

# 2009/2010

## STUDENT HANDBOOK



# LINDENWOOD

LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI

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## 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 181 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 at any time. We also have posted the handbook on the Lindenwood Website – [www.lindenwood.edu](http://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,

A handwritten signature in cursive script that reads "James D. Evans". The signature is written in black ink and is positioned above the printed name and title.

James D. Evans, Ph.D.  
President

## Message from Student Development

Dear Students:

Lindenwood University is particularly proud of the availability and volume of use of the student email system, LionMail, as well as the Emergency Text Message Program. Both forms of electronic media are offered to enhance, expand, and empower students by providing university-related and/or emergency information. Please be aware official university notices are frequently sent to students' LionMail accounts. Therefore, students should check their lionmail regularly as they are accountable for the information conveyed via this medium.

If you need assistance procuring access to either communication medium, please visit the Student Development Office located on the 4th floor of the Spellmann Center.

Sincerely,



Dr. John Oldani  
Vice President for Student Development

### LionMail

LionMail is available to all currently enrolled students, undergraduate and graduate, part-time and full-time. Therefore, official university correspondence will come via this communication medium. Students are responsible for being aware of and responding to all university emails sent to them. Failure to do so may result in missing important deadlines, opportunities, or other need-to-know information.

### Emergency Text Message Program

The Emergency Text Message Program is designed to disperse important alerts or emergency information, such as class cancellation due to weather conditions or negative activities affecting the campus. The participation in the program is voluntary, but the university strongly encourages everyone to participate to ensure all are apprised of pertinent information.

## Welcome to Lindenwood – A Proud Past and a Promising Future

Amid the beautiful linden trees, Lindenwood University was founded 181 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 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 that would reach 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 professionals in addition to record numbers of traditional-aged university students.

This academic year, more than 15,000 full- and part-time students will attend classes at Lindenwood University. Approximately 3,700 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. Slated for 2011 is a \$20 million Student Commons (Union) that will be constructed in the green space adjacent to the Performance Arena. This facility will be 100 percent for student use and will be open 24 hours a day.

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 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.

## 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 act in such a way that reflects 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 by

- 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 by remaining 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.

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## Quick Numbers

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### **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 . . . . . (636) 949-4954  
and your advisor

### **Athletics Events, Sports Information**

Sports Information Director, Performance Arena . . . . . (636) 949-4368

### **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

Intramurals . . . . . (636) 949-4613

**Emergency** . . . . . (636) 262-4622

**Financial Aid**

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 school dean

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

**Residence: Problems/Information**

Resident Advisor, Resident Director, or

Director of Residential Service. . . . . (636) 949-4687

Director of Residential Operations . . . . . (636) 949-4980

**ROTC**

Military Science Studies, Welcome Center . . . . . (636) 940-2920

**Student Health Center**

Student Health Center, Spellmann Center: First Floor. . . . . (636) 949-4804

**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

Academic Services (Registrar)

**Your University Account**

Business Office, Roemer Hall . . . . . (636) 949-4650

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## Graduation Application Deadlines 2009-2010

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Deadline to apply for March graduation . . . . .	December 30
Deadline to apply for May graduation . . . . .	December 30
Deadline to apply for June graduation . . . . .	December 30
Deadline to apply for August graduation . . . . .	February 28
Deadline to apply for September graduation . . . . .	March 30
Deadline to apply for October graduation . . . . .	May 30
Deadline to apply for December graduation . . . . .	May 30

### 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, the telephone number is (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, the School of Human Services, the School of Humanities 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

### J. Scheidegger Center for the Arts (2008)

This facility was built to facilitate the needs of Lindenwood's fine and performing arts students and the surrounding community. It houses the Bezemes Family Theater, which is a 1,200 seat Broadway style theater, the Emerson Black Box Theater, which supports 150 to 250 individuals for a more private and intimate production setting, and the Boyle Family Gallery, which displays a variety of artistic works. It is also the home of the School of Fine and Performing Arts.

### **Dorothy Warner Indoor Swimming Pool (1915)**

Built in 1915 by Colonel James Gay Butler, the indoor pool was 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.

### **Elm Street Classrooms (2007)**

Located at the corner of Kingshighway and Elm Street and across the street from the Lindenwood University Cultural Center.

### **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.

### **Hunter 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. Named after longtime friend Harlen C. Hunter, the venue 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 is currently undergoing a large-scale renovation and will become the home to the School of Business and Entrepreneurship.

### **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 School of Business and Entrepreneurship 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 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 that allow them 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 the offices of the president, provost, dean of faculty, registrar, Financial Aid, Business Office and Academic Services. 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, the Student Health Center 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,” the Macintosh Lab/Multimedia Room and the Student Development Office, including Career Development Services, First-Year Programs, Housing, the International Student Center, Mentoring, and the office of the Vice President for Student Development.

### **Warner Hall (1941)**

The longtime President’s House, Warner Hall was dedicated in 2008 in the memory of beloved alumna and board member Dorothy DuQuoin Warner. The building now serves as offices for the School of Education.

### **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 in 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 classrooms and labs, along with seminars and conferences in Young Auditorium.

