

# 2013-2014

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 186 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 great deal of community spirit and mutual regard. From your perspective, campus culture will also become increasingly populated with lifelong images and memories as you experience Lindenwood through the coming months and years.

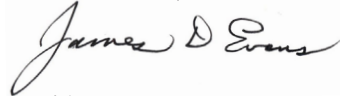
Other important components of any community of higher learning include the policies, procedures, rules, regulations, support structures, and services that determine academic and behavioral expectations and ensure effective behavior and coping. This handbook provides you with information on most of those vital items. Please take the time to read it, and then store it in an accessible place for regular use and reference. Should you 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 at [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,

James D. Evans, PhD



President

# Message from Student Development

Dear Students:

We encourage you to take full advantage of all that Lindenwood has to offer. Not only does the University offer its students outstanding academic opportunities, but it also offers an array of extracurricular activities, athletics, and fine arts programs, in which all students are encouraged to participate. Lindenwood continues to expand its offering of concerts, dance performances, intramural programs, and other student events, and the Lindenwood Student Government Association plays an active role on campus and in facilitating campus events. The University's Fine and Performing Arts Center features outstanding student productions and performances as well as national acts. The Evans Commons, the new student center, is a great addition to the Lindenwood campus. Between NCAA II teams and Student Life sports, the school features two athletic and competitive programs, giving all students a wealth of opportunities for participation and event attendance.

There are so many opportunities at Lindenwood to get involved, and we urge you to be an involved student. Employers want college graduates who not only do well in their classes but are also active in their University programs and activities. Lindenwood offers you the opportunity to be such an individual. Please take advantage of the many opportunities that await you at Lindenwood. Our goal at Lindenwood is your success, because your success is our success.

In addition, Lindenwood is proud of the availability of its 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 that official University notices are frequently sent to students' Lionmail accounts. Therefore, students should check their Lionmail regularly, as all students are accountable for the information conveyed via Lionmail messages. If you need assistance procuring access to Lionmail or the Emergency Text Message Program, please visit the Student Development Office located on the fourth floor of the Spellmann Center. Welcome to Lindenwood University.

Sincerely,

John Oldani, EdD



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. All students are automatically enrolled in the service with their Lionmail email addresses and mobile phone numbers if one is provided. Participation in the program is voluntary and students can opt out, 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**

Lindenwood University was founded 186 years ago on the highest ground between two rivers, amid the beautiful linden trees. Today, it is the second oldest university west of the Mississippi River. Since 1827, when it was founded by pioneering educators Mary Easton Sibley and George Sibley, Lindenwood has enjoyed a reputation as an innovative force dedicated to liberal arts education.

Mary Sibley, along with her husband, George, himself a prominent pioneer and frontiersman who helped chart the Santa Fe Trail, sought to establish an institution 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 among its students, a sense that accompanies a dedication to the larger community and nation. They also sought to create an institution that teaches the breadth of liberal arts along with the focused scope of the sciences and other academic fields of specialty, seeking to synthesize all knowledge in an effort to educate the student as a 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 the Lindenwood student population—a population that now includes a wide range of working adults and professionals in addition to record numbers of traditional university students.

This academic year, more than 17,000 full- and part-time students will attend classes at Lindenwood University. Approximately 3,800 of those students will live and work on the beautifully wooded residential University campus. Campus residence halls and classroom buildings are newly renovated and modernized. There have been eight new dormitories built within a 10-year period. The Evans Commons, a student union located adjacent to the Hyland Arena, has also recently opened. This facility is dedicated to 100% student use.

The innovative, pioneering spirit of Mary and George Sibley certainly flourishes at Lindenwood 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 the tradition begun by the Sibleys 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. Importantly, while offering this range of opportunities, Lindenwood encourages its students to reach their full academic potential, 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 Judeo-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; and 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 you 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.

## University Mission and Commitments

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.

## Academic Freedom

Lindenwood University's commitment to academic freedom is detailed below. Lindenwood University is committed to the idea that universities are centers of intellectual growth, exploration, creativity, and expression. It is incumbent upon the university, therefore, to create an atmosphere that is conducive to the process of learning and open, critical thinking. Central to that duty is allowing the freedom to formulate and express ideas that advance the process of intellectual inquiry and education. Therefore, freedom of thought and word within the confines of higher education are central to effective education of the whole person.

Academic freedom also carries profound responsibilities. The University itself must take all precautions to protect the ability of faculty to express ideas and teach concepts that are germane to their respective subjects in research and publication as well as the classroom; the ability to do so without interference must remain unfettered. Some subjects of intellectual inquiry are necessarily uncomfortable to some or all students and teachers, yet failure to explore those topics because they are such would be to deny our responsibility as educators. Rather, the open exchange of ideas between faculty and students must be conducted in an atmosphere of mutual civility, respect, and attention toward the greater good of the University



and its members. Faculty should neither be censored for expression of their views nor engage in self-censorship out of fear of recrimination; similarly, students should know that they have the right to express their views as well, but will be held to the same standard of defense of those views.

Likewise, the individual expressing a view must strive to do so with intellectual honesty and responsibility. Valid opinions, theories, and proffered “facts” must be based on careful analysis, objective observation, and unbiased perspective; they must have substance. Academic freedom in no way implies a tolerance of disrespect, of bigotry, or of discrimination regarding age, race, national origin, religion, sexual orientation, gender, disability, marital status, or any other characteristic covered by federal or state legislation, nor should the academic freedom of one person interfere with the freedom of another.

## **Diversity, Equality, and Inclusion**

Lindenwood University’s commitment to equality and inclusion is detailed below. Lindenwood University is proud of its diverse population, which includes faculty and staff from all corners of the world and students from six continents and nearly 100 countries. We believe that our diversity and commitment to valuing diversity, both in and out of the classroom, places us on the cutting edge of scholastic and pedagogical innovations, preparing our students to be educated, responsible citizens of a global community. Intentionally, we design our policies in such a manner that all stakeholders (whether students, employees, or visitors) will be treated with respect, dignity, fairness, equality, and inclusiveness in the pursuit and achievement of the objectives of their relationship with the University.

Additionally, we strive to ensure the opportunities afforded by the University for learning, personal advancement, and employment are offered to all without discrimination; and that we always provide a safe, supportive, and welcoming environment for all students, employees, and visitors. Upholding a culture of diversity, equality, and inclusion means that we fully understand and accept the fact that people of different cultures, races, colors, genders, ages, qualifications, skills, experiences, religions, orientations, affiliations, sexual orientations, socio-economic backgrounds, abilities, disabilities, or countries of origin are simply fellow human beings who are different and have the right to be different without being mistreated or discriminated against on the basis of their differences. Therefore, all Lindenwood policies, facilities, resources, activities, and privileges, irrespective of individual differences, are made available and accessible to everyone in our community.

## **At Lindenwood University, we will strive to**

- Offer collaborative and integrated academic and sporting programs that provide mutually beneficial experiences (locally and internationally) to our diverse body of students.
- Pursue and promote mutual understanding, respect, and cooperation among our teaching and non-teaching staff, contractors, suppliers, and visitors to our community who represent the aforementioned differences.
- Respect the knowledge, skills, and experiences that every person in our community brings to the University.
- Design and operate flexible and easily accessible services, facilities, and activities, the procedures associated with which appropriately recognize the needs of both the able and disabled.

- Make every effort to ensure that no discrimination occurs among individuals or groups in the daily discharge of the University's work.
- Protect every member of our community against all forms of discrimination.
- Encourage and promote the empowerment and advancement of ethnic and gender minority groups within our community through academic and social activities, by offering activities of special interest to them, and affording them equal-opportunity integration within our community.
- Make every effort to ensure that our current and future contractual agreements and obligations fully reflect and embrace our commitment to the philosophy and culture of diversity, equality, and inclusion as delineated in this statement.
- Encourage all faculty and staff members to promote diversity, equality, and inclusion in all locations within our community.

## **Drug-Free Schools, Communities, and Workplace**

Lindenwood University's commitment to a drug free community is detailed below. 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 distribution, 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 requiring of repayment of funds received. Refer also to the Campus Policies section in the Student Handbook and to the information booklets distributed separately to both students and employees.

## **Institutional Nonpartisanship**

Lindenwood University's commitment to nonpartisanship is detailed below. 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, or 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. However, 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 University allows political activities on campus only if such activities serve a clear educational purpose. Any such events must be approved by the Student Development Office.

## **Non-Discrimination**

Lindenwood University's commitment to non-discrimination is detailed below. Lindenwood University is an Equal Opportunity 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.

## **Sexual Harassment**

Lindenwood University's commitment to preventing sexual harassment is detailed below.

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 feels as if he/she is a victim of harassment, one of the University officers listed should be contacted: Dr. Deb Ayres, 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 Timothy Butler, Chaplain.

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## University Policies

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### Alcoholic Beverages

Present state law makes subject to arrest and prosecution any person younger than 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. Lindenwood University 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 Board Flyers, Notices, and Other Promotions

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 will be posted according to the following guidelines:

- Materials for meetings and events must be pre-approved by the Student Life & Leadership Office and will be posted by its staff on designated Student Activities bulletin boards. Materials of an academic nature (courses, research participants, etc.) will be approved by the Office of the Provost.
- Posters, flyers, banners, or other notices will only be posted on bulletin boards. Postings will 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 per event will be posted on a bulletin board.
- Chalking on sidewalks must also be approved by Student Life & Leadership.

Students, campus organizations, or non-campus persons wanting to host a table in a facility on campus must request permission to do so through the Office of Student Life & Leadership. Additional promotional methods are available. For more information, stop by the Student Life & Leadership Office on the third floor of Evans Commons.

