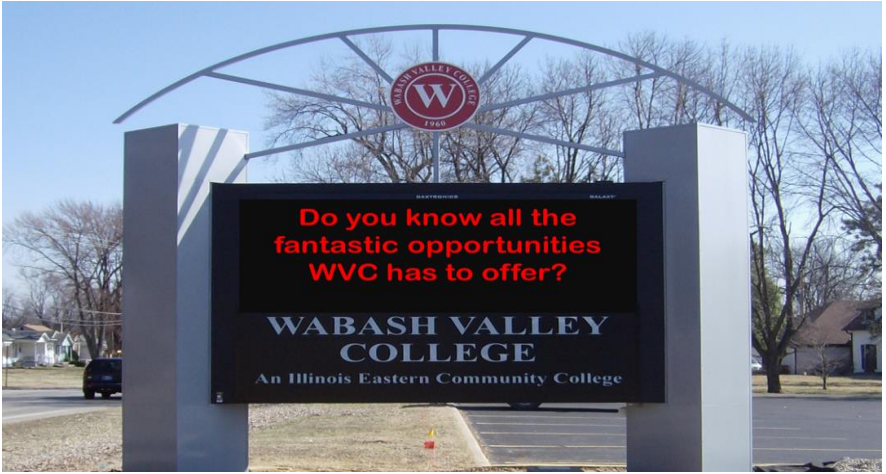


Wabash Valley College

WABASH VALLEY COLLEGE STUDENT HANDBOOK



Illinois Eastern Community Colleges

Mission:

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

Illinois Eastern Community Colleges reserves the right to change, without notice, any of the material, information, requirements, or regulations published in this catalog. Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request. Illinois Eastern Community Colleges' Board of Trustees has adopted the Substance Abuse Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.

Values:

Illinois Eastern Community Colleges believe...these values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place values on:

- ❖ **Responsibility**
encouraging personal growth and learning through leadership, stewardship, and accountability.
- ❖ **Honor/Truth**
providing an environment where honesty, truth, and integrity are encouraged in our work, communications, and service to our community.
- ❖ **Fairness**
supporting freedom of expression and civility, justice and consistency.
- ❖ **Respect/Self-Respect**
recognizing and accepting diversity with mutual regard for others through activities and communications.
- ❖ **Compassion**
promoting the well-being of students, employees, and constituents through a caring and concerned attitude.

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Welcome To

Wabash Valley College

Before enrolling in a degree or certificate program, students must schedule an advisement appointment through the Student Services Office.

ACADEMIC/CAREER ADVISEMENT:

The Student Handbook is beneficial to you, the student, in answering questions which are usually asked by new students at WVC. Please remember that we are here to serve **you** — don't be hesitant to seek assistance.

Students registering at Wabash Valley College are enrolled by an advisor in the Office of Academic Advising. In this initial conference the student establishes an overall objective and is counseled regarding the courses, curriculum, and services available at Wabash Valley College in the pursuit of this objective. At that time, the student is generally assigned to a Student Services advisor that best fits with his/her chosen field of study. Advisors work with the student in planning the appropriate course of study and continues working with the student each term to ensure that the student is maintaining satisfactory progress and meeting appropriate degree requirements.

The Office of Academic Advising is also available for students who seek to transfer to other institutions. College catalogs, applications, information on financial assistance, ROTC, and other special programs are made available for students' use. The Bauer Media Center also has transfer information.

Associate in Arts, Associate in Science, or Associate in Science & Arts degree graduates from WVC will generally be able to meet the General Education requirements at:

Eastern Illinois University

Illinois State University

Indiana State University

Murray State University



Northern Illinois University

Southern Illinois University

University of Evansville

University of Illinois

University of Southern Indiana

Western Illinois University

The AA, AS, and ASA degree will not, however, waive specific academic unit or major and minor requirements. Students should check with the university catalog for specific requirements.

Students desiring to transfer to other colleges and universities, regardless of the program in which they are enrolled at WVC, should realize it is the receiving institution that makes the decision regarding transfer credits. The Director of Academic Advising and/or Academic Advisors will assist the student in seeking to transfer to a senior college or university.

CAREER PLANNING AND PLACEMENT:

Wabash Valley College offers career planning and placement assistance to all students. The Coordinator of Career Services can be seen by appointment or walk-in on days assigned to the WVC campus. Students are encouraged to make contact through appointment at 618/393-3566, ext. 5806, for assistance!

Career Services is available to assist students find internships, and full-or-part time employment while in school and after graduation. Career Services can assist students with writing resumes, developing better interviewing skills, establishing contacts with future employers, and providing job leads. Illinois Eastern Community Colleges utilize a career services software available on the iecc.edu website and through Entrata called Purple Briefcase. The software helps students with their career goals, locating jobs in and out of the area, identifying possible career fields, and employer contact information, as well as various website links that display various open jobs. Students can get assistance from Career Services, Career Advisors, Academic Advisors, and Faculty who are always prepared to help students reach their career goals while they attend Wabash Valley College or any other Illinois Eastern Community College.

TRIO STUDENT SUPPORT SERVICES:

TRIO Student Support Services is designed to assist students with their academic and personal development. The program's goals are to help participants achieve their educational, career, and life goals. This program helps students to persist in college, to graduate, and to transfer to a four-year institution. Services offered include: free tutoring, academic/career advisement, financial aid counseling, supplemental instruction, seminars/workshops, referral services, cultural/educational activities, and transfer assistance.

To be eligible for the program, you must be at least a half-time student in need of academic support services, accepted in a degree program at an IECC campus, and be able to meet at least one of the following criteria:

- Neither parent received a four-year college degree
- Eligible based on income level (based on Federal guidelines)
- Individual with a documented disability

The TRIO Student Support Services program has maintained an impressive record of success, often exceeding national average results for college students.

COUNSELING SERVICES:

Students' concerns regarding academic, career and technical, and social matters are generally met through the services of the faculty advising system and academic advising. In order to help WVC students achieve success, the Retention Coordinator is available to address any concern or issue that may be an obstacle for the students while they are here. The Retention Coordinator is located in Student Services and can help students deal with personal, academic, or other types of issues that might interrupt the student's successful progress at WVC.

Those students with personal problems or needs requiring counseling beyond an advising level may see the Assistant Dean for Student Services for assistance and/or referral.

SIU CARBONDALE AND OTHER UNIVERSITY SERVICES:

Southern Illinois University-Carbondale, as well as other area Universities, offer information that assists students in the transfer process. Our Academic Advisors offer guidance in the application process and enrollment steps. Please stop by Student Services to consult with our advising staff for information on all aspects of admission as a prospective transfer student!

INTERNATIONAL STUDENTS:

International students are encouraged to apply at least one term prior to registration. Guidance is provided by the IECC International Student Program Director and the WVC Assistant Dean for Student Services to ensure that proper forms are on file, that the student understands and is complying with degree requirements at Wabash Valley College, as well as those of other colleges, for those students who are enrolled in a transfer program.

Students are required to comply with the regulations put forth by the Department of Homeland Security (DHS) and the Student and Exchange Visitor Information System (SEVIS).

International students must purchase health/medical insurance upon arrival at WVC.



STUDENT HOUSING:

The Student Services Office maintains a listing of student housing. Available to students upon request, the list includes living facilities located in Mt. Carmel. It is recommended that students wishing to secure housing take steps to ensure that there is full understanding of the housing agreement between them and the householder as to ground rules, prices of room, and length of lease.

BAUER MEDIA CENTER:

Bauer Media Center supports the curriculum of Wabash Valley College by providing resources and materials to aid education. Resources, including books, periodicals, databases, computer programs, and DVD's are maintained in the library for your use.

Library holdings may be accessed through the library's webpage. As part of the Consortium of Academic Libraries in Illinois (CARLI), students have access not only to local holding, but to the holdings of most colleges and universities in Illinois. Students may place holds on materials from other libraries which will then be sent via interlibrary loan to WVC.

The library has seating for students at tables and individual study carrels. Open stacks allow students easy access to the library collection. The standard loan period for books and print materials is 4 weeks. Reserve material loan periods vary at the instructor's discretion. A fine of \$.10 per book per day and \$1.00 per video per day is levied for late returns. Library materials may be renewed either by bringing your card and materials to the circulation desk or by phone.

An open research lab as well as two teaching labs totaling 70 computers are available in the library. The open lab is available for both student and community users. The teaching labs may be reserved by faculty for class sessions through the library staff. Areas for quiet study or group study can also be reserved through the library staff.

The staff of Bauer Media Center encourages your visits to the library and looks forward to assisting you with your assignments.

LEARNING SKILLS CENTER:

The Learning Skills Center, located in the Science Building rooms 41-42, provides assistance for times when the student may be having difficulty with class work. Preparatory courses are offered through the LSC in math, English, and reading, as well as adult education classes for those who may be seeking their GED before becoming a WVC student. Many students get discouraged at times with the routine grind of school. When this happens to WVC students, they are encouraged to make contact with the staff of the Learning Skills Center, who are prepared to help students through these times and over the academic rough spots.