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## **The Residence Halls**

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### **Ayres Hall (1908)**

The hall is named in memory of former Lindenwood President 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 women each) with a shared bathroom. The first floor is home to the Delta Zeta Sorority. The building 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 by board member Jane Calvert Rogers to recognize her late parents, her late husband, and her sister, Nancy Calvert. Calvert Rogers Hall houses 187 females in air conditioned suite-style rooms. It consists of two-room suites (two women per room) with a shared bathroom. This newer hall has a comfortable main floor lounge with microwave/dining area and first floor-laundry facilities. Freshman housing is available on the top two floors.

### **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. Cobbs Hall is designated a freshman hall. It consists of two-room suites (two men per room) 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.

### **Dorm G (2008)**

This new residence hall has yet to be named. It offers housing for 199 men in air conditioned two-room suites (two men per room) with a shared bathroom. This hall also has a comfortable main floor lounge with dining area and laundry facilities on the first floor.

### **Eastlick Hall (1921)**

Named in honor of Mrs. Nellie Eastlick, a niece of Colonel Butler, Eastlick Hall serves as a residence for 11 women. 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 men per room) and shared bathrooms. It also has a comfortable main floor lounge with microwave/dining area and first-floor laundry facilities. Freshman housing is available on the top two floors.

### **Gamble Hall (1990)**

Located at 130 Gamble Street near the university, this residence hall offers apartment-style living for single mothers attending Lindenwood.

### **Guffey Hall (2000)**

Guffey Hall is named in honor of long-time deans John R. Guffey and Sheryl K. Guffey. Guffey Hall offers air conditioned rooms for 187 male students, with two-room suites (two men per room) and shared bathrooms. 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. The top floor will house non-athlete freshmen.

### **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, and has been designated a freshman hall for the 2008-2009 school year. Irwin has two-room suites (two women per room) with shared bathrooms, 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, single parents, 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 men per room) with shared bathrooms. 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 per room) with shared bathrooms, 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 spacious 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 per room) 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.

### **Pfremmer Hall (2008)**

This freshman residence hall is named in honor of Ralph Pfremmer, founder and president of PFoodman. Pfremmer Hall provides housing for 199 men in air-conditioned suite-style rooms. Pfremmer has two-room suites (two men per room) with a shared bathroom. It also has a spacious main floor lounge with microwave/dining area and first floor laundry facilities.

### **Rauch Memorial Hall (2005)**

This residence hall is named by board member Elizabeth Rauch in honor of her family. Rauch Memorial Hall has been designated a freshman hall for the 2008-2009 school year. This residence hall is equipped to house 199 female students in air conditioned suite-style rooms. Rauch has two-room suites (two women per room) with shared bathrooms. 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 air conditioned lounge on the main floor, 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 20 women.

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## **Campus Culture**

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Lindenwood University believes in the importance of co-curricular activities as a valuable supplement to classroom learning in the total educational experience. 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 Lindenwood University homepage: [www.lindenwood.edu](http://www.lindenwood.edu).

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 70 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 complete a renewal recognition form at the Student Activities Office each academic year and to provide the name of a faculty or staff advisor, a LSGA representative, 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 LU Home Page.

The role of the Lindenwood Intramural Activity program is to involve the student body, faculty, and staff; enhance the overall university morale, and increase satisfaction with campus life. Participating in the intramural program will, in effect, raise levels of physical, mental, and social skills development as well as develop positive time management habits. Current LU intramurals include flag football, washers tournaments, basketball, sand volleyball, dodgeball, powderpuff football, dance classes, charity activities, soccer, kickball, and ping-pong. All events are publicized through the Student Activities Office. LU intramurals are also on the Lindenwood website under the Athletics link. Contact us at 636-949-4613.

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## Student Organizations

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### **A Cross Between Campus Ministry**

This group exists to worship God. We are on campus to serve the University by helping to develop well balanced students in all areas of life: emotionally, spiritually, and intellectually. We want to help people see Christianity as a viable and productive way of life.

Kerry Cox/4983

### **Accounting & Finance Club**

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

Elizabeth Ammann/4811

### **Alpha Chi (Honors Society)**

This international society recognizes junior and senior students who demonstrate academic excellence and exemplary character and who 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 communities.

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 society.

Darren Marhanka/4984

## **Alpha Sigma Tau**

This senior academic honors society recognizes achievement of graduating seniors who have 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

## **Army ROTC**

The purpose of the Army Reserves Officers' Training Corps (ROTC) is to develop selected college-educated men and women for positions of responsibility as officers in the Active Army, Army Reserve, and National Guard. Upon successful completion of the program, college students may be offered a commission as a Second Lieutenant in the U.S. Army.

Staff Personnel /636-940-2920

## **Black Student Union (BSU)**

With education at a premium, the purpose of the Black Student Union (BSU) is to promote academic achievement for African-American scholars in all disciplines at Lindenwood University through providing a social atmosphere that encourages personal growth and inclusiveness. Recruitment and retention are our primary goals toward achieving this end.

Pernell Witherspoon /4987

Dana Klar/4783

Cathy Hart/4768

Shane Williamson/4728

## **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 is to help students grow in their relationship with God, to develop relationships with other like-minded students and have a positive spiritual influence on campus,

Steve House/4889

## **Campus YMCA**

The Campus YMCA 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.

Jessica Rhodes/4787

## **Cheerleaders**

Our goal is to promote school spirit through cheering at games, performing at halftime and pep rallies, and promoting good sportsmanship at athletic events.

Carrie Nichols/4637

## **Chi Alpha Christian Fellowship (FUSION)**

Our purpose is faithfully to 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.