### 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 Guide to a Drug-Free Campus is available in the Student Development and Student Life & Leadership 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 also voluntarily approach a University official for assistance. In situations in which 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.

### **Classroom Cell Phone Use**

No phone calls may be answered during class; phones must be set on vibrate or silenced during class periods. The use or presence of cellphones in the classroom is left to the discretion of the professor. Unauthorized or disrespectful use of cell phones hinders learning outcomes, and continued cell phone use may result in disciplinary action at the discretion of the professor or as stated in the syllabus.

### **Classroom Recording Devices Use**

During classroom instruction, the use of cameras, video, audio taping devices, or any other kinds of recording devices (including telephones) is allowed only after obtaining permission from the instructor; otherwise, the use of such devices is prohibited. Such recordings may not be redistributed to anyone who is not a member of the class without the express written permission of the instructor and all student subjects of the recording.

### **County Library District Fines—St. Charles City**

The University, in cooperation with the St. Charles City-County Library District, will collect any fines or assessments due the library and bill them to each student's account. Any sums due will be treated as any other student fee.

### **Directory Information Notice**

Pursuant to the Family Education Rights and Privacy Act (FERPA), Lindenwood University may disclose, without consent, "directory" information. This notice will advise you of the types of information considered as directory information. You must notify the Office of Academic Services, in writing, to request that certain directory information not be disclosed. Directory information includes name, address, telephone listing, email information, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, most recent school attended, and other like information.

### **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 must 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, or decorative swords) are prohibited on the campus. Violators are subject to campus disciplinary action, up to and including dismissal and possible referral to appropriate local, state, or federal law enforcement agencies.

## **Gambling**

Students are prohibited from internet gambling and other forms of gambling conducted on any University-owned property. Violations of this policy may result in University sanctions, up to and including dismissal.

## **Parking**

A valid Lindenwood parking permit is required for all vehicles used by undergraduate and graduate, resident and commuter students. In an effort to be responsible and harbor a safe environment in all traffic and parking situations, students are required to park in valid, marked parking spots in designated parking lots, without exception. Frequent violations or the creation of hazardous situations as a result of irresponsible driving or parking will result in booting of the vehicle, possible loss of driving/parking privileges on campus, and towing at the vehicle owner's expense without warning.

The following regulations are strictly enforced:

- The speed limit on campus is 15 MPH and will be closely monitored by public safety personnel. Numerous violations will result in loss of driving privileges on campus.
- Parking in areas other than those designated parking spots is forbidden and will result in a fine.
- Impeding traffic is 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 parking in a handicapped parking spot 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.

The MAB, Young Hall, and Roemer Hall parking lots are designated for commuter, faculty, and staff parking only. **NO RESIDENT PARKING** is permitted in these lots. Additionally, some parking spots on campus are reserved specifically for adjunct faculty members. No student parking is permitted in these spots.

Contact the Security Office for further information about penalties for illegal parking. Parking fines are not subject to appeal.

## **Pets**

No pets, except fish, are permitted on the University campus. Aquarium size is limited to ten gallons or smaller. In most cases, pets cause clean-up problems and create noise, occasional feeding and food storage problems, odors, aggravation of allergies, and sometimes health and sanitary violations. On occasion, a stray pet will be found roaming the campus. For safety reasons, please do not feed the animal or touch it. Please contact the Security Office regarding any stray animals. Any resident who is found to have an unauthorized pet will receive a \$150 fine.

## **Respect for Campus Authority**

It is the policy of Lindenwood University, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the Lindenwood community, that harassment, improper language, and/or 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 campus security 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 Public Safety and Security. 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 campus security for an escort to or from the parking lots or buildings, call (636) 262-4622 or 4623. Please give advance notice to campus security personnel on duty so they can accommodate you.

## **Skateboards/Roller Blades/Motor Scooters**

The use of skateboards, roller blades, and any non-street legal motor scooter is authorized as a mode of transportation only. Any student found to be damaging University property as a direct result of improper usage of the items listed above is subject to campus disciplinary action. 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 Life & Leadership Office and approved by the director. Unless an exception is made, this scheduling must occur at least 14 days prior to the

time of the activity. Student Life & Leadership is located in the Evans Commons, Room 3010. For a complete listing of all events, visit [www.lindenwood.edu](http://www.lindenwood.edu) and click on the “Calendar” link at the top of the page.

## **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 involves 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 websites (as it recognizes that they can be educational), the University does possess resources to determine whether items posted to the web defame the University, its students, faculty, or 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 regarding social media use:

- Avoid posting personal information like addresses, residence hall locations, cell phone numbers, etc.
- Do not make references to alcohol or drugs in photos or blogs.
- Do not post explicit pictures.
- Do not post negative references to your classmates, instructors, staff, or athletic teams or players from other schools.
- 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 to this policy must be requested in writing to the Director of Student Life & Leadership. Students, campus organizations, or non-campus persons wanting to host a table in a facility on campus must request permission through the Office of Student Life & Leadership. Students should be particularly alert to off-campus salespersons who pose a nuisance and security threat. Contact the Student Life & Leadership or Campus Security Offices immediately if you see questionable activity.

## **Student Right to Know and Campus Security**

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 security and general crime prevention. Statistical records include incidents of criminal offenses (murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft) and 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, residence halls, and lounges.

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## **Lindenwood Athletics**

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In spring 2011, Lindenwood Athletics concluded a rich history in the National Association of Intercollegiate Athletics (NAIA). This history included 11 top-five finishes in the Learfield Directors' Cup, 12 straight years of standings awarded within the association, 126 conference championships, numerous invitations to the NAIA National Tournament, and 11 NAIA national championships. Lindenwood University athletics has recently transitioned to an NCAA Division II program and prepares to compete in the nationally renowned Mid-America Intercollegiate Athletics Association (MIAA). Varsity teams include the following sports:

### **Fall**

Football (NAIA National Runners Up 2009)

Field Hockey

Men's and Women's Cross Country

Men's Soccer (NAIA National Champions 2004)

Women's Soccer (NAIA National Runners Up 1995, 2000)

Men's and Women's Tennis

Women's Volleyball

Men's and Women's Golf

### **Winter**

Men's Basketball and Women's Basketball

Gymnastics

Men's Indoor Track and Field (NAIA National Champions 1998, 2005, 2006)

Women's Indoor Track and Field

Women's Ice Hockey (ACHA National Champions 2006, 2008, 2009, 2010)

Men's and Women's Swimming and Diving

Men's Wrestling (NAIA National Champions 2002, 2005, 2007, 2008, 2009)

## **Spring**

Baseball

Men's and Women's Golf

Men's and Women's Tennis

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

Women's Outdoor Track and Field

Men's Volleyball (NAIA National Invitational Champions 2009)

Softball

Men's Lacrosse

Women's Lacrosse (2011 WILA Conference Champions)

\*The Learfield Directors' Cup ranks the top overall athletic departments in the NCAA, NAIA, and junior colleges according to their results in postseason play.

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## **Lindenwood Student Life Sports**

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Student Life sports offer a wide variety of opportunities for students interested in extra-curricular activities. Many programs have experienced a national level of success and continue to grow. Student Life Sports currently include the following offerings:

Billiards

Men's Bowling (National Champions 2005)

Women's Bowling (National Champions 2006)

Chess

Cheerleading/Dance Squads (Lion Line National Champions 2008, 2009, 2010, 2012; Cheerleading National Champions 2011)

Men's and Women's Cycling

Debate

Men's Ice Hockey (National Champions 2009, 2010)

Roller Hockey (National Champions 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2010)

Men's and Women's Rugby

Shotgun Sports (National Champions 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011)

Women's Synchronized Skating

Women's Synchronized Swimming

Men's and Women's Table Tennis (Women National Champions 2010)

Men's Water Polo (National Champions 2006, 2007, 2008)

Women's Water Polo

Olympic Weightlifting

Women's Wrestling

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## **Campus Buildings**

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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 and Welcome Center (2001)**

The Welcome Center is the brick building located at 1735 First Capitol Drive, next to the water towers; it includes the Office of Undergraduate Day Admissions and the Office of Evening and Graduate Admissions and Extension Sites. The Office of Day Admissions can be reached at (636) 949-4949 or by emailing [admissions@lindenwood.edu](mailto:admissions@lindenwood.edu). The Office of Evening Admissions can be reached at (636) 949-4933 or by emailing [eveningadmissions@lindenwood.edu](mailto:eveningadmissions@lindenwood.edu).

## **Butler Hall (1930)**

Named in honor of University benefactor Col. James G. Butler, this historic hall contains Grab 'n Go (for lunch take-out), the Dorothy Warner indoor swimming pool, the Loft (student lounge), the School of Humanities, and the Butler Parlor.

## **Lindenwood Ice Arena (2004)**

The Lindenwood Ice Arena, located 20 miles west of the main campus 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. The arena includes the following features and services:

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

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

This facility was built to accommodate the needs of Lindenwood's fine and performing arts students and the surrounding community. It houses the Bezemes Family Theater, a 1,200-seat Broadway-style theater, the Emerson Black Box Theater, which seats 150 to 250 individuals, for a more private and intimate production setting; and the Boyle Family Gallery, which displays a variety of art exhibitions. The center is also the home of the School of Fine and Performing Arts and the School of Communications' higher education cable channel, LUTV.

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

Built in 1915 by Colonel James Gay Butler, the indoor pool was built for physical education classes at what was then a "female college." Located in Butler Hall, the pool can be reserved for group use by calling (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)**

These off-site classrooms are two blocks northeast of the main campus at the northwest corner of Kingshighway, near the Lindenwood University Cultural Center.

