



LINDENWOOD

2007/2008 Student Handbook

Table of Contents

The President's Message	2
Welcome to Lindenwood	3
An Understanding of Commitment	4
The Mission of Lindenwood	5
Quick Numbers	6
Graduation Application Deadlines 2007-2008	7
The Campus	8
Student Activities/Organizations	13
Lindenwood Athletics	23
Residential Services	25
Campus Map	26-27
Work and Learn	33
Student Services	34
Campus Policy/Student Conduct	40
Lindenwood Vision	Back Cover

Message from the President

Dear Lindenwood Student:

We prepared this handbook specifically for you and hope you will use it to optimize your college experience. Your success – your personal, intellectual and professional development – is of paramount importance to Lindenwood. This university exists because you do, and we measure our success by your success.

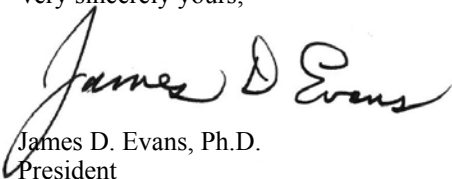
You will find that this grand institution, now 180 years old, has a uniquely warm and supportive campus culture. That culture consists of traditional American values, old and new customs and rituals, beliefs and legends, heroes and characters (whom you will identify for yourself), and a whole lot of community spirit and mutual regard. From your perspective, it will also become increasingly populated with lifelong images and memories as you experience Lindenwood through the coming months and years.

Other important components of any community of higher learning are the policies, procedures, rules, regulations, support structures and services that determine academic and behavioral expectations and ensure effective behavior and coping. This handbook provides you with information on most of those vital items. Please take the time to read it, and then store it in an accessible place for regular use and reference. If you should lose this copy, you will be able to obtain a replacement from the Student Development Office (Campus Life) at any time. We also have posted the handbook on the Lindenwood Web site – www.lindenwood.edu.

The contents of this publication communicate Lindenwood's philosophy of student development: We believe in educating the whole person – socially, physically, morally/spiritually and intellectually. We consider all of our students to be adults and expect each of them to think, speak, and act as an adult. Relatedly, we insist that both our staff and our students exhibit mature adaptation to a rule-governed society. We believe in the dignity and worth of every individual and promote mutual respect among all members of our community. As you can gather from this publication, our goal is not just to provide you with academic content (although that is important in its own right). We intend to prepare you to be a successful professional in your chosen field and a mature human being in all areas of life.

So welcome to Lindenwood – the university that has always placed its students first. It is my personal hope and expectation that you will find the path for your life here. Please do not hesitate to let us know how we might facilitate your experience of self-discovery and actualization on this campus. Enjoy your college years and make the best of them. They are here for just an instant, but their effect will last a lifetime.

Very sincerely yours,



James D. Evans, Ph.D.
President

Welcome to Lindenwood – A Proud Past and A Promising Future

Amid the beautiful Linden trees, Lindenwood University was founded 180 years ago on the highest ground between two rivers. Today, it is the oldest university west of the Missouri River. Since 1827, when it was founded by pioneering educators Mary Easton and George Sibley, it has enjoyed a reputation as an innovative force dedicated to liberal arts education in the highest sense and meaning of the term.

Mary Sibley, along with her husband, Major George Sibley (himself a prominent pioneer and frontiersman who helped chart the Santa Fe Trail), sought to establish an institution that reached across all fields of knowledge. They wanted their school to teach a solid academic core and a balanced sense of self-worth, which accompanies dedication to the larger community and nation. An institution that is always up-to-date in teaching the breadth of the liberal arts along with the attention to detail of the sciences, seeking to synthesize all knowledge in an effort to educate the whole person.

Lindenwood has changed through the years in keeping with its innovative, pioneering heritage. A number of new programs and delivery formats are offered at both the undergraduate and graduate levels to meet the ever expanding horizons of our student population—a population that now includes a wide range of working adults and professions, in addition to record numbers of traditional-aged university students.

This academic year, more than 14,000 full- and part-time students will attend classes at Lindenwood University. Approximately 3,400 of those students will live and work on the beautifully wooded residential core of the university. Campus residence halls and classroom buildings are newly renovated and modernized. There have been six new dormitories built within a five-year period, and two more are currently under construction. The new \$32 million Center for Fine & Performing Arts is scheduled to be completed in the early 2008 academic year.

The innovative, pioneering spirit of education the Sibleys challenged Lindenwood to share with its students certainly flourishes today. More than 30,000 alumni continue to distinguish themselves in virtually all fields and walks of life, reflecting not merely their excellent academic preparation but their development as balanced, whole persons. Lindenwood continues that tradition by responding to the culture and needs of life today in preparing liberally educated (not merely specialized or trained), responsible citizens.

Lindenwood seeks to balance formal learning in the classroom with a wide range of extra and co-curricular experiences designed to provide education for lifelong learning, education that continues to prepare individuals for success as responsible citizens while insisting that they be their very best selves.

An Understanding of Commitment

Lindenwood University is committed to the development of the whole person within a values system that acknowledges the university's Christian heritage and focuses on four-dimensional personal growth: mental, social, physical and spiritual. Resident life helps students establish good learning skills; gain a broad range of knowledge and understanding about the arts, humanities and sciences; obtain social and physical enjoyment through athletic and recreational activities and special events; grow in capacity for work, achievement and leadership; experience self-discovery and personal fulfillment that will serve a lifetime.

The university community seeks to foster peace and harmony by maintaining order and stability. Policies and rules help to establish order and serve the common good. The Lindenwood University community is a voluntary society that asks you as its member to possess a loyalty to the institution and personal commitment to growth, education and the community.

Your activities affect both yourself and others. In choosing to be a part of this learning community, you agree to be responsible and choose your actions in such a way that they reflect favorably on yourself and the community. You are expected to abide by established laws. You are expected to conduct yourself at all times in a manner that exemplifies respect and seeks the best interest of all members of the community.

Responsible members of the Lindenwood University community demonstrate respect for self, others and their institution in the following ways:

- Exhibiting personal qualities of honesty, fairness, integrity and accountability;
- Developing interpersonal relationships that enhance the quality of life on campus by treating other persons with respect and dignity;
- Relating to others in a manner that assures their physical safety, emotional health and psychological well-being;
- Abstaining from any form of intimidation and harassment that causes fear, threat or discomfort on the part of others;
- Respecting the rights of students and staff to remain reasonably quiet in the residence halls, classrooms, library and laboratories;
- Respecting the physical property of the University and of other students;
- Striving to enhance the physical and mental health of all persons by not using, possessing or providing others with alcohol, illegal drugs and chemicals or other harmful substances;
- Respecting traditional Judeo-Christian values;
- Abiding by all policies of the university and fulfilling all contractual agreements with the university;
- Abiding by the laws of the city, county, state and nation.

When your behavior or attitude does not conform to these standards, you will be counseled in a personal, patient and just manner. Referrals may be made to a university official for personal inventory, self-evaluation, counseling and advice. Correcting behavior and fostering personal growth is more desirable than punishment. However, disciplinary action will be taken when warranted. The university reserves the right, with proper notice, to deny admission or dismiss a

student whose behavior and living habits are judged to be detrimental to the welfare of the community.

The Mission of Lindenwood University

Lindenwood University offers values-centered programs leading to the development of the whole person—an educated, responsible citizen of a global community.

Lindenwood is committed to:

- providing an integrative, liberal arts curriculum.
- offering professional and pre-professional degree programs.
- focusing on the talents, interests, and future of the student.
- supporting academic freedom and the unrestricted search for truth.
- affording cultural enrichment to the surrounding community.
- promoting ethical lifestyles.
- developing adaptive thinking and problem-solving skills.
- furthering lifelong learning.

Lindenwood is an independent, public-serving liberal arts university that has a historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of truth.

Quick Numbers

If You Have a Question About:	You Should Speak To:
Academic Assistance (Tutoring)	
Academic Services, Roemer Hall	(636) 949-4954
Mentoring Office, Student Development Office, Spellmann Center	(636) 949-4768
Academic Requirements	
Academic Services, Roemer Hall and your advisor	(636) 949-4954
Athletics Events, Sports Information	
Sports Information Director, Performance Arena	(636) 949-4615
Cafeteria/Hospitality Services	
Dining Hall, Spellmann Center	(636) 949-4928
Career Planning & Internships	
Career Development Office, Student Development Office, Spellmann Center	(636) 949-4806
Clubs, Organizations, Intramurals, Activities, Student Government	
Student Activities Office, Spellmann Center	(636) 949-4983
Emergency	
before 5 p.m.	(636) 949-4922
after 5 p.m. & weekend.	(636) 262-4622
. or	(636) 262-4623
Financial Aid	
First Year Students Questions/Concerns Office of Financial Aid, Roemer Hall	(636) 949-4923
First~Year Programs	
Spellmann Center	(636) 949-4728
Graduate Programs	
Office of Graduate, Adult & Professional Admissions, Welcome Center :	(636) 949-4933
Housing	
Residential Life Office, Spellmann Center	(636) 949-4848
Issues or ideas concerning the state of the university, events, publications, releases	
Public Relations Office, Roemer Hall	(636) 949-4964

Mail

Mailroom, Spellmann Center (636) 949-4169

Personal or Social Issues

Student Development Office, Spellmann Center (636) 949-4985

University Chaplain, Butler Hall (636) 949-4825
or the appropriate division dean

Student Counseling and Resource Center, Cultural Center (636) 949-4528

Residence: Problems/Information

Resident Advisor, Resident Director, or
Director of Residential Operations (636) 949-4980

ROTC

Military Science Studies, Welcome Center (636) 949-4997

Veterans' Issues

Veterans' Affairs, Academic Services (636) 949-4105
Roemer Hall

Work & Learn (Work Study), Community Work Service

Work & Learn Office, Spellmann Center (636) 949-4562

Your Classes

Your instructor, your advisor, the appropriate division dean
or the Academic Services (Registrar)

Your University Account

Business Office, Roemer Hall (636) 949-4650

Graduation Application Deadlines 2007-2008

Deadline to apply for March graduation November 1

Deadline to apply for May graduation November 1

Deadline to apply for June graduation November 1

Deadline to apply for August graduation February 28

Deadline to apply for September graduation February 28

Deadline to apply for December graduation February 28

The Campus

Located on 500 acres at First Capitol Drive and Kingshighway in St. Charles, Missouri, Lindenwood University offers a picturesque setting with handsome architectural designs campus-wide and an arboretum of natural beauty, including the Linden trees for which the university is named.

Admissions (Welcome Center)

Purchased in 2000, the Welcome Center houses Undergraduate Admissions and includes Graduate and Adult Professional Admissions. It is located at 1735 First Capitol Drive and can be reached at (636) 949-4949.

Butler Hall (1930)

Named in honor of university benefactor Col. James G. Butler, it is the location of the Dorothy Warner Indoor Swimming Pool. Butler Hall also houses The Loft, Human Services, the Humanities Division and Butler Parlour.

Lindenwood Ice Arena

Purchased in 2004, the Lindenwood Ice Arena, located in Wentzville, Missouri, is home to the men's and women's ice hockey teams. The rink hosts collegiate games, as well as local high school and youth games.

- 750-seat capacity
- 70,000-square-foot facility
- Side-by-side rinks—both professional NHL size (85-by-200 feet)
- 8 locker rooms
- Heated bleacher seating
- Pro shop (special orders welcomed)
- Skate sharpening
- Full service concession stand
- Video arcade

Dorothy Warner Indoor Swimming Pool (1915)

Built in 1915 by Colonel James Gay Butler, the indoor pool and gymnasium were built for the girls at Lindenwood for P.E. classes. It is the oldest swimming pool west of the Mississippi River. For group usage, call (636) 949-4999. Students must present a valid Lindenwood ID to use the facility. Hours of operation are 12–8 p.m. on Monday through Friday; the pool is closed Saturday and Sunday.

Field House Athletic Center (1989)

Houses coaching offices for Lindenwood athletic programs and the athletic training program, as well as locker rooms and classrooms. Located across from Hunter Stadium.

The Fitness Center (2001)

Offers weight training and fitness equipment, indoor athletic cage, indoor track and a combination wrestling/dance floor for student and class use. Students must present a valid Lindenwood ID to use the facility. Hours of operation are posted.