Students with Special Needs such as learning disabilities or physical disabilities, are encouraged to inquire about accommodations in the Learning Skills Center. By providing a copy of their IEP/504 Plan, students may be able to receive many of the same classroom accommodations they received in secondary school.

The Learning Skills Center is open daily Monday through Friday, 7:30 a.m. until 4:30 p.m. The Center is not open on weekends and College holidays. The mission of this Center is to provide personalized assistance to students by encouraging them to make effective use of the resources available at the LSC.

TESTING SERVICES AND PEARSON VUE AUTHORIZED TEST CENTER: (A Division of the LSC)

Every student entering WVC will be required to issue high school and/or college transcripts to Student Services prior to registration. The Advisors will utilize multiple measures to determine course placement and the need for further testing. WVC administers the Accuplacer test in the Learning Skills Center if testing is recommended. The initial test is free. However, a \$5.00/test fee must be paid in the Business Office prior to retaking the test.

Occasionally students need to miss a test because of illness or other unexpected reasons. Appointments are required for all testing services and can be made by calling 618-263-5126.

WVC is proud to be a certified Pearson Vue Testing Center. Testers have access to thousands of tests from companies all over the world, including the new 2014 GED exam. Testers may register for a PVTC exam by calling 1-877-392-6433 or by visiting www.GED.com.

TUTORING SERVICES: (A Division of the LSC)

Tutoring is offered in the library daily, no appointment needed. Peer and professional tutors offer skill-building practice in math, reading, and English, APA/MLA/CMS assistance, walk-in assistance for quick questions, and a writing lab for assistance with revising and editing academic essays. The WVC (O.W.L. – an online writing lab) for help with academic essays without visiting the library, is also available. The tutoring schedule can be found on the WVC Learning Skills Center web page, or by stopping by the LSC. Students are encouraged to visit tutoring as often as necessary to find success in all their classes.

WVC ADULT EDUCATION DEPARTMENT: (A Division of the LSC)

If a student does not have a high school diploma or a GED, FREE classes are available to help prepare him/her for the GED test. Eight-week classes are available twice each fall and spring semester and once during summer semester. Each student works at his/her own pace. All materials are free, and if the student attends all classes, he/she could qualify to take the GED test for free. Subjects include: Math, Language Arts, Science, Social Studies, and the Illinois and United States Constitution tests.

If a student struggles and is at a lower academic level, but has completed his/her high school or GED diploma, FREE Adult Basic Education classes are also available. These 16-week classes are accessible each semester. ABE classes include: basic developmental reading, transition skills, and career development.

BRUBECK ARTS CENTER:

-Art Gallery-

The Art Gallery of the Brubeck Arts Center is open daily Monday through Friday, to provide an opportunity to relax while viewing beautiful and intriguing art exhibitions in an atmosphere of beautiful music. Receptions and special programs associated with Gallery exhibits are planned throughout the year.

-Theatre-

Wabash Valley College features a 500-seat modern theatre complete with performance stage, theatrical lighting and sound systems, control booth, adjoining green room and dressing rooms, and an instrumental/choral instruction/practice facility. The theatre serves as the community focus for dramatic and musical performances, public meetings, as well as student body and faculty-staff meetings.



The Socrates Rock Garden:

Located near the Campus Lake and woods, the Socrates Rock Garden can be used as an outdoor seminar classroom or as a place to relax and reflect. There are 14 large limestone rocks, each weighing over one ton, that surround a small stage area constructed of flat fieldstone rocks embedded in a crushed rock pack. Socrates was a classical Greek philosopher and teacher. He is credited with a style of teaching known as the Socratic Method. This teaching style is a form of inquiry and debate between individuals based on asking and answering questions to stimulate critical thinking and to illuminate ideas. Questions are asked to lead the student to use reason and logic to encourage insight, understanding, and resolve into an issue. There also is a tradition with many Socrates Rock Gardens in that people are asked to bring back small stones from places visited and toss or leave the stones to become a part of the rock garden. To reserve use of the Socrates Rock Garden, contact the office of the Dean of Instruction.



The WVC Amphitheatre:

Located on the campus quad, the Wabash Valley College Amphitheatre offers an opportunity to have a special outdoor venue for various college and community events. This unique “green space” facility utilizes the beauty of the WVC campus as a perfect backdrop. The WVC Amphitheatre has been used for musical concerts, weddings, showing movies, and many student activities. Individuals or groups wanting to use the Amphitheatre will need to contact Katie Hinderliter or Jerry Bayne to schedule their event.

RADIO INFORMATION SERVICE:

Operating on a subcarrier system of the college’s radio station, WVJC, Radio Information Service (RIS) is a communication system which provides pertinent information for the print-disabled (i.e. elderly, blind, physically disabled, and the homebound) individuals throughout and beyond the Wabash Valley College service area. Supported through contributions by area businesses and individuals in addition to grant funding from the Illinois State Library, the Service operates through subcarrier receivers placed in senior citizens’ centers, nursing homes and individual residences.

RIS airs area newspaper articles, community events, entertainment segments, and other specialized information in addition to national broadcasts. WVC Radio/TV Broadcasting students read the local content to listeners.

RIS is always in need of student volunteer readers. For information on how to volunteer as a reader, contact members in the Radio/TV Department.

WVJC RADIO - 89.1 THE BASH:

“89.1 The Bash” (WVJC) is the official radio station of Wabash Valley College and the Illinois Eastern Community Colleges District. WVJC is a 50,000- watt non-commercial FM radio station that is operated by students enrolled in the Radio/TV & Digital Media program at WVC.

The radio studios are located in the Science Building. “The Bash” plays music from the alternative rock chart 24/7 and serves southeastern Illinois and southwestern Indiana.

“The Bash” is also the official voice of WVC Warrior Sports. Listeners can also hear the station anywhere in the world by logging on to www.bashradio.com and clicking on “Listen Live”. To phone in your requests, call (618) 262-8989.

Students who are not Radio/TV majors may still work for the station with the approval of department staff and enrollment in an Applied Broadcasting course.



NEWS CHANNEL 15:

In cooperation with New Wave Communications, the local cable TV system, Wabash Valley College operates News Channel 15.

The station broadcasts local news, sports, and community events on the cable system serving the southern Illinois region including Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White counties.

Programming includes a variety of student-produced programs including local news broadcasts, local sporting events, community happenings, and Sunday worship services from several area churches. Local programming is also broadcast online at www.my15news.com

Students in the Radio/TV & Digital Media program operate the equipment and help produce the programming for the station. Students who are not Radio/TV majors may still work for the station with the approval of department staff and enrollment in an Applied Broadcasting course. For more information, contact Kyle Peach at extension 3575 or peachk@iecc.edu.



SMALL WORLD CHILD DEVELOPMENT CENTER:

Small World Child Development Center Laboratory, operated by the Early Childhood Development Department of Wabash Valley College, offers a developmentally appropriate program for the young children of the community. Children from ages 6 weeks to 11 years of age may enroll in our academic program. Since class size is limited, children are accepted on a first-come, first-served basis, upon payment of an enrollment fee and first week's tuition. Small World is centrally located in the Science Building. See Small World brochure for more details about the Center. This NAEYC accredited program is dedicated to excellence in early childhood education.

STUDENT ACTIVITIES:



MUSIC PROGRAMS:

Wabash Valley College has a number of opportunities arise each year in which students and other musical performers in the community enjoy involvement.

Opportunities which have arisen on a regular basis have been various performances of both instrumental and voice groups in the Brubeck Arts Center as part of the Performing Arts Program which is sponsored by WVC and the Wabash Valley Arts Council. Audition announcements regarding these activities are generally made well in advance of performance dates so that students may get involved early. The College does offer instruction in piano, voice and some other instruments each term.

STUDENT BOARD MEMBER:

Each year a student is seated on the Illinois Eastern Community Colleges Board of Trustees as the Student Trustee.

Selected on a rotating basis among the four IECC campuses, the Student Trustee holds a one-year, advisory position on the Board. As the Student Board Member, he/she represents the students' views on all four IECC campuses.

The student representative is elected in an open election on his/her campus.

If you are interested in talking with the Student Board Member, contact the WVC Student Senate for information.

STUDENT SENATE:

The Student Senate is the legislative body representing the students. It is comprised of officers representing the student body at-large and delegates from each of the chartered clubs and organizations on campus.

The following specific conditions must be met by a student before being eligible to serve on the Student Senate as a member or as an officer or to hold office in a student organization within the College:

1. Must be a full-time student.
2. Must maintain good scholastic standing.

As an organization, the Student Senate sponsors numerous campus-wide activities throughout the year.