Marcia Buono/618-222-1050

## **Circle K International (CKI)**

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

Student Activities/4983

## **Computer Science and Math Club**

This club is 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.

Paul Corbin/4734

## **Dance Alliance**

The Dance Alliance provides students in the Lindenwood University dance program a positive, fun, educational atmosphere to focus on exploring the world of dance.

Kristen Best/4602

## **Delta Sigma Pi**

Delta Sigma Pi 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; and 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)**

Delta Zeta seeks to unite its members in the bonds of sincere and 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: objects worthy of the highest aim and purpose of associated effort.

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 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**

The primary purpose of the French Club is to increase awareness of the French language and Francophone culture and to offer various activities to enhance students' knowledge of French and their involvement.

Nancy Durbin/4868

## **Herpetology Club**

The purpose of the Herpetology 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 on 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 transcript.

Mike Whaley/4561

## **Intercultural Club**

The International Club is an organization dedicated to the awareness, appreciation and acknowledgement of cultural uniqueness and global diversity. The International Club was formed to provide informative presentations, celebrations of various ethnic and religious holidays, visiting speakers and interactive discussions. The International Club is open to any Lindenwood student.

Ray Scupin/ 4730

Ryan Guffey/4475

## **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.

Chryssa Sharp/4410

## **InterVarsity Christian Fellowship**

InterVarsity's purpose is to draw together a community of Christian students who will be mentored towards having a positive influence on campus.

Rachel Douchant/4303

## **Kappa Delta Pi**

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

Rebecca Panagos /4959

## **Karate Club**

This club develops 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

Ryan Guffey/4475

## **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 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 Chess Club**

The purpose of the Lindenwood Chess Club is to establish a bona-fide chess team where members will show heightened performance in chess competitions.

Kerry Cox/4983

### **Lindenwood Christian Fellowship**

Our purpose 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/4907

### **Lindenwood Democrats**

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.

Megan Teal/4613

### **Lindenwood Philosophy Club**

This club provides a symposium for those people who esteem the role of philosophical contemplation in either a person's personal or academic endeavors and fosters an environment for them 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.

Kerry Cox/4983

### **Lindenwood University College Republicans**

This group promotes the principles of the Republican Party among students of the Lindenwood University Campus and members of the community.

Richard Reighard/4885

### **Lindenwood University Cricket Club (LUCC)**

LUCC shall reach out, identify, and act upon student talent in the field of cricket and effective manner, working in cooperation with the appropriate University officers, programs, and departments. LUCC shall facilitate the player's physical and mental well being.

Rao Ayyagari/4714

### **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 Astronomical Society**

LUAS serves the Lindenwood Community by raising awareness of astronomical events, promoting knowledge of the universe beyond the Earth and enjoying the experience of the cosmos through fun activities and events.

Steve House/4889

Deb Hopkins/4720

Jeanie Thies/4689

## **LU Crew**

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

Kerry Cox/4983

## **LU Student Council for Exceptional Children**

Our purpose is to advance the education of individuals with exceptionalities and to promote educational and professional growth and development of education majors.

Rebecca Panagos/4959

## **Marketing Club**

This club provides marketing and business majors with practical experience and opportunities.

Ralph Wiedner/4737

## **Music Educators National Conference**

This club affords students an opportunity for professional orientation and development in the field of music education and enables students to gain an understanding of topics related to music.

Student Activities/4983

## **National Broadcasting Society**

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

Debbie Nicolai/4112

## **Natural Science Club**

The Natural Science Club has been formed to foster friendships and mentoring between Lindenwood students with interests in the natural sciences and to inform students of volunteer, educational, and career opportunities in the sciences.

Becky Helton/4716

Jennifer Firestine/4188

## **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 Alsobrook/4164

### **Pi Delta Phi (Zeta Pi)**

Lindenwood Chapter Pi Delta Phi is the Zeta Pi Chapter 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**

Our purpose 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

Tonie Isenhour/4784

### **Psychology Club**

Our goals are 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**

Our goal is to reach students for Christ and equip them to serve.

Scott White/4829

## **Sigma Alpha Iota (Kappa Nu)**

Sigma Alpha Iota is a music fraternity for women who have a love for music with a desire to perform and further music on campus and throughout the community.  
Student Activities/4983

## **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.  
Debra Johnson/4193

## **The Entrepreneurship Club**

This club fosters an entrepreneurial spirit at Lindenwood University and the surrounding community. The club is a catalyst for the networking of ideas, thoughts, and relationships that promote free enterprise.  
Jim Elder/4301

## **The Free Thinkers' Club**

The purpose of the Free Thinkers' Club is to bring together the ideas and thoughts of the individual and to identify other perspectives and ideas to further enhance understanding of others' beliefs and ideas.  
Ellen Keao/4302

## **The Vine**

Our goal is to provide a Christian influence to the campus of Lindenwood University through the vehicle of modern, cutting-edge activities and events and to influence campus culture for Jesus Christ.  
Steve House/4889

## **Up 'Til Dawn**

Our purpose is 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**

Our goal 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**

Students in the English program are encouraged to participate in the Word Society, formerly known as the English Club. Named the 2002 Club of the year, the Word Society promotes creativity across the arts and humanities and sponsors several events during the semester.  
Ann Canale/4871  
Michael Fetters/4121  
Spencer Hurst/4780