Lindenwood Athletic Stadium (1976–renovated in 2005)

This 7,000-seat stadium is the site of Lindenwood Lions men's and women's soccer, men's and women's lacrosse, football, field hockey and other sporting events/activities. Features stadium-style and traditional bleacher seating, concession stands, locker rooms, two-story press booth, live broadcasting, and VIP seating (450 seats).

Harmon Hall (1969)

Located at Watson and Gamble streets and named for the family of the late Chairman of the Board Ray Harmon (2005), Harmon Hall provides students with art, music, photography labs and performing arts studios, classrooms, practice rooms, Downstage Theatre, recital/lecture hall and lounges. The Harry D. Hendren Gallery, located at the main entrance, is the site of annual painting, sculpture, stage design, photography, craft and other exhibits, which are open to the public.

Lillie P. Roemer Memorial Arts Building (1939)

Dedicated and named in memory of President Roemer's wife, who was also dean of students at Lindenwood, this building is usually called the "Memorial Arts Building" or "MAB." The Business Administration Division, faculty offices and computer labs are located on the upper two levels of MAB. The beautiful Arthur S. Goodall Lounge, on the first floor, is named in honor of the individual who held the longest membership on the university's Board of Directors. Latzer Great Hall, located on the second floor, is named in memory of Cora O. Latzer, grandmother of an alumna.

Lindenwood University Alumni Museum

Located at 136 S. Kingshighway, the museum holds artifacts depicting the history of Lindenwood University. The museum is located directly across from the heritage campus entrance.

Lindenwood University Cultural Center

Purchased in the spring of 1996, the Cultural Center, also known as the LUCC, is located two blocks north of the main campus at 400 North Kingshighway. The center holds the music department and a third art gallery. The LUCC houses an auditorium acoustically fit for concerts and is the headquarters of Lindenwood's acclaimed accelerated evening program, LCIE.

Lindenwood University Track (2004)

Located behind the Hyland Performance Arena, the Lindenwood University Track is the host site for many local and national track and field competitions.

Lou Brock Sports Complex (2005)

The complex is named after Hall of Fame St. Louis Cardinal Lou Brock and is home to both Lindenwood baseball (seats 670) and softball (seats 200). The fields feature professional dimensions, thick grass, concessions and live broadcasting.

Margaret Leggat Butler Library (1930)

Named in memory of the co-benefactor and wife of Col. James G. Butler. Newly remodeled and modernized, Butler Library is fully automated, allowing students to access resources both on and off campus. Students have access to over 50 subscriptions and databases providing them with ability to retrieve full text documents at no cost. The library is a member of the MOBIUS Consortium, which

provides students with access to over 14 million book titles. In addition to the private study rooms, upstairs classrooms and beautiful turn-of-the-century architecture, technology is also merged through wireless internet access, three computer areas, and two closed captioned television sets that provide students with local and global news.

Robert F. Hyland Performance Arena (1996)

This 3,000-seat arena houses men's and women's basketball, men's and women's volleyball, cheerleading, dance squads and wrestling. Named after the late Robert F. Hyland, former chairman of the board at Lindenwood University, the arena is acoustically sound to hold concerts and performances as well. Coaches' offices, athletic training room and staff offices, classrooms, concession stands, an auxiliary gym, the 270-seat Luxury Skybox Pavilion and a VIP Room are among the amenities.

Roemer Hall (1921)

Dedicated to honor John L. Roemer, president of Lindenwood from 1914-1940 and his wife Lillie P. Roemer, this building serves as the main administration building of the university. Administrative offices in Roemer Hall include: Office of the President, Provost, Registrar, Financial Aid, Business Office, Academic Services and Public Relations. Jelkyl Theatre, on the first floor, offers mainstage performing arts productions and other special events. Classrooms and faculty offices are located on the second and third floors of this building.

Spellmann Center (2002)

The Spellmann Center is named in honor of the late Dennis C. Spellmann, who was president of Lindenwood from 1990 until his death in August 2006. This 112,000-square-foot building serves as a multi-purpose student center. Located on the first floor are the Student Activities Office, The Connection, 89.1 "The Wood" Radio Studio, and Computer Services. The Lindenwood cafeteria and Java 101 are located on the second floor. Located on the third floor are the computer lab, student mailboxes, Work and Learn Office, faculty offices and classrooms. The fourth floor holds classrooms, the Anheuser-Busch "Leadership Room," Macintosh Lab/Multimedia Room and the Student Development Office, including Career Development Services, First-Year Programs, Housing, the International Student Center, Mentoring and the Vice President of Student Development.

Studio East

Located one block from campus, the facility houses Lindenwood University's art studios and an art gallery. Studio East offers space for classes and creative design.

Young Science Hall (1965)

Named in memory of Howard I. Young, former chairman of the Board of Directors, the building houses natural science, social sciences, mathematics and computer science courses and labs, along with seminars and conferences in Young Auditorium.

The Residence Halls

Ayres Hall (1908)

The hall is named in memory of former Lindenwood President Dr. George Frederic Ayres, 1903-1913. Ayres Hall serves as a residence for 156 men, and offers one-, two-, three-, four-, and five-man rooms, community and private bathrooms and a spacious air conditioned lounge located on the lower level.

Blanton Hall (2000)

This residence hall is named after the family of board member Ben Blanton. The building houses 180 female students in air conditioned suite-style rooms. Blanton consists of two-room suites (two or three women each) with a shared bathroom. The first floor is home to the Delta Zeta Sorority. It also has a comfortable main floor lounge with microwave/dining area and first-floor laundry facilities.

Calvert Rogers Hall (2005)

This residence hall is named in honor of board member Jane Calvert Rogers, who also won the Sibley Medallion Award. Calvert Rogers Hall houses 187 females in air conditioned suite-style rooms. It consists of two-room suites (two or three women each) with a shared bathroom. This new hall has a comfortable main floor lounge with microwave/dining area and first floor-laundry facilities.

Cobbs Hall (1950)

Named in memory of Thomas H. Cobbs, a prominent St. Louis attorney and member of the University's Board of Directors, Cobbs Hall offers traditional rooms for 115 men. It consists of two-room suites (two men each) with a shared bathroom. The lower level offers four-man rooms with community bathrooms. There is a comfortable air conditioned main floor lounge with microwave/dining area, and laundry facilities are located on the lower level.

Eastlick Hall (1921)

Named in honor of Mrs. Nellie Eastlick, a niece of Colonel Butler, Eastlick Hall serves as a residence for 15 men. Eastlick offers a quiet setting for scholar students, a full kitchen on the main floor and community bathrooms.

First Capitol Houses

Located on First Capitol Drive, directly across from campus, the houses provide residence for male students.

Flowers Hall (2003)

This residence hall is named in honor of the family of board member Duane Flowers. Flowers Hall houses 180 men in an air conditioned facility with two-room suites (two or three men each) and a shared bathroom. It also has a comfortable main floor lounge with microwave/dining area and first-floor laundry facilities.

Gamble Hall (1990)

Located at 130 Gamble Street near the university, this residence hall offers apartment-style living for non-traditional students married couples.

Guffey Hall (2000)

Guffey Hall is named in honor of long-time employees John R. Guffey and Sheryl K. Guffey. Guffey Hall offers air conditioned rooms for 187 male students, with two-room suites (two or three men each) and a shared bathroom. Guffey also has a comfortable main floor lounge with microwave/dining area and first-floor laundry facilities. The first floor houses Alpha Sigma Phi Fraternity.

Irwin Hall (1924)

The residence hall is named in memory of Reverend Robert Irwin, college president from 1880-93. Irwin provides a traditional residence for 150 female students. Irwin has two-room suites (two women each) with a shared bathroom, or three- and four-women rooms available. The lower level and fourth floor have community bathrooms. It also has a comfortable main floor air conditioned lounge with microwave area. The laundry facilities are located on the lower level.

Linden Terrace

Located on and east of Droste Road, Linden Terrace offers duplexes and houses for junior, senior and graduate women, and married couples.

Mathews Hall (2003)

This residence hall is named in honor of the family of board member Joseph Mathews. Mathews Hall offers air conditioned rooms for 180 male students with two-room suites (two or three men each) with a shared bathroom. It also has a comfortable main floor lounge with microwave/dining area and first floor laundry facilities.

McCluer Hall (1961)

Named in memory of former University President Franc L. McCluer and in honor of his wife, Ida Belle, McCluer Hall provides traditional housing for 120 female students. McCluer offers an air conditioned quiet setting for scholar and upper-class students with two-room suites (two women each) with a shared bathroom, or three- and four-women rooms available with private bathrooms. McCluer has a spacious main floor lounge with a kitchen. The laundry facilities are located on the lower level.

Niccolls Hall (1916)

Named in the memory of Reverend Samuel Jack Niccolls, former pastor of the Second Presbyterian Church of St. Louis and member of Lindenwood's Board of Directors, Niccolls Hall houses 153 female students in traditional and apartment-style units. The rooms are spacious air conditioned one-, two-, three- or four- women suites with semi-private or private bathrooms. Niccolls has a new first floor lounge.

Parker Hall (1966)

Named in memory of Dr. Alice Parker, former professor of English literature at Lindenwood, Parker Hall serves as a men's residence hall for 160 male students. It has air conditioned two-room suites (two or three men each) with a shared bathroom; four-men rooms are available with a private bathroom; and six single rooms are available with a community bathroom. It also has spacious main floor lounge with microwave area and main floor laundry facilities.

Rauch Memorial Hall (2005)

This residence hall is named in honor of board member Elizabeth Rauch, who also won the Sibley Medallion Award. This residence hall is equipped to house 199 female students in air conditioned suite-style rooms. Rauch has two-room suites (two or three women each) with a shared bathroom. Also, it has a comfortable main floor lounge with microwave/dining area, and first floor laundry facilities.

Sibley Hall (1856)

The oldest and the most celebrated building on campus, Sibley Hall was named in honor of Mary Easton Sibley and Major George C. Sibley, who founded Lindenwood in 1827. It replaced the original log cabin structure in 1860 and is listed in the National Register of Historic Sites. Sibley Hall serves as a women's residence hall for 120 female students. It has one-, two-, three-, or four-women rooms with community bathrooms (although some private bathrooms are available). It has a beautiful main floor air conditioned lounge, and the laundry facilities are on the lower level. The newly renovated Sibley Chapel is open for lectures, recitals and other special events.

Stumberg Hall (1933)

Named in memory of B. Kurt Stumberg, M.D., and once the university infirmary, Stumberg Hall now serves as a residence for 22 men.

Watson Lodge (1929)

Named in memory of Judge and Mrs. John S. Watson, who were major benefactors to the building of Sibley Hall and the original university endowment, Watson Lodge serves as a residence for 11 female students. It has two- and three-person air conditioned rooms with community bathrooms.

Campus Culture

Student Activities/Organizations

Lindenwood University believes in the importance of co-curricular activities as a valuable supplement to classroom learning in the total educational process. The Office of Student Activities serves as a coordination center on campus and works with student organizations in facilitating their activities and projects. Various student-organized programs and events are scheduled throughout the year. Included are the programs, meetings, and other events of the Lindenwood Student Government Association, Greek organizations and other student organizations. For a complete listing of events, click on the Calendar link on the LU Home Page.

Student organizations are an integral part of university life, providing opportunities for students to design and implement programs, events and activities that extend and amplify the goals of Lindenwood's mission. Students may complement their academic experiences by becoming involved with approximately 72 student clubs and organizations. Along with the Student Activities Office, these are the major scheduling sources for lectures, movies, dances, entertainers and a wide variety of other events planned to satisfy the diverse needs and interests of the Lindenwood University community. It is necessary for each organization to register at the Student Activities Office each year and provide the name of a faculty or staff advisor, a

current constitution and a current list of officers and members. Current listings of student organizations are available by clicking on the Student Development link, then the Student Activities link, then the Student Organizations link on the Lindenwood University homepage: www.lindenwood.edu.

Furthermore, the LU intramural program is designed to develop and encourage student participation through competition in student recreational sports teams. LU intramurals include flag football, basketball, volleyball, softball, soccer, ping-pong, and board games. All events are publicized through the Student Activities Office. LU intramurals are also on the LU website under the Student Activities link.

