

UNIVERSITY LIFE Handbook

2022-2023



A MESSAGE FROM
THE OFFICE OF
STUDENT DEVELOPMENT

Welcome

We are thrilled to welcome you to the campus of Olivet Nazarene University!

We hope you are as excited as we are about the beginning of the new school year. The coming months are sure to be filled with opportunities for you to meet new friends, try different activities, learn new truths and change in ways you never would have expected. One thing is for sure: A year from now, you won't be the same person as you are at this moment!

We hope you will take advantage of the various opportunities available to you for spiritual, academic and personal growth. Decide now to get involved so that you can experience college life to the fullest.

We in Student Development would love to join you in this journey. We believe in the value of every person and exist to cultivate the full potential of our students. We serve you by providing high quality programs, services and learning experiences that focus on holistic development.

Some of the ways in which we serve you are through a genuine and caring residential life staff, counseling services, health services, intercollegiate athletics, spiritual development, student life and recreation. Please don't hesitate to ask for our support and guidance as you make your way through these college years.

Our prayer is that you will find a sense of belonging and purpose in the activities and ministries you choose at Olivet. Through the events of the coming year, may you grow closer to the people around you and the God who loves you. ●

Contact us by phone at (815-939-) 5333
or by email at
studentdevelopment@olivet.edu

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**OLIVET
HYMN**

God of grace and God of glory,
 source of our redeeming love
 Humbled hearts we bow before thee,
 brought to Sonship by the Dove
 For thy Christ we do exalt thee,
 for his cross His church and yet
 Praise we too for higher learning,
 alma mater Olivet

We would pray for her safe keeping,
 for her calling and her cause
 That she'd teach with understanding,
 ever Christ-like without pause
 Oh, may we, her sons and daughters,
 in a world of sin and strife
 Ever cherish what she stands for,
 Living Truth, Eternal Life

Give us courage, give us wisdom
 for the challenge of this hour
 Being salt and light and healing,
 serving by thy Spirit's power
 Then when life's short day is ended,
 and we ponder sacred debt
 We will praise the Christ our Savior
 and alma mater Olivet

Written by Edmond P. Nash
 Music by Jackson Anderson

Historical sketch of Olivet

In 1907, a group of devout people in Georgetown, Illinois, who desired a distinctly Christian atmosphere for the education of their children, started an elementary school. A year later, the group purchased several acres of land three miles south of the original location and enlarged the school to include a secondary level of education.



1913

This community became known as Olivet, Illinois, and was later to share its name with the school located there. In 1909, the school added a college of liberal arts and became known as Illinois Holiness University.

The trustees of the school soon realized the wisdom of affiliating with an established denominational group whose doctrines and standards were in agreement with the founding fathers, and in 1912, they gave the college to the Church of the Nazarene. A few years later, the name was changed to Olivet College. By 1939, the enrollment of the college and academy was about 300 students, and the campus consisted of five brick structures and several frame buildings on the 40-acre property.

In November 1939, the administration building that housed the classrooms, library, practice rooms, laboratories, offices and chapel was destroyed by fire. After careful consideration of the expansion program necessary for the future development of the rapidly growing college, the trustees purchased the present campus in Bourbonnais, Illinois, and adopted the name Olivet Nazarene College.

The school's name was changed in 1986 to Olivet Nazarene University, reflecting the diversity of academic programs and graduate studies. ●



The early campus in the community known as Olivet, Illinois

SCHOOL SONG

“Alma Mater, Olivet”
 by Byron Carmony '39

To Alma Mater, Olivet,
 we lift our voice in praise
 For noble standards which we'll hold
 'till ending of our days.

The time we spent within these halls
 will ne'er forgotten be,
 For here we learned to know of truth,
 and truth will make us free.

My Olivet, Our Olivet!
 Tho' life may lead us far apart,
 I'll still revere you in my heart.

My Olivet, Our Olivet. I'll love the
 Christ you gave first part,
 And you, old Olivet!

SEAL AND SCHOOL COLORS



Olivet's school colors are purple and gold. The seal is a symbol of truth and justice and contains the dove of peace, the cross, the lamp of learning and the Bible.

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Administration and student services

ADMINISTRATIVE OFFICERS

Gregg Chenoweth
President
Burke ■ (815-939-) 5221

Brian Allen
Vice President for
Institutional
Advancement
Burke ■ (815-939-) 5255

Stephen Lowe
Vice President for
Academic Affairs
Burke ■ (815-939-) 5213

David Pickering
Executive Vice President/
Chief Financial Officer
Miller ■ (815-939-) 5161

Mark Reddy
Vice President for
Enrollment Management
Heritage ■ (815-928-) 5768

Jason Stephens
Vice President for
Student Development
Ludwig ■ (815-939-) 5333

UNIVERSITY STAFF

Tom Ascher
Director of Human Resources,
Title IX Coordinator
Miller ■ (815-928-) 5473

Drew Benson
Dean of Residential Life
Ludwig ■ (815-939-) 5333

Darren Blair
Associate Director of
Public Safety
Ludwig ■ (815-939-) 5265

Greg Bruner
Director of Financial Aid
Miller ■ (815-939-) 5249

Pam Greenlee
Dean of Library Services
Benner ■ (815-939-) 5211

Amanda Hogan
Director, Learning Support
Services
Miller ■ (815-939-) 5243

Mark Holcomb
Chaplain to the University
Ludwig ■ (815-939-) 5236

Kristy Ingram
Executive Director of Center for
Academic Excellence
(815-939-) 5361
(815-928-) 5608

Brianna Koch
Director of Counseling Services
Elwood Center
(815-928-) 5786

Scot Kraemer
Dean of Judicial Affairs
Ludwig ■ (815-939-) 5333

Keri Langan
Director of
Student Employment
Miller ■ (815-928-) 5508

Tiffany McCann
Executive Director of
Student Financial Services
Miller ■ (815-939-) 5245

Rachel Piazza
Bookstore Manager
Ludwig ■ (815-939-) 5344

Jonathan Pickering
Dean of Academic Operations
Burke ■ (815-939-) 5201

Julie Richardson
Director of Health Services
Elwood Center
(815-939-) 5057

Beth Schurman
Director, Writing Center
writingcenter@olivet.edu

Matt Smith
Director of Student Engagement
Perry Center ■ (815-939-) 5102

Kathy Steinacker
Dean of Student Life
Perry Center ■ (815-939-) 5230

Cynthia Taylor
Director of Multiethnic Student Services
Elwood Center ■ (815-928-) 5665

TBD
Director of Career Development
Miller ■ (815-939-) 5243

TBD
Housing Coordinator
Ludwig ■ (815-928-) 5519

Esther Tueck
Director of Shalom Project
Ludwig ■ (815-928-) 5692

Bianca Valencia
Coordinator of Academic
Coaching Center
acc@olivet.edu

Lisa Vander Veer
Dean of Student Persistence
Benner first floor ■ (815-939) 5256

Richard Weigel
General Manager for Sodexo
Dining Services
Ludwig ■ (815-928-) 5534

ACADEMIC CALENDAR

Fall Semester 2022

- Aug. 27 **Orientation for Freshmen/Transfers**
- Aug. 29–30 **Registration Days**
- Aug. 31 **Classes Begin** (Wednesday, 7:30 a.m.)
- Sept. 18–21 **Fall Revival**
- Sept. 23 **Final Day to drop Block I courses**
- Oct. 10–11 **Fall Break**
- Oct. 26 **Mid-semester** (Block II courses begin)
- Oct. 27–30 **Homecoming**
- Nov. 11 **Final Day to drop semester-length courses**
- Nov. 18 **Final Day to drop Block II courses**
- Nov. 23–27 **Thanksgiving Holiday**
- Nov. 28 **Classes resume at 7:30 a.m.**
- Dec. 14–16 **Final Examinations**

Spring Semester 2023

- Jan. 9 **Registration Day and New Student Orientation**
- Jan. 10 **Classes Begin** (Tuesday, 7:30 a.m.)
- Jan. 16 **Martin Luther King Jr. Day** (No classes)
- Feb. 2 **Final Day to drop Block III courses**
- Feb. 10 **Winter Break**
- Feb. 12–15 **Winter Revival**
- March 4–12 **Spring Break**
- March 13 **Block IV begins**
- March 30 **Final Day to drop semester-length courses**
- April 6 **Final Day to drop Block IV courses**
- April 7–10 **Easter Break**
- April 10 **Monday only Classes will meet**
- May 1–4 **Final Examinations**
- May 5 **Baccalaureate Service**
- May 6 **Commencement**

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Residential Life staff

Resident Directors

Chapman Hall

RALPH KALFAS
(815-939-) 5369

Grand Apartments (Men)

TOMMY GROSE
Grand 200s
(815-928-) 5444

SPENCER TONG
Grand 300s
(815-939-) 5179

Grand Apartments (Women)

CARLEE SMITH
Grand 401-403
(815-928-) 5458

CHERYL LAMAR
Grand 405-413
(815-928-) 5544

KATIE NIELSEN
Grand 415-437
(815-939-) 5085

EMMA MATHEWS
Grand 439-441
(815-939-) 5117

TAYLOR-MARIE LEMAN
Grand 443-445
(815-928-) 5857

Hills Hall

ZACH TAMEZ
(815-939-) 5359

Howe Hall

JOEY MCMULLEN
(815-939-) 5504

McClain Hall

JOEY MCMULLEN
(815-939-) 5504

Nesbitt Hall

BRAXTEN COOK
(815-939-) 5380

The Oaks Apartments (Men)

DEVLIN DEVORE
The Oaks 469 & 489
(815-928-) 5664

TRAVIS SMITH
The Oaks 579
(815-928-) 5446

The Oaks Apartments (Women)

KRISTIN ARWOOD
The Oaks 539 & 609
(815-928-) 5756

SHELBY WEGFORTH
The Oaks 619
(815-928-) 5770

STACEY HUTTON
The Oaks 629
(815-928-) 5416

Parrott Hall

DANIELLE DAVIS
(815-939-) 5220

Stadium Apartments

THOMAS RANKIN
Room 116 #2
(815-928-) 5755

Stratford Apartments (Men)

JONATHAN RUBY
Bldg. 1011
(815-939-) 5067

MATT DIXON
Bldg. 1023
(815-928-) 5427

TIMMY MILLER
Bldg. 1035
(815-928-) 5498

Stratford Apartments (Women)

REBECCA DECKER
Bldgs. 1047 & 1059
(815-928-) 5485

GABBY HILLIARD
Bldg. 1061
(815-928-) 5761

University Place Apartments (Men)

MARK BISHOP
Bldgs. 100-200
(815-928-) 5488

University Place Apartments (Women)

BETH CONWAY
Bldg. 300 & 400
(815-928-) 5471

EMMA KINDRED
Bldg. 500
(815-928-) 5476

Williams Hall

KENDRA JONES
(815-939-) 5370

continued >

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Residential Life staff, continued

Resident Assistants

Chapman Hall

JACOB SIMS
Room 101

NATHAN HODOR
Room 130

ELIAS MENESES
Room 201

ILLIAS ARAMADANIDIS
Room 230

SAM TURNER
Room 301

KYLE SZYMANSKI
Room 330

BEN HANSEN
Room 401

CALEB ZIMMERMAN
Room 430

Grand Apartments (Men)

WILLIAM ANDERSON
Grand 255 #3

JACOB BEARDSLEY
Grand 285 #3

JUSTIN SEIBERLICH
Grand 287 #3

STEPHEN ALVARADO
Grand 301 #3

NATHAN ALVAREZ
Grand 303 #3

PHILLIP KOERNER
Grand 305 #3

Grand Apartments (Women)

LOCHLYN STADT
Grand 401 #1

JASMINA STOREN
Grand 403 #1

MORGAN SUVER
Grand 405 #1

DJ HERRING
Grand 413 #4

LUCY MARTINSON
Grand 415 #1

KATHRYN SWANSON
Grand 437 #1

BRAELYN OBERLE
Grand 439 #7

HAILY MCBRIDE
Grand 441 #6

LAUREN GADBOIS
Grand 443 #6

HALIE KAY
VERMILLION
Grand 445 #6

Hills Hall

PAYTON THILL
Room 126

ERIK BEAL
Room 201

ETHAN BURT
Room 226

AARON CURTIS
Room 301

RYAN GHASTIN
Room 326

DANIEL GREENE
Room 401

MARCUS DOMONT
Room 426

Howe Hall

CAMEO POWELL
Room 12

MADISON LOCKHART
Room 18

McClain Hall

MADELINE JOHNSON
Room 108

MEGAN GARCIA
Room 126

RYLIE PROUGH
Room 201

LUCY LAMAR
Room 226

RAQUEL GONZALEZ
Room 301

LILY ROBERTSON
Room 326

ABI HOBSON
Room 401

REGAN HAYES
Room 426

Nesbitt Hall

COLEMAN DOERING
Room 126

ANDREW-LEE SMITH
Room 201

SEAN PAINE
Room 226

KADEN JULL
Room 301

MICAH ROCHIN
Room 326

SEBASTIAN DEVORE
Room 401

TBD
Room 426

The Oaks Apartments (Men)

JARED CARTER
Oaks 469 #11

BRYAN DIEKEN
Oaks 489 #7

JONAH GONEH
Oaks 539 #11

The Oaks Apartments (Women)

BROOKLYN MORRISON
Oaks 539 #7

ABIGAIL LYNN
Oaks 609 #7

LITZAHAYA REYNA
Oaks 619 #7

KATHRYN BELL
Oaks 629 #11

Parrott Hall

LAUREN OOLEY
Room 126

SAMANTHA PATTERSON
Room 201

STEPHANIE CLARK
Room 226

MANDI PADDOCK
Room 301

EMILIE COLLINS
Room 326

CAMRYN ANDERSON
Room 401

ALEXIS FISHER
Room 426

Stadium Apartments

KEEGAN BUFFEY
Stadium 110 #1

JACOB BAGLEY
Stadium 126 #1

Stratford Apartments (Men)

SETH MULINIKS
Stratford 1011 #1

SAM BOWDEN
Stratford 1011 #14

TRISTAN GESLER
Stratford 1023 #1

LUKE BRAMAN
Stratford 1023 #14

ANDREW WOLFE
Stratford 1035 #1

MASON BEAL
Stratford 1035 #14

Stratford Apartments (Women)

EMILY ORNS
Stratford 1047 #1

HALLE BRINER
Stratford 1047 #14

ABIGAIL BOWERS
Stratford 1059 #4

REAGAN THORNHILL
Stratford 1061 #1

OLIVIA KACZMAREK
Stratford 1061 #14

University Place Apartments (Men)

AUSTIN SPACHT
107

SAM ARNS
206

University Place Apartments (Women)

EMILY PAINTER
306

CAMDEN COTNER
406

KATIE BISHOP
506

Williams Hall

MCKENNA COUCHENOUR
Room 116

ANNA SHOUP
Room 129

IVANA INGLE
Room 213

SOPHIE CLOSE
Room 222

HEIDI GREER
Room 311

KAYLEE KENNEDY
Room 328

KAITLYN TIBBETTS
Room 411

MADDISON REDDY
Room 428



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Problem Solvers

When in need of...

- **Assistance with chapel attendance** — send an email to chapel@olivet.edu
- **Changing a schedule (drop/add)** — go to the Office of the Registrar in Burke Administration Building
- **Commuter, general questions** — send an email to commuter@olivet.edu
- **Computer, general questions** — go to the Information Technology Help Desk in Benner Library or call (815-939-) 5302
- **Disability accommodations** — send an email to Learning Support Services, LS@olivet.edu
- **Event/meeting request** — send an email to requestforms@olivet.edu or life@olivet.edu
- **First aid, illness** — go to Health Services in the Elwood Center for Student Success
- **Help with a grade problem** — contact your Professor, the Department Chair, or the Dean of College/School
- **Help with writing at the Writing Center** — send an email to writingcenter@olivet.edu
- **Individual and group counseling** — contact Counseling Services in the Elwood Center for Student Success, (815-939-) 5256
- **Information to take a directed study** — go to the Office of the Registrar in Burke Administration Building
- **Intramural activities information** — go to the Director of Student Engagement in Perry Center or send an email to intramurals@olivet.edu
- **Job search, résumé building or interview preparation** — contact Career Development in Miller Business Center, (815-939-) 5243, careers@olivet.edu
- **Loan to pay your school bill** — go to the Office of Financial Aid in Miller Business Center
- **Lost and found** — go to the Perry Center Front Desk or call (815-928-) 5619; or go to the Ludwig Information Desk or call (815-939-) 5203
- **Making suggestions or have a question regarding food services** — contact the General Manager for Sodexo Dining Services, (815-928-) 5534
- **Making suggestions or have a question regarding residence halls** — go to the Resident Director or send an email to studentdevelopment@olivet.edu
- **Medical emergency** — dial 9-911 from any campus phone
- **Paying an ONU bill** — go to the Office of Student Accounts in Miller Business Center
- **Perry Center and Recreation Services** — send an email to recreation@olivet.edu
- **Posting a flyer** — contact the Building Director
- **Replacing Tiger Card** — go to Information Technology in Benner Library
- **Reporting lost/stolen property, starting car, keys locked in vehicle** — go to the Office of Public Safety in Ludwig Center or call (815-939-) 5265
- **Research for an assignment/paper** — go to the Reference Desk in Benner Library or call (815-939-) 5355
- **Scheduling an event/meeting** — go to the Perry Center, second floor
- **Spiritual guidance** — go to the Office of Spiritual Development in Ludwig Center or call (815-939-) 5236
- **Student activities and clubs** — send an email to clubs@olivet.edu or life@olivet.edu
- **Student employment** — go to the Office of Student Employment in Miller Business Center or call (815-928-) 5508
- **Student ministries** — go to the Office of Spiritual Development in Ludwig Center or call (815-928-) 5692
- **Tiger Dollars** — go to the Cashier's window in Miller Business Center or call (815-939-) 5245
- **Title IX information and resources** — go to the Office of Human Resources in Miller Business Center, call (815-939-) 5240 or send an email to titleix@olivet.edu
- **Tutoring** — contact the Academic Coaching Center, (815-936-) 3963, ACC@olivet.edu

How to “get the word”

SOCIAL MEDIA

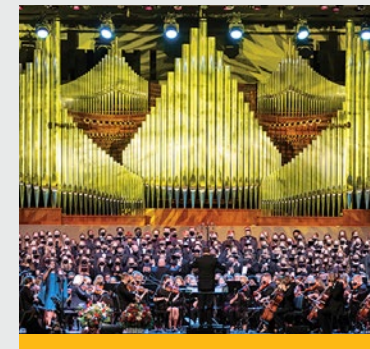
Find **Life at Olivet** on Facebook, Instagram and TikTok. We will keep you updated on campus events, post photo albums, highlight videos and more. Add your voice to the conversation using the #lifeatolivet hashtag!