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## Lindenwood Athletics

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LU's athletic department has grown significantly in the past two decades. Except for an 8th place finish in 2007-2008, since 1998-1999, LU's athletic program has finished in the top four in the prestigious years Directors' Cup competition, annually awarded to the most successful NAIA college athletic program in the United States and Canada. In 2001-2002 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 is LU's intercollegiate athletic teams by season:

### Fall

Field Hockey  
Men's and Women's Cross Country  
Men's Soccer (National Champions 2004)  
Women's Soccer  
Men's and Women's Tennis  
Women's Volleyball  
Men's and Women's Golf  
Men's Water Polo (National Champions 2006, 2007, 2008)  
Coed Water Polo  
Cycling

### Winter

Men's Basketball and Women's Basketball  
Men's Indoor Track and Field (National Champions 1998, 2005, 2006)  
Women's Indoor Track and Field  
Men's Ice Hockey (National Champions 2009)  
Women's Ice Hockey (National Champions 2006, 2008, 2009)  
Men's and Women's Swimming and Diving  
Men's Wrestling (National Champions 2002, 2005, 2007, 2008, 2009)  
Women's Wrestling  
Men's Bowling (National Champions 2005)  
Women's Bowling (National Champions 2006)  
Roller Hockey (National Champions 2002, 2003, 2004, 2005, 2006, 2007, 2008)  
Cheerleading/Dance Squads (Lion Line National Champions 2008, 2009)  
Women's Synchronized Swimming  
Women's Synchronized Skating  
Men's and Women's Table Tennis

### Spring

Baseball  
Men's and Women's Cycling  
Men's and Women's Golf  
Men's and 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  
Trap and Skeet (National Champions 2004, 2005, 2006, 2007, 2008)  
Women's Lacrosse  
Women's Water Polo

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## Residential Services and Information

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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 (RAs) 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 their RAs, RDs 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 housing 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 may direct questions, concerns, or ideas about residential living to an RA or RD or to the director of housing 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 the students can be reached in the event of an emergency. The Housing Office occasionally receives calls from residents' parents/guardians regarding their whereabouts. By informing your RD of your travel plans, 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 designated check-in area (see the LU web site or refer to LU Lionmail for location), 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 a 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) and will receive reminders of these move-out dates at their residences and through the LU Lionmail system. 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 the student's 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. In multi-occupancy rooms, the first person to leave is responsible for settling with other roommates any concerns about the physical state of the room, including 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. Appeals for improper check-out or any other damage charges must be addressed with the resident director.

## **Dress Code**

Students are expected to dress in a manner consistent with the location and nature of their educational activities. Failure to do so will result in the removal from a class session and possibly the course or even the institution. Notification of inappropriate attire may come from a staff member, instructor, or any other university official. It is at the university representative's discretion to ask the student to change his/her attire. Students failing to comply will be subject to the above disciplinary action. Specifically, students should not wear attire to class or university functions that could be categorized in one of the following ways:

- clothing and accessories that contain vulgar, derogatory, or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive;
- clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination;
- head coverings of any kind in Lindenwood buildings (except for religious or medical reasons);
- sheer pants

## **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 housing and the dean of students. No visitation will be allowed unless specifically approved on an individual. Male guests must be housed in men's residence halls and 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 the 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 guests in the lounge or at the front door. Visiting guests must be accompanied by their hosts at all times when on campus and in a residential facility. Resident hosts are responsible for their guests until they are escorted out of the residence and have 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 guests 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 break, and spring or Easter break. Dates of vacation breaks 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. Students must address special circumstances in writing to the Housing Office and approved by the director of housing 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 Housing Office two days prior to check-out day to verify if he or she has been approved to stay accordingly. A charge will be made to the student's account based on the approved period of the stay.

As students prepare to leave for holidays or breaks, they should make certain they have disconnected all electrical appliances, locked 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.

## **2009-2010 Residential Housing Closing Schedule**

### **2009 Christmas/Semester Break**

Check-out Friday, December 19, by 4:30 p.m. (semester and quarter students)  
A request for late departure/permission to remain through break must be received in the Housing Office no later than Nov. 30.

### **2010 Spring Break**

Check-out Friday, March 27, by 4:30 p.m. (semester students)  
A request to remain on campus must be received in the Housing Office no later than March 12.

### **2010 Easter Break**

Check out Thursday, March 27, by 4:30pm  
A request to remain on campus must be received in Housing Office no later than March 12.



# Lindenwood University Campus Map

- |                          |                             |
|--------------------------|-----------------------------|
| 1 Stumberg Hall          | 17 McCluer Hall             |
| 2 Warner Hall            | 18 Spellmann Campus Center  |
| 3 Memorial Arts Building | 19 Fitness Center           |
| 4 Eastlick Hall          | 20 Field House              |
| 5 Young Hall             | 21 Harlen C. Hunter Stadium |
| 6 Butler Library         | 22 Hyland Performance Arena |
| 7 Roemer Hall            | 23 Flowers Hall             |
| 8 Harmon Hall            | 24 Mathews Hall             |
| 9 Butler Hall            | 25 Guffey Hall              |
| 10 Ayres Hall            | 26 Calvert Rogers Hall      |
| 11 Ayres Suites          | 27 Rauch Memorial Hall      |
| 12 Sibley Hall           | 28 Blanton Hall             |
| 13 Niccolls Hall         | 29 Welcome Center           |
| 14 Parker Hall           | 30 Spirit Shoppe            |
| 15 Cobbs Hall            | Corporate Service Center    |
| 16 Irwin Hall            | Business Service Center     |

- |                                     |
|-------------------------------------|
| 31 J. Scheidegger Center            |
| 32 Linden Terrace Residential       |
| 33 Glenco Residential               |
| 34 Lou Brock Sports Complex         |
| 35 Dorm G                           |
| 36 Pfremmer Hall                    |
| 37 Track and Field                  |
| 38 Powell Terrace Residential       |
| 39 First Capitol Residential        |
| 40 YMCA House                       |
| 41 Studio West                      |
| 42 Studio East                      |
| 43 Alumni House                     |
| 44 Institutional Advancement Office |
| 45 Elm Street Classrooms            |
| 46 ROTC Building                    |
| 47 Cultural Center (LUCC)           |
| 48 Gamble House                     |

## Entrances

- |                      |
|----------------------|
| A Patma Gate         |
| B West Clay Gate     |
| C Spirit Shoppe Gate |
| D First Capitol Gate |
| E Main Gate          |
| F Houston Gate       |
| G Watson Gate        |



## 2010 Spring Semester Move Out

Residences will close May 14, at 4:30 p.m. (semester students)

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

A request for late departure must be received in Housing Office no later than May 1.

## 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 housing 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 Housing Office. 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 Housing Office 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 Housing Office at ext. 4848 or 4312. If a student's roommate moves to another location on campus, withdraws, graduates or leaves the university for any reason, the Housing Office may request that the student move to another room. All room assignments and changes are made by the Housing Office. Unauthorized room changes will result in a \$250 fine.

Each spring semester, returning students participate in a priority assignment process and will be notified of the dates by letter to their residences and through the LU Lionmail system. Priority assignment allows returning students the opportunity to select their rooms and roommates 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 (12 hours for undergraduate students and graduate/quarter should refer to their program requirements for full-time status). Failure to register for classes will 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 contracts for the entire time they are enrolled in classes as full-time students. 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

Student signatures are required to receive keys to rooms. The room keys must be turned in to the resident director before departure from the university. Lost room keys require a \$35 replacement charge because the door must be re-keyed for proper security. The Housing Office and Residential Services must be notified immediately about lost keys so they can authorize the key replacement. No additional locks are

authorized to be placed on any residential interior or exterior doors without prior approval from the director of the maintenance office.

## 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](mailto: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.

\*Maintenance Personnel are authorized to enter facilities to resolve maintenance requests.\*

## 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.

All personal property left in residence 48 hours after student's final check out will be considered abandoned and will be disposed of at the student's expense (please see check-out cost sheet with the Resident Director).

## Lost and Found

All property found on campus should be taken to the Security Office within 48 hours of being found. Security 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 the Security Office.
- Items left in common areas, such as in the library, will be taken to Security by the personnel in these areas.
- All staff workers are directed to take found items to Security 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 Security.
- Unclaimed items will be discarded two weeks after the end of each academic year.

## **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 rental options are available for non-traditional students. Please see the Housing 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. Quiet hours begin Sunday through Thursday at 10:00 p.m. and Friday and Saturday at midnight. 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.

## **Recording Devices**

During classroom instruction, the use of cameras, video or audio taping devices, or any other kinds of recording devices (including telephones) are allowed only after obtaining permission from the instructor; otherwise, the use of such devices is prohibited.

## **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, or 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 apply to student-owned or operated vehicles located on university property.

## **Residential Deposit Refund**

Resident students are expected to each pay a \$300 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. Charges for 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 Housing 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. The final decision to refund the deposit is made by the Business Office.

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 Housing. 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, 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 such equipment 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, electric 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 housing.

- We recommend purchasing items that have an automatic shut off because 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 with 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 to 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 your 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 \$180 per term communications fee for semester 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. If there are not enough high speed Internet connections for the number of students assigned to a room, please contact your resident director to resolve the situation. Further, 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 Security 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. Courtesy and consideration of those using the telephone is requested of all students. Acceptance of collect calls on university phones 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 eviction and/or 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. Visitors under the age of 18 are not allowed. 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 Policy

The visitation policy is based upon the University's confidence in the ability and willingness of Lindenwood students to make mature decisions about their social behavior. It rests on a major principle that no individual has the right to infringe upon another's freedom, privacy, or safety. Visitation is a privilege that is granted by the university because it has faith in the student's ability to be responsible.

A visitor is defined as any person that does not reside in a particular residence hall and is 18 years old or above. It is the responsibility of the host to ensure his or her visitors are aware of university policies and rules and they are followed. Visitors who are in violation of these 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 accompany them at all times. Violation of these rules may result in the loss of privileges and disciplinary action. Repeated policy violations could result in the student being evicted from University housing.

Any student may decline to allow his or her roommate to have visitors in the dorm room, for cause or reasons of personal preference or privacy. A student who objects to visitation must register the objection with his or her resident director in writing. The resident director will keep the petition on file and inform the roommate of the objector.

A person who wishes to have a non-Lindenwood student visit the campus for visitation to include in-room must submit a request, in writing, to the director of housing with the name and birth date of the individual they wish to have visit, the dates of the visit and insure they follow established guidelines.