STUDENT ORGANIZATIONS:

Advanced Manufacturing Technology Club: Membership is open to any student enrolled in Manufacturing Technology programs. Its goal is to promote the students' involvement and enhance their knowledge of any of the Manufacturing trades. Also, it encourages social interaction among the students and promotes a forum for fundraising and developing activities.

Agri-Technology Club: Students eligible for membership are those involved in the Agri-Business, Agri-Production, and agriculture transfer programs. Its goals are to foster an educational and fraternal spirit among agriculture students, to develop and promote the field of agriculture, and to serve as a cohesive element between alumni and current students of agriculture.

Cheer Squad: The goal of the Wabash Valley College Cheer Squad is to promote Warrior pride throughout the College and the community by supporting the Athletic Department, the student body, and the College. The program concentrates on athleticism, school spirit, and collegiate competition. The Cheer Squad showcase their skills and talents at numerous events, college activities, and community functions. These individuals are an integral part of the Athletic Department and serve, in large part, as public relations ambassadors. The most active sports season for the WVC Cheer Squad is the winter. They attend all of the men's home basketball games, leading the crowd in cheers during the game and during time-outs. Additionally, cheer squad members must try out for the competitive squads which compete in the spring.

Collegiate Farm Bureau Club: This Club provides the following opportunities for WVC students: A connection in the agriculture industry between youth organizations and the Farm Bureau; Includes all majors and students interested in agriculture; Leadership, personal/professional development opportunities for those interested in information, education, and legislation in agriculture; and a connection with the Illinois Farm Bureau organization for ensuring member retention and engagement.

Diesel Equipment Club: Students eligible for membership are those enrolled in the Diesel Equipment Technology program. The goals of the organization are to develop competent and aggressive leadership, to create and develop an appreciation for diesel mechanics as a career, to strengthen the confidence of new students through fellowship, and to encourage competitions with similar state and national student groups.

Gunsmithing Club: Membership is open to students taking classes that pertain to programs within gunsmithing. The club's mission is to bring awareness to the gunsmithing program and to bring together the people within it.

Health Professionals Club: The purpose of the Health Professionals Club is to give students who are planning for a career in the medical and allied health science fields, an opportunity to gain knowledge and information related to, but not limited to, the professional school application process, professional school curriculum, and present and future career opportunities. Membership is open to any student having interest in the following medical or health science fields: pre-medical, pre-veterinary, pre-dentistry, pre-sports medicine, pre-physical therapy, pre-occupational therapy, pre-radiography, and pre-respiratory therapy.

International Club: Any WVC student is eligible for membership. The Club promotes better understanding among students of different countries, including our own. It offers a friendly hand ready to help the new student in some problems he/she may encounter. It also helps the student from other countries or cities within our own country, to adjust to his/her new environment and develop social interaction with the community. The Club holds periodic meetings and celebrates special occasions to learn about each other's culture.

Marketing Business Management Club: Students eligible for membership are those enrolled in Marketing Business Management programs. The purpose of the Club is to foster an educational and fraternal spirit among Marketing Business

Management students, to develop and further the field of business, to serve as a binding element between alumni and current students, to interpret the duties performed in the business field, to engage in individual and group projects of a business nature, and to promote increased student interest in academic, athletic, and community projects.

National Vocational-Technical Honor Society: The WVC chapter of NVTHS was founded in 1999. Membership in the Society is the highest scholastic honor awarded for excellence in workforce education in America. Students must have completed 16 semester hours with a GPA of 3.5 and be a full-time student in a vocational-technical degree program, with a minimum of 6 semester hours of technically specific course work.

Phi Theta Kappa: Membership in the Rho Psi Chapter of Phi Theta Kappa is determined by scholastic rank. Students must have a cumulative GPA of 3.5 and be in a degree program. Founded at WVC in 1968, Phi Theta Kappa's purposes are to promote scholarship, develop character, and to cultivate fellowship. Phi Theta Kappa is the national honor society for community college students.

Player's Guild Club: Player's Guild is a club focused on making new friends and enjoying a shared hobby. We play Dungeons and Dragons, board games, card games, and occasionally video games. We include people from all walks of life and teach each other about our different interests. We believe that anyone with even the vaguest interest in games should stop by and see just how fun it is to share it with others.

Radio-TV Broadcasting Club: Membership is open to any student enrolled in a Radio-TV Broadcasting course or related courses and also former or present members of the Radio-TV staff. Its purposes are to promote the development and growth of the Broadcasting program throughout the listening and viewing area and to provide sources for fundraising and promotional activity.

Science Club: The purpose of the Science Club is to provide an opportunity for students to explore careers in science, participate in community outreach, prepare for future endeavors in science, and enjoy a shared interest in science and scientific fields through social and service activities. Membership is open to any student having interest in science.

Seekers Club: Membership is open to all students on campus. The Club's goal is to encourage students to read and discuss the Bible. The Club meets on a regular basis for fellowship, Bible study, and social activities.

Social Services Club: Membership is open to any student currently enrolled in the Social Services program. Its goals are to provide opportunities to expand students' knowledge of the roles of social service workers and of the opportunities provided in the various social service agencies.

Student Nurses Association: The purposes of this organization shall be to: aid in preparation of Nursing students for the assumption of professional responsibilities; aid in the development of the student as a democratic citizen by promoting individual and group activity in the College and the community; encourage the student to promote and maintain high educational and personal standards, and provide an opportunity for exchange of ideas; provide an opportunity for self-expression on the part of each individual student.

T.O.Y. (Teaching Our Youth) Club: The purpose of TOY is to provide an opportunity for college students to explore careers in education, participate in community outreach, prepare for future endeavors in education, and enjoy a shared interest in the development of children and service activities.

TRIO SSS Club: Students eligible for membership are participants in TRIO Student Support Services. The purpose of the TRIO Student Support Services Club is to encourage academic success, promote enhanced self-awareness, expand cultural enrichment, to serve as a support group for each other, and promote community involvement.



(The Student Senate shall allocate fifty dollars (\$50) to each new approved campus organization. Organizations must petition the Student Senate each year to reactivate their charters; the petition must contain names of newly elected officers and the faculty sponsor and any changes in objectives or goals.)

WVC NEWS/Power Point TV Slides:

WVC displays current news announcements to students on TV monitors displayed in the following locations on campus: Advanced Technology Building, Applied Arts Building, International Building, Science Building, and Student Services.

ATHLETIC PROGRAMS:



Intercollegiate Athletics:

Competitive intercollegiate athletics are an integral part of student life. Wabash Valley College is proud of its outstanding athletic tradition. The athletic program at WVC maintains annual membership in the National Junior College Athletic Association and has been a member of the Great Rivers Athletic Conference for 30 years.

Athletic Facilities:

Wabash Valley College has an outstanding complex of athletic facilities. These facilities are utilized extensively to support physical education classes, intramural activities, and the intercollegiate athletic programs.

These facilities include: The James S. Spencer Sports Center which features a gym with a seating capacity of 1500, a multi-purpose area, and a conference room; a regulation baseball diamond; a women's fast-pitch softball diamond on the Paul Schnarre Field; lighted tennis courts; a soccer field; an Olympic-sized swimming pool; and a fitness center.

DAVID L. HART STUDENT CENTER:

Campus Store:

The Wabash Valley College Campus Store is located in the David L. Hart Student Center at the southeast corner of the campus on the corner of Oak Street and College Drive. In addition to required textbooks, the Campus Store features school and office supplies, nursing supplies, and study aides, a large assortment of authentic Warrior Wear apparel including tee-shirts, hoodies, sweatpants, shorts and hats. The Campus Store also carries a variety of cups and mugs, decals, and other WVC insignia items. The Campus Store also carries an assortment of snacks and drinks.

For the convenience of our students, the Campus Store provides the main source of course-related textbooks and workbooks for use on the campus of Wabash Valley College. Textbooks are available for *purchase* only. Textbooks may be

returned for a full refund, if the class has been dropped, if unused, during the first ten (10) days of the academic term in which the textbooks were purchased, providing they have not been defaced or marked in, and/or the access code(s) have not been activated. Please contact the Campus Store for full details.

In addition, at the conclusion of each academic term, the Campus Store provides a buy-back service for selected textbooks during finals week. The Campus Store operates regularly as posted Monday through Friday. The facility is closed on weekends and College holidays.

Fitness Center and Indoor Swimming Pool:

The WVC Fitness Center offers total body conditioning with the wide variety of equipment available. Weight loss, body-fat reduction, calorie burning, blood pressure reduction, blood sugar and cholesterol control, stress reduction, and fun for all levels of fitness are a few of the benefits of using the Fitness Center. Machines with range limiters and variable adjustments for all sizes and ages (11 and up), from beginning to advanced, and the physically challenged are available. These machines provide continued rehabilitation from heart attack, stroke, and by-pass surgery. In addition, the Fitness Center offers free weights, elliptical trainer, computerized stair climber, computerized treadmills, and computerized recumbent bicycles. Anyone 16 years or older may enroll in the Fitness Center and receive a semester of College credit by paying the \$45.00 fee and one semester hour tuition rate for each semester of participation. Special monthly and yearly rates are available for non-credit usage. Fitness Center hours are: Monday-Thursday 6 a.m.-8 p.m., Friday 6 a.m.-6 p.m., and Saturday 8 a.m.-2 p.m. Contact the WVC Campus Store for more details.