## **Field House Athletic Center (1989)**

The Field House, which is next to the Fitness Center and across from Hunter Stadium, contains offices for athletic program coaches and the athletic training program, as well as locker rooms and classrooms.

## **The Fitness Center (2001)**

Adjacent to the Spellmann Center, this athletic facility offers weight training and fitness equipment, an indoor athletic cage, an 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 and activities. Named after longtime Lindenwood friend Harlen C. Hunter, the venue features stadium-style and traditional bleacher seating, concession stands, locker rooms, a 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 completed a large-scale renovation (2010) that houses the entire School of Business and Entrepreneurship faculty and administration.

## **Lillie P. Roemer Memorial Arts Building (1939)**

Dedicated and named in memory of President John Roemer’s wife, who was also dean of students at Lindenwood, this building is usually called the “Memorial Arts Building” or “MAB.” The MAB is the home of the School of Human Services and the Office of Student and Academic Support Services. The beautiful Arthur S. Goodall Lounge on the first floor of the MAB is named in honor of the individual who held the longest membership on the University’s Board of Directors. The Latzer Great Hall, located on the second floor, is named in memory of Cora O. Latzer, grandmother of an alumna.

## **Evans Commons (2011)**

The Evans Commons is a place for students to relax and have fun when not in class. The 119,000-square-foot facility includes a dining hall, three basketball courts, a multi-activity court for indoor soccer and inline hockey, a suspended jogging track, a state-of-the-art workout facility, a game room, and TV rooms. The building houses offices for Student Life and Leadership, the Campus Chaplain, the Bike Shop, Greek Life, LSGA, CAB, and spaces for student organizations. It also includes a mailroom and laundry room.

## **Lindenwood University Disc Golf Course (2010)**

The Lindenwood University Disc Golf Course is one of the area’s premier disc golf venues. The course features 18 holes, with a variety of long, open holes as well as some short, technical wooded holes. The lake offers picturesque shots and adds difficulty to the course. The course is open year-round and is available to all students and alumni.

## **Lindenwood House (2010)**

The Lindenwood House is the home of the University's President. The home is a private residence for the President's family and is also the site of school-related functions involving students, alumni, and friends of the University.

## **Lindenwood University Alumni Museum (1996)**

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

## **Lindenwood University Cultural Center (1996)**

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 an art gallery, an auditorium acoustically fit for concerts, and 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, concessions, and live broadcasting.

## **Margaret Leggat Butler Library (1929)**

This gothic building, recently remodeled and modernized, was named in memory of the co-benefactor and wife of Col. James G. Butler. The library is fully accessible, allowing students to use resources both on and off campus. Through the library, students have access to 230 journal titles and 60 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 23 million book titles. In addition to the private study rooms, upstairs classrooms, and turn-of-the-century architecture, the library provides wireless Internet access, three computer areas, and two closed-caption television sets that provide students with local and global news.

## **Robert F. Hyland Arena (1996)**

This 3,000-seat arena houses men's and women's basketball, men's and women's volleyball, cheerleading, dance squads, wrestling, gymnastics, and table tennis. Named after the late Robert F. Hyland, former Chairman of the Board at Lindenwood University, the arena is acoustically sound and accommodates concerts and performances as well as athletic events. Amenities include coaches' offices, an athletic training room, staff offices, classrooms, concession stands, an auxiliary gym, the 270-seat Luxury Skybox Pavilion, and the Sprecklemeyer VIP Room.

## **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, the Provost, the Dean of Faculty, the Chief Operating Officer, the In-

House Legal Counsel, the Director of Executive Communications, and the Facilities Coordinator, as well as the Office of Financial Aid, the Business Office, the Jelkyl Theatre, and the Office of 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, President of Lindenwood from 1990 until his death in August 2006. This 112,000-square-foot building serves as a multi-purpose student center. The Student Health Center, Veterans Affairs Office, Muslim Prayer Room, Information Technology Office, and KCLC 89.1 “The Wood” radio station are located on the first floor. The Spellmann Center Dining Hall and Java 101 are located on the second floor. Career Services, the main computer lab, the Work and Learn Office, communication faculty offices, and classrooms are located on the third floor. More classrooms, the Anheuser-Busch Leadership Room, and the Student Development Offices, which include First-Year Programs, Housing, the Office of International Students and Scholars, and the offices of the Dean of Students and the Vice President for Student Development, are located on the fourth floor.

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

Serving for many years as the President’s House and located in the center of the Heritage Campus, Warner Hall was dedicated in 2008 to the memory of beloved alumna and Board Member Dorothy DuQuoin Warner. The building now houses offices for the School of Education.

### **Student-Athlete Center (2012)**

The Student-Athlete Center debuted in 2012 coinciding with Lindenwood’s entry into NCAA Division II. The three-story, 43,000-square-foot building is anchored by a 3,500-square-foot Academic Success Center. The building looks down on Hunter Stadium and houses locker rooms for NCAA football, men’s and women’s lacrosse, field hockey, and men’s and women’s soccer. There are new coaches’ offices, a team film room, the spacious Vandalia Room for entertaining, as well as equipment rooms and athletic training facilities.

### **Studio East (1998)**

Located one block from campus on First Capitol Drive, the facility houses Lindenwood University’s art studios and an art gallery. Studio East offers space for classes in studio art.

### **Studio West (2009)**

Located one block from campus on First Capitol Drive, the facility houses Lindenwood University’s art studios and an art gallery. Studio West also offers space for classes in studio art.

### **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, the Monsanto Green House, Young Auditorium, and an HD movie theater for University film series.

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## 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 was 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 female students in air conditioned, suite-style rooms. It consists of two-room suites (two women per room) with a shared bathroom. The first floor is home to the Sigma Sigma Sigma sorority. This 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.

### **Reynolds Hall (2008)**

Named in honor of long time school superintendent Gene Reynolds, this residence hall 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 a dining area and laundry facilities on the first floor.

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

Named in honor of Nellie Eastlick, niece of Colonel Butler, Eastlick Hall serves as a residence for 11 English as Second Language (ESL) 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 across from campus, these 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 a microwave/dining area and first-floor laundry facilities. Freshman housing is available on the top floor.

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

Located at 130 Gamble Street near the University, this residence hall offers apartment-style living for graduate and married students attending Lindenwood.

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

Guffey Hall is named in honor of longtime deans John R. Guffey (Admissions) and Sheryl K. Guffey (Campus Life). 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 a microwave/dining area and first-floor laundry facilities. The first floor houses the Alpha Sigma Phi fraternity. The top floor houses 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 freshman students. Irwin has two-room suites (two women per room) with shared bathrooms and three- and four-woman rooms available. The lower level and fourth floor have community bathrooms. It also has a comfortable main floor air conditioned lounge with a microwave area. The laundry facilities are located on the lower level.

### **Linden Lodge (2010)**

The resident hall is an upperclassmen facility located just off the main campus, adjacent to the Wal-Mart shopping area in St. Charles. This hall has occupancy for 224 students. It consists of two-person rooms, each with an individual bath. There are two lounges located in the hall. It is air conditioned and has wireless Internet service, a full-service kitchen, and a small laundry facility.

### **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 a 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 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 units. The rooms are spacious air conditioned one-, two-, three- or four-woman 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-man rooms are available with a private bathroom, and six single rooms are available with a community bathroom. The hall also has a 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 CEO 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 a microwave/dining area and first floor laundry facilities.

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

This residence hall was named by board member Elizabeth Rauch in honor of her family. It is equipped to house 199 female freshman students in air conditioned, suite-style rooms. Rauch has two-room suites (two women per room) with shared bathrooms. There is also a comfortable main-floor lounge with a 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 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-woman 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 graduate women.

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## **Campus Culture**

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Lindenwood University believes in the importance of co-curricular involvement in activities as a valuable supplement to classroom learning in the total educational experience. The Office of Student Life & Leadership, located in the Evans Commons, serves as a coordination center on campus and works with the

Lindenwood Student Government Association (LSGA), Greek organizations, the Intramural Sports program, and all other student organizations in facilitating all activities and projects sponsored by these programs and organizations. Student-organized programs and events are scheduled throughout the year. The primary programming body is represented by the student-run Campus Activities Board (CAB). For a complete listing of events, click on the “Calendar” link on the Lindenwood University homepage at [www.lindenwood.edu](http://www.lindenwood.edu).

## Student Organizations

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 some of the 70-plus student clubs and organizations on campus. Lindenwood University is proud to offer a diverse mix of student organizations, including organizations geared toward academic interests, special interest groups, fraternities and sororities, honor societies, departmental clubs, religious organizations, and recreational clubs. The student organizations themselves work in conjunction with the Student Life & Leadership Office to schedule lectures, movies, dances, entertainers, and a wide variety of other events planned to satisfy the diverse needs and interests of the Lindenwood University community. In order to be recognized, student organizations must complete a recognition form through Student Life & Leadership each academic year and provide the name of a faculty or staff advisor, an LSGA representative, a current constitution, and a current list of officers and members. For more information on student organizations, including joining or creating an organization, stop by the Student Life & Leadership Office on the third floor of Evans Commons or visit the Student Life page of the Student Development website at <http://www.lindenwood.edu/studentDevelopment/studentLife>.

## Greek Life

Greek life has been a part of Lindenwood University since 1915. The goal of all fraternities and sororities on campus has long been to help students develop as leaders and empower them by providing opportunities to create campus traditions, initiate community service, and make lifelong friendships. The social Greek community at Lindenwood consists of two national sororities and three fraternities. The University also has multiple professional and service fraternities. Sororities and fraternities are committed to seeing their members achieve personal excellence; the cornerstone of the Greek campus experience is the development of better women and men. Being a member of the Greek community helps students transition to college life. Not only does the community provide a home away from home, but it also allows members to showcase and train their many talents and gifts. Lindenwood fraternity and sorority members are known for their community service, tight networking, and support for each other. To learn more about Greek life, stop by the Student Life & Leadership Office on the third floor of Evans Commons or visit the Student Life page of the Student Development website.