**During room visitation, room doors are to remain open when a visitor is present.**

**In order to facilitate in-room visitation, the following guidelines must be adhered to:**

1. Resident directors or assistant resident directors are required to be in the dorm during hours of visitation.
2. Resident advisors must be scheduled to be on duty at their residence during the hours of visitation.
3. All visitors will be required to produce picture identification and the name of the person they are visiting. (No exceptions).
4. All visitors will be escorted by the person they are visiting at all times.
5. At no time will visitors be allowed to enter the residence without approval from all roommates.
6. If at any time there is not an RD or RA found at the main entrance, visitation will be cancelled immediately.
7. Possession of alcohol will result in cancellation of visitation as well as in disciplinary action. Lindenwood students will be allowed to have non-Lindenwood students in their rooms during in-room visitation hours. Lindenwood students must submit (via e-mail) to the director of housing for approval the name and age of

the non-student they wish to have visit. All policies will apply. Violation of this policy will result in loss of privileges or disciplinary action.

### **Hours of Visitation:**

Monday – Thursday - 6:00 p.m. – 10:00 p.m.

Friday – 6:00 p.m. to 12:00 a.m.

Saturday – 4:00 p.m. to 12:00 a.m.

Sunday – 4:00 p.m. to 10:00 p.m.

Visitation by members of the opposite sex is prohibited in all apartment style and non-dormitory housing (Linden Terraces and First Capital Houses).

### **Withdrawal from University Housing**

A check-out form with a procedural checklist will be provided for the students' convenience and to ensure a positive departure. This form is available in the Student Development 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 and the campus. All residential students graduating or not returning to the university must officially check out with their resident directors, they must also complete a check-out form and return it to the Housing Office by the last day of the semester in which the student is enrolled.

Failure to check out properly may result in the loss of the housing deposit. Prior to the student's 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 must be removed, tape and staples must be removed from walls, room must be left in clean condition with all trash removed and properly thrown away. Cleaning the rooms and returning the individual room keys to the resident director is the responsibility of each individual.

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

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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 persons with positive work records will be selected as group leaders. These students will receive more advanced assignments. 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. Students can expect to be assigned to, and remain in, their position for the academic year.

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.

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## Student Services

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### Academic Assistance

Students who experience academic problems are encouraged to consult their professors, advisors, the Dean of Student Services, 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 Student Development Suite located on the fourth floor of the Spellmann Center or by calling (636) 949-4768 or (636)-949-4177. Freshmen 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 student billing accounts. 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 student accounts.

## **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; 25 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](mailto: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 vice president for Student Development.

## **Career Development**

The office of Career Development is committed to helping students make the transition from academic life to the world of work.

Career Development 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 networking opportunities; and maintains the LIONetwork ([http://www.lindenwood.edu/campus\\_life/career\\_serv.asp](http://www.lindenwood.edu/campus_life/career_serv.asp)) 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 years. 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. To participate, students must have completed 55 hours of credit and be of junior or senior standing. (Other students may be considered under special circumstances.) Students must be eligible to participate in the regular Work & Learn Program, and must have completed satisfactory work in previous Work & Learn assignments, and must have maintained satisfactory academic standing.

For more information about Career Development or the Community Work Service Program, stop by the Career Center located on the third floor of the Spellmann Center in room 3175 or call 636-949-4806.

## Communication

Lindenwood's School of Communications 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 School of Communications 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, is to shorten the step from classroom to career. The time students 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 IDs 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. Cooperation and consideration for other students is expected. 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 inappropriate.

Classrooms are not computer labs. Therefore, students should not utilize classroom computers or space outside of a class session unless told to do so by an instructor.

## 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](mailto:mandreoff@lindenwood.edu) or Professor Jan Munro at [jmunro@lindenwood.edu](mailto:jmunro@lindenwood.edu). A professional counselor will set up a time to meet with the student. Professor Andreoff or Professor 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 UCC, 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 and Java 201**

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.

Java 201 is located on the main floor of the Margaret Leggat Butler Library 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 and Java 201 include bagels, danishes, sweetbreads and cookies, as well as Panini sandwiches, chips, and other accompaniments. All items at Java 101 and Java 201 are for purchase and not part of the meal plan.

For menus and information about Dining Services, visit the LU Homepage and click the Student Development 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 students, their families and the university. Any changes or questions must be taken to the Financial Aid Office, where personal and confidential discussions will help ensure students' 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 traditional undergraduate students who are attending college for the first time and transfer students with fewer 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](mailto:fye@lindenwood.edu).

## **Identification Cards**

Student identification cards are provided without cost upon registration.

The identification card is to be carried at all times. Students are required to present their ID cards at the request of all university and residence hall officials. The ID is required to obtain meals at the cafeteria, to use the library, to cash checks at the Business Office and to attend various social, theatrical/dramatic 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. 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 to the Student Development Office. ID cards may be obtained in the Work and Learn Office, located on the third floor of the Spellmann Center. Students who misplace or lose their ID card must report to the Business Office to pay a replacement fee; they may then have it replaced by showing proof of payment at the Work and Learn Office located on the third 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.

## Lion Mail

Lionmail is the Lindenwood email system for all enrolled undergraduate and graduate students. Lionmail can be used for personal or academic related purposes. However, Lindenwood University faculty and staff will utilize this communication medium to provide important school related information. It is the students' responsibility to frequently monitor their Lionmail account to ensure they update are in positive status with various faculty, staff offices or university constituents. Students may access their Lionmail account by going to <http://apps.lindenwood.edu/StudentEmail/welcome.cfm>. There, students will need to enter their last names and birth dates or last names and their 10 digit identification number to obtain their log-in and password information.

