject to disciplinary action.
7. Remain outside until the “all clear” is given.

Noncompliance with fire drill procedures can lead to monetary fines and other sanctions.

False reporting of an emergency, unauthorized use of or tampering with emergency or safety equipment (such as fire hoses or fire extinguishers), or interference with emergency evacuation are all prohibited and are criminal offenses. Involvement in any of the above can result in University and civil prosecution.

WHAT IS EXPECTED OF RESIDENTS?

Students living on campus are expected to conduct themselves as mature members of the college community respecting the rights of others and making full use of their educational opportunities.

Standards have been established for scholarship, personal conduct and campus life. Some standards exist because the University is part of the larger community governed by federal and state laws. Other standards are unique to Indiana Central University and are designed to create an environment which encourages learning and Christian values.
TELEPHONES

Students wishing a phone in their room contact directly with the Indiana Bell Telephone Company for that service. Representatives of the telephone company will be on campus in the fall to make arrangements with you.

HEALTH AND SAFETY CHECKS

Routine health and safety checks are conducted within the residence halls by the Residence Hall Director and either a hall officer or Resident Assistant.

The following is an approximate schedule of the 1981 - 82 Health and Safety Checks:

- November 23, 24
- December 18, 19
- April 16, 17
- May 20, 21

University officials may enter residence hall rooms at other times when health or safety is in question.

MAINTENANCE PROBLEMS

When you have a maintenance emergency on your floor, notify your RA or RD immediately so they can contact the maintenance staff. If the RA or RD is not available, phone Maintenance (788-3258, day number) or Security at night (788-3209) to find out what can be done. Smaller maintenance problems (non-emergencies) should be reported to your RA or RD so they can have maintenance correct them in a reasonable amount of time.
DINING HALL

All resident students are required to participate in the meal program which includes 21 meals per week. Meals are served cafeteria style in the Schwitzer Dining Hall and students are required to show their meal tickets.

Students who need sack lunches or must eat earlier than the scheduled meal time must obtain a pass from the Campus Life Office.

Dorm residents who are ill and unable to get to the dining hall for meals may have a friend obtain a “sick tray” authorization slip from the Residence Director. This meal tray can then be carried to the residence hall.

While casual clothing may be worn to meals, students are expected to show good taste and consideration for other diners. Shoes, however, must be worn in the dining hall. The Sunday noon meal and specified other meals are designated as “dress-up” occasions, and all are required to dress appropriately.

Food is not to be removed from the dining hall, and students are not to loan their meal ticket to others. Any student found using another student’s meal pass to eat in the dining hall will be fined $30 and be subject to other University imposed sanctions. If a student knowingly permitted the use of his/her meal pass, he/she will also be fined $30 and be subject to other University imposed sanctions.
VACATIONS

Living units will be closed during periods when the University is not in session, including official vacations. Students will be required to vacate the residence halls. For safety, health and conservation, whenever you leave your room for vacation periods, you must turn off lights, turn heat back to 55 degrees, unplug all appliances and lock your door.

Thanksgiving  November 25, 10 a.m. – November 29, noon
Christmas      December 20, 10 a.m. – January 10, noon
Spring Break   April 18, 10 a.m. – April 25, noon
End of Year    May 21, 5 p.m. (Closed to all but graduating students)

KEYS & SECURITY

Each resident is issued a key which will open his/her room and the front door of that residence hall. Since personal property losses are not the responsibility of the University, each student is urged to keep his/her room locked and carry the key at all times. Report lost keys as soon as possible. There is a $10 charge for a replacement key. Duplication of any University key is unlawful.

The unauthorized possession and/or use of University keys is prohibited and may lead to disciplinary action, which could include dismissal from the University.

All residence halls will be locked each evening according to the following schedule. It shall be construed as a violation of University Policy if doors are propped open or entry of members of the opposite sex occurs after the official closing.

Sunday - Thursday: 11:00 p.m.
Friday and Saturday: 1:30 a.m.

In the lobbies of East and North Hall, both males and females are allowed to visit, study, watch TV and play cards anytime of the day or night, but the lobby doors will be locked so hall residents need to use their room key to gain entry after the above times.

The Campus Police Desk is located in East Hall Lobby with campus security personnel working 24 hours every day. They have a two way radio to reach campus police in the car and on foot.
Indiana Central University makes every attempt to safeguard your personal safety and the security of your possessions. However, being located in a large metropolitan city, one needs to take every possible precaution with regard to personal and property protection. You also should be aware that petty thievery in a community living situation does exist from time to time. However infrequently theft does occur, it never seems unimportant if you are the victim. Lock your door at all times when you will be gone for extended periods of time. The University will aggressively seek to determine who is stealing and if a student is responsible, severe University sanctions will be imposed, as well as possible civil action. Non Indiana Central University people will be charged and arrested if caught.

Be your own best guard by locking your room and keeping your valuables and money in a safe place, out of easy reach of others.

**GUESTS**

I.C.U. students are responsible for seeing that their guests are familiar with and observe the regulations of the University. Hosts will be accountable for any damage, loss of property, or rule infractions incurred by the guest.

Parents may visit a student’s room at any time. However, other visitors of the opposite sex may visit student’s rooms only during scheduled “Guest Hours”.

**OVERNIGHT GUESTS**

1. A student may occasionally have an overnight guest of the same sex when space is available. A guest without special permission can only stay one or two nights. Permission of the roommate is necessary, however, as well as the approval of the Residence Director. There is a charge of $2.00 per night for each visitor.

2. Guests are expected to follow the same policies that govern all residents, and students are responsible for their guests while on the campus.

3. Parents wishing to reserve rooms in the University motel may call the Information Office. The motel rooms are booked only for guests of the University and parents of students.
GUEST HOURS

Indiana Central does not have open visitation, but has weekly Guest Hours for campus residents and their guests. Guest Hours are:

Wednesday 6 p.m. – 11 p.m.
Friday 4 p.m. – 1 a.m.
Saturday 1 p.m. – 1 a.m.
Sunday 1 p.m. – 5 p.m.

All resident students of I.C.U. and their invited guests may participate in Guest Hours, yet all must register in the residence hall lobbies according to the established guidelines.

Roommates will be expected to work out their own arrangements during Guest Hours, yet any resident not wishing to participate will be guaranteed his/her privacy even if this guarantee puts a particular room off-limits to guests during Guest Hours.

In addition to those in charge, all residents must be responsible for reporting any violations to the Residence Director and thus insuring the smooth operation of the Guest Hours program. All disciplinary situations will be dealt with by the Residence Hall Director and/or the Campus Life Office.

VISITATION PROCEDURES

I. Visitation by ICU Students
   a. In order to participate in the visitation program all guests who are ICU students must stop at the lobby desk where the desk worker will record the name of the guest and contact the stated host/hostess.
   b. The host/hostess will come to the lobby and escort the guest from the lobby.
   c. At the conclusion of the visit and by the conclusion of the specified guest hours, visitors who are ICU students will need to stop at the desk and see that the desk worker checks off his/her name from the guest roster. Visitors who are ICU students need not be escorted back to the lobby.

II. Visitation by Those Not Students of ICU
   a. In order to participate in the visitation program, all guests who are not ICU students must stop at the lobby desk where the desk worker will record the name of the guest plus the room number of the host/hostess and contact the stated host/hostess.
   b. The host/hostess will come to the lobby and escort the guest from the lobby.
   c. At the conclusion of the visit and by the conclusion of the specified guest hours, visitors who are not ICU students will be escorted by their host/hostess back to the lobby where the guest should ask the desk worker to check off his/her name from the guest roster.