## LSGA

The Lindenwood Student Government Association is committed to the highest form of ethical student representation at Lindenwood University. Student government seeks out, identifies, and acts upon student concerns in a constructive and effective manner, working in cooperation with the appropriate University offices, programs, and departments. Student government also aids in facilitating the academic, social,

spiritual, and physical well-being of the student body, as set forth in the Mission Statement of Lindenwood University. The mission of the Lindenwood University Government Association is threefold. We are committed to amplifying the voice of students, upholding the standards set by the administration, and providing campus leaders with the tools needed to build a thriving campus culture. For more information on student organizations, including joining or creating your own, stop by the Student Life & Leadership Office on the third floor of Evans Commons or visit the Student Life page of the Student Development website.

## **Intramural Sports**

The role of Lindenwood Intramural Sports is to involve the student body, faculty, and staff in recreational sports, which can enhance overall University morale and increase satisfaction with campus life. Participating in Intramural Sports can increase and develop the physical, mental, and social skills of all participants; it can also lead to improved time management habits. Current intramural options include dodge ball, volleyball, wiffle ball, Quidditch, Humans vs. Zombies, Kanjam, disc golf, soccer (indoor and outdoor), First Year Housing Wars, basketball, Ultimate Frisbee, and flag football. All events are publicized through the Student Life & Leadership website and on Facebook at [facebook.com/Lindenwood.Intramurals](https://facebook.com/Lindenwood.Intramurals). Students can sign up for any intramural event at [www.imleagues.com](http://www.imleagues.com) or through their student portal. For more information on intramurals, stop by the Intramurals Office on the first floor of Evans Commons or visit the Student Life page of the Student Development website.

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## **Expectations of Students and Student Conduct**

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### **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 end, Lindenwood University has developed the following policy on academic honesty:

The names of students found guilty of cheating, plagiarizing, or deception (including lying) will be sent to the University Provost. A first offense of academic dishonesty may result in a reduced or failing grade on the work/test or failure in the course or possible failure of the class. A second offense by an undergraduate student will lead to failure of the class, and a third offense by an undergraduate student will result in expulsion from the University. Graduate students are expelled after the second offense. Any questions concerning this policy or requests to appeal accusations of academic dishonesty should be directed to the Associate Provost.

### **Cheating**

Cheating shall be defined by Lindenwood University as “disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor. Examples of cheating include, but are not limited to, the following:

- A. Copying answers, data, or other information (or allowing others to copy) during an examination, quiz, or laboratory experiment or on homework or any other academic exercise.
- B. Assuming another individual’s identity or allowing another person to do so on one’s own behalf for the purpose of fulfilling any academic

requirement or in any way enhancing the student's grade or academic standing.

- C. Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission." ("Academic Honesty – Definition" )

Source for quotation: <http://www.deltacollege.edu/dept/ar/catalog/cat0910/index.htm>

## Plagiarism

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 person 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 assignment with another person;
- Submitting an essay that was previously written for another class without the consent of both professors ("Plagiarism Defined" 1).

## Works Cited

"Academic Honesty – Definition." San Joaquin Delta College. 8 March 2011. Web. 10 June 2005.

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

"Plagiarism Defined: Part 3." Plagiarism Tutorial: Indiana State University Library. Indiana State University. 15 June 2004. Web. 10 June 2005.

## Deception

Deception, in either written or oral form, directed at University personnel by a student for the purpose of improving his/her own academic or financial standing or that of another student is subject to disciplinary action as part of the Lindenwood University academic integrity policy.

## Bullying

Lindenwood University defines bullying as any intentional act of intimidation during which an individual engages in unwarranted conduct that is purposely designed to insult, threaten, humiliate, undermine, coerce, or defame another. Students, faculty, staff, administrators, or organizations that resort to bullying or other forms of intimidation are subject to University disciplinary procedures. To report an alleged

instance of bullying, a student should follow the regular reporting instructions listed under the Non-Discrimination Policy in the Student Handbook. Investigations into alleged occurrences of bullying will be conducted with the highest level of confidentiality.

The institution assures its employees and students that it will consider fairly all complaints and third-party comments and not engage in retaliatory action against any individual who has submitted such information.

## 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 punctually. Enter the room quietly if you are late.
- Dress appropriately, including shirts and shoes.
- Do not use tobacco at any time during class.
- Dispose of empty beverage containers properly if coffee, water, or soft drinks are permitted by the class instructor.
- Limit conversation to class discussion only.
- Do not bring children to class. The faculty advisor or instructor should be contacted for special arrangements for unusual circumstances.
- Inform the instructor at the beginning of class of any important appointment that will require you to leave class. In these instances, it would be helpful to sit near the door and leave quietly when it's time.
- Check that the classroom and student seating area is properly arranged for the next class at the end of each class period,
- Do not accept phone calls in class; phones must be set on vibrate or silenced.
- Remain quiet while in the hall when class is on break or dismissed earlier than usual, as other classes may still be in session.
- Act in accordance with the University Honesty Policy. 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.

## Discipline

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

- Warning
- Social probation
- Restitution work assignment
- Assessment of fines or charges for damage
- Expulsion from residence halls, non-traditional housing, 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 to the Dean of Students that shows satisfactory understanding by the student of why the dismissal was necessary, why the student wishes to return, and what the student is willing to do in the future to

prevent past problems from recurring and contribute to a more positive campus life. If expelled or dismissed from the University, a student is still responsible for all tuition, room, board, and other charges incurred for that term, subject to the withdrawal and refund policies set forth in the University Course Catalog.\

## **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.

## **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.

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# **Student Responsibilities: Policies and Procedures**

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## **The Responsible Student**

Lindenwood University helps prepare students for success in their personal and professional lives. Along with classroom education, students will be provided with opportunities outside of the classroom to develop their personal and social skills for successful living. Toward that end, students must be able to comfortably and respectfully interact with others, including their peers and classmates; professors and advisors; supervisors and professional mentors; and all faculty, staff, and members of the administration. The following reminders are intended to guide students in such interaction 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.
- Wear hats or head coverings in the classroom only at the discretion of the instructor or professor.
- Maintain good grooming and personal hygiene; they are a reflection of your health, attitude, and personality.
- Do not smoke outside of designated smoking area. Smoking is prohibited in all residence halls and is only allowed in designated areas outside of campus buildings. 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. Smoking is allowed in designated smoking areas only.
- Behave appropriately in front of prospective students and guests. 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.

The student is responsible for the administrative tasks described below.

## Applying for Graduation

Students are responsible for tracking their own academic progress and eligibility for graduation. Specifically, each student must track his/her own progress through a degree program by maintaining a checklist of all requirements, including major and minor requirements, general education requirements, free electives, sufficient number of 30000+ level courses, and total number of credit hours completed. The academic advisor will confirm that all degree requirements have been met.

In addition to tracking their own progress through academic programs, students must submit an Application for Degree (an application to graduate). The application must be signed by the student and the student's academic advisor and be submitted to the Office of Academic Services. Failure to submit an application by the appropriate deadline may postpone the posting of the student's degree.

### **The deadlines for the submission of applications for graduation are as follows:**

Deadline to apply for March graduation	December 30 of prior year
Deadline to apply for May graduation	December 30 of prior year
Deadline to apply for June graduation	December 30 of prior year
Deadline to apply for August graduation	February 28 of same year
Deadline to apply for September graduation	March 30 of same year
Deadline to apply for October graduation	May 30 of same year
Deadline to apply for December graduation	May 30 of same year

## Conference Travel and Student Scholars

Students are encouraged to make their own travel arrangements but are permitted to travel to a conference in a faculty member's vehicle if they sign a waiver releasing the professor and Lindenwood from any and all liability associated with the outing. The Lindenwood Student Scholars Fund supports travel for the purpose of reading a paper or other scholarly work at a conference, presenting a poster session to communicate a scholarly work accepted for presentation at an event, serving as a moderator or invited participant in a scholarly panel, or exhibiting artistic productions that have been explicitly invited or accepted for presentation by the organizers of the event. Applicants must be currently enrolled at Lindenwood University and must provide documentation of having been invited or accepted as a student presenter or participant. An undergraduate student may be awarded up to \$300. A graduate student may receive up to \$500.

## 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

images or 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.
- Sheer pants.

## **Excused Absences for Authorized Events**

Lindenwood University allows all students engaged in official, University-sponsored sporting contests, arts events, approved field trips and academic conferences, or other school related activities in which students are officially representing the University to be excused from classes they miss while attending such events. Students are required to communicate with their professors and make arrangements to complete missed work in advance of their University-authorized absences. When make-up work is pertinent, students who have provided their professors with advance notice should be permitted to make up the missed work or its educational equivalent at a time and place mutually agreed upon by the student and faculty member.

## **Residential Housing: Policies and Procedures**

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 each residence hall to provide a support system for the students residing there. Each facility is also supervised by a resident director (RD) who lives in the residence halls. Together with their RAs, RDs oversee the general safety and wellbeing 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 for themselves in their place of residence 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.

In order to live in campus housing, students must be enrolled in classes for the upcoming semester (12 hours for undergraduate students; graduate/quarter students should refer to their program requirements for full-time status). Any student falling below full-time status will be asked to leave Lindenwood housing. Failure to register for classes by the last day of the term will result in the loss of a housing assignment.