Student Organizations

A Cross Between Campus Ministry

This group exists to worship God. The group is on campus to serve the university by helping to develop well balanced students in all areas of life—emotionally, spiritually and intellectually—and strives to help people see Christianity as a viable and productive way of life.

Spencer Hurst/4780

Accounting & Finance Club

This club promotes career activities, opportunities in accounting and finance, student preparation for the business world, and development of student camaraderie.

Ed Morris/ 4832

Elizabeth Ammann/4811

Alpha Chi (Honors Society)

This international society recognizes junior and senior students who demonstrate academic excellence and exemplary character and are in the top 10 percent of their class. Alpha Chi is derived from the Greek letters meaning truth and character.

Michael Mason/4825

Alpha Epsilon Rho

Alpha Epsilon Rho is the honor society within the National Broadcasting Society (NBS). The membership is restricted to the “best of the best” found within the ranks of the National Broadcasting Society.

Mike Wall/4880

Alpha Lambda Delta

This organization’s purpose is to recognize academic achievement in freshman students and promote and encourage academic achievement throughout their academic careers.

Peter Griffin/4415

Alpha Phi Omega

This national co-ed service fraternity is founded on the principles of leadership, friendship, and service. Many activities are planned to enrich the lives of members and the community.

Jack Beckerle/4572

Alpha Sigma Lambda

This honor society recognizes those senior students in the adult evening program who have achieved academic excellence while handling other life responsibilities, including family, work and community service. Nominees must have completed 84 credit hours at Lindenwood University and maintained a 3.8 cumulative grade point average.

Daniel Kemper/4501

Alpha Sigma Phi (Epsilon Beta chapter)

The aim of this fraternity is to further scholarship among its members, to promote community and campus service, to provide means for greater academic achievement and to create a more productive individual society.

Darren Marhanka/4984

Alpha Sigma Tau

This senior academic honors society recognizes the achievement of graduating seniors who have compiled a cumulative GPA above 3.5 on a 4.0 scale.

Curtis Billhymer/4888

American Humanics Student Association

In conjunction with American Humanics Inc. and the Human Service Agency Management program of Lindenwood University, the AHSA is dedicated to providing the students professional and co-curricular opportunities with the intent of enriching students' competency and leadership potential in the field of youth and human services. The American Humanics Alumni Association works in conjunction with the organization to foster continued involvement.

Jack Beckerle/4572

American Studies Trailblazers

The purpose is to promote and develop Daniel Boone Home activities and to attend local exhibits, lectures, and events which promote American studies topics.

Sue Tretter/4872

Hollis Heyn/4854

Army ROTC

The purpose of Army ROTC is to provide leadership, guidance and training to Army ROTC with a goal of being commissioned as officers in the active guard or reserve component of the United States Army.

Terry Russell/4980

Michael Wade/4943

Business Club

The Lindenwood Business Club is an organization committed to the professional development of the Lindenwood student population. The objective is met by presenting speakers from the business community.

Judy Kamm/4833

Campus Crusade for Christ

The purpose of this group is to help students grow in their relationship with God, connect relationally with other like-minded students and to make a positive spiritual impact on campus.

Steve House/4889

Cheerleaders

The goal of this group is to promote school spirit through cheering at games and performing at halftime and pep rallies and to promote good sportsmanship at athletic events.

Carrie Nichols/4637

Chi Alpha Christian Fellowship (FUSION)

The purpose of this group is to faithfully unite students in the name of Jesus Christ, to ignite them with a deeper passion for Him, and to empower them to be His light in this world.

Steve House/4889

Chi Sigma Iota (Lambda Chi)

Lambda Chi's goal is to promote scholarship, research, professionalism, and excellence in counseling and to recognize high attainment in the pursuit of academic and clinical excellence in counseling.

Jan Muro/4529

Circle K International (CKI)

This is a collegiate service organization with a worldwide membership that promotes fellowship, leadership, and service.

Joanna Finch/4931

Computer Science and Math Club

This is a club for students interested in math and computer science. It supports participation in national competitions and increases professional interaction among students and faculty.

Wojciech Golik/4701

Criminal Justice Student Association

This organization promotes the education of current criminal justice issues and prepares students for careers in the criminal justice field.

Darren Marhanka/4984

Dance Alliance

The purpose of this group is to provide those students in the Lindenwood dance program a positive, fun, educational atmosphere to focus on exploring the world of dance.

Kristin Best/4602

Delta Sigma Pi

This is a professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce, to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

Judy Kamm/4833

Delta Zeta (Omicron Omicron chapter)

The goal of this group is to unite its members in the bonds of lasting friendship, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members, and to develop plans for guidance and unity in actions.

Sue Tretter/4872

Easton Debating Society

Members participate in debating historical, ethical, political, and cultural issues.

Joe Cernik/4810

Fashion Club

The goals of this club are to promote a discerning public interest in fashion as an art form, as a commercial enterprise, and as social statements; to augment the formal training of the classroom and studio through information and ideas shared in a peer-directed environment; and to enhance serious fashion students' understanding of the inherent interdependencies imposed upon the talents of the designer, historian, illustrator, manufacturer, and merchandiser.

Florence Dewan/4866

Fellowship of Christian Athletes

This is a student-led group of athletes, coaches, and other interested people meeting to explore their faith as Christians.

Rick Gorzynski/4133

French Club

French Club increases awareness of and interest in French language and Francophone culture.

Nancy Durbin/4868

Herpetology Club

The purpose of the club is to seek knowledge and share experiences of the fascinating world of reptiles and amphibians and to promote responsible stewardship of the natural world.

Gail Johnston/4189

Steve House/4889

History Club

The History Club offers an area for discussion of historical topics, to promote camaraderie among members and to provide a channel by which members can become further involved in their community.

Mike Whaley/4561

Honors College

The Honors College promotes exceptional school achievement at Lindenwood University. Eligible members may request to enroll in additional credit hours over the usual course load and receive honors credit on their academic transcripts.

Mike Whaley/4561

Intercultural Club

This club promotes awareness and appreciation of cultural diversity.

Jeri Schultz/4837

Sue Tretter/4872

International Business Operations Club

This club pulls diverse students together who have an interest in learning more about International Business, International Marketing, International Operations and International Communications. The diversity of student participants allows us to provide greater insight into the expectations of business today and into the future for their individual and team success. Students gain exposure to numerous business topics knowledge and networks to assist them in future success.

Jeri Schultz/4837

Kappa Delta Pi

Kappa Delta Pi promotes excellence and recognizes outstanding contributions to education.

Frank Thouvenot/4157

Karate Club

The goal of this club is to develop skills of self-defense, which also lead to growing self-confidence, discipline, coordination and quality of life.

Ann Canale/4871

Lewis and Clark Political Society

This society promotes non-partisan, balanced and responsible political and public affairs discussions.

Joe Cernik/4810

LindenLadies and WoodsMen

The mission of this organization is to create a positive and productive community, promote overall diversity, encourage scholarship, unify various groups of people on campus through interactive activities, and to maintain positive effects through recruitment and mentoring.

Hollis Heyn/4854

LindenLeader

The LindenLeader Award is given in recognition of outstanding achievements in the Work and Learn Program at Lindenwood. The award is based on the quality of the student's on-campus work, academic standing and the recommendation of the student's supervisor.

Mike Tolman/4563

LindenScroll

LindenScroll is an Honor Society that works to advance the spirit of service and fellowship on campus, to promote and maintain standards of scholarship, to recognize and encourage leadership, and to stimulate the intellectual development of college students.

Tammi Pavelec/4454

Lindenwood Christian Fellowship

The purpose of this group is to continue establishing the crown rights to the King Jesus through the Gospel of Jesus Christ while providing on-going fellowship and instruction for Christian growth.

Dave Dickherber/4962

Lindenwood Democrats

The aim of this group is to promote, discuss, and debate the principles of the Democratic party on the local and national level.

Gail Johnston/4189

Paige Mettler-Cherry/4710

Lindenwood Intramurals

LU intramurals is designed to develop and encourage student participation through competition on student recreational sports teams.

Tia Krienbring/4983

Lindenwood Philosophy Club

This club strives to provide a symposium for those people who esteem the role of philosophical contemplation in either a person's personal or academic endeavors and to foster an environment for said people to develop or explore their own, as well as other philosophical ideas.

Rachel Douchant/4303

Lindenwood Student Government Association

Student Government provides leadership opportunities for students and allows students to work together with other campus organizations to provide activities and programs for the entire campus community.

Tia Krienbring/4983

Lindenwood University College Republicans

Lindenwood University College Republicans make known and promote the principles of the Republican party among students of the Lindenwood University campus and members of the community.

Richard Reighard/4885

Lindenwood University Student Athletic Training Organization (LUSATO)

The group's goal is to promote the growth of knowledge, stay abreast of current trends, and help students stay informed of the educational requirements for the NATABOC and in the athletic training profession. It builds a strong student base among individuals of the Lindenwood community interested in the field of athletic training and provides members with the opportunity to interact with local health professionals to achieve a better working knowledge of athletic injuries through attending conventions, meetings, lectures, clinics, and other group activities.

Delaine Young/4684

Lion Line Dance Squad

The dance squad encourages school spirit, provides quality entertainment, and represents the high academic and social standards of Lindenwood University.

Colleen Carriker/4367

Lionettes

The Lionettes encourage school spirit, provide quality entertainment, and represent the high academic and social standards of Lindenwood University.

Kristen Best/4602

LU Crew

The LU Crew is designed to give members an active role in encouraging Lindenwood's spirit at not only athletic events, but also at special events. The LU Crew can be taken as a one-credit PE course.

Tia Krienbring/4983

LU Student Council for Exceptional Children

The purpose of this group is to advance the education of individuals with exceptionalities and to relate educational and professional growth and development of education majors.

Rebecca Panagos/4959

Marketing Club

The goal of this group is to provide marketing and business majors with marketing experience and opportunities, while educating on real-life situations.

Ralph Wiedner/4737

Music Educators National Conference

This group exists to afford students an opportunity for professional orientation and development in the field of music education while still in school and enable students to gain an understanding of topics related to music.

David Wallis/4508

National Broadcasting Society

The society strives to enhance the development of college and university students involved in telecommunications, broadcasting, mass communications, radio, television, cable, film and/or electronic media.

Debbie Nicolai/4112

Natural Science Club

This club tries to promote a variety of natural science disciplines to students and other community members.

Jennifer Firestone/4188

Becky Helton/4716

Phi Lambda Phi

The three-fold mission of Phi Lambda Phi is first to attract quality minded undergraduate men who will continue the fraternity for life concept which makes our history rich; second to offer an organization where the membership develops and the organization prospers by promoting high standards of scholastic achievement, personal development, citizenship and social responsibility; and third to retain members' interest and support in order to grow an active alumni network.

David Brown/4411

Phi Mu Alpha

The object of this fraternity is the development of the best in fraternal spirit, the mutual welfare and brotherhood of musical students, the advancement of music in America and a loyalty to the alma mater.

Joe Alsbrook/4164

Pi Delta Phi

Lindenwood Chapter Pi Delta Phi is the Chapter (Zeta Pi) of the national French honor society.

Nancy Durbin/4868

Pi Gamma Mu

This international honor society fosters excellence in the social sciences and promotes cooperation between them.

Don Heidenrich/4414

Pi Mu Epsilon

The purpose of this group is the promotion of scholarly activity in mathematics among students in academic institutions and among the staffs of qualified non-academics. Students are chosen based on their performance in their mathematics courses, their overall grade point average, and recommendation by one of the mathematics professors. The students chosen must have a major or minor in mathematics or have taken three semesters of Calculus plus at least one additional course above the level of Calculus I.

Wojciech Golik /4701

Pi Sigma Alpha

This national honor society stimulates “scholarship and intelligent interest in political science.”

Joe Cernik/4810

Psi Chi

This national society in psychology encourages, stimulates and maintains excellence in scholarship and advances the science of psychology. Students must be second semester sophomores, juniors, or seniors majoring or minoring in psychology.

Bruce Kelly/4732

Psychology Club

This club strives to promote career activities and opportunities in psychology, to prepare students for the professional world, and to encourage students to develop a camaraderie within the psychology interest group.

Marilyn Patterson/4526

Reformed Campus Fellowship

The goal of this group is to reach students for Christ and equip them to serve.

Scott White/4829

Sigma Alpha Iota

This group promotes music within the community and college life.

Joe Alsobrook/4164

Sigma Delta Pi

This group recognizes honor students in Spanish.

Betty Heyder/4824

Social Work Student Alliance

This alliance promotes the social work profession as an important and positive field that deserves recognition through education, community service and campus awareness of social and political issues.

Carla Mueller/4731

Student Ambassadors

This group forms a special unit with an active role in promoting the university, recruiting students, assisting the Development Office and representing Lindenwood University to the community.

Joanna Finch/4931

The Entrepreneurship Club

The club fosters an entrepreneurial spirit at Lindenwood University and the surrounding community. The club will be a catalyst for the networking of ideas, thoughts, and relationships that promote free enterprise.

Jim Elder/4838

The Vine

The goal of this group is to provide a Christian influence to the campus of Lindenwood University through the vehicle of modern, cutting-edge activities and events and to impact campus culture for Jesus Christ.

Steve House/4889

Up 'Til Dawn

This group strives to unite the campus and raise funds for St. Jude's Research and Treatment Hospital to help fight childhood cancer and catastrophic illness.

Emilie Johnson/4963

Venture Crew 9209

The goal of this group is to prepare young people to make ethical and moral choices over their lifetime by instilling in them the values of the Scout Oath and Law.

Jack Beckerle/4572

Word Society

This group exists to bring together students interested in creative expression and in sharing that interest, for instance by attending creative events, sponsoring readings, and discussing our own creative works.

Ann Canale/4871

Spencer Hurst/4780

YMCA Club

The Y-Club will serve as a pre-professional association of students who are interested in being employed by the YMCA, being part of the Y movement, and working in the community.

Kate Buemi/4787

Lindenwood Athletics

LU's athletic department has grown significantly in the past two decades. Ever since 1998-1999, LU's athletic program has finished in the top four for the prestigious Directors' Cup competition, annually awarded to the most successful NAIA college athletic program in the United States and Canada. In 2001-2001 and 2002-2003 LU finished first, winning the Directors' Cup. Lindenwood has also been recognized as an NAIA "Champions of Character Institution" since 2000-2001 for character in collegiate athletics. In addition, LU houses "Coaching with Character," the nation's first program dedicated to instructing local coaches with an emphasis placed on character. The following list is LU's intercollegiate athletic teams by season:

Fall

Football
Field Hockey
Men's Cross Country
Women's Cross Country
Men's Soccer (National Champions 2004)
Women's Soccer
Men's Tennis
Women's Tennis
Women's Volleyball
Men's Golf
Women's Golf
Men's Water Polo (National Champions 2006)
Coed Water Polo
Cheerleading/Dance Squads

Winter

Men's Basketball
Women's Basketball
Men's Indoor Track and Field (National Champions 1998, 2005, 2006)
Women's Indoor Track and Field
Men's Ice Hockey
Women's Ice Hockey (National Champions 2006)
Men's and Women's Swimming and Diving
Wrestling (National Champions 2002, 2005, 2007)
Men's Bowling (National Champions 2005)
Women's Bowling (National Champions 2006)
Roller Hockey (National Champions 2002, 2003, 2004, 2005, 2006, 2007)
Trap and Skeet (National Champions 2004, 2005, 2006, 2007)
Cheerleading/Dance Squads

Spring

Baseball

Cycling

Men's Golf

Women's Golf

Men's Tennis

Women's Tennis

Men's Outdoor Track and Field (National Champions 2003)

Women's Outdoor Track and Field

Men's Volleyball

Women's Softball

Men's Lacrosse

Women's Lacrosse

Women's Water Polo

Residential Services and Information

Lindenwood University views a resident's experience in group living as an opportunity to learn, live and work with others of varying ages, cultural backgrounds, and interests. Resident advisors (RA's) are available throughout the buildings to provide a support system for the students. Each facility is supervised by a resident director (RD) who lives in the residence halls. Together with his/her RA's, they oversee the general safety and well-being of the residents, assist and support students with the daily challenges of university life and coordinate maintenance and housekeeping activities within the buildings.

The director of Resident Life has overall responsibility for student housing. Students are encouraged and expected to take responsibility and to be responsible to the community in which they live. Active participation in residential activities aids residents in developing a sense of community spirit. Resident students who have questions, concerns or ideas about residential living may direct them to an RA or RD or to the director of Residential Life or the dean of students.

Absence from Residence Halls

Students who become ill, are involved in an accident, or for some other reason are going away from the residence hall for a time period exceeding one day, should inform their RDs so that they can be reached in the event of an emergency. Residential Life occasionally receives calls from residents' parents/guardians regarding their whereabouts. By informing your RD of your travel plans, etc., you enable us to keep your family informed in the event of an emergency.

Checking Into Residential Housing

All residents are required to complete the check-in procedure at the beginning of each semester. Students must first report to the Hyland Performance Arena, complete the process and obtain their student ID cards and their key cards for their housing assignments. Upon completion of the check-in process, the student may then proceed to his or her assigned residence hall to check in with the resident director, receive a key and move in. Failure to complete the official check-in process will result in an improper check-in fine to be assessed to the student's account.

Checking Out of Residential Housing

All residents are required to check out of their housing assignments at specific times each year (see Holiday closings). At the end of each semester, the residents are required to return their keys in the STUDENT CHECK OUT ENVELOPE to the resident director prior to leaving for the break.

Prior to your departure, the resident director is required to assess any possible damage that might have occurred to your residence. Also, rooms must be returned to their original state: personal items removed, tape and staples removed from walls and left in clean condition with all trash removed and properly thrown away. For multi-occupancy rooms, the first person to leave is responsible for settling with other roommates any discrepancy about the physical state of the room to include damaged or missing equipment. Cleaning the room and returning the individual room keys to the resident director is the responsibility of each individual. In the event that a room is left dirty, all individuals will be charged. An additional fee of \$100 will be assessed for improper check out.

Duchess

Track & Field

Soccer
Practice
Fields

Softball
Field
Lou Brock
Sports Complex
Baseball
Field

Droste Road

Anneric

35 Patma

Karen

Charbo

West Clay Street

First Capitol Drive
(MO. RT. 94)

Wilmes Ave.

Templins

Trendley

Cunningham

Boone Ave.

To Powell Terrace



NORTH
Spring 2007

LINDENWOOD 44

CAMPUS MAP

- | | |
|------------------------------------|--|
| 1 Athletic Stadium | 14 Roemer Hall |
| 2 Fitness Center | 15 Butler Library |
| 3 Field House | 16 Young Hall |
| 4 Hyland Performance Arena | 17 Eastlick Hall |
| 5 Business Service Center | 18 Ayres Suites |
| 6 Corporate Service Center | 19 Ayres Hall |
| 7 Spirit & Supplies Shoppe | 20 Butler Hall |
| 8 Welcome Center | 21 (Under Construction) |
| 9 Gamble House | 22 Stumberg Hall |
| 10 Cultural Center (LUCC) | 23 President's House |
| 11 Alumni House/Development Office | 24 Memorial Arts Building |
| 12 Harmon Hall | 25 Niccolls Hall |
| 13 Watson Lodge | 26 Sibley Hall |
| | 27 Cobbs Hall |
| | 28 Irwin Hall |
| | 29 McCluer Hall |
| | 30 Parker Hall |
| | 31 Spellmann Campus Center |
| | 32 Blanton Hall |
| | 33 Guffey Hall |
| | 34 Center for Fine and Performing Arts |
| | 35 Linden Terrace Residential |
| | 36 First Capitol Residential |
| | 37 Studio East |
| | 38 Flowers Hall |
| | 39 Calvert Rogers Hall |
| | 40 Rauch Memorial Hall |
| | 41 New Dorm "G" |
| | 42 New Dorm "H" |
| | 43 Glencoe Residential |
| | 44 Powell Terrace Residential |
| | 45 Matthews Hall |



Entrance Locations:

- A King's Gate
- B Watson Gate
- C Houston Gate
- D John Weber Drive

Guests

Any guest of a student who is visiting the campus and staying overnight must be pre-approved and registered with the Student Development Office by the director of Resident Life and the dean of students. No visitation will be allowed unless specifically approved on an individual, case-by-case basis. Male guests must be housed in men's residence halls; female guests in women's residence halls. All guests must pay cash for meals taken in the cafeteria. The university holds the student responsible for the behavior of any guest and for informing the guest of university's policies. There is a three-day limit on all approved visits.

Invited guests of residents must use the front door of the residential facility and be properly checked in according to the regulations of the facility. Arrangements should be made by the residents to meet the guest in the lounge or at the front door. Visiting guests must be accompanied by their host at all times when on campus and in a residential facility. Each resident host is responsible for their guest until the guest is escorted out of the residence and has left the campus.

Visits by parents or family members of the opposite sex are permitted by notifying the Resident Director and making a courtesy announcement to other students sharing the facility. Unauthorized guests, especially non-family juveniles under the age of 18, and uninvited or inconsiderate persons are not welcome in campus residences or on the campus and are considered trespassers. Parents are not authorized to remain in the residence overnight.

Violations of the regulations may result in immediate dismissal from the university. Lindenwood University students visiting dorms other than their own will be considered guest and must check-in as such.

Holiday Closings

For security reasons, residences are closed and locked at 4:30 p.m. on the last day of classes before each holiday/break. They will re-open at noon on the day before classes resume. Lindenwood University encourages students and their families to make travel plans early in accordance with this schedule. All residences are closed for Thanksgiving, Christmas/semester break, and spring/Easter break. These dates are available in the office of Academic Services. Failure to leave by the designated time, or returning before the halls re-open will result in charges being added to the student's account. Special circumstances must be addressed in writing to the Housing Office and approved by the Director of Resident Life at least one week prior to the date in question. Location designation will be made on a space-available basis. Students remaining on campus during these breaks may be required to relocate to other residences. It is the responsibility of the student to contact the Resident Life Office two days prior to check out day to verify if they have been approved to stay accordingly. A charge will be made to the student's account based on the approved period of the stay.

As you prepare to leave for holidays or breaks, please make certain you have disconnected all electrical appliances, locked your windows and doors and removed all opened food items from the residence. University staff will make health and safety checks during this time. Additionally, the university does not provide storage of belongings during the summer or other vacation/break periods.

Quarter or trimester students who are not on the traditional housing schedule may be asked to relocate temporarily.

2007–2008 Residential Housing Closing Schedule

2007 Thanksgiving Break

Check-out Wednesday, Nov. 21, by 4:30 p.m.

Check-in, Sunday, Nov. 25, at noon

A letter requesting to remain on campus must be received in Resident Life office no later than Nov. 12.

2007 Christmas/Semester Break

Check-out Friday, Dec. 14, by 4:30 p.m. (semester students)

Check-out Saturday, Dec. 15, by 4:30 p.m. (quarter students)

A letter requesting late departure/permission to remain through break must be received in Resident Life office no later than Dec. 3.

2008 Spring/Easter Break

Check-out Friday, March 21, by 4:30 p.m. (semester students)

Check-out Saturday, March 22, by 2:00 p.m. (quarter students)

Check-in Sunday, March 28, from 10 a.m. to 5 p.m.

A letter requesting to remain on campus must be received in Resident Life office no later than March 10.

2008 Spring Semester Move Out

All residences will close May 16 at 4:30 p.m.

All students are encouraged to check out on the day of their last exams.

Letter requesting late departure must be received in Resident Life office no later than May 5.

Housing Assignment

Rooms are assigned by the university to each new resident student. The room is to be used and occupied as a residence by the student and for no other purpose. The university does not guarantee to assign the student to a specific room in a specific residential building, nor does it guarantee to assign a specific roommate to share the space. Rosters are maintained as official records of the university. Assigned rooms are held for the students for 48 hours from first date of classes. Students must notify the Director of Resident Life in writing of late arrival. If no arrangement has been made, the room may be reassigned. Room changes may be requested after the first two weeks of each term. Approval for the change is granted by the director of Resident Life. Students changing rooms must follow the check-out and check-in procedures supplied by the Student Development Office. Any resident living in an under-occupied room/house must be prepared to receive a roommate at any time. The director of Resident Life may consolidate assignments for students who do not have roommates. Consolidation may include moving to another room/house. For specific information regarding the consolidation process, contact the director of Resident Life at ext. 4848. If your roommate moves to another location on campus, withdraws, graduates or leaves the university for any reason, the director of Residential Life may request that you move to another room. All room assignments and changes are made by the director of Residential Life. Unauthorized room changes will result in a \$250 fine.

Each spring semester, returning students participate in a priority assignment process. Priority assignment allows returning students the opportunity to select their room and roommate for the next academic school year. Students are permitted to sign up for rooms based upon their class year. (The class year is determined by the number of credit hours that have been accepted by the university.) In order to remain in campus housing, all residential students must be enrolled in classes for the upcoming semester. Failure to register for classes may result in loss of housing assignment.

Each resident student must complete a housing contract. Once resident students sign a housing contract, they are bound to the contract for the entire academic year. The housing contract is a primary component of the university's planning process which commits the university to provide a certain level of housing and incurred food costs, regardless of whether the student stays in campus housing every night or eats every meal in the cafeteria.

Keys

Your signature is required to receive keys to your room. Your room keys must be turned in to the resident director before you depart the university. Lost room keys require a \$35 replacement charge, because it usually requires the door to be re-keyed for proper security. Resident Life and Residential Services asks to be notified immediately if you lose your key so they can authorize the key replacement. No additional locks are authorized to be placed on any residential interior or exterior doors.

Maintenance Service

Although every effort is made to maintain physical facilities in working order, fixtures and furnishings will occasionally need repair. The procedure for repair or replacement is as follows:

- **Minor Repairs:** Call the Maintenance Office at (636) 949-4922. You may also e-mail the Maintenance Office at maintenancehotline@lindenwood.edu.
- **Emergency Repairs:** Call Maintenance during regular business hours or contact Residential Services or your RD after 5 p.m. or on weekends at (636) 262-4622.

Personal Property

Lindenwood University cannot assume responsibility for the personal property, including automobiles, of students and guests. The university carries no insurance to cover such property losses, even in the case of fire, theft, or other disasters. Students are urged to consider insuring personal property through a "homeowners" or personal effects policy (preferably by extending the policy carried by their parents). Students should clearly mark personal possessions and maintain records of serial numbered items to discourage theft and aid in filing insurance claims.

Loss or damage to personal property should be reported immediately to the director of residential services. The university can furnish documentation for insurance purposes.

Lost and Found

All property found on campus should be taken to the Residential Services office within 48 hours of being found. Residential Services will act as custodians of all found property.

- If an individual finds an object in a public area, such as on the sidewalk, it is his/her responsibility to take it to Residential Services.
- Items left in common areas, such as in the library, will be taken to Residential Services by the personnel in these areas.
- All staff workers are directed to take found items to Residential Services no later than the end of their shift.
- Athletic clothing and other athletic-related items found at the Robert F. Hyland Performance Arena will be handled by the Athletic Department at the arena.
- Items found at the Lindenwood Ice Arena will be handled by the staff at the arena.
- Members of the Lindenwood faculty are asked to use discretion in dealing with lost property. For example, a textbook containing the name and contact information of the owner should, if possible, be given to the student rather than transferred to Residential Services.

Non-Traditional Housing Options

Lindenwood University offers housing for married students and for single parent students. Married student housing offers a single family unit. Utilities (water, electric and gas) are provided by the university. It is the responsibility of the students to provide their own telephones, cable and Internet services. Single parent housing is a shared living arrangement with two parents per house. Utilities are also provided by the university with the exception of telephone, cable and Internet. Year-round housing options are available for non-traditional students. Please see the Resident Life office for further details.

Quiet/Study Hours

The primary purpose of the residence facility is to foster academic achievement. Where large numbers of people are living together, careful planning and the sharing of responsibility are essential to ensure the best atmosphere. It is necessary that quiet hours be observed by everyone living in university residential facilities. Quiet/study hours are established to allow for adequate study and resting periods for all students. The respect that the residents of the facility have for one another is necessary for keeping noise to a minimum for those who wish to study or sleep. The final responsibility for the effectiveness of the plan rests with the student. The residence hall staff determines the acceptable noise level during specific hours of the day. Undue or excessive disturbances of the usual tranquility of the Lindenwood University campus and surrounding community through the use of electronic or other sound-producing instruments and/or vocal levels is not permitted.

Residential Authority and Room Privacy

The university will make every reasonable effort to respect the privacy of students and give prior notice when entry is needed into students' rooms for the purpose of inspection, verification of occupancy and maintenance. The university reserves the right to enter without notice for such purposes as necessary to assure compliance with university policies and to meet emergency needs. However, throughout the year, resident directors will be instructed to conduct unannounced inspections.

Bedrooms in the basements of the houses in Linden Terrace and First Capitol are NOT permitted unless designated by the university. Failure to comply may result in disciplinary action to include a \$250 fine. Please contact your resident director if you have any questions.

If necessary, the right of entry will also include student-owned vehicles.

Residential Deposit Refund

Resident students are expected to each pay a \$300 non-refundable fee to reserve their rooms. After the term charges have been paid, the room reservation fee becomes a refundable room deposit. This deposit remains on account at the university as long as the student resides in campus housing. Any damages to the assigned housing during residence will be charged to the student's account. Students are entitled to a deposit refund upon completion of the Student Check-Out Form once all outstanding debts to the university have been satisfied. If a new student withdraws prior to the beginning of a term, the housing application deposit is not refundable. Continuing students must notify the Director of Residential Life of plans not to return the following term as a resident student and complete the Student Check-Out Form. Failure to complete this process by the date of the last class or exam preceding the departure will result in the forfeiture of the deposit. Application for the refund is available in the Business Office. Appeals on refund calculations for students and parents who feel that individual circumstances warrant exceptions from published policy should be addressed to the Business Office comptroller. The student must submit a written request that includes any evidence that would substantiate the appeal.

Upon acceptance for admission, students, parents and/or guardians accept all the conditions of payment, as well as all the regulations of the university. In making the initial payment of \$300, the student and parent or guardian acknowledge these terms and signify acceptance of these obligations. No promise or contract that differs from these terms shall bind the university unless it has been signed by the chief operating officer of Lindenwood University. The university reserves the right to increase or reduce fees each year according to changes in fiscal conditions.

Room Furnishings, Possessions and Care

Students are expected to care for their rooms and residences, keeping them clean and free from damage through carelessness or neglect. All furnishings provided by the university are to remain in place and not be dismantled or removed for any reason without specific authorization. Any plans for room/house modifications beyond the reasonable introduction of furnishings must be submitted in writing, in advance to the Student Development Office for approval. Students living in residence halls may not bring personal furniture (such as couches, love seats, recliners, computer desks or chairs, etc.) without prior approval from the Director of Resident Life. All Lindenwood supplied furniture MUST be in place in the room/house upon check out from the university for the summer months.

Permitted are: small portable refrigerators no taller than 27 inches, electric fans, shavers, hair dryers, electric blankets, coffee pots and self-contained popcorn poppers. Televisions and electric equipment are permitted at reasonable volumes, and students bringing such equipment are advised to engrave it with the owner's name and driver's license or social security numbers and record the serial numbers of each piece of equipment as a security precaution.

Prohibited are: waterbeds, wireless routers, washers, dryers, pets, dart boards, cooking appliances (such as microwaves, toasters, toaster ovens, “George Foreman”-type grills, blenders, and any other cooking appliances, except those mentioned above), barbecue pits, air conditioners, outside antennae, halogen lamps, incense and candles, and empty alcohol containers used as decoration. All exceptions must have the approval of the director of Resident Life.

- When purchasing curling irons and/or clothing irons, we recommend purchasing one with an automatic shut off, as irons left on are a serious fire hazard.
- Clothing irons should be used with extreme caution and only on an ironing board. Ironing on beds and floors is prohibited.
- Weapons of any type, including decorative and ornamental, are prohibited.
- Room decorations may be hung on the walls by the following: Stick pins or small thumb tacks ONLY in Blanton, Calvert Rogers, Rauch Memorial, Guffey, Flowers, and Mathews Halls.
- 3M products with Command adhesive, white poster putty, or sticky tac may be used in any residence hall on the Heritage campus; however, other adhesive products, nails or screws or not permitted anywhere for hanging decorations. Shelves or units that need to be attached walls are NOT permitted.
- Room painting is also prohibited, except when approved in advance and in writing by the Business Service Center. Rooms that are painted with colors unauthorized by the Maintenance office will result in a charge to have the room repainted.
- The use of signs, flags, and pictures as window coverings is unacceptable, and except for emergencies, windows are not to be used as an entrance or exit.
- Out of respect for others, smoking is not permitted in any resident hall hallway or public area.

Student Voice Mail

Voice Mail access code: 4300

To Log in from an On-Campus Phone:

Access your dial tone...Dial 4300...enter your mailbox number...press #...enter your password (1+mailbox number at initial log in only)...press #. After the initial log-on, you are prompted to change your password. You cannot use passwords like 1111 or 1234. Note: If your phone does not have a “message” button, dial 4300 to access voice mail.

To Log in from Outside Campus:

Dial 949-4300...enter you mailbox number...press #... enter your password ...press # again.

To Change Your Password (84):

Log into your voicemail ... enter 84 ... enter your old password ... press #,.. Enter a new password (4 to 6 digits) ... enter the new password again ... Note: If it is your first time logging on, your old password is 1+mailbox number.

To Record an External, Internal, or Temporary Personal Greeting (82):

Log into your voicemail ... enter 821 for greeting ... press 5 to record ... press # to stop recording ... press 2 to review. Press 76 if you wish to delete the recorded greeting. Press 5 to re-record the deleted greeting.

Script for Personal Greeting:

You have reached the voice mailbox of (your name). Please leave your name, phone number, and a message after the tone and I will return your call. For immediate assistance, please press “0.”

To Log Off (83):

Dial 83 ... hang up

To Play Your Messages:

Press 2–Play recorded message

Press 6–Go to the next message

Press 4–Go to previous message

Press 1–Skip backward 5 seconds at a time

Press 76–Delete the Message

Press #–Pause during playback

Press 72–To hear date and time message was left

Telecommunications

The campus switchboard is located in the Work and Learn Office in the Spellmann Center. Dorm rooms are assigned an extension number and voice mailbox. There is a \$360 per term communications fee for students living on the main campus. The fee provides “local” telephone access with Metro calling, voice-mail, and cable TV services. It is strongly recommended that all students living in residence halls utilize the telephone service provided by the university in addition to cell phone use. Students must provide their own telephones, computers and televisions. The university provides two complementary high-speed Internet connections per dorm room. The use of wireless access points and or wireless routers is prohibited in the dormitories. These devices may cause interference with Lindenwood’s network and could degrade network connectivity in the dormitories. These devices will be confiscated by Residential Services if found being used on campus and or the dormitories.

Residents not living on the main section of the campus (Gamble Hall, First Capitol and Linden Terrace) will need to make arrangements directly with the telephone company for installation and service. It is recommended that students who will be sharing the cost of having a telephone subscribe only to the basic service and use a calling card for long distance calls to prevent potential disputes over monthly long distance charges. Pre-paid calling cards are available at the Spirit & Supplies Shoppe. If students wish to have cable TV services or high-speed Internet, students will also need to make arrangements directly with the cable and/or Internet provider(s).

All telephone, cable TV and Internet jacks are inspected prior to student check-in in dorms for functionality. If any jacks are destroyed, the cost of replacement will be the responsibility of the student. Fees range between \$30 and \$60 per student. Proper care and respect for telephone jack equipment will guarantee this service. Telephone courtesy and consideration of those using the telephone is requested of all students. Acceptance of collect calls is prohibited.

Visitation

Visitation within residential housing must be managed with concern for personal safety and security and consideration for the well being of all students. Visitation by members of the opposite sex is authorized in the traditional residence halls under

strict university policy guidelines as posted each semester. However, like visitation within one's home, the privilege requires certain understandings, restrictions and responsibilities. Violations of the regulations may result in immediate dismissal from the university.

A visitor is defined as any person who does not reside in a particular residence hall and is 18 years of age or older. It is the responsibility of the host to ensure his or her guests are aware of university policies and rules and that those rules are followed. Visitors who are in violation of the rules will be asked to leave and the host could face disciplinary action. Residents are required to meet their guests at the main entrance and to accompany them at all times

Visitation for traditional residential halls is for university students only. At no time will non-students be authorized room visitation. Non-university guests may visit when approved by the Student Development Office, but will be restricted to visiting in the residential lounge.

Visitation by members of the opposite sex is prohibited in all nontraditional university owned housing.

Withdrawal from University Housing

A residential check out form with a procedural checklist will be provided for the students convenience and to ensure a positive departure with additional assistance and support. This form is available in the Resident Life office and should be returned upon completion to the director of Resident Life. Once the student has been withdrawn from classes, he/she must vacate residential housing. All residential students graduating or not returning to the university must complete a check out form and return it to the Resident Life office by the last day of the semester the student is currently enrolled in.

Failure to check out properly may result in the loss of the housing deposit. Prior to the students departure, the Resident Director is required to assess any possible damage that might have occurred to the residence. Also, rooms must be returned to their original state: personal items removed, tape and staples removed from walls, room left in clean condition with all trash removed and properly thrown away. Cleaning the room and returning the individual room keys to the resident director is the responsibility of each Individual.

Work & Learn Program (Work Study), Community Work Service

Eligible resident students may elect to participate in the university Work & Learn Program—a practical work experience under faculty, staff and/or administrative supervision. The program is designed to:

- Help defray the cost of a university education
- Develop in students a sense of the importance and dignity of working
- Combine with academic studies to build credentials upon graduation and entrance into the public job market
- Assist the day-to-day operations of the university by reducing overhead costs and enabling more university resources to be channeled to greater educational goals for students.

Students are assigned to offices, departments or facilities, and thus have vital “hands on” responsibility for the life of the university. More experienced upper classpersons with positive work records will be selected as group leaders. These students will receive more advanced accomplishments. The amount of the university Work & Learn award is specified in the original financial aid package, which is signed by the student. The signed agreement or contract between the student and the university represents a commitment by the student to cover these university costs through a conscientious and reliable work attitude. No additional compensation will be made for hours worked in excess of the amount specified on the award letter. Work & Learn is a financial aid component. If students do not fulfill their portion of the work agreement, they will be removed from the program and expected to find alternative means to pay for that portion of their education.

The student Community Work Service program is designed to expose students to volunteer agencies and social programs in the local community and to enable students to be involved in hands-on experience outside their normal disciplines and provide diverse opportunities that will broaden their ranges of marketable talent. Lindenwood University residential students may participate in the Community Work Service segment of their Work & Learn Program during their junior or senior year. This assignment will replace one semester of Work & Learn on campus. The student will work an average of 10 hours per week for 15 weeks, or a total of 150 hours, in the participating community service organization. The student’s university account will be credited exactly the same as if he or she had been working on campus.

Student Services

Academic Assistance

Students who experience academic problems are encouraged to consult their professors, advisors, the Student Success Office or the Freshman Programs Office. Through the Student Success Office or the Freshman Programs Office, students can access a broad range of support services and resources, including success advisors, strategies, personal development tools, and counseling referrals. The offices are available to all students in the Spellmann Center, room 4085, or by calling (636) 949-4768 or (636)-949-4177. Freshman should call (636) 949-4728 for assistance.

Book Ordering

Textbooks for all classes at Lindenwood University are available through MBS Direct, an online book source. To order texts, students should go to the Lindenwood University website and access MBS through a direct link to the company. Students will need to know the numbers of the courses to be taken and be prepared to use a credit card to order books. Students are strongly encouraged to order books at least two weeks before the beginning of the semester, and if possible, have them shipped directly to their home addresses. If this is not possible, books may be sent by express mail to the Lindenwood Spirit & Supply Shoppe for an extra charge.

Business Office

Located on the main floor in Roemer Hall. This office maintains your student billing account. All student payments should be sent or given to this office. The Business Office serves the Lindenwood community by assisting students with their accounts and by functioning as a depository for the university. The Business Office mails

statements to students on a regular basis, manages the collection of the student receivables, and records university deposits. The direct office number is (636) 949-4969 for questions concerning your account.

Margaret Leggat Butler Library

Butler Library prides itself on the service it provides to the students of Lindenwood University. While the library provides all of the traditional services associated with an academic library, the staff has worked very hard to develop services that reflect the changing environment of information resource delivery. In addition, the administration of Lindenwood University has provided support at every level to ensure both traditional and off-campus students have equal access to resources.

Access to over 6,000,000 book titles is available through Butler Library in conjunction with its membership to a statewide academic library consortium (MOBIUS). MOBIUS gives enrolled students physical and electronic access to virtually every academic library collection in the state of Missouri. In order to take advantage of these resources, students must obtain a student ID.

Other research materials are made available to students through Butler Library's website <http://www.lindenwood.edu/library>. Butler Library subscribes to more than 50 online databases that are accessible through the Library's website. A large number of the databases provide full-text access to research materials. In addition to the databases, the library has purchased supplementary electronic tools that easily facilitate navigation of these online resources. A valid student ID is also required to access the library databases.

Additional services available through Butler Library are as follows: a wireless network to allow network connectivity within the library; access to reference librarians in person, via email, or by telephone; 20 computers equipped with Internet and the Microsoft Office Suite; hardcopy journal collections; and an interlibrary loan service for any items not available at Butler Library or through MOBIUS.

For current hours students may contact the library via the following methods: email library@lindenwood.edu; the library website <http://www.lindenwood.edu/library>; or via telephone at (636) 949-4820.

Campus Accessibility

It is the guiding philosophy of Lindenwood University to make our facilities, programs, and classes as accessible to individuals with disabilities as practical. In instances where a room or building is not easily accessible, it may be necessary to bring the service or class to the student. It is the responsibility of the student to advise Academic Services when special arrangements are needed. If personnel are unable to accommodate a request for special arrangements, the request will be forwarded to the President's Office.

Career Services

The office of Career Services is committed to assisting students in making the transition from academic life to a chosen career.

Career Services coordinates on-campus interview and resume/job matching programs, bringing together LU students/graduates and representatives from corporations, government agencies, and educational institutions; conducts job search seminars, hosts or co-hosts a variety of job and internship fairs, and maintains the LIONetwork (www.ecampusrecruiter.com/lindenwood) online career center management program.

Lindenwood University residential students may participate in the Community Work Service Segment of their Work & Learn Program during their junior and senior year. This assignment will replace one semester of Work & Learn on campus. The student will work an average of 10 hours per week for 15 weeks, or a total of 150 hours, in the participating community service organization or school district. The student's university account will be credited as though he or she will be working on campus.

In order to participate, students must have completed 55 hours of credit and be of junior or senior standing. (Others may be considered under special circumstances.) Students must be eligible to participate in the regular Work & Learn Program and have completed satisfactory work in previous Work & Learn Assignments, as well as maintain satisfactory academic standing.

For more information about Career Services or the Community Work Service Program, stop by the Career Services office on the 4th floor of the Spellmann Center in the Student Development/Campus Life office suite or call 636-949-4806.

Communication

Lindenwood's Communication Division offers more opportunities for experiential learning than other colleges or universities. The campus has a larger population than many towns in the Midwest, and the Communication Division is responsible for keeping Lindenwood's "residents" and the community as a whole informed. Lindenwood students operate these facilities, which are so vital in fulfilling this responsibility. This translates into dozens of hands-on learning experiences for students.

The university's communication facilities serve as learning laboratories. The main purpose of the student newspaper, *The Legacy*, the campus radio station, 89.1 The Wood, and the university's cable station, LUTV-26, is to shorten the step from classroom to career. The people who use these facilities leave Lindenwood and become successful professionals. The time they invest behind a microphone or in front of a television camera, editing a feature story, or designing a web site pays big dividends. Lindenwood graduates get jobs.

These media options, along with the Lindenwood website, serve as sources of information for and about Lindenwood University. Campus activities, sports, concerts, and performances of all types are announced and discussed for Lindenwood students and staff, as well as the surrounding community.

Computer Labs

A computer lab for student use is located in the Spellmann Center (third floor). More than 100 computers are available for student needs at this location. Valid Lindenwood student ID's must be presented for computer access. Hours of operation are posted. The Macintosh lab/Multimedia center is located in the Spellmann Center,

fourth floor. The primary purpose for these computers is for academic studies. Your cooperation and consideration to other students will be appreciated. The use of “Voice Over IP” telephones is strictly prohibited. The consumption of food and drinks of any kind is not allowed in the computer lab or any computer classroom. Computer services reserves the right to block websites deemed as inappropriate.

Counseling

The Student Counseling and Resource Center (SCRC)

College life is full of challenges, but sometimes these challenges turn into stressors resulting in feelings of being overwhelmed, isolated, lonely and unmotivated. SCRC is available to students who are trying to cope with life’s issues and to students who may be dealing with more serious issues. Through individual or group counseling, SCRC provides assistance in decreasing student stress, developing an emotionally healthy environment, and helping students to develop, focus on, and increase motivation towards their personal, relational and career goals.

To contact SCRC, students can either call the Center at x4528 from 9 a.m. to 5 p.m. or email either professor Marsha Andreoff at mandreoff@lindenwood.edu or professor Jan Munro at jmunro@lindenwood.edu. A professional counselor will set up a time to meet with the student. Professor Andreoff or Munro will assess the student’s needs and match the student with one of SCRC’s counseling interns. During the intake process, the student will be asked to fill out some paperwork. SCRC follows both state and federal guidelines to ensure the highest level of confidentiality.

The Student Counseling and Resource Center is located in LUCC, and its services are free to Lindenwood students.

Dining Services

- The Lindenwood University Food Committee meets monthly to discuss menus, service and other matters pertinent to the food service operation. Student, faculty and staff input and attendance is encouraged.
- Catering activities and functions can be facilitated through food service at (636) 949-4928.
- Students must present valid ID at each meal. IDs are not transferable. Photos will be checked to verify validity.
- Commuter students and campus visitors are invited to eat in the dining hall on a cash basis.
- Appropriate dress required: shirt, shoes, no hats, no head coverings.
- Leave tables in clean condition after use by clearing trays, dishes, and silverware to the dish washing area.
- No dishes, utensils, or food may be taken from the cafeteria.
- Meals for students who are unable to leave their rooms may be requested.
- Only authorized persons will be allowed behind serving counters and in the kitchen.
- Children must be monitored so as not to disturb others in the cafeteria.
- Smoking is not allowed in the cafeteria.

Dining Hall Hours:

Hot Breakfast • 7–9 a.m., Mon.–Fri.

Continental Breakfast • 9–10 a.m., Mon.–Fri.

Lunch • 10 a.m.–2 p.m., Mon.–Fri.

Dinner • 4:30–7:30 p.m., Mon.–Thurs.; 4:30–6 p.m., Fri.–Sun.

Brunch • 11 a.m.–2 p.m., Sat.–Sun.

Grab & Go

The Loft Grab & Go menu and cash sales are available 10 a.m.–2 p.m., Monday–Friday in the Loft. A selection of our “You pick 5” options continues to evolve in the manner best accommodating the greatest number of students in the smallest amount of time. Grab & Go lunches are distributed from The Loft in the Lion Mart.

Java 101

Java 101 is located on the second floor of the Spellmann Center next to the Cafeteria and is open from 7:00 a.m. to 9:00 p.m. Monday through Thursday and 7:00 a.m. to 4:00 p.m. on Friday.

The concept includes Proudly brewed Starbucks coffee, an assortment of dispenser soft drinks, hot chocolate, mocha lattes and other hot dispenser beverages. An assortment of 20-ounce bottled beverages, a small selection of various items and some periodicals will also be made available.

Foods offered at Java 101 include: bagels, danishes, sweetbreads and cookies, as well as Panini sandwiches, chips, and other accompaniments. All items at Java 101 are for purchase and not part of the meal plan.

For menus and information about Dining Services, visit the LU Homepage and click the Campus Life link.

Financial Aid

Located in the lower level of Roemer Hall, the Admissions and Financial Aid offices work closely with students and families to establish financial aid packages. Financial Aid consists of a combination of Federal (Pell) Grant, (State Grant) Guaranteed Student Loan, Perkins Loan, University Work and Learn, special external funding, Lindenwood University Scholarship and family contribution. Financial aid packages are finalized based on commitments by the student, their family and the university. Any changes or questions must be taken to the Financial Aid Office, where personal and confidential discussions will help ensure your understanding of the details.

First-Year Programs

The Office of First-Year Programs is committed to providing first-year students with the support and resources needed to have a successful transition to Lindenwood University. This office facilitates a retention program for first-year students, provides services to enhance their academic and personal development, and works towards fully engaging and integrating first-year students into the university community. All first-year students (traditional undergraduate students who are attending college for the first time) and transfer students with less than 24 credits are encouraged to utilize the support services of First-Year Programs. The office is located in the Student Development Office (4th Floor of the Spellmann Center) and can be reached at (636) 949 - 4728 or fye@lindenwood.edu.

Identification Cards

Student identification cards are provided without cost upon registration.

The identification card is to be carried at all times. It is required to obtain meals at the cafeteria, to use the library, to cash checks at the Business Office and to attend various social, theatre/drama and athletic events. There will be a replacement fee of \$10 for lost cards. Replacement cards must be paid for at the Business Office before a new card will be made. Students are required to present their ID cards at the request of all university and residence hall officials. Many student facilities also require the ID card. The ID card is not transferable and any alteration invalidates the card. It must be surrendered upon graduation or upon withdrawal from the university. The ID card may qualify the student for certain discounts and advantages at local businesses, and when attending public events and performances, e.g. movie theaters, the St. Louis Symphony, the Botanical Gardens, etc. ID cards may be obtained in the Work and Learn Office, located on the 3rd floor of the Spellmann Center.

Internet

Internet access is available for all staff and students through the university network for use as an instructional learning resource. As such, it is important that all users:

- Respect the privacy of others and not intentionally obtain copies of or modify files, passwords, or data belonging to another person.
- Respect the legal protection provided by copyright license.
- Respect the rights of other individuals and not use language that is abusive, profane, or offensive.
- Avoid seeking to use sites that have been blocked from access.

Mail

All resident students are assigned mailboxes. The university is not responsible for lost mail packages. The student mailroom is located on the third floor of the Spellmann Center. The campus post office recommends that students use the following address: Your name; Lindenwood University; Box Number; 209 S. Kingshighway, St. Charles, MO 63301-1695. Mail is delivered daily, Monday through Saturday. A mail drop box for outgoing mail is located next to the information desk. Note: It is critically important for you to check your Lindenwood mailbox daily. Failure to do so may result in missed deadlines and opportunities.

The Connection

Simply put, the Connection gives students a place to connect. The Connection, located on the lower level of the Spellmann Center, is an incredibly versatile 8,900-square-foot room. The room exemplifies LU pride with black and gold flooring, two 65-inch projection TVs, a concession stand, activity boards, spacious bathrooms, a beautiful patio and assorted tables for study and social activities. In this venue, pertinent university information is available, as well as information concerning St. Charles, St. Louis and Missouri. Hours of operation are posted.

The Loft

The Loft was renovated in 2005 and provides students a place to relax, socialize and study in a lounge-like atmosphere. The Loft, located on the lower level of Butler Hall, includes a lounge with big screen TV, tables for study, wireless Internet access, activity bulletin boards, Foosball tables, the Activities Check-out Center and the Lion

Mart. Grab-and-Go meals are available in the Lion Mart, as well as other food and drink items available for purchase. Hours of operation are posted.

Tutoring Services

Tutors are available for many of the courses at Lindenwood University. Students who are having difficulty in a given course should contact their professors to determine if tutoring assistance is available. Students may also access PCCommon from any Lindenwood University computer lab to find the times and locations of tutoring services and contact information for tutors. Tutors are typically either upper level majors in the subject areas or students who excel in that area of study.

Writing Center

The Lindenwood University Writing Center is designed to help students with all aspects of the writing process. The writing center emphasizes a personalized, collaborative approach that helps each writer gain both confidence and competence in his or her writing skill. The Writing Center also provides assistance with study skills, reading skills and pronunciation practice for students learning English as a second language. In addition, the Writing Center provides a unique and valuable learning experience for those students working as writing consultants.

The Writing Center director is also an adjunct member of the English department. The writing consultants are students involved in the Work and Learn program. Writing consultants are selected, interviewed, trained and managed by the Writing Center director.

The Writing Center is located in a classroom-sized room on the first floor of Butler Hall (Room 100). Several large tables with chairs serve as places to conduct writing consultations. In addition, the center offers two computer workstations linked to the Internet, the library and a printer. The center also houses a small library of reference manuals: dictionaries, style manuals, writing texts, grammar texts and various readers with sample essays.

Students are encouraged to go to the Writing Center on a voluntary basis. Occasionally, some professors will refer students to the Center; most students come (and return for future visits) of their own accord. The primary operational technique is a one-on-one (face-to-face) interaction between the writer and a writing consultant. These consultations utilize and emphasize basic principles of the writing process: journaling or freewriting, drafting, peer response and revision. Students typically read their work aloud in order to keep both parties actively engaged in the process. Consultations generally last from 30 minutes to one hour, and students are encouraged to return for additional visits.

Campus Policy/Student Conduct

Lindenwood University helps prepare students for their success in personal and professional services. Training and guidance for your future begins as you enter the Lindenwood gates. Combined with classroom education, there will be many instances where you will also develop your personal and social skills for successful living. The following guidelines are to assist you and help ensure that you attain the

highest possible degree of educational, social and spiritual fulfillment as you attend Lindenwood.

- Give proper respect to faculty, staff and others in authority.
- Be courteous to fellow students and authorized campus visitors.
- Choose your language and speaking volumes with consideration for others.
- Hats and head coverings should not be worn in class or inside any campus building, excluding dormitories.
- Inappropriate head coverings such as hair nets, head sweats, do-rags and head wraps are prohibited on campus.
- Good grooming and personal hygiene is a reflection of your health, attitude and personality.
- Remember smoking is prohibited in all residence halls. Smoking is hazardous to your health; however, if you smoke, please properly dispose of cigarette butts in ashtrays and sand-filled receptacles only. Check to make certain all cigarette butts are “cold” before emptying your ashtrays. A smoldering cigarette is a fire hazard. Paper, soda cans and other trash are to be placed in receptacles designated for this purpose. Keep floors, hallways and campus grounds free of litter at all times.
- Students, prospective students with their families, alumni, corporate executives and other financial supporters will visit the campus throughout the year. We expect our students to present the best possible image of Lindenwood University by keeping the campus attractive and keeping a positive attitude at all times. A friendly smile with directions for a campus visitor is remembered and highly respected. If you see any trash on the campus grounds, please pick it up and deposit it in a nearby receptacle. Also, please keep entrances to residence halls and campus buildings free and clear of congestion, litter and loitering. Your campus is your home and its beauty is something for you and your visitors to enjoy.

Academic Honesty

Academic honesty is the foundation of any educational institution. It is the responsibility of each student, professor, and administrator at Lindenwood University to uphold the honor of the institution by acting honestly and truthfully in all situations.

To this goal, Lindenwood University has developed the following policy on plagiarism*:

- The name of any student who has been found to have plagiarized will be turned in to the office of the dean of the respective division. The plagiarized paper, along with supporting documents, will be placed in a file and the name of the student will be placed on a list. This list is available only to the deans.
- The classroom professor will notify the student directly that Step 1 has occurred. Evidence to support a claim of plagiarism will be provided. The effect of the plagiarism on the student’s grade will be determined by the professor and will be stated in the syllabus for that course.
- In the event that the student plagiarizes a second time, the student will then meet with the dean of that division and/or the provost. After a second proven instance of plagiarism, the student will be placed on academic probation. The student will also fail the class.
- If the student chooses to plagiarize a third time, the student may be expelled from the university.

**Plagiarism is defined as “the presentation of someone else’s ideas or words as your own. Whether deliberate or accidental, plagiarism is a serious offense.” (Fowler and Aaron 680).*

Each of the following is a type of plagiarism and must be avoided in all academic work:

- Copying directly from a source without quotations and source citation;
- Paraphrasing or summarizing another’s idea without attribution;
- Changing a sentence’s structure but copying words;
- Changing a sentence’s words but copying its basic structure;
- Using audio, video or other media sources without acknowledgement;
- Submitting a paper written by another student and claiming it as your own;
- Using information obtained through interviewing an expert on the subject without attribution;
- Purchasing or downloading a paper from another source and claiming it as your own;
- Collaborating excessively on an essay with another person;
- Submitting an essay that was previously written for another class without the consent of both professors (Plagiarism Defined 1).

It is always better to ask for assistance and clarification than to purposefully or accidentally plagiarize. If you have questions about citing sources, start by asking your classroom professor. You can also find helpful information in your Comp II Handbook such as *The Little, Brown Handbook* which is currently used. You may also seek help at the Lindenwood University Writing Center, Butler Hall 212.

Works Cited

Fowler, H. Ramsey, and Aaron, Jane E. *The Little, Brown Handbook*. New York: Pearson Longman Press, 2004.

Conduct

To maximize classroom and campus success for each student and to ensure a positive learning environment, the following conduct is expected of all students:

- Attend all scheduled classes and be on time for classes. Enter the room quietly, if you are late for some reason.
- Appropriate dress required (including shirts and shoes).
- Hats and head coverings should not be worn in class or inside any campus building, excluding dormitories.
- Inappropriate head coverings such as hair nets, head sweats, do-rags and head wraps are prohibited on campus.
- Tobacco may not be used at any time during class.
- Coffee and soft drinks may be permitted by your class instructor. However, empty containers must be properly disposed of after class.
- Talking during class is limited to class discussions only.
- Children are not permitted to attend classes with a parent. Ask your faculty advisor or instructor for special arrangements for unusual circumstances.
- Inform your instructor at the beginning of class, if you must leave that class for an important appointment while the class is in session. In these instances, it would be helpful for you to sit near the door and leave quietly when it’s time.
- At the end of each class period, check to make sure the classroom, and especially your seating area is properly arranged for the next class.

- No phone calls in class; phones must be set on vibrate or silenced.
- If your class is on break or dismissed earlier than usual, please remain quiet while in the hall, as other classes may still be in session.
- Academic integrity and student honor are of the highest importance at Lindenwood University. Therefore, students are not permitted to sign classroom, lab or lecture attendance lists for another student. Cheating, lying and plagiarism of any kind will not be permitted in the academic program and will be considered a violation of university policy.

Alcoholic Beverages

Present state law makes subject to arrest and prosecution any person under 21 years of age who consumes and/or possesses alcoholic beverages or supplies such beverages to a person under the age of 21. The university administration and Board of Directors have further instructed that alcohol be prohibited on campus. The National Association of Intercollegiate Athletics (NAIA), affiliated with the university and the Heart of America Athletic Conference (HAAC), have policies prohibiting alcoholic beverages at any athletic event on or off campus. Student problems relating to alcohol and its possession and/or use will be brought to the attention of university authorities resulting in immediate disciplinary action, including possible dismissal from the university.

Bulletin Boards and Notices

Announcements of meetings and events by campus-approved organizations may be posted or placed at designated areas on campus. These postings and announcements will reflect the integrity of your university and represent your meetings and events.

Materials must be posted according to the following guidelines:

- Materials need to be pre-approved by the Student Activities Office prior to posting. Approved materials must be signed by the director of Student Activities.
- Posters, flyers, banners, or other notices may not be attached to or written on: building walls, beams, glass, trees, hallways, lamp posts, doors of any type, floors or ceilings, or painted on sidewalks.
- No more than one flyer will be allowed per bulletin board.
- Flyers may be posted only once per week.
- No posting on top of other flyers. We request that you use tacks only when posting.
- No reference to alcohol or drugs is permissible; no sexist or discriminatory materials allowed.

Controlled Substances

Lindenwood University cooperates with local, state and federal officials regarding the use of controlled substances. Because the use of drugs harms the user physically and mentally, interferes with the user's ability to carry on his or her academic and social life, and infringes upon the social and academic rights of others, Lindenwood University will not tolerate and strictly prohibits any use, possession or distribution of narcotics, illegal drugs, chemicals and/or related paraphernalia. Further, students receiving federal financial aid (Pell Grant, Guaranteed Student Loan, etc.) are required to sign pledges that they will not use, possess or distribute controlled substances, and they risk the cancellation of that aid by involvement in such activity. A medical use of drugs is permitted when prescribed by a physician. Violation of this policy may result in immediate dismissal. A copy of the Lindenwood University Drug-Free Guide is available in the Student Development and Student Activities offices. Lindenwood will assist in any substance abuse problem that may arise. The

Student Development Office, the University Chaplain and the Student Counseling and Resource Center will provide additional assistance for students having a physical or psychological problem with alcohol, drugs or other chemicals. Students may voluntarily approach a university official for assistance. In situations where a behavioral incident involves substance abuse and results in disciplinary action, the university's interest also includes the provision of screening, educational and informational assistance, and referral to other professional services.

Discipline

Disciplinary action for non-compliance with university policies, unless already specified in the Student Development Handbook, may result in one or any combination of the following:

- Warning
- Social probation
- Restitution work assignment
- Assessment of fines or charges for damage
- Expulsion from residence halls or public facilities
- Dismissal from the university (dismissal may result without prior probationary action)

In serious situations, parents may be notified. If dismissed from the university, readmission requires a letter of appeal to be submitted, which shows satisfactory understanding by the student of:

- Why the dismissal was necessary
- Why the student wishes to return
- What the student is willing to do in the future to prevent past problems from recurring and contribute to a more positive campus life.

Drug-Free Schools, Communities and Workplace Policy

Lindenwood University strives to uphold the ideal of an alcohol-free, drug-free campus, and we strictly enforce related policies and regulations. In keeping with this ideal, we comply with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free workplace Act of 1988, and we seek to provide a healthy, safe and secure environment for students and employees. Lindenwood has implemented programs that provide for annual distributions, in writing, to each student and employee of (1) standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on university property or as part of any university activity; (2) descriptions of applicable legal sanctions under local, state or federal law; (3) descriptions of available drug or alcohol counseling, treatment or rehabilitation or re-entry programs; and (4) clear statements of the disciplinary sanctions that the university will impose on the students and employees. Lindenwood University also provides for the biennial review of these programs to determine their effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. Non-compliance with the regulations by students, employees, and the institution carries serious penalties, including the termination of all federal financial assistance and the possible repayment of funds received. Refer also to the Campus Policies section elsewhere in the Student Development Handbook, and to the information booklets distributed separately to both students and employees.

Fighting

Arguments may arise as students relate to each other on campus and in residences. However, students who resort to fighting and/or intentional use of objects to inflict personal harm will be dismissed from the university.

Fire and Tornado Alarms

All residents must leave the residence hall immediately when the fire alarm sounds. When the city tornado siren sounds with a steady blast you will need to go to the nearest designated campus shelter and remain there until the “all clear” is given by a university official. The City of St. Charles conducts a test of alarms on the first Monday morning of every month, when the weather is clear.

Fire Protection Equipment

Fire extinguishers, hydrants and alarms are mandated by civil housing codes and state and federal laws. Any unauthorized use or tampering with such equipment is considered a violation of those statutes and university policy and will result in disciplinary action, financial charges for damage, dismissal when abuses are severe or repetitive, and possible prosecution by civil authorities.

Fireworks, Firearms, Explosives and Weapons

All fireworks, firearms, explosives, BB guns, archery equipment, knives or other items that may be considered weapons (i.e. snowballs, water balloons, paint pellet guns, soft pellet pistols, decorative swords) are prohibited on the campus. Violators are subject to campus disciplinary actions and possible referral to appropriate local, state, or federal law enforcement agencies.

Non-Discrimination Policy

Lindenwood University is an Equal Opportunity, Affirmative Action Employer. The University complies with the Civil Rights Act of 1964, and other legislation, as amended, including the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and other legislation which prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age or physical handicap. Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational and work environment. Any kind of discrimination, harassment and/or intimidation may be defined as any attempt on the part of individuals, groups and recognized campus organizations to deny an individual or group those rights, freedoms or opportunities available to all members of the university community. The University is committed to meeting the full intent and spirit of the anti-discrimination laws, not merely the minimum letter of the law. Inquiries concerning the application of Lindenwood University’s policy on non-discrimination should be directed to the Student Development Office or Executive Offices of the university.

Parking

A valid parking permit is required for all vehicles used by undergraduate and graduate students (resident and commuter) on campus and at all university facilities.

Regulations and enforcement:

- Parking in areas other than those designated and marked parking spots is forbidden and will result in a fine.
- Impeding traffic is both hazardous and causes unnecessary delays in the flow of vehicles and traffic. This action will result in a fine and possible immediate towing at the owners expense without warning.
- Handicap parking spots require the vehicle to have a valid state issued hangtag or license plate. All others are subject to fines.
- Fire lanes are designated by yellow markings on the curb throughout campus. All vehicles are prohibited from parking at these curbs. Violators are subject to tow and additional fines.
- Courtesy lanes are designated by red markings on the curbs or signs throughout campus. These areas are provided for a maximum of 10 minute parking and will result in fines thereafter.

In an effort to be responsible and harbor a safe environment in all traffic and parking situations, students are required to find and park in valid, marked parking spots in a designated parking lot without exception. Frequent violations and hazardous situations will result in booting of the vehicle, possible loss of driving/parking privileges on campus and towing at the vehicle owners expense without warning. Contact the Residential Services Office for further information about penalties for illegal parking.

Pets

No pets, except fish, are permitted on the university campus. In most cases, pets cause clean-up problems, create noise, occasional feeding and food storage problems, create odors, aggravate allergies, and sometimes jeopardize health and sanitary standards. On occasion, a stray pet will be found roaming the campus. For your protection and safety, please do not feed the animal, bring it into any university building, or touch it. Please contact Residential Services regarding any stray animals. Any resident that is found to have an unauthorized pet will receive a \$150 fine.

Respect for Campus Authority

It is the policy of Lindenwood University -- consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the Lindenwood community -- that harassment, improper language and/or actions directed toward employees of the university will not be tolerated.

All staff, faculty and resident directors participate fully in the university's lines of authority and are to be respected. They have full authority to administer university policies and recommend actions and have the responsibility to report any violation or areas of concern to the proper administrative office.

Security

- Always lock your room and car, even if you just leave them for a few minutes.
- Do not keep or carry large sums of cash.
- Protect your keys at all times and report a loss of keys immediately to your resident advisor, resident director, or the Student Development Office.
- Engrave any electronic equipment with your name, home address, state and driver's license and/or social security number. An engraving tool may be borrowed from the Business Service Center (1905G First Capitol Drive).

- Report strangers who appear to have an insufficient reason for being on campus.
- Do not violate campus security measures, including locked doors, access rules and visitation policies.
- Report any known or suspected thievery to the director of Residential Operations. This will ensure the safety of everyone's property. The Student Right to Know and Campus Security Act signed into law November 8, 1990, requires the university to collect information on campus security.
- To contact residential services for an escort to or from the parking lots or buildings, call (636) 262-4622 or 4623. Please give advance notice to the Residential Operations Office personnel on duty so they can accommodate you.

Sexual Harassment Policy

Illegal discrimination, including sexual harassment, is prohibited. Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or classroom environment. Retaliation against or intimidation of a person who has filed a complaint of sexual harassment is also prohibited.

It is Lindenwood University policy that sexual harassment will not be tolerated and that disciplinary action up to and including termination will be imposed on employees engaging in such actions. Disciplinary action up to and including expulsion may be imposed on students engaging in such action.

If you are aware of sexual harassment or feel you are a victim of harassment, contact one of the university officers listed: Dr. Richard Boyle, vice president of human resources; Dr. Jann Weitzel, vice president Academic Affairs; Dr. John Oldani, vice president for Student Development; Terry Russell, dean of students; or Dr. Michael Mason, chaplain.

Skateboards/Roller Blades/Motor Scooters

Due to the possibility of injuries, the use of skateboards, roller blades and any non-street legal motor scooters is prohibited on all campus properties. State registered motor scooters and/or motorcycles are required to display a valid Lindenwood University parking permit for use on campus.

Social Events

Social events sponsored by recognized student organizations must meet with the approval of the faculty or staff advisor for the sponsoring organization and are to be scheduled with the Student Activities Office and approved (signed) by the Director of Student Activities. Unless an exception is made, this scheduling must occur at least 14 days prior to the time of the activity. Scheduling requires completion and submission of a Special Event Request Form. Forms are available from the Student Activities Office and will indicate any special requirements to be met by the requesting group relative to facility use or upcoming activity. Student organizational event use of campus facilities will require the presence of a faculty or staff member

during the event. Generally, this is the advisor for the group. The Student Activities Office is located in the Spellmann Center (lower level). For a complete listing of all events happening at LU, visit the website at www.lindenwood.edu and click on the Calendar link at the top of the page. To read about other student activities such as Upcoming Events (Weekly Activities List), Lindenwood Student Government Association (LSGA) or LU Crew and Intramurals, click on the Campus Life link, then on Student Activities. Furthermore, a complete listing of organizational policies is located under Procedural Planning in the Student Activities section.

Solicitors and Salespersons

Students, campus organizations or non-campus persons are prohibited from solicitation at any time for non-campus related activities. Any exceptions of this policy must be requested in writing to the director of Student Activities. Students should be particularly alert to off-campus salespersons who pose a nuisance and security threat. Contact the Student Activities Office or the Residential Services Office immediately if you see questionable sale activity.

Stealing and Possession of Stolen Property

The possession of stolen property (from another student, the university or the general public) or related suspicious behavior (i.e. uninvited entry, deception, false statements) is unacceptable. Violators are subject to campus disciplinary actions and possible referral to appropriate local, state or federal law enforcement agencies.

Student Right To Know and Campus Security Policy

Lindenwood University complies with the Crime Awareness and Campus Security Act of 1990, and the Campus Securities Disclosures (Section 458 of the Higher Education Amendments of 1992). The university has developed and implemented policies and educational programs, maintains pertinent institutional statistics and distributes the particular information to students, employees and applicants. Policies pertain to (1) timely reporting of criminal actions and other emergencies, along with the University's response processes, (2) access to and the maintenance of facilities for the purpose of security, (3) law enforcement process, the authority of security personnel, and the working relationship with state and local law enforcement agencies, (4) possession, use and sale of alcoholic beverages and enforcement of underage drinking laws, and (5) monitoring of any off-campus student groups and facilities. Education programs include those designed to inform the campus about (1) security, and (2) general crime prevention. Statistical Records include (1) incidents of criminal offenses (murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft), and (2) arrests on campus for violations of liquor laws, drug abuse, and weapons possession. Persons wishing to obtain additional information concerning the 1990 Act, 1992 Amendments and university policies may refer to the Student Right to Know and Campus Security Annual Report.

Tobacco Use

The use of both smoking and smokeless tobacco is prohibited in all campus buildings and facilities. This includes classrooms, laboratories, hallways, rest rooms, all residence halls and lounges.

Remember that the use of tobacco products is hazardous to your health; however, if you choose to indulge, smoking and the use of smokeless tobacco is permitted only in outdoor areas, away from the entrances to campus buildings, and courtesy should be extending to others sharing the same space.

Vehicle Registration

All students must register their automobiles annually by purchasing a Lindenwood University parking sticker from the LU Spirit and Supplies Shoppe for \$2. Stickers must be visibly displayed in the lower left of the driver's side rear window. Parking stickers are not transferable and are not intended to be used for multiple vehicles. Each vehicle operated by a student must be registered. All vehicles are expected to follow standard rules of the road with regard to parking, speed limits, travel on roadways and compliance with federal, state, and local laws. Only authorized persons are permitted to use the university vehicles.

The Lindenwood Vision

Education that matters...

- Meets real needs
- Has lasting value
- Embodies clear thinking
- Respects history and honor
- Lifts the spirit
- Challenges the mind
- Inspires responsibility
- Applies knowledge to impact the future
- Strives for success through excellence
- Improves the quality of life

...so that students not only achieve personal success but become useful, enlightened members of society.