PORTAL

From news and announcements to important links for your classes and various accounts, check out **My.Olivet.edu** to find what you need.

SHINE.FM NETWORK

Shine.FM/WONU broadcasts contemporary Christian music as well as other programs of interest to ONU, Northeast Illinois, Northwest and Central Indiana, and Southwest Michigan. Shine.FM is on the air 24 hours a day at 89.7 FM, the Shine.FM app and online at Shine.FM.



FLYERS AND BANNERS

To get permission for posting, see:

- **Athletics** — Athletics administrative assistant
- **Benner Library** — Library administrative assistant
- **Birchard Gymnasium** — Director of Athletics
- **Burke Administration** — Office of the Registrar
- **Larsen Fine Arts Center** — School of Music office
- **Ludwig Center** — Student Development office
- **Miller Business Center** — Director of Human Resources
- **Reed Hall of Science** — Administrative assistant, Reed Administrative Office
- **Residence Halls** — Student Development office
- **Perry Student Life and Recreation Center** — Second floor office staff
- **Weber Center** — Administrative assistant, School of Business
- **Wisner Hall of Nursing** — Administrative assistant, Department of Nursing

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Campus buildings and office hours

BENNER LIBRARY

Pam Greenlee, director of library services

Hours during regular semesters:

- Mon.–Thurs., 7:30 a.m.–12 a.m.
- Fri., 7:30 a.m.–5 p.m.
- Sat., 11 a.m.–4 p.m.
- Sun., 6:30 p.m.–12 a.m.
- Fishbowl open 24/7

Academic Coaching Center

Bianca Valencia, coordinator
acc@olivet.edu

- Walk-in and appointments available

Career Development

Amanda Hogan, director

- Mon.–Fri., 8 a.m.–4:30 p.m.

Communication Department

■ Mon.–Thurs., 8 a.m.–10 p.m.

■ Fri., 8 a.m.–5 p.m.

Learning Support Services

LSS@olivet.edu

- Mon.–Fri., 8 a.m.–4:30 p.m.

Library Vending

Richard Weigel, Sodexo general manager

Writing Center

writingcenter@olivet.edu

- Walk-in and appointments available
- Mon.–Thurs., 2–10 p.m.

BIRCHARD GYMNASIUM AND FITNESS CENTER

Mike Conway, athletic director

- Facility hours as posted for fitness center, gyms, racquetball courts and track

BURKE ADMINISTRATION BUILDING

Mark Mountain, director of registration services

- Mon./Tues./Thurs., 7 a.m.–10 p.m.
- Wed./Fri., 7 a.m.–7 p.m.

CHALFANT HALL

Jana Hacker, director

- Special arrangements may be made by calling (815-939-) 5045.

CENTENNIAL CHAPEL

Jana Hacker, director

- Special arrangements may be made by calling (815-939-) 5045.

ELWOOD CENTER FOR STUDENT SUCCESS

Counseling and Health Services

Lisa Vander Veer, executive director

- Mon.–Fri., 8 a.m.–4:30 p.m., by appointment; walk-ins for emergencies only
- Appointments may be requested online through “My Olivet” student portal.
- Allergy shots by appointment only
- Evening hours for Counseling Services may be available by appointment only.

Multiethnic Student Services

Cynthia Taylor, director

- Mon., 9 a.m.–5 p.m.
- Tues.–Thurs., 1–5 p.m. and 6–9 p.m.
- Fri., 12–5 p.m.

KELLEY PRAYER CHAPEL

Jana Hacker, director

- Special arrangements may be made by calling (815-939-) 5045.
- Daily, 7 a.m.–11 p.m.

LARSEN FINE ARTS CENTER

Don Reddick, dean,
School of Music

- Mon.–Fri., 8 a.m.–5 p.m.

Practice rooms:

- Mon.–Sat., 7 a.m.–11 p.m.
- Sun., 12–6 p.m., 7–11 p.m.

LUDWIG CENTER

Scot Kraemer, director

- Mon.–Fri., 7 a.m.–11 p.m.
- Sat.–Sun., 8 a.m.–11 p.m.

CRU5H (Lower Level)

Richard Weigel, Sodexo general manager

- Mon.–Thurs., 10:30 a.m.–2 p.m., 3–9 p.m.
- Fri., 10:30 a.m.–2 p.m., 3–7 p.m.
- Sun., 4–9 p.m.

Farmers Field (Lower Level)

Richard Weigel, Sodexo general manager

- Mon.–Thurs., 10:30 a.m.–2 p.m.; 4–6 p.m.
- Fri., 10:30 a.m.–2 p.m.

Hammes Spirit Store

(Main Level)

Rachel Piazza, manager

- Mon.–Thurs., 8:30 a.m.–5 p.m.
- Fri., 8:30 a.m.–4 p.m.
- Sat., 11 a.m.–2 p.m.
- Sun., closed
- Shop 24/7 at Bookstore.Olivet.edu

Summer hours:

- Mon.–Fri., 10 a.m.–2 p.m.
- Sat.–Sun., closed

Mail Hub and Bookstore

(Lower Level)

Rachel Piazza, manager

- Mon./Wed./Fri., 10:30 a.m.–4 p.m.
- Tues./Thurs., 10:30 a.m.–5 p.m.
- Sat.–Sun., closed

Summer hours:

- Mon.–Fri., 10 a.m.–2 p.m.
- Sat.–Sun., closed

Office of Spiritual Development

(Balcony)

Mark Holcomb, chaplain

- Mon.–Fri., 8 a.m.–4:30 p.m.

Office of Student Development

(Balcony)

- Mon.–Fri., 8 a.m.–4:30 p.m.

Public Safety (Lower Level)

Darren Blair, associate director

- Public Safety is available 24 hours a day and can be reached at (815-939-) 5265 or (815-939-) 5011.

Sodexo Dining Room

Richard Weigel, Sodexo general manager

- Mon.–Fri., 7 a.m.–7 p.m.
- 7–9:30 a.m., hot breakfast
- 9:30–10:30 a.m., continental breakfast
- 10:30 a.m.–1:30 p.m., lunch
- 4:30–7 p.m., dinner
- Sat. 8 a.m.–6 p.m.
- 8–9 a.m., breakfast
- 11 a.m.–1 p.m., lunch
- 4:30–6 p.m., dinner
- Sun., 11 a.m.–6 p.m.
- 11 a.m.–1:30 p.m., brunch
- 4:30–6 p.m., dinner

Starbucks

Richard Weigel, Sodexo general manager

- Mon.–Fri., 7:30 a.m.–8 p.m.
- Sat., 11 a.m.–7 p.m.

MILLER BUSINESS CENTER

David Pickering, administrator

Offices include Cashier, Student Financial Services, Accounting, Payroll, Human Resources and Student Employment.

- Mon.–Fri., 8 a.m.–4:30 p.m.

PERRY STUDENT LIFE AND RECREATION CENTER

Matt Smith, director

- Mon.–Sat., 6 a.m.–11 p.m.
- Sun., 2–11 p.m.

Rec Center Cafe

Richard Weigel, Sodexo general manager

- Mon.–Thurs., 10 a.m.–6 p.m.
- Fri., 10 a.m.–2 p.m.

REED HALL OF SCIENCE

Dale Hathaway, professor of mathematics, Martin D. Walker School of Science, Technology, Engineering and Mathematics

- Mon.–Fri., 7 a.m.–11 p.m.
- Sat., 9 a.m.–5 p.m.

WARMING HOUSE

Kathy Steinacker, director

Special arrangements may be made by calling (815-939-) 5230.

WEBER CENTER

Jana Shear, director

- Mon.–Sat., 7 a.m.–11 p.m.
- Computer Lab: TBD

WISNER HALL OF NURSING

Tiffany Greer, associate dean, School of Nursing

- Mon.–Fri., 7 a.m.–11 p.m.
- Sat.–Sun., 9 a.m.–11 p.m.

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Traditions and special activities

Our many traditions are a special part of the Olivet experience. These time-honored activities and events become a part of us. They define us as Olivetians. What's more, they are a ton of fun!

Olivet students enjoy a wide variety of traditions and special activities throughout the year, including:

- **Jump Start** – New student conference
- **Ollies Follies** – Three event nights filled with class competitions
- **Movie on the Lawn** – Outdoor event at Ward Field
- **Clubs and Ministry Fairs** – Annual signups held in September
- **Fall and Spring Revivals** – A time of spiritual renewal
- **Rock-N-Glow** – Silent disco party
- **Concerts** – Live music opportunities provided by Shine.FM
- **Orpheus Variety Show** – Skit and talent show
- **Homecoming** – Weekend celebration filled with reunions, sporting events, music and more
- **Theater Productions** – Multiple student and department productions each semester
- **Costume Fest** – Parade of costumes, live music and food
- **Handel's Messiah** – Music presentation featuring the University Orchestra, combined choirs, and student and guest soloists
- **Sounds of the Season** – Christmas concert by the vocal and instrumental ensembles of the School of Music
- **Christmas Party** – Holiday-themed event held at the Perry Center
- **The Big Chill** – Live band karaoke, games and ice cream
- **Mr. ONU** – Skit and talent show
- **Commencement Concert** – School of Music final concert
- **Senior Week** – Activities designed to gather and celebrate
- **Baccalaureate Service** – A worship service for all graduates and their families
- **Graduation** – Ceremony held in the Betty and Kenneth Hawkins Centennial Chapel

For more details, visit Olivet.edu, and follow us on Instagram @olivetnazarene and @lifeatolivet

Ways to get involved

At Olivet, you're challenged not only in the lecture hall, but also in Chapel, the sports arenas, and the rehearsal studios — connecting over conversations in campus housing, across the dinner table, and in every corner of the Olivet campus.

Life at Olivet is engaging, outgoing and energetic. Its departments and organizations exist to maximize each student's college experience and help prepare you for wherever life leads after your four years at Olivet. We desire for you to get connected with other students, faculty and staff. There truly is something for everyone.

Department Clubs

- 3D-Printing Club
- Accounting Club
- Biophilic (Biology Club)
- Capitol Hill Gang
- Chemistry Club
- Computer Science Club
- Diakonia (Social Work Club)
- Exercise Science Club
- History League
- Law and Politics Society
- Math Club
- Nursing Student Association
- Olivet Earth & Space Society
- Olivet Film Club
- Zoology Club

Honor Societies

- Kappa Delta Pi (Education)
- Kappa Delta Rho (Family and Consumer Sciences)
- Lambda Pi Eta (Communications)
- Phi Alpha Theta (History)
- Pi Sigma Alpha (Political Science)
- Psi Chi (Psychology)
- Sigma Delta Pi Chi Omega (Spanish)
- Sigma Tau Theta (English and English Education)

MSS Affinity Associations

- Asian Student Christian Association (ASCA)
- Black Student Christian Association (BSCA)
- Hispanic Student Christian Association (HSCA)

Society Chapters

- ASME (Engineering)
- AIChE (Engineering)
- CEA (Education)
- Enactus (Business)
- SHRM (Business)
- IEEE (Engineering)
- ISPE (Engineering)
- McGraw Marketing AAF (Business)
- NAFME (Education)
- NSTA (Education)
- ONU CEC (Education)
- PBL (Business)
- PRSSA (Communications)
- SWE (Engineering)
- SDA (Health)

- SUFACS (Health)
- WiCyS (Technology)

Student Interest Groups

- Chess Club
- Delight Ministries
- Equestrian Club
- Fellowship of Christian Athletes
- Ignite
- Mu Kappa (International and Missionary Students)
- Olivet Book Club
- Olivet Inklings
- ONU Investment Club
- ONU Puzzle Club
- Social Justice Club
- Spoons4Forks (Improv Club)
- Tabletop Gaming Club

Student Ministries

- Best Buddies
- Habitat for Humanity
- HeArt
- Heart 4 Missions
- Life Support
- Mission Possible
- Prayer Warriors
- SOS
- Upper Room

Clubs and organizations with open membership will provide students with opportunities to pick up information and sign up at the beginning of the fall semester.

Questions?

Direct your questions to the department office or appointed faculty sponsor:

- Affinity Groups – mss@olivet.edu
- Ministries – studentministries@olivet.edu
- Student Interest Groups – clubs@olivet.edu
- General Questions – life@olivet.edu

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Athletics

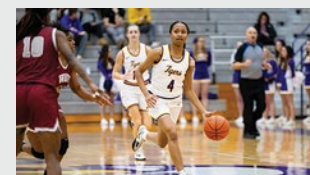
INTERCOLLEGIATE ATHLETICS

Olivet Nazarene University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Chicagoland Collegiate Athletic Conference (CCAC).

Our intercollegiate athletic participation includes:

- Baseball (men's)
- Basketball (men's and women's)
- Cheerleading (men's and women's)
- Cross country (men's and women's)
- Football (men's)
- Golf (men's and women's)
- Indoor/outdoor track and field (men's and women's)
- Soccer (men's and women's)
- Softball (women's)
- Swimming and diving (men's and women's)
- Tennis (men's and women's)
- Volleyball (men's and women's)

Intercollegiate athletics are considered an integral part of the total education program of the University. Students who participate must be registered for a minimum of 12 hours and must meet all the eligibility requirements set forth by the University and the NAIA. ●



CLUB SPORTS | In 2021, Olivet launched its inaugural men's club ice hockey team. The sport is affiliated with the American Collegiate Hockey Association (ACHA) and Mid America Collegiate Hockey Association (MCHA). The team will play during the fall and winter at Ice Valley Centre Ice Arena in Kankakee, a conveniently-located competitive NHL rink facility. ●

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Recreation Services

Recreation Services provides students, faculty and staff many different opportunities to be active.

The intramural sports program offers more than 20 sports. A wide array of group fitness classes are available each week. The Learn to Swim program for students, faculty, staff and their children provides quality swim instruction for swimmers at any level. Recreation Services also partners with local master scuba certification classes.

Whether you are looking for consistent athletic activity or an occasional guided workout, you can find it in the Perry Student Life and Recreation Center. The Director of Recreation Services' office is located on the second floor of the Perry Center.

Perry Center features:

- Two swimming pools
- Four-story rock climbing wall
- 72,000-square-foot Fieldhouse, with eight-lane, 200-meter running track; four courts for basketball, volleyball and tennis
- Fitness and wellness center with state-of-the-art equipment and dedicated rooms for fitness classes
- Spacious lounges where students can gather
- Numerous classrooms and offices, plus several individual and group study areas
- Cafe, providing healthy dining and snacking options, proudly serving Starbucks

Perry Center policies:

- Students must have their Tiger Card to enter the Perry Center. A student who does not have his/her Tiger Card will be given one grace entry into the Perry Center. After the first grace entry, students will be fined \$25 for each

subsequent violation. This applies to all students, even those going to a scheduled academic class in the Perry Center.

- Proper attire is required in the Perry Center. In the aquatic center, ladies may wear one-piece swimsuits or tankinis. Men must wear swim trunks or board shorts. Athletic attire is not allowed in the pool. Modest attire is required in fitness areas.

Fitness Classes

A fun and social opportunity for fitness is offered through our various group fitness classes. The Fitness Class schedule can be found in the Perry Center and on the Life@Olivet app. In order to participate in one of these classes, you will need to come to the front desk of the Perry Center and sign up to attend.

- Cycling
- HIIT
- Pilates
- Total Body Strength
- Water aerobics



- Yoga
- Zumba

ONU Intramurals

ONU offers a wide variety of intramural programs for students, faculty and

staff. Intramurals offer a fun, fair and competitive environment for individuals and groups. Active participation in intramurals fulfills the need for exercise and social development.

INTRAMURAL ACTIVITIES

- 5k run
- Badminton
- Basketball
- Dodgeball
- Kickball
- Flag football
- Softball
- Pool
- Powder Puff football
- Racquetball
- Soccer (indoor/outdoor)
- Softball
- Table-tennis
- Tennis
- Ultimate Frisbee
- Volleyball (indoor/outdoor)
- Wiffleball

Other activities will be added if enough interest is shown. Information on group and individual activities will be posted weekly on the Intramural website and on bulletin boards located in Birchard, the Perry Center and in the foyer of Ludwig Center. ●

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Student services

BENNER LIBRARY AND RESOURCE CENTER

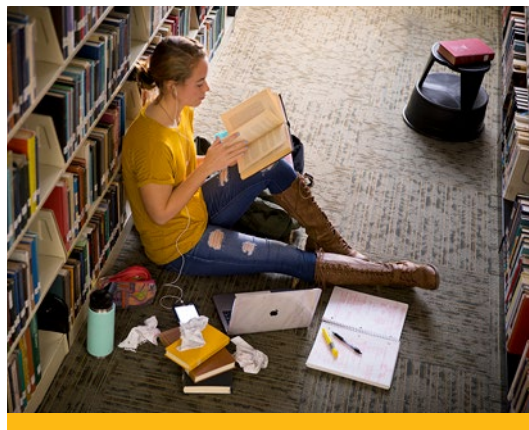
Olivet students have access to a variety of resources and services through Benner Library and Resource Center. From the library's home page (<https://library.olivet.edu>), students can link to a broad range of electronic resources including article databases, e-books, e-journals and the library catalog. In addition to our collection of books and periodicals, the library provides media in various formats, maps, teaching aids and supplies, and government documents. Other services include computer workstations, computer labs, wireless Internet, printers, copiers, fax services, individual and group study areas, and after-hours study room (the Fishbowl). Printing options include black and white, color, posters and 3D. The Center for Academic Excellence is located in the Library.

Circulation Services and Interlibrary Loan

Students must present a valid Tiger ID to borrow materials. ONU patrons may also borrow materials from other libraries; these items are processed by the Interlibrary Loan Department. Students manage their borrowed items through their online library account. Contact the Circulation Desk at (815-939-) 5354 or Interlibrary Loan (815-928-) 5439.

Overdue Materials and Renewals

Most circulating materials check out for 28 days and can be renewed up to three times. Course Reserve materials have 7-day, 2-day or 2-hour loan periods and cannot be renewed. Fines are charged for overdue Reserve items. If a student has fines exceeding \$3, or if they have overdue items, they will be blocked from further



library check-outs, as well as from requesting items through Interlibrary Loan. Students will be charged for replacement costs if items are considered lost. Fines and fees for overdue or lost Interlibrary Loan items are determined by the lending library.

Reference

The library staff strives to meet the reference needs of all library users. Assistance is available at the Reference Desk during most library hours. Ask a librarian for help with research questions by phone (815-939-) 5355, by email (ONULibrary@olivet.edu) or by Teams.

Instructional Services

New student orientation and class-specific instruction in the use of library materials are provided by arrangement with the professor. Library research guides for specific classes and subject areas facilitate self-help.

Scholarship and University Archives

The library promotes University scholarship locally using digital signage in the Fishbowl, and globally via two web based repositories: Digital Commons and WHDL (Wesleyan Holiness Digital Library). ●

CAREER DEVELOPMENT | Amanda Hogan, director

The Office of Career Development exists to assist the traditional student population with career development and employment needs and to provide the essential resources to help students enter and navigate the professional world.

Career Development provides many useful resources on the My Olivet portal, in addition to classroom sessions and individual assistance to students. Services include:

- Assistance with résumé and cover letter editing.
- Coaching on interview preparation and etiquette.
- Job search assistance, including networking.
- Managing off-campus job postings (activate your Handshake account at OlivetNazarene.JoinHandshake.com).
- Career information, assessments and resources.
- Facilitating various career fairs each year.

ACADEMIC ADVISING, SUPPORT AND REQUIREMENTS

At Orientation, each student will work with a faculty member based on his or her declared major. Once the school year begins, each student will be assigned to a specific academic adviser in his or her field of study. If a student changes his or her major, that student may be re-assigned to an adviser within his/her new chosen field by making a request at the Office of the Registrar.

The normal student load is 15 hours of class work in a week. No student will be permitted to register for more than 18 hours, including physical education, without the prior permission of the

Committee on Academic Standards. An extra charge is made for each hour taken in excess of the 18-hour maximum load.

A student may drop a course or change his/her program during the add/drop period. All changes in registration are made through the Office of the Registrar, with approval by the student's adviser and the faculty members whose classes are involved.

Students must maintain a minimum grade point average to be in satisfactory academic standing and to maintain eligibility for financial aid. Only students in satisfactory academic standing may participate in ASC, class presidencies,

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Student services, continued

intercollegiate athletics, drama, ministry teams, off-campus spiritual life groups or travel off campus with music ensembles. Academic regulations relating to registration, scholastic standing, financial aid and degree requirements are found in the University Catalog.

ACADEMIC INTEGRITY

Statement of Academic Integrity

Seeking after truth is at the heart of an education at a Christian university like Olivet. ONU expects students to be truthful in all areas of life, including the academic arena. Those who engage in any form of academic dishonesty value their own gain more than their desire to seek truth; consequently, their behavior is incompatible with the goals and objectives of the University. Such dishonesty takes the form of cheating, plagiarism, or falsification. Specific examples include, but are not limited to:

1. Submitting another's work as one's own or allowing others to submit one's work as though it were theirs.
2. Failing to properly acknowledge authorities quoted, cited, or consulted in the preparation of oral or written work. All work submitted by students must represent their original work. Outside sources used as references should reveal the name and source and the extent

3. Tampering with experimental data to obtain a "desired" result or creating results for experiments not conducted.
4. Lying or otherwise deceiving University personnel about academic matters.
5. Falsifying college records, forms, or other documents.
6. Students who knowingly assist another in dishonest behavior are held equally responsible.

An instructor who has a more detailed definition of academic dishonesty than the policy above has the responsibility and obligation to so inform students, in writing, at the beginning of the course.

Sanctions for violations of the academic integrity policy

Consistent with the University's mission, the sanctions are progressive in nature. In every case, the incident is first reported to the department chair, area dean, and the University Registrar. The University Registrar will indicate if the student has a prior history of academic integrity violations in any other class, even a minor infraction, so an appropriate sanction can be issued. The seriousness of the offense is also taken into consideration when determining an appropriate sanction. A minor infraction is defined as an obvious and unintentional mistake.

Any student engaging in academic dishonesty is subject to the following consequences:

1. For the first infraction at the University, the professor may choose one of the following:
 - a. Send a written reprimand to the student (only suitable for a minor infraction), or
 - b. Require the student to resubmit the test, project, or assignment, which may include a loss of points at the instructor's discretion; or
 - c. Require the student to take a new test or turn in a different project or assignment, which may include a loss of points at the instructor's discretion; or
 - d. Assign a lower grade or grade of zero on the test, project, or assignment.
2. For the second and third infraction at the University, the professor may choose to:
 - a. Assign a lower grade or grade of zero on the test, project, or assignment, or
 - b. Lower the final course grade by one full letter grade (e.g., B+ to C+), or
 - c. Submit a grade of "F" for the course (when the infraction is of major proportion).
3. Upon any further infractions of the academic integrity policy OR if any infraction represents

an egregious, flagrant violation of the policy, the area dean and University Registrar will issue one of the following administrative sanctions at their discretion:

- a. An administrative grade of "F" in the course, or
- b. Dismissal from the University, or
- c. Permanent expulsion from the University.

Due process

1. Any charge of academic dishonesty should be quickly investigated (typically within five business days of discovering the incident) by the instructor in consultation with the department chair in such a way that the student's confidentiality is protected. The instructor will copy the chair, the area dean, and the University Registrar so they may determine if the student has a prior history of violations.
2. Instructors will notify students in writing of the facts and evidence, and should provide a clear statement regarding how the student's action violated academic integrity and offer a determination and explanation of any planned sanction.
3. Students have five business days to respond to the instructor.

- a. Failure to respond within five business days indicates acceptance of the instructor's determination and sanction.
 - b. If the student responds to the instructor, the instructor will review the response and make a final decision in consultation with the chair within an additional five business days.
4. The final decision will be communicated in writing to the student, the chair, the area dean, and the University Registrar.
 5. Students may appeal an instructor's sanction imposed under this policy:
 - a. The student must write to the dean of the school or college for the specific discipline within five business days of the instructor's final decision. All relevant documentation must be provided by the student.
 - b. The dean may request to meet with the student and/or instructor to resolve the issue. Both parties may bring a third party as witness, but as these are not legal proceedings, legal representation is not permitted.

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Student services — Academic Integrity, continued

- c. The dean will communicate the final decision, regardless of the outcome, to the student and the instructor, within five business days. The chair and the University Registrar will be copied, so the decision can be recorded.
- d. The dean's decision is final, and may not be appealed.
- e. Note: In rare instances, the dean may be the instructor. In such cases, the Vice President for Academic Affairs will appoint a dean from another school or college to oversee the appeal process through the regular channels as established by the grade appeal process.
- 6. In cases where an administrative sanction is issued, the area dean and University Registrar will communicate the final decision. Such sanctions may not be appealed, because they are issued only when there are

multiple prior violations of the academic integrity policy, or when a violation is egregious and flagrant.

Special cases: For students who engage in academic dishonesty outside of instructional activity (e.g., lying or otherwise deceiving University personnel about academic matters, or falsifying college records, forms, or other documents) the University Registrar will investigate and determine the appropriate sanction. Sanctions include, but are not limited to, written reprimand, academic probation, suspension, or permanent expulsion. The University reserves the right to invalidate and remove all academic credit earned at ONU for students who provide falsified documents to gain admission or obtain credit. These sanctions are made in consultation with the Vice President for Academic Affairs and may not be appealed.

Note: Minor infractions are recorded, but the first two are not taken into consideration when responding to external questions regarding any academic disciplinary action.

Educational Leniency

Students may be required to miss scheduled classes in order to fulfill University-sponsored activities, mission-related responsibilities that are outside of their control. For such absences, educational leniency is appropriate. Students remain responsible for all missed class responsibilities while absent from class as outlined in the syllabi of their classes. Typically this involves informing the instructor(s) before the absence and making arrangements to make up any missing work before the event.

Educational leniency is only available for students not on academic probation. However, students on academic probation are still expected to attend assigned field trips. Students may not directly request educational leniency. Request must be made by the appropriate faculty member or administrator.

Approved reasons for educational leniency include field trips, choir tours, plays for drama and fine arts students, presenting original work at a professional conference, professional or academic experiences sponsored by

a department chair, events sponsored by the General Church of the Nazarene that are specifically recommended and approved by the administrative team, a trip or activity in the service of the University and approved by the appropriate administrative team member, and travel with an athletic team to fulfill an intercollegiate athletic schedule as approved by the Intercollegiate Athletic Board.

Educational leniency is not granted for club activities, intramural sporting events or athletic scrimmages; practice or student teaching; service-learning projects; or paid work experiences or work done for any type of compensation.

Educational leniency is also not granted for personal reasons, such as illness, a death in the family, interviews, family vacations, mission trips, visits to other universities, etc. Instructors provide a limited number of excused class absences in the course syllabus. Students are to use these for personal issues and/or business. Professors may request documentation regarding any absence for personal reasons. ●

Rick and Debbie Dykhouse Center for Academic Excellence

Kristy Ingram, Executive Director of the Center for Academic Excellence

The Rick and Debbie Dykhouse Center for Academic Excellence (CAE) exists to strengthen academic behaviors, provide academic support, and foster academic scholarship for all undergraduate students from enrollment through degree completion. The Center for Academic Excellence believes that students of all academic abilities need help transitioning to college, meeting rigorous academic standards, and succeeding in their respective majors. The CAE provides a community of learning that values: empowering students to own their learning progress, providing support through academic coaching and tutoring, and supporting academic research and scholarship.



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Center for Academic Excellence, continued

ACADEMIC COACHING CENTER

Bianca Valencia, coordinator

The Academic Coaching Center (ACC) provides tutoring and academic coaching to undergraduate students across a myriad of subjects. The ACC is a place of encouragement and hope; a place where students receive the support they need to achieve their academic goals. The ACC believes learning is a developmental process that is never complete and thus tutors and coaches, recognizing the potential in all students, work to foster the independent learning skills of each student they encounter. The ACC provides support through one-on-one appointments as well as walk-in hours.

To find out more about the ACC, including location and hours, stop by the ACC reception desk on the second floor of Benner or send an email to acc@olivet.edu.

LEARNING SUPPORT SERVICES

The office of Learning Support Services (LSS) provides support to students with disabilities through the approval of academic, housing, dining accommodations and use of auxiliary aids. Olivet Nazarene University does not discriminate on the basis of disability and works to ensure qualified individuals are equipped to achieve their full potential. Following guidance set forth in The Americans with Disabilities Act of 1990 (ADA), The ADA Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act, staff in LSS work with students on an individual basis to determine appropriate and reasonable accommodations.

Learning Support Services can be contacted through email at LSS@olivet.edu.

THE FRESHMAN EXPERIENCE

The Freshman Experience is a multi-step program designed to ensure your college career gets off to the best start possible. Your **full participation** in each aspect will be the key to achieving your goal of a college degree. **The Freshman Experience** includes the following *required* elements:

Orientation: Participate in one of three orientation sessions in the summer. Over the course of the day, meet other members of your freshmen class, meet professors from your



major, discuss financial aid options, academic support needs and other helpful topics.

JumpStart Program: This Canvas course is a series of modules designed to be completed before classes begin and through the first few weeks of the semester. The modules will cover many of the resources and tools needed to survive at Olivet. Discover the ins and outs of:

- Canvas, Olivet's online Learning Management System (LMS)
- My.Olivet, the University portal, which provides access to your academic information, student services, and other resources
- Various library tools and resources essential for academic achievement
- Campus support systems available to you

JumpStart Conference: This two-day conference brings new students together before the beginning of classes to introduce you to college life and "jump-start" your Olivet experience. The conference begins on Sunday night with a worship service and continues on Monday morning.

JumpStart Mentors: upper-class students will serve as mentors for you as you arrive on campus. The mentors will help you move in, attend the JumpStart Conference with you and your freshmen group, and support you throughout your first semester at Olivet. They'll also be able to help you with any questions you have about the online JumpStart Program that you'll be completing through Canvas.

First Year Seminar: A one-credit course designed to help you understand and meet

the expectations of undergraduate work. This course will introduce and reinforce academic skills and strategies to help you succeed in all your courses.

WRITING CENTER

Olivet's Writing Center is open to undergraduate students. Got a writing assignment you need help getting started? Want to talk with someone about crafting a strong thesis statement, staying organized, improving your writing style and tone, and/or documenting sources properly? Let the Writing Center help you! The Writing Center provides walk-in assistance as well as scheduled appointment: Olivet.MyWCOnline.net. Still have questions? Email us at writingcenter@olivet.edu.

The Writing Center will:

- Help students communicate ideas clearly and concisely.
- Foster critical thinking and disseminating written work.
- Promote increased writer confidence and competence.

The Writing Center will NOT:

- Help with basic writing skills (writing sentences).
- Edit and/or proofread papers.
- Provide tutoring services in reading. ●

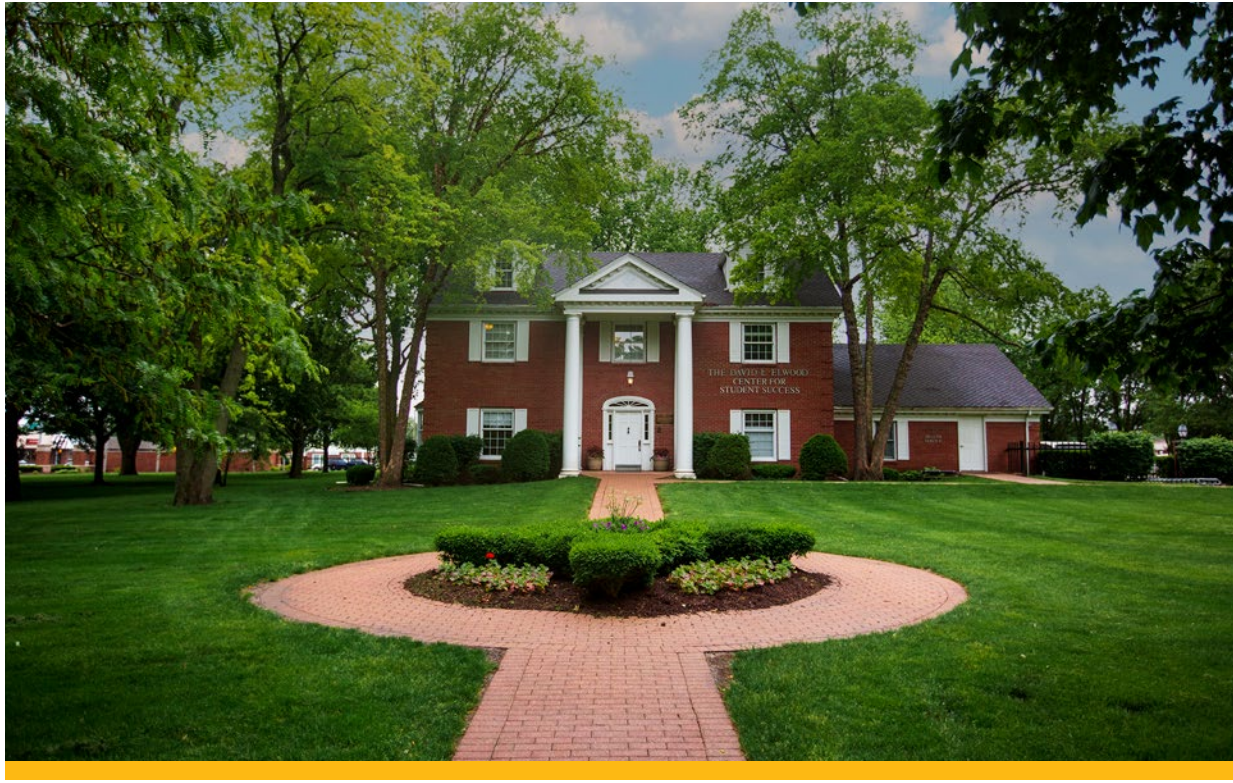
To find out more about CSS, visit their page in your My Olivet portal, under Menu, then Student Support (My.Olivet.edu/CSS).

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David L. Elwood Center for Student Success

The David L. Elwood Center for Student Success is located across the street from the Admissions Center. Counseling and Health Services are housed in the Center. Office hours are from 8 a.m. to 4:30 p.m.



The University is committed to nurturing and helping to develop the entire student. To that end, Counseling and Health Services offers personal assessment and consultation in the areas of mental, physical and academic wellness.

Knowing more about oneself and a chosen field of education/work/service is encouraged as part of our Christian stewardship of life and life planning. Students are urged to take advantage of

the counseling and advising services offered at the University.

Students can request individual, group and couples counseling as well as career coaching by completing the Online Counseling and Health Services Appointment Request Form on the students' main My.Olivet.edu page (select the Student Support tab and choose Counseling & Health Services) or by calling ext. 5256.

