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The contents of this handbook apply to the 2011-2012 academic year. Hesston College reserves the right to make changes herein as necessary and without prior notice in order to accomplish its mission or to adjust to circumstances beyond its control. Visit [www.hesston.edu](http://www.hesston.edu) for the most current copy of the Hesston College Student Handbook.

# Academic Information

For more on general academic policies, standards and procedures, see the academic sections of the *Hesston College Catalog*.

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## ACADEMIC ADVISING

Academic advising is a system of one-to-one relationships between students and instructors. The system provides each student with one faculty member to whom he or she can go for assistance with academic planning, registration, grades and transfer information.

### How did I get an advisor?

The Admissions Office assigned an advisor according to your choice of program of study and other information you provided on your application. If you have chosen a major, your advisor will be an instructor in that program. If you are deciding on a major or planning a four-year transfer, your advisor is one of several instructors who work well with students who are interested in general studies.

### What can my advisor help me with?

Your advisor is prepared to help you:

- understand academic requirements and expectations,
- define and develop realistic goals for yourself,
- plan a program of study that is consistent with your abilities and interests,
- create a course schedule each semester,
- answer questions and locate helpful campus resources,
- monitor and interpret your academic progress.

### When do I meet with my advisor?

Students in their first semester will connect with their advisor weekly during the beginning weeks of the semester. Other recommended meeting times include:

- at the beginning of fall semester to review your course selections,
- at midterm of fall semester to pick up midterm grades and review progress,
- late in fall semester to confirm your spring semester registration,
- at midterm of spring semester to pick up midterm grades and review progress,
- for continuing students, in early April to plan your schedule for the following year.

The registrar may send you a note asking you to see your advisor. At other times your advisor may contact you, asking you to stop by his or her office to take care of some business. There is always an important reason why you have been contacted. Please respond immediately to such requests.

You don't need to wait for an invitation. Advisors appreciate frequent contacts with you. Be courteous. Respect their posted office hours and make an appointment. But do it as often as you wish.

### Do I keep the same advisor both years at Hesston?

Yes, you may—and the majority of students do. But if you change your program of study, or if for some other reason you are uncomfortable with your current advising arrangement, contact the registrar to discuss your concerns. It may be appropriate to select a different instructor to serve as your advisor.

## GRADUATION REQUIREMENTS

It is your responsibility as a student to make sure that you meet all graduation requirements. Your advisor can help you understand the requirements and select the necessary classes. Also, the registrar will provide a degree audit at the beginning of fall semester of your last year to help identify any missing pieces. But ultimately you are the one who will or will not graduate. Be sure you understand what you need to do to graduate.

### How do I meet the computer competence requirement?

You can satisfy the requirement for the A.A., A.S. and the A.A.A.S. in either of the following ways:

1. Pass the Hesston College Computer Placement Exam. The exam is completed at the computer and you are asked to demonstrate the ability to manage files, do word processing, use spreadsheets and PowerPoint.
2. Pass Introduction to Computers or a higher level computer class.

Note: The exam is given at the beginning of each term. You must either take and pass the exam at the beginning of your first term or enroll in a computer course during your first or second term.

### Is an associate degree from Hesston really necessary if I plan to complete a four-year degree?

No, but there are good reasons to earn the degree.

1. The college to which you transfer may exempt you from further freshman/sophomore general education requirements if you have a two-year degree. Without the degree, your work will be evaluated course by course by the transfer school to see if you have met their requirements. See the section on "Transferring to Other Colleges after Hesston."
2. By meeting the graduation requirements, you assure yourself that you are taking a broad range of courses.
3. You will have the satisfaction of completing a program of study and of participating in commencement ceremonies along with your classmates.
4. A résumé is more impressive if it includes a degree earned rather than simply two years of college courses.

### Do I need to declare a major at Hesston?

No. About half of Hesston's students pursue specific degrees in aviation, Bible, business, computer information technology, early childhood education, nursing or pastoral ministries. The other half pursue general programs of study that lead to the associate of arts or associate of science degrees. This group includes many types of students:

- those who are pursuing a four-year degree and need the broad general courses typically required for those degrees,
- those who are unsure about a major or career, or
- those who take a variety of courses that interest them, rather than following a specific program.

Each reason is valid. Keep in mind that most four-year colleges require 40 or more hours of general education courses, most of which you can complete at Hesston. Focusing on a specific major

at a four-year school often does not happen until a student is a junior (with perhaps several courses at the freshman/sophomore level). You can keep a variety of career and major options open by not focusing too soon.

## REGISTRATION INFORMATION

Registration is the system that keeps track of the courses you take at Hesston. The registrar supervises all of this activity and your academic advisor will help you understand it. But you must take an active role. Always read carefully any memo, notice or schedule that comes from the Registrar's Office. After all, it is your record that is being formed and you want it to be accurate.

### What are credits?

The credit (or hour) is a standardized unit of measure used to quantify the number of hours a course meets each week. In general, for each hour of credit, there is one 50-minute class meeting per week for 16 weeks. Thus, a three-credit course like College Writing I meets for 150 minutes each week in either three 50-minute or two 75-minute periods. Additional credit is given for laboratory experiences, usually one hour of credit for a two- or three-hour lab. Introductory Chemistry, for example, is a four-credit course. There are three hours of lecture per week plus a two-hour lab. Some courses meet twice as often, but for only half of the semester. For example, PhD 210 Fitness Concepts is a one-credit course. It meets two hours per week, but only for eight weeks of the semester.

Nearly all colleges and universities use this credit system of measure. At Hesston the hours are semester hours because of our semester calendar. A few schools operate on a quarter system. Their hours are quarter hours. To convert between the two systems, multiply quarter hours by  $2/3$  to get the equivalent number of semester hours.

### How many credits should I take each term?

Full-time status at Hesston is defined as 12 to 17 hours per semester. To complete the 60 credits needed for graduation over a two-year period (four semesters), you must take an average of 15 credits each semester. However, there are good reasons to deviate from this norm.

You should take 16 or 17 hours per semester if:

- you have good study habits,
- you earned a good GPA in high school (like a 3.50 or better), and
- you completed the recommended courses for college-bound students.

Note that there is an overload charge for hours beyond 17.

You should reduce your load to 12, 13 or 14 hours per semester (at least during your first term) if:

- you struggled in high school, or did not take college prep courses,
- you have been out of school for a number of years, or
- you will be employed a significant number of hours while you are a student.

These are all legitimate reasons for taking a lighter load. This means that you may need to take heavier loads later, extend your

period of study at Hesston to two and a half years, or take a summer course or two along the way.

The general standard is that for each hour of time spent in class, you should spend two to three hours of preparation time outside of class. You should think of a three-credit class as a nine hour per week class. The actual amount will vary with your abilities, your academic background and your motivation. But if we trust the ratio as a guideline, a full-time student taking 15 credits can expect to spend a total of 45 or more hours each week on course work including in-class lectures and labs and out-of-class preparation.

### **Can I take fewer than 12 hours?**

Yes, and that may be in your best interest. But if you take fewer than 12 credits, you are classified as a part-time student. You are not eligible to live in campus housing; you are not eligible to participate in varsity sports; and your financial aid will be reduced to match the number of hours you take.

### **Can I change courses after the term begins?**

You may, within limits. See “Registration” in the Academic Life section of the catalog for details. To make a change, visit your academic advisor to review your plans. If a change is appropriate, your advisor will file the change online with the Registrar’s Office. Refer to the campus calendar for the specific drop/add period dates. You may add a course to your schedule during the drop/add period only. If you drop a course during the drop/add period, it will not appear on your record. If you drop a course between the end of the drop/add period and the time the course is 60 percent complete, it will remain on your record with a non-punitive grade of W. You may withdraw from a course after it is 60 percent complete only if you are earning a passing grade.

Tuition charges and financial aid awards are based on your enrollment at the end of the second week of the semester (the end of the drop/add period). In general, you are expected to maintain the same level of enrollment throughout the rest of the semester. But sometimes it just doesn’t work. Be aware that there are several consequences. First, there are no immediate consequences with respect to financial aid. However, there may be long-term implications as you will have already used up some of the assistance available to you. That reduces the amount available to you later. Second, you must make satisfactory academic progress to continue as a student at Hesston. Review the “Satisfactory Academic Progress” statement in the catalog. Notice that you must complete 22 credits each academic year of full-time study to maintain academic eligibility.

### **What happens if I stop going to a class?**

You gain nothing by disappearing. First, if you are tempted to stop attending because you are having trouble with the class, face the problem squarely and visit with the instructor. He or she will welcome that. If you are uncomfortable approaching him or her directly, ask your advisor for help in addressing the problem. Instructors often contact advisors, the registrar, Student Life or others if students stop attending class. Your absence will be noticed.

Sometimes it is necessary and appropriate to withdraw from a class after the formal drop/add period. To do so, visit with your academic advisor. Note in the catalog that you can withdraw from a course without penalty up until the time a course is 60 percent completed. (See the Campus Calendar for actual dates.) Failing to withdraw in a timely manner has serious consequences. If you stop

attending, but do not formally withdraw, you will be given whatever final grade you have earned, usually an NC (no credit, failing). Please also refer to the “Administrative Course Withdrawal” section in the *Hesston College Catalog*.

## **SELECTING COURSES**

Your academic advisor will help you select courses that are appropriate for a person with your goals and interests. Ultimately you are responsible to see that you are selecting the right classes. Here are some tips.

### **What classes do I need to graduate?**

Find your program of interest in the catalog and follow the recommendations listed. Keep in mind the general education requirements and the required technical courses if you are in a career program.

### **If I’m not certain about my major, what courses should I take?**

Follow the general recommendations in the catalog for the associate of arts degree and the Liberal Arts and Sciences program. Test various areas of study by taking a beginning level course. These often have titles like “Introduction to \_\_\_\_\_” or “Principles of \_\_\_\_\_.”

### **Are there any courses that I cannot take?**

Basically all courses are available to all students with two exceptions. First, some courses list prerequisites. A prerequisite is a course, an experience or status that you must have before you are permitted to enroll in a particular course. For example, to enroll in General Chemistry II, you must have taken General Chemistry I. To take the second Hesston College distinctive course, you must be a sophomore. The second reason you may not be able to enroll in a course is if it has already reached the enrollment limit. Many courses have restrictions on how many students can enroll because of lab space, available computers and instructor work loads.

Courses are numbered in the 100s and 200s. Courses at both levels are generally available to freshmen and sophomores.

### **Can I take courses at other colleges while I’m a student at Hesston?**

Yes, under certain restricted conditions. Some commuting students take courses at community colleges that are nearer their homes. This should be discussed carefully with your academic advisor. Hesston also cooperates with Bethel College, a four-year college seven miles away in North Newton. Courses may be taken at Bethel if they are a required part of your program and they are not taught at Hesston. Approval by the Hesston College Academic Dean is required. Stop by the Registrar’s Office to see a copy of Bethel College course offerings. Courses taken at Bethel are enrolled through Hesston by a special arrangement.

### **Which writing course is right for me?**

The standard writing course for most students at Hesston is Engl 125 College Writing I. However, under-prepared students should take Basic Writing first. Select Engl 100 Basic Writing if your ACT ENG is below 17, SAT VERBAL is below 350 or AS-

SET Writing Skills is below 18. Otherwise, select College Writing I.

### **Will I need a second writing course?**

If the school to which you plan to transfer after Hesston requires six hours of writing, take College Writing I and College Writing II.

### **Do I need to take a math course? If so, which one?**

To earn the A.A. or the A.S. degrees, you must complete a math course. For the A.A.A.S. degree you can meet the math requirement in other ways.

There are many good reasons to take a math course even if you do not need to do so to graduate from Hesston. You may need a math course to provide background for other course work. You may need a math course in order to graduate from a transfer school. And you may just find the topic interesting. See the course catalog for details of each degree's math requirement and for descriptions of all math courses.

### **Which computer course should I take?**

Introduction to Computers is a prerequisite for most other computer courses. However, you may begin with higher level courses instead if you have had background like either of the following:

- Experience with Windows and Microsoft Office
- Experience with data base management, word processing, spreadsheet applications, and presentation software and have at least been introduced to Windows.

Programming courses may be taken concurrently with either Introduction to Computers or individual software courses.

### **Do I need a foreign language course? If so, at what level do I start?**

Hesston does not require a foreign language for graduation. But taking a language course opens windows into other parts of the world and that's always a good idea. And it may be a requirement at the school to which you will transfer.

As a general rule, one year of high school foreign language is roughly equivalent to one semester of the same language at the college level. If you have no experience, you should begin with a course at the elementary level. If you have one year of high school language, you may be ready to enter Hesston's Spanish sequence at the elementary level during the second (spring) semester. With two years of high school language, you may be ready to enroll fall term at the intermediate level.

How well you are actually prepared to do college level work depends on the quality of your high school language program and the extent to which you have used the language in other settings. The foreign language instructor at Hesston College has developed written and oral tests to help determine proper placement. If you or your advisor are in doubt about your ability, contact the instructor. He or she can help you determine the appropriate level at which to begin.

## **TRANSFER AND ADVANCED PLACEMENT**

Hesston College recognizes the value of college courses you

may have taken elsewhere or exams you may have completed that merit college credit. Ask to have the official records of these experiences sent to the Registrar's Office at Hesston for review.

### **Do courses I've taken at other colleges transfer to Hesston?**

Yes, previous work can be applied to your degree at Hesston if:

- the course was taken at an accredited college or university,
- the course was college-level (not developmental in nature like a basic writing or basic math),
- you earned at least a C in the course,
- the course satisfies a requirement in your program of study at Hesston,
- the course is not a repeat of work you may have already taken at Hesston or elsewhere.

As a part of your admission requirement, you were asked to submit transcripts of all previous college work. The transcripts are evaluated by the registrar and sometimes by other departments. An evaluation of your work is sent to your advisor. The evaluation indicates which courses are acceptable and how they will apply to your anticipated degree at Hesston. If you complete work at other colleges while you are a student at Hesston, be sure to have a transcript of that work sent to the registrar at Hesston.

### **Can I get college credit for high school courses?**

Hesston has an agreement with the Mennonite Education Agency to grant credit for certain advanced courses that are offered at certain Mennonite high schools (members of Mennonite Schools Council). If your high school instructor informed you that your course was approved, contact the registrar at Hesston to have it added to your record here.

### **Can I get credit for AP or other exams?**

Hesston grants credit for AP, CLEP and Excelsior College exams. For AP exams, a score of 3, 4 or 5 is required. For others, scores equivalent to a B are needed. The exam scores must be sent directly from the testing agency to the registrar at Hesston.

### **Can I get credit for church voluntary service, Youth Evangelism Service (YES) or other church programs?**

Yes, Hesston grants credit for voluntary service, but the student must make arrangements before beginning the service experience. The student must contact the registrar who assigns a faculty member to oversee the student's experience. The faculty member will verify that all requirements have been met to earn service credit.

### **Can I get credit for life experiences?**

Credit-by-exam can be used to demonstrate that you have mastered the content that is included in a particular course. In some cases credit is not awarded, but you may be allowed to bypass lower level courses.

## **MIDTERM AND FINAL EXAMS**

Most instructors schedule exams at midterm and at the end of term. Midterm exams are administered at the regular class meeting

time. The final week of each term, however, is scheduled differently.

### What is finals week like?

The Monday of the final week of each semester is Reading Day. Only evening classes meet and the final exam is given at that time. Otherwise, classes do not meet that day. The day is yours to finish projects and study for final exams. Then, Tuesday through Friday noon, all daytime classes are assigned one two-hour block of time for a final exam. A few instructors schedule a class activity of some kind other than an exam for that final two-hour period. So you still must attend.

The schedule for final exam week is posted on the cover of the printed course schedule. You can also find it linked to the registrar's page of the Hesston College website.

### Can I take midterm and final exams early?

Yes, but only under unusual circumstances. You are charged \$50 for each exam you take early and you must get the instructor's written consent. In most cases an instructor must make up a new exam if you take it at a time different than your classmates do. The fee compensates the instructor for the extra work.

### What are legitimate reasons for requesting early final exams?

Weddings of close relatives like brothers or sisters would qualify. So would medical examinations or procedures in cases where extended recovery time is required. Leaving early because that is when your friends are going does not count! Holding airline tickets for flights that leave early isn't an acceptable reason either. Don't make any travel plans until you know when your final exams are scheduled.

### How do I request an early exam?

Go the Registrar's Office to pick up a form and instructions.

### What can I do if all of my final exams are scheduled on the same day?

If you have four or more exams scheduled on the same day, go to the Registrar's Office at least one week before final exam week. The Registrar will help you reschedule exams as necessary at no cost to you. No student is expected to have more than three exams in any one day.

## GRADES

Grades are a standardized way to indicate how well you succeeded in meeting the requirements of the course and the expectations of the instructor. Each instructor at Hesston designs her or his own grading system. The grading system will be explained in each course syllabus you receive.

### When are grades given?

Grades are given at the middle and end of each semester. Grade reports are provided to you, to your advisor and to your parents (if you have given the registrar permission to release them). Midterm grades are reported after the first eight weeks of the term. The purpose of midterm grades is to help you see how well you have done up to that point in the term. In some cases, midterm

grades are reassuring. At other times, they serve as a wake-up call, warning you that you need to put forth greater effort or take a different approach to your studies. Midterm grades do not become a part of your permanent record (except for grades in first eight-week courses which are final).

Final grades are given at the end of each semester. These grades remain on your record permanently. Reports are sent to you, to your advisor and to your parents (with your permission).

### How is my GPA calculated?

The grade point average (GPA) is determined by dividing total quality points by the total hours attempted. To calculate your GPA, follow these steps:

1. Determine the quality points earned for each course by multiplying the number of credit hours by the quality points associated with the grade. For example, if you earn a grade of C (two quality points) in a four-hour course, multiply two (quality points) by four (credits). Thus, you have earned eight quality points for that course. If you earn an A in a three-hour class, multiply four by three. Do this for each course in which you were enrolled.
2. Add together the quality points earned in all classes combined. Divide that total by the total hours attempted, including failed courses. For example, if you earned a total of 48 quality points and had attempted 15 hours, divide 48 by 15. Your GPA for that term is 3.20. Even if you earned a no credit (NC) in some of the attempted hours, you still must divide by 15.

### Can I do anything to change a low grade?

The only way to improve a low final grade is to repeat the course at Hesston College. When courses are repeated, the first attempt remains on your record. But only the hours and the grade earned with the second attempt are used in calculating your grade point average (even if the grade is poorer the second time). Taking a similar course (even with the same name) at another college is not considered a repeat for GPA purposes.

If you suspect that a grade was given in error, contact the course instructor. The instructor can authorize a grade change in such cases.

### Where can I get help if I'm doing poorly in a class?

If you are working hard and putting in long hours, but still are not satisfied with the results, here are some suggestions:

- Visit with the instructor. Often he or she can give you a bit of extra assistance or at least give you some tips on how best to approach the particular course.
- Request a tutor in the ACCESS lab. The service is free to you, but the tutor, usually another student in your class, gets paid from special funds the college has available.
- Study with other students in the class.
- Check out the other services available in the ACCESS lab in Smith Center.

If you have trouble making use of these suggestions, visit with your academic advisor. He or she can help you make the appropriate contacts. In any case, do not wait to seek help.

## What can I do if I have a diagnosed special need?

If you have a diagnosed special need, you must volunteer the information; the college is not permitted to ask you for this. Once you make your needs known, the college is obligated to take reasonable measures to provide the services you need in order to be successful. You may begin by notifying the ACCESS program director. The director can help determine with you what accommodations can be made. Often these are simple measures—relocating your classes so that the room is accessible (almost all classrooms at Hesston are), seating you so that you can see and hear as well as possible, permitting you to take examinations in settings other than the regular classroom, arranging for a tutor, and so forth. The college may request professional documentation in order to arrange the most appropriate accommodations.

## TRANSFERRING TO OTHER COLLEGES AFTER HESSTON

Nearly half of all Hesston College students transfer to other colleges within the first year after they complete their studies at Hesston. An additional 20 percent do so within five years. There is a good chance that you will be one of those students. You can both take advantage of the unique learning opportunities at Hesston College and make a smooth transition to another college.

First, a word of admonition. As important as transferability is, don't let that concern dictate everything you do. Hesston offers a number of unique and valuable experiences that may not be available to you elsewhere or that may not be recognized as transferable credit. With careful planning, you can take advantage of these opportunities and still transfer with a minimum of trouble.

Hesston College has transfer articulation agreements with Baker University School of Professional and Graduate Studies (Wichita, Kan.), Bethel College (North Newton, Kan.), Bluffton (Ohio) University, Eastern Mennonite University (Harrisonburg, Va.), Friends University College of Adult and Professional Studies (Wichita, Kan.), Goshen (Ind.) College, Kansas Wesleyan University (Salina, Kan.), Messiah College (Grantham, Pa.), Newman University (Wichita, Kan.), Sterling (Kan.) College and Tabor College (Hillsboro, Kan.). See the *Hesston College Catalog* for details.

## What can I do to prepare myself for a smooth transfer?

- Become a desirable transfer prospect. Take a challenging curriculum, do well, finish what you begin, participate in extra-curricular activities and conduct your personal life in a way that will generate positive references. To be admitted to most transfer schools, you will need good references and at least a 2.00 GPA. For some programs, the entrance requirement will be even higher, like 2.50 or 2.75. Grades of D often will not transfer. Be ready.
- Assemble credentials. Start a file in which you place the Hesston College catalog, the syllabus from each course you take, examples of your best work and other items that will document and highlight your experience and ability. The official record of your academic work is kept in the Registrar's Office. You may request a copy of that record at any time.
- Chart a direction. Most baccalaureate schools will require that

you declare a major early in your junior year. Use your years at Hesston to prepare for that moment. Take a broad range of courses. Test your interest in specific careers with exploratory work experiences.

- Build Relationships. Get to know your Hesston College advisor and your professors. They will be valuable advocates for you later.
- Work toward independence. Read for yourself the academic policies and graduation requirements described in the Hesston College catalog and study the course offerings lists. Acquaint yourself with the requirements of four-year degrees. Learn how to function in the world of higher education. Practice making independent decisions with coaching from your academic advisor.

## What courses should I take to transfer smoothly?

To earn a baccalaureate degree, you will need to satisfy certain general education requirements regardless of where you go or what your field of interest is. The best approach is to follow the plan of study for the A.A. (transfer) degree at Hesston. If you earn this degree, you will meet the general education transfer expectations of most schools.

If you know where you will transfer and what your major will be, take courses at Hesston that are similar to those taken in the first two years by students at the transfer school. This may mean following the A.S. degree outline. Be cautious about taking courses at Hesston that may be upper level at the transfer school.

If you don't know where you will transfer or what your major will be, add one more course to the A.A. requirements from each of the areas of written communication, history, social science and humanities, plus introductory level courses in several other fields that are of most interest to you.

If you will seek a bachelor of arts degree at the transfer school, add from two to four semesters of one foreign language to the list above. If you will seek the bachelor of science, add more courses from the natural and quantitative sciences.

## When and how should I connect with transfer schools?

1. During your first year at Hesston: Gather catalogs, transfer guides, applications and financial aid information from schools to which you might transfer. Discuss the options with your advisor. One good way to learn about schools that offer your particular major is to search the Internet. College Source Online ([www.collegesource.org](http://www.collegesource.org)) gives you access to the catalogs of several thousand colleges and universities.
2. Early in your second year at Hesston: Make connections with someone at the transfer school who can be your advocate. That person may be an admissions counselor, a department chair, an advisor or an instructor. If possible, visit the school in person.
3. Midway through your second year at Hesston: Apply to one or more schools that are of most interest to you. As a part of the process, you will be asked to provide academic transcripts, available from the Hesston College Registrar's Office, and personal references. Plan ahead. Scholarship applications

may be due as early as February 1. Ask the transfer school for written confirmation of how your Hesston College courses will be applied to the baccalaureate degree you wish to earn. Be prepared to provide course descriptions, syllabi and examples of your work if necessary. Watch for information about when and where you can register for your first term. Register as early as possible to get the courses you want and need.

### What can I do if my courses don't transfer?

Hesston is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and the quality of courses here is widely recognized. There may, however, be courses you take at Hesston that will not fit a particular requirement at the transfer school. Sometimes the course may be accepted as an elective. But sometimes it simply won't fit anywhere. That is why it is important to follow the guidelines provided earlier on course selection at Hesston. You should also recognize up front that public universities may not accept Bible and religion courses in transfer. At Hesston we feel that courses of this nature (like Biblical Literature) are so important that we want you to take them anyway. (And many public schools will accept them.)

In general, if there is a particular course that the transfer school does not accept, use whatever appeal process is available to you. The first review of your transcript is usually rather mechanical. When schools and/or departments are asked to take a second and more personal look at your record, they tend to be more accepting.

For additional support, contact the Hesston College registrar. Be ready to provide the name, position, work phone number, e-mail address and mailing address of the person with whom you are working at the transfer school.

### What should I know about the requirements of four-year degrees?

To earn a baccalaureate degree, you will be required to complete somewhere between 124 and 132 hours in total. A few specific programs of study like architecture may require as many as 160 or more. Be aware that some baccalaureate programs take four and a half or five years to complete, even though they are described as four-year programs. Extra terms are also needed if you change majors late in the program.

Students who complete a four-year baccalaureate program of study earn the bachelor of arts or the bachelor of science degree. The bachelor of arts degree usually includes a foreign language requirement. The minimum acceptable grade point average (GPA) needed to earn a degree is always 2.00 or higher.

The course work required for the baccalaureate degree is distributed somewhat evenly into three categories: general education, the major field of study and electives.

**General education** is the set of courses and other experiences that a school requires of all of its students, regardless of a student's field of interest. The requirement at public colleges and universities usually totals from 40 to 50 hours. Private church-related schools almost always have Bible and religion course requirements and some may include an international component as well. General education at private schools may approach 60 hours.

Included in most general education programs are courses designed to develop certain skills and courses designed to expose the student to a broad range of academic disciplines. The skill development portion typically includes one or two writing courses and one course each in speech, math and computer literacy. Occasionally these courses are replaced by—or supplemented by—proficiency exams. A physical wellness course is often included as well.

The remaining general education courses are prescribed somewhat equally from the humanities (literature, fine arts, history, communications, philosophy), the social sciences (economics, psychology, sociology, political science), and the natural and quantitative sciences (life sciences, physical sciences, mathematics, computer science).

The **major** is a concentration of course work in a particular field such as engineering or social work or music. Requirements range from as few as 40 hours in some disciplines to more than 70 in others. Requirements often include supporting courses related to the major. For example, a math major may require supporting courses in the natural sciences.

Typically you will need to declare a major by the beginning of your junior year. You can begin taking lower level courses at Hesston that will count toward your major. But you will need to complete at least half of your major courses at the transfer school.

In addition to general education and the courses in your major field, there will be room in your program for up to 40 unspecified hours. These are known as electives. Some schools offer you the option of declaring a minor. A **minor** is a concentration of 15 to 24 elective hours in a field different than your major. For example, an English major might earn a minor in history.

For a baccalaureate degree, you will need to take a number of courses designed for juniors and seniors. These are referred to as **upper level hours** and are usually numbered 300 or above. Most schools will require at least 40 upper level hours. These must be completed at a four-year school. At least half of the hours required in your major field will be upper level.

You will need to meet a **residency requirement** by completing a certain number of credits at the school that will be granting your baccalaureate degree. The requirement is typically one full year (30 hours) or more, or some other criterion like 45 of your last 60 hours.

# Campus Ministries

Hesston College creates an atmosphere where choices can be made that are consistent with the life and teaching of Jesus Christ.

Recognizing that Hesston students are at different places in their faith journeys, the college offers a variety of activities and leadership opportunities to all students, encouraging them to participate where they feel most comfortable.

The campus pastor is a vital resource to students, faculty and staff. The pastor is available for counseling and help in spiritual development and is responsible for religious life programs and ministry, Christian growth, leadership and worship. The following Campus Ministries activities fall under the leadership of the campus pastor.

## BIBLE STUDIES AND SMALL GROUPS

Small groups for fellowship, sharing, Bible study and prayer are available for students who desire a more intimate setting in which to experience personal growth and accountability. Each group is led by student leaders. At the beginning of each semester, the campus pastor recruits and trains leaders for this ministry. Also available are Bible study groups in different languages (as leaders are available).

## CAMPUS WORSHIP

This weekly informal gathering includes singing contemporary choruses, sharing, prayer and a time of teaching from the Bible. The Campus Worship Team, which is comprised of students, plans and leads these gatherings which take place at 8 p.m. each Sunday. At the beginning of each semester, the campus pastor recruits and trains new leadership for this ministry and continues to meet with them regularly.

## CHAPEL

The college community gathers each Monday and Wednesday from 11 to 11:30 a.m. for chapel. Chapel is a time for worship and celebration of faith as well as the sharing of announcements and concerns of importance to the college community. The format of chapel will vary to reflect both the heritage and tradition of the Mennonite church and the diversity of the student population. Chapels include speakers and dramatic, musical or multi-media presentations. Leadership in chapel is given by students, faculty and staff as well as other resource persons. Responsibility for chapel services rests with a planning committee chaired by the campus pastor. Direct questions of a spiritual nature to the campus pastor.

Periodically the community gathers at the same time on Fridays to consider current issues of local, national or international importance. Attendance at these gatherings may count toward the chapel attendance requirement.

All full-time students are required to attend chapel services each semester. Full-time on-campus students are required to attend at least 24 chapel services each semester. For full-time off-campus students the minimum is 12 chapel services each semester. Third-

year students, students holding previous college degrees and part-time students are encouraged, but not required, to attend. Attendance is recorded by using the bar codes on student IDs. It is the student's responsibility to keep record of how many chapels he or she has attended. All appeals for credit should be made to an RD within two weeks on official forms. This information can be found through a link on the Moodle community page. Students will be contacted only if they are in violation of the requirement. The registrar will not release grades or transcripts for students who fail to meet chapel requirements. Students will not be allowed to return for another semester until they meet their chapel requirements.

Appropriate dress and conduct are expected. Caps and hats need to be removed. Chapel attenders may not use iPods, computers, mobile phones or other electronic devices during chapel. Please respect chapel presenters and others in the audience by refraining from studying and talking during chapel. Chapel credit may be revoked at the discretion of the Residence Life team.

Audio mp3 files of chapels are available in the classes folder on the campus computer network's M: drive.

## MISSIONS AND SERVICE DAYS

Twice each year, representatives from various mission and service agencies come to campus to provide information about the needs and opportunities within the programs they represent.

## CAMP MINISTRY DAYS

Each year during the spring semester, representatives from various summer camps come to campus to provide information about the needs and opportunities within the camps they represent.

## PRAYER GROUPS

The campus pastor leads group prayer times on an occasional basis. Individuals are invited to form prayer groups or to call the pastor for specific prayer needs.

## COUNSELING/DISCIPLESHIP TRAINING

The campus pastor provides spiritual counseling and discipleship training, both on an individual basis and in small groups.

## RETREATS

Stutzman Retreat Center is available for off-campus retreats which are scheduled to provide students with the opportunity to break from their routine, meet other people or concentrate on a particular project or issue.

## PASTOR IN RESIDENCE

Each semester the college invites a pastor to spend three days sharing in chapel, campus worship, and in a variety of campus settings.

## **SPIRITUAL RENEWAL WEEKEND**

This student-planned weekend offers renewal meetings for the college and surrounding community. The campus pastor serves as an advisor for the planning committee.

## **SUNDAY WORSHIP**

Students are invited to take part in the worship services of area churches. Some congregations provide transportation and special classes for students who attend their services. See congregation listing in the Services available off campus section.

## **SERVICE OPPORTUNITIES**

Voluntary service options are available in the area. The Peace and Service Club plans activities related to mission, service and peace. Other volunteer options include prison ministries, Big Brother/Big Sister program, Mennonite Disaster Service and spring break service trips.

# Residence Life Program

The Student Life staff seeks to serve students and to provide a living situation where their basic needs are met and where they are challenged to live responsibly with others. The living units are called mods. Nine to 15 people live in a mod. These students share a common bathroom and lounge area. The group is led by a Christian student leader called a resident assistant (RA).

The Hesston College campus community welcomes all students regardless of race, gender, religion, ethnicity, nationality and social or economic class. Hesston College is, by design, a diverse campus with persons from across the United States and around the world. The community celebrates this diversity and realizes that differences require each individual to seek understanding and integrity in relationships.

## ADMINISTRATION

The Student Life staff is responsible for managing residence hall life and activities. The vice president of Student Life coordinates all residential living policies and provides supervision and training to the resident directors (RDs) and RAs.

The RDs are adult staff who live in separate apartments in the dorms. Each RD supervises a group of RAs. The RD responds to student needs, provides leadership in the residence hall, is available for counseling and conflict resolution, and is involved in campus life as a mentor and role model for students. The RD responds to emergencies and assists the vice president of Student Life with campus security.

The RA is a second- or third-year student. Each RA is chosen to provide leadership for a mod. The RA is available to help students move in and get acquainted with other students and the college. RAs serve as a communication link between students and RDs; help organize educational, social and recreational events and programs; and assist in enforcement of college policies.

## FACILITIES

All full-time single students without children, 23 years of age or younger are required to live in the dorms or at home with a parent or legal guardian. Any special exceptions must be approved by the vice president of student life. Incoming students age 21, 22 or 23 who wish to live off campus must submit a written request to the vice president of Student Life. A review committee consisting of the vice president of Student Life, the division chair of the student's declared area of study, and the student's admissions counselor will consider the request and respond in writing to the student.

A room deposit of \$50 is required of each student. This money is refundable upon completion of studies at Hesston College provided the room has been cleaned, all furniture is in place, there is no damage and the key is returned. Key replacement cost is \$25.

Residence hall options at Hesston College are:

**Erb Hall:** all rooms have carpet and air conditioning. Each mod has access to a kitchenette. The approximate room size is 12' x 15'.

**Kauffman Court:** each mod has a private entrance. Rooms and halls have carpeted floors and air conditioning. Approximate room size is 11' x 13'.

Each residence hall room is furnished with the following items for each student: bed, mattress, mattress pad, dresser, mirror, desk, chair, desk lamp, bulletin board, book shelves, blinds, a modular phone jack, a campus computer network jack and wireless access to the campus network.

Hesston College, along with the State Fire Code, enforce the following restrictions:

**Beds**—Bunk beds are provided. Hanging beds and waterbeds are not permitted. No elevated surfaces or decks are permitted. Beds may not be constructed by using any furniture such as desks, shelves, chests or built-in units for structural support. Furniture attached to the walls may not be removed.

**Dorm/Room**—The following electrical appliances may be used in dorm rooms: stereos, lamps (halogen lamps are not permitted because they are potential fire hazards), clocks, coffee makers, TVs, personal computers and small refrigerators (contents are subject to inspection at any time). Full-size refrigerators or freezers, real Christmas trees and propane are not permitted.

Each Erb Hall floor kitchen and Kauffman Court mod is equipped with a microwave. Microwaves, electric grills, fryers, toaster ovens and electric heaters are not permitted in dorm rooms. In addition, cooking, food preparation and appliances are not allowed in the dorm rooms.

## DORM POLICIES

Each student is responsible for his or her room and shares the responsibility for the mod in which he or she lives.

Resident students must observe and respect the following housing policies:

1. Students may not move any furniture out of their rooms or build structures such as bunk beds.
2. Students may not move furniture, plants or any other school property from lounges or from other areas of campus.
3. When moving the furniture within their rooms, students should lift the furniture rather than sliding it. Carrying the furniture protects its legs and preserves the floor coverings.
4. Students may not make repairs or alterations to any wiring (electrical, phone, etc.) or any Hesston College property. The Campus Facilities Department maintains all facilities and takes responsibility for necessary changes.
5. Painting of the rooms is not permitted.
6. Students may hang pictures with adhesive picture hangers which are available in the Bookstore. Students are responsible to remove the hangers at the end of the year. Students may not use duct tape or drive nails on all permanent surfaces.
7. The Student Life Office will charge any damage, beyond normal wear, done to the room during the school year to the student(s) who resided in that room. Students should immediately report to their RA or RD if another person damages

their room. Otherwise the damage becomes the student's responsibility.

8. All mod members are responsible for activity in the general living area. The mod is responsible to pay for any damages or to identify the individual(s) responsible.
9. Christmas lights are not allowed in halls, lounges and bathrooms.
10. Students must keep dorm hallways and janitor closets clear of all beds, boxes, bikes, wood and other items.

**Guaranteed single room**—If there is room in the dorms, a student may sign a contract with the Student Life Office for a guaranteed single room. The additional cost is \$715 per semester. (Typically limited to sophomore students. Third-year students will be given priority.)

**Room changes**—Room changes are discouraged once classes have started. All room changes must be approved by the RD. A \$40 fee per student is charged for all room changes. Mediation initiated by the RA/RD is the first step in dealing with any roommate conflicts. RDs will only consider room change requests after mediation is completed.

**Open house hours** are posted in the dorms designating the times when it is permitted for men and women to visit in each other's residences. These hours are strictly enforced.

The Student Life staff is committed to providing a campus living environment that respects the needs of individuals for adequate rest, study time and personal privacy, and that also respects the rights of campus neighbors and the Hesston community. To help facilitate these goals the college has instituted the following guidelines: by 10 p.m. the campus is to be quiet enough that persons outside the dorms will not be disturbed, and by midnight, it is to be quiet enough in the mod that individuals can study and/or sleep without being disturbed. Students should contact the RA regarding noise concerns.

**Guest housing for residence halls**—Guests may stay overnight in the residence hall for up to three nights without charge. A \$20 per night fee is charged to guests staying more than three nights. Guests must abide by all residence hall regulations. A guest failing to comply with regulations may be asked to leave.

**Inappropriate items/material**—Items promoting alcoholic beverages or illegal drugs or which are sexually explicit or degrading are inappropriate and may not be displayed in the residence halls. Examples of such items include cans, bottles, posters and hookas.

**Inspection of Rooms**—The college reserves the right to have authorized personnel enter a student's room in cases of emergencies where danger to life, safety, health or property is reasonably feared. Personnel may also search a student's room when there is reasonable cause to believe that Hesston College regulations or public laws have been or are being violated. Student permission is not necessary for such search procedures.

**Personal Property**—Students are responsible for the safe keeping of their property, and no reimbursement from the college can be expected from the loss of such property. Rooms should be locked at all times. The college recommends property insurance.

**Grill**—For students who wish to use a barbecue grill to prepare food: the grill pan that contains the charcoal or gas heating element must not be in contact with the ground. Grilling is only

allowed in the following designated areas: Kauffman Court—patio around the lounge, Erb Hall—on the concrete slab south of Bontrager Student Center, or on the sidewalk south of the Bookstore, or at the end of the ramp near Erb central and west.

**Pets**—Pets are not permitted in the residence halls with the exception of tropical fish in an approved aquarium not to exceed 10 gallons.

**Health Forms**—It is required by Hesston College and sanctioned by the Kansas State Health Department that all students prove that they have received certain immunizations before they enroll and attend classes. This requirement helps our campus be a safer environment. Failure to complete the Health Form will result into a \$150.00 fee by mid-term and will increase to \$300.00 by the end of fall term.

**Returning to residence halls after hospital stay policy**—in order for a student to return to residence halls after a hospitalization, Hesston College requires documentation from a medical professional that includes a discharge plan and recommendation to return to a residence hall environment.

**Fines**—Failure to adhere to residence policies may result in a fine. Fines serve as a disincentive. Damage to college or personal property will also incur fees for cost of repair or replacement. Fines will be given for the following:

1. Open house violation.....\$50.00
2. Violation of quiet hours.....\$25.00
3. Water inside a building.....\$25.00
4. Riding bikes, rollerblades or skateboards inside.....\$25.00
5. Being on the roof of any building on campus .....\$50.00
6. Removing window screens and/or sitting on window ledges .....\$25.00
7. Accessing locked college facilities .....\$50.00
8. Driving across campus on sidewalk or grounds (reserved for authorized persons only).....\$50.00
9. Having unauthorized school property in room .....\$25.00
10. Removing dorm furniture.....\$25.00
11. Tampering with vending machines or laundry equipment.....\$50.00
12. Burning candles or incense, open flame, candle warmers or smoking inside buildings .....\$50.00
13. Tampering with automated external defibrillators (AEDs), fire extinguishers, smoke detectors, exit signs, setting off fire alarms (including door alarm).....disciplinary action and \$100.00
14. Failing to evacuate building during a fire alarm .....\$50.00
15. Explosive devices or fireworks .....disciplinary action and \$100.00
16. Smoking or chewing tobacco on campus (except in designated areas).....\$25.00
17. Alcohol and/or illegal drugs on campus .....disciplinary action and \$200.00
18. Providing alcohol for underage student(s) .....disciplinary action and \$350.00
19. Special situation (fine determined by Student Development Committee (SDC), vice president

of Student Life or RD) .....	TBA
20. Failure to check out of a room .....	\$100
21. Failure to clean a room at check out .....	\$25
22. Failure to provide health form .....	\$300 <del>semester</del>
23. Missing room check-out appointment .....	\$25

When a fine is levied, the student receives a notice from the Resident Directors. The Student Life Office handles all fines. Fines may be doubled for each repeat violation.

All other disciplinary actions resulting in more than a fine will go before the RD Council or SDC.

## CAMPUS LIFESTYLE STANDARDS

Hesston College has adopted a set of Campus Lifestyle Standards to maintain a healthy living and learning community. The college requires every member of its community (both on- and off-campus students) to abide by these standards which encourage students to adopt lifestyles and values that reflect Christian faith and commitment and promote wellness. Each student's signature on the Campus Lifestyle Statement indicates that he or she understands and agrees to keep these standards. The standards may not represent an individual's conviction or preference; however, each person must abide by these standards while attending Hesston College.

1. Respect for the rights and property of others and responsible use of campus and community facilities.
2. Respect the dignity and diversity of others. Whether in seriousness or in jest, any form of bigotry, harassment, intimidation, threat or name-calling, either spoken, written or implied, will not be tolerated.
3. Responsible relationships that are not coercive, exploitative, abusive or promiscuous in nature. With respect to sexual relationships, Hesston College holds with the *Confession of Faith in a Mennonite Perspective* that, "According to Scripture, right sexual union takes place only within the marriage relationship."
4. Honesty in academic assignments (to be addressed by the vice president of academics), lifestyle choices, community life and interaction with others. (See also Course Catalog.)
5. Decency in dress and appearance. In addition, clothing that advertises or promotes alcohol, drugs, sexually inappropriate behaviors, violence or behavior demeaning to the mission of Hesston College is prohibited.
6. Adherence to city and state codes regarding fireworks, firearms, alcohol, drugs, theft and so forth. Violation of the law will also be considered a violation of campus standards. No guns (including BB, pellet, air and paintball guns), ammunition or fireworks are permitted on campus.
7. Abstinence (regardless of age) from the use, possession or distribution of alcohol or illegal drugs. The possession of related containers or paraphernalia is also prohibited. A drug screen may be required if there is cause to suspect the student is using illegal drugs. The student is responsible for the payment for the screen. Abstinence from the use of tobacco products

is strongly encouraged. Smoking and chewing tobacco are prohibited on campus except for two designated areas.

We are committed to campus safety and security. The following violations may carry an automatic consequence of suspension and/or expulsion from school:

- Possession or use of fireworks, guns, ammunition, or explosives of any kind on campus
- Tampering with fire safety alarms or equipment
- Deliberate destruction of school property or theft
- The threat of/or violent action toward another person(s)
- Failure to comply with Hesston College policy or discipline requirements.

## LIFESTYLE ACCOUNTABILITY AND SUPPORT

The purpose for Lifestyle Accountability and Support (LAS) is to help students remain accountable to the Campus Lifestyle Statement that they have signed and for Hesston College to provide support to students as needed for them to be successful. Each person is unique and often discipline reflects that uniqueness.

Our approach to discipline is based on the model of mercy through which students are encouraged, supported, confronted and guided as modeled by the life and teachings of Jesus Christ. In understanding this model, we attempt to actively be in relationship with students as they make life choices and experience life consequences.

The RD Council is made up of resident directors. This council will review student issues that appear to be first-time infractions or clear violations. The RD Council will have discretion to render discipline or to refer the student to the Student Development Committee (SDC). The council may respond with fines and/or LAS.

SDC addresses violations of Campus Lifestyle Standards. SDC consists of one faculty representative, one staff representative, two student representatives and a resident director.

Response to violations may include lifestyle accountability and support, financial or work penalty, other penalties as appropriate in each case, suspension or dismissal.

### Lifestyle Accountability and Support\* (LAS) means:

- Student's progress and behavior are closely monitored. The student may be required to meet with a faculty or staff member for support.
- Parents or guardians, academic advisor and athletic coaches are notified that the student is on LAS.
- Student may be required to attend counseling/therapy, complete an evaluation or participate in other supportive type services.

Usually LAS is for the remainder of the semester unless otherwise specified. If the student commits another violation while a student at Hesston College, the Student Development Committee or the vice president of Student Life may suspend or dismiss the student.

\*Lifestyle Accountability and Support will be considered disciplinary probation when transfer requests are completed for other colleges.

**Suspension means:**

A student is sent off campus for a specified period of time. Arrangements are made through the vice president of Student Life.

**Dismissal means:**

A student is dismissed from the college. At the time of dismissal, the college will specify if/when the student may reapply to Hesston College. If not otherwise stated, dismissal is for the remainder of the academic year.

**Appeals:**

Appeals must be submitted in writing to the vice president of Student Life within 24 hours of notification of any decision and should include the offense committed, the disciplines assigned and complete reasons for the basis of the appeal. The vice president of Student Life will review the appeal request to determine if the appeal should be granted. If the appeal is granted, the Vice President of Student Life will review all documents, interview persons involved and either overturn or uphold the decision of the RD Council or SDC. All appeal decisions are final.

**Grounds for appeals:**

1. The decision is unreasonably disproportionate to the infraction (including consideration of the student's prior offenses or willingness to cooperate in the disciplinary process).
2. Policies and procedures relating to student or academic issues were not followed that affected the student's right to receive a fair decision.
3. The disciplinary or academic decision was not supported by evidence.
4. New evidence has become available since the initial hearing that would have significantly altered its results.

**EMERGENCY POLICIES AND PROCEDURES**

**Fire**—Posters and other flammable materials should be placed with discretion. The college prohibits all types of burning in its residence facilities. This includes, but is not limited to the burning of candles, oil lamps, incense and smoking. Every residence hall is equipped with fire extinguishers, fire alarms and smoke detectors. State Law requires that everyone vacate the building when the alarm sounds. Anyone who refuses to leave will be fined \$50. Tampering with fire protection equipment (alarms, extinguishers and smoke detectors) is a federal offense and may result in a \$100 fine and suspension or dismissal from school.

**Tornado**—The City of Hesston sounds a continuous alarm blast in the case of a tornado warning. All students are to leave their rooms and go to the nearest windowless area. Basements, hallways and restrooms can provide shelter. Windows must be avoided because of the danger of flying glass. Every Monday morning at 10 a.m. if the weather is clear, the Hesston siren sounds a practice tornado alarm.

**Lockdown**—In these days of unexpected violence on college campuses, we must be prepared to respond to possible violent actions. Therefore, the following policies and procedures are in place to protect the campus community.

Campus staff (RA, RD, faculty member or staff person) will give notice that a lockdown has been initiated. Students are to go

to the nearest inner room, lock the doors and windows, get on the floor and away from windows or doors. Staff in each building are instructed to lock the building and move people to safe areas. Students must follow all directions. All should remain in safe areas until an identified staff or faculty person gives an all clear.

The college will have emergency drills for all of the above.

**Hesston College Missing Persons Policy**—If a resident student has not been seen on campus for more than 24 hours and acquaintance do not know where the student may be, the vice president of student life should be notified.

Students under the age of 18 will have their parents notified if they are determined missing for more than 24 hours. Law enforcement will be notified for any student missing for more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, the Hesston Police Department should be notified by calling 911 (or 9-911 on a campus phone).

Students may designate a confidential contact person on their Emergency Information form as a contact if the student is deemed missing. At the college's discretion, in addition to a confidential contact, the college reserved the right to contact a parent and/or guardian.

**Sexual Assault Policy**—See Student Life Department

**RESIDENCE HALL CALENDAR**

Fall Term - Open 9 a.m., Friday, Aug. 19, 2011

Christmas Break - Close 10 a.m., Friday, Dec. 16, 2011

Spring Term - Open 8 a.m., Sunday, Jan. 8, 2012

Spring Break- Close 10 a.m., Saturday, March 3, 2012

Open 7 p.m., Saturday, March 10, 2012

End of School - Close 6 p.m., Sunday, May 6, 2012

Residence halls are closed during Christmas Break and Spring Break. Students are responsible for their own housing arrangements during these times.

## *Personal Counseling*

It is common for students during their college experiences, to bring questions or problems to the campus counselor. The first time away from home frequently raises questions about values, goals and life direction. Also, concerns regarding relationships with friends, family and significant others can surface during this time.

In talking over a concern with the counselor, feelings can be explored and options discussed. Often just knowing that they can have a confidential conversation such as this can help students sort through problems on their own. Students meet from one time with the counselor up to approximately six sessions. A variety of groups have also provided helpful formats for students to discuss issues of importance to them.

The counselor makes referrals to area mental health services if requested by the student or if longer intervention is needed. The counselor also refers persons who need evaluation for self-destructive or potentially life-threatening behaviors.

For information on counseling services, contact Julie Lehman at ext. 8238 (off campus dial 620-327-8238) or Dan Harrison at ext. 8159 (off campus dial 620-327-8159). Julie Lehman's office is in Smith Center and Dan Harrison's office is in Erb Hall.

## *International Student Program*

Through the office of the international student advisor, Hesston College provides a variety of support services to international students including assistance in these areas:

- medical appointments
- Social Security number
- Kansas ID card
- travel arrangements
- airport transportation
- host families during vacation sessions
- applying for employment authorization
- off-campus housing
- shopping trips to Newton and Wichita

The international student advisor is also available for counseling and advising in matters related to cultural adjustment, dormitory and roommate concerns, transfer to other colleges and other concerns or problems that may occur.

North American students are also welcome to utilize the international student advisor's services for counseling and advising related to issues or concerns that affect the college's unique mix of many cultures and backgrounds.

## *Campus Activities*

Campus Activities are planned, coordinated and carried out by the campus activities directors with the assistance of Campus Activities Board (CAB)—several selected students. The goal is to offer activities that provide opportunities for fellowship and recreation to all members of the campus community.

A wide variety of events are available throughout the year including movie nights, coffee houses, bowling nights, roller skating parties, Feast of Carols, Powder Puff Football and dances. In addition, CAB plans many non-traditional events with input from the larger student population and supervision from the directors.

The college views these activities as an integral part of each student's emotional, social and physical development. Spouses and immediate family members of students living off campus are also invited to participate in many of these activities.

### **CLUBS**

Hesston College supports the organization of clubs that provide opportunities for students to further explore specific areas of interest. Current clubs include ping-pong, discussion group, Hesston's women's association, grill club, amateur radio, and knitting club. Initially, each club must present a written proposal to the Academic Advisory Board and director of campus activities who will approve club development. Each club must have a faculty or staff member as an active sponsor and promote the mission of Hesston College. Limited funds are available by application. Applications should be in writing and presented to a director of campus activities.

# Arts, Activities, Organizations

## ART

The Hesston College Gallery exhibits a rich variety of art in displays that change regularly. Shows feature architectural displays, ceramics, drawings, graphic designs, illustrations, paintings, prints, sculpture and photographs by established artists. Exhibits often deal with social and religious issues. The featured gallery artist is frequently invited to discuss his or her work and meet with interested students. The Annual Student Art Exhibit is held at the end of the spring term. The gallery is located in Friesen Center and is meant for the enrichment and enjoyment of everyone.

The Hesston College Art Collection, including the Paul A. Friesen Collection, provides a rich visual resource for the campus. The various pieces of sculpture, ceramics, paintings, prints, drawings and photographs grace walls throughout the campus and at Dyck Arboretum of the Plains. Many of these works are by Hesston College alumni and faculty and aim to please the eye as well as encourage reflection regarding life and faith. Maps showing the locations of the works in this collection are located in the displays throughout campus.

## ATHLETICS

Intercollegiate and intramural sports are important at Hesston College. Students can get involved in a variety of intramural activities, including indoor soccer, floor hockey, volleyball, basketball, racquetball, softball and tennis. The Campus Activities Center is the site for most indoor intramural sports.

The more competitive athlete can also try out for intercollegiate sports. Sports offered are men's cross country, soccer, basketball, tennis and baseball and women's cross country, soccer, volleyball, basketball, tennis and softball.

Although each athlete is expected to contribute his or her utmost for the team, Hesston College's sense of competition focuses as much on learning and working together as it does on winning. Christian coaches who model values of personal development provide important leadership in developing students as athletes and competent individuals.

See the catalog for details on athletic eligibility.

## DRAMA

Experience is the best teacher in the dramatic field. Hesston offers plenty of opportunities to become involved in mainstage performances and student directing. Each year the college offers a variety of theatre productions in which to participate. Recent plays have included *Dead Man Walking* and *The 25th Annual Putnam County Spelling Bee*. A Drama for the Church class emphasizes practical ways of incorporating drama into worship. Theatre Appreciation focuses on theatre history and aesthetic appreciation. Acting introduces students to basic tools of the art form. Music Theatre Workshop develops skills of the singing actor. Drama Participation offers credit for students who want to act or explore what happens behind the scenes with hands on experience. Through participa-

tion in the productions and theatre classes, students learn acting, production, staging and technical skills of the theatre.

## HESSTON-BETHEL PERFORMING ARTS

The Hesston-Bethel Performing Arts series is sponsored by Hesston College and Bethel College in cooperation with the cities of Hesston and North Newton. Five annual events present world-renowned performers. All full-time students receive a free season pass to HBPA events.

The 2011-12 season includes performances by Canadian Brass, St. Petersburg Quartet, Igudesman & Joo, Celtic Crossroads and The Rose Ensemble.

## MUSIC

Throughout Hesston's hundred-year history, music has been an important component of campus life. The Music Department offers students unique and varied performance opportunities. Two Hesston College choirs, Hesston College Chorale and Bel Canto Singers, have a rich tradition, offering many students an artistic outlet and a place to advance singing skills. Hesston College Concert Band is a growing program, generating strong performances from within the canon of symphonic band literature. Auditions are required for membership in each of these groups. Screaming Larks Pep Band is another opportunity open to instrumentalists.

Hesston College Chorale is a 35- to 45-voice mixed choir that focuses on sacred repertoire. Chorale collaborates with Bel Canto Singers to present a choral masterwork every fall semester. Chorale also tours for 10 to 12 days over spring break. This ensemble is selected by audition in the beginning of each semester.

Bel Canto Singers is a 20- to 22-voice select mixed ensemble that performs a variety of music from Renaissance to 21st century works, for civic events and worship services. Repertoire encompasses sacred and secular idioms with emphasis on mainstream college level literature. Bel Canto Singers tours on long weekends and for two weeks every other summer. Voice lessons are required during the first year of enrollment in Bel Canto Singers. This ensemble is selected by competitive audition. Final selections are made by mid April for the next academic year.

International Chorale is comprised of 30 to 40 voices and is offered during the summer in even-numbered years. During the three-week tour, students perform roughly 10 concerts in European Mennonite or related churches and sing informally in cathedrals and civic venues. In addition to performing, choir members are engaged in studying the history and culture and attend concerts in various cities. Comprising about half of the overnight accommodations, homestays are a highlight of this tour. Humanities credit available.

Focusing on the growing canon of symphonic band literature, Hesston College Concert Band performs on campus and in the community. Students with strong backgrounds in woodwind, brass, and percussion are invited to participate. In addition to concert appearances, Concert Band serves as the Screaming Larks Pep Band at a select number of home basketball games each season.

Hesston College offers applied instruction in piano, organ, voice, guitar, strings and all band instruments. Beginning-level

lessons are taught in class settings. Students are taught fundamental music skills and technique as well as basic music theory. Both private instrumental and voice lessons offer students opportunities to further develop their skills and gain experience in various performance settings.

## RECREATIONAL FACILITIES

Hesston College has outstanding indoor and outdoor facilities for recreation.

Yost Center houses two hardwood basketball courts, a synthetic jogging track, racquetball courts, and locker rooms. Campus Activities Center provides a second gym space, with two basketball or three volleyball courts and indoor soccer pitch. A weight training room equipped with free weights and a variety of fitness equipment is also housed in this building.

Outdoor facilities include four lighted tennis courts, practice and game soccer fields, baseball diamond and sand volleyball court. Soccer and baseball game facilities are lighted for night games. The Hesston community has an 18-hole golf course with jogging/biking trails and six additional lighted tennis courts. Students also have easy walking access to the Dyck Arboretum of the Plains, which provides walking trails through naturalistic landscaping.

The student lounge in Erb Hall provides pool and Ping Pong tables as well as big-screen TV viewing.

With memberships paid by student fees, students also have access to the Hesston Wellness Center at Schowalter Villa and its fitness and strength training equipment and heated indoor pool.

## SPECIAL EVENTS

Throughout the year, numerous events provide special moments in the life of this community.

**Alumni Homecoming Weekend** (fourth weekend in September). Students have the opportunity to interact with alumni in various settings. Events for alumni include class reunions, athletic games, concerts, a banquet and worship time.

**Thanksgiving Weekend.** A time when parents, families, and prospective students are invited to campus. Special weekend events include musical and dramatic performances, athletic events, and plenty of free time to entertain family and friends.

Christmas festivities peak during the last week before the term ends. Music programs, special meals, special chapels and mod activities help prepare students to commemorate the birth of Christ.

**Grandparent Days** (spring). The schedule includes class visits, special seminars and a banquet.

**Graduates Dinner** (April). Hesston College's newest alumni are welcomed to the Alumni Association at this special dinner provided by the Advancement Division of the college. Students are strongly encouraged to attend, and college schedules are cleared to enable them to do so.

**Commencement Weekend.** Parents and families of graduates are invited to campus to share in recognizing those who graduate.

Other special events are Mod Olympics, Spring Celebration, and the popular, though not too professional, talent shows.

## STUTZMAN RETREAT CENTER

Stutzman Retreat Center is located eight miles southwest of Hesston. The comfortable log cabin and spacious, shady grounds are available for student groups for overnight retreats, picnics, Bible study, etc. Reservations can be made by contacting Deb Hiebert, Campus Facilities Office, extension 8120.

# Library Handbook

## STAFF

Library Director	Margaret Wiebe
Library Assistant	Nora Miller
Media Services Director	Gary Oyer

## HOURS

Mary Miller Library:

Monday to Thursday	8 a.m. to midnight
Friday	8 a.m. to 5 p.m.
Saturday	1 to 5 p.m.
Sunday	2 p.m. to midnight

Media Services:

Monday to Friday	8 a.m. to 5 p.m.
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The Library closes from 10:55 to 11:35 a.m. Mondays, Wednesdays and Fridays for chapels and forums. The library staff will post vacation hours.

Located in Smith Center, Mary Miller Library serves as Hesston College's learning center. The library supports the academic programs and serves students and faculty by providing access to a variety of information resources and by educating library patrons on how to use and evaluate the resources.

The library is a place for quiet study—a place where students can come to get away from the noise of other facilities and concentrate on their studies. Library patrons are asked to respect the learning environment by speaking quietly, turning off cell phones and setting the volume of personal audio equipment at low levels.

## CIRCULATION

Books from the stacks are available for a four-week checkout. Periodicals, audio-visual software, videos, DVDs, CDs and maps are available for one-week checkout. Students may check out reference books and reserve material overnight. These items may be checked out two hours before the library closes and are due within one hour after the library opens the next day.

The library will assess fines for overdue reserve and reference material (\$1 each hour, \$10 maximum). The \$1 fine is effective immediately when the item becomes overdue.

All material is checked out at the circulation desk located at the library entrance. Students must have their ID card to check out material. Material not checked out will set off the security alarm as the material is taken from the library. The person taking the material will be called back to check out the material.

Material may be obtained in the open stacks on a self-serve basis. Reserve items need to be requested at the circulation desk.

Material may be renewed only if it is not on hold for another user.

An item may be placed on hold if it is checked out. The requester will be notified when the item is returned to the library.

If an item is missing from the shelves and it is not checked out, notify the desk attendant and a tracer will be put on the missing item. The requester will be notified when/if it is found.

Library staff will send overdue reminders for overdue material. If the material is not returned after the third reminder is sent or the end of the current term, library staff will bill the patron for the replacement cost of the item plus a \$5 processing fee. If the patron fails to pay the bill to the library, library staff will forward the bill to the business office.

The user is responsible for lost or damaged items. The user will be billed for the cost of the replacement of the item and a \$5 processing fee after time is allowed for searching for the item. If/when billed items are returned, only the \$5 processing fee will be charged to the patron.

Please return all material to the book drop in the circulation desk during library hours. When the library is closed, return items in the book return located to the right of the east Smith Center entrance.

## LIBRARY CATALOG

The catalog serves as an index to all material in the library. The computer catalog indexes each item by keyword, author, title, subject and classification number. Mary Miller Library uses the Dewey Decimal Classification System. Materials are arranged by subject according to a numerical system.

## RESOURCES

Circulating books are located in the stacks in the main reading room. Audio-visual software, videos and DVDs are located on the north wall. Feature film videos and DVDs are shelved on the farthest west low shelving. CDs are located in the CD cabinet in the northeast corner.

Periodicals which the Mary Miller Library receives are listed on the computer catalog. Current issues are displayed at the west end of the reading room. Back issues are shelved in the library basement. The stairs to the basement are located in the northeast corner of the reading room. Periodicals on microfilm and microfiche are filed in the metal cabinets in the library basement.

The library also holds a variety of periodical indices. Hesston's online index holdings include Ebsco, Gale and ProQuest databases. These indices are accessible through the World Wide Web on the Mary Miller Library main page. They include full-text articles. Access them on the 11 fixed and four wireless laptop computers in the library, on personal laptops brought to the library, on the computers in the computer labs and on personal computers in dorm rooms. All online sources may be accessed from off-campus computers as well.

Reference books include encyclopedias, dictionaries, handbooks and commentaries. The reference collection is located on the low shelving near the library entrance. Large dictionaries are located throughout the library. Online reference sources include CREDO, Encyclopaedia Britannica Online, Lexis-Nexis, Literature Resource Center, GAMEO (Global Anabaptist Mennonite Encyclopedia Online), Annals of American History, Opposing Viewpoints Resource Center, CQ Researcher, Global Issues in Context, U.S. and World History in Context and a collection of college catalogs. They can be accessed from the library main page on any computer on or off campus.

Children's Books (J) are located in the northeast corner of the

library and Fiction Books (F) are located on the low shelving running east and west in the middle of the library.

Reserve material is material which instructors have selected for special class use. The material is placed on reserve to make it equally accessible to all students for a particular class. Students may request reserve material at the circulation desk.

Rotating Books is a collection of books for leisure reading. The rotating collection is located at the west end of the low shelving running east and west in the middle of the library. The collection is changed every three months.

Oversize books are located in the middle of the reading room south of the tall shelving and atlases are located in a case at the top of the stairway.

## SERVICES

### Reference

The library staff will help you with your library needs by showing you where things are located, demonstrating electronic resources and helping you find information for class and personal projects.

### Interlibrary Loan

Specific books, audio-visuals and articles owned by other libraries may be borrowed. The Kansas Library Catalog (KLC) which lists books, audio-visuals and periodicals owned by other libraries in the state of Kansas is accessible on the World Wide Web from the Mary Miller Library main page. From the bibliographic record on the KLC for the item needed, click "request this item" in the upper right corner and follow the directions, or you can print out a record from the KLC or a citation from an online journal database for each request and leave it with the library staff. Allow one to three weeks to receive the item. A fee of \$1 will be charged for each ILL item requested but not checked out.

### Lost and Found

Ask at the circulation desk for lost and found items.

### Computers

Eleven computers are located throughout the library. They are connected to the campus computer network. A laser printer is available. Also available for use in the library are four WiFi-enabled laptop computers that can be checked out from the circulation desk. Personal computers with WiFi may be used in the library.

### Equipment

Video and audio equipment are located in the carrels at the top of the library stairway. The study room to the south of the library offices features video equipment. A microfilm/fiche reader/printer and a photocopier are available for use. Photocopies cost 10 cents each.

## BORROWING PRIVILEGES FROM OTHER

### LIBRARIES

Hesston College students have access to a variety of libraries in the area. Hesston and Newton public libraries and Bethel College's Mantz Library require that a student present his or her Hesston College ID to receive a library card. To borrow from Wichita State University's Ablah Library, a Hesston student must present his or her Hesston College ID, verification of Social Security Number and current address and \$10 for a special borrower's card.

## MEDIA AND INSTRUCTIONAL TECHNOLOGY SERVICES (MITS)

Media and Instructional Technology Services is located in Smith Center and provides audio and video support to campus.

### DUPLICATION

MITS can make DVD copies of any recorded Hesston College event for \$5. Audio mp3 files of chapels are available on the chapel and forum schedule on the Hesston College website.

### OTHER AV EQUIPMENT FOR CLASSROOM USE

MITS provides slide projectors and some other audio visual equipment not installed in classrooms. Contact the MITS office at ext. 8243 to schedule use of additional AV equipment.

# Policies

## ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the “Buckley Amendment,” seeks to ensure the privacy of your educational records. The act grants you the right to: 1) inspect and review your education records, 2) seek to amend your education records and 3) have some control over the disclosure of information from your education records. The act applies to all institutions that receive funds under any program administered by the U.S. Secretary of Education.

### What are educational records?

Education records are data or records, in any form or medium, which are maintained by personnel of the college that are directly related to you and may be shared with, or are accessible to, another individual. Education records include, but are not limited to, academic evaluations, student examination papers, transcripts, test scores, counseling and advising records, disciplinary records, financial aid records, student loan collection records and student financial statements. Some records that do not fit this definition include: an instructor’s “desk notes,” Student Life records that relate to law enforcement, medical records, employment records and alumni records.

### Can I inspect my records?

You have the right to inspect your educational records with these exceptions:

1. Your parents’ financial statement(s).
2. Letters and statements of recommendation for which you waived your right of access.
3. Any records containing information on several students, in which case you may inspect only that part that pertains to you.
4. Any other records that are excluded from the FERPA definition of educational records.

You may inspect your educational records by contacting the office where they are stored. The custodian (keeper) of the record has the right to ask you to submit a written request, though that is often not necessary. By law, you must be given access to the requested record within 45 days of the receipt of your request. But typically you will be able to see it within a much shorter time if not immediately. The college may not destroy any record for which a request for access is pending.

### What can I do if I think my records are incorrect?

Follow this procedure to seek to change your record:

1. Contact the custodian of the record in question. Identify in writing the part of the record you think is incorrect. Specify why you believe the record is inaccurate, misleading or in violation of your rights.
2. The custodian will review your request. If the request is granted, you will be notified and a statement correcting the information will be added to your record. The statement will

be treated in all respects as a part of your record.

3. If your request is denied, you will be notified of the decision and the reason. You will also be informed that you have the right to follow the college’s grievance policy to challenge the custodian’s decision.
4. If, after a hearing, the decision is still not to amend your record, you have the right to insert a statement in the record even though the record itself has not been changed.

### What is “directory information” at Hesston College?

Directory information is limited to items which would not generally be considered harmful or an invasion of privacy if disclosed. “Directory Information” is defined by the college to include the following: student name, names of parents or spouse, local and permanent addresses, local and permanent telephone numbers, e-mail address, birth month and day, program of study, classification, current enrollment status and number of hours carried, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees earned and dates of degrees, awards received, most recent previous school attended and photo image. Directory information cannot include a social security number, a student ID number, race/ethnicity or gender.

### Can I restrict the release of information about me?

At the beginning of each fall semester (or any other term in which you begin), you will be reminded of your rights under FERPA. You will have the opportunity to ask that certain of the kinds of information defined as “directory information” not be disclosed without your consent. To prevent such disclosure, you must notify the Registrar’s Office in writing by the end of the fifth day of classes. The request will be honored for one academic year or until you cease to be enrolled, whichever comes first. Directory information that cannot be restricted after you are no longer enrolled includes your name, degrees earned and dates of attendance.

### Is information about me ever released without my consent?

Information may be released without your consent in situations such as the following:

- To college personnel who have a legitimate educational interest in you. College personnel include administrators, faculty, staff, a student employed or asked to serve on an institutional committee and persons under contract to the college such as an attorney or auditor. To claim legitimate educational interest, the personnel must be in a position such that information from your record is needed to fulfill his or her professional responsibilities.
- To certain officials of the federal, state and local governments, to loan providers and others where required by law.
- To organizations or individuals conducting research on behalf of the college, provided that the studies are conducted in a manner that will not permit personal identification of you and your parents by persons other than those doing the research and that all records of a personal nature are destroyed when the study is completed.

- To your parents if they claim you as a dependent for income tax purposes.
- To comply with a judicial order or a lawfully issued subpoena provided the college is within the jurisdiction of the agency. In such cases, the college will make reasonable efforts to notify you before the information is released.
- To accrediting organizations in order to carry out their accrediting function.
- To appropriate parties as necessary to ensure your health and safety and that of others.
- To an alleged victim of a crime of violence, notifying them of the results of any institutional disciplinary proceeding against the alleged perpetrator with respect to that crime.

### **Where can I file a complaint if I feel that the college has violated my rights?**

Complaints may be filed with  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Ave., SW  
 Washington, D.C. 20202-5920

## **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES**

The following policies and procedures are established in order to assist in the fair resolution of student grievances.

### **1. DEFINITIONS**

Grievance—a claim by a Hesston College student that a violation of Title IX or Section 504 regulations has occurred involving sex discrimination or discrimination on the basis of disability

Grievant—the person making the claim

### **2. PROCEDURES**

A grievance must be officially filed in writing within one week of the event with a description of the circumstance and an explanation of why it was deemed discriminatory. Each subsequent step must occur within the specified time unless there is a mutually agreed upon extension. After the specified time,

- i) if the grievant has not pursued the matter, the grievance will be deemed to be settled.
- ii) if the supervisor or committee has not responded, the grievant may proceed to the next level in the process.

Level One - After the occurrence of the event which is the basis of the grievance, the grievant shall within one week make an appointment with and discuss the grievance with his or her resident director or the vice president of Student Life. Every effort will be made to resolve the matter at this informal level. The resident director or the vice president of Student Life must respond to the grievant within one week of the appointment.

Level Two - If the grievant is not satisfied with the outcome of Level One, he or she may, within one week after the completion of Level One, submit the written statement to the Student Development Committee by way of the vice president of Student Life.

The committee must respond within two weeks of receiving the written statement. During this time, the committee may engage in fact finding and consultation to determine the appropriate response.

Level Three - If the grievant is not satisfied with the outcome of Level Two, he or she may within one week after completion of Level Two submit the written grievance to the Director of Title IX and Section 504 or the disabilities services coordinator who will chair a three person Grievance Committee composed of Hesston College employees appointed by the president for the sake of reviewing the case. The Grievance Committee shall consider all relevant evidence and may request individuals to testify before the committee. Within three weeks of receipt of the written statement, the Grievance Committee shall determine what action, if any, should be taken to resolve the grievance. The decision of this committee will be final and will be given in writing to the grievant.

## **STUDENT COMPLAINT POLICY**

Students are encouraged to use the following avenues to resolve conflict.

1. Students are encouraged to resolve the problem directly or with help from the RA if possible.
2. If the problem is not resolved, the student should contact his or her resident director, the vice president of Student Life, or the vice president of Academics.
3. If the problem remains unresolved, the student should file a written complaint with the president of Hesston College.

## **EARLY ARRIVAL POLICY**

Hesston College students participating in athletics, music or aviation may be required to report for training no earlier than when the dorms are officially open to early arrivals. Students must be allowed to fully participate in opening weekend activities such as student orientation, convocation and Mod Olympics.

## **CLASSROOM BEHAVIOR EXPECTATIONS**

Believing that the classroom is a place for respect, discussion and learning, the Hesston College faculty have articulated the following expectations for this setting:

- While Hesston College encourages expression of ideas and convictions, the expectation is that this will be done in a manner in keeping with the mission of Hesston College.
- Students as well as faculty should exemplify respect for one another.
- Maintenance of an environment conducive to learning is the responsibility of all.
- Faculty may respond to any classroom disruptions by requiring the student to leave the class pending discussion and resolution of the concern. An appointment may be scheduled with the faculty member and the vice president of Academics or the vice president of Student Life in the event resolution is not attained.

## DRUG AND ALCOHOL POLICY

It is the policy of Hesston College to maintain for students an environment that is free from illegal drugs and alcohol. The possession or the use of alcohol or the unlawful manufacture, distribution, dispensing, possession or use of any illegal drugs or unlawfully obtained controlled substances by students, in whatever setting owned or operated by Hesston College (including personal vehicles used in the conduct of official business) is prohibited. Violation of the spirit and/or substance of this policy may result in discharge.

Students shall receive annual distribution in writing of:

- Standards of conduct that clearly prohibit the possession, use or distribution of illegal drugs or alcohol on Hesston College's property or as part of any of its activities;
- A description of the applicable legal sanctions under local, state or federal law for the unlawful possession, use or distribution of illegal drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, rehabilitation or reentry program that is available; and
- A clear statement that the institution will impose disciplinary sanctions on students (consistent with local, state and federal laws) and a description of those sanctions, up to and including expulsion and referral for violations of the standards of conduct outlined in item A of this section. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Students who violate the terms of this policy may be reported to the appropriate law enforcement officials and may be subject to the following sanctions:

1. Placement on Lifestyle Accountability and Support status;
2. Temporary suspension from classes and activities;
3. Suspension for a semester from classes and activities;
4. Expulsion;
5. Fine.

Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. In addition to the above sanctions, a student may be required to meet with a counselor or complete an evaluation. In lieu of suspension or expulsion, a student may be required to complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

This program will be reviewed biennially by the vice president of Student Life to determine the program's effectiveness, to implement changes where necessary and to ensure that the required disciplinary sanctions are being enforced consistently.

## STUDENT SEXUAL HARASSMENT POLICY

Hesston College is committed to providing an academic environment that will foster excellence. Because sexual harassment violates the trust and respect necessary for the preservation of an environment of excellence, and because sexual harassment is a form of discrimination, any act of sexual harassment is specifically

prohibited. (Note that policies and procedures are under continual review. Contact the vice president of Student Life for additions to this policy.)

This policy has two purposes: 1) to insure that no student sexually harasses another, and 2) to make clear to the campus community that sexual harassment is a violation of the law (Sec. 703 of Title VII of the Civil Rights Act of 1964 as amended, Title IX Education Amendment of 1972) and will not be tolerated by the college, its administrators or its Board of Overseers. This policy is not in place to regulate students' personal lives or to interfere with their social relationships.

The term "sexual harassment" applies to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct. To avoid situations in which one could be accused of sexual harassment, one should avoid all such conduct. Unwelcome comments, gestures or physical contact which are experienced by the recipient as either unwanted sexual advances or demeaning to his or her gender or sexuality effectively create an intimidating, hostile or offensive study or work environment. Such offensive conduct prohibits the establishment of an environment that is free of discrimination.

Hesston College wishes to establish an environment in which the following conditions are specifically prohibited:

1. The necessity for individuals to submit to unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature made either explicitly or implicitly as a term or condition of an individual's employment or education.
2. Submission to or rejection of unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature are used as the basis for employment or academic decisions affecting an individual.
3. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which affect an individual's work or academic performance.

This prohibition against sexual harassment applies equally to co-workers, supervisory personnel and to non-employees admitted to college premises. Violation of this policy or the Hesston College Policy Statement on Sexual Harassment will result in disciplinary action.

**Formal and Informal Responses to Sexual Harassment.** If appropriate or whenever possible, the recipient should make clear to the offending party that the behavior in question is offensive. If the offensive behavior continues, the recipient should report the incident(s) by filing a complaint with the vice president of Student Life. The vice president of student life will then report the incident(s) to the Student Development Committee. In the case that the vice president of Student Life is the recipient or the offending party, the recipient should file his or her complaint with the Student Development Committee.

The vice president of Student Life or Student Development Committee (whomever the recipient files the complaint with) shall give immediate attention to any such complaint. Upon receiving a complaint of sexual harassment, the Student Development Committee shall interview the complainant and investigate the

complaint fully. Such an investigation shall include interviews with all parties and witnesses named in the complaint. If the investigation reveals that the complaint is valid, the Student Development Committee shall take such disciplinary action as is appropriate to immediately stop such harassment and prevent its recurrence.

## CRIME AWARENESS AND CAMPUS SECURITY INFORMATION

In compliance with PL 101-542 as amended by PL 102-26, Hesston College offers the following policy and procedural information, and statistics for crime on this campus.

### I. REPORTING OF CRIMES/CRIMINAL ACTIVITIES AND OTHER EMERGENCIES ON CAMPUS

Hesston College has four layers of organization set up to manage campus, handle emergencies and respond to any campus security concerns.

#### A. Resident Assistants

Hesston's dorms are divided into units of 10 to 16 students. Each of these units, or "mods," is headed up by a student leader, referred to as the RA, who is responsible to provide supervision for that area of the dorm and for the students in that unit.

#### B. Resident Directors

Hesston College employs four adult staff persons as resident directors. These persons live in the dorms and are prepared to give adult supervision and direction for any emergency situation.

#### C. Vice President of Student Life

The vice president of Student Life has the responsibility for the supervision and training of the RAs and RDs, including making sure that they know how to respond to emergency or crisis situations and/or to incidents in which there may be criminal activity.

All students are encouraged to take ownership in helping to make the campus safe and are encouraged to use the 911 emergency number whenever needed.

### II. SECURITY FOR CAMPUS FACILITIES

- Residential Buildings. All rooms in the dorms are secured by lock and key, and all students are encouraged to be very careful about keeping their rooms locked when they are not there.

The women's residences are further secured by locking the access doors into their residential areas at midnight. The students living in the secured areas have access through the secured doors by use of their room keys.

- All Other Buildings. Hesston College has an employee responsible for checking and locking up campus buildings each night. As this person checks the buildings, he or she also is alert to any other problems or potential problems he or she might observe such as finding unfamiliar person(s) on campus.

Hesston College's campus lighting system makes Hesston's

campus a safe place at night by making it possible for people to move around the campus without having to go through dark areas.

It is the college's policy to call the police if there is someone on campus who does not belong here or who represents a threat either to students or to facilities. Hesston College has an excellent relationship with the local police force. Hesston police have been both very responsive and very cooperative in dealing with campus security issues.

### III. CAMPUS LAW ENFORCEMENT

Hesston College has a small campus located in a small community, and at this point it is not necessary for the college to employ its own campus law enforcement personnel. As indicated above, the college works closely with local city police staff, and is satisfied with the excellent coverage provided by the local police. They are fully cooperative in supporting college policies and programs, and the college in turn does all it can to support their work.

In light of the fact that there is no campus security force, the responsibility for campus security rests with the vice president of Student Life and his or her staff.

### IV. EMERGENCIES: HOW TO RESPOND

The following guidelines apply to emergency conditions on campus. It is not possible to establish procedures for every conceivable type of emergency, but these guidelines can be used for any similar emergency or hazardous situation. Please review them frequently so you will be prepared in an emergency.

**Fire Alarm**—If you hear a fire alarm, leave the building immediately via the stairways. Cooperate with all staff members and other authorities. Do not reenter the building until you are given permission to do so.

**Bomb Threats**—Notify the police and residence staff immediately if you receive a bomb threat. You will be notified as to whether or not the building will be evacuated.

**Medical Emergencies**—For any situation requiring emergency medical assistance on campus, call the Rescue Squad at 911 (or 9-911 if using a campus phone). Notify your resident director immediately.

**Physical Facilities**—If you observe what you consider to be a hazardous condition in your dorm, notify your resident assistant or resident director.

#### Medical assistance

- call Mid Kansas Family Practice, 620-327-2440
- visit or call the emergency room at Newton Medical Center, 316-283-2700, 600 Medical Center Drive, Newton, KS 67114

File a report with the police

- Hesston Police Department, 620-327-2020
- non-emergency number, Lamar Roth, 620-327-8236 or 620-217-9258

Counseling Services

- Campus Counselor, Julie Lehman, 8238  
Counselor, Dan Harrison, 8159
- Prairie View Inc., Newton 800-362-0180

## HESSTON COLLEGE CRIME STATISTICS

Offense	Year	On-Campus Property	Residential Property	Non-Campus Property	Public Property	Total	
						Referrals	Arrests
1. Murder	2008-09	0	0	0	0	0	0
	2009-10	0	0	0	0	0	0
	2010-11	0	0	0	0	0	0
2. Rape	2008-09	0	0	0	0	0	0
	2009-10	0	0	0	0	0	0
	2010-11	0	0	0	0	0	0
3. Robbery	2008-09	0	0	0	0	0	0
	2009-10	0	0	0	0	0	0
	2010-11	0	0	0	0	0	0
4. Aggravated Assault	2008-09	1	0	0	0	0	0
	2009-10	0	0	0	0	1	0
	2010-11	0	0	0	0	0	0
5. Burglary/Theft	2008-09	5	0	0	0	5	1
	2009-10	7	0	0	0	1	1
	2010-11	13	0	0	0	13	0
6. Motor Vehicle Theft	2008-09	0	0	0	0	0	0
	2009-10	0	0	0	0	0	0
	2010-11	0	0	0	0	0	0
7. Liquor Law Violations	2008-09	3	0	43	0	46	4
	2009-10	8	0	0	0	8	0
	2010-11	12	0	0	0	12	0
8. Drug Abuse Violations	2008-09	3	0	9	0	12	8
	2009-10	0	0	0	0	0	0
	2010-11	4	0	0	0	4	0
9. Weapons Possessions	2008-09	4	0	0	0	4	0
	2009-10	0	0	0	0	0	0
	2010-11	0	0	0	0	0	0
10. Arson	2008-09	0	0	0	0	0	0
	2009-10	0	0	0	0	0	0
	2010-11	1	0	0	0	0	0

# Dining Handbook

## MISSION STATEMENT

Provide high quality (nutrition and taste) meals to dorm students and others in the most cost effective manner while remaining safe and compliant.

## STAFF

Director of Food Services: Melissa Unruh

Morning Supervisor: Carol Kratky

Evening Supervisor: Sue Stuckey

## DINING HOURS/PRICING

<b>Monday-Friday:</b>	<b>Guest/ Adult</b>	<b>Off-Campus Student/Child*</b>
Breakfast (7:30 to 9:30 a.m.)	\$4.25	\$3
Lunch (11:30 a.m. to 12:45 p.m.)	\$7	\$5
Supper (5:30 to 6:15 p.m.)	\$7	\$5
Thursday Supper (5:30 to 6:15 p.m.)	\$9	\$6.25
<b>Weekends:</b>		
Sat. Brunch (11 to 11:30 a.m.)	\$7	\$5
Sat. Supper (5:15 to 6 p.m.)	\$7	\$5
Sun. Breakfast (8:30 to 10:30 a.m.)	\$4.25	\$3
Sun. Lunch (noon to 12:30 p.m.)	\$9.75	\$6.75
Sun. Supper (5:15 to 6 p.m.)	\$7	\$5

\*Child prices are for children ages 5 to 12. Children under 5 eat free.

## BONTRAGER STUDENT CENTER DINING HALL

Dining services offer buffet, self-service style dining experience for students, commuters, faculty, staff and visitors. Meal plans are required for all students living on campus. Payment for all others can be by cash or charged to their campus account.

## ID CARDS

ID cards are required to enter the dining hall for breakfast, lunch and dinner. Meal plans are not transferable and lost or missing ID cards may be replaced through the Student Life Department.

## SPECIAL SERVICES PROVIDED

### SACK LUNCHES/MEAL REFUNDS

Sack lunches are available to boarding students whose on campus work or class schedule prevents them from eating in the cafeteria. College sponsored activities scheduled over meal times may be eligible for reimbursement. Advance notification is required to be eligible for reimbursement.

## SICK MEALS

Meals are provided for those who are sick and unable to eat in the dining hall. Contact your resident assistant (RA) or resident director (RD) for the proper forms.

## SPECIAL DIETARY NEEDS

Any special dietary needs should be addressed directly with the Director of Food Services at ext. 8177. Food Services staff will try to accommodate, to the best of their ability, any medically diagnosed dietary needs.

## DINING HALL POLICIES/UNDERSTANDINGS

Shoes and shirts must be worn in the dining hall at all times.

Food and property of the college may not be taken from the dining hall. We have an "all you can eat" policy which provides you with plenty to eat while you are in the dining hall.

Kansas health code requires that diners use clean dishes and glassware when returning for "seconds" of food and beverages. Do not bring personal glasses, cups or dishes into the serving area.

Inappropriate behavior in the dining hall, including: throwing food and other items, creating messes that make the area unusable by others, tampering with food products or equipment or displaying offensive or disruptive behavior will not be tolerated. These actions are seen as a violation of Hesston College's Campus Lifestyle Standards and will be dealt with by the Student Life Department.

# Telephone Handbook

Most students arrive on campus with a cellular phone that they use as their primary tool for voice communication and thus have no need for a landline phone in their dorm rooms. The college will provide phone access (including voice mail) upon request. Contact Campus Facilities at ext. 8120 (620-327-8120) to request campus phone service in your dorm room. The following policies and instructions apply to phones on the campus system.

Telephone service is provided to enhance your campus experience. As a dorm resident, you have two options for phone service.

1. Each room has a telephone jack. You may have a phone in your room by supplying a touch-tone phone set. Your room phone can be dialed directly, bypassing the campus operator which saves time and toll costs.
2. Your mod has a phone. Incoming calls go through the campus operator, 620-327-4221.

**Room phone.** You may have a phone in your room by supplying a touch-tone set. Plug phone set into the upper phone jack in your room. Your four-digit campus extension number is posted on the jack.

The lower jack is available for a second phone line in your room which is available for \$80 a semester.

**Wake-up call.** Pick up your telephone handset and dial 42. Wait for the tone. Enter the time of your wake-up call in four-digit format (example 0815 for 8:15), then push 1 for a.m., 2 for p.m. Hang up.

**Voice mail.** Each dorm room has voice mail capabilities. Roommates will need to share a voice mailbox.

Set up voice mail:

1. Pick up your telephone handset.
2. Dial 512
3. Record your spoken name.
4. Record your greeting (up to 45 seconds long).
5. Press the # key when you finish recording your greeting.
6. Change your password to a four-digit number that will be your and your roommate's password.

Retrieve a message from your dorm room:

1. Lift your handset. If you have a stutter dial tone, you have a message.

2. Dial 512.

3. Enter your four-digit password.

4. Dial 1 to hear new messages.

Retrieve a message from off campus:

1. Dial your room number 620-327-your extension.
2. When your greeting begins to play, press # then \*.
3. Enter your extension number.
4. Enter your password.
5. Dial 1 to retrieve your messages.

**Incoming calls.** Off-campus individuals calling you from local and long distance phones can call your room directly by dialing 620-327-your extension, thus bypassing the campus switchboard.

Or your room phone can be reached by dialing Hesston College, 620-327-4221, and asking the campus operator for your extension.

The direct dial number (620-327-your campus extension number) is for convenience in contacting you and it is not a billing number.

- Do not accept collect calls on your room phone.
- Do not allow calls to be charged to your Direct Inward Dial number.

Because of the costs of collecting for calls billed to a Direct Inward Dial number, there is a \$25 fee plus the cost of the call.

**Outgoing calls.** Campus calls—dial the 4-digit campus extension. Hesston calls—Dial 9 + the 7-digit number.

**Long distance toll calls in North America.** For a \$50 deposit, a six-digit telephone client code is available from the Campus Facilities Department (ext. 8120) in Laban Peachey Center. Calls can be charged to the client code account.

The first of each month you will receive a bill for long distance calls and directory assistance calls that have been charged to your six-digit authorization code account. The bill is due in the Business Office by the 10th of the month and must be paid by the 15th of the month to prevent cancellation of the authorization code. A cancelled authorization code can be reinstated after the bill has been paid plus a \$20 service fee.

All calls charged to your six-digit client code are your responsibility. For your protection, keep your client code confidential.

1. Direct Long Distance Dial for North America  
Dial 56 + six-digit authorization code + 9 + 1 + area code + number
2. Directory Assistance Calls - Approximately \$2 per call  
Dial 56 + six-digit authorization code + 9 + 1 + area code you are calling + 555-1212.

**Making Connections.** The telephone switch gives you 30 seconds (approximately five rings) after you have dialed, to be connected with the party you are calling. After 30 seconds, charges for a long distance call begin, even if the person you are calling does not answer.

**International and North America long distance toll calls.** For a \$100 deposit, a six-digit telephone client code is available from the Campus Facilities Department (ext. 8120) in the Laban Peachey Center. Calls can be charged to the client code account.

1. International Direct Long Distance Dial  
Dial 56 + six-digit client code + 9 + 011 + country code + city routing code + local number.
2. North America Direct Long Distance Dial  
Dial 56 + six-digit client code + 9 + 1 + area code + number
3. Directory Assistance Calls—Approximately \$2.50 per call  
Dial 56 + six-digit client code + 9 + 1 + area code you are calling + 555-1212.

Toll-free calls—Dial 9 + 1 + toll-free area code + number

Calling Card Calls (telephone credit card) calls—Dial 9 + 0 + area code + number. After the tone, enter your card number.

Calls made through the college's long distance operators will use the college's long distance company even though you may

have a different company credit card or your home phone uses a different long distance phone company. If you want to be billed by another company for your operator assisted calls, ask the operator to transfer you to the company of your choice.

Collect Calls—Dial 9 + 0 + area code + number, and tell the operator that you want the call billed collect and give your name.

Major Credit Card (VISA, Master Card, etc.) Calls - Dial 9 + 0 + area code + number, and give the operator the card information.

## MOD PHONE

Incoming calls—Off-campus calls cannot be made direct to the mod phone. Off-campus individuals can reach the mod by dialing the campus switchboard 620-327-4221 and asking for the mod phone extension number.

Whenever you hear the mod phone ring, answer it. The call may be for you. Answer by identifying your mod. If the individual requested is not in the mod, offer to take a message—record caller's name, phone number and time of call.

## DAMAGE AND REPAIR

Phone set—If your phone is not working, exchange phones with a friend to test your phone. If your friend's phone works in your jack, then your phone is malfunctioning and needs repair. Take your phone to a supplier or repair shop, not the Campus Facilities Department.

Phone line—Exchange phones with a friend to test your phone line. If your friend's phone does not work in your phone jack and your phone works in your friend's room, the phone line is the problem. Call the Hesston College Campus Facilities Office, ext. 8120, for repair.

Do not call the local phone company. The campus phone and equipment lines are owned by Hesston College. The Campus Facilities Department services the phone line—not the local phone company.

## USE OF OTHER TELEPHONE EQUIPMENT

The use of personal telephones, modems or other communication equipment is acceptable provided that:

- It's connected with a modular plug that fits the wall jack provided (use the top jack).
- It's touch-tone compatible equipment.
- The wall jack or wiring in a room is not tampered with. Tampering with telephone jack wiring results in a \$50 fine.
- You may hook up a computer modem and a telephone set into one jack by using the line and telephone jack on the modem or by using a "Y" connector.

All personal telephones, fax machines, etc. are the sole responsibility of the student.

## DAMAGE TO THE TELEPHONE SYSTEM

Normal phone equipment will not cause any problems. However, damage to the campus phone system caused by improperly

installed equipment or improper use will be the financial responsibility of the student. This may be as much as \$1,000.

## INFORMATION AND EMERGENCY COVERAGE

All campus telephone extensions are listed in the campus telephone directory and in the automated telephone directory. Campus Operator hours are 8 a.m. to 5 p.m. Monday through Friday.

For fire, ambulance, and police emergency calls, dial 9 + 911 from any campus extension. Contact your RD and RA immediately about the emergency.

Please contact the Campus Facilities Office, ext. 8120, for more information on long distance calling.

## POWER FAILURE

The campus telephone system is equipped with a limited back-up power supply and will remain functional during brief power interruptions. The telephone system will not function anywhere on campus in the event of an extended power failure of 90 minutes or more.

# Other Campus Services

## BOOKSTORE

The Bookstore sells textbooks, general books, nursing reference books, computer software and supplies, school supplies, backpacks, clothing, insignia items, art supplies, greeting cards, personal items, snacks and gifts. Visa, Mastercard, Discover and American Express are accepted for any purchase.

### Hours

9 a.m. to 4 p.m. Monday through Friday. The Bookstore is closed weekends except for special occasions.

### Location

First floor of Erb central

### Textbook and General Merchandise Refund Policy

- Textbooks can be returned for a full refund during the first week of classes if accompanied by the original receipt and the book is in the original condition. During the second week of classes, refunds will be processed only if the above criteria has been met and with proof the course has been dropped. Shrink wrapped packages must be intact and unopened. No refunds after two weeks.
- Refunds will be processed in the same manner of which they were purchased (i.e. credit card purchases will be refunded to the credit card, purchases made on the student account will be refunded to the student account)
- Credit card refunds require original receipt AND credit card on which the purchase was charged.

### Non-Textbook Return Policy

- Refund or exchange accepted within 14 days of purchase with original receipt.
- Merchandise must be in its original condition.
- Non-returnable items include: clearance merchandise, computer software, opened supplies, DVDs or CDs, snacks and other consumable items.

### Book Buyback Policy

Our policy is to buy every book we possibly can, offering you as much as we can. The following information explains how the process of book buyback works:

1. Books that have been ordered by professors for the next term, are needed for store stock, and were originally purchased in the bookstore, will be purchased up to half the purchase price during our end of term buyback.
2. The quantity of books needed for any given class varies from term to term. The bookstore will only buy back up to 1/2 the purchase price the quantity needed for the upcoming term. When that need is filled, the wholesale value will be offered, if one exists. The wholesale value is determined by the used book and wholesale companies, based on the national demand for the book. Some books do not have a resale value and will not be purchased.

3. Books that have been replaced by a new edition will not be purchased. If you have the first edition of a book, and the second edition is available, you have an old edition and it will not be purchased.
4. Damaged books, or books in poor condition, will not be bought. This includes missing or loose pages, broken bindings, water damage or excessive writing.
5. Professors, not the bookstore, determine which books are used for classes. Professors are responsible for notifying the bookstore of their book selection in a timely fashion. The bookstore can only work with the information we have at the time of buyback.
6. Credit from buyback will first be applied to any past due outstanding student account greater than \$200. If the student account balance is less than \$200, the student will receive cash in return for their textbooks bought during buyback.

## MAIL SERVICE

The student campus post office is located in Bontrager Student Center and the faculty/staff post office is located on the first floor of Alliman Administration Center. Students may use either post office. All on-campus and off-campus students are assigned mailboxes that are arranged in numerical order. Off-campus students need mailboxes for graded papers and announcements.

Hours: Monday - Friday 11 a.m. to 1 p.m., 4 to 4:30 p.m.  
Saturday 11 a.m. to noon

### Distribution:

1. Mail comes to the town of Hesston in the morning and leaves Hesston at 5 p.m. daily.
2. Weekday mail is distributed at the college by 11 a.m., and leaves the college at 3 p.m. (Mail leaves the city post office at 5 p.m.)
3. Saturday mail leaves the college at 9 a.m. and is delivered by 11 a.m.
4. Packages may be picked up at the window anytime during open hours. Campus post office staff will place a pick-up card in the mailboxes of students who receive packages. To retrieve a package, a student must return the pick-up card and show his or her ID card if requested.
5. UPS outgoing is available at the Laban Peachey Center. Incoming UPS will be delivered to the post office by 3:45 p.m.
6. Outgoing and campus mail is divided into three slots located beside the bank of mailboxes.

Mail is divided into three categories: Campus Mail (sent to other students, faculty or staff, postage free when dropped in the Campus Mail slot at the Bontrager Student Center or Alliman Administration Center post office), Hesston Mail (sent to off-campus addresses within the city of Hesston, requires first-class postage) and Out of Town Mail (sent to off-campus addresses outside the city of Hesston, requires first-class postage). Campus Mail requires a full name on the envelope or card. Notes or cards should be at least 3 1/2 by 5 inches.

Incoming Mail. Hesston's student address is:

Student Name  
Hesston College  
Box 3000  
Hesston, KS 67062

Students should make sure that all mail comes so addressed.

Do **NOT** include room number or campus box number. **Do NOT use street address** (325 S. College Dr.) for mail to be delivered by the U.S. Postal Service. **The street address is only for packages delivered by other companies (Federal Express and UPS, for example).**

Hesston College Mail (mail addressed to college offices, faculty or staff) is:

Hesston College  
Box 3000  
Hesston, KS 67062

Other Services

1. Stamps. The campus post office sells stamps in small or large quantities, books of stamps, air forms and stamped envelopes.
2. Envelopes. The campus post offices sells stamped and padded envelopes
3. Scales. The campus post office has scales to weigh letters and packages to determine correct postage.
4. ZIP code information. All letters in the United States require ZIP codes. Postal staff offer assistance with ZIP code information.
5. Insured mail.
6. Certified letters.
7. Custom forms for foreign packages.

## INFORMATION TECHNOLOGY

Internet and email access is available to all students attending Hesston College. Email, World Wide Web access and other services are supported for use with Internet. Hesston College has a web server that houses the college's home page at [www.hesston.edu](http://www.hesston.edu).

Students at Hesston College have several options for computer access across campus including computer labs, classrooms and the library. During registration, students receive the necessary training to use the campus computers and network system. Student network accounts are issued at no additional fee. Computers on campus offer a variety of software and operating systems including: Windows XP, MS Office, Internet access and e-mail access.

Smith Center houses a computer lab of 24 PCs, and is open to all students. This lab also offers a scanner, two laser printers and a color inkjet printer. Student lab monitors are on duty in the Smith Center lab evenings and weekends to assist in the use of the computers.

The Computer Information Technology Lab in Kropf Center is available to students taking advanced computer courses. This lab provides 20 IBM computers, a laser printer, color printer and color scanner.

Mary Miller Library is equipped with a catalog access system, student use computers and a laser printer.

In conjunction with administrators, the Information Technology department has established the following policies for computer, Internet and email usage.

## Hesston College Computer Usage Policies

The Hesston College network, e-mail system, Internet connection and dorm room connections are services provided by the college for use by students, faculty and staff. Conduct on the campus network which is considered to be an extension of the Hesston College community should be consistent with Campus Lifestyle Standards. In addition, conduct on the Internet must conform to any rules or policies encountered while on third party networks. Access from computers connected in the dorm rooms must additionally conform to the Hesston College Dormitory Computer Connectivity Policies.

Use of the college network implies your acceptance of these policies. Failure to follow these policies can result in the termination of your account and/or the suspension of your computer lab, dorm connectivity and/or network and e-mail privileges. If you have any questions regarding these policies, call Information Technology at ext. 8103.

Main policies for campus computer usage:

1. You may not allow anyone to use your account or know your password. You will be held accountable for all activity or mail sent from your account. You may not use someone else's account, even if you have his or her permission. When you leave a Hesston College provided computer, you must sign off first, even if you plan to return shortly. Use of password protected screen savers and similar software to reserve a campus lab computer while gone is not acceptable.
2. The use of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material is strictly prohibited. This includes accessing areas on the Internet containing any of the above.
3. Copyrighted material may not be sent or received by email or any of the Internet protocols unless you have written permission from the copyright holder. This includes but is not limited to sending or receiving pirated software and/or copyrighted music that you have not purchased.
4. Server and peer-to-peer type programs, such as LimeWire, FTP servers, web servers, etc., are expressly prohibited. Information Technology may implement measures to block, monitor or limit access as needed to ensure network integrity.
5. Hacking into other computers, whether college servers, other student computers or computers on the Internet, will not be tolerated and will be grounds for account suspension, termination or for a student's expulsion. If you encounter a security hole on a college server, you are expected to inform Information Technology as to the nature and severity of the problem.
6. Students may not send a single e-mail message to more than 30 recipients without prior approval from Information Technology. Sending a message to all students, for example, is not allowed. Messages sent to multiple recipients with attachments larger than 1 MB are prohibited. Attachments to messages sent to a single recipient may not exceed 10 MB.

7. Be respectful of other users, do not send rude, offensive or harassing e-mails. If someone asks you to stop sending them e-mail, you must comply.
8. "For Sale" and commercial advertisements are not allowed in e-mail. Do not promote third party businesses.
9. Delete messages in your inbox, your sent folder, your trash folder and any other folders you have created when you no longer need them.
10. Never falsify e-mail. This type of forgery can result in serious criminal penalties and disciplinary action. All messages must correctly identify the sender.
11. The use of lab computers for non-educational purposes has lower priority than class work. A person doing class work always has priority over a person engaged in non-class work activities.
12. Do not send frivolous e-mail. If you need to send a message to a faculty or staff member, make sure it is short, concise and relevant.
13. The subject line is important and should always be used to summarize the content of your message. E-mails with blank subject lines are often blocked by spam filters.
14. Please remember that it is harder to convey emotions in e-mail messages than it is face to face. You may need to pay special attention to how your message will look to the other person. For example, if you say something as a joke, you may need to follow it with "lol" or a :) smiley since the recipient can't see your face when he or she receives the message and may not know you intended it as a joke.
15. Using graphics, fonts and color in e-mail may not look the same to the recipient. What looks good on your screen may be unreadable on someone else's screen.
16. You are expected to check your e-mail account on a regular basis, at least three times each week. Instructors may send you course related information that will need to be read in a timely manner.
17. Remember that when you are using the Internet, you are a guest on someone else's network and computer. Please respect their trust in letting you use their system, and act appropriately.
18. The Internet is huge and changes rapidly. Therefore, it is quite possible that something that works one day will not work the next. Try again later, or learn how to use the search tools and find another way to access information. Remember the Information Technology department is here to assist you. Please call the Help Desk at ext. 8103.
19. The Internet can be addictive. If it comes to our attention that a student is spending considerably more time on the computer than appears to be healthy, that student's account may be temporarily or permanently suspended after an appropriate warning.

Hesston College provides network accounts to all students currently enrolled in Hesston College courses. A network account provides access to e-mail, a personal network drive (H :) and the Internet. Smith Center houses a computer lab and computers in

the library which are available for use.

To ensure smooth connection to the college network, all personal student computers must go through the Hesston College Computer Readiness Center prior to being connected to the network. This process will configure your personal computer for connectivity and check for viruses, spyware, adware and Windows updates. There is no charge for this service. Please contact Information Technology (ext. 8103) for an appointment. Dormitory usage is also governed by the above mentioned policies and guidelines.

### Printer Policy

There is a charge for printing to college printers. The charges are \$.05 per sheet for black and white and \$.40 for color. All printing is charged directly to your student account.

### Hesston College Dormitory Computer Connectivity Policies

The Hesston College Internet/E-Mail Usage Policies apply to all Hesston College student network accounts (e.g. Hesston College e-mail, network sign on, Internet, etc.), regardless of where the account is accessed from. Computer connectivity from the Hesston College dormitory is an extension of the Hesston College network, thus all conduct from the dormitory must be consistent with Campus Lifestyle Standards, the Hesston College Campus Computer Usage Policies, and these Hesston College Dormitory Computer Connectivity Policies.

1. Hesston College campus-wide network problems. If a campus-wide network problem appears to be originating from the dormitory, computer connectivity from the dormitory may be temporarily disabled until the problem has been resolved. In this situation, Internet access may also be disabled. Keep this in mind as you plan to meet course work deadlines requiring Internet, e-mail access or files stored on network drives.
2. Unauthorized activity. Immediately report any questionable activity, whether from, to or through a computer in a Hesston College dormitory, to Information Technology at ext. 8103. Any dormitory connection suspected in gaining unauthorized access to other student computers, campus computer systems or Internet computer systems, or violating any relevant policies is subject to being disconnected at the discretion of Information Technology and disciplinary action by Student Life.
3. Server type applications. Students may not implement server type or high-bandwidth applications. Examples of unacceptable programs include: web/news/ftp/music servers, Napster, Morpheus, Gnutella, Bittorrent, DNS services, etc. In addition, any computer in a Hesston College dormitory running an operating system or program which interferes with the campus network or Internet will have its connection disabled until the problem has been resolved. Information Technology reserves the right to filter or block any traffic that violates the policies or causes disruption of normal network or Internet operation or performance.
4. Network maintenance. You must sign off of your Hesston College network account by 1 a.m. every day for routine

network maintenance occurring during this time. Network services will be available again after 7 a.m.

5. Viruses and spyware. It is required that you have anti-virus software for your Windows computer and keep it up to date. AVG Free Edition anti-virus software will be installed as part of the Computer Readiness Process.

### **Additional Dormitory Computer Connectivity Notes**

1. Electrical. The campus dormitory electrical outlets are not protected from electrical spikes or brown outs. You may want to consider protecting your computer system (i.e. all components connected to it by cables, phone lines and network cables) from electrical spikes such as lightning strikes, by using surge suppression or UPS hardware.
2. Connectivity troubleshooting. If you are unable to connect to the Hesston College network or access Internet sites from the dormitory, reboot the computer and try accessing the campus network and Internet again. Check your cable connections. If this does not resolve the problem, please contact Information Technology at ext. 8103.

### **Hesston College Policy Regarding Network Distribution of Copyrighted Material**

The Hesston College network, email system, Internet connection The Hesston College campus network (network, email system, Internet connection and dorm room connections) provides services owned and operated by the college. Conduct on the campus network is to be consistent with Campus Lifestyle Standards and must conform to this policy.

Failure to follow these policies may result in the termination of an individual's network access account and/or the suspension of computer lab, dorm connectivity and/or network and email privileges, and/or other disciplinary procedures. Any questions regarding these policies may be directed to Information Technology at ext. 8103.

Copyrighted material may not be sent or received by email or any of the Internet protocols unless written permission has been secured from the copyright owner. This includes but is not limited to sending or receiving pirated software, music or video that has not been purchased.

The use of server and peer-to-peer type programs, such as LimeWire, FTP servers, web servers, etc., are expressly prohibited. Hesston College Information Technology may implement measures to block, monitor or limit access to these file sharing services as needed to ensure network integrity.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of

a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). (Madzellan, Daniel. DCL ID: GEN-10-08. Dept. of Ed., 4 June 2010. Web. 25 July 2011. <<http://ifap.ed.gov/dpccletters/GEN1008.html>>.)

### **Legal downloading**

Examples of legal sites that can be used to purchase and download video and music files include: Amazon, Apple iTunes, Microsoft Zune, Netflix and Pandora.

### **Disciplinary process**

When a violation of the Hesston College Policy Regarding Network Distribution of Copyrighted Material occurs, the student will be notified by Information Technology (IT) personnel. The network account for that student will be disabled meaning the student's ability to access the campus network resources will be suspended. The student will meet with the director of IT, the vice president of finance and auxiliary services and the vice president of student life. The student may be required to enter into the Campus Lifestyle Standards disciplinary process. Prior to restoring the student's campus network access privileges, the student's computer must be inspected by HC IT personnel to remove any illegal material and/or software. Access will be restored by IT only after the appropriate representative of the Student Life Department approves.

Continued violation of the Hesston College Policy Regarding Network Distribution of Copyrighted Material may result in suspension or dismissal from Hesston College.

### **Policy review**

The Hesston College Policy Regarding Network Distribution of Copyrighted Material will be reviewed every three years as part of the Student Life policy review process conducted by the Student Life Department Policy Review Committee in collaboration with Information Technology.

## **ACADEMIC SERVICES/ACCESS**

Located on the main floor of Smith Center, the Academic

Center for Career Exploration and Student Success (ACCESS) provides the following services to help all students achieve academic success:

- A quiet setting for study, computers for word processing and research and staff assistance with students' coursework.
- Success courses designed to improve study skills and to develop tools integral part to academic success: College Reading Strategies, Basic Writing, Beginning Keyboarding, Speed Reading and Career Development.
- Open tutoring on a drop-in basis for specified subject areas (see posted schedule).
- Free peer tutoring in any subject area.
- Individual consultation with ACCESS staff to assist students working to meet their academic goals.
- Accommodations for students with special needs are coordinated by ACCESS staff. Professional documentation may be required to receive these services.
- Career advising is available for students deciding on a major or considering a change.

## FINANCIAL AID

The purpose of financial aid is to assist students in paying their college bills. Financial aid is used to supplement family resources for college.

The Financial Aid Office and admissions counselors are available to explain the financial aid application process, the details of various aid programs, and the requirements of each. Students may also refer to the Hesston College Catalog for a complete listing of financial aid resources and details on eligibility requirements, academic requirements and refund policies.

The application for financial aid (Free Application for Federal Student Aid - FAFSA) is good for one year only and must be renewed. Students should apply for financial aid as soon as they and/or their parents complete their Federal Income Tax return after January 1.

Financial aid is awarded on a first-come, first-served basis. Early applicants will receive the best financial aid packages. The priority deadline to apply for financial aid is April 1. Financial aid will be awarded after that date only as money is available.

A student's financial aid file must be complete and all necessary forms provided before financial aid will be credited to the student's account. A payment plan must be approved and a payment made on the student's account each term according to this plan before registration is finalized.

The following items must be completed by the student in order to be allowed to attend classes.

1. Payment Plan. A plan must be in place with the Business Office for taking care of any outstanding balances.
2. Financial Aid Documents and Signatures. All necessary steps must be completed in order to process the financial aid documents.

FAILURE TO PROVIDE ANY ONE OF THE ABOVE BY THE END OF THE SECOND WEEK OF CLASSES WILL RESULT IN NOT BEING ALLOWED TO AT-

TEND CLASSES UNTIL THE ITEM IS CLEARED.

## LAUNDRY FACILITIES

The campus laundry facilities are located in the basement of Erb Hall and on Kauffman Court's "A" side. The centers are equipped with folding tables and coin-operated washers and dryers. These facilities are for Hesston College students only.

## TRANSPORTATION TO AND FROM CAMPUS

During Opening Weekend, the college will provide transportation from Wichita or Newton free of charge. This service will be provided at regular intervals throughout the weekend.

Students may bring a car, pickup or motorcycle to campus. Each vehicle must be registered with the Campus Facilities department. The owner must accept all liability for that vehicle.

Student requesting transportation through the college on other occasions will be required to do the following:

- Transportation arrangements will be granted only after student has already tried finding transportation on his or her own.
- Students are encouraged to request transportation needs to the Student Life Office one week prior to trip.
- A non-refundable fee of \$45 (for a Wichita trip) or \$20 (for a Newton trip) will be payable to the Student Life Office at the time a transportation request is made.
- When making airport reservations, it is highly encouraged to fly to and from Wichita, as rides will not be provided to and from Kansas City.

## HEALTH INSURANCE

Hesston College requires each student to have a health insurance plan, either through his or her family's or employer's plan or through the Hesston College health insurance plan. Students should bring information regarding current coverage along to registration, or they should be prepared to enroll in the college plan. The college will not be held responsible for student health expenses.

The following items must be completed by the student in order to be allowed to attend classes.

1. Proof of Health Insurance. There must be proof of coverage under parent's (or own) insurance OR student must have signed up for the Hesston College insurance program.
2. Proof of Immunization. Hesston College requires that all students must provide proof of the following immunizations by the time that they are placed in the dorms and begin classes:
  - an updated Tetanus (Td) within the past ten years
  - two doses of measles/mumps/rubella (or MMR) vaccine after first birthday
  - a negative TB skin test since September 1, 2010.

These immunizations are sanctioned by the Kansas State Health Department and are required by Hesston College.

Meningococcal vaccine is recommended but not required. There are additional requirements for Nursing and Aviation students.

## STUDENT EMPLOYMENT

**On-campus employment.** Hesston College employs approximately 175 students to perform a variety of assignments on campus. Most campus jobs are subsidized by the federal government through the Federal Work-Study Program. Work study eligible students are given priority in the hiring process, provided they meet the position qualifications. Students **MUST** complete an application form to be turned into the Financial Aid Office to be considered for any campus position. Supervisors select candidates based on the completed applications. Many of these positions are filled in the summer.

**Off-campus employment.** Many students work part-time in the local community. Job listings are posted on the job board outside the student post office.

Students who are at least second semester freshmen and academically qualified may choose to earn credit through a Cooperative Education placement. These positions are sometimes paid and must be in the student's major field of study. More information about this employment option may be obtained from the Registrar's Office or the student's academic advisor.

## BANKING SERVICES

The Business Office provides the check cashing services for students (Hesston College ID required). Business Office hours are 10 a.m. to noon and 1 to 4:15 p.m., Monday through Friday.

## VEHICLE REGISTRATION

Vehicle registration is free. Each student motor vehicle—car, motorcycle, truck, etc.—must be registered and display a Hesston College parking sticker on the left side of the rear bumper or in the lower left hand corner of the rear window. Make sure the sticker is visible. A registration sticker provides quick identification of a vehicle owner when a vehicle must be moved for snow removal or in emergency situations.

If you have a vehicle registration sticker from the 2010-11 school year, you do not need to re-register your vehicle. To receive your free registration sticker, follow the steps listed below.

1. Complete the form that you receive at registration and send it to the Campus Facilities office by campus mail or visit the office in Laban Peachey Center, by Aug. 26, 2011. More forms are available from the office.
2. Your registration sticker will be mailed to you through campus mail.
3. Display the registration sticker on the left side of the rear bumper or in the lower left hand corner of the rear window.
4. Display the sticker by Sept. 2, 2011. Failure to display the sticker on the rear bumper or rear window is a violation of the parking policy and may result in a fine.
5. Fines for violations of the parking policy are: \$10 for the first violation, \$15 for the second, \$20 for the third and so on.

## VEHICLE PARKING POLICY

1. 15-minute parking signs or yellow curbs designate areas for short-term parking.
2. Signs indicate the handicapped parking areas. Please observe these areas.
3. Red curbs or a red fire lane areas. No parking at any time. Vehicles will be towed at owner's expense.
4. Park motorcycles in the parking lots or in designated areas only. No motorcycle parking under the outside stairways of Kauffman Court or on the sidewalks.
5. South of Bontrager Student Center is a delivery and service area. Do not park in this area at any time.
6. The drive along the south side of Erb Hall is reserved for Campus Facilities department use. No student parking and/or vehicle activity is allowed.
7. Motorized vehicles are not permitted on sidewalks and lawns (except Campus Facilities vehicles). \$50 fine.
8. Park vehicles parallel with and between the parking space lines. One parking space per vehicle.

Fines for violations of this parking policy are: \$10 for the first violation, \$15 for the second, \$20 for the third.

## *Services available off campus*

### **BANKING SERVICES**

Central National Bank—[www.centralnational.com](http://www.centralnational.com)

- 711 E Lincoln Blvd (620-327-4241)
- lobby hours M-F 9 a.m. to 4 p.m.
- drive-up hours M-Th 8 a.m. to 5 p.m., F 8 a.m. to 6 p.m., Sat 9 a.m. to noon
- ATM locations all around Kansas, including Hesston, Newton, Wichita, and Halstead
- wire services, VISA gift cards, and traveler's cheques available
- car loans
- Scholar Account (ages 18-24) includes the following items and services free of charge: online banking, online bill pay, first 150 checks, debit card, three foreign ATM transactions, incoming wires, and auto or homeowners insurance quote

The Citizens State Bank—[www.thecsb.com](http://www.thecsb.com)

- 201 N Main St (620-327-4941, 888-327-4941)
- lobby hours 9 a.m. to 5 p.m., drive-up window service 7:30 a.m. to 6 p.m. M-F, Sat drive-up open 8 a.m. to noon
- free student checking, no monthly fee or minimum balance
- free check and debit cards
- Internet banking with free bill pay
- mobile and telephone banking
- eStatements
- free check cashing with account
- ATM locations: Hesston College campus, Hesston branch, Moundridge, Canton, Goessel, McPherson Wal-Mart, and Newton Wal-Mart, Newton branch (south of Wal-Mart)
- ATM services and Visa Check Card – no fees on CSB machines with CSB account
- wire services and Visa gift cards

First Bank—[www.firstbankks.com](http://www.firstbankks.com)

- 347-A N Old Hwy 81 (620-327-2600)
- 8 a.m. to 6 p.m. M-F, 8 a.m.-noon Sat
- free student checking account (up to age 23), no monthly fee or minimum balance
- first 200 checks free with new student checking account (Hesston branch only)
- free check cashing with account
- free Visa Check or Direct Cash card
- free First Online Internet Banking and Bill Payment
- free telephone banking at 866-284-0404
- free ATM withdrawals at nine First Bank ATMs: Hesston and Newton branches, Newton Dillons stores, Bethel College, Newton Medical Center, Play-Mor Lanes, and Chisholm Trail 8 Theatre
- wire services and Visa Gift Cards available
- free gift at account opening

### **MEDICAL AND HEALTH SERVICES**

Hesston College has excellent health services located near campus. Mid Kansas Family Practice (705 E Randall, 620-327-2440) and Partners in Family Care (105 E Smith, 620-345-6322) serve the medical needs of the community and are eager to serve students. Medical office staff try to work students into the schedule when they need to see a doctor. Hesston also has excellent dental and eye care available.

Newton Medical Center (316-283-2700) with full services is located just 12 miles away. Prairie View Mental Health Center, a nationally recognized institution, is also located in Newton. In an emergency, students should contact their resident director or resident assistant, who will call for appropriate help.

### **LOCAL CHURCH LISTING**

Local congregations welcome student participation and involvement. Below is a list of Hesston churches and congregations in the surrounding area. This does not include many of the churches in Newton of various denominational backgrounds.

Garden Community Church, 620-327-4413  
5 miles west and 1 1/2 miles south of Hesston

Hesston Mennonite Brethren Church, 620-327-2847  
610 West Randall, Hesston

Hesston Mennonite Church, 620-327-4885  
On campus

Hesston United Methodist Church, 620-327-4305  
600 North Ridge Road

Highland Trinity United Church of Christ, 316-283-6140  
4 miles east of Hesston on County Hwy. 556 (Dutch Avenue/  
Lincoln Boulevard)

Kingdom Life Ministries, 620-327-2101  
505 South Ridge Road, Hesston

Meridian Church of God in Christ, Mennonite, 620-327-4297  
2 miles east and 2 miles north of Hesston

St. Mary's Catholic Church, 316-283-0459  
101 E. 9th Street, Newton

Whitestone Mennonite Church, 620-327-4123  
629 Crescent Drive, Hesston

# Where to Find Answers

## Admissions

Admissions Counselor  
 .....Alliman Administration Center, 2nd floor, ext. 8222  
 (620-327-8222)

## Academic Records

Registrar .....Alliman Administration Center, 2nd floor, ext. 8204  
 (620-327-8204)

## Campus Ministries

Campus Pastor..... Erb Hall, 1st floor, ext. 8237  
 (620-327-8237)

## Campus Regulations

Student Life Office ..... Erb Hall, 1st floor, ext. 8235  
 (620-327-8235)

## Chapel Information

Student Life Office ..... Erb Hall, 1st floor, ext. 8235  
 (620-327-8235)

## Class Schedule

Registrar .....Alliman Administration Center, 2nd floor, ext. 8204  
 (620-327-8 204)

## CLEP Exams

Registrar .....Alliman Administration Center, 2nd floor, ext. 8204  
 (620-327-8204)

## College Bills

Business Office  
 .....Alliman Administration Center, 2nd floor, ext. 8216  
 (620-327-8216)

## Counseling

Student Life Office ..... Erb Hall, 1st floor, ext. 8159  
 (620-327-8159)  
 and Julie Lehman's Office .....Smith Center, ext. 8238  
 (620-327-8238)

## Employment On Campus

Campus Student Employment Coordinator  
 Alliman Administration Center, 2nd floor, ext. 8220  
 (620-327-8220)

## Financial Aid

Dir. of Financial Aid  
 .....Alliman Administration Center, 2nd floor, ext. 8208  
 (620-327-8208)

## General Information

Student Life Office ..... Erb Hall, 1st floor, ext. 8235  
 (620-327-8235)

## Housing

Student Life Office ..... Erb Hall, 1st floor, ext. 8235  
 (620-327-8235)

## Lost and Found

Business Office  
 .....Alliman Administration Center, 2nd floor, ext. 8216  
 (620-327-8216)  
 Student Life Office ..... Erb Hall, 1st floor, ext. 8235  
 (620-327-8235)

## Mail

Post Office.....Bontrager Student Center, ext. 8108  
 (620-327-8108)

## Registration

Registrar .....Alliman Administration Center, 2nd floor, ext. 8204  
 (620-327-8204)

## Student Bank

Cashier .....Alliman Administration Center, 2nd floor, ext. 8218  
 (620-327-8218)

## Transcripts

Registrar .....Alliman Administration Center, 2nd floor, ext. 8204  
 (620-327-8204)

## Tutorial Services

contact course instructor

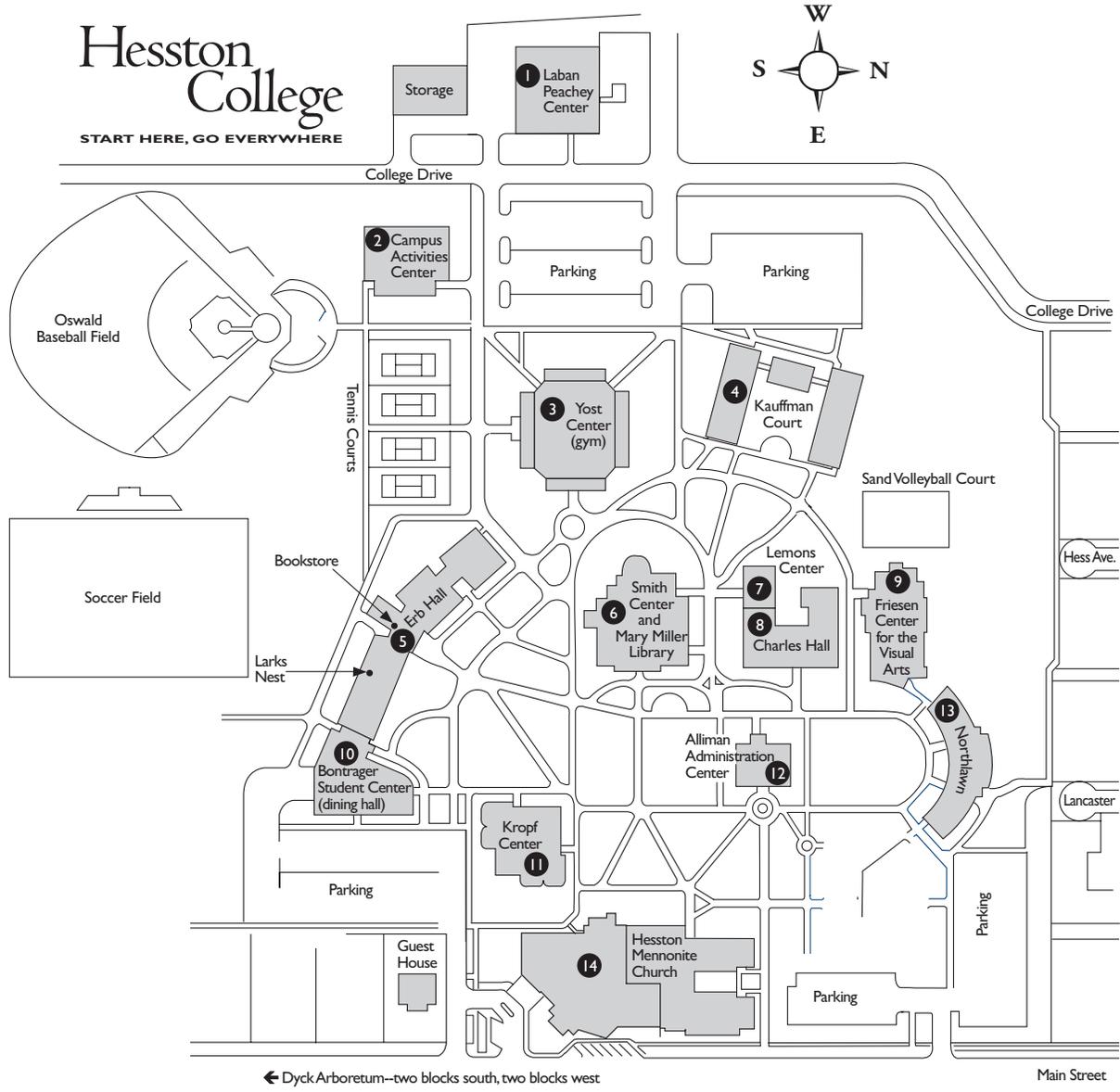
## Work-Study Checks

Cashier .....Alliman Administration Center, 2nd floor, ext. 8218  
 (620-327-8218)

## Work Study Jobs

Campus Student Employment Coordinator  
 .....Alliman Administration Center, 2nd floor, ext. 8220  
 (620-327-8220)

# Hesston College Campus Map



## 1. Laban Peachey Center

Campus Facilities Office  
Disaster Management Classroom  
Early Childhood Education Dept.  
Preschool

## 2. Campus Activities Center

Basketball/Volleyball courts  
Indoor Soccer  
Weight Room

## 3. Yost Center

Athletic Department  
Basketball/Volleyball court  
Racquetball courts  
Walking/running track

## 4. Kauffman Court

Men's Dorm

## 5. Erb Hall

Bookstore  
Campus Pastor  
Larks Nest snack shop  
Student Life Office  
Women's/Men's Dorm

## 6. Smith Center

ACCESS Lab  
Campus Counselor  
Computer Lab  
Faculty Offices  
Hesston College Gallery  
Mary Miller Library  
Media and Instructional  
Technology Services

## 7. Lemons Center

Nursing Department  
Commuter Student Lounge

## 8. Charles Hall

Biology Department/Lab  
Chemistry Department/Lab  
Mathematics Department  
Nursing Lab  
Physics Department/Lab

## 9. Friesen Center

for the Visual Arts  
Art Department/Studios

## 10. Bontrager Student Center

Dining Hall/Food Service  
Student Post Office

## 11. Kropf Center

Bible and Ministry Center  
Business Department  
Career Services Office  
Computer Info. Tech. Lab  
English Department  
Languages Department  
Pastoral Ministries Program  
Sociology Department

## 12. Alliman Administration Center

First Information Technology  
Faculty/Staff Post Office  
Copy Center  
Second Academic Dean's Office  
Admissions Office  
Business Office  
Cashier  
Financial Aid Office  
Registrar's Office  
Third Alumni Office  
Communications Office  
Development Office  
President's Office

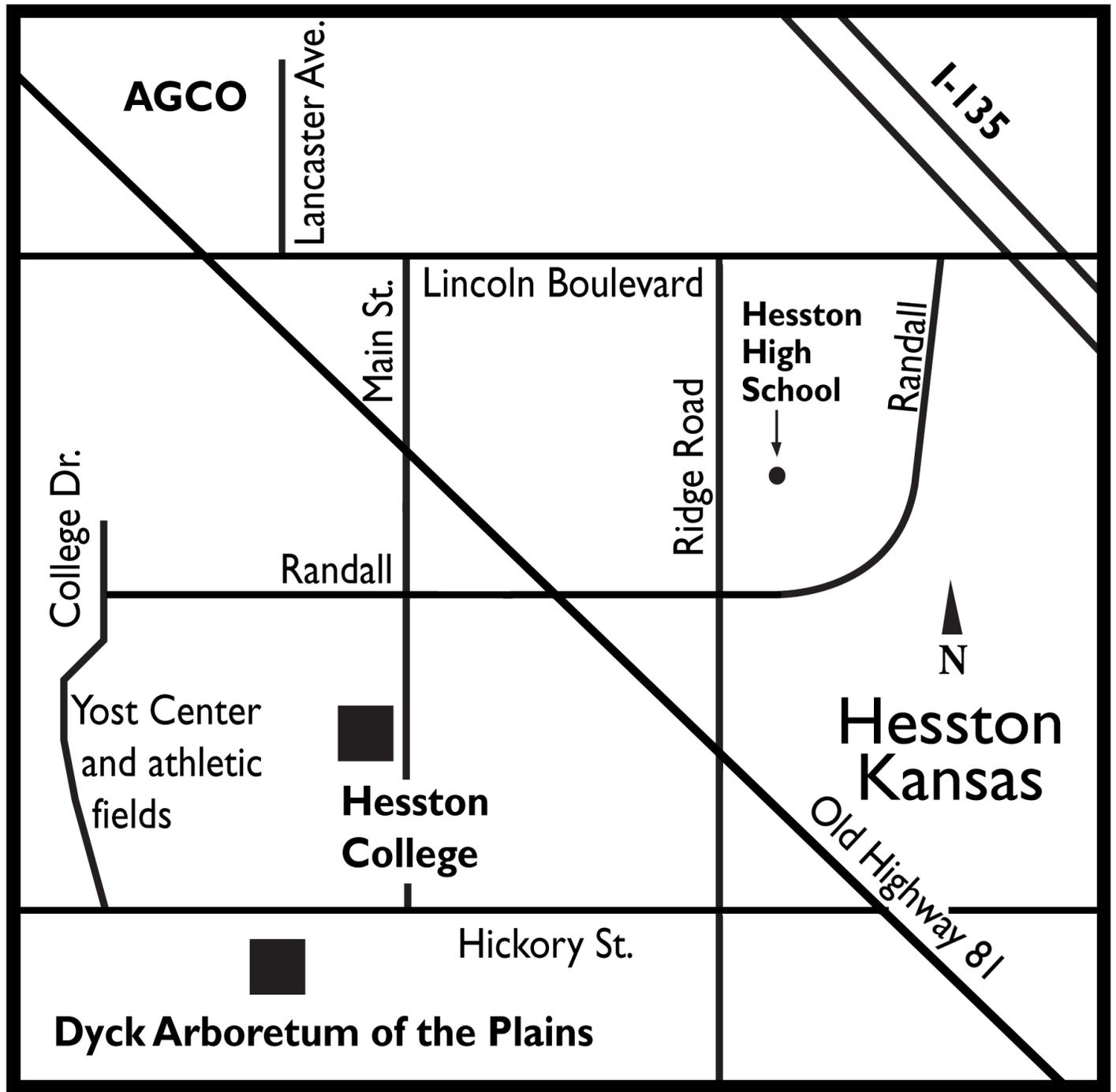
## 13. Northlawn

Music Department  
Theatre Department

## 14. Hesston Mennonite Church

Church Sanctuary/Chapel

# City of Hesston Map



For a more detailed map including all streets, visit [maps.google.com](https://maps.google.com) and search for Hesston, KS or find a Feist Mid Kansas area-wide phone directory