

Olney Central College



2018-2019 STUDENT HANDBOOK



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Campus Hours

Summer

- **Bookstore** 7:30 a.m.-4 p.m., Mon.-Fri.
Extended hours available during the first week of the semester and during final exams.
- **Fitness Center** 6:30 a.m.-6 p.m., Mon.-Fri.
- **Food Service** 8 a.m.-12:30 p.m., Mon.-Thurs.
- **Library/Computer Lab** 7:30 a.m.-4 p.m., Mon.-Fri.
- **Student Services** 7:30 a.m.-4 p.m., Mon.-Fri.

Fall and Spring

- **Bookstore** 8 a.m.-4:30 p.m., Mon.-Fri.
Extended hours available during the first two weeks of the semester and the week of final exams.
- **Fitness Center** 6:30 a.m.-6 p.m., Mon.-Fri.
- **Food Service** 7:30 a.m.-1:30 p.m., Mon.-Fri.
- **Library/Computer Lab** 7:30 a.m.-6:30 p.m., Mon., Tues. & Thurs.; 7:30 a.m.-4:30 p.m., Wed. & Fri.
- **Student Services** 7:30 a.m.-4:30 p.m., Mon.-Fri.

Illinois Eastern Community Colleges reserves the right to change, without notice, any of the material, information, requirements, or regulations published in this publication. Illinois Eastern Community Colleges does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reason-

able accommodations to any qualified disabled individual upon request. Illinois Eastern Community Colleges' Board of Trustees has adopted the Substance Abuse Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.



Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.



Student Information

Financial Aid

Though the in-district tuition cost to attend Olney Central College is relatively low, there are other expenses that will be encountered while pursuing your college degree, such as purchasing textbooks, supplies and lab fees. Other types of expenses that may be incurred while attending school are housing, transportation and personal items. Financial aid can help to offset some of these expenses.

Contact the OCC Financial Aid Office at 618-395-7777 to learn more about applying for financial assistance through the Free Application for Federal Student Aid (FAFSA). The 2018-2019 FAFSA can be accessed on the IECC homepage (www.iecc.edu) under Students > Financial Aid by choosing the Apply for Aid – FAFSA link.

OCC Fees and Tuition

Fees for 2018-2019 are as follows:

- Activity fee: \$60 is assessed to all students taking six credit hours or more of college credits at any of the four IECC colleges. This fee will be charged only for fall and spring semesters to support student activities at the colleges.
- Ceramics course fee: \$20 per course
- Computer course/Lab fee: \$10 per credit hour
- Facilities usage fee: \$5 per semester if enrolled in six semester hours or more
- Graduation fee: \$30
- Second diploma charge: \$10
- Maintenance fee: \$15 per credit hour
- Music (applied) course fee: \$60
- Placement retest fee: \$5
- Proctoring test fee: \$15
- Proficiency examination fee: \$70 per exam

- Student ID replacement fee: \$5
- Student support fee: \$12 per credit hour
- Lab fees: may be charged for some courses
- Technology fee: \$5 per credit hour
- Transcript fee: \$5
- Residents of the IECC District who are age 60 and older: exempt from tuition for credit classes
- Textbook costs: textbooks are available for purchase at the bookstore or through our online bookstore
- Tuition fee: \$88 per credit hour (in-district)
- Nursing and Radiography tuition: \$140 per credit hour (in-district)

For out-of-district, out-of-state and international tuition rates, check with Student Services.

Note: Various career and technical education programs may have additional fees. Students should check with Student Services.

Refund Policy

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 days of a 16-week class period. No refunds will be given after the 10th day of the semester for regular 16-week courses. For courses which are offered outside the regular 16-week schedule, contact the Records Office to determine the refund period. All students registered for a 24, 32, or 40 hour Workforce Education New Hire Mining class must cancel 48 hours prior to the start date of the class to receive a refund.

Academic Advisement

Academic advisement is facilitated by OCC faculty and staff members. Advisors will register students by major, each term. It is highly advisable that currently enrolled students register as early as possible. Students are encouraged to access the Academic Advising Syllabus form, which is available on the IECC website at www.iecc.edu/occadvising.

The student is responsible for contacting the advisor to arrange a registration appointment. Part-time students may register with personnel in Student Services. Students electing to change their majors should see the Student Services personnel for reassignment to the appropriate advisor. Students can request an advisement appointment online at www.iecc.edu/occ/appointment.

Entrata

Entrata is the portal at Illinois Eastern Community Colleges and is accessible by students, faculty, and staff. Entrata provides access to a wide variety of information and services such as: course listing, email, rosters, grades, unofficial transcripts, registration, degree evaluation and more. To access Entrata, you will need to obtain a PIN from Student Services. Once you have done this, you can log in by going to the Entrata link on the IECC website at www.iecc.edu.