The College Pool, located in the Applied Arts Building, offers a variety of swimming classes each semester. In addition, there are open-swim hours during which time the Pool is open to students and the public. Full-time students at WVC may swim free of charge during open-swim hours upon presentation of their student ID cards. You may call the Pool for more information.

Red Café:

Meeting the food, snack, and beverage needs of the campus is an important role for the Red Café. Diversified food tastes, class schedules, and the need for low-budget meals make this a most challenging enterprise. The Red Cafe provides

tasteful selection of hot meals and fast foods as well as beverages and snacks for the campus community as well as our local community.

Red Café hours are from 7a.m. until 1:30 p.m., Monday through Friday, on days when classes are scheduled. The Café offers breakfast, short orders, and plate lunch menus as well as a variety of salads, desserts and other items.

All of our salads are made from fresh, local produce compliments of Joy Lane Produce, and hydroponic greenhouse located in West Salem.

Desserts and baked goods compliments of YAY CAKE.

Meal plans are available thru the Business Office in Student Services. Catering options are available for pick up or delivery. The Café is available to rent for events.

EMERGENCY CLOSINGS:

As the snow season arrives, the issue of school closing because of weather conditions presents itself. It is sometimes assumed that if elementary and secondary schools are closed, the College is or should be closed as well. Such is not the case since there are significant differences in operational problems encountered as a result of bad weather.

When the possibility of school closing does exist, the President will notify area radio and T.V. stations by 6:00 a.m. when classes are cancelled. Evening cancellations may be reported later in the day. **If no announcement is made, classes will meet as usual.**

Campus Emergency Alerts:

All students and employees who create an Entrata account will be signed up for emergency alerts via email. Additional email addresses and phone numbers (for text messages) can be added as well. *Log onto ENTRATA and click on the ALERTS link to activate an account.*

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

this service. The system will be used to send text messages related to campus emergencies, weather-related closures, and test messages.

Wabash Valley College Announcement Alerts:

This feature provides important updates concerning deadlines and changes in policy/procedures as it relates to WVC and your college success.

By joining this group, you will also receive notifications on important events and programs that occur throughout the school year.

IECC/WVC Announcement Alerts is also an opt-in service. While there is no direct cost for signing up for this service, you may be charged a text message fee by your cell phone provider. Please check your cell phone plan to understand the costs you may incur using this service.

STUDENT ID CARDS/CARLI LIBRARY CARD:

Students registered in a Degree/Certificate program (16 hrs. or more, including CNA and GED programs) at WVC may request a student ID card in the Student Services Center.

At College Orientation, new students are issued their photo student ID, which also serves as the student's library card. Students must present a valid picture ID to pick up their student ID. Students are required to complete the library application form and submit this along with their new ID and driver's license to open up their new access account in the Library.

This ID card is issued to the student free of charge and is subject to the regulations of Wabash Valley College and Illinois Eastern Community Colleges District. There is a replacement fee for lost cards.

Presentation of a valid student ID card entitles the holder to free admission or reduced price tickets for many of the events on campus. These may include dances, movies, special events, as well as athletic games. Also, it may be used for check cashing at local banks and some stores.

IDENTITY THEFT:

STUDENTS WILL NEED TO SHOW THEIR STUDENT PHOTO ID TO ACCESS SERVICES THROUGHOUT THE COLLEGE CAMPUS. THIS IS PART OF THE COLLEGE'S PREVENTION PROGRAM TO AVOID STUDENT IDENTITY THEFT. NEVER LEAVE YOUR SOCIAL SECURITY NUMBER LYING AROUND.

- Keep your card at home in a safe place!
- Never share your pin # or password!

IECC has a program and policy—check our website w/steps on how to lower your risk of Identity Theft.

www.iecc.edu/student

Click on the left – Identity Theft for more Information...

CHECK WRITING PRIVILEGES:

Students may write personal checks when paying tuition and fees and paying for textbooks and other Campus Store supplies. There is a \$35 service charge for any returned checks. Check-writing privileges may be suspended for students who have returned checks.

USE OF COLLEGE FACILITIES:

Scheduling and use of any WVC facilities are to be done through the office of the Dean of Instruction. ***The theatre complex*** may be reserved by contacting Jerry Bayne, email: baynej@iecc.edu or ext.3470.

TOBACCO POLICY: **Smoke-free, Tobacco-free, Vapor-free**



Starting **July 1, 2015**, Illinois Eastern Community Colleges, in accordance with the Illinois Clean Indoor Air Act and the Illinois Smoke Free Campus Act, prohibits smoking and the use of tobacco products. Use of tobacco products is prohibited in any District 529 facility that is open and available to the general public. Use of tobacco products is prohibited in any vehicle-owned or leased by District 529. As of July 1, 2015, smoking is prohibited on all IECC property, both indoors and outdoors, and in District-owned vehicles. Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited.

Students, staff, contractors, and visitors to the college are subject to compliance with this policy. Persons who purposely violate this policy shall be subject to appropriate disciplinary actions.

Exception: This policy does not apply to persons in non-college-owned or leased vehicles while passing through campus.

FINANCIAL AID:

The mission of the Office of Financial Aid at Illinois Eastern Community Colleges is to remove financial barriers and provide access to financial resources in a fair, sensitive and confidential manner, while informing and educating students and their families about their financial options. Financial assistance at Illinois Eastern Community Colleges is available in the form of scholarships, grants, part-time employment, and loans to meet the student's financial need.

Financial need is generally considered to be the difference between one year's educational expenses (tuition, books, room, board, commuting costs, etc.) as determined by an average student budget and the student's resources for the same period. Student resources are expected to include assistance from parents, guardians, relatives, personal savings, other scholarships, grants, and personal earnings. Students are responsible for providing from their own and their family's resources as much of their educational expenses as possible.

See Financial Aid Handbook for further information regarding financial aid policies and programs. Handbooks may be viewed by logging into your Entrata account and then selecting the financial aid link to the Financial Aid Handbook.

VETERANS:

Wabash Valley College is approved for veterans' training by the state-approving agency for veterans' education.

Veterans' affairs are handled by the Veterans' Certifying Official located in Main Hall (Financial Aid Department). The on-campus liaison representative to the V.A. Office helps veterans to secure, complete, and submit a variety of forms that are necessary to get the veteran enrolled and to receive the G.I. educational benefits to which he/she is entitled.

Information on the Illinois Veterans' Grant, (which pays tuition, application, and graduation fees to all Illinois veterans), tutorial assistance, and the veterans' college work-study program are available through this office.

The Veterans Administration requires the College to make regular reports on each veteran's class attendance, progress toward education goals, and withdrawal from College. To protect the College's veterans' education approval status, as well as the veterans' eligibility for G.I. educational benefits, all veterans are urged to keep the Veterans Affairs Officer informed as to his/her educational progress and plans.

Veterans receive a total of seven semester credit hours for first aid, health & physical education for military service. He/she should have on file with the Veterans Affairs Officer a copy of the veteran's Certificate of Eligibility and file number and copy of his/her D.D. 214.

COLLEGE ORIENTATION:

All degree and one-year certificate students are enrolled in College Orientation during their first term of study here at WVC. This course is designed to introduce students to skills necessary to succeed in college, to provide them campus resources to aid them in success, and to facilitate connection to campus communication technologies. Through several workshop courses and a campus tour, students are provided with opportunities to engage with the campus environment, other students, faculty and staff in order to prepare for their program at WVC.

CIS 1104 – INTRO TO LEARNING SERVICES ONLINE:

As part of the Wabash Valley College orientation program, students will be enrolled in this free, one-half credit hour course. This course is to introduce students to the Learning Management System (LMS) at IECC that is used for most traditional, hybrid, and online courses. In addition, this course will help students explore various online services and systems utilized by IECC. Grades are no longer mailed, and faculty will often CORRESPOND online. Students need to be familiar with the online services to enhance their success. It is recommended that students complete this course prior to beginning other courses, but it may be taken concurrently with other courses.

IECC COMPUTER USE POLICY:

See Appendix D in the College Catalog for IECC's Computer Use Policy.

PARKING/SPEED LIMIT:



Parking

Illinois law provides for a minimum \$250 fine and the removal by towing of any vehicle improperly parked in a handicapped parking area. The Mt. Carmel Police Department is responsible for enforcing this law on the College campus. Students will not be taken out of class to sign the citation but instead will have their vehicle towed away and will sign the citation where the vehicle has been impounded.

The maximum speed limit on the Wabash Valley College campus is 15 mph. Violations should be reported to the Assistant Dean for Student Services. Report the plate registration number. Parking in the lot next to the Science Building is open to all students with the exception of designated parking spots for Radio Information Service staff. **Parking in "No Parking" areas on campus in these designated places will result in fines and towing.**

COLLEGE CATALOG:

The College Catalog contains considerable additional information of significant use to the student on topics such as:

College Personnel
Mission-Purpose-Objectives
Policies and Procedures
Student Services

Financial Aid
Community Services
Graduation Requirements
Course Descriptions

It is each student's responsibility to be familiar with the contents of both the **Student Handbook** and the College Catalog.

TRANSFER CREDIT:

All passing credits earned at Higher Learning Commission accredited institutions or institutions accredited by similar regional accrediting agencies will be evaluated for possible application toward the degree or certificate program chosen by the student. Composition I and II must be completed with a "C" or better.

Students transferring credit from outside Illinois Eastern Community Colleges District 529 must earn a minimum of 16 semester hours from Illinois Eastern Community Colleges in order to meet graduation requirements.

Degree or certificate-seeking students who have attended college other than WVC, OCC, LTC or FCC **MUST** provide a transcript and appropriate course descriptions at the time of application. Failure to do so may result in a student being regarded as non-matriculated and not eligible to be graduated.

PRE-REGISTRATION:

Each academic term students should consult with their assigned advisor to receive counsel regarding necessary courses applicable towards their degree or certificate. Students who are presently enrolled are given an opportunity to pre-register for the following term to ensure class enrollment.

Switching from one degree or certificate program to another requires a program change on file in the Student Services Office.

TUITION PAYMENT/REFUND POLICY:

Payment is due at the time of registration or by August 1st for Fall, January 1st for Spring, and June 1st for Summer.

Payment should be made to the Wabash Valley College Business Office.

MAKE YOUR PAYMENTS ONLINE

(through Entrata with Visa or Master Card)

We offer a payment plan with three installments. You will need to make payment agreement/arrangements in the Business Office.

Students are ENCOURAGED to seek assistance through the Financial Resource Office for alternative financial sources.

A refund of 100% of the tuition and fees will be made to a student who withdraws the first ten days of a sixteen-week class period.

NO REFUNDS will be given after the tenth day of the semester **for regular sixteen-week courses.**

Summer refund period is only 5 days or less depending on the length of the course!

For courses which are offered outside the regular sixteen-week schedule, contact the Student Services Office to determine the refund period.

All students registered for a 24-, 32-, or 40-hour Workforce Education New Hire Mining class must cancel 48 hours prior to the start date of the class to receive a refund.

***THE STUDENT IS RESPONSIBLE FOR OFFICIALLY
WITHDRAWING FROM CLASSES! ****

****Contact the Retention Coordinator in Student Services for assistance in this process!***

REPEATING COURSES:

In-District and out-of-District students who repeat courses will be required to pay the out-of-state tuition rate for the repeated course, **unless** the course is being repeated for the following reasons:

1. The course is approved for repetition by ICCB;
2. The course is being repeated because the student received a D or below or withdrew after midterm (one time only);
3. The course was taken more than four years ago and is being repeated to upgrade skills in that area.

Students who are repeating a course under the Educational Guarantee Policy must follow the policy guidelines outlined in Appendix A in the College Catalog.

All courses and grades, including repeated courses, will appear on the student's transcript. The higher grade will be computed in the cumulative grade-point average under condition #2 above.

GRADE FORGIVENESS POLICY:

After three years, students may petition the Academic Standards Committee to "forgive" grades of F or WF (Withdrawal Failing) previously earned in a certificate or degree program. "Forgiven grades" will not be calculated by IECC in the student's cumulative grade-point average, but will remain on the transcript.

If a student transfers to another college or university, the receiving institution may recalculate the GPA to include forgiven grades. (WP and WF grades have not been awarded by IECC since the 1998 summer semester.)

Students must maintain a 2.0 cumulative grade-point average to graduate from IECC. They should also check with the Financial Aid Office to determine the academic requirements for maintaining eligibility for financial aid.

The Academic Standards Committee may waive the three-year limitation for grade forgiveness, but may not grant a student more than one petition for grade forgiveness.

COURSE/COLLEGE WITHDRAWAL:

Before determining to withdraw from one or more courses, it is recommended that students check their financial standing with the Financial Aid or Business Office before dropping a class. A change in total credits hours enrolled may result in a change to the final amount owed to the college. A completed financial aid package does not guarantee awarded amounts until the student has reached satisfactory progress in the term. To withdraw from a course or all courses, a student must contact their advisor or the Retention Coordinator in Student Services to initiate the drop process. This can be done in person (preferred) or by phone if necessary. A completed withdrawal form returned to Student Services, with appropriate signatures, is required to complete the drop process. Failure to follow the official withdrawal procedure will result in a grade of F for the course. Student withdrawal from a regular 16-week course must be completed by the 13th week of classes. For classes less than 16 weeks in length, check with Student Services for the last date to withdraw. After withdrawal, a grade of W will be recorded on the student's permanent record but will not be included in the student's grade point average.

ACADEMIC REQUIREMENTS:

ACADEMIC PROGRESS:

All degree- and/or certificate-seeking students are expected to make satisfactory progress toward their declared objectives. During the full-time student's first term in college, the student is expected to maintain a minimum grade-point average of 2.0 or C average. Part-time students are expected to have maintained a grade-point average of 2.0 after attempting 12 credit hours.

Regular class attendance is necessary if a student is to receive maximum benefit from college enrollment. The student must make arrangements for make-up work and absences with the instructor, who will determine whether an absence can be excused. If absences or tardiness affect the quality of work, the instructor may recommend dropping the student from the course, and the student will be notified of the administrative withdrawal. Instructors will permit students to make up work missed because of field trips and activities approved by the College.

Also, see special requirements for nursing students in ACADEMIC PROGRESS/NURSING in the College Catalog.

ACADEMIC PROBATION:

Any degree/certificate-seeking student whose cumulative grade-point average falls below a C (2.0), after attempting 12 credit hours, will automatically be placed on academic probation.

A student on academic probation must earn at least a C (2.0) average in the term immediately following placement on academic probation or the student will be dropped from the degree program. A student then must maintain a C (2.0) average in the term following such dismissal from the degree program to remain in the college.

A student on academic probation will remain on academic probation until such time as the student's cumulative grade-point average returns to C (2.0).

Notice of each academic deficiency status will appear on the student's transcript by semester.

When the student achieves a cumulative GPA of C (2.0), then he or she will be returned to academic good standing. The notices of "good standing" will appear on the transcript at the end of each term if the student has achieved a 2.0 cumulative GPA.

GRADUATION REQUIREMENTS/HONORS:



Upon recommendation from the faculty, staff, and Chief Executive Officer, students who meet the general requirements and curriculum requirements of a program will be granted the designated degree or certificate.

It is the student's responsibility to know and follow the requirements of the curriculum and the rules governing academic work. No official or faculty member can relieve a student of this responsibility.

(For the Associate in Applied Science Degree in Nursing: In addition to the general requirements, all students must earn a grade of C or above in every Nursing course and in all concurrent general education courses. See Nursing section in College Catalog for special requirements related to Nursing students.)

To graduate, all students must:

1. Successfully complete all of the prescribed requirements in the selected program of study.
2. Earn the required number of hours for the degree or certificate.
3. Earn a cumulative grade point average of 2.0 or better for all work.
4. Clear all school accounts and records.
5. Earn at least 16 hours at Illinois Eastern Community Colleges.
6. Make application for graduation and pay the required fee.

TERM HONORS:

Full-time students who have attained a semester grade point average of 3.90 or greater for college-level courses will receive the Chief Executive Officer's Academic Honors. Pre-college, pass/fail and dual credit courses are not included.

Full-time students attaining a semester grade point average from 3.75 to 3.89 for college-level courses will receive the President's Academic Honors.

Full-time students attaining a semester grade point average from 3.50 to 3.74 for college-level courses will receive the Dean's Academic Honors.

The names of honors recipients shall be published for Fall and Spring terms. Each student receiving such recognition will be awarded a certificate testifying to the achievement.

GRADUATION HONORS:

Each student who has attained a cumulative grade point average of 3.90 or greater for college-level course work completed through the term prior to graduation shall be recognized with high honors.

Those students attaining a cumulative grade point average of 3.50 to 3.89 for college-level course work completed through the term prior to graduation shall be recognized with honors.

An appropriate entry regarding graduation honors, based upon the student's cumulative grade point average, will be made on the student's transcript.

NOTIFICATION OF STUDENTS' RIGHTS:

An eligible student who is or has been in attendance at Wabash Valley College may inspect and review his/her education records by making a formal request to the appropriate College official. The official shall comply with this request within a reasonable time, but not to exceed 45 days after the request is made. In addition, the student has the right to a response from the College and to request explanations and interpretations of records, as well as the right to obtain copies of these records at a cost of 25 cents per page, except for transcripts. The College may not deny access to education records without providing a description of the circumstances in which the College feels it has a legitimate cause to deny requests for a copy of such records.

The types and location of education records maintained by the College and officials responsible for these records are as follows:

1. Transcripts and matriculation: Admissions & Records Office, Assistant Dean for Student Services
2. Financial Aid: Financial Aid Office, Assistant Dean for Student Services
3. Veterans: Veterans Affairs, Director of Academic Advising

DIRECTORY INFORMATION:

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Notice is, therefore, given that directory information listed below in respect to each student enrolled at WVC will be available to any person unless the student files in writing with the Office of Admissions & Records a request to restrict release of student directory information of external sources.

The College has designated as directory information which includes, but is not limited to, the student's:

Name, date of birth

Address and telephone number

E-mail Electronic address

Program area

Dates of attendance

Degrees earned and dates

Participation in sports programs

Weight, height, and athletic accomplishments for members of athletic teams

Most recent educational institution attended



SUBSTANCE ABUSE POLICY:

Illinois Eastern Community Colleges' Board of Trustees has adopted a Substance Abuse Policy. Students and employees involved in substance abuse, within the College environment, are subject to disciplinary action.

The Board of Trustees recognizes the importance of a College environment that is free of substance abuse. The College environment includes students, employees, and other persons participating in District 529-sponsored classes, programs, services, and other activities or events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, cannabis, or any other controlled substance. Substance abuse within the College environment is prohibited.

Students and employees involved in substance abuse within the College environment are subject to disciplinary action. Any illegal substance abuse will result in involvement of law enforcement officials.

Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988. See Drug-Free Workplace Policy (400.19) in the Policy Manual.

STUDENT CONDUCT POLICY:

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

These documents contain specific disciplinary rules and regulations as well as procedures followed if infractions occur. The Student Senate, faculty, and administration of each of the colleges will share in developing and implementing specific regulations to encourage desirable conduct. It is the responsibility of the student to obtain publications outlining these regulations and to become familiar with the District's standard of conduct.

The following general policies shall apply to student conduct throughout the Illinois Eastern Community Colleges District:

1. Students shall maintain standards of conduct which are in accordance with the policies noted above and the specific rules and regulations developed at each of the college campuses.
2. The Student Senate(s) shall accept primary responsibility for governing student conduct at college-sponsored social activities and functions.
3. The District reserves the right to request, for good cause, a physical, psychological, or psychiatric examination or drug test from any student at any time when this would be in the best interest of the student and/or the college. Expenses incident to such an examination are the responsibility of the student.

4. A Committee for Student Discipline will be appointed by the college president in the fall of each academic year. Student misconduct will be handled by appropriate college officials who may call the Committee for Student Discipline if they desire. The Committee for Student Discipline shall consist of five members, two elected from the Student Senate and three faculty members appointed by the president of the college. The committee shall submit its recommendations to the president of the college. The president's decision is final.
5. In instances where student misconduct results in the involvement of civil law enforcement authorities, the statutes of the State of Illinois or the ordinances of local municipal and county governments shall take precedence over any action recommended or contemplated by Illinois Eastern Community Colleges.
6. Allied health students who may for any reason appear to be unsafe in the clinical area or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time. Expenses incident to such an examination are the responsibility of the student.
7. Information gathered in the Behavioral Incident Report in connection with the District's Violence Prevention Plan may also be considered in determining appropriate disciplinary actions.

CHRONIC COMMUNICABLE DISEASE:

Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and College personnel on the basis of qualified medical advice. Contractors to District 529 will be expected to cooperate in implementation of this policy.

STUDENT RECORDS POLICY:

(Family Educational Rights and Privacy Act-FERPA)

The student records policy of IECC is governed by the Family Educational Rights and Privacy Act. An eligible parent or student may inspect and review his/her education record by making a written request to the College's Records Office. No one else will have access to any information from the student's educational record without written consent from the student.

The College will not disclose any information from a student's educational record without the written consent of the student except to eligible parents, to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing the student financial aid, to accrediting agencies carrying out their accreditation function, to authorized representatives of the Federal and State governments for audit and evaluation of Federal and State-supported programs, to persons in compliance with a judicial order, to persons in an emergency in order to protect the health and safety of students or other persons. All of the exceptions are permitted under the Act.

In accordance with the Act, IECC may disclose directory information about students, such as name, address, telephone number, hometown, date of birth, major field of study, class (freshman or sophomore), date of attendance, degrees earned and dates, honors and awards, educational institutions previously attended, participation in sports, and height and weight of athletes.

Under the provisions of the Act, students may withhold directory information by completing a "Request to Prevent Disclosure of Directory Information," available from the Student Services Center. If, after withholding directory information, a student subsequently decides to release it, he or she must notify the Student Services Center of this decision.

The Act also provides students the right to review and challenge certain information in their education records. The Student Services Office coordinates the review of such records in compliance with the Act. **A copy of IECC's Family Education Rights and Privacy Policy is available to any student or eligible parent, upon request.**

EDUCATIONAL GUARANTEES:

IECC backs its commitment to students' success with specific guarantees. All students graduating and meeting the requirements for an Associate in Applied Science degree or certificate will have the competencies expected by his or her employer, and all students who successfully complete an Associate in Arts, an Associate in Fine Arts, an Associate in Science, or an Associate in Science and Arts degree will be able to transfer their credit courses to parallel credit courses at the baccalaureate-university level in Illinois. Students who demonstrate that they do not have the competencies required or have not been able to transfer parallel course credits can file for a refund or repeat the course work, under specific

guidelines stipulated in IECC's "Technical Degree/Certificate Educational Guarantee" and the "Transfer Degree Educational Guarantee." **See Appendix A in the College catalog for rules regarding educational guarantees.**

Preventing Sexual Misconduct

IECC is committed to preventing and responding to incidents of sex-based harassment, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual violence, or stalking. To report an incident or to access resources, please see the Assistant Dean of Student Services. Please visit <http://www.iecc.edu/titleix> to view IECC's Preventing Sexual Misconduct Policy and Procedures, the Notification of Rights and Options, the Sexual Misconduct Title IX Complaint Form, and information on Bystander Intervention and Risk Reduction.

Interim Title IX Coordinator:

Tara Buerster, Director of Human Resources
233 East Chestnut Street
Olney, IL 62450
618-393-2982
buerstert@iecc.edu

Deputy Title IX Coordinator:

Steve Patberg
Assistant Dean of Student Services
Wabash Valley College
618-263-5535
patbergs@iecc.edu

Title IX Investigator:

John Day
Wabash Valley College
Social Services Faculty Advisor
618-262-8641

Title IX Investigator:

Kalie Naas
Wabash Valley College
Learning Skills Center Director
618-262-8641

Campus Safety and Security Policy:

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a College environment that is safe and free of crime. Programs of crime prevention, College security procedures, and drug and alcohol abuse prevention have been implemented to promote a crime-free environment. Information regarding these programs is available from your College Student Services Office. The College environment includes all students, employees, and other persons participating in IECC classes, programs, services, and other activities and events.

Students and employees are encouraged to report all on-campus threats to security to the president or his/her designee, including murder, rape, robbery, and aggravated assault, burglary, and motor vehicle theft. Similarly, students and employees are encouraged to report on-campus arrests for liquor law violations, drug law violations, and weapons possessions. Other activities that pose a threat to student and employee security should also be reported to the president or the president's designee, including possible criminal activity that might occur in classes being taught or events occurring at places other than immediate College property.

IECC custodial/maintenance or other College personnel are responsible for the security, access, and maintenance of all College buildings and grounds and will be present on campus during all times that classes are in session.

The possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in IECC classes, programs, services, and other activities and events are strictly prohibited. Violators will be reported to local law enforcement agencies.

IECC will monitor and cooperate with law enforcement agencies to apprise students and employees of arrests of students or employees that occur in the community. Upon request, IECC will provide appropriate disciplinary information to victims of violent crimes. Campus crime statistics will be made available to all students, employees, and the College community, as well as to student applicants and prospective employees, in an annual report that can be accessed on the IECC website at www.iecc.edu. Information regarding sexual offenders is available online at the Illinois Department of Corrections website at <http://www.isp.state.il.us> or from local law enforcement agencies.

CAMPUS SEXUAL VIOLENCE ELIMINATION ACT /SAVE ACT (100.29)

IECC complies with the Campus Sexual Violence Elimination Act. The IECC web site includes IECC's Campus Sexual Violence Elimination Act/Campus SaVE Act Policy, Victim's Bill of Rights, Definitions, Reporting and Investigation Guidelines, and Prevention/Awareness Resources. <http://www.iecc.edu/CampusSaveAct>
See Appendix M for full Campus Sexual Violence Elimination (SaVE) Policy.

STUDENT COMPLAINT POLICY:

This policy applies to all formal student complaints at Illinois Eastern Community Colleges District 529, except for complaints regarding sexual harassment (see Appendix B) or student readmission petitions (see Admission section).

Students are entitled to due process and have the right to their own legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by an administrative officer to the next higher authority, and through appropriate successive steps, to the chair of the Board of Trustees or his/her designee. Participants in the process shall not be subjected to reprisals or retaliation because of such participation.

Days are defined as days in which the District Office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be observed unless the time limit is extended by mutual agreement of the complainant and the administrator. If the administrator fails to meet the specified time limit, the complainant can proceed to the next step. If the complainant fails to appeal the decision to the next step within the specified time limits, the complaint will be dropped.

Students shall follow the steps defined below for complaints including, but not limited to, academic, grading, and institutional decisions that directly affect a student.

- 1.** Within ten (10) days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally with the instructor or service provider in a meeting. If the matter is not resolved within ten (10) days from the date of the meeting, the complainant may file a formal written complaint.
- 2.** Within five (5) days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the dean of the college/instruction. If the complaint is against the administrative officer defined in any step, the complainant shall advance to the next step. A written response shall be provided within five (5) days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.
- 3.** Within five (5) days of receipt of the response under Step 2, the complainant shall file an appeal with the president. The president shall appoint an appeal committee composed of two (2) students, two (2) faculty members, and one (1) administrator. The committee's recommendation will be forwarded to the president within ten (10) days. The president will provide a written decision concerning the appeal within five (5) days from receiving the committee's recommendations. If the matter is not resolved, then Step 4 shall apply.
- 4.** Within five (5) days of receipt of the response under Step 3, the complainant may file an appeal with the chief executive officer. A written response will be provided within five (5) days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.
- 5.** Within five (5) days of receipt of the response under Step 4, the complainant may file an appeal with the chair of the Board of Trustees or his/her designee. The chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five (5) days of receipt of the appeal. The chair, or his/her designee, of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.

Inquiries may be directed to the Student Services Office.

NON-DISCRIMINATION:

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category. IECC District 529 operates pursuant to all applicable laws relating to equal educational opportunity and affirmative action, including but not limited to Executive Orders 11246 and 11375 as amended, Title VII of the Civil Rights Act; the Human Rights Act of 1977, Title IX Regulations of 1972; Section 503 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Readjustment Act of 1974; and the Americans with Disabilities Act (ADA) of 1990. To report a discrimination complaint or to inquire more information, contact:

Luke Harl
Title IX/ADA Coordinator
233 E. Chestnut St.
Olney, IL 62450
618-393-2982
harll@iecc.edu

Inquiries may also be made directly to the U. S. Department of Education, Office for Civil Rights:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison St., Suite 1475
Chicago, IL 60661-4544
312-730-1560
OCR.Chicago@ed.gov

AMERICANS WITH DISABILITIES:

IECC supports the terms of the Americans with Disabilities Act of 1990, and, according to the rules and regulations of the state of Illinois and the Federal government, will make reasonable accommodations to ensure that College facilities are accessible and in compliance with employment practices. The College provides a range of services to allow persons with disabilities to participate in educational programs and activities. You may contact the ADA officer at the College or the District Office for further details.

CONSTITUTION FOR WABASH VALLEY COLLEGE

STUDENT SENATE:

It is hereby deemed necessary by common consent that the students of Wabash Valley College should be associated, organized, and assembled into one united body in order to establish better rapport and educational experience in accordance with the Wabash Valley College philosophy.

ARTICLE I

The governing body of this organization shall be known as the STUDENT SENATE.

ARTICLE II

The purpose of the Wabash Valley College STUDENT SENATE shall be to exercise the powers vested in this Senate in fulfillment of the stated philosophy of Wabash Valley College.

ARTICLE III

The powers of the STUDENT SENATE shall be those identified in the Constitution of the STUDENT SENATE.

ARTICLE IV

The STUDENT SENATE shall have the responsibility to:

- (A) **Recommend** disbursement of the student activity fee received as follows:
1. Primary Responsibility – STUDENT SENATE functions and needs
 2. Secondary Responsibility – Campus and Community Events
 3. Seek various means to provide increased educational experiences conducive to mature and responsible citizenship.
 4. Exercise policy-making leadership for student affairs.
 5. Seek ways and means to provide an amiable relationship

between the College and surrounding community.

6. Act in an advisory capacity as an avenue of communication between the students, the faculty, and the administration.
7. Impeach any student member by virtue of a three-fourths majority vote.
8. Inform the students, faculty, and administration regarding problems and plans which will affect the College.

ARTICLE V

Senate Committees

- (A) Each Senate member shall participate in one of each of the following standing committees:
- (1) **Entertainment Committee** shall be presided over by the President and will include one-fourth of the active members of the Senate. This committee shall exist to develop entertainment ideas for on-campus Senate activities to enrich the social and educational experiences of the WVC student body.
 - (2) **Campus and Community Outreach Committee** shall be presided over by the Vice-President and will include one-fourth of the active members of the Senate. This committee shall exist to develop community and campus volunteer/service efforts to help fulfill the college's mission of service to the community.
 - (3) **Fundraising Committee** shall be presided over by the Treasurer and will include one-fourth of the active members of the Senate. This committee shall exist to develop fundraising ideas and conduct fundraising on behalf of the Senate to help fund Senate activities.
 - (4) **Public Relations Committee** shall be presided over by the Secretary and will include one-fourth of the active members of the Senate. This committee shall exist to utilize all forms of communications media to inform WVC students, staff, and the community of Senate activities. This includes but is not limited to submitting information using power point software for the

Campus power point news slides around campus. Also, this committee will be responsible for maintaining the Senate's bulletin board in Main Hall. Members of this committee will work closely with the WVC Director of Enrollment Management.

ARTICLE VI

Selection of STUDENT SENATE Members

Section 1. Selection of members shall be determined following the second week of the fall semester.

Section 2. A potential candidate must submit an application, petition form consisting of a minimum of twenty-five (25) signatures, and any other documents as indicated on the application to the STUDENT SERVICES OFFICE.

Section 3. Members shall be chosen from the applicant pool based on: completion of forms; including application, petition signatures, candidate statement, and any other criteria as designated on the application.

Section 4. The review process will consist of a committee of Senate advisors and Senate President going through the applications, all materials, and determining if all requirements have been met for participation.

Section 5. Members shall serve a term of one school year commencing upon the announcement of membership by the advisors by the third week of the semester and ending at the conclusion of the school year.

Section 6. The election or chosen representative from each active club/or organization on campus shall be held according to the organization's discretion.

ARTICLE VII

Duties of Members

Section 1. Members of Senate shall:

- (A) Act as a voice of his/her constituents.
- (B) Attend all official meetings.

- (C) Attend and participate in Senate activities in order to satisfy the hour's requirement stated in the Senate course syllabus.
- (D) Have one vote in the STUDENT SENATE.
- (E) Support the philosophy of Wabash Valley College and contribute to the welfare of all WVC students.

ARTICLE VIII

Congressional Cabinet

Section 1. The STUDENT SENATE shall elect a Congressional Cabinet consisting of the president, vice-president, secretary, and treasurer. They shall:

- (A) Fulfill their own specific duties as Cabinet officers.
- (B) Attend Senate functions unless they receive approval to miss from a Senate advisor.
- (C) Act in an advisory capacity to the president of WVC.
- (D) Appoint temporary committees when necessary.
- (E) Recommend appropriate policies and actions to the Senate.

Section 2. The president shall:

- (A) Preside at all meetings of the STUDENT SENATE and the STUDENT SENATE Cabinet.
- (B) Be the official representative of, and to, the students of WVC.
- (C) Be an ex-officio member of all Senate Committees.
- (D) Chair the Entertainment Committee.
- (E) Have authority to appoint members of committees.
- (F) Have authority to call special meetings of the Senate and Cabinet.

- (G) Have authority to cast one vote in case of a tie vote.
- (H) Appoint committees when deemed necessary.
- (I) Attend monthly meetings of the Wabash Valley College Foundation.

Section 3. The vice-president shall:

- (A) Assume all duties of the president in time of his/her absence.
- (B) Chair the Campus and Community Outreach Committee.
- (C) Be an ex-officio member of all Senate committees.
- (D) Have one (1) vote in the STUDENT SENATE.

Section 4. The secretary shall:

- (A) Be the official caretaker and recorder of all STUDENT SENATE records.
- (B) Prepare the minutes of all STUDENT SENATE meetings and present these minutes at the Senate meetings.
- (C) Preside over the Public Relations Committee.
- (D) Have one (1) vote in the STUDENT SENATE.