COUNSELING SERVICES

Every undergraduate student taking seven credits or more who requests counseling services is eligible to receive an initial assessment and a feedback session. However, not all students are guaranteed to receive ongoing therapy services. There are some areas that are beyond the resources and/or training of the University's counseling center. During the initial assessment, consent forms will be reviewed, services will be explained, and the student's concerns and goals will be discussed.

Counseling Services staff will discuss the best treatment options with the student. Those treatment options may include, but are not limited to, career, group, couples and individual counseling sessions.

Counseling Services and its qualified therapists reserve the right to refer students to services outside Olivet if they feel it is in the client's best interest. Specific areas of treatment (substance abuse issues, eating disorders, etc.) may require consultation with a physician.

Services can be requested by calling our office at ext. 5256 or by completing the counseling request form on My.Olivet.edu (select the Student Support tab and choose Counseling & Health Services).

Qualified professional counselors observe a professional code of ethics. Students will find a ready acceptance from the staff. Services are confidential, but that confidentiality comes with certain necessary limits. If the therapist determines the student is behaving in a way that puts him/her in physical danger (suicidal, severe eating disorders, etc.) or may seriously harm another individual, the therapist may disclose information relating to such harm or danger to the extent permitted or required by law. Other limits of confidentiality will be discussed during the initial assessment.

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Elwood Center for Student Success, continued

Counseling is provided for a wide range of personal and social issues, including:

- Addictive behaviors
- Adjustment to college life
- Alcohol and substance abuse
- Anxiety disorders
- Defining career goals and personal values
- Depressive disorders
- Eating disorders
- Educational decision-making
- Family adjustment
- Grief and loss counseling
- Gender-based violence
- Pre-marital and marital counseling
- Problem-solving
- Procrastination and time management
- Relationships and dating
- Self-esteem
- Stress management
- Wellness and self-care

HEALTH SERVICES

The Olivet Nazarene University Office of Health Services strives to provide holistic health care and education for students. A Family Nurse Practitioner is available weekdays during the academic year. Many services and medications are available free of charge; however, some medications, allergy injections and laboratory tests require minimal fees. Appointments may be made to see the Family Nurse Practitioner.

All students' health records are confidential. No information is released without the permission of the student.

Health Services does not issue excuses for class or chapel absences due to illness or injury. Please refer to individual class syllabi for attendance policy. Students should always inform their RA and RD if assistance is needed.

In case of illness or injury:

1. If it is an emergency, dial 9-911 from any campus phone for paramedics. (Do not attempt to get to the Health Service in an emergency.)
2. Make an appointment using the online request form in the ONU Student Portal. A Health Service employee will call or email you to confirm your appointment.
3. Check out the Wellness Information posted on the ONU Student Portal (i.e., "At Home Remedies for the Cold and the Flu").
4. If Health Services is closed and you need immediate attention, contact your RA or RD for information on local immediate care resources.
5. Notify your RD if you are hospitalized.

Insurance

The University does not provide personal health or accident insurance for students. It is the responsibility of the student to secure such coverage. Information for options is available in the Counseling and Health Services office or the Office of Human Resources.

Insurance claims for intercollegiate athletics injuries must be filed with the secretary in the Department of Athletics. ●

MULTIETHNIC STUDENT SERVICES (MSS)

Honoring Diversity, Celebrating Unity

MSS is housed in the Elwood Center for Student Success and is one of the many ways the University affirms and fosters ethnic and cultural diversity.

Multiethnic programming is designed and implemented to increase cultural awareness and to provide cultural and social growth for the University community at large. In addition, MSS supports the needs of underrepresented diverse populations and seeks to promote inclusive spaces assisting in retention and persistence to graduation. All students who are interested in ethnic diversity mindfulness are welcome to the MSS and its events and programs. ●

Initiation of Request for Medical Leave of Absence

A student requesting Medical Leave of Absence must make the request in writing to the Director of Counseling and Health Services. Please contact Counseling and Health Services to request the full policy. The request should include the following information:

- Your name
- Date you stopped attending classes
- Date you are writing the request
- Situation surrounding your need to withdraw (symptoms you are having, current treatment you are receiving, treatment you are planning to receive upon withdrawal)
- Name(s) of treatment providers (doctors, counselors, pastors, etc.)

Simply because you make a request does not guarantee that your request will be approved. ●

Miller Business Center



STUDENT EMPLOYMENT

Students seeking on-campus employment should login to My.Olivet.edu (click on "menu" > "student support" > "student employment") to find more information about student employment. We post all available on-campus positions on our page on Handshake (OlivetNazarene.JoinHandshake.com). While taking classes, students are not permitted to work more than 28 hours per week. The base pay for on-campus jobs is minimum wage.

When a student is initially hired, he/she must present an original (not a copy) and unexpired passport, Social Security card or birth certificate, along with several forms of paperwork to begin employment on campus. Student employees are paid through direct deposit on a biweekly basis.

If you have any questions about student employment, email studentemployment@olivet.edu or call (815-928-) 5508. ●

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The Student Union: Ludwig Center

The building is open Monday through Friday from 7 a.m. to 11 p.m., and on Saturday and Sunday from 8 a.m. to 11 p.m. Special hours will be posted during vacation periods and special events.

Table games and equipment for pool and ping-pong may be checked out from the staff at the lower level information desk (equipment is to be used only in Ludwig Center). A Tiger Card is required for rentals.

All flyers, banners, announcements and notices are to be approved by the building director in the Office of Student Development before posting. Once approval is granted, items may be posted in the stairwells and around the lower areas of Ludwig, unless communicated otherwise. When posting, do not post on the doors, windows or drywall.

CONFERENCE ROOMS, OFFICES AND OTHER SERVICES

On the balcony are the offices of Student Development, Student Missions, Residential Life, Spiritual Development, and Housing. The conference rooms, as well as the Diamond Room on the main floor, may be scheduled for meetings through the Office of Student Development at (815-939-) 5333.

CRUSH

CRU5H provides all the variety of a food court packed into one robust brand. It's a retail solution for campuses that have limited facilities

but want to satisfy as many student food and flavor profiles as possible in one location. From burgers to breakfast, fresh Mex to spicy wings, milkshakes to smoothies and everything in between, CRU5H serves fantastic, fun food with bold, unruly flavors to create a memorable, craveable experience. Located in the lower level of Ludwig Center.

FARMER'S FIELD

Garden-fresh, tossed-to-order salads. Choose from a selection of chef's creations or customize your own salad with an array of fresh, local produce for a healthy alternative to traditional dining, located in the lower level of Ludwig.

HAMMES BOOKSTORE AND SPIRIT STORE

The bookstore is located in the lower level of Ludwig Center. It offers a Textbook Rental Program for course-required textbooks. The Spirit Store in the main level sells a variety of school supplies and Olivet insignia clothing and gifts. The store hours and refund policy are posted at each location and on their website at Bookstore.Olivet.edu.

LUDWIG DINING ROOM

Sodexo considers the needs of all customers. For students who require special diets for health, the student must make a request with Student Development.

Only authorized Tiger Cards/mobile credentials, certified as a meal pass, may be used, and they may not be altered or transferred. Students allowing someone else to use their meal pass will be assessed a \$25 fine. Lost Tiger Cards can be replaced at Information Technology for a \$20 charge.

MAIL HUB

The Mail Hub is located in the lower level of Ludwig Center. Incoming mail is received and sorted during business hours. Students will receive an email, through their Olivet email, from the Mail Hub once their mail is ready to be picked up. Please allow 24 business hours for processing (48 during peak times). Outgoing mail can be sent out via UPS, USPS or FedEx (prepaid labels only for FedEx). All packages must be pre-packaged and addressed in order to ship. Pricing will vary depending on weight and shipping location. Tiger Dollars and credit/debit cards can be used for payment. When addressing incoming mail, you MUST include your first and last name. Please do NOT address it to a nickname. An example of proper addressing: John Smith, 1 University Ave., Bourbonnais, IL 60914.

PUBLIC SAFETY

The mission of Olivet's Department of Public Safety is to work in partnership with the campus community to protect and enhance a secure learning-centered environment, to provide quality service with an emphasis on



integrity and professionalism, and to promote individual responsibility and cooperative commitment.

STARBUCKS

Our fully-licensed Starbucks is building community and drawing both residential and commuter students, as well as faculty, staff and community members to Ludwig for connection and caffeine. This location offers a full line of Starbucks beverages and a variety of food and retail items.

CAMPUS DINING SCHEDULE

Fall Semester 2022

- Meal plans begin for the fall semester at Breakfast on Monday, August 29
- Plans pause for Thanksgiving break after Dinner on Tuesday, November 22
- Plans resume at Breakfast on Monday, November 28
- Plans end for the fall semester after Dinner on Friday, December 16

Spring Semester 2023

- Meal plans begin for the spring semester at Breakfast on Monday, January 9
- Plans pause for spring break after Dinner on Friday, March 3
- Plans resume at Breakfast on Monday, March 13
- Plans pause for Easter break after Dinner on Thursday, April 6
- Plans resume at Breakfast on April 11
- Plans will end for the spring semester after Dinner on Thursday, May 4

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The Student Union: Ludwig Center, continued

OFFICE OF SPIRITUAL DEVELOPMENT

The Office of Spiritual Development exists to foster the spiritual growth of our campus community through relevant chapel services where Scripture is primary, short-term ministry trips which provide cross-cultural ministry experiences, and student-led ministry opportunities on campus and in our community. The Office of Spiritual Development is located on the balcony of Ludwig Center.

Chapel

Chapel services are a vital part of community life twice a week at ONU. We gather for worship, instruction and encouragement. The close-knit nature of our campus allows students to engage with faculty and staff on a regular basis — not only in the classroom, but also by worshipping together. Our chaplain speaks regularly and guests from across the country are invited to speak throughout the semester as well. The combination of these voices provides a plethora of spiritual insights. Special emphasis is given to Revival Services, Advent, Lent and Holy Week.

Each semester a chapel theme is introduced which focuses on one of four areas in a cyclical rotation: Heart, Head, Hands, Habits. The Heart theme is a focus on relationship with God — the wellspring of life and the seat of emotions and passions. The Head theme is a focus on understanding faith and worldview. Scripture directs the spiritual journey and is the plumb line which defines truth and informs our understanding of God.

The Hands theme guides in the exploration of how to live life as Kingdom people. Faith is evident and expressed through engagement with others. The Habits theme is a focus on practices which nurture spiritual stability and growth. Adopting healthy practices is key to a spiritual life that honors God.

High value is placed on the opportunity to worship through song during each chapel service. This interactive portion of chapel services is planned specifically to shape the chapel narrative and open hearts to the voice and presence of God.

In addition to the many opportunities for spiritual growth on campus, we encourage students to connect with a local church during their Olivet experience.

Shalom Project

The Office of Spiritual Development offers short-term ministry trips, community engagement opportunities and local ministry involvement through the Shalom Project.

The Shalom Project's mission is:

“We partner with God to restore broken things. We seek, through the Shalom Project, to inspire, empower and equip our community in the creative act of restoring broken relationships with God, ourselves, others and creation; God's projects, and ours as well.”

Through Shalom Project we seek ways to be the hands and feet of Jesus by providing ways for students to participate both locally and around the world. We desire to partner with God and

what God is doing and believe as we participate in the restorative work of God that everything and everyone can flourish.

Student Ministries

Student Ministries provides students with opportunities to worship and serve alongside fellow classmates on campus and in the local Bradley, Bourbonnais and Kankakee area. Ministry opportunities are created and implemented entirely by Olivet students. Ministries include: Upper Room, Beyond Bars, Kingdom Builders, HeArt, Manna, Heart4Missions, Imago Dei, Prayer Warriors, Aspire Mentoring, and Life Support.

Short-term Ministry Trips

Each year short-term ministry experiences are made available through domestic and international ministries. Students, faculty and staff are given opportunities to use their talents and education in service to Jesus Christ all over the world. Every year teams of students are sent to a variety of world areas including Peru, Honduras, Rwanda, Thailand, Guyana, Cuba, India, Swaziland, Tanzania, Democratic Republic of Congo, France, Haiti, Arizona Indian Reservation, disaster relief locations and inner-city Chicago, Denver and Indianapolis.

Short-term ministry trips take place during spring break and throughout the summer and are made possible by funds students raise to participate. Pre-trip training to heighten cultural awareness, create a

global perspective and prepare for ministry. Ministry opportunities include English as a Second Language, Vacation Bible School, Youth Camps, sports ministry, information technology, water system engineering, medical clinics and manual labor. All scholastic majors can employ their unique gifts and disciplines to impact the Kingdom of God.

D-Groups

D-Groups are an integral part of the spiritual development for students at Olivet. As one of the University priorities, we seek to provide an intentional, relationship-driven discipleship process in tandem with the Office of Spiritual Development under the direction of Associate Chaplain, Antonio Marshall.

Our groups are student-led. Every group uses the same curriculum helping create a shared conversation for everyone shaped by a common language. Every D-group leader is also in a discipling relationship.

Our discipleship initiative is comprehensive and intentional with every discipler being disciplined. Our desire is to also partner with existing groups to help foster a small group ministry with groups from Residential Life, Athletic teams, Clubs and organizations, helping to make D-groups part of the culture of Olivet. Everyone disciplined and being disciplined. We want D-groups to become central to what we do, helping shape who we are. ●

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Campus regulations

A BIBLICAL RATIONALE

Olivet Nazarene University attempts to develop and interpret all we do from a Christian vantage point. We operate from the conviction that God has created men and women to operate in an orderly and purposeful fashion in concert with His intent for the world. Thus, a Christian community must develop regulations as guides to obtain its mission. Regulations help the University community put into practice its basic moral and social principles.

Olivet Nazarene University has adopted campus regulations that emerge from the Church of the Nazarene's theological and moral perspectives, as well as sociocultural influences. We regard the Bible as the foundation of faith and practice, and believe that it must serve as our viewfinder in the development of our regulations. It is hoped that members of the University will enjoy unparalleled liberty through their relationship with Jesus Christ, and that this liberty will serve as the basis for academic and social freedom.

The spirit of community trust serves as one of the principal features that make ONU a unique educational institution. We prize integrity and personal responsibility, and when students join ONU, they become a part of a community seeking the Truth. The community has been designed to help students obtain high levels of maturity through their interaction with others. We think the teaching and learning processes flourish best in a Christian environment

where trust and respect form the bedrock of relationships within the community. Persons attending Olivet Nazarene University must realize that our commitment to the development of a Christian community is firm, and we welcome anyone to join who can contribute to our principles.

The Bible regards some things as right and some as wrong (Psalm 19, Matthew 5:17–20, Romans 7:7–8:8, 1 Timothy 3:16, 17). Extramarital sex, drunkenness, social injustice and violence are as wrong today as in biblical times. It is also wrong to disobey the government except in the most unusual circumstances where civil obedience would conflict with obedience to God. Civil laws are as binding on the Christian today as they were in biblical times (Romans 13:1–7, 1 Peter 2:11–17).

Some things are not intrinsically wrong but may be inexpedient or imprudent because of their damaging consequences. Christian liberty must act wisely in these matters by going the second mile in love (Acts 15:1–31, Romans 14, 1 Corinthians 8–10). Some of our rules reflect judgments based on consideration of the consequences to the individual or the community rather than on the intrinsic right or wrong of a practice. The Christian community of Olivet Nazarene University believes that there is a biblical basis for moral law, civil law and prudence. All three of these categories are based on the value of persons created in the image of God (Genesis 1:26–31, Psalm 8). We believe that the moral law of God is an expression of love and justice, that the civil law is an attempt to structure a just and benevolent society, and prudence is an attempt to act justly out of love.

In practice, love is a spiritual law and goes beyond the requirements of the law because of the value it places on persons (Matthew 27:37–39, Romans 13:8–10, 1 John 3). Regulations are not intended as legalistic impositions for the purpose of control or manipulation. Rather, they are meant to put love in action and to help us glorify God.

It is only through God's grace and the indwelling of the Holy Spirit that man and woman can be motivated to live a spiritual life

(1 Corinthians 6:15–20, Romans 8:2–5). It is our intent to avoid the appearance of legalism that makes conformity an end in itself. On the other hand, we must avoid a tendency to regard love as needing no structure and as itself the replacement of all other moral law. ONU regulations must not be evaluated on the misconception that love and liberty need no regulations, but on the presupposition that we must individually and as a Christian community order our lives with love and justice. We do not pretend that our regulations are perfect, nor do we judge other Christians whose judgments are different from our own. It is our intent that regulations assist the community in developing a deeper relationship with God.

A Christian community endeavors to apply Scripture to contemporary life. We must keep in mind that prudence involves concern for our influence on the University and surrounding community. Some of our regulations reflect a concern to avoid needless offense to others who are more sensitive about some things than we may be ourselves (1 Corinthians 8–10). Disagreement about such regulations is to be expected and reflects the kind of tension between conformity and change that characterizes any creative society. We do not claim "immaculate perception," nor do we expect unanimity regarding the appropriateness of all of our regulations. Instead, we expect understanding of why we have certain regulations and integrity in keeping them. Finally, we hope the Christian community that created our regulations and is created by our regulations facilitates a maturing Christian who hungers for God's truth.



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Campus regulations, continued

Sexual Ethics, Gender Identification and Same-Sex Marriage

Olivet Nazarene University is an educational institution of the Church of the Nazarene. As such, the theological and moral convictions of the University reflect the Articles of Faith, Covenant of Christian Character, Covenant of Christian Conduct and statements regarding the Current Moral and Social Issues contained in the MANUAL of the Church of the Nazarene.¹

Among our theological convictions are:

- Human sexuality is intrinsically good.
- Sexual differentiation and gender identification are constituted by the act of creation.
- Sexual intimacy is only sanctioned by God between a man and a woman in the context of heterosexual marriage.
- Expressions of sexual intimacy and/or sexual activity that become ends unto themselves or arise from self-centeredness distort the gift of sexuality.