Faculty Offices

To find an instructor's office in the main building (Wattleworth Hall), check the directory posted on the first floor. Instructor's offices are numbered corresponding to the classrooms across the hall. For example, you will find 100A directly across from classroom 100. Offices in other buildings are easily located. You should find the instructor's schedule of office hours posted outside the office. Each instructor schedules five office hours per week, in order to be available to students.

Parking & Vehicle Regulations

All student-operated vehicles must be registered and a permit obtained. Registration of motor vehicles and the issuance of parking permits are conducted by the Student Services Office. All students must obtain a permit by the beginning of the fall semester. The permit will remain valid until the end of the spring semester. No permits are required for the summer semester. Each semester, all on-campus students enrolled in six semester hours or more pay a Facility Usage Fee at registration time.

Parking facilities are available to all students, but the use of certain lots is restricted to those having special permits. Students who have completed 30 or more semester hours will be issued blue stickers permitting them to park in the North Lot. Students who have completed less than 30 hours will be issued green stickers permitting them to park in the South Lot, which may be accessed from Ill. 130.

Student permits are not transferable to any other student. If your permit is lost or stolen, report to Student Services. A copy of your permit card will be given to you as a replacement for your lost or stolen permit. Permits must be displayed in the front window on the lower left-hand side. Open parking is available after 2 p.m. in the student parking lots.

Spaces identified as handicapped are reserved for students or staff with a handicapped permit issued by the State of Illinois or OCC. To obtain a handicapped space, please bring a signed statement from your doctor to the business office in Student Services.

No student parking is permitted in the faculty/staff areas or visitor parking at any time. OCC reserves the right to immobilize or tow cars that are in violation of the vehicle regulations. All towing and immobilizing are at the expense of the vehicle owner.

Note: All No Parking Zones apply to both day and evening students. There is absolutely no parking in the circle drive or in fire lanes at any time of the day or evening. Violators will be towed at their own expense. All parking regulations will be strictly enforced! For more details on parking at OCC, see the brochure on vehicle regulations.

Veterans' Assistance

Veterans are encouraged to visit Student Services to meet with the Veterans Counselor on staff. The Veterans

Counselor is available to give assistance to veterans in applying for VA benefits and to certify enrollment for continuation of VA benefits.



Student Clubs & Activities

Students may form organizations according to student needs and interests. The number and types of organizations may vary from year to year. New organizations are to be formed through the office of the Dean of Instruction, and they are to be compatible with the philosophy and mission of OCC. All organizations should annually inform the Dean's office of the name of the organization, the purpose, names of officers, and the method of handling monies. Organizations properly chartered may have one member representing each of the organizations on the OCC Student Senate.

Accounting Club

The OCC Accounting Club is available online to accommodate the needs of students enrolled in both the online and face-to-face degree and certificate programs. The club helps accounting students achieve their goals, whether they wish to continue their education at a university or to pursue employment upon completion of their coursework at OCC. Club discussions focus on internship, scholarship, employment, professional certification and networking opportunities.

Alpha Delta Nu Nursing Honor Society

The National Organization for Associate Degree Nursing (N-OADN) Alpha Delta Nu recognizes top associate degree nursing students.

To be considered for membership, students must have completed their first year of nursing, have attained a 3.0

overall GPA and earned a B or better in the core nursing courses. Students also must have demonstrated conduct on campus and in the clinical areas that reflects both integrity and professionalism. To be awarded full membership, students must finish their third semester of nursing and complete a group capstone project, which focuses on either recruitment or educational activities.

Automotive Technicians of Tomorrow

Automotive Technicians of Tomorrow is a club for students enrolled in the Automotive Service Technology and Collision Repair Technology programs at Olney Central College.

Students have the opportunity to participate in a number of activities including field trips to Toyota, Mid America Corvette and the Chicago Auto Show. The club also holds a spring car show, conducts fund-raisers and participates in the Olney Christmas Parade.

Christ's Ambassadors

Christ's Ambassadors is a non-denominational group whose members are united by their common faith in God and His gospel. Members believe that Jesus is the Son of God and that, through His death, they are saved. Students fellowship, share joys and struggles.

Cosmetology Club

The Cosmetology Club meets once a month to plan for upcoming events. Members participate in community projects such as providing services to local head start programs as well as longterm care residents.

Fund-raisers are planned throughout the year to help finance educational trips. Members attend events such as hair shows, where they learn about the latest industry advances in products and services.

IECC Student Nurses Association

The Illinois Eastern Community Colleges-Student Nurses Association members are enrolled in NUR 1208 or NUR 2208 Independent Study in Nursing. Members of the IECC-SNA must be enrolled in the IECC Associate Degree in Nursing Program.

Within the semester in which the student is enrolled in NUR 1208 or NUR 2208, the members shall:

1. Understand and follow the mission of the National Student Nurses Association (NSNA) and the Student Nurses Association of Illinois (SNAI).
2. Understand the IECC-SNA Bylaws.
3. Attend IECC-SNA campus meetings and one IECC-SNA meeting per semester.
4. Maintain a mentor-mentoree relationship with another student enrolled in the core IECC-OCC ADN nursing program.
5. Complete the 15 hours of contact for 1 credit. There is no tuition fee for this course. This is a Pass/Fail course.

The IECC-OCC Student Nurses Association completes several community service projects during the year. The

club also conducts recruitment projects and holds several fund-raisers.

Intercollegiate Athletics

OCC maintains an annual membership in the National Junior College Athletic Association for both men and women. Competitive intercollegiate athletics are an integral part of student life.

The men participate in intercollegiate baseball and basketball while the women participate in intercollegiate basketball and softball.

Massage Therapy Club

The OCC Massage Therapy Club discusses educational topics, which include speakers, field trips and fund-raisers for students enrolled in the program. Members also participate in community service projects. The group meets once a month or more.

Oath Keepers Club

The Oath Keepers Club provides opportunities and services for student veterans and alumni to connect and mentor each other as they successfully transition through college. For more information about the Oath Keepers Club, contact Advisor Allan Alldredge at 618-393-3566 ext. 5806.

Phi Beta Lambda (OCC Business Club)

Phi Beta Lambda is the collegiate affiliate of Future Business Leaders of America. The organization is focused on business, but open to students of any major. The purpose of the organization is to train future business leaders to become contributing members of society. Members benefit from leadership and training, contact made through networking and guest speakers, and opportunities to apply their knowledge through business-related activities including competitive events, programs and activities and conferences.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for the two-year college. Membership in this club is by invitation only. In order to qualify for membership, students must:

- Be enrolled in an accredited institution, have completed at least 12 hours of coursework that may be applied to an associate degree (part-time students may be eligible).
- Have a grade point average of 3.5.
- Receive an invitation to membership from the chapter at the college where presently enrolled.
- Adhere to the moral standards of the society.

Once in PTK, students can take part in various service projects and fund-raisers. PTK members usher and offer refreshments at the yearly plays and musicals on

campus. The service projects vary, but have included collecting items for Operation Christmas Child and collecting items for disaster relief kits.

PTK members also have access to special transfer scholarships and other scholarship opportunities as well as opportunities to attend conferences and grow professionally. You can even register to receive humanities credit for participating in the club.

Radiography Club

The primary purpose of the Radiography Club is to advance the science of Radiography and assist in establishing and maintaining high standards in all academic and professional goals. These are achieved through participation in club meetings, fund-raising activities, community service projects, formation of study groups and attendance at state and national seminars. Students in the Radiography Club raise funds to facilitate attendance at seminars.

The Radiography Club promotes health, professionalism, scholarship, leadership, education and social responsibility through school and community involvement. Club activities are instrumental in providing opportunities for students to network with professionals and peers as well as providing an opportunity to socialize. The Radiography Club serves to promote education and high scholarship within the field of Radiography and to provide opportunities for students to extend their education beyond the classroom.

Science Club

The Science Club is designed to enhance the learning experiences of students interested in pursuing the sciences. The club is open to all students who have an interest in any field of science including chemistry, biology and physics. Current enrollment in a science class is not required. Students may take on special projects, explore advanced scientific techniques and literature, participate in field trips and activities, and gain advisement for college and career preparation.

Student Senate

Student Senate is the student government body of Olney Central College. The Student Senate meets once a week and works on issues related to student activities, volunteer work and student policy.

Student Senate members have an opportunity to receive leadership training at the annual American Student Government Association conference in Orlando, Fla., or other locations. Other annual events hosted by the Student Senate include: American Red Cross blood drives, the OCC Haunted Trail and Spring Fling.

Student Senate also operates a Food Pantry at OCC, which is open to all currently enrolled full- and part-time students.

Student Senators serve on college committees providing valuable input regarding college policy and

improvement. Members can receive two hours of college credit for participating in Student Senate.

Welding Club

Welding Club meetings are used to research jobs, call companies and submit applications. Students also use this time to fabricate their own projects including fire pits, sculptures and equipment repair. They discuss new welding technologies and review the latest publication of the AWS Welding Journal. The OCC Welding Club holds a fund-raiser so welding students may go to FabTech, the biggest metal forming and welding show in the United States. For more information, contact Advisor Curtis Marshall at 618-395-7777, ext. 2580, or marshallc@iecc.edu.



Services for Students

Anderson Library

The Anderson Library has resources that support the academic and technical programs at OCC and the reading and browsing interests of students and the community. Banks of computers are available for use by patrons of the library, students or community members.

Fall and Spring semester library hours are 7:30 a.m. to 6:30 p.m. Monday, Tuesday and Thursday and 7:30 a.m. to 4:30 p.m. Wednesday and Friday. Summer semester hours are 7:30 a.m. to 4 p.m. Monday through Friday. Visit the Anderson Library in person or online to acquire an OCC library card, free to students and residents of the Illinois Eastern Community Colleges District 529, which provides access to computers, print resources, and online databases.

Card holders can locate books, videos and more from the online catalog, accessed on campus or through Entrata, from the resources of 86 I-Share academic libraries in Illinois which are then delivered to OCC for free, convenient pickup. OCC students may also visit any

I-Share libraries (EIU, SIUE, UI, etc.) and checkout books in person at those locations with a current OCC library card and return the book at OCC. The OCC Anderson Library webpage offers access to a recording detailing how to find information and resources including; researching topics, writing citations, and accessing online electronic resources. Also provided is access to the online subscription services of encyclopedias, magazines, journals, legal information, education information and databases (EbscoHost, Facts on File, Lexis-Nexis, CINAHL Plus with Fulltext, CredoReference, etc.) available 24/7.

From off campus, login to Entrata, click on "Library" in the menu on the left side of the webpage, then click on Find Articles, Journals & More — Off Campus Access under the Olney Central College LRC header to find usernames and logins for remote access.

Other services include copying, printing, scanning, video viewing for makeup work and individual assistance in searching and citing references. Assistive technology devices and software are available to help persons with vision or hearing challenges use computers and complete assignments easily.

For further information about the Anderson Library programs and services, individual instruction in searching, or for help with a project, contact the Anderson Library at 618-395-7777, ext. 2260.

Bookstore

Students will find the Bookstore centrally located on the main floor in Wattleworth Hall. In addition to textbooks and study supplies, they will find clothing, gifts and most items desired by typical college students.

Students may bring books to the Bookstore for possible purchase during buyback. This is a service provided by the Bookstore and Follett Higher Education Group, a national wholesale used book company. Prices paid are current market value as determined by that company. Buyback is always held during the week of final exams. Students must bring the original receipt for their books with them to participate in buyback.

Textbooks can be ordered online at the IECC website. The procedure is as follows: Click on Students, then select Bookstore on drop-down menu. Follow the link to the college where you will be attending and make payment by Visa or MasterCard or by entering your FINANCIAL AID information.

Career Services

The ultimate goal of all career services professionals is to help students find employment after graduation in their fields of study. To accomplish this goal, the Career Services professional will assist students with writing resumes, conducting mock interviews and giving suggestions on how to improve skills in both. Career Services will even assist students in establishing contacts with employers, in some cases making the call to employers on behalf of the student interested in a certain

position. Career Services professionals also can provide valuable job leads, and through their contacts in the community, assist instructors in locating internship opportunities for their students.

Students also can connect with employers through Purple Briefcase, which enables students to post resumes for prospective employers and peruse job openings listed by participating businesses. Students also can watch instructional videos, which provide tips to prepare them for job interviews and how to address questions they may encounter. Help also is available for resume writing and composing cover letters through Purple Briefcase. Students can sign up for Purple Briefcase from their Entrata accounts. Just click on the Career Services link on the left-hand side of the page and fill in the required information. Students will have to use their Entrata email account for their first visit.

If you are undecided on a career, a conference with IECC Coordinator of Career Services Allan Alldredge can be helpful. He has software programs that can assist a student in choosing a career path and he can offer testing, through the National Career Readiness Certificate (NCRC), which will make the student more marketable in today's competitive job market. For more information, contact Alldredge at 618-393-3566, ext. 5806.

Child Care Service

OCC's Cozy Corner is a licensed childcare center for OCC students, staff, faculty and the public. The center is licensed by the State of Illinois and is located on the first floor of Wattleworth Hall, just inside the North entrance in Rooms 100 and 101. OCC's Cozy Corner provides a preschool program for ages 3-5, a daycare and after-school program for ages 2 and toilet-trained up to age 12 or fifth grade and a summer program for the same ages. The center operates only on the college calendar. Summer hours are 7:30 a.m. to 4 p.m. Monday through Friday. Fall hours are 7:30 a.m. to 4:30 p.m. Monday through Friday. Parents must register children in advance, with the director of the center. For information and cost of the programs, contact Director Bev Mathews at 618-395-7777, ext. 2100. Project Child is accepted.



Fitness Center

The Aerobic Super-Circuit Program at OCC may provide the only conditioning program you need to improve and maintain maximum cardiorespiratory efficiency, strength, endurance, flexibility and all-around fitness. Regular workouts on the Super-Circuit deliver the benefits of both resistance training and aerobic activity in one easy-to-follow program. You warm up on one of the Aerobicycles or the Computerow located in the "Warm-Up Area." From there, you move to the first weight-training station and perform repetitions for 30 seconds, until a recorded voice on the sound system reminds you that it's time to move to the next station, an exercise bike. This process repeats itself.

The complete Super-Circuit consists of 12 single-weight machines and 11 exercise bikes, two treadmills and a stairstepper. You may work out, at your convenience, at any time the center is open. Classes are available on either a college credit or membership basis. For more information, call 618-395-7777 and ask for the Fitness Center. To register, request Student Services.

Food Pantry

The OCC Student Senate operates a Food Pantry in Wattleworth Hall Room 100A. Canned goods and other items are available to assist part- and full-time students, who are actively enrolled during the semester. The pantry is open weekdays and hours will be posted on the hallway TVs. Students also may contact Senate Advisor Dr. Aaron Lineberry at 618-395-7777, ext. 2239, or lineberry@iecc.edu to schedule a pick up time. Recipients must bring their OCC Student ID and current semester class schedule.

Housing

While many students commute to OCC, there are others who prefer to find housing in Olney. The local newspapers and area Realtors are your best source for housing information. Students are encouraged to make housing arrangements early. OCC has no control over private housing. It is recommended that students securing housing take steps to ensure a full understanding of the housing agreement as to price and length of tenure. Some type of contract, wherein all conditions are stipulated, is desirable.

Learning Skills Center and Tutoring

The Learning Skills Center is located in the back of the Anderson Library. The center's staff provides assistance to all students in an effort to help them succeed at OCC. Programs are provided in the following areas:

Tutoring

Free tutoring is available for all subjects. Professional tutors are available for Math and English courses. The Math Lab is available from 9 to 11 a.m. Monday through Friday. English tutoring and tutoring in other subjects is available, typically in the afternoon but also by appoint-

ment. Tutoring is also available to those students taking online courses and is assigned on a case by case basis.

Developmental Classes

Developmental coursework is offered in Mathematics and English/Reading. Lecture, Lab, and online developmental classes are available.

ABE/GED Classes

Free classes (including books and supplies) are available for students who want to earn their GEDs. Both eight-week day, evening and online classes are offered throughout the year. Classes in Adult Basic Education are provided in English, Math, Science, Social Studies, Reading and the Constitution.

ESL Classes

ESL class is offered to local residents for whom English is a second language. The course helps students improve written and spoken English.

Testing

Accuplacer testing is offered daily, 8 a.m. to 4 p.m. with additional hours in the FALL/SPRING semesters.

Disabilities

Accommodations are available for students with documented disabilities. If you have received accommodations in the past, or think you may have a disability, please make an appointment with the LRC.

Retention Coordinator

The Retention Coordinator is on campus to assist you in overcoming barriers that may prevent you from completing your certificate or degree. Vicki Thompson is here to help you find resources in the college and the community to help you succeed.

Stop by Student Services, call 618-395-7777, ext. 2014, or email thompsonv@iecc.edu to speak with her.

Student Union and Knight Kafe

The Student Union includes lounge and recreational areas along with vending machines with food and drinks. The Student Union also houses the Knight Kafe, which serves a la carte breakfasts and plate lunches, assorted salads, sandwiches and desserts when classes are in session.

Dining Dollars Meal Plans offer a 10-percent discount on Knight Kafe purchases and may be obtained in the OCC Business Office. The Gold Package, an \$800 value, provides an average of \$50 in Dining Dollars per week for 16 weeks and may be purchased for \$720. The Silver Package, a \$560 value, provides an average of \$35 in Dining Dollars per week for 16 weeks at a cost of \$504. The Bronze Package, a \$320 value, provides an average of \$20 in Dining Dollars per week for 16 weeks and may be purchased for \$288. Dining Dollar Meal Plans are PELL eligible. Dining Dollar Meal Plans are non-refundable and can only be redeemed at the college where they are purchased. Any unused value at the end of the academic year will not carry forward. Report lost or stolen cards to the Business Office immediately.

If your club or organization is planning a brunch, banquet, workshop or meeting, contact the Food Service manager at 618-395-7777, ext. 2025. The manager will work with you to select a menu to fit your needs. The Food Service Department must be notified seven to 10 days in advance to prepare for the event. You must contact Student Services to reserve the Banquet Room or Student Union. The Banquet Room can hold groups of up to 70 people and the Union can hold up to 200 people. The facilities are available days or evenings.

TRIO Student Support Services

TRIO Student Support Services provides a welcoming and supportive environment for students to begin their college careers. The mission of this federally funded project is to help participants stay in college, graduate and successfully transfer to a four-year college or university.

TRIO Student Support Services offers a full range of services to students including academic assessment, personalized academic advisement, transfer assistance, scholarship assistance, tutoring, career counseling, peer mentoring, campus visits and cultural trips. It also assists students with orientation and adjustment to college life, development of effective study skills, personal development and career exploration.

Once eligibility for the project is established, students complete an application and an interview to ensure the needs of the student match the services the project offers. For more information, call the TRIO Student Support Services academic counselor at 618-395-7777, ext. 2143. This program is available at all four IECC colleges. Contact your college of interest for more information.

Transition Center

The Transition Center, funded by a federal Perkins grant, provides supportive services to eligible career & technical education students and single parents enrolled in transfer programs or the adult education program. A student may be considered eligible for Perkins supportive services if he/she is enrolled in a career & technical education program, and meets one or more of the following criteria:

- Eligible for a PELL grant
- Has a disability
- Enrolled in a program that is nontraditional for your gender
- Limited English Proficiency (LEP)
- Single Parent
- Displaced Homemaker

Perkins Supportive Services

- Career Exploration and Academic Advisement
- Economic Assistance — Textbook Loans
- Academic Support — Tutoring
- Mentoring
- ACT WorkKeys testing for graduating students (CTE and GED)

If you are a single parent (career & technical, transfer, or adult education), stop by Room 217A for more information about supportive services or contact Director, Kathy Swinson, at 618-395-7777, ext. 2238.

IECC Policies

IECC Catalog Policies and Procedures

The Illinois Eastern Community Colleges' catalog addresses issues of student conduct while providing valuable information regarding district-wide policies and procedures. OCC students are encouraged to review the annual publication and familiarize themselves with this pertinent information. The catalog may be accessed from the IECC website at www.iecc.edu/catalog.

Academic Integrity Policy

Illinois Eastern Community Colleges is committed to academic integrity and believes in responsibility, honor, truth, fairness, respect, self-respect, and compassion free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support service staff members will take reasonable precaution to prevent the opportunity for academic dishonesty.

See Appendix H, Academic Integrity Policy (500.25), in the IECC catalog (www.iecc.edu/catalog) for additional information.

Americans with Disabilities Act

The Board of Trustees of Illinois Eastern Community Colleges complies with both the letter and the spirit of the Americans with Disabilities Act (ADA) and other laws protecting the rights of persons with disabilities by being committed to:

1. providing opportunities to qualified persons with disabilities in employment and in access to education, when doing so will not pose an undue burden or fundamentally alter the programs of the institution;
2. raising the awareness of all employees of the institution and providing institutional resources; and,
3. making compliance with the Americans with Disabilities Act a priority of the institution, subject to available resources, and taking appropriate steps to meet the deadlines established by Congress.

The administration:

1. appoints one individual with sufficient powers, authority, and staffing to coordinate compliance with the Americans with Disabilities Act district wide;
2. appoints one employee at each college to coordinate compliance with the Americans with Disabilities Act;
3. implements procedures to coordinate responses to requests from individuals with disabilities and to respond to requests in a timely fashion;
4. implements procedures for raising awareness of the requirements of the ADA to the college community as

well as to all levels of the institution, including senior administrators, faculty, and supervisors; and,

5. communicates ADA compliance progress and issues to the Board of Trustees.

The Board of Trustees recognizes that compliance with the ADA may require rearranging certain priorities of the institution. It is our intent that compliance with the letter of the ADA shall be given a high priority of the institution and appropriate changes, subject to available resources, be made. Accommodation will be provided to qualified individuals with disabilities, unless this poses an undue burden on the institution's resources or would fundamentally alter the nature of a program. The administration is directed to take this policy statement and the ADA's requirements into consideration in preparing its budgetary proposals.

Campus Safety and Security Policy

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment which is safe and free of crime. Programs of crime prevention, college security procedures, and programs to prevent drug and alcohol abuse have been implemented to promote a crime-free environment. Information regarding these programs is available from your college office of student services and at www.iecc.edu/safety.

Family Educational Rights & Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records.
2. The right to request amendment of education records.
3. The right to consent to disclose personally identifiable information contained in education records.
4. The right to restrict the release of directory information.
5. The right to file a complaint.

Visit www.iecc.edu/ferpa to review the complete policy. For questions or requests related to a student's education record, visit OCC Student Services.

Release of Information

Directory information may be released from a student's education record upon the request of an outside party, without prior written consent of the student. IECC takes its responsibility to safeguard the privacy of all students very seriously, therefore, all requests by outside parties for student directory information will be considered on an individual bases. As a condition for releasing directory information without permission, public notice is given annually to all students.

Students wishing to restrict release of Directory Information must file the Directory Information Restriction Notification form with Student Records.

For additional information and to access the form, visit www.iecc.edu/ferpa.

Identity Theft

Identity theft is a widespread and growing national problem. Identity theft occurs when someone wrongly obtains your personal information, such as your Social Security number or driver's license number and uses that information to obtain credit cards, loans or merchandise and services in your name. In order to control reasonably foreseeable risks to students from identity theft, Illinois Eastern Community Colleges has an Identity Theft Prevention Program and Policy. For more information, visit www.iecc.edu/safety.

Non-Discrimination

All Offices, Divisions, Colleges and other units of Illinois Eastern Community Colleges District No. 529 operate pursuant to all applicable laws relating to equal educational opportunity and affirmative action, including but not limited to Executive Orders 11246 and 11375 as amended, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Human Rights Act of 1977, Section 503/504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Readjustment Act of 1974, Title II of the American with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category.

Retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful discriminatory practice is prohibited.

This policy applies to all conditions of employment, including but not limited to hiring, placement, promotion, transfer, demotion, selection, recruitment, employment, advertising, layoff and termination, and compensation. This District does not discriminate in any of its educational programs and offerings, or in any of the activities offered or operated by the Community College District and its Colleges.

Policy to Address a Complaint

This policy applies to all employees, faculty, and students of Illinois Eastern Community Colleges District 529 except for sexual harassment complaints, student readmission petitions, and grievances under the faculty collective bargaining contract. The purpose is to provide for the prompt and equitable resolution of complaints.

Employees, faculty, and students are entitled to due

process and have the right to their own legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by a supervisor or administrative officer to the next higher authority and through appropriate successive steps to the Chair of the Board of Trustees or his/her designee.

Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process. Days are defined as days in which the district office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be adhered to unless there has been mutual agreement between the complainant and the administrator to extend the time limits. Failure by the administration at any step of the process to communicate the decision on a complaint within the specified time limit shall permit the complainant to proceed to the next step.

Failure on the part of the complainant to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the complaint.

Students shall follow the steps defined below for complaints other than sexual harassment complaints and readmission petitions. These complaints include, but are not limited to, academic, grading, and institutional decisions which directly affect a student. Readmission petitions are governed by procedures detailed in the section on readmission in the college catalog.

Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant should meet with his/her instructor or service provider. If the matter is not resolved within ten days from the date of the meeting, the complainant may file a formal written complaint.

Step 2: Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the Dean of the College/Instruction. If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.

Step 3: Within five days of receipt of the response under Step 2, the complainant shall file an appeal with the President. The President shall appoint an Appeal Committee composed of two students, two faculty members, and one administrator. The Committee's recommendation will be forwarded to the President within ten days. The President will render a written decision concerning the appeal within five days from receiving the Committee's recommendation. If the matter is not resolved, then Step 4 shall apply.

Step 4: Within five days of receipt of the response under Step 3, the complainant may file an appeal with

the Chief Executive Officer. A written response will be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.

Step 5: Within five days of receipt of the response under Step 4, the complainant may file an appeal with the Chair of the Board of Trustees or his/her designee. The Chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five days of receipt of the appeal. The Chair or his/her designee of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.

Student Conduct Policy

Illinois Eastern Community Colleges' students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Through the act of registration at one of the Illinois Eastern Community Colleges, students agree to obey all rules and regulations which the institution formulates and publishes in the college catalog or student handbook. Copies may be obtained in all Student Services Offices. These documents contain specific disciplinary rules and regulations as well as procedures followed if infractions occur.

The Student Senate, faculty, and administration of each of the colleges will share in developing and implementing specific regulations to encourage desirable conduct. It is the responsibility of the student to obtain publications outlining these regulations and to become familiar with the District's standard of conduct. The following general policies shall apply to student conduct throughout the Illinois Eastern Community Colleges District:

1. Students shall maintain standards of conduct which are in accordance with the policies noted above and the specific rules and regulations developed at each of the college campuses.

2. The Student Senate(s) shall accept primary responsibility for governing student conduct at college sponsored social activities and functions.

3. The District reserves the right to request, for good cause, a physical, psychological, or psychiatric examination or a drug test from a student at any such time that such course of action is deemed to be in the best interest of the student and/or the college.

4. A Committee for Student Discipline will be appointed by the college president in the fall of each academic year. Student misconduct will be handled by appropriate college officials who may call the Committee for Student Discipline if they desire. The Committee for Student Discipline shall consist of five members, two elected from the Student Senate and three faculty members appointed by the president of the college. The committee shall submit its recommendations to the president of the college.

5. In instances where student misconduct results in

the involvement of civil law enforcement authorities, the statutes of the State of Illinois or the ordinances of local municipal and county governments shall take precedence over any action recommended or contemplated by Illinois Eastern Community Colleges.

6. Allied Health students who may for any reason appear to be unsafe in the clinical area or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time. Expenses incident to such an examination are the responsibility of the student.

Tobacco Free Campus Policy

The Board of Trustees of Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students, staff, and the general public in compliance with the Illinois Smoke Free Campus Act (Public Act 98-0985). In addition to smoking, the District further extends the prohibition to include tobacco products and the littering of tobacco product remains or any other related tobacco waste product on District property.

As of July 1, 2015, smoking and the use of tobacco products is prohibited on all IECC property, both indoors and outdoors, with the only exception being persons in non-District owned or leased vehicles.

This policy applies to any individual on IECC property, including but not limited to students, faculty, staff, contractors, subcontractors, volunteers, members of the public, business invitees, and visitors to the college. This policy is applicable twenty-four (24) hours a day, seven (7) days a week and will be communicated to all through conspicuous signage. Maps depicting the locations where smoking and tobacco use are prohibited will be posted on the IECC website. Persons who purposely violate this policy shall be subject to appropriate disciplinary action. For more information, see the IECC Catalog at www.iecc.edu/catalog.

Substance Abuse Policy

The possession, use, manufacture and/or sale of a controlled substance or abuse of legal drugs and alcohol by anyone while on IECC owned or controlled property is strictly prohibited. As appropriate, violators will be reported to local law enforcement and can face immediate expulsion or dismissal. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. To view the corresponding policies and resources available to students and employees, visit www.iecc.edu/drugfree.

Preventing Sexual Misconduct

The Board of Trustees of Illinois Eastern Community Colleges District 529 is committed to preventing and responding to incidents of sex-based harassment, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual

violence, or stalking.

For the complete policy and other resources including, but not limited to, prevention, awareness, and filing a report visit www.iecc.edu/titleix or see IECC Catalog Appendix B.

Weather Closing Policy

It is OCC's policy to remain open unless the weather makes it too hazardous to do so. When the safety of students and staff is threatened due to inclement weather or other emergencies, OCC will be closed or classes canceled or delayed. Administration will attempt to notify media outlets prior to the 6 a.m. news on the day of the closing. **Don't assume that if the elementary and high schools close, OCC will be closed as well. If no announcement is made, classes will meet as usual.** Closure of day classes does not necessarily mean that evening classes will be canceled. Announcements regarding evening classes will be made prior to 4 p.m., if at all possible. The following radio and television stations will be notified of any cancellations or delays:

- WVLN-AM and WSEI-FM in Olney
- WIKK in Newton
- WAKO in Lawrenceville
- WFIW-AM and -FM in Fairfield
- WNOI-FM in Flora
- WSJD in Mt. Carmel
- WCRC in Effingham
- WVJC in Mt. Carmel
- WTWO and WTHI in Terre Haute, Ind.
- WFIE in Evansville, Ind.

Closings also will be announced on the IECC website at www.iecc.edu.

IECC Alerts

IECC has a notification system that enables the colleges and District Office to send urgent news to your cell phone or email. Closings also are announced through IECC Alerts. Once you sign up for the IECC Alerts service, the college can text your cell phone or email with timely information about emergencies and class cancellations. Depending on your cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the college to use the service. The service is available to all current students, faculty and staff. To sign up for IECC Alerts, log into your Entera account and click on the IECC Alerts link.

Need Information About:

Academic Advisement

OCC Student Services.....395-7777, ext. 2012 or 2013

Activities on Campus

OCC Student Services.....395-7777

AIDS Information

Illinois Dept. of Public Health.....1-800-243-2437

Career Services

OCC Student Services.....395-7777, ext. 2019

College Work-Study Jobs

OCC Student Services.....395-7777, ext. 2021

Counseling — Personal, Career, Educational

S.E. Illinois Mental Health Center.....395-4306

24-hour emergency answering service.....395-5026

Children & Family Services.....393-2979

Department of Human Services.....392-3151

Office of Vocational Rehabilitation.....395-2147

Substance Abuse-Related Problems

S.E. Illinois Mental Health Center.....395-4306

24-hour emergency answering service.....395-5026

Health or First Aid

Southern Illinois Health Care Foundation/
Weber Medical Clinic.....395-5222

Carle Richland Memorial Hospital.....395-2131

Lost and Found

OCC Student Services.....395-7777

Parking Stickers

OCC Student Services.....395-7777

Pregnancy

Abortion Affiliates

Hope Clinic

for Women Ltd.

1602 21st Street

Granite City, IL

618-451-5722

1-800-844-3130

Abortion

Alternatives

Birthright

International

Olney, IL

618-395-1611

Evansville, IN

812-424-2555

Reading and Study Skills Improvement

Learning Skills Center.....395-7777, ext. 2264

Veterans' Affairs

OCC Student Services, Veterans' Advisor.....ext. 2017

Withdrawal from Classes

Contact Student Services.....395-7777, ext. 2012 or 2013

Directory of Services

• Note: Extension numbers listed are for the Olney Central College switchboard at 618-395-7777.

Advisement Appointment.....ext. 2013/2012

Anderson Library.....ext. 2260

Athletics/Dennis Conley.....ext. 2131

Bookstore/Cristina Siegel.....ext. 2144

Buildings and Grounds.....ext. 2020

Business Department/Doug Shipman.....ext. 2006

Career Advisor/Libby McVicker.....ext. 2016

Career Advisor/Ashley Bigard.....ext.2015

Cosmetology.....395-1169

Cozy Corner/Bev Mathews.....ext. 2100

Dean of Instruction/Michael Conn.....ext. 2002

Financial Aid/Andrea Puckett.....ext. 2017

Food Services/Teresa Beehn.....ext. 2025/2026

International Students/Pam Madden.....ext. 2023

Learning Skills Center/Dr. Linda Shidler.....ext. 2264

Nursing & Allied Health/
Theresa Marcotte (IECC/OCC).....ext. 2136

President/Rodney Ranes.....ext. 2001/2003

Public Information/Deanna Ratts.....ext. 2142

Radiography/Carol Kocher.....ext. 2139

Clinical Coordinator/Lisa Rauch.....ext. 2243

Retention Coordinator/Vicki Thompson.....ext. 2014

Student Services/Andi Pampe.....ext. 2005

Transition Center/Kathy Swinson.....ext. 2238