



**OLNEY CENTRAL COLLEGE**

iecc.edu/occ • 618-395-7777



# STUDENT HANDBOOK

2022-2023

# TABLE OF CONTENTS

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|  |           |
|--|-----------|
| <b>CAMPUS MAP</b> .....                        | <b>4</b>  |
| <b>WHO TO SEE ABOUT WHAT</b> .....             | <b>5</b>  |
| Wattleworth Hall.....                          | 5         |
| President Of The College .....                 | 5         |
| Financial Aid .....                            | 5         |
| Business Office .....                          | 5         |
| Student Union .....                            | 5         |
| Learning Resource Center .....                 | 5         |
| Trio Student Support Services .....            | 5         |
| Dean Of Instruction .....                      | 5         |
| Academic Advisement & Recruitment .....        | 5         |
| Academic Success Center .....                  | 5         |
| Dr. John D. Stull Performing Arts Center ..... | 5         |
| Admissions & Records .....                     | 5         |
| Bookstore .....                                | 5         |
| Computer Technician .....                      | 5         |
| Marketing .....                                | 5         |
| Maintenance .....                              | 5         |
| Who To See About What .....                    | 6         |
| Across the Bridge .....                        | 6         |
| West Richland Center .....                     | 6         |
| <b>ACADEMIC RESOURCES &amp; SUPPORT</b> .....  | <b>7</b>  |
| Academic Calendar & Important Dates.....       | 7         |
| College Catalog .....                          | 7         |
| Academic Advisors .....                        | 7         |
| Course Placement .....                         | 7         |
| Retention Coordinator .....                    | 7         |
| The Keep Student Lounge .....                  | 7         |
| Faculty Offices and Hours .....                | 8         |
| Academic Success Center.....                   | 8         |
| Learning Resource Center.....                  | 9         |
| Bookstore .....                                | 9         |
| Perkins Grant/Transition Center.....           | 10        |
| TRIO Student Support Services.....             | 10        |
| Orientation.....                               | 10        |
| Student ID Cards .....                         | 10        |
| Commencement .....                             | 10        |
| Transcripts .....                              | 11        |
| <b>FINANCIAL RESOURCES AND SUPPORT</b> .....   | <b>12</b> |
| Tuition and Fees .....                         | 12        |
| Financial Aid .....                            | 12        |
| Business Office .....                          | 12        |
| Payments .....                                 | 12        |
| Financial Holds: Grade and/or Transcript ..... | 12        |
| Refunds .....                                  | 12        |
| <b>GENERAL RESOURCES AND SUPPORT</b> .....     | <b>13</b> |
| Emergency Preparedness .....                   | 13        |
| Bulletin Board Postings.....                   | 13        |
| Knight Kafe .....                              | 13        |
| Meal Plans.....                                | 13        |
| Class Visitors .....                           | 14        |
| Lost & Found .....                             | 14        |
| Parking.....                                   | 14        |
| Student Union .....                            | 14        |
| Fitness Center .....                           | 14        |
| Theater .....                                  | 14        |
| <b>HOUSING</b> .....                           | <b>15</b> |
| <b>IT HELP DESK</b> .....                      | <b>15</b> |
| <b>MYIECC</b> .....                            | <b>15</b> |
| Entrata.....                                   | 15        |
| Email .....                                    | 15        |

|   |           |
|---|-----------|
| <b>SPORTS .....</b>   | <b>16</b> |
| <b>STUDENT ORGANIZATIONS.....</b>                             | <b>16</b> |
| <b>VOTER REGISTRATION .....</b>                               | <b>16</b> |
| <b>IECC STUDENT POLICIES AND PROCEDURES.....</b>              | <b>17</b> |
| Academic Policies:.....                                       | 17        |
| ADA and Reasonable Accommodations .....                       | 17        |
| Annual Security Report.....                                   | 17        |
| Appropriate Use of Information Technology Resources .....     | 17        |
| Campus Safety and Security .....                              | 17        |
| Chronic Communicable Diseases .....                           | 17        |
| Complaints.....   | 17        |
| Concealed Firearms Policy.....                                | 17        |
| Consumer Information Disclosures.....                         | 18        |
| Drug-free Schools and Communities.....                        | 18        |
| Family Educational Rights and Privacy Act (FERPA).....        | 18        |
| Freedom of Information Act.....                               | 18        |
| Identity Theft .....  | 18        |
| Nondiscrimination.....  | 18        |
| Open Admission Policy.....                                    | 18        |
| Optional Disclosure of Private Mental Health Information..... | 18        |
| Preventing Sexual Misconduct.....                             | 18        |
| Readmission by Petition .....                                 | 18        |
| Sex Offender Registration .....                               | 18        |
| Student Code of Conduct.....                                  | 18        |
| Student Religious Observances.....                            | 19        |
| Tobacco-free/Smoke-free Campus .....                          | 19        |
| Violence Prevention .....                                     | 19        |

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

[IECC is accredited by The Higher Learning Commission](#), an institutional accreditation agency recognized by the U.S. Department of Education. Many of our programs are also accredited and approved or licensed by various governing bodies.

| <b>CAMPUS HOURS</b>          |                       |                              |                                    |
|------------------------------|-----------------------|------------------------------|------------------------------------|
| <b>Fall &amp; Spring</b>     |                       | <b>Summer</b>                |                                    |
| Bookstore .....              | 8:00 a.m. - 4:30 p.m. | Bookstore .....              | 7:30 a.m. - 4:00 p.m.              |
| Knight Kafe .....            | 8:00 a.m. - 1:30 p.m. | Knight Kafe .....            | 8:00 a.m. - 12:30 p.m. Mon.-Thurs. |
| Academic Success Center..... | 7:30 a.m. - 4:30 p.m. | Academic Success Center..... | 7:30 a.m. - 4:00 p.m.              |
| Library .....                | 7:30 a.m. - 4:30 p.m. | Library .....                | 7:30 a.m. - 4:00 p.m.              |
| Student Services.....        | 7:30 a.m. - 4:30 p.m. | Student Services .....       | 7:30 a.m. - 4:00 p.m.              |



# Campus Map

Main Campus Entrance

West Parker St.

Cottage Hill Rd.

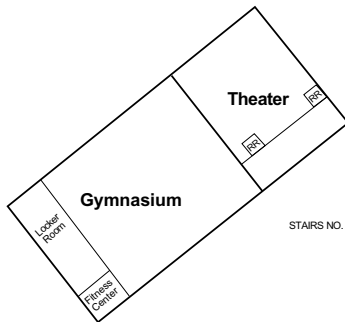
Route 130

West St. John Street

## Legend

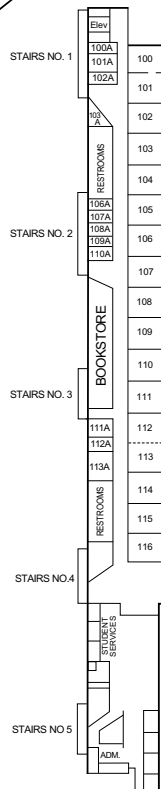
- A. Gymnasium, Fitness Center & Dr. John D. Stull Performing Arts Center
- B. Wattleworth Hall (KW)
- C. Student Union and Banquet Room
- D. Cozy Corner Playground
- E. Bridge Between Campus
- F. Welding Technology (WT)
- G. Applied Technology (AT) HVAC, Industrial Maintenance Tech. & Information Systems Tech.
- H. Construction Trades (CT)
- I. Maintenance Garage
- J. Maintenance Building
- K. Industrial Technology (CT) Automotive Service Tech.
- L. Auto Body Building (AB)
- M. Collision Repair Technology (CRT)
- 🌿 Hoffmann Memorial Prairie Gardens
- 🏠 Shelter House
- ⛽ Oil and Gas Memorial

1. North Parking Lot- Student, Visitor, Faculty, Motorcycle, Staff & Handicapped Parking
2. South Lot- Student Parking
3. Service Parking Lot- Faculty and Staff
4. East Parking Lot- Handicapped, Visitor, Faculty & Staff Parking
5. West Parking Lot- Student, Faculty, Staff & Handicapped Parking
6. Parking, Baseball and Softball Fields
7. Collision Repair Parking

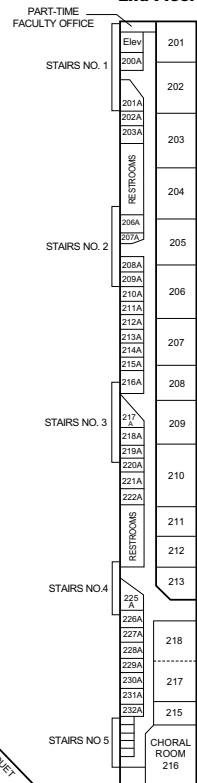


## WATTLEWORTH HALL & BUILDING DIRECTORY

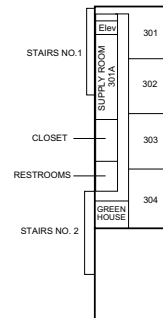
### 1st Floor



### 2nd Floor



### 3rd Floor



# WHO TO SEE ABOUT WHAT

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## WATTLEWORTH HALL

### PRESIDENT OF THE COLLEGE

Administrative Service

### DEAN OF INSTRUCTION

Academic Service  
College Activities  
Intercollegiate Athletic Insurance  
Petitions for Elections  
Organizing a Club  
Calendar of College Events  
Special Needs  
Student Grievances, Ideas or Suggestions

### ADMISSIONS & RECORDS

Registration  
Transcripts  
Validation of Good Student Auto Insurance  
Adding/Dropping Courses  
Change of Degree/Certificate  
Change of Address

### FINANCIAL AID

Financial Aid  
Veterans Assistance  
Work Study  
Scholarships  
Loans

### ACADEMIC ADVISEMENT & RECRUITMENT

Academic or Career Technical Selection  
Academic Advising  
Perkins Information  
Evaluation of Credits  
Transferring to Another College  
Catalogs of Other Colleges  
Career Information  
Campus Visit

### BOOKSTORE

Course Textbooks  
School Supplies  
OCC Clothing

### BUSINESS OFFICE

Payment of Fees  
Receipt of Student Loans  
Work Study Checks  
Refunds  
Submission of Graduation Applications  
Discounted cafeteria meals

### ACADEMIC SUCCESS CENTER

Improvement of Study Skills  
Free Tutoring  
Placement Testing  
Developmental Courses  
Adult Basic Education  
General Education Development (GED)

### COMPUTER TECHNICIAN

Hardware/Software Technology

### MARKETING

Public Relations  
Advertising  
Publications

### LEARNING RESOURCE CENTER ANDERSON LIBRARY

Library/Leisure  
Books  
Computer Lab  
Reference Material  
Videos to Use in the Library  
Periodicals/Newspapers  
Personal Photocopying  
Webpage with Online Databases and Catalog

### MAINTENANCE

Campus Security  
Building Maintenance  
Custodial Services

### STUDENT UNION

Knight Kafe  
Banquet Room

### STUDENT SERVICES

Food Pantry  
Lost & Found

### TRIO STUDENT SUPPORT SERVICES

Academic Advising  
Transfer Information  
Tutoring/Mentoring  
Career Advising  
Financial Aid counseling

## DR. JOHN D. STULL PERFORMING ARTS CENTER/OCC GYMNASIUM

### PERFORMING ARTS OFFICE

Theatrical Production  
Tickets for all performances

### GYM

Athletic Offices  
Fitness Center  
Locker Rooms

## WHO TO SEE ABOUT WHAT...

### ACROSS THE BRIDGE

Automotive Service  
Ceramics Building  
Collision Repair  
Industrial Maintenance  
Welding

### WEST RICHLAND CENTER

Cosmetology  
Information Systems Technology  
Massage Therapy  
Nail Technology  
Unmanned Aerial  
Welding - Associate Degree



# ACADEMIC RESOURCES & SUPPORT

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## ACADEMIC CALENDAR & IMPORTANT DATES

Olney Central College (OCC) operates within the framework of the official college semester system. Classes meeting on campus and in facilities other than public schools follow the IECC academic calendar. All classes on OCC's campus and in non-high school facilities, will meet as scheduled unless the president makes a cancellation decision. Classes scheduled by Olney Central College in high school facilities follow the high school's calendar as it relates to closing due to holidays, teacher institutes, and any weather-related or unexpected circumstance.

Additional semester dates and deadlines can be found here: <https://www.iecc.edu/semesterdates>

## COLLEGE CATALOG

The current catalog, along with addenda, is available online at <https://www.iecc.edu/catalog>

## ACADEMIC ADVISORS

At OCC, the complete development of a student's abilities is the primary objective. After the application process is complete, each student is assigned an advisor who has specialized knowledge in the student's chosen field. The advisor assists the student in developing an academic plan to meet his or her career goals.

It is the student's responsibility to schedule an appointment each semester with the assigned advisor to select appropriate courses. It is the student's responsibility to be aware of OCC graduation requirements and transfer institution requirements. To ensure continuity, students retain the same advisor throughout their OCC career unless a request for change is made.

## COURSE PLACEMENT

Olney Central College recognizes that student success in college coursework is directly related to appropriate course placement. Therefore, OCC uses multiple measures to determine student placement in college-level courses and admission to a degree or certificate program. [Click here](#) for more information.

## RETENTION COORDINATOR

The Retention Coordinator is on campus to assist you in overcoming barriers that may interfere with or prevent you from completing your field of study. You'll be connected with resources in the college and community to help you succeed.

## THE KEEP STUDENT LOUNGE

The Keep Student Lounge is located on the second floor of Wattleworth Hall in Room 207A. The space is open to all students and provides study tables, comfy chairs, a microwave, refrigerator and Keurig. The lounge also houses a food pantry with snacks and microwavable meals.

## FACULTY OFFICES AND HOURS

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, office 100A is 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.

## ACADEMIC SUCCESS CENTER

The Academic Success Center is located in the Anderson Library and is the "hub" for student success at OCC. Assistance is provided in the following areas:

Accuplacer testing - offered daily, 8 a.m. - 4 p.m. with additional hours in the Fall/Spring semesters.  
Pearson VUE testing  
Proctor tests at faculty request  
ENTRATA help  
Computer lab  
Study skills  
Test anxiety  
Time management  
Peer editing  
Study tables  
Quiet study area

Tutoring – Free tutoring for all subjects. Tutoring is also available to those students taking online courses and is assigned on a case-by-case basis.

Disability Support Services – Accommodations are available for students with documented disabilities. Olney Central College's ADA Coordinator is Chad Groves  
Email: grovesc@iecc.edu  
Mail: Olney Central College, Academic Success Center, 305 N. West St., Olney, IL 62450  
Fax: Attention Chad Groves: 618-395-7777, ext. 2264

Guidelines for requesting reasonable accommodations: <https://www.iecc.edu/ada>

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

ABE/GED Classes – Free classes (including books and supplies) are available for students who want to earn their GED. Both 8-week day, evening and online classes are offered throughout the year. Classes in Adult Education are provided in English, Math, Science, Social Studies, Reading and the Constitution.

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

No matter what your area of study, the ASC can provide you with the tools to improve your grades and gain success. Most successful people have had some sort of mentoring or coaching on their way to success. The ASC is where you can find the people and resources to increase your learning potential. To increase your learning potential, stop by the ASC or call 618-395-7777, ext. 2264.



## LEARNING RESOURCE CENTER

The Anderson Library maintains a variety of resource materials, in print and online, for student research needs. Wireless Internet access is provided along with wireless printing. Color printer and copier are available for student use.

- Library info: <http://www.iecc.edu/occ/library>
- Free library cards provide access to over 35 million items
- Locate books through the [online catalog](#)
- Request books from 76 Illinois academic libraries with free delivery to OCC
- Locate journal articles, e-books, & primary sources
- Databases are available 24 hours/day through Entrata login

## BOOKSTORE

Textbooks and supplies may be purchased at the OCC bookstore [www.occbookstore.iecc.edu](http://www.occbookstore.iecc.edu) in Wattleworth Hall. Additional items available include: gift items, college-monogrammed clothing and glassware, and personal items. Regular hours are posted on the door. Call 618-395-7777, ext. 2145. Books for online classes must be purchased through the [bookstore](#) of the campus offering the class.

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



## **PERKINS GRANT/TRANSITION CENTER**

Students enrolled in an AAS or Certificate program at IECC may be eligible for assistance if they qualify as a Perkins special population student. See more at <https://www.iecc.edu/perkins>.

## **TRIO STUDENT SUPPORT SERVICES**

This federally funded program offers tutoring, academic and career advisement, study skills enhancement, special enrichment programs, and opportunity for community involvement. The program's goals are to provide the tools necessary to empower its participants to achieve life-long success. The program helps students to persist in college, to graduate, and to transfer to a four-year institution. Students may be eligible by meeting one of the following criteria:

- 1) neither parent received a four-year college degree;
- 2) financially limited resources (according to federal guidelines); or
- 3) be an individual with a documented disability.

Students must apply for acceptance and meet program requirements. Contact Wain Davis for more information.

## **ORIENTATION**

All entering freshmen are encouraged to attend fall orientation. During orientation, the services available to students, college philosophy, regulations, requirements, and facilities are explained. For information, call 618-395-7777.

## **STUDENT ID CARDS**

All students are required to obtain a Student ID Card from Student Services. Replacement cards can be issued for a \$5 charge.

You are required to show your ID card when you get your schedule, meet with your advisor, and talk with Financial Aid. Your ID card can also be used for meal plans at the Cafeteria.

## **COMMENCEMENT**

Graduation exercises are conducted at the close of the spring semester. All students on the graduation list will be encouraged to participate in the exercises, at which time, recipients of certificates and associate degrees will be introduced.

The names of high honor and honor graduates will appear in the graduation program and these graduates will wear gold honor cords on their gowns during commencement exercises. An honor seal will also be affixed on their diploma. (Students participating in commencement exercises will receive only a diploma cover that evening. Degrees and certificates will be mailed directly to the graduate during the summer.)

## TRANSCRIPTS

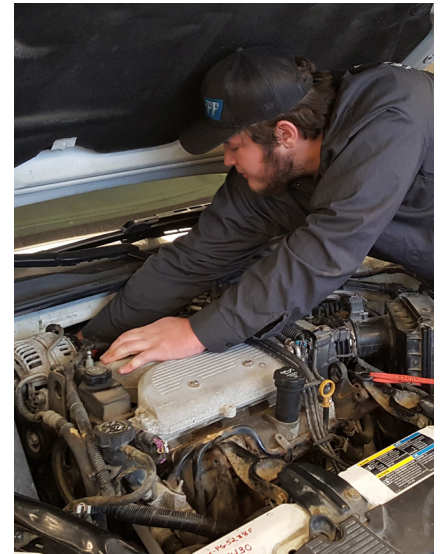
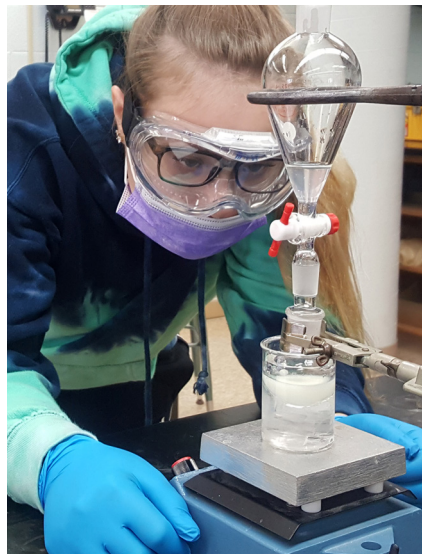
Current and former IECC students may obtain both unofficial and official transcripts of their education records.

Unofficial Transcripts. There's no charge for unofficial transcripts obtained via a link in a student's Entrata account. Standard charges apply for unofficial transcripts obtained through the Student Records Office. These transcripts will be identified as "Unofficial Transcript". Be advised that most colleges and universities accept only official transcripts submitted to the receiving institution by the college issuing the transcript.

Official Transcripts. There are 2 options for requesting official transcripts:

1. Online at the National Student Clearinghouse. IECC has partnered with the National Student Clearinghouse to process transcripts online. A link from a student's Entrata account provides access to the site where there are easy-to-follow directions to aid in placing the order. A major credit or debit card is necessary.
2. In person in the Student Records Office at the college. A completed transcript request form, photo ID and payment of the fee are required prior to release of the transcript.

For more information or to request a transcript, visit <https://www.iecc.edu/transcript>.



# FINANCIAL RESOURCES AND SUPPORT

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## TUITION AND FEES

Residency (see [Residency Policy](#)) is the basis for assessing tuition rates. Tuition and Fees may be added or altered only by action of the Board of Trustees. The Board of Trustees reserves the right to change at any time without prior notice. See [current tuition and fees](#). Information regarding tuition waivers is [available here](#).

## FINANCIAL AID

Determining how to pay for college may feel like a daunting task. The Financial Aid Office can guide you through the process of applying for and receiving financial assistance which includes grants, scholarships, student employment, and direct student loans. The Free Application for Federal Student Aid (FAFSA) opens every year on October 1. All students planning to enroll in an eligible degree or certificate program should apply. Visit [www.iecc.edu/financial](http://www.iecc.edu/financial) for the most up-to-date information on Olney Central College's financial aid processes; however, any new federal, state, and/or local legislation will always supersede our information.

Scholarships for Olney Central College are available at <https://www.iecc.edu/occ/scholarships>. You can also visit our office located in Wattleworth Hall inside Student Services. Here you can find Taryn Bunting, Coordinator of Financial Aid.

## FINANCIAL AID

Olney Central College, a Servicemembers Opportunity College, truly appreciates the commitment and sacrifices made by our military and their families. Taryn Bunting is on hand to answer questions related to transferring military experience into college credit, assist with veterans' educational benefits, or provide general information. See the Veterans/Military tab at <https://www.iecc.edu/financial> for more information, including details on benefits available from both federal and state programs.

## BUSINESS OFFICE

The Business Office handles the financial aspects of your student account. Contact Doug Shipman in Wattleworth Hall to inquire and resolve any questions pertaining to your financial obligations at Olney Central College.

## PAYMENTS

Tuition and fees may be paid online through Entrata via [Nelnet](#), by mail, phone, or in person at the OCC Business Office. Credit cards accepted include MasterCard, Visa, and Discover. Contact the OCC Business Office, 618-395-7777 ext. 2006 or toll free at 866-622-4322 ext. 2006.

## FINANCIAL HOLDS: GRADE AND/OR TRANSCRIPT

A hold will be placed on a student account when an outstanding balance remains unpaid; reconciliation with the Business Office is necessary in order to retrieve grades and **official** transcripts. Official transcripts WILL be released to a student's current or potential employer.

## REFUNDS

Students may be entitled to a full refund of tuition if deadlines are met. See [Tuition Refunds](#). For information regarding Textbook refunds, [click here](#).

# GENERAL RESOURCES AND SUPPORT

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## EMERGENCY PREPAREDNESS

Olney Central College has a comprehensive emergency preparedness program for emergency situations.

### Emergency Procedures

In case of emergency, several scenarios are outlined here: <https://www.iecc.edu/emergencyplans>

### Emergency Alerts

When you create an Entrata account you will be automatically registered for alerts to your IECC email account. You may additionally opt in for text messages or include another email account. To do so, go to Entrata, select the Alerts tab, and follow the instructions. Your parents and others may sign-up at <https://www.iecc.edu/alerts>. Activation for alerts will take approximately 24 hours.

While there is no direct cost for signing up for this text message service, you may be charged a text message fee by your cell phone provider. Please check your cell phone plan to understand the costs you may incur using this service.

### Emergency Closings

When the safety of students is threatened due to inclement weather or other emergencies, Olney Central College will be closed or classes canceled/delayed.

Local elementary and high school closings do not dictate Olney Central College closures. If no announcement is made from OCC, classes will meet as usual. Cancellation of day classes does not necessarily affect evening classes. Announcements regarding evening classes will be made prior to 4 p.m., if at all possible.

Notifications of emergencies and unexpected closings are broadcast via the IECC Alert System, posted on [www.iecc.edu/occ](http://www.iecc.edu/occ), [Facebook](#), and [Twitter](#). Administration will attempt to notify media outlets prior to the 6 a.m. news on the day of the closing/interruption.

## BULLETIN BOARD POSTINGS

Materials posted on bulletin boards at Olney Central College need to be approved by the Business Office prior to being posted. Usage of any logos for Olney Central College need prior approval of the Marketing Department.

## KNIGHT KAFE

The Knight Kafe, open from 8:00 a.m. to 1:30 p.m. Monday through Friday, is located in the Student Union and offers a variety of food. Students can find salads and an array of fast foods, as well as full meals, snacks, and breakfast fare. <https://www.iecc.edu/occ/knightkafe>

## MEAL PLANS

There are 4 levels of Dining Dollar Meal Plans for students to purchase in the Business Office. Meal plan purchases are Pell eligible.

For more information and to view the plans, visit <https://www.iecc.edu/mealplans>.

## **CLASS VISITORS**

Due to liability issues, visitors in class(es) and in buildings are not permitted. Visitors wishing to speak with faculty or students must report to the Administrative offices and request such permission. Only in case of emergency will personal phone calls be relayed to students during instructional time.

## **LOST & FOUND**

The Lost and Found is located in Student Services. After hours, found items may be turned in to a custodian to be taken to the office.

## **PARKING**

All "No Parking" zones apply to day and evening students. There is absolutely no parking in fire lanes or on the grass at any time day or evening. Restricted areas include driveways, walkways, roadways, and handicapped spots (unless displaying a legal placard).

Violators will be towed at their own expense. All parking regulations that apply to faculty, staff and students will be strictly enforced. The maximum speed limit on campus is 15 mph. The IECC Board of Trustees determines motor vehicle regulations. Implementation of these regulations is under the direction of the Director of Business.

## **STUDENT UNION**

The Student Union is home to the Knight Kafe, the OCC Banquet Room and the TRIO Student Support Services office. The space offers students the opportunity to relax, visit with friends, play games, and study.

## **FITNESS CENTER**

Olney Central College's Fitness Center provides a convenient area to work out. The recently remodeled facility is located adjacent to the Gym. Classes are available on either a college credit or membership basis. Hours are 6:30 a.m. to 6 p.m. Monday - Friday. For more information, call 618-395-7777 and ask for the Fitness Center.

## **THEATER**

The Dr. John D. Stull Performing Arts Center is the hub of the performing arts in Richland County. Olney Central College offers the opportunity to participate in plays and musicals as well as a variety of ensembles. The OCC Theater also hosts guest performers. To learn more about The Arts at Olney Central College, visit <https://www.iecc.edu/occtheater>

## HOUSING

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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.

## IT HELP DESK

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Hours: Monday through Friday 8:00 a.m. to 4:30 p.m. (Summer hours 7:30 a.m. to 4:00 p.m.) If you need assistance, completing an [Online Help Desk Ticket](#) is the preferred method of contact, however, help is also available during regular work hours by calling:

- On Campus Phone - 4357
- Off Campus 618/395-5299 ext 4357 or 855-519-4357 (Toll Free)

You may leave a voice message when calling, doing so will create a help desk ticket. Note: there is also a Help Desk/Support option from the Entrata homepage.

## MYIECC

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MyIECC appears as a link at the top of the Olney Central College website and is the point of entry to online resources at Olney Central College. To gain access to MyIECC, student accounts are generated during the application acceptance process and credentials are sent to a student by encrypted email to setup their MyIECC account. Once activated, students may use this portal to gain access to Entrata, Canvas, Office 365, and their IECC email account.

### ENTRATA

Entrata, an online information system, contains many options for student use including: course listings; registration, holds, grades and transcripts, billing and payment information, degree evaluation, and more.

Students can access Entrata from any computer with Internet access by visiting <https://my.iecc.edu/my/>.

Use your Student Identification number and pin/password to log on to Entrata the first time only. Future logins will use the User ID Entrata generates for you and the password you specify during your initial log-in.

### EMAIL

Connects students to their @iecc.edu Outlook account where all official communications are sent. Students are encouraged to check their IECC e-mail daily to ensure receipt of course changes, progress reports, meetings, etc.

## SPORTS

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Olney Central College 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. The women participate in intercollegiate basketball and softball.

## STUDENT ORGANIZATIONS

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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. Visit [www.iecc.edu/occ/clubs](http://www.iecc.edu/occ/clubs) for a list of organizations.

## VOTER REGISTRATION

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Students who are currently not registered to vote and have residency status in Illinois, may pick up a voter registration form at the Richland County Clerk's Office or visit [Illinois Online Voter Registration](#).





# IECC STUDENT POLICIES AND PROCEDURES

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The following district-wide policies and procedures are being provided as a quick-reference and with the objective that students will become familiar with their rights and responsibilities and IECC expectations. While comprehensive, it is not all-inclusive. Click on the topic link for additional details.

## **ACADEMIC POLICIES:**

- [Academic Freedom](#)
- [Academic Standing/Progress](#)
- [Catalog Term](#)
- [Class Attendance](#)
- [Course Auditing](#)
- [Course Repeat](#)
- [Credit/Credit Hours/Overload](#)
- [Credit for Prior Learning](#)
- [Educational Guarantees](#)
- [Grading System](#) (Includes Grades, GPA, Incompletes, Pass/Fail, Final Grades, Grade Appeals, Grade Forgiveness)
- [Graduation Honors](#)
- [Graduation Requirements](#)
- [Term Honors](#)
- [Time to Completion for Withdrawn CTE Programs](#)
- [Transfer Credit](#)
- [Withdrawal Policy](#)

## **ADA AND REASONABLE ACCOMMODATIONS**

IECC complies with the Americans with Disabilities Act and maintains an inclusive and accessible environment. ADA Coordinators have been named at each campus to assist students in navigating the process.

## **ANNUAL SECURITY REPORT**

Mandated as part of the Jeanne Clery Act, this document is an annual publication that disseminates IECC's campus security policies and crime statistics.

## **APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES**

This policy outlines expectations as it relates to the use of college information technology resources, which includes both equipment and services as defined within the policy.

## **CAMPUS SAFETY AND SECURITY**

IECC takes multiple measures to promote a crime-free campus environment.

## **CHRONIC COMMUNICABLE DISEASES**

Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and college personnel on the basis of qualified medical advice.

## **COMPLAINTS**

Describes a general complaint process when more specific guidelines are not addressed in other policy. The complaint process for students in distance education is also provided.

## **CONCEALED FIREARMS POLICY**

IECC complies with the provisions of the Firearm Concealed Carry Act.

## **CONSUMER INFORMATION DISCLOSURES**

These disclosures are a requirement of the federal government, through the Higher Education Opportunity Act of 2008. Includes the Student Right to Know Athletic Program Data and Student Outcomes.

## **DRUG-FREE SCHOOLS AND COMMUNITIES**

As a result of this Act, policies have been established that address unlawful possession, use, or distribution of alcohol and illicit drugs and the prevention of drug and alcohol abuse.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a federal law that protects the privacy of student education records. It's important you know your rights and understand Directory Information is very general information that may be released without your permission, whereas personally identifiable information is not typically disclosed without permission.

## **FREEDOM OF INFORMATION ACT**

IECC complies with the Illinois Freedom of Information Act without compromising the privacy of students.

## **IDENTITY THEFT**

Due to this widespread and ever-growing threat, prevention plans and tips are provided.

## **NONDISCRIMINATION**

IECC does not discriminate in any of its educational programs and offerings, activities, and services provided or operated. An informal and formal complaint process is described.

## **OPEN ADMISSION POLICY**

Students are admitted through an open admission process. This does not guarantee admission to all courses or programs of study, nor is it a guarantee of financial aid eligibility.

## **OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION**

Under Illinois Public Act 099-0278, students have an option to designate another individual as a contact in the event of a mental health emergency.

## **PREVENTING SEXUAL MISCONDUCT**

Extensive information is available on prevention, awareness, rights, and reporting alleged sexual misconduct or retaliation.

## **READMISSION BY PETITION**

The process is described for readmission following dismissal due to academic deficiency or misconduct.

## **SEX OFFENDER REGISTRATION**

Federal and Illinois laws require sex offenders/sexual predators to register with their college of attendance/employment. A link to the statewide registry of sex offenders is available on the IECC website as mandated by law.

## **STUDENT CODE OF CONDUCT**

This document defines prohibited conduct, describes the processing of alleged conduct violations, and outlines the disciplinary actions that may be taken against violators.

## **STUDENT RELIGIOUS OBSERVANCES**

IECC reasonably accommodates the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.

## **TOBACCO-FREE/SMOKE-FREE CAMPUS**

In compliance with the Illinois Smoke Free Campus Act and to promote a healthy environment, IECC prohibits smoking and tobacco products on district property.

## **VIOLENCE PREVENTION**

Students may report concerning behaviors of others using the Behavioral Incident Report Form.

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Illinois Eastern Community Colleges reserves the right to change, without notice, any of the material, information, requirements, or regulations published in this handbook. Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the American Disabilities Act of 1990 and offers appropriate services or activities with reasonable 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.



# OLNEY CENTRAL COLLEGE

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