Therefore, the University prohibits sexual activity outside of heterosexual marriage, the use and/or distribution of pornography, and/or the promotion of a sexual ethic contrary to the beliefs of the Church of the Nazarene. Students are required to live in harmony with the doctrinal and lifestyle commitments of the University and the Church of the Nazarene relating to sexual activity and gender identity.

We believe that gender is established at birth by one's body and genes and not through personal preference or choice. Identifying as the opposite gender from what was established by birth falls outside our theological

understandings of creation and human sexuality. Thus, the University would not allow, for example, a female student by birth to present herself as a male, to use the men's restroom, locker rooms or living accommodations, or to participate in male athletic programs or other gender-specific activities. Nor would a faculty or staff member be permitted to assume a gender identity apart from his/her birth gender.

Homosexuality and Same-Sex Marriage

It is the conviction of the Church of the Nazarene and Olivet Nazarene University that homosexual behavior falls outside the biblical and historical Christian teachings regarding human sexuality and that the only biblical norm for marriage is the union of one man and one woman.

Affirmation of Human Dignity and Christian Love

While holding to these theological convictions, the University also affirms the dignity of all human beings. We separate the value of each person from the behavior in which one engages. We believe that, as Christians, we are called to treat all people, including those who practice sexual behavior in conflict with our understanding of Scripture, with compassion and to extend the gospel of repentance, forgiveness and the possibility of transformation through Jesus Christ to such persons without reservation. However, in keeping with our biblical beliefs surrounding the morality of such actions, the University cannot in good conscience support or encourage an individual to live in conflict with biblical principles.

In summary, our regulations fall within three broad categories:

1. Some regulations reflect God's moral law. For example, cheating is a form of stealing, and extramarital sex is adultery. The Scripture explicitly forbids immoral acts, such as murder, extramarital sex and stealing.
2. Some regulations reflect the civil law. For example, possession and use of illegal drugs are civil offenses.
3. Some regulations involve judgments and prudence about certain practices or behaviors. For example, we have regulations governing residence hall and general campus behavior. We have regulations regarding our physical well-being, such as refraining from the use of tobacco and intoxicating beverages. Finally, we have regulations regarding our moral well-being. For example, gambling and pornography are considered morally degrading; and we are expected to be discerning in the use of TV, movies and other entertainment.

The University may make changes in policy and regulations during the academic year. Such changes will be published one week before the changes become effective unless the health, safety or welfare of the University community may be adversely affected by delay; then, implementation may be immediate.

All resident and commuting students, both undergraduate and graduate, are expected to observe all campus life and residential policies. These policies are in effect as long as a student

is enrolled, during vacation periods, and on and off campus.

Campus Life Affirmations

1. All students are encouraged to be faithful in their attendance at the services of the church of their choice and are urged to support its total program.
2. All students under the age of 23 must live in University residence halls or apartment student housing. Arrangements for single students living off campus must be approved through the Office of Student Development.
3. The University will be supportive of and cooperate with all federal, state and local laws and ordinances, as well as law enforcement authorities.
4. Standards of good public manners should be carefully observed at all times. Excessive display of affection is considered in poor taste. If necessary, Resident Directors and Assistants will not hesitate to counsel students regarding their conduct. Abuse of this policy may result in a fine or additional consequences.
5. As an institution, Olivet affirms its relationship with the Church of the Nazarene and fully supports the principles and standards set forth by the Church concerning media productions which produce, promote or feature the violent, the sensual, the pornographic, the profane or the occult, and thus undermine God's standard of holiness of heart and life. These types of productions should be avoided.

¹Church of the Nazarene MANUAL 2013–2017 (Kansas City: Nazarene Publishing House, 2013).

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Campus regulations, continued

Campus Life Prohibitions

Disciplinary measures for any violation of the following prohibitions may result in fines, work hours, behavioral contracts, conduct probation, suspension, dismissal from the University and/or other action that the University may deem appropriate in its discretion.

1. Deception of a University official, disrespect for those in authority, falsifying or fabricating erroneous reports, information, or claims; or otherwise failure to cooperate with or comply with a request from any University official or Residential Life staff member is considered a violation of school policy. Such behavior may result in suspension or withdrawal from the University. A student must present his/her Photo I.D. upon request of a University official or a faculty or staff member.
2. Students must abstain from the use of illegal drugs, controlled substances, including marijuana, hallucinogenic drugs, tobacco, and any product intended to mimic tobacco products, including cigarettes, electronic vapes/cigarettes, cigars, cigarillos, and hookah and pipes. This policy also pertains to locations off campus and in private homes where these types of activities are taking place. Students are not to attend bars, taverns, lounges, dance clubs or nightclubs. Each student present will be held responsible whether actually participating or not.
3. Theft, battery, assault, unlawful restraint and any other activity that is defined as

a criminal act in the State of Illinois are violations of University policy.

4. Students must refrain from all forms of harassment and/or conduct that are destructive or disruptive of campus activities or the functioning of the University. The University supports the right of students to be free from harassment and/or hazing in all forms. Harassing behavior includes, but is not limited to, phone, email or social media harassment; striking, laying hands upon, treating with violence, or offering to do bodily harm to another person with intent to punish or injure; and other treatment of a tyrannical, abusive, shameful, insulting or humiliating nature.
5. Visitation in the residence hall rooms or off-campus residences of the opposite sex is prohibited. At no time is a member of the opposite sex allowed to enter the hallways or visit in the student rooms of a residence hall or apartment designated as student housing except during scheduled open house hours. Students are expected to abide by the policies for open house.
6. The possession or storage of firearms of any kind, including, but not limited to, BB guns, pellet guns, air soft guns, or any toy gun which strongly resembles a real gun, or the possession or use of slingshots, explosives of any kind, including fireworks, is forbidden. Additionally, large knives, swords, or any other weaponry are not permitted on campus.
7. Tampering with firefighting equipment,

alarms, smoke detectors or the inappropriate use of the 911 emergency services are criminal offenses and will be treated as a serious disciplinary violation. Refusal to evacuate a building or comply with Residential Life staff or other persons of authority when a fire alarm sounds may also result in disciplinary action.

8. The unauthorized entry to buildings, departments, offices or spaces; the unauthorized possession or use of a University key; vandalism; the willful destruction of University property; tampering with locks in student rooms and other areas; or altering University keys are prohibited.
9. Hallways and stairwells are considered public areas. An appropriate level of modesty is encouraged at all times. Students are expected to refrain from all forms of lewd conduct.
10. Students may be held responsible for online postings that indicate a violation of University policy.
11. Abuse of dining room privileges is prohibited. This includes, but is not limited to, the throwing of food (indoors and outdoors), excessive or intentional waste, or theft from the dining hall. Students are expected to bring used dishes to the dish return.
12. All digital media programming shown in public areas must be in compliance with the current University film policy. The University reserves the right to censor programs.
13. We hold that all forms of dancing that

detract from spiritual growth and break down proper moral inhibitions and reserve should be avoided.

14. Additionally, the following are not permitted:
 - A. Removal of windows or window screens, or dropping of objects from windows; entrance or exit from the residence halls and apartments through windows, balconies or unauthorized exits; any lingering at windows or balconies of the opposite sex
 - B. Hammocks attached to any campus structure including, but not limited to, lamp posts, pillars, railings, etc. Only one hammock may be attached to a single tree limb and only one person may be in a hammock at a time. Slack lines are not allowed on University property.
 - C. The wearing of any type of mask or facial covering, except for approved activities
 - D. Childcare in residence halls
 - E. Overnight visits by young children without permission
 - F. Possession or display of obscene or suggestive posters, pictures, literature, videos, computer software or images not in harmony with the philosophy and goals of the University
 - G. The use of profane or insulting language; the use of racist, prejudiced, discriminatory or otherwise hateful speech
 - H. Gambling in any form
15. The following are permitted with permission from the Office of Student

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Campus regulations, continued

Development and must be hosted by a club, organization or department:

- A. Activities including fundraising, yard sales, solicitation or advertisement
- B. Any form of protest, rally or the distribution of materials
- C. Petitions or surveys
- D. Camping outdoors on University property
- E. The use of chalk in any form on campus property

All students are required to abide by all policies and regulations established by Olivet Nazarene University throughout their time of enrollment, including vacation and all break periods, both on and off campus. Students who exhibit an inability to adjust to campus life expectations may be disenrolled from the University at the discretion of the Office of Student Development.

Inspections

The University reserves the right to conduct searches and inspections of persons, residential living areas, vehicles, computers, desks, clothing, purses, book bags and lockers while on University property (including parking lots) or during University-sponsored functions, with or without the student present. Upon reasonable cause, these searches and inspections shall, from time to time and without warning, be authorized by a University representative. Items, substances and information discovered during these searches may be retained by the University and, when appropriate, may be turned over to law enforcement authorities.

Chapel policy

CHAPEL TIMES AND ATTENDANCE

Chapel is held in Centennial Chapel on Wednesdays at 10 a.m. and Thursdays at 9:30 a.m. During special emphasis weeks, required chapels will extend to other days. The first chapel for fall 2022 is Wednesday, August 31. The first chapel for spring 2023 is Wednesday, January 11.

All students are required to attend two chapels per week.

SPECIAL CHAPELS, 2022–2023

Fall Revival services will be held September 18–21; Homecoming chapel will be on Friday, October 28; Winter Revival services will be held February 12–15, 2023. Attendance is required at all special chapel events.

Seating assignments will be emailed the night prior to the first chapel of each semester. If a student is not assigned a seat by the computer at the beginning of the semester, it



is his/her responsibility to secure an assigned seat from the chapel attendance coordinator. A student will be considered absent until a seat is assigned.

ATTENDANCE POLICY

Chapel attendance issues are handled in the Office of Student Development (chapel@olivet.edu). Students are allowed up to three absences per semester for sickness, medical or dental appointments, personal business, emergencies, sick children or other circumstances of this nature.

Problems inevitably surface when students choose to interpret the allowable absences as personal privileges with the expectation that emergencies, sickness and unexpected inconveniences should be granted beyond the allowed absences. Such management of allowed absences is not compatible with the attendance policy. Students are allowed three “lates” with no penalty. The fourth and subsequent “lates” will be viewed as absences. Students may be referred to the Dean of Judicial Affairs for excessive absences.

ON-CAMPUS STUDENTS

Students living on campus, regardless of the number of class hours, are required to attend all scheduled chapels. Reasons for exemption must be approved and are limited to the following: student teaching, required internships, nursing clinicals and special academic projects or field trips pre-approved by the faculty instructor. The Office of Student Development must approve all exemptions of this nature. Upon approval,

names will be forwarded to the Chapel Office located in the Centennial Chapel foyer for absences to be corrected. Individual petitions for such exemptions will not be necessary.

COMMUTER STUDENTS

Commuter students are **REQUIRED** to attend chapel if the following applies:

- Taking 12 hours or more
- Under the age of 25
- Has a class directly before chapel

Commuter students are **EXEMPT** from chapel if the following applies:

- Age 25 or older
- Taking 11 hours or fewer
- Does not have a class on a chapel day or directly before the chapel hour

These students are not required, but are encouraged, to attend chapel services.

TRACKING ATTENDANCE

Chapel begins at 10 a.m. on Wednesdays and 9:30 a.m. on Thursdays. Doors will be closed at this time. Any student arriving 15 minutes after the doors are closed will be considered absent. Attendance is taken during each chapel service. A student’s attendance is marked by his or her physical presence in his or her assigned seat. Notifying the office or a student worker in passing that he or she is in chapel will not serve as being present in chapel. If a student is unable to be in his or her assigned seat, he or she is responsible to check in with the office located in the Centennial Chapel foyer on that chapel morning or to have his or her name submitted by a faculty or staff supervisor.

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Campus regulations, continued

It is vital that students know and sit in their assigned seats at all times. If there is an error with a seating assignment, it is the student's responsibility to immediately bring the error to the attention of the chapel attendance coordinator.

Students are responsible for keeping track of their attendance record. Attendance updates are generated weekly once a student reaches three absences; not checking email or failing to receive a notice is no reason to expect absences to be excused. Notices received by students are tools to inform and to welcome communication about absences. Students have two weeks to contact the Chapel Office located in the Centennial Chapel foyer regarding a discrepancy in the attendance records. When questions arise, an email to chapel@olivet.edu can be forwarded for feedback. When leaving information, always include a first and last name, along with a student ID number.

PENALTY FOR EXCESSIVE ABSENCES

- Third absence: email notice stating student has exceeded allowed absences
- Fourth absence: \$20 fine
- Fifth absence: \$20 fine
- Sixth absence: \$30 fine
- Seventh absence: \$30 fine
- Eighth, ninth absences: \$40 fine and possible two-day suspension
- 10th absence: \$50 fine and possible disenrollment

The eighth and ninth absences may result in suspension. Disenrollment could take place when a student accumulates a total of 10 absences. All fines and/or corrections will be posted to student accounts on a monthly basis. Students may choose to pay a fine directly at the cashier window in Miller Business Center. Payment of a fine does not erase previous absences.

Students are expected to refrain from any activity that may be a distraction to the speaker or others including but not limited to the use of headphones and laptops. No open food or beverage containers are allowed in Centennial Chapel. Dress code policies are enforced and the wearing of hats is prohibited during the chapel hour. Masks must be worn at all times while in the building. Violation of the policies may result in an absence or \$25 fine. Students who continue to abuse these policies will be counted absent in addition to monetary fines.

On-campus students will not be excused from chapel for work conflicts. Students should plan their work schedule around chapel just as they do their classes.

One-day academic exemptions will be granted for certain academic and athletics programs that interfere with chapel. The division secretary, coach or faculty member supervising the event should submit a list of students for approval. Individual petitions or phone calls from the student will not be accepted.

Attendance questions may be emailed to chapel@olivet.edu

Dress Policy

Olivet Nazarene University promotes simplicity, modesty and propriety of dress and appearance. Each student is expected to cooperate with the following specific policies.

Attire and grooming that are not permissible:

WOMEN

- Immodest apparel
- Personal appearance that draws undue attention to oneself
- Low-cut garments, spaghetti straps, strapless tops, off-the-shoulder tops and tank tops
- Clothing that exposes any portion of the midriff area
- Short skirts/dresses and short shorts
- Garments with lettering, phrases or pictures that are considered in poor taste
- Sunbathing on campus in swimwear
- All piercings with the exception of earrings and small facial piercings
- Clothing giving the appearance of being an undergarment and worn as outerwear (i.e., camisoles)
- The wearing of hats/hoods in chapel

MEN

- Before 4:30 p.m., sleeveless shirts may not be worn in chapel or in any classroom.
- Immodest apparel
- Personal appearance that draws undue attention to oneself
- Garments with lettering, phrases or pictures that are considered in poor taste
- All piercings with the exception of earrings and small facial piercings

- Clothing giving the appearance of being an undergarment worn as outerwear
- The wearing of hats/hoods in chapel
- Any obvious undershirt worn during the academic day
- Any garment exposing the side of the torso

SPECIAL NOTES

- Shirts must be worn at all times.
- Shoes or footwear must be worn at all times. The exception includes residence halls and appropriate athletics activities.
- Interpretation of these policies is the responsibility of the Student Development staff.

Campus Recycling Policy

Olivet Nazarene University is committed to helping conserve natural resources through recycling. It is expected that students will contribute by using the recycling containers provided by the University. Misuse of such containers will result in a \$50 fine and/or referral to the Dean of Judicial Affairs.

Behavioral Contract Policy

Olivet Nazarene University is committed to providing a safe educational and living environment and to fostering the well-being and health of its students. As an institution, it is our responsibility to care for the campus community as a whole, while also trying to build relationships with individuals in an effort to support and encourage their growth and maturity. As an academic institution, Olivet recognizes that there are limitations to the care that can be provided in a University setting.

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Students who do or may pose a direct threat may be required to undergo an assessment designed to determine whether they are indeed a direct threat to others. In addition, students who are a direct threat or who do not appear to be making satisfactory progress while receiving University-provided counseling or assistance may be referred to off-campus resources at the student's own expense.

If a student's behavior becomes disruptive to the Olivet community, it may be necessary for the student to be placed on a behavioral contract or be disenrolled. If the student is placed on a behavioral contract and chooses to break the terms of that contract, he/she may then be asked to take voluntary/involuntary medical leave. A student may appeal any decision of the University under this policy by submitting a written appeal within 24 hours of receiving the decision.

Withdrawal Due to Necessary Medical Leave

A copy of the Olivet Nazarene University Medical Leave Policy may be obtained upon request from the Office of Student Development or the Counseling Services office.

Substance Abuse and Drug Testing Policy

Olivet Nazarene University is committed to providing a safe, educational environment and to fostering the well-being and health of its students. That commitment is jeopardized when any University student illegally uses drugs

on or off campus; comes to school under their influence; possesses, distributes or sells drugs on campus; or uses alcohol. Therefore, Olivet has established the following policy:

- It is a violation of University policy for any student to use, possess, sell, trade, offer for sale or offer to buy illegal drugs, or otherwise engage in the illegal use of drugs on or off campus.
- It is a violation of University policy for any student to be under the influence of, or possess in his or her body, blood or urine, any illegal drugs or alcohol in any detectable amount.
- It is a violation of University policy for any student to use prescription drugs illegally — that is, to use prescription drugs that have not been legally obtained or for a purpose other than as prescribed.
- While the use of medical and recreational marijuana has been legalized in the state of Illinois, the possession or use of prescribed medical or recreational marijuana in any form is prohibited on campus property.
- It is a violation of University policy to possess drug or alcohol paraphernalia.
- Violations of this policy are subject to disciplinary action up to and including dismissal from the University.

Olivet Nazarene University reserves the right to require that any student submit to a physical examination or clinical testing designed to detect the presence of drugs or alcohol, to include, but not limited to blood, urine or hair follicle, when reasonable suspicion exists that the student is under the influence of or is

improperly using drugs or alcohol in violation of this policy. Reasonable suspicion for testing is to be determined by the sole discretion of University officials. Reasonable grounds for drug-testing or alcohol-testing may include, but are not limited to:

- Unexplainable incoherent behavior
- Repeated tardiness and/or absenteeism from class
- Drug- or alcohol-related odors on person, clothing and/or equipment
- Sudden, unexplainable drop in academic performance
- Use or possession of alcohol
- Possession of alcohol or drug paraphernalia
- Previous positive drug screen results
- Being cited for or convicted of substance abuse violations by University or municipal authorities
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
- A report of substance abuse or use provided by a reliable and credible source

A student who refuses to submit to drug or alcohol testing or to required assessment or refuses to authorize the release of test results as provided in this policy can be disciplined up to and including dismissal from the University.

A positive drug or alcohol test may result in disciplinary action including, but not limited to, suspension or dismissal from the University. A student found under the influence of alcohol or drugs may be taken to a local hospital or clinic to be monitored for safety. If a student found under the influence is

deemed a danger to himself/herself or others and refuses to go to a local hospital or clinic for monitoring, his/her parents/guardians will be called to remove the student from the Olivet campus environment to the extent permitted by law. A professional drug or alcohol assessment and professional counseling may be required of any student to the extent permitted by law. Any charges incurred for an outside assessment or for counseling will be the responsibility of the student.

Testing for drugs will be administered at a local clinic or hospital selected by the University. A University official will administer the test for alcohol. Refusal to comply with testing when it is requested will be considered a violation of the University's drug and alcohol policy. If a student's test results are positive for drug use, the student will be responsible for the expense of the test. If a student's test results are negative for drug use, the University will be responsible for the expense of the test.

Residence Hall/ Apartment Policies

1. All single students under the age of 23 must live on campus. Arrangements for single students living off campus must be approved through the Office of Student Development.
2. Students who are 23 years of age or older at the time of enrollment must secure approval from the Office of Student Development to live in the residence halls.
3. Students under the age of 23 may live off campus only if they are taking seven credit hours or fewer, are married, or are living

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Campus regulations, continued

with immediate family at their primary residence. All requests to live off campus are subject to the approval of the Office of Student Development.

4. Nonstudents are not normally permitted to live in residential living areas and must always obtain permission from the Office of Student Development to do so.
5. A commuter meal plan is optional for nonresidential students.
6. Married or previously married students are not permitted to live in University residential living areas unless prior permission is granted by the Office of Student Development.
7. Students with dependents are not permitted to live in residential living areas unless prior permission is granted by the Office of Student Development.
8. Students desiring to change rooms must obtain approval from their Resident Director individually. All changes prior to the beginning of the semester must fall within the criteria stated above. A service charge of \$25 may be required of students who are changing rooms. Unauthorized room or residence hall changes may result in a charge to the student of a minimum \$100 and/or disciplinary action.
9. Space heaters are a fire hazard and are not permitted.
10. Windows and fire sprinkler heads are to be kept clear of all objects and furniture.
11. Externally observable Christmas lights may only be displayed between Thanksgiving and Christmas breaks

and must be removed before leaving for Christmas break.

12. The University accepts no responsibility for damage, destruction or theft of any personal property of residence hall occupants. Students are urged to make individual insurance arrangements. Students are urged to keep their rooms locked.
13. Residents responsible for excessive noise and/or disruptive behavior may be subject to disciplinary action, including contract termination. In addition to other discipline, residents may be required to remove stereos, TVs, audio/video equipment or musical instruments from their rooms.
14. The following are not permitted:
 - A. Installation of radio or TV antennas or satellite dishes. Extension wiring may not be hooked up from room to room.
 - B. Candles, incense, halogen lamps or any open flame in campus housing
 - C. Lofts or the stacking of furniture in a manner for which it was not designed
 - D. Ceiling fan installation
 - E. Illegally obtained state, county or federal road signs
 - F. Weightlifting equipment that may cause damage or excessive noise in student rooms
 - G. Cooking appliances (refer to housing contract)
 - H. Pets in the residence halls (exception: fish in tanks less than 80 gallons combined). Contact the Office of Learning Support Services for a copy of our Service Animal and Support Animal Policy.

I. Painting of residence hall rooms or apartments

15. Authorized personnel may enter students' rooms for reasons of health, safety, general welfare or to make necessary repairs to rooms and room equipment. The University reserves the right to search any student's room. No room will be searched except by approval of the administrator in charge or his/her representative. Weekly room checks will be made by authorized personnel.
16. In-hours for upperclassmen residents: Sunday–Thursday, 1 a.m.; Friday and Saturday, 2 a.m. In-hours for freshman residents: Sunday–Thursday, 12 a.m.; Friday and Saturday, 1 a.m. In-hours are enforced for inner campus housing. Room and/or accountability checks are conducted by authorized personnel for student safety. Fifteen one-hour extensions are given per inner-campus resident per semester, subject to the approval of the Resident Life staff. Abuse of this policy will result in the loss of this privilege.
17. Overnight or extended campus leaves for all residential students are subject to the approval of the residence hall staff.
18. Passes and special permission: Overnight and weekend passes must be completed and submitted to the Resident Assistant or Resident Director before leaving campus. Weekend passes terminate at regular in-hours. Any necessary extensions must be arranged with the Resident Director or Resident Assistant before leaving.
19. Students may not take overnight or weekend passes to the off-campus residence

of single persons of the opposite sex.

20. Students are responsible for the conduct of their guests on campus — the informing of and their cooperation with all policies of the University. A guest may stay in a student's room without charge for a maximum of three days. Guests staying in the residence halls or apartments must be registered with the Resident Director. The Resident Director may limit the number of days or deny permission for a guest to stay in the residence halls or apartments.
21. Olivet's philosophy for residential housing may be summed up in the statement that "your rights end where another's begin." With this in mind, our residence halls are considered an extension of the academic community, and an atmosphere of quiet respect is encouraged at all times. ●

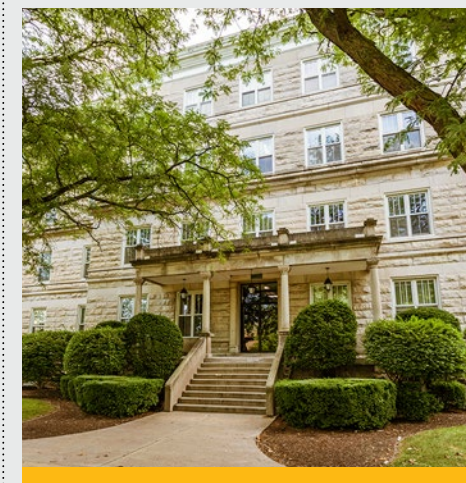


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Judicial process

We as a University seek to provide procedural protections for all students enrolled in our institution. Resident Directors or Resident Assistants will handle the majority of policy violations. The Resident Director may also handle cases in which the student offers an admission of guilt and waives his/her rights included in the judicial affairs process. The Dean of Judicial Affairs will hear all cases which may result in dismissal or which the University determines are personal or sensitive in nature. Every student has the right to apply for one appeal. All applications for appeals must be made within 24 hours of the student's receipt of the initial decision. Only those decisions that result in suspension or loss of housing may be appealed. The application for an appeal will be accepted or denied by the Appeals Processing Committee. The University reserves the right to refer any judicial situation directly to the Vice President for Student Development through the Dean of Judicial Affairs when deemed necessary in the University's discretion. Parents, friends or legal representatives are not allowed to attend any student discipline meeting. Any audio or video recording is prohibited during student disciplinary meetings.

The judicial system proceeds under the direction of the Vice President for Student Development through the Dean of Judicial Affairs. Students may be placed on conduct probation, suspended, moved from apartment housing to inner campus housing, dismissed or withdrawn from the institution for violation of any University policy, or due to the inability to adjust to campus life expectations. The University also retains the discretion to fashion other sanctions or corrective actions that it deems appropriate in a particular case.

The University reserves the right at the end of any semester to deny the re-enrollment of any student when such action is deemed to be in the best interest of the University or the student. Any student arrested may

be suspended or withdrawn from the University pending the outcome of the investigation or trial.

COUNCIL DESCRIPTIONS

Appeals Processing Committee

The Appeals Processing Committee (APC) is comprised of the Dean for Residential Life, the Dean of Judicial Affairs, the Assistant Dean for Residential Life, the Director of Public Safety, a faculty member and a Resident Director. Participants of the original hearing will be excluded from the the APC. This committee reviews appeals that come from the RJC and the Dean of Judicial Affairs. In addition to securing a thorough

understanding of a situation, the committee will focus on whether due process has been violated or whether new information has become available. The APC will make one of two decisions regarding a student's appeal.

An appeal may be denied if due process was not violated or if no new information comes to light. An appeal will be granted if due process was violated or new information comes to light. All granted appeals will be heard by the Residential Judicial Appeals Council. Decisions from the APC are final.

Residential Judicial Appeals Council

The Residential Judicial Appeals Council (RJAC) is usually comprised of the Dean of Judicial Affairs, the Dean for Residential Life, one resident director, one or two faculty member(s) and two student representatives. The main function of this body is to review and hear any appeals of the decision made by the RJC that result in suspension or loss of housing. All appeal requests must be approved by the Appeals Processing Committee. This council may hear appeals from the Residential Judicial Committee which have been approved by the APC.

The RJAC will make one of three decisions regarding a student appeal. A decision may be overturned if due process was not provided or new information comes to light. A decision may be amended if the council believes it was inconsistent with precedent. A decision may be upheld if there is no clear reason to make modifications. Decisions from the RJAC are final.

University Judicial Appeals Committee

The University Judicial Appeals Committee is comprised of the Vice President for Student Development, one or two faculty member(s), one Resident Director and two student representatives, and hears only appeals that come from the Dean for Judicial Affairs and have been approved by the APC.

The University Judicial Appeals Committee will make one of three decisions regarding a student's appeal. A decision may be overturned if due process was not provided or new information comes to light. A decision may be amended if the council believes it was inconsistent with precedent. A decision may be upheld if there is no clear reason to make modifications. Decisions from the University Judicial Appeals Committee are final. ●



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Computer User Code of Conduct

Computing and communication facilities at Olivet are a shared resource that requires users to observe standards of behavior to ensure the rights of other users. This is a summary of the Information Technology Acceptable Use Policy. To see the policy in its entirety, please visit the Department of Information Technology's website at IT.Olivet.edu.

Executive Summary

This summary is intended to present a brief overview of the policies set forth by the Department of Information Technology at Olivet Nazarene University. It is by no means exhaustive or detailed. A detailed document of the policies, procedures and guidelines can be found at <http://it.olivet.edu>. By agreeing to the policies set forth by the University in the Student Life Handbook, the student also agrees to follow and adhere to the policies set forth by the Department of Information Technology found on the department website. These topics include:

- Policy Changes
- Privacy and System Monitoring
- Lab Computers
- Personal Computers and Devices:
 - Data Archiving
 - Abandonment
 - Mandatory Copyright License for All Software
 - Repair Selection Criteria
- Wireless Access
- Internet Content Filtering

- Copyright Infringement: Digital Millennium Copyright Act (“DMCA”)
- Email and Network Accounts
- Passwords
- Network Storage
- Prohibited Activities
 - Violations
 - Discovery of Pornographic Materials
 - Disciplinary Actions
 - Disclaimer of Liability

ONUnet

The Olivet Nazarene University campus computing network and telecommunications network (ONUnet) exists to further the University's teaching, scholarly research and spiritual goals. The same ethical and community expectations outlined in the University Life Handbook apply to the use of ONUnet. All equipment is subject to the rules and conditions outlined in this Policy, the Intellectual Property Policy which references and incorporates this Policy, and the University Life Handbook. Persons accessing any of the network resources are expected to practice common sense, decency and courtesy to other users and third-party stakeholders. Individuals are responsible for the proper use of the account, including proper password protection. Any action that occurs on an individual's account or workstation is the responsibility of that individual. All students, faculty and staff are responsible for seeing that these information systems are used in an effective, efficient, ethical and lawful manner, and for the safeguarding and protection of their user names and passwords.

Access to ONUnet is a privilege and may be revoked at any time. It is provided as a resource to the Olivet community. Access to ONUnet is restricted to authorized users, which is defined as an individual who has been assigned a username and password by Information Technology staff, or by any agent authorized by the Administrative Team. The use of ONUnet may be revoked at any time, with or without notice, for any violation of the Policy, including, but not limited to, misuse, abuse, infringement of third-party intellectual property rights, exceeding authorized access or vandalism to any system.

This policy applies to networks and resources outside the University that access ONUnet via the internet. Network or resource providers outside the University



may, in turn, impose additional conditions of appropriate use which the user should observe when using those resources.

Disciplinary Actions

Violation of the Information Technology Policies may result in suspension of the user's network access, network account or email account. Removing network access for the violator may also remove access for the entire room or apartment. Upon suspending the user's access, Information Technology will notify both the user and the Office of Student Development. The notice will state which policies were violated and the next course of action. The user must respond to the letter within 24 hours. Suggested disciplinary actions include one or more of the following:

- Community service
- Fines or restitution equal to technician's time
- Criminal or civil prosecution
- Notification to parents, authorities or chairs of academic departments
- Counseling
- Dismissal from the University

System Maintenance

Regularly scheduled network maintenance will be performed on a monthly basis. On maintenance dates, all network resources may be unavailable between the hours of 6 p.m. and 6 a.m. the following morning. Reminders will be communicated via email prior to each maintenance date. Future maintenance dates may be viewed at the IT department website. ●

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University policies

Communication Expectation

It is the expectation of the University that all enrolled students are responsible for any email correspondence from the University and its officials. A student's University email account is the primary means of communication from any University official. Failure to comply with or utilize this email account is solely the responsibility of the student; the University will not be held responsible should a student neglect information that was provided via his/her University email account.

Family Educational Rights and Privacy Act (FERPA)

Olivet Nazarene University is in compliance with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the privacy of educational records. Details about the policy and procedures are available at the Office of the Registrar.

Americans With Disabilities

Persons with disabilities are most welcome on the campus of Olivet Nazarene University. The University complies with all applicable laws regarding persons with disabilities. Community members seeking disability related accommodations and students seeking disability related accommodations should contact Learning Support Services at LSS@olivet.edu.

Communicable Diseases and Blood-Borne Pathogens

The University maintains a Blood-Borne Pathogens Exposure Control Plan through the Office of Human Resources. Concerned persons should contact Tom Ascher in the Office of Human Resources.

A Drug-Free School and Workplace

In compliance with the Drug-Free Workplace Act of 1989 and the Drug-Free Schools and Campuses Amendment of 1989, Olivet Nazarene University clearly prohibits the unlawful possession, use or distribution of drugs, alcohol and unlawful substances by students and employees on University property or as any part of University activities.

Olivet Nazarene University will impose sanctions on students and employees (consistent with local, state and federal law) up to and including expulsion or termination of employment and referral for prosecution for violation of standards of conduct.

Policy Against Discrimination, Harassment and Retaliation

Olivet Nazarene University policy prohibits discrimination and harassment on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, veteran status, disability or other legally protected status in the recruitment and admission of students and in the operation of all college programs, activities



and services. University policy prohibits retaliation against anyone for reporting a suspected violation of this policy or participating in any investigation or resolution of a suspected violation of this policy. Any concerns regarding discrimination or retaliation on the basis of any of the foregoing protected categories or retaliation should be addressed to Dr. Stephen Lowe in the Office of Academic Affairs, Burke Administration Building, at (815-939-) 5213. Suspected violations of this policy will be investigated in a manner that preserves confidentiality to the greatest extent possible.

Photography and Videotaping

Video or still images of the campus, campus buildings, campus logos or materials, other members of the student body, faculty or staff or the like may not be used for individual financial or promotional gain, or third-party endorsement.

The University reserves the right to photograph and/or videotape students, faculty, staff and guests while in public places on University property or during University-sponsored functions. These

images and video recordings may be used by Olivet Nazarene University for promotional purposes, including use in *Olivet the Magazine*, *Olivet Gazette*, *Aurora*, press releases, advertisements, videos, Olivet.edu or other promotional materials. If, for any reason, a student wishes that his/her likeness not be used for promotional purposes, he/she may contact the Office of Marketing and Engagement. Additionally, the University reserves the right to reprint or otherwise use for its own purposes photographs taken by any *Aurora* or *Olivet Gazette* staff/student photographer in any medium of the University's choosing.

Sexual Harassment

The University's policy concerning sexual harassment is printed in the Public Safety Handbook. This handbook begins on the next page and is also available on the Olivet portal at My.Olivet.edu.

Tiger Dollars Policy

A service fee in the amount of 10% may apply to some purchases made with Tiger Dollars. ●

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PUBLIC SAFETY Handbook

2022-2023



The mission of the Olivet Nazarene University Department of Public Safety is to work in partnership with the campus community, to protect and enhance a secure learning-centered environment, to provide quality service with an emphasis on integrity and professionalism, and to promote individual responsibility and cooperative commitment.

PHONE NUMBERS

Public Safety Officers (PSOs) are available 24 hours a day and may be contacted at the following numbers:

- **Department of Public Safety**(815-939-) 5265
- **After Hours**(815-939-) 5265
or (815-939-) 5011
- **Bourbonnais Police Department:**
NON-EMERGENCY . . . 815-937-3577
EMERGENCY 9-911 from any campus phone

WEBSITES

- <http://www.olivet.edu/public-safety-and-parking>
- <https://my.olivet.edu/publicsafety/Pages/default.aspx>

Reference for quick and easy access to items found in this handbook and to other helpful information, such as parking maps, crime statistics (listed in the annual report), safety tips, ticket appeal, the silent witness form and the annual report.

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Security Policies and Procedures

In cases where incidents require Public Safety Officers filing reports, call ext. 5265 (on campus) or 815-939-5265 (off campus). If necessary, the Bourbonnais Police Department will be contacted to issue a police report.

Information about incidents that are considered by the institution to represent a threat to students and employees will be reported to the campus community. Public Safety personnel are the University's first responders and are available to aid and assist police or emergency providers according to their level of professional training.

Safety and Responsibility

The Department of Public Safety is required by the U.S. Department of Education, specifically the Jeanne Clery Act, to maintain incident reports and daily crime logs for seven years. Crime statistics are available for review on the Olivet website or in the Department of Public Safety office. Any incident considered to be a serious threat to the campus community will be reported to the campus community immediately. Students, faculty members, staff and visitors must be aware that safety is everyone's responsibility. Any crime, violation, suspicious person(s) or suspicious activity must be reported immediately.

The Department of Public Safety is further required by 20 USC 1092 (f)(1)(I) to advise the campus community of where information concerning registered sex offenders may be

obtained. Persons wishing to review local sex offender registrations may visit the local law enforcement agency of jurisdiction, the Bourbonnais Police Department, to view the information in person. To view this information online, visit the Illinois State Police's Sex Offender website at www.isp.state.il.us/sor/sor.cfm. This information is not available for review in the Office of Public Safety at Olivet Nazarene University. Convicted sex offenders who are students or employees of Olivet Nazarene University are required by law to register with ONU and the Bourbonnais Police Department.

Access to Campus Facilities

It is University policy to lock the doors of buildings that are not in use; however, most buildings on campus are utilized for academic purposes well into the evening. Other buildings, such as Kelley Prayer Chapel, are kept open for longer hours so that students may have free access to them. All academic buildings are closed during Sunday morning church services. See the "Campus Buildings and Office Hours" section for detailed information.

Arrangements to open buildings for special programs approved by the University should be made utilizing the Astra schedule, located at the Portal My.Olivet.edu. Faculty and staff will be given access to their offices. Any student wishing to utilize University facilities after hours must have written approval from a department chair or building director from the specific area.

Residential Facilities

Inner-campus residence halls are locked at curfew and re-opened at approximately 6 a.m. Access to buildings after curfew is via the main

entrance of the residence hall and must be arranged with the Resident Director or with a Resident Assistant. The Department of Public Safety will not admit individuals into residence halls after hours without approval from the Resident Director or a Resident Assistant.

For personal safety and the protection of personal belongings, students should keep the doors to their rooms locked at all times. Residence hall lobbies are closed to guests of the opposite sex after curfew. Guests of the opposite sex are permitted in the hallways and in rooms of residence halls only during designated times.

Public Safety Information

Information about campus security procedures and the prevention of crime can be obtained in several ways. Security issues are discussed at a residents' meeting held on campus. Security information is printed annually in the Public Safety section within the University Life Handbook. Information is addressed periodically in the *GlimmerGlass* (student newspaper) and in chapel. Information may also be obtained through the Office of Student Development, Counseling & Health Services, or at <https://www.olivet.edu/public-safety-and-parking>. Workshops are offered dealing with crime prevention topics and are open to all students and employees.

For information regarding the University Judicial Council, please refer to this handbook or contact the Office of Student Development.

Drug-Free Campus and Workplace

1. In compliance with the Drug-Free Workplace Act of 1989 and with Drug-Free Schools

and Campuses Amendment of 1989, Olivet Nazarene University prohibits the unlawful possession, use or distribution of drugs, alcohol and unlawful substances by students or by employees on University property or as part of any University activities.

- Olivet Nazarene University will impose sanctions on students and employees (consistent with local, state and federal laws) up to and including expulsion or termination of employment and referral for prosecution for violation of standards of conduct. As the University campus is a smoke-free work environment, this includes the use of tobacco.
- The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace, and violation of any of the aforementioned is cause for immediate dismissal. The "workplace" encompasses all of the Olivet Nazarene University campus. It is a student's and/or an employee's responsibility to notify Olivet Nazarene University of any criminal drug conviction occurring in the workplace no later than five days after conviction. (Faculty/Staff Handbook)

Title IX/Sexual Harassment Policy Statement

This policy supplements the University's general Policy Against Discrimination, Harassment and Retaliation set forth above and addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"). Title IX is a federal law that prohibits sex discrimination in federally funded education

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Security Policies and Procedures, continued

programs and activities. Title IX states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Consistent with Title IX, the University prohibits discrimination on the basis of sex or gender in any University program or activity. Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, which, in turn, includes sexual assault and sexual violence. In addition, the Violence Against Women Reauthorization Act of 2013 requires colleges and universities to have particular policy statements and offer educational programming regarding domestic violence, dating violence, sexual assault and stalking.

The University is committed to maintaining an environment that is free from all forms of sex discrimination and sexual harassment, including sexual assault and sexual violence. In keeping with this commitment, the University prohibits and does not tolerate sexual harassment against any member of the University community, including students, faculty or staff, by any member of the University community, or by contractors, consultants or vendors doing business with or providing services to the University. The University also prohibits and does not tolerate domestic violence, dating violence, and stalking against any member of the University community.

This Policy applies to on-campus and off-campus conduct, including online or electronic

conduct, when the off-campus conduct: (a) occurs during a College sponsored employment or education activity or program; (b) adversely impacts the education or employment of a member of the College community; or (c) otherwise threatens the health and/or safety of a member of the College community.

Title IX Committee

Any inquiries regarding Title IX, the University's Policy Against Sex Discrimination, including Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking, or the University's general Policy Against Discrimination, Harassment and Retaliation should be directed to the Title IX Coordinator identified below or to any other member of the University's Title IX Committee. Contact the Title IX Coordinator to receive a copy of the University's Investigation and Resolution Procedures for Allegations of Title IX Sexual Harassment. All policies, procedures and resources can also be found at <https://www.olivet.edu/title-ix-compliance-and-services>.

TITLE IX OFFICE:

Office of Human Resources
Miller Business Center
One University Ave.
Bourbonnais, IL 60914
Phone: (815-939-) 5240
Fax: (815-928-) 5781
Email: titleix@olivet.edu

TITLE IX COORDINATOR:

Tom Ascher
Director of Human Resources
Phone: (815-928-) 5473
Email: tascher@olivet.edu

DEPUTY TITLE IX COORDINATOR:

Colleen DeVries
Human Resources Administrative Asst.
Phone: (815-939-) 5240
Email: crdevries@olivet.edu

The Title IX Coordinator is responsible for implementing and monitoring Title IX compliance on behalf of Olivet Nazarene University. This includes coordination of training, education, communications and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this policy.

TITLE IX COMMITTEE MEMBERS:

- Tom Ascher — Director of Human Resources, (815-928-) 5473
- Colleen DeVries — Human Resources Administrative Asst., (815-939-) 5240
- David Pickering — Executive Vice President & Chief Financial Officer, (815-939-) 5161
- Drew Benson — Dean of Residential Life, (815-939-) 5333
- Darren Blair — Associate Director of Public Safety, (815-928-) 5597
- Hannah Gardner — Softball Head Coach, (815-928-) 5411
- Mindy Williamson — Associate Director of Engagement and Operations, (815-939-) 5195
- Lisa Vander Veer — Dean of Student Persistence, (815-939-) 5256

A person may also file a complaint with the U.S. Department of Education's Office for Civil Rights regarding an alleged violation of

Title IX by visiting www.hhs.gov/ocr or calling 800-368-1019.

Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, physical or graphic conduct of a sexual nature, without regard to whether the parties are of the same or different gender, when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or status in a course, program or College-sponsored activity, or is used as the basis for employment or educational decisions affecting that individual (also referred to as "quid pro quo" harassment); or (2) such conduct is sufficiently severe, pervasive and persistent that it has the purpose or effect of limiting or interfering with an individual's educational experience or working conditions (also referred to as "hostile environment").

In considering whether the conduct constitutes sexual harassment, the University considers the totality of the circumstances. Some examples of sexual harassment may include:

- Unwelcome sexual propositions
- Unwelcome sexual contact, such as touching, kissing, hugging or massaging
- Pressure for or forced sexual activity
- Suggestive comments or sexual innuendo
- Unnecessary references to parts of the body
- Remarks about a person's gender, nonconformity with gender stereotypes, or sexual orientation

continued >

¹ For incidents that occur outside of the U.S. (e.g., study abroad programs), Illinois law will apply in determining a violation of this policy. ² For incidents that occur outside of the U.S. (e.g., study abroad programs), Illinois law will apply in determining a violation of this policy.

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Security Policies and Procedures, continued

- Sexually oriented teasing, practical jokes, jokes about gender-specific traits
- Obscene gestures
- Displays of sexually suggestive material
- Bullying, stalking or cyberbullying that is based on gender or sex
- Email, texting (“sexting”) and internet use that violates this policy
- Sexual assault or violence

Any person enrolled at or employed by the University is responsible for complying with this policy and for helping to ensure that harassment is avoided. Any person who feels that he or she has experienced or witnessed harassment should report such incidents promptly to the University’s Director of Human Resources; the Department of Public Safety; the Office of Student Development; to a Title IX Committee member or a Residential Life staff member.

Definition of Domestic Violence

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of the jurisdiction.

Definition of Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. It includes but is not limited to sexual abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence, above.

Definition of Stalking

Stalking occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of a third person or suffer substantial emotional distress. For purposes of this definition, course of conduct means two or more acts, including but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Examples of stalking include, but are not limited to:

- Following a person;
- Being or remaining in close proximity to a person;
- Entering or remaining on or near a person’s property, residence, or place of employment;

- Monitoring, observing, or conducting surveillance of a person;
- Threatening (directly or indirectly) a person or a family member of that person;
- Communicating to or about a person;
- Giving gifts or objects to, or leaving items for, a person;
- Interfering with or damaging a person’s property (including pets); or engaging in other unwelcome contact;
- Has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion: follows that same person or places that same person under surveillance; and transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.

Definition of Sexual Assault

Sexual assault means actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to, physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship or may involve individuals not known to one another. Sexual assault includes:

- Sexual Penetration without Consent (e.g., rape): Any penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the

- consent of the victim.
- Sexual Contact without Consent (e.g., fondling): The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state in which the incident occurred.¹
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred.²

Definition of Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. This includes, but is not limited to:

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person’s consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;

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Security Policies and Procedures, continued

- Recording any person engaged in sexual or intimate activity in a private space without that person’s consent;
- Distributing sexual information, images, or recordings about another person without that person’s consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

Definition of Consent

Consent to engage in sexual activity must be informed, freely given and mutual. Consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct.

CONSENT MUST BE ALL OF THE FOLLOWING:

- **Knowing:** Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- **Active:** Consent must take the form of clearly understandable words or actions that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a

“no”) should not — in and of themselves — be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

- **Voluntary:** Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).
- **Present and ongoing:** Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. In addition, consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. Consent may also be withdrawn at any time — provided the person withdrawing consent makes that known in clearly understandable words or actions.

Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (generally 17 in Illinois), physical condition, or disability that impairs the individual’s

ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring.

Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:

- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance)
- Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in sexual interaction)
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words)

A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. If there is any doubt as to another person’s capacity to give consent, community members should assume that the other person does not have the capacity to give consent.

Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual misconduct.

Sexual Assault and Sexual Violence

Sexual assault will not be tolerated at Olivet Nazarene University. All students, faculty, staff and visitors are subject to this policy statement. Violators may be subject to discipline including, but not limited to, termination, expulsion or suspension. Prosecution by the criminal and/or civil justice system may also occur but will not substitute for a prompt and thorough investigation by the University. ONU affiliates (students, faculty, staff and visitors) suspected and/or accused of sexual assault may be subject to disciplinary proceedings as per University policy.

The University urges any individual who has been sexually assaulted to report the incident to the Department of Public Safety or a trusted University official. Reporting is encouraged, even if the victim opts not to pursue legal prosecution. The University can make resources available to the reporting victim to assist in the associated healing process.

The University will investigate all complaints of sexual harassment, sexual assault, domestic violence, dating violence, and stalking thoroughly, impartially and promptly.

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Security Policies and Procedures, continued

IF YOU HAVE BEEN SEXUALLY ASSAULTED:

- Seek medical attention immediately.
- With the intent of preserving evidence, and not disturbing the crime scene, victims should not shower, should not change clothes, or disturb the scene of the attack, but should go to the emergency room of a hospital. It is suggested that a friend accompany the victim to the hospital, if possible.

■ Local hospital/sexual assault resources are as follows:

- Riverside Medical Center, Kankakee, Emergency Room, 815-935-7500
- St. Mary’s, Kankakee, Emergency Room, 815-937-2100
- Clove Alliance (formerly Kankakee County Center Against Sexual Assault or KC-CASA), Kankakee, 24-Hour Hotline at 815-932-3322; Office Phone at 815-932-7273
- Harbor House, Kankakee, 24-Hour Hotline at 815-932-5800; Office Phone at 815-932-5814

Hospital personnel will treat the physical consequences of assault (injury, infection, disease and pregnancy). Hospitals can also collect evidence that will be needed in the event the victim decides to report the crime to law enforcement. Hospitals are required to inform local law enforcement agencies of sexual assault cases; however, the victim may

choose whether or not to speak with police personnel, University Counseling Services or to Department of Public Safety personnel. In the event a victim of sexual assault does not have the financial means (healthcare insurance, self-pay, etc.) to pay for medical treatment resulting from the assault, upon request, local hospitals do have resources that can grant funding to pay for expenses related to sexual assault, including medical procedures, exams, prescriptions and other medications.

Reporting Sexual Assault to the Police

Although it is not required and is left entirely to the discretion of the victim, the ONU Department of Public Safety encourages reporting sexual assault to the police. Reporting a sexual assault to the police may seem intimidating, but there is no need to be afraid. Police officers are specially trained to handle such situations with sensitivity and compassion, and victims can feel free to bring an accompanying friend or advocate to a police interview regarding the assault. Properly reporting assault crimes can assist the victim in regaining a sense of personal power and control over the situation.

- For sexual assault that occurs on ONU properties, contact should be made with the ONU Department of Public Safety at (815-939-) 5265, or by calling the Bourbonnais Police Department at 911 (for emergencies) or the non-emergency number at (815-937-) 3577.

- For off-campus incidents, victims may also feel free to contact the ONU Department of Public Safety as noted above, or the local police department for the city in which the incident occurred.

When Sexual Assault Is Reported to the Police

When a sexual assault case is reported to the police department, the assigned officer will respond to meet the victim in a location as preferred by the victim. The victim may request to speak with a male or female officer, depending on personal preference (if there is a preference). The officer will take a preliminary statement in order to obtain the basic facts of the case and will likely recommend the victim seek medical attention as a result of the assault.

Some victims of sexual assault are not certain if they want to pursue criminal charges. This is a personal decision that must be made by the victim. Regardless of the choice, the ONU Department of Public Safety and the University will respect the decision of the victim as to whether criminal charges are pursued, but the University will nonetheless investigate and take any appropriate corrective action to the greatest extent possible, regardless of whether criminal charges are investigated or pursued by law enforcement. As means of preventing recurrence of similar crimes, the victim is encouraged to report the crime and the name of the accused so that necessary resources can be dedicated to recurrence prevention. Additionally, reporting allows for the provision of expanded support service information to the victim.

University Services to Sexual Assault Victims

The ONU Department of Public Safety, in collaboration with the University Title IX Coordinator, offers provision of the following services to victims of sexual assault:

- Assurance of confidentiality regarding reporting and associated choices and investigation. Anonymous reporting is available at: <http://www.olivet.edu/silent-witness/>
- Private meeting for report submission/guidance referrals at a time and place as determined by the victim
- Assistance with notice of the assault to individual(s) designated by the victim, if the victim chooses to give this type of notice
- Assistance with reporting the assault to law enforcement, if the victim chooses to report the crime
- Assistance and/or referral in arranging for medical services
- Referral to local counselor and resource services
- Assistance in arranging alternative housing accommodations within 24 hours of receipt of report
- Assistance in arranging alternative academic class schedule within 24 hours of receipt of report

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Security Policies and Procedures, continued

Increasing Your Safety On and Off Campus

Although we cannot guarantee that you will never be a victim, there are steps that can be taken to minimize these risks. Following are suggestions to incorporate into daily routines.

ON THE STREET

- When possible, walk with another person or in a group.
- Be aware of what is happening in your surroundings. Know where you are and where you are going. Do not wear headphones when walking alone.
- Walk in well-lit areas, away from alleys and dark entryways when possible. Vary your route if you walk regularly.
- Trust your instincts! If you believe you are being followed walk to a busy, well-lit area and do whatever you can to attract attention to yourself and tell someone to call the police.
- If you are walking and someone is in a car, turn and walk the opposite direction. Your first priority is to get to a safe place, but if it is possible, record the license plate number. Notify the police once you feel safe, then contact the Department of Public Safety.
- When going on a run, go with a friend or a group when possible. Avoid running alone, especially during the evening hours.

JOGGING IN ATHLETIC PARKS AND STREETS

- When possible, run with a friend or in a group.
- Try to avoid running alone during the evening hours.

IN YOUR VEHICLE

- Have your keys out and ready as you approach your vehicle. When possible, avoid looking through a bag to find keys when outside.
- As stated above, continue to be aware of and have a focused attention of your surroundings.
- It is advised to check the inside of your vehicle before entering. Look inside the backseat and on the floor for anything out of the ordinary.
- Lock the doors once you have entered your vehicle. Keep the doors locked and windows up when driving.
- Be sure to have plenty of gasoline in your vehicle to avoid an empty tank.

Preparing for Vehicular Emergencies

- Know how to change a flat tire. Make certain that the spare tire is in good condition and that the proper auto safety equipment is in your car.
- If your car breaks down at night, turn on your emergency flashers. Remain in your car with the doors locked and the windows closed until the police arrive.
- If another motorist stops to assist you, roll the window down slightly, and ask him or her to call the police.
- Always carry your mobile phone or enough money to make an emergency call.

Campus Crime Statistics

In 1990, the Federal Government, through the U.S. Department of Education, passed the Student Right-to-Know and Campus Security Act. This act requires colleges and universities to provide information to students and employees regarding campus crime statistics. These statistics are compiled per the calendar year, January 1 through December 31. This information is provided so that current students, prospective students and employees are aware of their environment. Statistics regarding occurrences of campus crime, as reported to the Department of Education, are provided on the Olivet website and in the Office of Public Safety.

VAWA: Violence Against Women's Act

VAWA or Violence Against Women's Act, which includes "domestic violence," "dating violence" and stalking, is a broad-based law passed in 1994 in response to the increasing violence against women in the U.S. The Act has provisions starting from funding of domestic-violence programs to new civil rights remedies for women who have been victims of gender-based attacks.

Just as with sexual assault or sexual violence, the University will not tolerate such behavior and urges individuals to report these incidents to the Department of Public Safety or a trusted University official. Reporting is encouraged; even if the victim opts not to pursue legal prosecution, the University can make resources available under VAWA provision to the reporting victim to assist in the associated healing processes.

VAWA provides for education, research, treatment of domestic and sex-crime victims, creation of rape crisis centers and battered women's shelters. The Act also authorizes additional local police, prosecutors, victim advocates, and a domestic violence hotline to check the increasing violence.

https://obamawhitehouse.archives.gov/sites/default/files/docs/vawa_factsheet.pdf ●

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Campus Vehicle Code

The Campus Vehicle Code is designated to assist all persons who operate a vehicle on the campus of Olivet Nazarene University. It is the responsibility of each individual to understand the contents of the vehicle code. The following registration, parking and traffic rules and regulations are designed to facilitate vehicle movement and parking, and to provide for the safety of all persons using the campus. The Department of Public Safety has been assigned to enforce the following rules and regulations on the campus of Olivet Nazarene University. These rules and regulations apply to all University faculty, staff, students and visitors at all times during the calendar year.

ARTICLE I Bicycle Registration and Regulations

- Section 1 Bicycles must be registered with the Department of Public Safety within the first week of a semester. If a bicycle is obtained later in the school year, registration is required within 48 hours. Registration will provide for the bicycle serial number to be placed on file in case of theft. A bicycle decal will be assigned to the registered bicycle. There is no registration fee.
- Section 2 Bicycle decals are non-expiring and are transferable with the proper

re-registration of the bicycle by the owner upon sale, gift or trade. Decals must be adhered to the main frame of the bicycle.

- Section 3 Bicycles must be parked in bicycle racks. It is recommended that bicycles be secured with a sturdy lock. If you do not have a lock, one can be purchased from the Department of Public Safety for a \$5 fee.
- Section 4 Bicycles left unattended and/or not in bicycle racks are subject to impound. Impounded bicycles that are not recovered by the end of the semester will be donated to charity. Bicycles may not be left at building entrances, fences, signposts or trees. A bicycle secured by lock in an unauthorized area will have the lock removed at the owner's expense, and the bicycle will either be impounded or moved to an approved storage area. The University assumes no responsibility for the damage to or theft of any bicycle on campus.
- Section 5 Bicycle placement and storage in the residence hall is determined by the Resident Director. Bicycles cannot be stored in stairwells or hallways.
- Section 6 Bicyclists must operate bicycles safely within University regulations and Illinois state laws. This

includes yielding to pedestrians and observing all regulatory signs.

ARTICLE II Vehicle Registration

- Section 1 All vehicles used by faculty, staff and students must be registered with the Department of Public Safety.
- Section 2 All resident student vehicle registration must be completed by or within the first week of each semester. If a vehicle is obtained later in the school year, registration is required within 48 hours of bringing the vehicle to campus.
- Section 3 Parking permits (decals) are registered for each scholastic/academic semester, unless there is a change in housing assignment or the student transfers in during any part of the semester. Any previously assigned decal should be removed from students' vehicles.
- Section 4 When a student changes residence status or housing assignment, he or she has one week to re-register this information with the Department of Public Safety. Old parking decals must be turned in to the Department of Public Safety to receive the new decal when housing assignment changes from inner campus to an apartment. A \$50 fee may be assessed to the student's account if this is not completed.

- Section 5 It is the responsibility of the registered operator of a vehicle to notify the Department of Public Safety of any vehicle sale or registration change regarding his or her vehicle. The registered operator will continue to be billed and to be responsible for all tickets issued to that vehicle if this information is not provided.
- Section 6 A University parking permit must be adhered and displayed in the lower right inside corner of the back window (on the passenger side) with decal number clearly visible and readable. If the back window is tinted, the parking decal should be adhered and displayed in the lower right, inside corner of the front window (on the passenger side) with decal number clearly visible and readable.
- Section 7 A parking permit on motorcycles must be displayed on the right corner of the license plate. (Mopeds, motorized scooters and mini-bikes are not permitted on inner campus.)
- Section 8 A \$10 fee will be assessed to a student's account if the Department of Public Safety is required to obtain state vehicle registration information to identify the responsible vehicle owner or operator of any vehicle on University property.

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Campus Vehicle Code, continued

Vehicle Registration

- Section 9 A 30-day temporary parking permit can be obtained through the Department of Public Safety. The permit is free. The license plate number is required in order to acquire the permit.
- Section 10 Visitor parking permits are issued through the Department of Public Safety and can be obtained at the Ludwig Information Desk. Any overnight visitor on campus must have a visitor's parking permit. There is no cost for a visitor's permit. Students are responsible for obtaining parking permits for their visitors.
- Section 11 There is no substitute or transfer of parking permits or visitor permits.
- Section 12 The registered operator is responsible for his or her vehicle and for all tickets received by that vehicle.

ARTICLE III Parking Regulations

- Section 1 All vehicles must be parked in accordance with the campus vehicle code, campus parking map, painted lines and posted signs. Spaces are designated for inner campus residents, apartment male and female residents, commuters, visitors, faculty/staff and persons with disabilities.
- Section 2 Parking lots are coded by parking designation.

- **Faculty/Staff:** Gold placard
 - **Inner Campus Resident Students:** Decal marked with "R"
 - **Commuters:** Decal marked with "C"
 - **Resident Assistants:** Decal marked with "RA"
 - **Apartment Resident - Male:** Decal marked with "AM"
 - **Apartment Resident - Female:** Decal marked with "AF"
- Section 3 Each individual with a vehicle on campus is required to obtain a parking decal. Vehicles must be parked in the designated lot. Vehicles parking outside the designated lot or on the inner campus can receive a ticket and/or be towed. Towing charges will be charged to the responsible student's account.
 - **Gold:** Designated faculty/staff parking, areas of Weber, Larsen, Reed, and Tripp. Miller Business Center lot reserved for gold placard with purple Miller placard.
 - **"R" — Inner Campus Resident Students:** Areas not designated for faculty/staff in the North and Weber lots, and Ward Field lot.

- **"C" — Commuter:** Designated areas (back) of College Church lot, Chapel East and West lots. Lot hours are 5 a.m.–1 a.m. Overnight parking prohibited.
- **"RA" — Resident Assistant:** Chapel East lot. Overnight parking for RA only in this lot.
- **"AM" — Apartments Resident - Male:** Includes Oaks, Stratford, Stadium, UP and Grand. Designated area Chapel East and West lots. Overnight "overflow" parking permitted only in the last row of the College Church, Chapel East and West lots.
- **"AF" — Apartments Resident - Female:** Includes Oaks, Stratford, Stadium, UP, Howe and Grand. Designated area Chapel East and West lots. Overnight "overflow" parking permitted only in the last row of the College Church, Chapel East and West lots.
- **Purple & Gold Athletic Placard:** Designated, assigned Athletic area.
- Section 4 All "C," "AM," "AF" and Gold placard lots are for day use only (5 a.m.–5 p.m.); however, any decal may park in these lots from 5 p.m.–1 a.m. All "C," "AM," "AF" and Gold

placard lots close at 1 a.m. Any vehicle left in a "C," "AM," "AF" or Gold placard lot overnight, without prior approval from the Department of Public Safety, will be ticketed and/or towed. Responsible party will be charged for towing.

- Section 5 University Place, Grand 215–443, and Olde Oak and Oak Run Apartment parking lots are for resident students only. Apartment tenants must use the parking provided and are not permitted to park in the street adjacent to the apartment. Driveways are fire lanes. Parking is not permitted in any driveway.
- Section 6 Parking spaces designated as faculty/staff, reserved, assigned, handicapped and visitor parking are enforced 24 hours a day, seven days a week, all year, **including holidays and breaks**, unless otherwise announced by the Department of Public Safety. These parking spaces are not authorized for student parking.
- Section 7 Resident Director and Resident Assistant parking spaces are designated by posted signs. These spaces are enforced 24 hours a day, seven days a week. Vehicles parked in a Resident Director's or Resident Assistant's space will receive a ticket and/or be towed.

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Campus Vehicle Code, continued

Parking Regulations

- Section 8 “Authorized Vehicles Only” areas are enforced 24 hours a day, seven days a week. These areas are reserved for Public Safety Officers and for service vehicles that are used by department employees. Vehicles parked in these areas will receive a ticket and/or be towed. Responsible party will be charged for towing. These areas are the inner campus, the front of Burke Administration Building, the loading docks of Ludwig and Miller, the Miller West reserved lot, and circle drive in front of Larsen Fine Arts Center.
- Section 9 All vehicles must be parked in clearly marked parking spaces between two painted lines. Failure to do so constitutes illegal parking, which could result in a ticket and/or towing. Responsible party will be charged for towing.
- Section 10 All gates and bollards closing the inner-campus streets are for safety. Any vehicle parked at these bollards will be subject to a ticket and/or immediate towing. Responsible party will be charged for towing. The driveway approaches to these entrances are fire lanes, and any vehicle parked in these fire lanes will be subject to a ticket and/or immediate towing. Responsible party will be charged for towing.

- Section 11 Maternity BVM Church parking is private property. The College Church secretary’s lot on the north side of College Church, the street between College Church and Centennial Chapel, the Circle Drive on the west side, the front row on the south side, and the northeast business section are not authorized parking areas. The BVM lot is restricted to faculty/staff gold placard permit parking only. Parking in the row closest to BVM Church, and the first three spaces by the church, along Kelley Street, is not permitted. All BVM Church parking is subject to closing for church events. Student parking is prohibited in the following locations with enforcement authority granted to Public Safety: College Church, Maternity BVM Church, People’s Bank, Clancy-Gernon Funeral Home, 201 Park Place and street parking near buildings (University Ave., Olde Oak, Oak Run, Grand, Bresee, etc. — see Article III, Section 5).

ARTICLE IV Traffic Violations

- Section 1 All vehicles operated on campus must be in compliance with the Illinois Vehicle Code and the Olivet Nazarene University Campus Vehicle Code.

- Section 2 The driver of a vehicle is required to possess a valid driver’s license.
- Section 3 A student’s Tiger Card and a driver’s license must be shown upon request of a Public Safety Officer.
- Section 4 All vehicles must be operated in compliance with posted signs.
- Section 5 The campus speed limit is 15 m.p.h.
- Section 6 No vehicle is allowed to travel the wrong way down a one-way street. A driver who does so will be subject to a traffic ticket for reckless driving.
- Section 7 No vehicle shall enter the inner campus at any time without prior approval by the Department of Public Safety. Drivers of vehicles will be issued a ticket and/or towed. Responsible party will be charged for towing. The inner campus is open at the beginning and end of each semester and at other times as determined by the Office of Student Development.
- Section 8 Drivers must yield the right-of-way to a pedestrian who is crossing the roadway.
- Section 9 No driver approaching a vehicle that is yielding to a pedestrian may pass that vehicle.
- Section 10 Motorized vehicles, excluding ADA vehicles, cannot be driven on the

- sidewalks or grassy areas of the campus.
- Section 11 Any person driving a vehicle recklessly and in disregard for the safety of persons or property will be subject to a \$25 fine and may be required to meet with the Director of Public Safety.
- Section 12 All drivers are required to adhere to the instructions of Public Safety Officers when they are directing traffic. Failure to follow the instructions of a Public Safety Officer or adhere to the instructions of traffic signs, parking signs or deployed cones or barricades will result in a fine for reckless driving and/or a meeting with the Director of Public Safety.
- Section 13 Anyone driving under the influence of alcohol will be referred to the Office of Student Development. The University will cooperate fully with local law enforcement authorities regarding an active investigation.
- Section 14 Any person driving in landscaped areas will be issued a ticket and charged with the cost of repair to the area(s). The vehicle may also be towed. The responsible party will be charged for towing. The matter will be referred to the Office of Student Development.

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Campus Vehicle Code, continued

Traffic Violations

Section 15 Drivers must obey posted signs and temporary signs and cannot drive/park in barricaded areas. Vehicles found in violation are subject to being ticketed and/or towed. The responsible party will be charged for towing.

ARTICLE V Towing Vehicles

Section 1 Any vehicle parked in a fire lane may be towed immediately at the owner's expense.

Section 2 Olivet Nazarene University assumes no responsibility for damage sustained to a vehicle that is being towed.

ARTICLE VI Fines

Section 1 Parking tickets are issued by a Public Safety Officer. A written or verbal warning may be issued at his or her discretion. Tickets may be issued without prior warning.

Section 2 Automatic Tickets (no warnings):

- A. Parking in a handicapped space without permit (\$100)
- B. Driving the wrong way on a one-way street (\$50)
- C. Parking in a fire lane (\$100)
- D. Driving on inner-campus or landscaped areas (\$50 plus cost to repair damage)

E. Vehicles parked outside designated parking areas; parking in a lot designated for a different color than decal displayed on the vehicle (\$50)

Section 3 Vehicle Registration Fines

A. Vehicles brought to campus must be registered within the first week of a semester or within 48 hours of bringing a vehicle onto campus, within a semester.

B. Any person who fails to register his or her vehicle with the Department of Public Safety will be charged a \$50 fine.

C. Any person who fails to re-register his or her vehicle within one week of moving on or off campus will be charged a \$50 late registration fee.

Section 4 Excessive Fines

A. A first ticket received will be entered into the student's record.

B. Three to five tickets will be referred to the Resident Director or the Office of Student Development.

C. A student who receives a sixth ticket will be required to appear before the Peer Judicial Council and will be eligible for work hours or suspension, in addition to a letter to parents.

D. Further tickets after appearing before a Peer Judicial Council will be referred to the Dean for Residential Life and may involve further suspension, loss of parking privileges or dismissal.

E. Ticket totals are cumulative for the academic year, and do not reset between the Fall and Spring semesters.

Section 5 Vehicle code violations and fines will be reported to the Office of Student Development and considered in housing placement. Any person in blatant violation of the campus vehicle code will be subject to more severe fines and/or the towing of his or her vehicle at the owner's expense. The University retains the right to suspend/remove parking privileges.

ARTICLE VII Payment of Fines and Ticket Processing

Section 1 Traffic and parking fines are to be paid at the cashier's window in Miller Business Center.

Section 2 Fines are charged directly to the student's individual account.

ARTICLE VIII Ticket Appeal Process

Section 1 For an appeal to be eligible for consideration, an appeal must be submitted online and a receipt of fine payment, as received by Student Accounts in Miller Business Center, hand-delivered to the Department of Public Safety office.

Section 2 Vehicle violation appeals must be submitted to the Department of Public Safety within seven days of the issue date on the ticket, utilizing the online appeal form. This form can be found on the Public Safety page at My.Olivet.edu.

Section 3 The Director of Public Safety will oversee the review of all ticket appeals. Notification of appeal outcome will be sent by email.

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Campus Vehicle Code, continued

ARTICLE IX Accidents

- Section 1 All accidents that occur on the campus of Olivet Nazarene University must be reported to the Department of Public Safety.
- Section 2 Any accident involving a University-owned vehicle must be reported to the Department of Public Safety. A report must be filed with the Bourbonnais Police Department as well.

ARTICLE X Abandoned or Disabled Vehicles

- Section 1 No major vehicle repairs are allowed on the University campus without securing written permission from the Director of Public Safety. Inoperable vehicles parked on campus are subject to towing at owner's expense.
- Section 2 Any vehicle stored or abandoned on campus will be towed at owner's expense.
- Section 3 When a vehicle becomes inoperable, the Director of Public Safety must be notified.
- Section 4 Vehicles brought on campus by an individual, group or organization for display or for an activity must receive permission from the Director of Public Safety.

ARTICLE XI Skateboarding, Scooters and Rollerblading

- Section 1 Skateboarding, rollerblading and the use of non-motorized scooters are permitted on campus.
- Section 2 It is a violation to jump to or from or ride on University property (i.e., benches, stairs, railings). A \$50 fine will be assessed to those who violate this policy.
- Section 3 Storage and/or operation of motorized scooters are prohibited on Olivet's campus.

ARTICLE XII Recreational Vehicles

- Section 1 Trailers, boats, motor homes and campers are not allowed on campus without prior permission from the Director of Public Safety.
- Section 2 The recreational vehicles listed in Article XII, Section 1, of the Campus Vehicle Code are subject to towing at the owner's expense if brought onto the campus without permission from the Director of Public Safety.

ARTICLE XIV Summer Storage

- Section 1 In order to leave a vehicle on campus during the summer break, written approval from the Director of Public

Safety must be secured. Vehicles left on campus without permission will be towed at the owner's expense.

- Section 2 When planning to leave a bicycle at a residence hall over the summer break, approval must be obtained from the Resident Director. Bicycles left in a residence hall without permission are subject to removal.
- Section 3 All vehicles, trailers, etc. that are left on campus without approval from the Director of Public Safety are subject to towing at the owner's expense.

ARTICLE XIV Disclaimer

- Section 1 Olivet Nazarene University assumes no responsibility for the damage to or theft of any vehicle or its contents while it is on campus.
- Section 2 Olivet Nazarene University assumes no responsibility for damage that may occur to a vehicle when a Public Safety Officer has been requested to engage in an assistance-related service: a jump-start, keys locked in vehicle, etc.
- Section 3 Olivet Nazarene University assumes no responsibility for damage to or theft of any personal property on campus. ●

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