Section 5. The treasurer shall:

- (A) Coordinate with Senate Advisors to deliver a monthly financial report to the STUDENT SENATE.
- (B) Preside over the Fundraising Committee.
- (C) Have one (1) vote in the STUDENT SENATE.

ARTICLE IX

Election of Congressional Cabinet

Section 1. At the discretion of Senate Advisors the election of the president shall be held at either the end of the previous school year or during the second joint meeting of the Senate in the current school year. Election of all other members of the Congressional Cabinet shall be held during the second joint meeting of the Senate.

Section 2. The Congressional Cabinet posts shall be elected by a plurality vote of Senate members.

Section 3. The Congressional Cabinet shall serve a term of one academic year.

ARTICLE X

Ratification

After having been adopted, or adopted as amended by the STUDENT SENATE and approved by the WVC administration, the Constitution shall be considered ratified.

ARTICLE XI

Miscellaneous

The sole parliamentary authority for the STUDENT SENATE and related committees shall be vested in **Robert's Rules of Order**.

BY-LAWS

Article 1. The STUDENT SENATE shall allocate fifty (\$50) dollars to each new approved campus organization. Organizations must petition the STUDENT SENATE each year to reactivate their charters. The petition must contain names of the newly elected officers, the faculty sponsor, and any changes in objectives or goals.

Article 2. The goal for membership shall consist of a minimum of twenty (20) (selected by application process) members (ten (10) freshmen and ten (10) sophomores), and one (1) representative from each approved active campus

organization. Up to four (4) additional Senate members may be recommended for appointment at the discretion of the Senate Advisors.

Article 3. Vacancies.

Section A. In the event of a presidential vacancy, the vice-president permanently assumes that office, and he/she in turn will appoint a temporary vice-president until a permanent vice-president can be elected by a plurality vote of the Senate.

Section B. In the event of any other Cabinet vacancy, the president will appoint a temporary officer to fill that position until a permanent replacement can be elected by a plurality vote of the Senate.

Article 4. If the number of qualified students is not fulfilled in the application and review process, Senate advisors will have the right to fill those positions based upon a separate published application process and/or appointment basis.

Article 5. A quorum of the STUDENT SENATE shall be one-half (1/2) of the membership, two (2) of whom must be cabinet members.

Article 6. Meetings.

Section A. Senate will meet at noon each Tuesday school is in session.

Section B. With the exception of executive sessions, all meetings of the Senate and their committee meetings are open to the public. Executive sessions shall be held only when matters under discussion might injure any member of the academic community.

Article 7. In the event that any member is absent from any official meetings two (2) consecutive times, without due cause, he/she forfeits his/her position in the Senate. The member's chair shall be filled by one (1) of four (4) available alternatives below, as left to the discretion of the Senate:

- (A) Appointment by the president of the Senate.
- (B) Succession of original ballots.

(C) General election by the student body.

(D) Appointment by campus organization.

Article 8. Along with Senate members, Senate Advisors reserve the right to ask for Impeachment Proceedings to begin against any Senate member whom they view has acted against the ideals and rules set forth by the Senate.

Article 9. Any student at WVC has the privilege to petition STUDENT SENATE.

Article 10. Students participating in STUDENT SENATE receive two semester hours of credit each semester under the guidance of the Senate faculty advisor.

DIRECTORY OF SERVICES:

*Note: Extension numbers listed are for the Wabash Valley College switchboard at (618) 262-8641. Dial the appropriate extension number to reach the desired office/person or dial "0" for the operator.

Learning Skills Center/Admissions Testing: Kalie Naas.....ext. 3510

Advisement: Tim Zimmer..... ext. 3151

Patrick Harris.....ext. 3152

Advisement/Retention Coordinator: Jennifer Stroughmatt.....ext. 3149

Amphitheatre: Jerry Bayne.....email: baynej@iecc.edu orext...3470

Athletic Director: Mike Carpenter.....ext. 3802

-Women's Head Basketball Coach: Jack Trosper.....ext. 3806

-Men's Head Basketball Coach: Mike Carpenter.....ext. 3802

-Softball Head Coach: Paul Schnarre.....ext. 3394

-Baseball Head Coach: Rob Fournier.....ext. 3324

Bauer Media Center/Library: Sandy Craig.....ext. 3401

Brubeck Arts Gallery.....ext. 3154

Brubeck Arts Theatre House Managers:

Jerry Bayne..... email: baynej@iecc.edu or ...ext. 3470

Business Department: Reilly Baumgart ext. 3131

Campus Store: Asa Deffendall ext. 3310

Child Care (Small World): Carla Cadwalader, Director ext. 3505

Coordinator of Performing Arts Programs: Jerry Bayne.....ext. 3470

Dean of Instruction: Robert Conn	ext. 3382
Financial Resources: Jane Owen	ext. 3154
Fitness Center.....	ext. 3305
International Students Program: Tracy Robinson	ext. 3351
Nursing Department: Michelle Rigg	ext. 3431
Operations & Maintenance Team Leader/Grounds: Adam Roesch ...	ext. 3754
Pool: Mark Colvin.....	ext. 3320
Performing Arts Series & Attraction Tickets: Cathy Seaton.....	ext. 3480
President: Dr. Matt Fowler	ext. 3383
Red Café:	ext. 3303
Socrates Rock Garden: Jerry Bayne.....	ext. 3470
Student Services: Steve Patberg	ext. 3101
Student Support Services: Tayna Smith	ext. 3169
WVC Foundation: Louise Acree	ext. 3379
WVC Musical & Theatrical Productions: Jerry Bayne: email: baynej@iecc.edu or call.....	ext. 3470
WVJC Radio/TV Studio: Kyle Peach	ext. 3575



WVC

NEED INFORMATION ABOUT:

Academic Transfer Counseling/Career Advisement/Retention Coordinator:

WVC Student Services Center	262-8641
Tim Zimmer.....	ext. 3151
Patrick Harris.....	ext. 3152
Jennifer Stroughmatt.....	ext.3149

Activities on Campus:

WVC Student Services Center	262-8641
Student Senate Advisor	ext. 3575

ADA (Americans with Disabilities Act):

WVC Learning Skills Center, Kalie Naas.....	262-8641, ext. 3510
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AIDS Information:

U.S. Public Health Service—call their toll-free hotline at 1 (800) 342-AIDS

College Work-Study Job:

WVC Financial Resource Office	262-8641, ext. 3154
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Counseling-personal:

Family Counseling Center, Wabash County.....	618-262-7473
Wabash County Health Department	618-263-3873

Drug-Related Problems:

Family Counseling Center, Wabash County.....	618-262-7473
After hours.....	618-395-5026

Financial Aid/Scholarships:

WVC Student Services/Financial Resource Office.....618-262-8641
Jane Owen ext. 3154

Health or First Aid (for emergencies call 911)

Wabash General Hospital.....618-262-8621
Wabash General Ambulance Service.....618-263-4117
Wabash County Health Department618-263-3873
Wabash County Medical Center618-263-4970

Housing:

WVC Student Services, Krissi Perry.....618-262-8641, ext. 3104

Lost and Found Articles:

WVC Student Services, Kelly Wagner.....618-262-8641, ext. 3102

Proficiency Tests:

WVC Student Services Center262-8641, ext. 3102 or 3104

Title IX Investigators (Sexual Misconduct):

John Day & Kalie Naas.....ext. 3212 & 3510

CAMPUS MAP LINK:

[HTTPS://IECC.EDU/FILES_USER/WCMP/FILES/WVC CAMPUS
MAP 2015.PDF](https://iecc.edu/files_user/wcmp/files/wvc_campus_map_2015.pdf)

STATE OF ILLINOIS

HIV/AIDS/STD HOTLINE

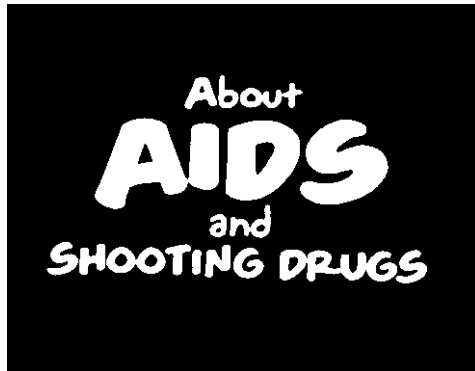
Funded by the Illinois Department of Public Health to provide free confidential information about Acquired Immune Deficiency Syndrome to the public, a Hotline is staffed by specially trained resource counselors who provide the most up-to-date AIDS information available.

FOR MORE INFORMATION,

CALL TOLL FREE

1-800-AID-AIDS

(1-800-243-2437)



THE VALLEY ROUSER

By Floyd Perkins



Hail to Wabash Valley,
All hail to red and white.
Come loyal sons and rally,
Around our team tonight,
Rah - rah - rah!
Go you mighty Warriors,
Go on to victory.
We're here to fight
For red and white
And vic-to-ry!



NICKNAME

WARRIORS