## Mail

All resident students may request a mailbox. The number of mailboxes is limited and students should expect to share their box with another student. 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: Student name; Lindenwood University; Box Number; 209 S. Kingshighway, St. Charles, MO 63301-1695. Mail is delivered daily, Monday through Saturday. A drop box for outgoing mail is located next to the information desk. Note: It is critically important to check the Lindenwood mailbox daily. Failure to do so may result in missed deadlines and opportunities. Each spring students who wish to maintain their mailbox for the upcoming year must contact the Spellmann mailroom to reserve a mailbox. All mailboxes are closed for the summer; therefore all students must empty their mailboxes prior to departing for the summer. Mail left in the mailboxes will be returned to sender.

## Safes

As a measure to increase security for our residents, Lindenwood has an agreement with College Safes Inc. to provide added protection of personal belongings. Safes are offered in the traditional dorms for the protection of valuables such as laptops, games, and personal items. The safe will be installed in residence hall rooms. If a student would like a safe installed in his or her residence, he or she must contact the Student Development office.

## **Student Health Center**

The Sisters of St. Mary (SSM) Student Health Center serves on-campus resident students for a variety of medical conditions, from flu-like symptoms and minor injuries to physical examinations and immunizations. The clinic has an on-site nurse practitioner to assist students with their healthcare needs. Walk-ins are welcome, but students with appointments take first priority. It is located in the Connection Center on the first floor of the Spellmann Center.

## **Student Services & Ombudsman**

Students who experience problems of any type are encouraged to visit with the Dean of Student Services & Ombudsman. The Office of Student Services (Retention) assists students in the resolution of obstacles that impend academic progress. Examples of which are, but not limited to, dispute resolution, Inter-office facilitation and institutional guidance. The office is located on the first floor (lower level) of Roemer Hall in room 29. Please contact the office at 636-949-4697.

## **The Connection**

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, an 80-inch wall projection TV, soft sofas, a concession stand, activity boards, bathrooms, a beautiful patio and assorted pool, foosball, and ping-pong tables for social activities. The Connection also houses the Student Health Center. Information about Lindenwood, St. Charles, and St. Louis is also available in the Connection.

## **The Loft**

The Loft 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 and the Lion Mart. Grab-and-Go meals are available in the Lion Mart. 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 PCCCommon 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 a full-time member of the English department. The writing consultants are graduate and undergraduate 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 the basement of Butler Library. Several large tables with chairs are available to conduct writing consultations. In addition, the center offers 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.

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## Campus Policy/Student Conduct

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Lindenwood University helps prepare students for their success in personal and professional services. Training and guidance for their future begins as they enter the Lindenwood gates. Combined with classroom education, there will be many instances where they will also develop their personal and social skills for successful living. The following guidelines are to assist them and help ensure that they attain the highest possible degree of educational, social and spiritual fulfillment as they 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 outside 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.
- 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.

- Adhere to all local, state and federal laws on and off-campus. Failure to do so may result in your dismissal from Lindenwood University.

## 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 provost. 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 school 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 a student has questions about citing sources, he/she should start by asking the classroom professor. You may also seek help at the Lindenwood University Writing Center, in the Butler Library.

## Works Cited

Fowler, H. Ramsey, and Jane Aaron. *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 the 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. The faculty advisor or instructor should be contacted for special arrangements for unusual circumstances.
- Inform the instructor at the beginning of class if he/she must leave that class for an important appointment while the class is in session. In these instances, it would be helpful for the student 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 the student seating area is properly arranged for the next class.
- No phone calls in class; phones must be set on vibrate or silenced.
- If 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), has 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 the university and represent student meetings and events.

Materials must be posted according to the following guidelines:

- Materials must 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 students 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**

The presence of fire extinguishers, hydrants and alarms is 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 owner's expense.
- 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 towing 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; cars parked longer than 10 minutes may be ticketed.

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 designated parking lots 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. Aquarium size is limited to ten gallons or less. 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 safety reasons, 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 who is found to have an unauthorized pet will receive a \$150 fine.

## **Institutional Nonpartisanship**

No office, organization, subdivision, student, or employee of Lindenwood University is to use university resources, advertising channels, or work time to promote, assist, or express support for any particular candidate(s) pursuing election or appointment to a political office. Nor is any Lindenwood student or employee to use those resources or university work time in behalf of his or her personal political initiatives; nor state or imply that he/she speaks as a representative of the university when expressing personal support for a political candidate. Nor is any Lindenwood employee or entity permitted to post, mount, erect, or stand a sign, banner, poster of a political nature on any property owned, leased, or managed by the university.

This policy is in no way meant to deter students and organizations on campus from engaging in political discussion and debate. But Lindenwood as an institution must remain politically neutral relative to candidates for office. Students may invite active candidates in to stump as long as they issue equal invitations to the opposing candidate(s). The general principle is that we allow political activities on campus only if they serve a clear educational purpose. Any such events must be approved by Student Development Office.

## **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 aggressive 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.
- 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.
- Report strange behavior of any individual on campus to the Residential Service Office.
- 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 a student is aware of sexual harassment or feel as if he/she is a victim of harassment, one of the university officers listed should be contacted: Dr. Richard Boyle, vice president for Human Resources; Dr. John Oldani, vice president for Student Development; Dr. Jann Weitzel, vice president for Academic Affairs; 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 must 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](http://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, click on the Student Development link, then on Student Activities. A complete listing of organizational policies can also be located under Procedural Planning in the Student Activities section. For information about upcoming Intramurals, follow the Athletics link from the Lindenwood home page and click on the Intramurals link.

## **Social Networking and Public Forms of Communication (Facebook/MySpace/Twitter)**

Lindenwood respects each student's right to free speech and expression. However, students are responsible for the manner in which they choose to use this expression. The university's primary concern regarding social networking sites such as Facebook, MySpace and Twitter involve the safety of students as well as the integrity of Lindenwood and its community. Potential employers, clients, and family members may access this information. Unfortunately, so may predators and criminals. Once information is posted to the web, it becomes part of a public realm accessible to anyone with internet capabilities. Students forfeit any right to privacy when pictures, blogs, and/or comments are submitted to these websites. In addition, these items can be archived forever. Remember, what you do represents you, your team, and the university.

While Lindenwood has no specific policy negating the use of these web sites as it recognizes that they can be educational, the university does possess resources to determine whether items posted defame the university, its students, faculty, and staff. Students will be held accountable for any such items; which may result in dismissal from the program and/or the university.

Listed below are a few guidelines to follow:

1. Avoid posting personal information like addresses, residence hall locations, cell phone numbers, etc.
2. Do not make references to alcohol or drugs in photos or blogs.
3. Do not post explicit pictures.
4. Do not post negative references to your classmates, instructors, or staff, or athletic teams or players from other schools.
5. Logos and pictures posted on the university's website are copyrighted and cannot be used without university permission.

## **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 ones health; however, if one 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.

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## Final Exam Schedule

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### Fall Semester 2009

#### Normal Class

#### Meeting Time

MWF 8:00-8:50  
 MWF 9:00-9:50  
 MWF 10:00-10:50  
 MWF 11:00-11:50  
 MWF 12:00-12:50  
 MWF 1:00-1:50  
 MWF 2:00-2:50  
 MWF 3:00-3:50  
 MWF 4:00-4:50  
 TR 8:00-9:15  
 TR 9:30-10:45  
 TR 11:00-12:15  
 TR 1:00-2:15  
 TR 2:30-3:45  
 TR 4:00-5:15  
 M Evening  
 T Evening  
 W Evening  
 R Evening

#### Scheduled Examination Time

Friday, December 11	8:30-10:30 am
Monday, December 7	8:30-10:30 am
Wednesday, December 9	8:30-10:30 am
Monday, December 7	11:00 am-1:00 pm
Wednesday, December 9	11:00 am-1:00 pm
Friday, December 11	11:00 am-1:00 pm
Monday, December 7	2:00 pm-4:00 pm
Wednesday, December 9	2:00 pm-4:00 pm
Friday, December 11	2:00 pm-4:00 pm
Thursday, December 10	8:30-10:30 am
Tuesday, December 8	8:30-10:30 am
Tuesday, December 8	11:00 am-1:00 pm
Thursday, December 10	11:00 am-1:00 pm
Tuesday, December 8	2:00 pm-4:00 pm
Thursday, December 10	2:00 pm-4:00 pm
Monday, December 7	Regular Meeting Time
Tuesday, December 8	Regular Meeting Time
Wednesday, December 9	Regular Meeting Time
Thursday, December 10	Regular Meeting Time

### Spring Semester 2010

#### Normal Class

#### Meeting Time

MWF 8:00-8:50  
 MWF 9:00-9:50  
 MWF 10:00-10:50  
 MWF 11:00-11:50  
 MWF 12:00-12:50  
 MWF 1:00-1:50  
 MWF 2:00-2:50  
 MWF 3:00-3:50  
 MWF 4:00-4:50  
 TR 8:00-9:15  
 TR 9:30-10:45  
 TR 11:00-12:15  
 TR 1:00-2:15  
 TR 2:30-3:45  
 TR 4:00-5:15  
 M Evening  
 T Evening  
 W Evening  
 R Evening

#### Scheduled Examination Time

Friday, May 14	8:30-10:30 am
Monday, May 10	8:30-10:30 am
Wednesday, May 12	8:30-10:30 am
Monday, May 10	11:00 am-1:00 pm
Wednesday, May 12	11:00 am-1:00 pm
Friday, May 14	11:00 am-1:00 pm
Monday, May 10	2:00 pm-4:00 pm
Wednesday, May 12	2:00 pm-4:00 pm
Friday, May 14	2:00 pm-4:00 pm
Thursday, May 13	8:30-10:30 am
Tuesday, May 11	8:30-10:30 am
Tuesday, May 11	11:00 am-1:00 pm
Thursday, May 13	11:00 am-1:00 pm
Tuesday, May 11	2:00 pm-4:00 pm
Thursday, May 13	2:00 pm-4:00 pm
Monday, May 10	Regular Meeting Time
Tuesday, May 11	Regular Meeting Time
Wednesday, May 12	Regular Meeting Time
Thursday, May 13	Regular Meeting Time

## 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 shape 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.

“Values-centered liberal arts education-preparing students for life”



LINDENWOOD

LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI