

Section 1:

Facilities, Offices, and Services

ACADEMIC ADVISING

Advisors

Every student will be assigned an academic advisor. Students interested in changing their academic advisor should talk with the advisement coordinator in the Academic Assistance Center and complete the change of advisor form. This form is available in the Academic Assistance Center and in the Office of Academic Records.

Student Participation

It is the responsibility of the student to fully participate in the advising process. The academic advisor serves as a resource for course/career planning and academic progress review and as an agent of referral to other campus agencies as necessary. After consultation with her academic advisor, it is ultimately the student's responsibility to choose and implement her academic program.

General Statement of Advisor Expectations

The student will do the following:

- Consult with the academic advisor when necessary.
- Discuss academic and career-related needs as they develop.
- Be knowledgeable about academic policies, requirements, and procedures stated in the College Catalog.
- Schedule appointments with her advisor and be on time for those appointments.
- Be prepared for the advising appointment and bring appropriate materials.
- Come to the advising session prior to course registration with the necessary forms, an idea of the type of courses she will need, a list of alternatives, and the catalog for the transfer institution if applicable.
- Discuss long-range goals including choice of major and career aspirations with the advisor.
- Know academic requirements for continued enrollment and graduation.

- Ask questions about policies, procedures, or requirements that are not understood.
- Keep copies of relevant academic records.
- Consult with the advisor with concerns related to academic progress, a change in program, courses to be taken at another institution, withdrawal from courses, or withdrawal from the College.
- Be candid; discuss with her advisor what may be affecting her ability to do her best course work.
- Follow through with appropriate action after the advising session.
- Request reassignment to a new academic advisor if desired or if interests change.
- Make final decisions and be actively responsible for her academic career.
- Notify the registrar if her address changes at any time.
- Read her College mail on a regular basis, including e-mail.

(Originally from Ohio University)

ACADEMIC AFFAIRS OFFICE

The vice president for academic affairs is the chief academic officer of the College, and is responsible for the academic program. The vice president, assisted by the assistant dean for academic administration, and the assistant dean of the faculty, works with faculty, the Kolderie Academic Assistance Center, the Library, the Office of Academic Records, and several committees (including the Student Academic Committee). The Office of Academic Affairs is located in the Rubie Burton Academic Center.

ACADEMIC ASSISTANCE CENTER

The Kolderie Academic Assistance Center is located in the Rubie Burton Academic Center. Professional staff are available to assist students with:

1. Selection and change of advisors.
2. Transfer counseling to determine which

educational institutions and program will meet career goals and to help with the transfer process.

3. Career planning and college major selection, including both individual career counseling and informal group workshops held throughout the year.
 4. Use of the career library that contains college catalogs, videos/CDs and literature, a computer-aided career exploration program, and an extensive collection of career planning references.
 5. Resume preparation, interviewing skills, and full-time and part-time employment.
 6. Volunteer experiences in the local community and information on internships worldwide.
 7. Individual and group instruction in college learning skills.
 8. Tutoring.
 9. Information regarding TOEFL, ACT, SAT, Study Abroad, and scholarships and financial aid.
- Also, see
“Career Counseling,” “Transfer Counseling,”
and “Volunteer Opportunities” in this section.

ACADEMIC RECORDS

The Office of Academic Records is responsible for class scheduling and registration, and permanently maintains an academic record (transcript) for each student. Students are responsible for notifying the Office of Academic Records regarding any changes in address, or other relevant personal data. Students may request enrollment verifications and academic transcripts, in addition to obtaining necessary paperwork for changes in registration. The Office of Academic Records is located in the Rubie Burton Academic Center (RBAC 168).

ACCESSIBILITY FOR PERSONS WITH DISABILITIES

Due to the age of the institution, some Cottey facilities may not be accessible to all individuals with physical mobility disabilities. The descriptions of facilities included under “History of Buildings” elsewhere in this handbook briefly notes which buildings may be accessible. If special assistance is needed for access outside of what has already been provided, contact the counselor, who serves as the coordinator for

student disability services, in the Student Life Center located in Hinkhouse Center.

ALUMNAE RELATIONS

The coordinator of alumnae relations is the primary contact for alumnae of the College. The coordinator is responsible for the Alumnae Association Executive Board, the Student and Alumnae Association Committee, Founder’s Day Weekend, class reunions, alumnae communications, and class notes for the quarterly alumnae newspaper, *The Viewpoint*. The Office of Alumnae Relations is located on the first floor of Main Hall.

ART GALLERIES

The P.E.O. Foundation Art Gallery is located in the Haidee and Allen Wild Center for the Arts. A wide variety of paintings, drawings, photography, sculpture, pottery, and other forms of art are on display throughout the school year. Exhibits include works by students, faculty, and many visiting artists from the United States.

The Carolyn E. Conway Student Art Gallery is located in the Rubie Burton Academic Center. This gallery features the works of students currently enrolled in art courses, including drawing, painting, photography, ceramics, and sculpture. The exhibits change many times throughout the year and always promise to be an interesting and creative showcase for Cottey’s talented students.

ATHLETIC DEPARTMENT

The athletic director is responsible for the College’s intercollegiate athletic programs, the Cottey Comets basketball team, volleyball team, and softball team. Cottey is a member of the National Junior College Athletic Association (NJCAA), Division II, Region XVI. In addition to coaching, the director and the coaching staff are responsible for the recruitment of student athletes. The athletic staff also coordinate activities as a part of the Student Wellness Program in collaboration with other faculty and staff. The athletic department is a division of Student Life, and staff offices are located on the first floor and lower level of Hinkhouse Center.

AUSTIN STREET

Austin Street is Highway 54 and traffic is usually heavy! Please observe laws pertaining to pedestrians, and cross Austin Street only at the stoplight or specially marked crosswalk. Use EXTREME caution.

B.I.L. HILL AND LODGE

B.I.L. Hill and Lodge, eight blocks south of the campus, can be reserved for workshops, recreation, and Friday/Saturday overnight retreats. The kitchen is equipped with cookware and dishes. The Lodge also has a pool table, stereo, TV and VCR/DVD. Students desiring to reserve the Lodge overnight must complete and sign the "Request to Use Cottey College Facilities" form at least one week in advance. This form may be picked up in the Campus Activities Office. Priority is given to suites and student organizations. Others may reserve the Lodge overnight with special permission by the dean of student life or her designee.

BOARD OF TRUSTEES

The Cottey College Board of Trustees are the stewards of the College and hold legal and ethical responsibility for the actions of the College. They provide direction and oversight through the clarification of the institution's mission and goals and by setting and monitoring College policies. The Board is comprised of ten members who are appointed by the Executive Board of International Chapter of the P.E.O. Sisterhood, in addition to the president and first vice president of the International Chapter of the P.E.O. Sisterhood, who serve as ex-officio members. Members are selected on the basis of their potential to contribute to the effective operation of the College through their expertise gained as a result of their educational, professional, and community service experiences. Trustees serve a seven-year term and come from throughout the United States.

Cottey College Board of Trustees July 2008

- **Janet L. Brown, J.D.**

2008-2015
Orlando, FL

- **Karen Browne, Vice Chair**

2004-2011
Wilmington, DE

- **Chauncey E. Brummer, J.D.**

2008-2015
Fayetteville, AR

- **Donald H. Cunningham, Ph.D.**

2005-2012
Boonville, MO

- **John Grider, Chair**

2002-2009
Bowling Green, KY

- **Nancy Gwinn, Ph.D.**

2006-2013
Chevy Chase, MD

- **Susan Santoli, Ph.D., Secretary**

2006-2013
Theodore, AL

- **Donna Shavlik**

2003-2010
Estes Park, CO

- **Julie Wilson, Treasurer**

2004-2011
Beaverton, OR

- **Kathleen Wysong**

2007-2014
Nevada, MO

- **Barbara Andes, Ex-Officio**

2005-2009
Fullerton, CA
President, International Chapter,
P.E.O. Sisterhood

- **Elizabeth Garrels, Ex-Officio**

2007-2011
Mt. Pleasant, IA
First Vice President, International Chapter,
P.E.O. Sisterhood

BOOKSTORE

The Cottey College Bookstore is located on the ground floor of Main Hall. Students may purchase textbooks, school supplies, posters, gifts, and many Cottey items at the Bookstore. The Bookstore offers a personal charge plan for students. Students may charge textbooks and school supplies only on this account with a limit of \$350.00 per semester. A Cottey ID is required at the time of each charge. Students will be required to meet the following payment schedule:

Fall Semester

Sept. 15-1/3 balance due

Oct. 15-1/2 balance due

Nov. 15-balance due

Spring Semester

Feb. 15-1/3 balance due

Mar. 15-1/2 balance due

Apr. 15-balance due

IF SCHEDULED PAYMENT OBLIGATIONS ARE NOT MET, CHARGING PRIVILEGES WILL BE FORFEITED.

Textbooks may be returned within a two-week period after classes begin each semester. Students must have the receipt or charge slip, and the book must not be damaged or marked in. This is the only time textbooks may be returned except during buyback, which is held during finals week each semester.

BULLETIN BOARDS

Bulletin boards are located in public areas around campus for general information purposes. Some bulletin boards are marked for use by specific offices, faculty, or student organizations or may be located in suites. Others are available for general postings. General-purpose bulletin boards may be used by students, recognized student organizations, faculty, and administrative offices without prior approval. To keep them attractive and current, the following usage guidelines have been established. Violators will lose the privilege of using bulletin boards and may be subject to disciplinary action.

1. Students and student organizations may not post signs, notices, and posters anywhere

other than bulletin boards (such as entrance doors to buildings, exterior building walls, or interior surfaces in public areas) without special authorization from the dean of student life. Items posted on prohibited surfaces will be removed, and the student or student organization involved will be charged for damages or special cleaning needs, which may result.

2. Limitations may be made on the number, size, and length of time materials may be posted on bulletin boards by the coordinator of campus activities or dean of student life.
3. Event or activity advertisements should be removed by the person or group who posted them within 24 hours of the event.
4. All signs, notices, and posters must include the identity of the sponsoring student, instructional or administrative office, student organization, or public business or organization. Things posted anonymously on bulletin boards will be removed.
5. Students and student organizations are expected to show common courtesy when posting things on bulletin boards. For instance, other current signs, notices, and posters should not be removed or covered in order to hang a new item. Students and student organizations preparing items for posting on bulletin boards must also use good taste and judgment.
6. Any signs, notices, and posters that are judged to be offensive by the dean of student life or appear to be in violation of College regulations will be removed.
7. General-use bulletin boards will be cleared of all items at the end of each semester.
8. Commercial advertising or solicitation, except for the personal and occasional sale of small items by members of the College community, must be approved by the dean of student life. Signs, notices, and posters of a commercial nature that have not been marked as approved will be removed.

9. With the exception of events related to alcohol awareness programs, commercial advertising involving alcohol is specifically prohibited. This includes signs, notices, or posters soliciting student involvement in events where the consumption of alcohol appears to be a significant part of the event.

BUSES

Students may purchase tickets for chartered bus trips to and from Kansas City International Airport (KCI) at the beginning and end of academic breaks, and at Thanksgiving for \$25 (subject to change) each way. This service is offered as a convenient alternative to the regular commercial bus route between downtown Kansas City and Nevada (Jefferson Bus Lines). Chartered bus tickets are sold on a first-come, first-served basis. Luggage restrictions are enforced due to space limitations. Students should arrive 15 minutes prior to departure time. Bus schedules, tickets, and specific information may be obtained from the Office of Student Life located in the Student Life Center, second floor, Hinkhouse Center.

BUSINESS OFFICE

The Business Office is responsible for the collection, disbursement, and accounting for all financial assets of the College. The office handles all inquiries regarding tuition and fees, student telephone billing, student payroll, and student organization purchase requisitions. Students may also cash checks (see Check Cashing). The Business Office is under the direction of the chief financial officer and is located on the first floor of Main Hall.

CAMPUS ACTIVITIES OFFICE

The coordinator of campus activities and calendar works with student organization officers and sponsors, other College faculty and staff, and numerous agents and performers to schedule and promote activities events on campus. The coordinator also plans student developmental programming, provides support to student organizations and sponsors, conducts leadership training, and coordinates individual and series ticket sales. Student organizations wishing to reserve campus facilities for meetings or events must complete a facilities request available in

the Campus Activities Office, and place the event on the Master Calendar, also located in this office. The coordinator also publishes The Cottey Connection, a weekly newsletter distributed each Friday, to inform the campus community of upcoming events. Submissions to The Cottey Connection may be e-mailed to connect@cottey.edu by noon on Wednesday, for inclusion in the next issue. The Campus Activities Office is located in the Student Life Center, second floor, Hinkhouse Center.

CLASS Acts Committee

This committee selects all performances in the Cottey Lecturers and Artists Super Series and is comprised of faculty, staff, students, and community members, and is chaired by the coordinator of campus activities. CLASS events include theatrical, musical and dance performances, authors, lecturers, and exhibits.

Student Activities Committee (SAC)

This advisory committee plans, promotes, and produces performances by popular musicians, comedians, folk singers, jugglers, and hypnotists. They also sponsor movies as well as other novelty and variety performances. Other events may include study breaks, road trips, and various types of free programming. SAC is made up of students, including selected officers, and all are encouraged to join. The coordinator of campus activities serves as its sponsor.

CAMPUS EMPLOYMENT/FEDERAL WORK STUDY

Campus employment and federal work-study are financial aid programs managed by the Financial Aid office. Student employment is primarily available as a portion of the student's financial aid package. First-year students who are awarded campus employment or federal work-study as part of their aid package and who accept the award on their award letter will be assigned to a position on campus. Students may earn up to the amount listed on the award letter. Students are paid at least minimum wage and receive a paycheck once a month for the hours worked during that pay period. New student employees must complete

employment eligibility paperwork (an I-9 form and W-4 forms) during Orientation.

If a position becomes available during the year, the Financial Aid office will place a notice in The Cottey Connection stating that applications are being accepted for a specific position. Any student who does not have a campus job can fill out an application.

In April, first-year students who will be returning to Cottey can apply for a campus job for their second year. Students who worked on campus their first year must reapply in order to be considered for a job for their second year.

The Financial Aid office is located in the Office of Enrollment Management in Main Hall.

CAREER COUNSELING

Career planning information and counseling are available through the Kolderie Academic Assistance Center located in the Rubie Burton Academic Center. The transfer and career coordinator helps students explore their interests, skills, values, and personality preferences related to career goals through individual and group counseling. Students use the many resources available to identify majors and careers. This includes current publications on careers, majors, specific jobs, internships, study abroad, and scholarships. The career lab hosts an interactive computer program that allows students to relate their interests and values to career and educational planning. Workshops on resume preparation, interviewing skills, financial aid, and major/career selection are offered throughout the year. Information and opportunities for community volunteering, part-time and summer employment, study abroad, and internships are also available.

CENTER FOR THE ARTS

The Haidee and Allen Wild Center for the Arts contains an Auditorium seating 495, the 150-seat Missouri Recital Hall, and the P.E.O. Foundation Art Gallery. The Ticket Office in the Weber Foyer is open on the evenings of performances when tickets are required.

CENTER FOR WOMEN'S LEADERSHIP

The Helen and George Washburn Center for Women's Leadership is the grand 1926 house surrounded by the wrought iron fence located just south of Hinkhouse Center. The Center for Women's Leadership (CWL) serves the Cottey student body and community women and girls. Their mission is "to offer an environment for building the lives of girls and women through enrichment, leadership development, and education." An example of CWL programming is a three-day residency by two former United States congresswomen. Students and organizations are encouraged to initiate programming by contacting the director at ext. 2204. The director serves as the coordinator for the LEO (Leadership, Experiences, Opportunity) program. The CWL maintains business hours of 8 a.m. to 5 p.m. Monday through Friday.

CHAPEL

The main floor of the Chapel is used throughout the year for chapel services, student/faculty recitals, and other events. The Canadian Room, located on the main floor, is available for student use. It is comfortably furnished. Male guests must be accompanied by a Cottey student and may remain in the Canadian Room until 1 a.m. when the building is on keycard. The lower level is commonly used by student organizations to conduct meetings. Campus spiritual life activities are under the direction of the coordinator of spiritual life, whose office is located in the Student Life Center, second floor, Hinkhouse Center

CHECK CASHING

For the convenience of students, the Business Office will cash checks up to \$125, Monday-Friday, 8-9 a.m. and 1-4:30 p.m. Two party checks will only be cashed if they are written to the student from her parents, grandparents, or other Cottey student. No three party checks may be cashed. A valid student ID/Keycard is required to cash a check. There is a \$15 service charge for any returned check. A student may lose her check-cashing privilege as a result of writing bad checks. There are also six full-service banks in Nevada: First National Bank, Heritage State Bank, U. S.

Bank, Metz Banking Company, Bank of America, and TeamBank.

CHELLIE CLUB

The Chellie Club coffee house, located in the lower level of Hinkhouse Center, is open on a limited basis for student, faculty, and staff use. Escorted guests are welcome. Deli items, ice cream, specialty coffees, soft drinks, and other snacks are available at reasonable prices. Coffeehouse performances are often held featuring student musicians, poets, and others.

COMMUTER STUDENTS

The Office of Student Life in Hinkhouse Center serves as the primary contact for information for commuter students. The Nevada Room in the Library has been set aside as a place for commuter students to study and relax. A computer is available, as well as a telephone for outgoing calls; however, incoming emergency calls should be routed to the Office of Student Life in Hinkhouse Center, (667-8181, ext. 2126) so that staff can assist in locating students.

All commuter students are provided a mailbox in the Rubie Burton Academic Center (Faculty/Staff Workroom RBAC 120). It is the student's responsibility to check her mail on a regular basis.

Almost all College services available to residential students are also available to commuter students. Commuter students are welcome to eat in Raney Dining Room or the Chellie Club. Discount meal tickets are available through food service in Raney Dining Room. It is possible to stay overnight with a friend or classmate in one of the residence halls provided the hall director is notified. Interested commuter students may also be "adopted" by a residence hall suite in order to facilitate involvement in general student activities (see the director of housing for more information). Limited use of Hinkhouse Center facilities by family members can also be arranged by obtaining a usage pass from the Office of Student Life. (See "Hinkhouse Center" elsewhere in this section of the handbook.)

The Student Government Association has designated one senator position for a commuter student representative. Commuter students can contact their SGA representative or the Office of Student Life if they have questions or if they have ideas that could be pursued in order to help commuter students feel welcome and comfortable at Cottey.

COMPUTER LABS AND SUITES

The main computer lab is located in the Rubie Burton Academic Center, room 156. Students may use any of the personal computers when the building is accessible as long as classes are not in session in the lab. The small computer lab is located in room 208. Computer suites are located on the first floor of each residence hall. No food or drinks are allowed in computer labs or computer suites.

COUNSELING OFFICE AND SERVICES

The Counseling Office is located on the second floor of Hinkhouse Center in the Student Life Center, and is designed to offer counseling services and programs to assist students in realizing their potential in all aspects of college life. Two professionally trained counselors are available to provide counseling services including confidential short-term individual or group counseling for students experiencing personal, academic, or adjustment problems. Outreach through workshops and programs around campus focus on personal growth and development issues such as self-esteem, stress management, assertiveness, substance abuse prevention, eating disorders, depression, sexual assault, and other topics important to college women.

The Counseling Office is open Monday through Friday from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., with limited evening and weekend appointments available. **To schedule an appointment, contact the Student Life Center at ext. 2157. Please indicate if your needs are urgent to obtain immediate assistance. Crisis intervention is available after office hours and on weekends by contacting an R.A., hall director on duty, or a PEP member, who may arrange immediate counseling, or by calling Allied Mental Health**

at 667-8700. If there is no answer, call 1-888-628-8843, leave your name and number, and a therapist will contact you as soon as possible.

HIPAA Compliance

The Patient Privacy Notice describes how Protected Health Information about you may be used and disclosed and how you can get access to this information. Protected Health Information (PHI) is any information that relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present, or future payment for the provision of health care to an individual. The policy is distributed to clients at the time of their first visit to the Health Services Office and the Counseling Office. For additional information, contact the student health office manager at ext. 2157.

The Student Assistance Program

Counselors can help students experiencing more serious emotional or substance abuse problems access the Student Assistance Program with some services provided by the staff of Allied Mental Health. The Student Assistance Program is designed to promote early identification and intervention for students dealing with emotional or substance abuse issues in order to promote the student's academic success. Students may, upon referral from the counselor, receive an initial assessment with a qualified mental health professional from Allied Mental Health, with recommendations for continued treatment if indicated. If treatment is needed beyond the scope of that available through the Counseling Office, the student will be provided a list of local qualified mental health professionals, and will be assisted with referral for continued services at her own expense. Students may enter the Student Assistance Program voluntarily or become involved in lieu of certain disciplinary or administrative actions that may otherwise lead to dismissal.

For Those Affected by an Alcohol or Drug Abuser

Persons who have alcohol or drug abuse problems always affect the lives of others, particularly

family and friends. Confidential counseling is available through the Counseling Office in the Student Life Center for students affected by the alcohol and drug use of others.

EMERGENCY FINANCIAL ASSISTANCE

Emergency loan funds are available for students through the Business Office. Emergency loans are not made for personal bills such as telephone charges or car repairs. Those in need of emergency funds should make an appointment with the chief financial officer. Financial assistance may also be available to students experiencing hardship related to their health and wellbeing, or financial hardship that limits their involvement in academic and cocurricular enrichment opportunities. Students needing assistance can make an appointment with the dean of student life.

ENROLLMENT MANAGEMENT OFFICE

The Office of Enrollment Management coordinates all campus visits and tours for prospective students. The dean of enrollment management is the chief administrative officer responsible for college enrollment efforts. Golden Key, Cotter's honorary student ambassadors, works closely with the Office of Enrollment Management to provide campus tours and host prospective students in the residence halls. The Office of Enrollment Management is located on the first floor of Main Hall.

FAXES

Students may send and receive faxes through the College switchboard at a cost of \$2.00 for the first page and \$1.00 for each additional page and \$1.00 per page for incoming faxes. The fee must be paid at the Business Office where a receipt will be issued. This receipt is to be taken by the student to the switchboard to initiate the transmittal or pick up the fax. In the case of international faxes, the cost of the call sometimes exceeds the amount the College charges for the fax transaction. The student will be billed for additional phone charges connected to international faxes after the College phone bill is received.

FINANCIAL AID

The Financial Aid office is responsible for managing all aspects of the financial aid program, including scholarships, grants, student employment, and student/parent loans. The goals of the financial aid program are to provide assistance to eligible students with limited financial resources and to reward students for academic achievements and special talents.

The Free Application for Federal Student Aid (FAFSA) is used to apply for federal and state financial aid. This application is available in January of each year at www.fafsa.ed.gov. Students must reapply for aid each academic year. Cottey's priority deadline for the FAFSA is March 1. The Financial Aid office will determine a student's eligibility for federal, state, and institutional need-based aid from the result of the FAFSA.

We will coordinate the available sources of funding to assist students in meeting their financial need to the extent possible. Funding is limited, so no promise is made to fully meet a student's financial need.

Institutions of higher education are mandated to establish and enforce minimum standards of satisfactory academic progress for students receiving financial assistance. A student's cumulative grade point average and the number of hours earned are evaluated by the Financial Aid office at the conclusion of each academic year. Full-time students must earn at least 24 credits hours with at least a 2.0 cumulative GPA during their first year to maintain satisfactory academic progress.

The Financial Aid office is located in the Office of Enrollment Management in Main Hall.

FOOD SERVICE

Meals are served in Raney Dining Room, located on the lower level of Robertson Hall. Twenty meals per week, Monday breakfast through Sunday lunch, are provided as part of the board contract for residential students. Commuter students may purchase discount meal tickets

through the Food Service office. A wide variety of food items are provided at each meal. A vegetarian and vegan entree is provided at each lunch and dinner. Additional servings of the main entrees are available by simply returning to the service line. Quality food preparation and an attractively decorated dining room both contribute to a pleasant dining experience. Special dietary needs should be expressed within the first few days of fall semester. The director of food service is available for individual menu planning and nutrition information.

Your Cottey College ID/Keycard

Students must present their ID/keycard or a temporary ID to enter the dining room. ID/Keycards are not transferable. Students cannot lend their card to another person. Inappropriate use of an ID/keycard for meals will result in confiscation of the card and disciplinary action.

Meal Policies

Meals are provided for residential students. Commuter students and other members of the College community are welcome to eat in Raney Dining Room by paying the posted cash price at the door or by purchasing discount meal tickets. Members of the Cottey community are also welcome to bring escorted guests to meals. However, an advance reservation should be made for large groups with the office manager of food service at ext. 2150.

Dining Room Policies

Generally, no food or utensils are to be removed from the dining room and personal containers are not permitted unless approved by Food Service. Students are asked to leave backpacks at the entrance area. Entrance to the dining room is restricted to the east doors of the dining room. Handicap access is provided just south of the main entrance of Robertson Hall and by using the elevator located nearby.

Conduct and Dress

Responsible behavior reflecting respect for others and their property is expected of all persons using Raney Dining Room and the Chellie Club. Any student who engages in disruptive or inappropriate

conduct will be asked to leave and referred for disciplinary action. No “game-related” activities are allowed in Raney Dining Room without prior approval from the director of food service and the dean of student life.

Proper attire is expected in the dining room at all times. No nightwear or swimwear will be allowed. Diners must wear shoes and clothing which covers the body. “DJs” may not be worn in Raney Dining Room without special permission from the director of food service and the dean of student life. Any students wearing inappropriate attire may be subject to disciplinary action.

Sunday-Dress Dinners and Brunch

Sunday meals at Cottey have traditionally had more of a formal flair than those served during the rest of the week. Sunday’s semiformal brunch buffet is served from 10:30 a.m. to 1 p.m. and consists of a wide variety of hot breakfast and lunch items. This meal is intended to reinforce the sense of community that typifies Cottey. It is an opportunity to enjoy a leisurely time together, savoring well-prepared, nicely served foods and practicing social skills useful to all. Dressier attire including dresses, skirts and blouses, and slacks is expected. Unacceptable attire includes sweats, jeans/Levis, and casual shorts. The fashionable dressy knee-length shorts are acceptable. Male guests are not to wear caps or hats during dinner.

Special Functions

Food Service can provide a wide variety of beverages, food, and snacks for receptions and meetings anywhere on campus. Contact the director of food service for details and procedures to follow. Catering requests are to be submitted two weeks in advance of the event. Student organization advisors should work with organization presidents to help ensure the necessary forms are filled out correctly, signed, and submitted in a timely manner. The director of food service plans the Centennial Room suite dinners with students (refer to “Traditions” located in Section 5).

Get Well Meals

Students too ill to come to the dining room, or who are unable to walk, may obtain meals for take-out until they are able to return to the dining room. Contact the Health Services Office, a hall director, or an R.A. for arrangements if you need this service. Students will be responsible to arrange for someone to deliver the meal to them.

Take-Out Meals for Off-Campus Events

Food Service can provide meals when a recognized Cottey College organization is taking an out-of-town trip or a class or department is taking a field trip. A small additional charge will be made to cover the extra cost. Nonresidential students, faculty, or staff will be charged at the normal rate. Contact the office manager of food service at ext. 2150 at least one week in advance for this service.

HEALTH SERVICES

Student health services are provided in the Student Life Center on the second floor of Hinkhouse Center. Local physicians under contract with the College provide treatment for minor illnesses and injuries, health counseling and referral services. A student health office manager is available to assist the physician during examinations and to assist students with their medical needs including referral, insurance questions, prescriptions, and transportation.

Health Services hours are posted in each residence hall. **Students needing to see a doctor should arrive at the Health Services Office at the beginning of the scheduled clinic time. The physicians may leave immediately after they have seen everyone needing their professional services.** If in doubt, contact the student health office manager at ext. 2157 to see if the physician is still available. Health Service hours are subject to last minute change or cancellation due to emergency situations beyond the control of the physicians.

Students who become ill or have an accident requiring immediate attention during hours that the Health Services Office is closed, should contact an R.A. or residence hall director for assistance. The

Nevada Regional Medical Center provides 24-hour emergency medical services. Ambulances may be obtained by calling 9-911. Local physicians provide nonemergency care during weekdays from 8 a.m. till 5 p.m. Please see “Physicians” in the yellow pages of the Nevada phone directory.

Health consultation services provided by the College are free but limited. Students who do not have complete health forms on file with the Health Services office may be refused treatment. More complete medical services are available in the local community at the student’s expense. Some form of medical insurance coverage is highly recommended to provide a degree of protection against the sometimes astronomical costs that may be associated with an accident or severe illness. If parents or guardian cannot be reached, the College may make decisions concerning emergency health problems for any student.

A Health Services physician cannot excuse a student from class; it is the student’s responsibility to make arrangements with instructors for classes missed. However, at the student’s request, the student health office manager may send notices to instructors, the academic advisor, and others who have a “need to know” when, in the physician’s opinion, a student should not attend class due to illness or injury. This is not an excuse, but rather a notice intended to give the instructor more information about a particular student’s absence. Each student is responsible for notifying the Office of Student Life in case of illness or injury requiring hospitalization or an extended absence from classes (more than one week).

Students who have been diagnosed with contagious illness must notify the Health Services Office immediately. Diseases or illnesses considered public health threats and reportable include: diphtheria; measles (rubeola); German measles (rubella); mumps; pertussis (whooping cough); hepatitis type A, B, Non A, or unknown; tuberculosis; meningitis; encephalitis; and AIDS/HIV. Students who leave the College for any length of time due to medical reasons, including mental health, are required to obtain clearance through the dean of student life for readmission

to the College campus. Students may be required to provide documentation from a qualified health professional that includes the diagnosis, course of treatment, current ability to return to a campus environment, and recommendations for continued care. These records will become part of the student’s confidential health/counseling record. Any major change in health status, such as a diagnosis of diabetes, leukemia, epilepsy, or development of other serious health problems should be reported to the Health Services Office as soon as possible.

HIPAA Compliance

The Patient Privacy Notice describes how Protected Health Information about you may be used and disclosed and how you can get access to this information. Protected Health Information (PHI) is any information that relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present, or future payment for the provision of health care to an individual. The policy is distributed to clients at the time of their first visit to the Health Services Office and the Counseling Office. For additional information, contact the student health office manager at ext. 2157.

HINKHOUSE CENTER

Hinkhouse Center facilities include the Student Life Center, the Athletic department, the Dance and Physical Education departments, the Student Government Association office, classrooms, dance studios, the gymnasium, the swimming pool, the fitness center, the student lounge, and the Chellie Club. Adjacent are outdoor tennis courts, batting and pitching cages, and playing fields. Several of these facilities double as both instructional and recreational space. Instructional and intercollegiate athletic use of dual-purpose facilities have priority over recreational activities. Previously scheduled intramural competitions, aerobics classes, events sponsored by College offices, and activities organized by recognized student organizations (as approved) also have priority over the use of facilities for individual recreational purposes. Student organizations interested in using any part of Hinkhouse Center

for an event should check the Master Calendar in the Campus Activities Office for availability and fill out a facility request form.

The use of Hinkhouse Center facilities are normally limited to students, guests of students (with certain limitations), employees, commuter students, and their immediate family members. **All persons using the facility must carry their Cottey ID/keycard or pass at all times. Guests must be accompanied by their Cottey host.** However, the President of the College, chief financial officer, or dean of student life may permit other individuals or groups to use specific facilities. Any person engaging in disruptive or destructive behavior may be subject to loss of facility privileges as deemed appropriate by the dean of student life and other College officials.

Dependent IDs for Family Members of Commuter Students and Employees

Family members of commuter students and employees must obtain a dependent ID/keycard or pass for the use of facilities in Hinkhouse Center from the Office of Student Life on the second floor of Hinkhouse Center. Keycards will be issued only to dependents that are 12 years of age and older; children under 12 will be given a pass. These are typically valid for the academic year, or as long as the commuter student or employee remains affiliated with Cottey. Those charged with supervising the use of this facility may ask to see this pass for identification purposes at any time. Family members under 18 years of age are expected to submit a signed permission/release form signed by their parent or guardian before a pass is issued.

Usage Limitations. Children under 12 years of age may not be in Hinkhouse Center unless a parent or another family member age 16 or older is present in the building.

Guests

Employees or dependents may bring up to two guests with them to use Hinkhouse Center facilities provided the age requirements noted above are observed. Guests must be accompanied by their Cottey host.

Usage Limitations Related to Male Guests and Male Family Members of Commuters/Employees

Hinkhouse Center is put on keycard at the end of the business day and on weekends. Keycard hours are listed in the “Emergency Information and Appendixes” section of this handbook. The following policies define the times and circumstances when men may be in the building.

1. Men may be in Hinkhouse Center while the building is on keycard, until the building closes at 1 a.m. Students shall not allow their male guests to be in the building after hours. Contact campus security to report a violation of this policy. Student hosts will also be held responsible for the behavior of their male guests, including any damages they may cause.
2. Male guests must be accompanied by student hosts. Unaccompanied men who do not have reason to be in the building should be asked to leave by students, employees, or if assistance is needed or desired, by security personnel. Male guests may not wait to meet their student hosts inside the building. Exceptions include dances and other occasions authorized by the dean of student life.

This rule does not apply to male employees, vendors and contractors, law enforcement and fire authorities, family members of both employees and commuter students, and special guests of the College. However, all family members must carry a dependent ID on their person that confirms their authorization to be in the building and use facilities. This card must be shown upon request by security personnel or anyone else who has reason to question whether someone should be in the building or is authorized to use a particular facility in Hinkhouse Center. Family members may use all of the facilities in Hinkhouse Center, according to the limitations described in this section of the Student Handbook.
3. Student hosts must be participants in whatever activity their male guests are engaged in, and if requested, must allow others to use the facility in question.

Dance Studios

The dance studios are located on the main floor on the west side of the building. Both studio A and B may be used for practice when classes are not in session; however, students enrolled in choreography or technique classes have priority. Tap and pointe shoes may be worn in studio B only. Athletic shoes may also be worn in studio B that is also periodically used for aerobics. No street shoes are allowed in either studio, and for health reasons, no athletic shoes that have been worn outside may be worn in studio A. With the exception of dance performances open to the public or College community and regular aerobics sessions which may be scheduled for the small dance studio, male guests, including male family members of employees and commuter students, may not use or be present in the dance studios without special permission from dance instructors or the dean of student life.

Gymnasium

The gymnasium is located on the main floor. It is available for intramural, recreational, and organizational use when not being used for instructional purposes. Athletic equipment, including balls and tennis rackets, may be checked out, and must be returned to a student Hinkhouse Center monitor, when on duty. No overnight checkout will be permitted. Additional equipment is available for checkout at the receptionist desk in each residence hall.

Guests of students must be accompanied by their hosts (no more than one or two male guests per student) and may use the gymnasium only when their hosts are active participants in the recreational activity (such as coed basketball or volleyball). Children under 12 years of age must have a parent or another family member age 16 or older present in the building. Those using the gymnasium before or after scheduled events are expected to abide by any directives from student Hinkhouse Center monitors, physical education instructors or security staff; use equipment properly; put equipment (such as volleyball standards) back where it was found; and report any damage or misuse of equipment.

Hinkhouse Center Lounge

The lounge is located on the lower level next to the Chellie Club. This room is intended to be a comfortable place to relax or entertain male guests outside of the residence halls. The room is comfortably furnished and has a large screen TV and a pool table. Student organizations and other groups may not hold meetings in this room without special authorization from the dean of student life. Children under 12 years of age must have a parent or another family member age 16 or older present in the building.

Student Life Center

The Student Life Center is located on the second floor of Hinkhouse Center. The center includes the offices of Health Services, Counseling, Campus Activities, Housing, Spiritual Life, and Student Life.

Conference Room

The conference room is located on the main floor. It is available for use by students, faculty, and staff. Reservations may be made in the Office of Student Life, ext. 2126. Priority will be given to faculty and staff meetings.

Swimming Pool

The swimming pool is located on the main floor with entrance gained from the downstairs locker rooms. It is available for open swimming to students, employees, and family members of commuter students and employees during posted hours.

Fitness Center

A popular physical fitness facility for students is the weight room that is located on the lower level. A Universal weight machine, stationary bikes, rowing machines, treadmills, stair climbers, and free weights, along with several other types of exercise equipment, are available for those who have received basic use instruction from the weight class instructor or weight room monitor. Except for scheduled classes, the weight room is open during posted hours and may be used by all members of the academic community. Children under age 16 are not allowed in the weight room.

unless accompanied by a parent or another family member age 16 or older.

HOUSING OFFICE

The Housing Office is located on the second floor of Hinkhouse Center in the Student Life Center. The director of housing is responsible for the overall administration of all residence hall activities, including supervision of the work of the hall directors, organization and training of all residence hall staff members, organization and training of suite chairs, working with the director of the physical plant to see that the physical facilities of all buildings are kept in proper repair. The director is responsible for working in conjunction with the dean of student life in establishing and evaluating residence hall policies and procedures. The director also serves as the assistant dean of student life and is a cosponsor of SGA.

ID/KEYCARDS

The ID portion of the ID/keycard is used for identification purposes, as appropriate and necessary, when entering Raney Dining Room; checking out library books; cashing checks; charging on account; borrowing certain pieces of equipment; entering the swimming pool and campus performances; and verifying student enrollment. Students must provide their name and show their ID/keycard when requested by any College employee including security personnel.

The keycard portion of the ID/keycard is part of a system intended to provide building access to students and employees. The system is a vital component of the safety measures the College provides to protect students and, on a secondary level, property. The various keycard readers around campus are programmed to give students access to their residence hall and other buildings on campus according to the schedule printed in the back of this handbook or as described in official notices for special events.

There is an annual fee of \$10 for a student ID/keycard. ID/Keycards are intended to be used only by those to whom they are issued. They may not be sold, given away, used to provide access to

nonstudents, loaned to, or borrowed by anyone, including fellow students. It is also improper to hide an ID/keycard outside of a building for later use by oneself or others or possess more than one ID/keycard. Misuse of an ID/keycard for any reason will lead to disciplinary action.

ID/keycards that are lost or defective may be replaced in the Student Life Center in Hinkhouse Center. A fee of \$15 will be charged to replace lost ID/keycards. ID/keycards that become defective due to normal wear and tear will be replaced without charge. Residential students who lose or misplace their ID/keycard should notify the student health office manager at ext. 2157 or the physical plant office manager at ext. 2155 as soon as possible. A temporary ID (for use in the Library and Raney Dining Room) may be issued by the student health office manager in situations where a student believes she may have simply misplaced her ID/keycard and wants to look for it. Temporary ID cards do not have keycard capability. Lost or defective ID/keycards must be replaced within two weeks.

INSTITUTIONAL ADVANCEMENT OFFICE

The Office of Institutional Advancement is located on the first floor of Main Hall. The dean of institutional advancement is the chief development officer of the College. The dean is responsible for the College's constituency relations and gifting processes. The dean of institutional advancement provides the P.E.O.s, alumnae, corporations, foundations, and the Nevada community with information about Cottey College and the gift opportunities available. This office is responsible for recording, transmitting, receipting, and acknowledging all gifts to the College.

INTERNATIONAL STUDENT SERVICES

International students may need a variety of special services that Cottey arranges. The advisement coordinator serves as the international student coordinator.

LEADERSHIP DEVELOPMENT

The coordinator of campus activities and the interim director of the Helen and George Washburn Center for Women's Leadership sponsor

various leadership development activities every year. Through the LEO program, students can achieve four levels of certification as a student leader. Several opportunities for leadership are available to Cottey students. The College has many student organizations and both first-year and second-year students serve in leadership positions.

LEARNING SKILLS ASSISTANCE

The faculty should be the primary source of assistance for students needing help to meet the academic requirements of individual courses. Self-help resources such as computer and video tutorials are available in the Academic Assistance Center. Learning skills sessions titled “Strategies for Academic Success” are offered on a noncredit basis each semester. The times and locations of these sessions are printed in the Class Schedule booklet. During these sessions, the student will identify her preferred learning style, time-management skills, study techniques, reading and note-taking strategies, and methods for reducing test anxiety. Students may also seek individual learning assistance by contacting the advisement coordinator in the Academic Assistance Center.

LIBRARY

The Information Commons on the main floor of the Ross Memorial Library provides areas for group study, class instruction, and assistance from the librarians and other staff.

Your Cottey ID/keycard is required when checking out library materials or using reserve material. Reserve materials are used at the discretion of the instructor who put them on reserve for a class, and the fine accumulates much faster for a reserve item that is overdue than for other overdue items.

Drinks are restricted to areas where computers are not located and must be contained in covered, no-spill bottles. Open food or drink containers are permitted only in the student lounge located on the upper level of the Library.

If you need a book not found in the Cottey Library, you can request it from another Missouri library in the MOBIUS Consortium. If you need an article or a book not found on MOBIUS, it can be

requested through the Ross Library’s interlibrary loan service.

Unauthorized removal of library material from the Library is a violation of the Honor Code. If a Cottey library item is damaged or lost, the responsible student will be charged for replacing the item plus a handling fee. If an item from another library is damaged or lost, the lending library determines the fees. Theft of library material is illegal and may be reported to proper authorities. Unpaid fees may result in a block on the release of the student’s academic record.

LOST AND FOUND

Lost and found bins are located at the receptionist booth of each residence hall. Items found should be turned in to the receptionist. If you lose something, you should ask about the item in the building where it was lost and/or check at the receptionist booths of each residence hall. When you believe the loss is a result of theft, you should notify an R.A. or your hall director. At the end of the academic year, items left in a student’s room are turned over to Physical Plant.

MAIL & UPS SERVICES

Student mail is delivered to the residence halls. All residential students are given a mailbox in their residence halls. Commuter student mail is delivered to the Rubie Burton Academic Center (Faculty/Staff Workroom RBAC 120).

Outgoing mail is picked up in the residence halls and in the Service Center (Main Hall), Monday through Saturday. Packages to be sent by U.S. mail service should be taken to the Service Center no later than 3 p.m., Monday through Friday. A change in your permanent home address should be reported in writing to the Office of Academic Records and the Service Center in Main Hall.

Packages received from UPS (United Parcel Service) will be delivered directly to each residence hall. The receptionist on duty will notify students who receive packages. Each student who receives a package must claim it herself, as she will need to sign for the package. Packages received by other special carriers, such as Federal

Express, will be delivered to the Service Center located in the lower level of Main Hall. Service Center personnel will notify students that they have mail to be signed for. Oversize mail must also be picked up in the Service Center.

Students who wish to ship packages via UPS may do so at the Physical Plant from 8:30 a.m. to noon and 1-4:30 p.m., Monday through Friday. All UPS packages must meet size and weight specifications; details on these specifications are available at the Physical Plant. Charges must be paid at the time you ship an item.

MASTER CALENDAR

The Master Calendar is maintained in the Campus Activities Office. Meetings and programs in College facilities may be scheduled only after the time and location are cleared by checking the Master Activities Calendar. A meeting or program will normally not be scheduled that conflicts with an event intended for the entire campus. The process for reserving a College facility is found under "Use of Facilities and Related Policies" in this section of the handbook.

P.E.O. RELATIONS

The Office of P.E.O. Relations is located on the first floor of Main Hall. The coordinator is responsible for P.E.O. communications, bus trips and campus visitors, packets for college fairs, counselor visits and student gatherings, Vacation College, Summer Science camp, and Music and Dance workshop programs.

PHOTOCOPY MACHINES AND COPY CARDS

A photocopier machine is available in the Library for general student use at a minimal charge per copy. There is also a photocopier machine in the Service Center, Main Hall lower level, and the Student Life Center on the second floor of Hinkhouse Center, where students can make copies of student organization-related items such as meeting agendas, minutes, constitutions, event notices, etc. Student organization-related copying involves the use of a copy card, which is issued by the Service Center manager to organization presidents. These copies will be charged to the

organization's account in the Business Office. Copy cards must be turned into the Service Center prior to the end of the academic year. The fee for lost copy cards is \$5 and is paid to the Business Office. Students are expected to comply with all applicable copyright laws.

PUBLIC INFORMATION

The Office of Public Information is located on the lower level of Main Hall. The office is responsible for maintaining the College image, producing the College's publications, publicity, video productions and campus photography, press releases and media relations, sports information services, and the College Web site.

RUBIE BURTON ACADEMIC CENTER

The Rubie Burton Academic Center is composed of two wings. Alumnae Hall contains classrooms, faculty offices, student, and faculty lounges. The Office of Academic Affairs, Academic Records, main computer lab, Student Government Association, student publications, and the Kolderie Academic Assistance Center are also housed in this wing. Grantham Hall houses well-equipped science laboratories, classrooms, and faculty offices.

The Rubie Burton Academic Center is generally open for student use from 7:30 a.m.-1 a.m. Students may study in general classrooms and seminar rooms when they are not in use. Rooms may be reserved for organizational meetings by contacting the Office of Academic Records.

Food and Beverage Policy Rubie Burton Academic Center

No food or beverages of any kind are allowed in any of the science or computer classrooms.

Food and beverages are generally limited to the student lounge area.

Coffee, tea, and water will be allowed in classrooms and the second floor study room as long as it is in a covered container. Water in bottles is also acceptable. "Covered containers" do

not include Styrofoam and paper cups with covers like those provided at fast food establishments.

SERVICE CENTER

The Service Center is located on the lower level of Main Hall. Some of the services available to students at the Service Center are:

1. Copy machine—organizations, faculty, and staff accounts are charged five cents a copy. Personal copies are ten cents a copy.
2. Copy duplicator—charges are 50 cents per master, plus paper cost. Twenty-pound paper is one cent a sheet.
3. Mail services—postage meter applies postage to letter or package.
4. Wrapping packages—brown paper, bubble pack, string, and tape are all free of charge to anyone wishing to wrap her own packages.
5. Print jobs—for clubs, organizations. Jobs printed on the printing press need a lead time of 10-12 days or longer.

SPIRITUAL LIFE

The College recognizes spirituality as an important component of personal development. Cottey strives to provide educational opportunities for increased understanding of the significance of spirituality and an appreciation for its many forms by creating opportunities for spiritual development in a nonsectarian atmosphere that is inclusive of a multi-faith perspective reflective of Cottey's diverse cultural, ethnic, religious, and spiritual community.

The coordinator of spiritual life provides leadership for Cottey's spiritual life program and collaborates with members of the Student Life Committee and others to plan activities throughout the year. Events may include weekly chapel services, services for special events, on- and off-campus retreats, opportunities for personal discovery and religious and spiritual development, and activities designed to educate the Cottey community about various world religions and

faith perspectives through multi-faith dialogue. In addition to providing leadership for the spiritual life program, the coordinator of spiritual life is available to assist students in meeting their spiritual needs by providing individual and group support.

InterVarsity Christian Fellowship is an active interdenominational student organization. In addition to sponsoring social activities, they also schedule weekly meetings for Bible study and fellowship.

Cottey has a long tradition of student involvement with the Nevada faith community. This rewarding relationship remains a cornerstone of Cottey's spiritual life plan. Students interested in participating in religious activities in the community are identified and linked with members of the church of their choice. Many churches have "host family" programs that serve to not only enrich the experience of the students and families involved, but also enhance the relationship between Cottey and the Nevada community.

STUDENT DISABILITY SERVICES

Cottey College is committed to ensuring that all qualified individuals with disabilities have the opportunity to take part in educational programs and services on an equal basis. The aim is to provide this opportunity in an integrated setting that fosters independence and meets the guidelines of the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973.

Reasonable accommodations are made on an individual and flexible basis. It is the responsibility of individuals with disabilities to make their needs known and to provide proper documentation of a disability. Students seeking physical or academic accommodations for a disability should contact the coordinator for student disability services. Students will meet personally with the coordinator to arrange accommodations. Contact with the coordinator should be initiated prior to your first semester at the College to arrange accommodations. The coordinator for student disability services is in

the Counseling Office in the Student Life Center, second floor, Hinkhouse Center.

STUDENT LIFE CENTER

The Student Life Center is located on the second floor of Hinkhouse Center. It includes the Counseling Office, Health Services Office, Housing Office, Campus Activities Office, Spiritual Life, and the Office of Student Life. The Athletic department is a division of Student Life, with offices located on the main floor and lower level in Hinkhouse Center. (See each office for a description of services.) In addition to the specialized services available through each office, the staff works together to provide student developmental programming throughout the year. Programming is facilitated through workshops, seminars, groups, and other activities.

STUDENT LIFE OFFICE

The Office of Student Life is located on the second floor of Hinkhouse Center. The dean of student life is the chief student personnel officer of the College. The dean reports to the President and is the primary administrative advocate for students. The dean of student life works with students and College staff to improve the quality of student life. The dean serves as cosponsor of SGA.

TICKETS FOR CAMPUS PERFORMANCES

Tickets are needed for all events occurring in the Center for the Arts that charge an admission fee to the public and to all faculty recitals occurring in the Center for the Arts. Events in Raney Dining Room, Hinkhouse Center, and the Chapel do not require tickets. Tickets are available during office hours in the Campus Activities Office in the Student Life Center on the second floor of Hinkhouse Center. The Ticket Office in the Center for the Arts is also open on the evenings of performances when tickets are required.

Students are entitled to one ticket per show. Tickets are available on a first-come, first-served basis; however, due to a high demand for tickets to popular performances, it is occasionally necessary to limit ticket availability for students and employees to particular days prior to those events. Any remaining tickets are then made available to

the community. Students are admitted free to all performances sponsored by the College except dances held in Hinkhouse Center.

TRANSFER COUNSELING

The Kolderie Academic Assistance Center, located in the Rubie Burton Academic Center, offers transfer information and assistance. Its resources include college catalogs and promotional materials, admission and scholarship applications, college reference books, network access to colleges and universities, and computer software programs that allow students to choices. The transfer and career planning coordinator provides individual transfer counseling, conducts workshops to prepare for transfer, and arranges for college and university admission representatives to meet with students regarding transfer. The coordinator also assists students seeking volunteer and internship experiences.

USE OF FACILITIES AND RELATED POLICIES

Space within each Cottey College building (plus its adjacent grounds and any outbuildings associated with it) will be allocated and scheduled for use by a facility coordinator and assisted by a building supervisor. Supervisors will deal with policy matters and coordinators will handle day-to-day procedures. Supervisors will allocate and assign space for long-term use.

Use of campus facilities must be in keeping with the mission of the College and is subject to approval by the coordinator of campus activities, the dean of student life, the chief financial officer (for use by outside agencies and individuals), and the President.

To reserve space for an event, contact the coordinator of campus activities to check on facility availability and obtain a facility request form, then complete the form and obtain the signature of the facility coordinator. Building supervisors and facility coordinators are identified on the following table.

<u>BUILDING</u>	<u>COORDINATOR</u>	<u>SUPERVISOR</u>
Rubie Burton Academic Center	Registrar	VP for Academic Affairs
B.I.L. Hill and Lodge	Adm. Asst. to the President	President
Chapel	Coordinator of Campus Activities	Dean of Student Life
Hinkhouse Center **		
Administrative Areas	Dean of Student Life	Dean of Student Life
General Academic Areas	Registrar	VP for Academic Affairs
Gymnasium	Athletic Director	Dean of Student Life
Playing Fields	Athletic Director	Dean of Student Life
Dance Studios	Dance Faculty	VP for Academic Affairs
Chellie Club	Director of Food Service	Chief Financial Officer
Lower Level Lounges	Coordinator Campus Activities	Dean of Student Life
Pool	Aquatics Faculty	Dean of Student Life
Locker Rooms	Aquatics Faculty	Dean of Student Life
Library	Library Director	VP for Academic Affairs
Main Hall		
Administrative Areas	Chief Financial Officer	Chief Financial Officer
Academic Areas	Registrar	VP for Academic Affairs
Neale Hall	Registrar	VP for Academic Affairs
P.E.O. Hall	P.E.O. Hall Director	Dean of Student Life
Physical Plant	Director of Physical Plant	Chief Financial Officer
Raney Dining Room, Kitchen, and Centennial Room	Director of Food Service	Chief Financial Officer
Reeves Hall	Reeves Hall Director	Dean of Student Life
Robertson Hall (less Raney)	Robertson Hall Director	Dean of Student Life
Center for the Arts	Coord. of Campus Activities	Dean of Student Life
Center for Women's Leadership	Director of CWL	President

**Hinkhouse Center spaces are shared by the academic, administrative, and athletic departments and require close coordination and communication among all users.

VOLUNTEER OPPORTUNITIES

Volunteering provides an excellent avenue for interested students to explore career options while helping the residents of the local community.

Volunteer experience gives graduates an advantage in college admission, job placement, internships, and in entering a major. Students can volunteer almost anywhere. Some of the more popular volunteer sites include local elementary and middle schools, Nevada Parks and Recreation, YMCA, and a shelter for families affected by domestic violence. Individualized placements can be arranged based on student interest. Those interested in volunteering should contact the volunteer coordinator located in the Rubie Burton Academic Center.