## **Absence from Residence Halls**

Students who become ill, are involved in an accident, or are for some other reason 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 In to 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 website 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, students may proceed to their assigned residence halls 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. Assigned rooms are held for the students for 48 hours from the date of the start of classes. Any student who will arrive late to campus must notify the Director of Housing of the late arrival in writing. If no arrangement has been made, the student's room may be reassigned.

## 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. At the end of each semester, residents are required to return their keys to the resident director prior to leaving for the break.

Prior to a student's departure, the resident director is required to assess any possible damage that might have occurred to his or her residence. 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 student. In the event that a room is left dirty, all individuals will be charged. An additional fee of \$100 will be assessed for improper checkout. Appeals for improper checkout or any other damage charges must be addressed with the resident director.

## 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 basis. 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 host 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 the guest is escorted out of the residence and has left the campus.

Lindenwood University students visiting dorms other than their own will be considered guests and must check in as such.

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 these regulations may result in immediate dismissal from the University.

## **Holiday Residence Hall Closings**

For security reasons, residences are closed and locked at 4:30 p.m. on the last day of classes before each holiday/break. Residences will re-open at noon on the day before classes resume. Food service ends after lunch on the day of residential closing and resumes at breakfast on the first day of classes. 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 and online (see Academic Calendar in the Course Catalogs and Schedules of the Lindenwood website).

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 the resulting special arrangement must be approved by the Director of Housing at least one week prior to the date in question.

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 during the period of time that the residence hall is closed for semester-schedule breaks.

## **Holiday Residence Hall Closings Schedule 2013–2014** **2013 Christmas/Semester Break**

Check-out Friday, December 13, by 4:30 p.m. (semester students)

Check-out Saturday, December 21, by 4:30 p.m. (LCIE students)

A request for late departure/permission to remain through break must be received in the Housing Office no later than December 1. Requests received after that date must be approved by the Vice President for Student Development.

## **2014 Spring Break**

Check-out Friday, March 28, by 4:30 p.m. (all students)

A request to remain on campus must be received in the Housing Office no later than March 11. Requests received after that date must be approved by the Vice President for Student Development.

## **2014 Spring Semester Move Out**

Residences will close Friday, May 16, 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. Requests

received after that date must be approved by the Vice President for Student Development.

## Housing Assignments

Rooms are assigned by the University to each new resident student. The student's assigned room is to be used and occupied as a residence by the student and for no other purpose. The University does not guarantee any student the assignment of a specific room in a specific residential building, nor does it guarantee the assignment of a specific roommate. Housing rosters are maintained as official records of the University. Assigned rooms are held for the students for 48 hours from the start of the first day of classes. Students must notify the Director of Housing of their late arrival in writing. If no arrangement for late arrival has been made, the late student's room may be reassigned.

## Housing Contract

Each resident student must complete a housing contract. Once resident students sign their housing contracts, they are bound to the contracts for the entire time they are enrolled in classes as full-time students. Residential students wishing to change to commuter status must first meet with Financial Aid to determine the difference in cost, then proceed to the Housing Office to complete an electronic Change of Status /Check Out form. (Note: The housing contract is a primary component of the University's planning process that the University uses to determine and commit to a certain housing capacity and food cost, regardless of whether the students under contract stay in campus housing every night or eat 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 result in a \$35 replacement charge because the door must be re-keyed for proper security. The resident director must be notified immediately about lost keys so he/she 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 Campus Facilities Office.

Residents living in apartment-style housing may request that an additional lock be installed on their bedroom by paying a \$25 fee to the Business Office and then taking the receipt of payment to the Facilities Office. The lock will be installed, and the new key will be issued to the resident.

## Lost and Found

All property found on campus should be taken to the Campus Security within 48 hours of being found. Security will act as custodians of all found property. Please note the following lost and found guidelines:

- 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 Campus 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.

## Maintenance Service

The Residential Facilities Operations Manager will conduct annual inspections of all LU residences throughout the school year. Although every effort is made to maintain physical facilities in working order, fixtures and furnishings will occasionally need repair. The procedure for requesting repair or replacement is as follows:

- Minor Repairs: Call the Campus Facilities Office at (636) 949-4922. You may also email the Campus Facilities Office at [maintenancehotline@lindenwood.edu](mailto:maintenancehotline@lindenwood.edu).
- Emergency Repairs: Call Maintenance during regular business hours or contact Campus Security 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.

## Non-Traditional Housing Options

Lindenwood University offers housing for married and single-parent students on a limited basis. Single-parent housing is a shared living arrangement with two single 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.

Students in non-traditional housing, located in the Linden Terrace and First Capitol housing areas, are not authorized to utilize the basements for storage of personal belongings. Placing any items in these areas is done at the student's own risk.

## 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 homeowner's 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 Public Safety and Security. The University can furnish documentation of the loss for insurance purposes. Within 48 hours following the end of an academic term, all personal property left in a residential facility shall be deemed legally abandoned. Such property shall be bagged and stored on campus for up to four weeks.

Students may claim such property by contacting the University and will be charged \$25 per week as a storage fee. A student residing on campus is not a party to a lease and therefore waives all rights of a tenant. As such, the holding of a student's personal property by the University shall result in no responsibility or liability for damage or loss. Students consent to the disposal of any abandoned property after four weeks.

### **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 imperative 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. Keeping noise to a minimum for those who wish to study or sleep requires respect and responsibility on the part of all residents. The residence hall staff will determine what constitutes an acceptable noise level during quiet hours. Undue or excessive noise or disturbance of the residence or of the Lindenwood University campus and surrounding community (by the use of electronic or other sound-producing instruments and/or vocal levels) is not permitted.

Quiet Hours (beginning at 10 p.m.) are in effect Sunday through Thursday.

### **Remaining on Campus during Holidays/Breaks**

Students may request permission to remain on campus during breaks. To do so, a Request to Remain on Campus form must be submitted to the Housing Office. It is the responsibility of the student to contact the Housing Office two days prior to check-out day to verify that approval to stay on campus has been granted. Students remaining during the break may request meals by completing a food request contract. Payment for these meals must be made in advance of the break to the Business Office. The food request contracts are available in the Student Development Office. Note that students opting to remain on campus during breaks may be required to relocate to other residences for the period of the break.

A charge will be made to the student's account based on the approved period of the stay.

### **Residential Authority and Room Privacy**

The University will make every reasonable effort to respect the privacy of students and give prior notice when entry into students' rooms is required for the purpose of inspection, verification of occupancy, or maintenance. The University reserves the right to enter students' rooms without notice for such purposes as necessary to assure compliance with University policies and to meet emergency needs. Additionally, throughout the year, resident directors will be instructed to conduct unannounced inspections. If necessary, the right of entry will also apply to student-owned or operated vehicles located on University property. Please contact your resident director with any questions on this matter.

Bedrooms in the basements of the houses in Linden Terrace and First Capitol are NOT permitted unless designated as bedrooms by the University. Failure to comply with this expectation may result in disciplinary action and a \$250 fine.

## Residential Deposit Refund

An initial \$300 housing deposit is required to reserve campus housing for all residential students. By making the housing deposit, the student and the student's parent or guardian indicate acceptance of the terms and conditions of the University with respect to residential life. Once the semester charges have been paid, the housing deposit becomes a refundable room-damage deposit. This deposit remains on account at the University for as long as the student resides in University housing. The cost for any damages to the student's University housing will be deducted from the deposit.

Students are eligible for the room-deposit refund upon departure from campus housing (coinciding with graduation or any move from University housing). In order to qualify for this refund, students must meet all financial obligations to the University, satisfy all outstanding debts, and complete the Residential Check-Out process. Any student wishing to move off campus and receive a refund of the housing deposit must also personally notify the Housing Office in writing of his or her plans to move out of University housing. Failure to do so by the date of the last class or exam of the semester or prior to vacating campus housing will result in forfeiture of the deposit. Note also that no refund will be granted to any student who withdraws from the University after making the initial deposit but prior to the start of an academic term.

Application materials for the refund of the room-damage deposit are available in the Business Office; materials for the residential check-out process are available through the Office of Student and Academic Support Services (Memorial Arts Building).

## Residential Visitation Policy

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, the privilege of receiving visitors requires responsibility on the part of the host as well as an understanding of and adherence to certain restrictions and policies. Violations of these policies may result in immediate eviction and/or dismissal from the University. The University's 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. The policy rests on the 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 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 student 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.

A Lindenwood student who wants to have a non-Lindenwood student visit his/her campus room must submit a written request to the Director of Housing. The request

should include the date of the visit as well as the visitor's name, birth date, contact information, and university affiliation. High school students are not permitted to visit campus as overnight guests. Visits by parents or family members of the opposite sex are permitted upon notification of the resident director and after making a courtesy announcement to other students sharing the facility. Unauthorized guests are not welcome in campus residences or on the campus and are considered trespassers. Lindenwood students are responsible for strict adherence to visitation policies.

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

1. During room visitation, room doors are to remain open when a visitor is present.
2. Resident directors or assistant resident directors are required to be in the dorm during hours of visitation.
3. Resident advisors must be scheduled to be on duty at their residence during the hours of visitation.
4. All visitors will be required to produce picture identification and the name of the person they are visiting. (No exceptions.)
5. All visitors will be escorted by the person they are visiting at all times.
6. At no time will visitors be allowed to enter the residence without approval from all roommates.
7. If at any time there is not an RD or RA found at the main entrance, visitation will be cancelled immediately.
8. Possession of alcohol will result in cancellation of visitation, followed by disciplinary action.
9. Lindenwood students are allowed to have non-Lindenwood students in their rooms only during in-room visitation hours. Prior to the visit, Lindenwood students must submit (via e-mail) to the Director of Housing for approval the name and age of the non-Lindenwood student they wish to receive. All Lindenwood policies will apply to the visitor during his or her stay on campus. Violation of any University policy by the visitor or host will result in loss of visitation privileges or disciplinary action.

Note that any student may choose to object to his or her roommate receiving visitors for 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 objection. 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.

### **Hours of Visitation: Dorm**

Noon – Midnight, daily

### **Hours of Visitation: Houses or Other non-Main Campus Residences**

Monday – Friday: 4 p.m. to dark

Saturday and Sunday: 12 p.m. to dark

Note: Visitation is authorized for Lindenwood non-traditional housing areas. These areas include the First Capitol, Linden Terrace, Powell Terrace, and Glenco subdivisions. Below are guidelines that must be followed for visitation at these locations.

- Visitation is for the outside of the residence only. At no time will members of the opposite sex be allowed to enter the residence.
- Visitation will be allowed for the specific times listed above.

## Room Change Requests

Room changes may be requested after the first two weeks of each term. Approval for a room 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 remaining 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.

## 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. Rooms left dirty or neglected will be cleaned by University housekeeping personnel, and the cleaning fee will be assessed to the student's account. Continued abuse of University residences may result in the student being asked to relocate. 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 and 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 checkout from the University for the summer months.

Permitted items include small portable refrigerators, electric fans, shavers, hair dryers, electric blankets, coffee makers, and self-contained popcorn poppers. Televisions and electric equipment are permitted at reasonable volumes, and students bringing such equipment are advised to engrave the items with the owner's name and driver's license or social security number and record the serial numbers of each piece of equipment as a security precaution.

Prohibited items include 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 in the paragraph above), barbecue pits, window- and window-vented 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. Note the following additional recommendations:

- Clothing irons should be used with extreme caution and only on an ironing board. Ironing on beds and floors is prohibited.
- We recommend purchasing clothing irons that have an automatic shut off so as to avoid serious fire hazard.
- 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 are 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 Campus Facilities 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. Controversial flags are unacceptable as room décor.
- Out of respect for others, smoking is not permitted in any resident hall hallway, foyer, or public area.

## Returning Student Housing Request

Each spring semester, returning students participate in a priority housing assignment process. Students will be notified by letter of the dates during which they are eligible to request returning student housing (a printed copy of the letter will be sent to their residences, and an electronic copy will be sent via the Lionmail system). Priority assignment allows returning students to select their rooms and roommates for the subsequent academic year. Students may reserve the same room in a subsequent year by following the priority housing request process through their student portal. The selection dates for this process are held in February. Students are permitted to sign up for new rooms based upon their class year. (The class year is determined by the number of credit hours that have been accepted by the University.) Students living in freshman residence halls must sign up for a new room. Housing assignments will be scheduled on the same day as class registrations are held. These registration dates are held in March.

## Withdrawal from University Housing

Students who decide not to continue at Lindenwood are required to complete a checkout process prior to departure. The checkout process involves a face-to-face meeting with Student and Academic Support Services (SASS). All meetings should be scheduled electronically prior to the end of the semester. To check availability and to schedule an appointment, students must access the electronic scheduling system at <http://rich36.com/lindenwood/> and choose the “St. Charles Campus Checkout” option.

All graduating residential students or any student not returning to the University must also officially check out with their resident directors; they must complete the check out process by the last day of the semester in which they are enrolled. Student-athletes participating in an NCAA sport should refer to the student-athlete handbook for additional requirements.

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. Rooms must be returned to their original state; personal items must be removed, tape and staples must be removed from walls, and room must be left in clean condition with all trash removed and

properly thrown away. Cleaning the rooms and returning the room keys to the resident director is the responsibility of each student living in the room.

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## Student Voicemail and Telecommunications

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### Telecommunications

Dorm rooms are assigned a telephone number and voice mailbox. (Room to room calls may be made by dialing the last four digits of the room's telephone number; also known as the "extension"). There is a \$180 per term communications fee for semester students living on the main campus whether or not the student uses the dorm room telephone number. This fee provides local (not international) telephone access with Metro calling, voicemail, and cable TV services. Students must contact the IT department to have the telephone line activated in the resident hall room and must provide their own telephones (as well as computers and televisions). It is strongly recommended that all students living in residence halls utilize the telephone service provided by the University in addition to utilizing cell phone provider services.

The University provides two complimentary 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 the resident director to resolve the situation. 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 in the dormitories. All telephone, cable TV, and internet jacks in all dorm rooms are inspected prior to student check-in for functionality. If any jacks are destroyed following this inspection, the cost of replacement will be the responsibility of the student. Fees range from \$30 to \$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.

Residents not living on the main campus (i.e. those living in Gamble Hall, First Capitol, and Linden Terrace) will need to make arrangements directly with the Missouri telephone company for installation and service of local telephone calling. 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 in these residences wish to have cable TV services or high-speed internet, they will also need to make arrangements directly with local cable and/or internet provider(s).

The campus switchboard is located in the Work and Learn Office in the Spellmann Center.

### Voicemail Instructions

#### **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 (636) 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 to play the recorded message
- Press 6 to go to the next message
- Press 4 to go to previous message
- Press 1 to skip backward 5 seconds at a time within a message
- Press 76 to delete the message
- Press # to pause during playback of the message
- Press 72 to hear date and time message was left

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## Student Services

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**Academic Advising**

Academic advising at Lindenwood University is a collaborative relationship between the advisor and student that is designed to assist the student in the following ways:

- Developing educational plans and goals consistent with the student’s interests and abilities;
- Choosing a major field of study as well as courses that are appropriate for the major, interests, background, and capabilities of the student;
- Understanding the course choices, prerequisites, and requirements;
- Following and becoming familiar with the University policies, procedures, and timeline requirements;
- Maintaining scholastic standards by identifying strategies and resources for academic success, and
- Making timely and satisfactory progress towards a degree.

Academic advisors are assigned to students based upon the information given to the University by the student candidate on the application for admissions. Every effort is made to place each student with an advisor that corresponds with the student’s discipline and needs. Students are nonetheless free to change advisors at any time. If

a student wishes to change advisors, he or she may visit Academic Services to obtain a Change of Advisor form and ask for new advisor recommendations. If a student would like to request a specific advisor, he or she may do so by asking the new advisor to sign the Change of Advisor form.

The student will meet with the academic advisor each semester prior to registering for classes, or as needed throughout the semester for advice regarding courses, withdrawing from courses or the University, University policies, or career concerns. A student should expect that the advisor will be knowledgeable about major plans and requirements, graduation standards and requirements, and University policies and procedures. In addition, the student should expect that the advisor will be an excellent resource and mentor for planning internships and employment opportunities within the student's discipline, as well as advising the student about graduate and professional school applications.

Both the student and the advisor at Lindenwood hold a shared responsibility. The advisor can help students choose coursework, inform students about academic policies and procedures, and help address a variety of academic problems. However, it is ultimately each student's responsibility to be apprised of current graduation requirements for his or her particular degree program and to work successfully toward completion of all required courses. The student should expect to locate and contact the academic advisor to plan all meetings at a mutually agreeable day and time; come prepared to all meetings regarding scheduling with a reasonable expectation of future coursework; and respond to contact from the academic advisor in a timely manner. (Students can locate their academic advisors by using the student portal, where the advisor's name is listed on the "My Grades" screen. Advisors' office locations, phone numbers, and email contact information are listed on the University webpage at [http://www.lindenwood.edu/contact/public/print\\_list.cfm](http://www.lindenwood.edu/contact/public/print_list.cfm).) By developing a respectful relationship with his or her academic advisor, the student will have a liaison to the University. The advisor is key in helping to match University resources to the student's personal needs and goals in order for the student to get the maximum benefit from the college experience.

## **Academic Assistance**

Students who experience academic problems are encouraged to consult their professors, advisors, the Dean of Student and Academic Support Services, the Student Success Office, or the First-Year Programs Office. Through the Office of Student and Academic Support Services or the First-Year Programs Office, students can access a broad range of support services and resources, including success advisors, strategies, personal development tools, and counseling referrals. The First-Year Programs office is available to first-year students and is located in the Student Development suite on the fourth floor of the Spellmann Center. Students may also call (636) 949-4728. All students may also seek assistance by contacting the Office of Student and Academic Support Services and the Student Success Office by calling (636) 949-4768 or (636) 949-4697. Student and Academic Support Services is located on the second floor of the Memorial Arts Building.

## **Book Ordering**

Textbooks for all classes at Lindenwood University are available through Book-X-Change. The store is a short walk from campus (located at 2144 First Capitol Drive). From the Book-X-Change, students can rent textbooks, the least expensive option,

or purchase them new or used. Books can be acquired in the store, over the phone (636-949-2422), or online ([www.LUtextbooks.com](http://www.LUtextbooks.com)). To ensure the proper book selection, students should have a course list when contacting Book-X-Change.

## **Business Office**

Located on the main floor in Roemer Hall, the Business 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.

## **Butler Library**

Butler Library prides itself on the service it provides to the students of Lindenwood University. The library not only provides all of the traditional services associated with an academic library, but the library staff has also 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 in 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 valid Lindenwood 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 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;
- Twenty-five computers equipped with internet and the Microsoft Office Suite;
- Hardcopy journal collections;
- An interlibrary loan service for any items not available at Butler Library or through MOBIUS.

For current hours, students may contact the library at [library@lindenwood.edu](mailto:library@lindenwood.edu) or by visiting [www.lindenwood.edu/library](http://www.lindenwood.edu/library) or calling (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 the Student Support and Accessibility Coordinator when special arrangements are needed. Students in need of accommodations may contact the Student Support and Accessibility Coordinator by phone at (636) 949-4510 or in person at room 210 in the Memorial Arts Building.

## Career Development

The Office of Career Development is committed to helping students make the transition from academic life to the world of work. The Career Development office coordinates on-campus interview and job posting services, 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 CareerConnect—an online career center management program.

Career Development staff members are available to help students generate or revise resumes. Individual appointments to explore career options and develop a job search strategy are encouraged.

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

## Communications

Lindenwood's School of Communications offers opportunities for experiential learning in the field of communications at the student-run University newspaper, *The Legacy*; the campus radio station, KCLC 89.1 The Wood, and the University's cable station, LUTV. 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 for the benefit of Lindenwood students and staff as well as the surrounding community. Lindenwood students operate these media facilities, which are vital in keeping Lindenwood residents and the community informed.

Additionally, the University's communications facilities serve as learning laboratories for students in the field of communications. The main purpose of student management of the newspaper and campus radio and cable stations 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 website will serve as invaluable career experience for any student choosing to enter the communications workplace.

## Computer Labs

A computer lab for student use is located in the Spellmann Center (third floor). More than 100 computers are available for students at this location. Valid Lindenwood student IDs must be presented for computer access. Hours of operation are posted. 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, and sometimes these challenges turn into stressors resulting in feelings of being overwhelmed, isolated, lonely, or unmotivated. The SCRC is available to students who are trying to cope with life’s issues and those who may be dealing with more serious mental health concerns. 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 (636) 627-2928 from 9 a.m. to 5 p.m. or email [scrc@lindenwood.edu](mailto:scrc@lindenwood.edu). A professional counselor will set up a time to meet with the student. The center’s director 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. The SCRC follows both state and federal guidelines to ensure the highest level of confidentiality. The Student Counseling and Resource Center is located in the Lindenwood University Cultural Center, 400 N. Kingshighway, Suite 301, and its services are free to Lindenwood students.

### Dining Hall Hours:

#### Evans Commons Dining Hall

	Breakfast	Lunch	Dinner
Monday	7 - 10 a.m.	10 a.m. - 2 p.m.	4:30 - 8:30 p.m.
Tuesday	7 - 10 a.m.	10 a.m. - 2 p.m.	4:30 - 8:30 p.m.
Wednesday	7 - 10 a.m.	10 a.m. - 2 p.m.	4:30 - 8:30 p.m.
Thursday	7 - 10 a.m.	10 a.m. - 2 p.m.	4:30 - 8:30 p.m.
Friday	7 - 10 a.m.	10 a.m. - 2 p.m.	4:30 - 7:30 p.m.
Saturday	Closed	Closed	Closed
Sunday	11 a.m. - 2 p.m.	2 - 4:30 p.m.	4:30 - 7:30 p.m.

#### Spellmann Center Dining Hall

	Breakfast	Lunch	Dinner
Monday	7 - 9 a.m. (9-10 a.m. Continental)	10 a.m. - 2 p.m.	4:30 - 7:30 p.m.
Tuesday	7 - 9 a.m. (9-10 a.m. Continental)	10 a.m. - 2 p.m.	4:30 - 7:30 p.m.
Wednesday	7 - 9 a.m. (9-10 a.m. Continental)	10 a.m. - 2 p.m.	4:30 - 7:30 p.m.
Thursday	7 - 9 a.m. (9-10 a.m. Continental)	10 a.m. - 2 p.m.	4:30 - 7:30 p.m.
Friday	7 - 9 a.m.	10 a.m. - 2 p.m.	4:30 - 6 p.m.
Saturday		11 a.m. - 2 p.m.	4:30 - 6 p.m.
Sunday	Closed	Closed	Closed

### Dining Services

Please note the following guidelines and expectations regarding 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 are encouraged.
- Catering activities and functions can be facilitated through food service at

(636) 949-4928.

- Students must present a 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 is required: shirt and shoes.
- 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.

## **Disability Services**

Students who require special accommodations in either the classroom or throughout the campus are encouraged to contact the Student Support and Accessibility Coordinator. Students in need of accommodations may contact the Student Support and Accessibility Coordinator by phone at (636) 949-4510 or in person at room 210 in the Memorial Arts Building.

## **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. All students are automatically enrolled in the service with their Lionmail email addresses and mobile phone numbers if one is provided. Participation in the program is voluntary, and students can opt out, but the University strongly encourages everyone to participate to ensure all are apprised of pertinent information.

## **Financial Aid**

Located in the lower level of Roemer Hall, the Office of Financial Aid works closely with the Office of Undergraduate Admissions, students, and families to establish financial aid packages. Financial Aid consists of a combination of Federal (Pell) Grant, (State Grant) Guaranteed Student Loan, University Work and Learn, special external funding, Lindenwood University scholarships, and family contributions. 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 (fourth floor of the Spellmann Center) and can be reached at (636) 949-4728 or [fye@lindenwood.edu](mailto:fye@lindenwood.edu).

## Grab & Go

The Loft Grab & Go menu and cash sales are available from 7:00 a.m. to 2 p.m. Monday – Friday in the Butler Hall 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 meals are distributed from The Loft in the Lion Mart.

## Identification Cards

Student identification cards are provided at no charge upon registration and cards may be obtained in the Work and Learn Office, located on the third floor of the Spellmann Center. 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. Many student facilities also require a valid ID card. 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 \$15 for lost cards. Replacement cards must be paid for at the Business Office before a new card will be made. The ID card is not transferable, and any alteration invalidates the card. It must be surrendered to the Student Development Office upon graduation or upon withdrawal from the University.

## 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.

## Java 101 and Java 201

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

Java 201 is located on the main floor of the Margaret Leggat Butler Library and is open from 7 a.m. to 9 p.m. Monday through Thursday and 7 a.m. to 4 p.m. on Friday. The Java locations offer Seattle’s Best coffee, an assortment of dispenser soft drinks, hot chocolate, mocha lattes, and other hot dispenser beverages. An assortment of 20-ounce bottled beverages and a selection of various baked goods are also available. Foods offered at Java 101 and Java 201 include bagels, danishes, dessert breads, and cookies, as well as Panini sandwiches, chips, and other snacks. 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.

## **Lionmail**

Lionmail is the Lindenwood email system for all enrolled undergraduate and graduate, part-time and full-time 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, official University correspondence. It is the students' responsibility to frequently monitor their Lionmail accounts to ensure they receive updates from various faculty members, staff offices, or University constituents. Failure to do so may result in missing important deadlines, opportunities, or other critical information.

Students may access their Lionmail accounts 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 numbers to obtain login and password information.

## **Mail**

Each resident students may request a mailbox. The University is not responsible for lost mail packages. The student mailroom is located in Evans Commons. The University 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, although only limited service is available on Saturdays. Students will be notified of receipt of oversized items for pickup through the Lionmail system. Students are encouraged to make a habit of checking this system on a daily basis, as unclaimed mail is returned to sender after 14 days. A drop box for outgoing mail is located in front of the faculty mailroom on the third floor of the Spellmann Center. Each spring, students who wish to retain their mailboxes for the upcoming year must contact the mailroom to make a reservation to do so. 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**

To increase security for University 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. Safes are available 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. The University reserves the right to open any safe without notice to assure compliance with University policies and meet emergency needs. If you would like to contact College Safes Inc., please call 1-888-233-9540.

## **Student and Academic Support Services and Student Ombudsman**

Students who experience problems of any type are encouraged to visit with the Dean of Student and Academic Support Services. The Office of Student and Academic Support Services assists students in the resolution of obstacles that impede persistence to graduation. Examples of the services provided by the SASS include dispute resolution, inter-office facilitation, and institutional guidance. The Dean of Student and Academic Support Services also works as a student liaison and serves

as the official University student ombudsman. The office is located in the Memorial Arts Building. Please contact the office at (636) 949-4697.

## **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 onsite nurse practitioner to assist students with their healthcare needs. Walk-ins are welcome, but students with appointments take first priority. The health center is located in the Connection on the first floor of the Spellmann Center.

## **The Connection**

The Connection houses the Student Health Center and the Information Technology Office (HelpDesk).

## **The Loft**

The Loft, located on the lower level of Butler Hall, provides students a place to relax, socialize, and study. The Loft includes tables for study, wireless internet access, activity bulletin boards, and the Lion Mart, where Grab-and-Go meals are available during posted hours.

## **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 for the course in which they are struggling. 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 students who are majoring in the subject area or students who excel in that area of study.

Students may also access online tutoring from Smarthinking using any internet connection. Online tutors are available to work with students up to 24 hours a day in a wide range of subjects including writing, math, accounting, statistics, finance, economics, biology, anatomy and physiology, physics, chemistry, and Spanish. Completed drafts of writing may also be submitted to Smarthinking's Essay Center for detailed and personalized feedback, typically within 24 hours. Students may access online tutoring through Blackboard and the student portal.

## **Writing Center**

The Lindenwood University Writing Center, located in the basement of Butler Library, 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 abilities. The primary operational technique is a one-on-one (face-to-face) interaction between the writer and a writing consultant. Consultations utilize and emphasize basic principles of the writing process—journaling or free writing, drafting, peer response, and revision. Students typically read their work aloud in order to keep both parties actively engaged in the process. These consultations generally last from 30 minutes to one hour, and students are encouraged to return for additional visits. Students are encouraged to go to the Writing Center on a voluntary basis, though at times, professors will refer students to the center.

The Writing Center director is a full-time member of the English Department, and the writing consultants are graduate and undergraduate students who have been hired specifically because of their writing proficiency. Writing consultants are selected, interviewed, trained, and managed by the Writing Center director.

The Writing Center additionally 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 also offers computer workstations linked to the internet, the library, and a printer and houses a small library of reference manuals including dictionaries, style manuals, writing texts, grammar texts, and various readers with sample essays. Small study rooms are also available.

Walk-ins are welcome, but appointments are preferred. For more information and a semester schedule, please see the folder called Writing Center on PCCCommon.

### **Work and Learn Program (Work Study)**

Eligible resident students may elect to participate in the University Work and Learn Program and gain 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 in the Work and Learn Program are assigned to student positions in University offices, departments, or facilities and thus play a vital, “hands-on” role in the life of the University. More experienced student candidates with positive work records will be selected as group leaders. These students will receive more advanced assignments.

Work and Learn is a financial aid component, and work must be completed during the period specified by the financial aid award. The amount of the University Work and Learn award is specified in the original financial aid package that 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. Students can expect to be assigned to and remain in their assigned Work and Learn positions for the academic year unless terminated for any reason by the Work and Learn Office. Student-athletes participating in an NCAA sport should refer to the student-athlete handbook for additional requirements.

Timesheets must be filled out with the supervisor at the end of every day. All correction of hours must be completed within 45 days of the time period being corrected. Students making corrections to time sheet hours must have the consent of their supervisor and the director of the Work and Learn Program.

If any student does not fulfill his or her portion of the work agreement, the student will be removed from the program and the student's financial aid award will be adjusted to reflect termination from the program. Terminated students will be expected to find alternative means to pay for the portion of their education that was covered by participation in the Work and Learn Program. Students have 10 days from the date of notification of termination to contact the Work and Learn Office to dispute this action before being terminated. Once terminated, discharged students may appeal for reinstatement not less than four weeks prior to the start of the semester for which they wish to be reinstated.

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 and Learn Program during their junior or senior year. This assignment will replace Work and 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 as if he or she had been working on campus.

## Veterans' Center

Lindenwood University's Veterans Affairs Center is dedicated to veterans and active military members. It is staffed by supportive individuals who are committed to making current and former military personnel feel welcomed and make the most of their college experience.

## Final Exam Schedule

### Fall Semester 2013

#### 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 13 8:30 - 10:30 a.m.  
 Monday, December 9 8:30 - 10:30 a.m.  
 Wednesday, December 11 8:30 - 10:30 a.m.  
 Monday, December 9 11 a.m. - 1 p.m.  
 Wednesday, December 11 11 a.m. - 1 p.m.  
 Friday, December 13 11 a.m.-1 p.m.  
 Monday, December 9 2 p.m. - 4 p.m.  
 Wednesday, December 11 2 p.m. - 4 p.m.  
 Friday, December 13 2 p.m. - 4 p.m.  
 Thursday, December 12 8:30 - 10:30 a.m.  
 Tuesday, December 10 8:30 - 10:30 a.m.  
 Tuesday, December 10 11 a.m. - 1 p.m.  
 Thursday, December 12 11 a.m. - 1 p.m.  
 Tuesday, December 10 2 p.m. - 4 p.m.  
 Thursday, December 12 2 p.m. - 4 p.m.  
 Monday, December 9 Regular Meeting Time  
 Tuesday, December 10 Regular Meeting Time  
 Wednesday, December 11 Regular Meeting Time  
 Thursday, December 12 Regular Meeting Time

## Spring Semester 2014

### 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 16 8:30 - 10:30 a.m.  
Monday, May 12 8:30 - 10:30 a.m.  
Wednesday, May 14 8:30 - 10:30 a.m.  
Monday, May 12 11 a.m. - 1 p.m.  
Wednesday, May 14 11 a.m. - 1 p.m.  
Friday, May 16 11 am - 1 p.m.  
Monday, May 12 2 - 4 p.m.  
Wednesday, May 14 2 - 4 p.m.  
Friday, May 16 2 - 4 p.m.  
Thursday, May 15 8:30 - 10:30 a.m.  
Tuesday, May 13 8:30 - 10:30 a.m.  
Tuesday, May 13 11 a.m. - 1 p.m.  
Thursday, May 15 11 a.m. - 1 p.m.  
Tuesday, May 13 2 - 4 p.m.  
Thursday, May 15 2 - 4 p.m.  
Monday, May 12 Regular Meeting Time  
Tuesday, May 13 Regular Meeting Time  
Wednesday, May 14 Regular Meeting Time  
Thursday, May 15 Regular Meeting Time

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## Campus Directory

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### Academic Assistance (Tutoring)

Academic Services, Roemer Hall (636) 949-4954

### Office of Student and Academic Support Services

MAB 206 (636) 949-4697

### Academic Requirements

Academic Services, Roemer Hall (636) 949-4954

### Athletics Events, Sports Information

Sports Information Director, Hyland Arena (636) 949-4368

### Cafeteria/Hospitality Services

Dining Hall, Spellmann Center (636) 949-4646

### Career Planning & Internships

#### Career Development Office

Spellmann Center Room 3175 (636) 949-4806

### Clubs, Organizations, Student Government, and Greek Life

Student Life and Leadership, Evans Commons (636) 949-4983

Intramurals, Evans Commons (636) 949-4490

Greek Life, Evans Commons (636) 949-4704

### Financial Aid

Office of Financial Aid, Roemer Hall (636) 949-4923

<b>Financial Ledger/Your University Account</b> Business Office, Roemer Hall	(636) 949-4650
<b>First-Year Programs</b> First-Year Programs Office, Spellmann Center	(636) 949-4728
<b>Graduate Programs</b> <b>Office of Graduate, Adult &amp; Professional Admissions</b> Welcome Center	(636) 949-4933
<b>Housing</b> Housing Office, Spellmann Center	(636) 949-4848 (636) 949-4312
<b>Office of International Students &amp; Scholars</b> OIS&S, Spellmann Center	(636) 949-4982
<b>Mail</b> Mailroom, Evans Commons	(636) 949-2501
<b>Personal or Social Issues</b> Student Development Office, Spellmann Center University Chaplain, Evans Commons Student Counseling and Resource Center, Cultural Center Office of Student and Academic Support Services	(636) 949-4985 (636) 949-2935 (636) 949-4528 (636) 949-4697
<b>Public Relations</b> University Public Relations and Marketing Office 1165 First Capitol Drive	(636) 949-4920
<b>ROTC</b> Military Science Studies (636) 940-2920 423 N. Kingshighway	
<b>Security</b>	(636) 262-4622 (636) 262-2623
Note: In the event of an emergency, please call 911.	
<b>Student Health Center</b> Student Health Center, Spellmann Center: First Floor	(636) 949-4804
<b>Veterans' Issues</b> Veterans' Affairs, Academic Services	(636) 949-4105
<b>Roemer Hall</b> <b>Work and Learn (Work Study)</b> Work & Learn Office, Spellmann Center	(636) 949-4562

Note: For questions about your classes, you may also wish to speak to you professor, advisor, appropriate school dean, or academic services. For questions about academic requirements, you may wish to speak to your advisor or academic services. With

respect to any personal or social issues, you may wish to speak to your advisor or the appropriate school dean.





**Linden Lodge**  
 (South side  
 of Hwy 70,  
 1 mile away  
 from campus)



# Lindenwood University Campus Map

- 1 Stumberg Hall
- 2 Warner Hall
- 3 Memorial Arts Building
- 4 Eastlick Hall
- 5 Young Hall
- 6 Butler Library
- 7 Roemer Hall
- 8 Harmon Hall
- 9 Butler Hall
- 10 Ayres Hall
- 11 Ayres Suites
- 12 Sibley Hall
- 13 Nicolls Hall
- 14 Parker Hall
- 15 Cobbs Hall
- 16 Irwin Hall
- 17 McCluer Hall
- 18 Spellmann Center
- 19 Fitness Center
- 20 Field House

- 21 Harlen C. Hunter Stadium
- 22 Student-Athlete Center
- 23 Hyland Arena
- 24 Evans Commons
- 25 Flowers Hall
- 26 Mathews Hall
- 27 Guffey Hall
- 28 Calvert Rogers Hall
- 29 Rauch Memorial Hall
- 30 SCAT Bus Stop
- 31 Blanton Hall
- 32 Welcome Center
- 33 Spirit Shoppe  
Campus Service Center  
Security Office  
LU-Newman Center
- 34 J. Scheidegger Center
- 35 Grounds Shop
- 36 Baseball Locker Room
- 37 Softball Locker Room
- 38 Linden Terrace Residential
- 39 Glenco Residential
- 40 Lindenwood House
- 41 Tennis Complex
- 42 Track and Field
- 43 Pfremer Hall
- 44 Reynolds Hall
- 45 Lou Brock Sports Complex
- 46 First Capitol Residential
- 47 Powell Terrace Residential
- 48 YMCA House
- 49 Studio West
- 50 Studio East
- 51 Alumni House/Museum
- 52 Institutional Advancement Office
- 53 Elm Street Classrooms
- 54 ROTC Building/Shotgoun Sports
- 55 Cultural Center (LUCC)
- 56 Gamble House
- 57 Pavilion
- 58 Book-X-Change
- 59 Linden Lodge



## Entrances

- A Patma Entrance
- B West Clay Entrance
- C Spirit Shoppe Entrance
- D First Capitol Gate
- E Alumnae Gate
- F Eastlick Gate
- G Roemer Entrance

## **The Lindenwood *EDGE***

*Having the Lindenwood EDGE means to be . . .*

### ***Educated***

- Informed by the liberal arts and sciences
- Prepared for a modern career
- Engaged in lifelong learning

### ***Disciplined***

- Principled and values-based
- Self-starting
- Others-centered

### ***Global***

- Inter-culturally informed
- Open-minded
- Internationally connected

### ***Effective***

- Compellingly expressive
- Workplace proficient
- Leadership destined

**Get the edge on life. Get the Lindenwood *EDGE!***

LINDENWOOD

LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI