Section 1: Facilities, Offices, and Services

ACADEMIC ADVISING

Advisors
Every student is assigned a faculty academic advisor, based on academic interests. Students meet with their advisor to schedule classes for each semester and otherwise throughout the semester to talk about career interests, academic progress, and other topics of import. Student academic interests may change, and, if another faculty member's interests seem more related to a student's new interests, the student can request an advisor change. Forms to change advisors are located in the Kolderie Center, Rubie Burton Academic Center, room 164. If you have questions about academic advising, please contact the coordinator of academic advising via phone at 417-667-8181, ext. 2131, or email smcghee@cottey.edu.

Student Participation
It is the responsibility of the student to fully participate in the advising process. The academic advisor serves as a resource for course/career planning and academic progress review and as an agent of referral to other campus offices as necessary. After consultation with the academic advisor, it is ultimately the student's responsibility to choose and implement the academic program. Additionally, each student should understand the importance of developing a positive relationship with the advisor since advisors often serve as mentors, references, and strong support systems throughout students' collegiate careers.

General Statement of Advisor Expectations
The student will do the following:
- Consult with the academic advisor when necessary
- Discuss academic and career-related needs as they develop
- Be knowledgeable about academic policies, requirements, and procedures stated in the College Catalog
- Schedule appointments with the advisor and be on time for those appointments
- Be prepared for the advising appointment and bring appropriate materials
- Come to the advising session prior to course registration with the necessary forms, an idea of the type of courses needed, a list of alternatives, and the catalog for the transfer institution if applicable
- Discuss long-range goals including choice of major and career aspirations with the advisor
- Know academic requirements for continued enrollment and graduation
- Ask questions about policies, procedures, or requirements that are not understood
- Keep copies of relevant academic records
- Consult with the advisor with concerns related to academic progress, a change in program, courses to be taken at another institution, withdrawal from courses, or withdrawal from the College
- Be candid—discuss with the advisor what may be affecting the student's ability to do the best coursework
- Follow through with appropriate action after the advising session
- Request reassignment to a new academic advisor if desired or if interests change
- Make final decisions and be actively responsible for her academic career
• Notify the registrar if an address change at any time
• Read her college mail on a regular basis, including email

(Adapted from Ohio University)

ACADEMIC AFFAIRS OFFICE
The vice president for academic affairs, VPAA, is the chief academic officer of the College and is responsible for the academic program. The VPAA works with faculty; the Kolderie Center; the Office of Academic Computing; the Library; the Office of Academic Records; the Serenbetz Institute for Women’s Leadership, Social Responsibility, and Global Awareness; and several committees. The Office of Academic Affairs is located in the Rubie Burton Academic Center, room 166.

ACADEMIC COMPUTING
The Office of Academic Computing is responsible for instructional technology, computer labs and suites, e-learning, student technology services, and library technology. The Office of Academic Computing is located in the Rubie Burton Academic Center, room 153.

ACADEMIC RECORDS
The Office of Academic Records is responsible for class scheduling and registration and permanently maintains an academic record (transcript) for each student. Students are responsible for notifying the Office of Academic Records regarding any changes in address or other relevant personal data. Students may request enrollment verifications and academic transcripts, in addition to obtaining necessary paperwork for changes in registration. The Office of Academic Records is located in the Rubie Burton Academic Center, room 168.

ACCESSIBILITY TO FACILITIES FOR PERSONS WITH DISABILITIES
Due to the age of the institution, some Cottey facilities may not be accessible to all individuals with limited mobility. The descriptions of facilities included under “History of Buildings” elsewhere in this handbook briefly notes which buildings may be accessible. If you require accommodations to ensure equal and equitable access or assistance exiting buildings safely in case of emergency, contact the coordinator of student disability services, whose office is located in the Kolderie Center, RBAC, room 164, via phone at 417-667-8181, ext. 2131, or email smcghee@cottey.edu.

ALUMNAE RELATIONS
The director of alumnae relations is the primary contact for alumnae of the College. The director is responsible for Founder’s Day Weekend, the online alumnae community and alumnae social media presence, class reunions, alumnae communications, Cottey Alumnae Clubs, and regional gatherings, as well as communications with current legacy students. The director also manages the Cottey College Alumnae Association (CCAA) Board. The Office of Alumnae Relations is located on the first floor of Main Hall.

ART GALLERIES
The P.E.O. Foundation Art Gallery is located in the Haidee and Allen Wild Center for the Arts. A wide variety of paintings, drawings, photography, sculpture, pottery, and other forms of art are on display throughout the school year. Exhibits include works by faculty members and regional professional artists. The Carolyn E. Conway Student Art Gallery is located in the Rubie Burton Academic Center. This gallery features the works of Cottey students currently enrolled in art courses, including drawing, painting,
photography, digital art, ceramics, and sculpture. The exhibits change many times throughout the year and are an interesting and creative showcase for Cottey's talented students.

**ASSESSMENT DAY**
Assessment Day is held on a Wednesday in April. It is a day set aside to evaluate the strengths of Cottey's academic and co-curricular programs. Assessment Day began at Cottey in 1999 to answer the national call for more accountability in higher education. Also, in order to maintain its accreditation, Cottey must prove that students learn what our mission and learning outcomes say they will learn, and that the College is continuously working to improve programs for students. Student input is very important in this process, and student participation on this day is vital and expected. Classes do not meet so that students, faculty, and staff can all participate in this important day.

**ATHLETIC DEPARTMENT**
The athletic director is responsible for the College's intercollegiate athletic programs, the Cottey Comets basketball team, cross-country/track and field teams, volleyball team, softball team, and golf team. Cottey is a member of the National Association of Intercollegiate Athletics (NAIA). In addition to coaching, the director and the coaching staff are responsible for the recruitment of student athletes. The athletic department is a division of student life, and staff offices are located on the first floor and lower level of Hinkhouse Center.

**AUSTIN BOULEVARD**
Austin Boulevard is Highway 54; traffic is usually heavy! Please observe laws pertaining to pedestrians, and cross Austin Street only at the stoplight or the specially marked crosswalk. Use EXTREME caution. The following five steps are recommended: 1) always cross at the lights, 2) push the button, 3) wait for traffic to stop, 4) cross quickly, and 5) wave thanks.

**BIL HILL AND LODGE**
BIL Hill and Lodge, eight blocks south of the campus, can be reserved for workshops, recreation, and Friday/Saturday overnight retreats. The kitchen is equipped with cookware and dishes. The Lodge also has a pool table, stereo, TV and VCR/DVD player. A Wii machine is also available, and controllers and games may be checked out from the Library. Students desiring to reserve the Lodge overnight must request use of the facility using Cottey's online facility reservation system at least one week in advance. The request is processed through the Office of Campus Activities. Priority is given to suites and student organizations. Others may reserve the Lodge overnight with special permission by the vice president for student life or her designee.

**BOARD OF TRUSTEES**
The Cottey College Board of Trustees stewards the College and holds legal and ethical responsibility for the actions of the College. They provide direction and oversight through the clarification of the institution's mission and goals and by setting and monitoring College policies. The board is comprised of 11 members who are appointed by the Executive Board of International Chapter of the P.E.O. Sisterhood, in addition to the president and first vice president of the International Chapter of the P.E.O. Sisterhood, who serve as ex-officio members. Members are selected on the basis of their potential to contribute to the effective operation of the College through their expertise gained as a result of their educational, professional, and community service experiences. Trustees serve a seven-year term and come from throughout the United States.
Cottey College Board of Trustees  
June 2018

**Kathryn Bayne** (2018-2025)  
Libertytown, MD

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First Vice President, International Chapter  
P.E.O. Sisterhood

**Tamara Kenworthy** (2018-2025)  
West Des Moines, IA

BOOKSTORE

The Cottey College Bookstore is located on the ground floor of Main Hall. Students may purchase textbooks, school supplies, posters, gifts, and many Cottey items at the Bookstore. The Bookstore offers a personal charge plan for students. Students may charge textbooks and school supplies only on this account, and a Cottey ID is required at the time of each charge. Students will be required to meet the following payment schedule:

- **Fall Semester**
  - Sept. 15—third of balance due
  - Oct. 15—half of balance due
  - Nov. 15—balance due

- **Spring Semester**
  - Feb. 15—third of balance due
  - Mar. 15—half of balance due
  - Apr. 15—balance due

**IF SCHEDULED PAYMENT OBLIGATIONS ARE NOT MET, CHARGING PRIVILEGES WILL BE FORFEITED.**

Textbooks may be returned for a refund in the same format as purchased within a one-week period after classes begin each semester. Students must have the receipt or charge slip, and the book must not be damaged or marked in. This is the only time textbooks may be returned except during buy-back, which is held during finals week each semester.
BULLETIN BOARDS
Bulletin boards are located in public areas around campus for general information purposes. Some bulletin boards are marked for use by specific offices, faculty, or student organizations or may be located in suites. Others are available for general postings. General-purpose bulletin boards may be used by students, recognized student organizations, faculty, and administrative offices without prior approval. To keep them attractive and current, the following usage guidelines have been established. Violators will lose the privilege of using bulletin boards and may be subject to disciplinary action.

1. Students and student organizations may not post signs, notices, and posters anywhere other than bulletin boards (such as entrance doors to buildings, exterior building walls, or interior surfaces in public areas) without special authorization from the vice president for student life. Items posted on prohibited surfaces will be removed, and the student or student organization involved may be charged for damages or special cleaning needs which may result.

2. Limitations may be made on the number, size, and length of time materials may be posted on bulletin boards by the coordinator of campus activities or vice president for student life.

3. Event or activity advertisements should be removed by the person or group who posted them within 24 hours after the event.

4. All signs, notices, and posters must include the identity of the sponsoring student, instructional or administrative office, student organization, or public business or organization. Items posted anonymously on bulletin boards will be removed.

5. Students and student organizations are expected to show common courtesy when posting on bulletin boards. For instance, other current signs, notices, and posters should not be removed or covered in order to hang a new item. Students and student organizations preparing items for posting on bulletin boards must also use good taste and judgment.

6. Any signs, notices, and posters, which are judged to be offensive by the vice president for student life or appear to be in violation of College regulations, will be removed.

7. General-use bulletin boards will be cleared of all items at the end of each semester.

8. Commercial advertising or solicitation, except for the personal and occasional sale of small items by members of the College community, must be approved by the vice president for student life. Signs, notices, and posters of a commercial nature, which have not been marked as approved, will be removed.

9. With the exception of events related to alcohol-awareness programs, commercial advertising involving alcohol is specifically prohibited. This includes signs, notices, or posters soliciting student involvement in events where the consumption of alcohol appears to be a significant part of the event.

BUSES
Students may purchase reservations for chartered bus trips to and from Kansas City International Airport (MCI) at the beginning and end of academic breaks and at Thanksgiving for $40 (subject to change) each way. This service is offered as a convenient alternative to the regular commercial bus route between downtown Kansas City and Nevada (Jefferson Lines). Chartered bus tickets are sold on a first-come,
first-served basis. Luggage restrictions are enforced due to space limitations. Students should arrive 30 minutes prior to departure time. Bus schedules, making reservations, and specific information may be found online at Cottey College - Chartered Bus for Current Students, or obtained from the Office of Student Life located in the Student Life Center, second floor, Hinkhouse Center.

**BUSINESS OFFICE**
The Business Office is responsible for the collection, disbursement, and accounting for all financial assets of the College. The office handles all inquiries regarding tuition and fees, student payroll, and student organization purchase requisitions. Students may also cash checks. (See Check Cashing this section.) The Business Office is under the direction of the vice president for administration and finance and is located on the first floor of Main Hall.

**CAMPUS ACTIVITIES OFFICE**
The coordinator of campus activities and calendar works with student organizations, faculty and staff, and numerous agents and performers to schedule and promote activities and events on campus. The coordinator also plans off-campus road trips, provides support to student organizations and sponsors, conducts leadership training, and coordinates individual and series ticket sales. Anyone wishing to reserve campus facilities for meetings or events must complete a facilities request available online. The coordinator also publishes the Cottey Connection, a weekly online newsletter, to inform the campus community of announcements and upcoming events. Submissions to the Cottey Connection may be emailed to connect@cottey.edu by 5 p.m., on Wednesday for inclusion in the next issue. The Campus Activities Office is located in the Student Life Center, second floor, Hinkhouse Center.

**Cottey College Performing Arts Series (CCPAS)**
Each year a well-rounded series of theatrical, musical, and dance performances, along with art gallery exhibitions, are offered for the enjoyment and education of the campus and community. Students and employees are admitted free. These performances require a ticket and some performances may sell out. Season tickets are available for those outside the Cottey community, as well as a patron program. The series is underwritten through endowed funds and gifts.

**Student Activities Committee (SAC)**
This committee plans, promotes, and produces a wide variety of performances including popular musicians, poets, comedians, folk singers, jugglers, and hypnotists, as well as other novelty and variety performances. Other events may include study breaks, lip sync competitions, Easter egg hunts, Grocery BINGO, and various types of free programming. SAC is made up of students, including elected officers, and all are encouraged to join. The coordinator of campus activities serves as its sponsor.

**CAMPUS EMPLOYMENT/FEDERAL WORK STUDY**
Campus employment and federal work-study are financial aid programs managed by the Office of Financial Aid. Student employment is primarily available as a portion of the student's financial aid package. First-year students who are awarded campus employment or federal work-study as part of their aid package, and who accept the award on their award letter, will be assigned to a position on campus. Students may earn up to the amount listed on the award letter. Students are paid at least minimum wage and receive a paycheck twice a month for the hours worked during that pay period. New student employees must complete employment eligibility paperwork (an I-9 form and W-4 forms) during Orientation.
If a position becomes available during the year, the Office of Financial Aid will place a notice in The Cottey Connection stating that applications are being accepted for a specific position. Any student who does not have a campus job may fill out an application.

Beginning in April, the Office of Financial Aid accepts employment applications for the next academic year. Any student who will be returning to Cottey for the next year can apply for a campus job. Even those students who currently work on campus must reapply in order to be considered for a job for the next year. The Office of Financial Aid is located in the Office of Enrollment Management in Main Hall.

**CAREER COUNSELING**

Career information and counseling are available through the Kolderie Center located in the Rubie Burton Academic Center, room 164. The coordinator for career and transfer planning/community liaison helps students explore their interests, skills, values, and personality preferences related to career goals through individual and group counseling. Students use the many resources available to identify majors and careers, including current publications on careers, majors, specific jobs, internships, study abroad, and scholarships. Workshops on résumé preparation, interviewing skills, and major/career selection are offered throughout the year. Information and opportunities for community volunteering, part-time and summer employment, and internships are also available through the coordinator.

**CENTER FOR THE ARTS**

The Haidee and Allen Wild Center for the Arts contains the 495-seat Auditorium, the 150-seat Missouri Recital Hall, and the P.E.O. Foundation Art Gallery. The Ticket Office in the Weber Foyer is open on the evenings of performances when tickets are required.

**CENTER FOR WOMEN’S LEADERSHIP**

The Helen and George Washburn Center for Women’s Leadership, CWL, is the grand 1926 house surrounded by the wrought iron fence located just south of Hinkhouse Center. The CWL contains a classroom, large meeting room, dining room, and full service kitchen and houses the Cottey Career Closet, a lending library of professional clothing. The CWL is also the home to the Serenbetz Institute for Women’s Leadership, Social Responsibility, and Global Awareness and its programs, including the LEO, Leadership, Experiences, and Opportunity, program.

**CHAPEL**

The main floor of the Chapel is used throughout the year for chapel services and other events. The Canadian Room, located on the main floor, is available for student use, and it is comfortably furnished. Campus spiritual life activities are under the direction of the coordinator of spiritual life and campus diversity, whose office is located in the Student Life Center, second floor, Hinkhouse Center, room 203. The coordinator can be reached at esigauke@cottey.edu.

**CHECK CASHING**

For the convenience of students, the Business Office will cash checks up to $125 from 8-9 a.m. and 1-4:30 p.m., Monday-Friday. Two-party checks will only be cashed if they are written to the student from her parents, grandparents, or other Cottey student. No three-party checks may be cashed. A valid student ID/keycard is required to cash a check. There is a $20 service charge for any returned check. A student may lose the check-cashing privilege as a result of writing bad checks. Six full-service banks are available in Nevada: First National Bank, Great Southern Bank, Heritage State Bank, U. S. Bank, Metz Banking Company, and Arvest Bank.
CHELLIE CLUB
The Chellie Club coffee house is located in the lower level of Hinkhouse Center. It is a great place to cozy up by the fire in a comfy chair with a book or join classmates for a group study session. The Chellie Club features deli items, ice cream, specialty coffees, soft drinks, and other snacks at reasonable prices. It is open on a limited basis for student, faculty, and staff use, and escorted guests are welcome.

COMMUTER STUDENTS
The Office of Student Life in Hinkhouse Center serves as the primary contact for information for commuter students. The Nevada Room in the Library has been set aside as a special place for commuter students to study and relax, in addition to all the other areas on campus. A computer is available, as well as a refrigerator, microwave, and telephone, for outgoing calls; however, incoming emergency calls should be routed to the Office of Student Life in Hinkhouse Center at 417-667-8181, ext. 2126, so staff can assist in locating students.

Email is the official form of communication for the College. It is the student’s responsibility to check her email on a regular basis. In addition to email, commuter students will receive mailings from the College at their local address and/or their permanent home address, depending on the nature of the mailing.

Almost all College services available to residential students are also available to commuter students. Commuter students are welcome to eat in Raney Dining Room or the Chellie Club. Discount meal tickets are available through Dining Services in Raney Dining Room. Meal plan options are also available through the Business Office. It is possible to stay overnight with a friend or classmate in one of the residence halls, provided the hall director is notified. Interested commuter students may also be “adopted” by a residence hall suite in order to facilitate involvement in general student activities (see the director of housing for more information). Limited use of Hinkhouse Center facilities by family members can also be arranged by obtaining a usage pass from the Office of Student Life. (See “Hinkhouse Center” elsewhere in this section of the handbook.)

The Student Government Association, SGA, has designated one senator position for a commuter student representative. Commuter students may contact their SGA representative or the Office of Student Life if they have questions or if they have ideas that could be pursued in order to better meet the needs of commuter students.

COMPUTER LABS AND SUITES
The main computer labs are located in the Rubie Burton Academic Center, room 156 and the Judy and Glenn Rogers Fine Arts Building, room 218. Students may use any of the personal computers when the buildings are accessible as long as classes are not in session in the lab. The small computer lab is located on the second floor RBAC study lounge. Computer suites are located on the first floor of each residence hall. No food or drinks are allowed in computer labs or computer suites; a $25 fine will be assessed for violations of this policy.

COTTEY CASH
Cottey Cash may be used on campus in the Chellie Club, Raney Dining Room, or for purchases only in the Bookstore. Cottey Cash “dollars” are gift certificates that carry no cash value. They are not redeemable for cash. No credit or change will be given on unused portion of certificate. If you have any questions about Cottey Cash, you may contact the staff in the Office of P.E.O. Relations.
COUNSELING OFFICE AND SERVICES
The Counseling Office is located on the second floor of Hinkhouse Center in the Student Life Center and is designed to offer counseling services and programs to assist students in realizing their potential in all aspects of college life. Two professionally-trained counselors are available to provide counseling services including confidential short-term individual or group counseling for students experiencing personal, academic, or adjustment problems. Outreach through workshops and programs around campus focus on personal growth and development issues such as self-esteem, stress management, assertiveness, substance abuse prevention, eating disorders, depression, sexual assault, and other topics important to college women.

The Counseling Office is open Monday through Friday from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. To schedule an appointment, contact the student health office manager at ext. 2157. Please indicate if your needs are urgent to obtain immediate assistance. Crisis intervention is available after office hours and on weekends by contacting an R.A., the hall director on duty, or a peer listener for the emergency on-call number.

HIPAA Compliance
The Patient Privacy Notice describes how Protected Health Information about you may be used and disclosed and how you can get access to this information. Protected Health Information (PHI) is any information that relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present, or future payment for the provision of health care to an individual. The policy is distributed to clients at the time of their first visit to the Health Services Office and the Counseling Office. For additional information, contact the student health office manager at ext. 2157.

The Student Assistance Program
Counselors can help students experiencing more serious emotional or substance abuse problems access the Student Assistance Program. The Student Assistance Program is designed to promote early identification and intervention for students dealing with emotional or substance abuse issues in order to promote the student’s academic success. Students may enter the Student Assistance Program voluntarily or become involved in lieu of certain disciplinary or administrative actions that may otherwise lead to dismissal. Students will be referred (or self-referred) for an initial assessment with a counselor who will make recommendations for continued treatment if needed. If treatment is needed beyond the scope of that available through the Counseling Office, the student will be provided a list of local qualified mental health professionals and will be assisted with referral for continued services at her own expense.

For Those Affected By an Alcohol or Drug Abuser
Persons who have alcohol or drug abuse problems always affect the lives of others, particularly family and friends. Confidential counseling is available through the Counseling Office in the Student Life Center for students affected by the alcohol and drug use of others.

DINING SERVICES
Meals are served in Raney Dining Room, located on the lower level of Robertson Hall. Twenty meals per week, Monday breakfast through Sunday brunch, are provided as part of the board contract for residential students. Commuter students may purchase discount meal tickets through the Dining Services office. A wide variety of food items are provided at each meal. A vegetarian and vegan entree is provided at each lunch and dinner. In addition, a large portion of Cottey’s food offerings is now gluten-free at each
meal. Additional servings of the main entrees are available by simply returning to the service line. Quality food preparation and an attractively decorated dining room both contribute to a pleasant dining experience. Special dietary needs should be expressed within the first few days of the student’s first semester. The director of dining services is available for individual menu planning and nutrition information.

Your Cottey College ID/Keycard
Students must present their ID/keycard or a temporary ID to enter the dining room. ID/keycards are not transferable. Students cannot lend their card to another person. Inappropriate use of an ID/keycard for meals will result in confiscation of the card and disciplinary action.

Meal Policies
Meals are provided for residential students. Commuter students and other members of the College community are welcome to eat in Raney Dining Room by paying the posted cash price at the door or by purchasing discount meal tickets. Members of the Cottey community are also welcome to bring escorted guests to meals. However, an advance reservation should be made for large groups with the office manager of Dining Services at ext. 2150.

Dining Room Policies
Generally, no food or utensils are to be removed from the dining room, and personal containers are not permitted unless approved by Dining Services. Students are asked to leave backpacks at the entrance area. Entrance to the dining room is restricted to the east doors of the dining room. Access for persons with disabilities is provided just south of the main entrance of Robertson Hall and by using the elevator located nearby.

Conduct and Dress
Responsible behavior reflecting respect for others and their property is expected of all persons using Raney Dining Room and the Chellie Club. Any student who engages in disruptive or inappropriate conduct will be asked to leave and referred for disciplinary action. No "game-related" activities are allowed in Raney Dining Room without prior approval from the director of dining services and the vice president for student life.

Proper attire is expected in the dining room at all times. No nightwear or swimwear will be allowed. Diners must wear shoes and clothing which covers the body. “DJs” may not be worn in Raney Dining Room without special permission from the director of dining services and the vice president for student life. Any students wearing inappropriate attire may be asked to change clothes before returning.

Sunday-Dress Dinners and Brunch
Sunday meals at Cottey have traditionally had more of a formal flair than those served during the rest of the week. Sunday’s semiformal brunch buffet is served from 10:30 a.m. to 1 p.m. and consists of a wide variety of hot breakfast and lunch items. This meal is intended to reinforce the sense of community that typifies Cottey. It is an opportunity to enjoy a leisurely time together, savoring well prepared, nicely served foods and practicing social skills useful to all. Dressier attire including dresses, skirts and blouses, and slacks is expected. Unacceptable attire includes sweats; athletic wear; t-shirts; pajamas; torn, faded, or ripped jeans; and casual shorts. Fashionable, dressy, knee-length shorts are acceptable. Male guests are not to wear caps or hats during dinner.
Special Functions
Dining Services can provide a wide variety of beverages, food, and snacks for receptions and meetings anywhere on campus. Contact the director of dining services for details and procedures to follow. Catering requests are to be submitted at least two weeks in advance of the event. Student organization sponsors should work with organization presidents to help ensure the necessary forms are filled out correctly, signed, and submitted in a timely manner. The director of dining services plans the Centennial Room suite dinners with students. (Refer to “Traditions” located in Section 5.)

Get-Well Meals
Students too ill to come to the dining room, or who are unable to walk, may obtain meals for takeout until they are able to return to the dining room. Contact the assistant to the chef and director of dining at 417-667-8181, ext. 2150 or amosher@cottey.edu to make special dietary arrangements or contact the Health Services office, a hall director, or an R.A. for a special meal ticket if you need this service. Students will be responsible to arrange for someone to deliver the meal to them.

Sack Meals for Off-Campus Events
Dining Services can provide sack meals when a recognized Cottey College organization is taking an out-of-town trip, or a class or department is taking a field trip. A small additional, interdepartmental charge will be assessed to cover the extra cost. Nonresidential students, faculty, or staff will be charged at the normal rate. Contact the assistant to the chef and director of dining at ext. 2150 at least one week in advance for this service.

Emergency Financial Assistance
Emergency loan funds are available for students through the Business Office. Emergency loans are not made for personal bills such as telephone charges or car repairs. Those in need of emergency funds should make an appointment with the vice president for administration and finance. Financial assistance may also be available to students experiencing hardship related to their health and well-being or financial hardship that limits their involvement in academic and co-curricular enrichment opportunities.

Enrollment Management Office
The Office of Enrollment Management coordinates all campus visits and tours for prospective students. The vice president for enrollment management is the chief administrative officer responsible for College enrollment efforts. Golden Key, Cottey’s honorary student ambassadors, works closely with the Office of Enrollment Management to provide campus tours and host prospective students in the residence halls. The Office of Enrollment Management is located on the first floor of Main Hall.

Faxes
Students may send and receive faxes through the College switchboard at a cost of $1 for the first page ($2 for international faxes) and $.50 for each additional page ($1 for international faxes) and $.50 per page for incoming faxes. The fee must be paid at the Business Office where a receipt will be issued. This receipt is to be taken by the student to the switchboard to initiate the transmittal or pick up of the fax.

Financial Aid
The Office of Financial Aid is responsible for managing all aspects of the financial aid program, including scholarships, grants, student employment, and student/parent loans. The goals of the financial aid
program are to provide assistance to eligible students with limited financial resources and to reward students for academic achievements and special talents.

The Free Application for Federal Student Aid (FAFSA) is used to apply for federal, state, and institutional financial aid. This application is available on October 1 of each year at www.fafsa.gov. Students must resubmit the FAFSA each academic year. Cottey’s priority deadline for the FAFSA is February 1. The Office of Financial Aid will determine a student’s eligibility for federal, state, and institutional need-based aid from the result of the FAFSA.

The College will coordinate the available sources of funding to assist students in meeting their financial need to the extent possible. Funding is limited, so no promise is made to fully meet a student’s financial need.

Institutions of higher education are mandated to establish and enforce minimum standards of satisfactory academic progress (SAP) for students receiving financial assistance. A student’s cumulative grade point average and the number of hours earned are evaluated by the Office of Financial Aid at the conclusion of each semester. A student must complete 67 percent of the credit hours attempted. A student with fewer than 57 credit hours must have a cumulative grade point average of at least 1.75. A student with 57 or more credit hours must maintain a cumulative grade point average of at least 2.0. Students not meeting the standards will be placed on financial aid warning for the following semester. During the financial aid warning semester, the student will continue to receive aid if otherwise eligible, but the student must meet SAP standards by the end of the warning semester or have an academic plan in place. If at the end of the financial aid warning semester the student has not met the standards, the student will be placed on financial aid suspension which means that a student will receive no further aid until the minimum standards have been met. The Office of Financial Aid is located in the Office of Enrollment Management in Main Hall.

HEALTH SERVICES

Student health services are provided in the Student Life Center on the second floor of Hinkhouse Center. Local physicians under contract with the College provide treatment for minor illnesses and injuries, health counseling, and referral services. The student health office manager is available to assist the physician during examinations and to assist students with their medical needs including referral, insurance questions, prescriptions, and transportation.

Health Services hours are posted in each residence hall. **Students needing to see a doctor should arrive at the Health Services Office at the beginning of the scheduled clinic time. The physicians may leave immediately after they have seen everyone needing their professional services.** If in doubt, contact the student health office manager at ext. 2157 to see if the physician is still available. Health Service hours are subject to last minute change or cancellation due to emergency situations beyond the control of the physicians.

Students who become ill or have an accident requiring immediate attention during hours the Health Services Office is closed should contact an R.A. or residence hall director for assistance. The Nevada Regional Medical Center provides 24-hour emergency medical services. Ambulances may be obtained by calling 9-911 from any campus phone. Many local physicians provide nonemergency care during weekdays between the hours of 8 a.m. and 5 p.m. Nevada also has one urgent care clinic that may provide extended evening hours. Please see “Physicians” in the yellow pages of the Nevada phone directory.
Health consultation services provided by the College are free but limited. Students who do not have complete health forms on file with the Health Services Office may be refused treatment. More complete medical services are available in the local community at the student’s expense. Some form of medical insurance coverage is highly recommended to provide a degree of protection against the sometimes astronomical costs that may be associated with an accident or severe illness. If parents or guardian cannot be reached, the College may make decisions concerning emergency health problems for any student.

A Health Services physician cannot excuse a student from class—it is the student’s responsibility to make arrangements with instructors for classes missed. However, at the student’s request, the student health office manager may send notices to instructors, the academic advisor, and others who have a “need to know” when, in the physician’s opinion, a student should not attend class due to illness or injury. This is not an excuse, but rather a notice intended to give the instructor more information about a particular student’s absence. Each student is responsible for notifying the Office of Student Life in case of illness or injury requiring hospitalization or an extended absence from classes (more than one week).

Students who have been diagnosed with a contagious illness must notify the Health Services Office immediately. Diseases or illnesses considered public health threats and reportable include diphtheria; measles (rubeola); German measles (rubella); mumps; pertussis (whooping cough); hepatitis type A, B, Non A, or unknown; tuberculosis; meningitis; encephalitis; and AIDS/HIV. Students who leave the College for any length of time due to medical reasons, including mental health, are required to obtain clearance through the vice president for student life for return to the College campus. Students may be required to provide documentation from a qualified health professional that includes the diagnosis, course of treatment, current ability to return to a campus environment, and recommendations for continued care. These records will become part of the student’s confidential health/counseling record. Any major change in health status, such as a diagnosis of diabetes, leukemia, epilepsy, or development of other serious health problems, should be reported to the Health Services Office as soon as possible.

**HINKHOUSE CENTER**

Hinkhouse Center facilities include the Student Life Center, the athletic department, the physical education department, classroom space, the athletic and fitness training facility, the gymnasium, the swimming pool, the Fitness Center, the student lounge, and the Chellie Club. Adjacent are outdoor tennis courts, batting and pitching cages, and playing fields. Several of these facilities double as both instructional and recreational space. Instructional and intercollegiate athletic use of dual-purpose facilities has priority over recreational activities. Previously scheduled intramural competition, aerobics classes, events sponsored by College offices, and activities organized by recognized student organizations (as approved) also have priority over the use of facilities for individual recreational purposes. Anyone interested in using any part of Hinkhouse Center for an event should check the Master Calendar online through SchoolDude for availability and should complete an online facility request.

The use of Hinkhouse Center facilities is normally limited to students, guests of students (with certain limitations), employees and their immediate family members. **All persons using the facility must carry their Cottey ID/keycard or pass at all times. Guests must be accompanied by their Cottey host.** However, the President of the College, vice president for administration and finance, or vice president for student life may permit other individuals or groups to use specific facilities. Any person engaging in
disruptive or destructive behavior may be subject to loss of facility privileges as deemed appropriate by the vice president for student life and other College officials.

Dependent IDs for Family Members of Employees
Family members of employees must obtain a dependent ID/keycard or pass for the use of facilities in Hinkhouse Center from the Office of Student Life on the second floor of Hinkhouse Center. Keycards will be issued only to dependents who are 18 years of age and older; these are typically valid for the academic year, or as long as the employee remains affiliated with Cottey. Those charged with supervising the use of this facility may ask to see this pass for identification purposes at any time.

Usage Limitations. Children under 18 years of age may not be in Hinkhouse Center or any other campus building unless a parent or another family member age 18 or older is present in that building.

Guests
Employees or their dependents may bring up to two guests with them to use Hinkhouse Center facilities provided the age requirements noted above are observed. Guests must be accompanied by their Cottey host.

Usage Limitations Related to Male Guests
Hinkhouse Center goes on keycard at the end of the business day and on weekends. Keycard hours are listed in the “Emergency Information and Appendixes” section of this handbook. The following policies define the times and circumstances when men may be in the building.

1. Men may be in Hinkhouse Center while the building is on keycard until the building closes at 1 a.m. Students shall not allow their male guests to be in the building after hours. Contact campus security to report a violation of this policy. Student hosts will also be held responsible for the behavior of their guests, including any damages they may cause.

2. Male guests must be accompanied by student hosts. Unaccompanied men, who do not have reason to be in the building, should be asked to leave by students, employees, or if assistance is needed or desired, by security personnel. Male guests may not wait to meet their student hosts inside the building. Exceptions include dances and other occasions authorized by the vice president for student life.

This rule does not apply to male employees, vendors and contractors, law enforcement and fire authorities, family members of employees, and special guests of the College. However, all family members must carry a dependent ID on their person that confirms their authorization to be in the building and use facilities. This card must be shown upon request by security personnel or anyone else who has reason to question whether someone should be in the building or is authorized to use a particular facility in Hinkhouse Center. Family members of employees may use all of the facilities in Hinkhouse Center according to the limitations described in this section of the Student Handbook.

3. Student hosts must be participants in whatever activity their male guests are engaged, and if requested, must allow others to use the facility in question.

Athletic and Fitness Training Facilities
The Athletic and Fitness Training Facilities are located on the main floor on the west end of the building. The golf and multi-use area may be used when classes, athletic practices, or student or employee wellness events are not in session.
Gymnasium
The gymnasium is located on the main floor. It is available for intramural, recreational, and organizational use when not being used for instructional purposes. Athletic equipment, including balls and tennis rackets, may be checked out and must be returned to a student Hinkhouse Center monitor when on duty. No overnight checkout will be permitted.

Guests of students must be accompanied by their hosts (no more than two male guests per student) and may use the gymnasium only when their hosts are active participants in the recreational activity (such as coed basketball or volleyball). Children under 18 years of age must have a parent or another family member age 18 or older present in the building. Those using the gymnasium before or after scheduled events are expected to abide by any directives from student Hinkhouse Center monitors, physical education instructors or coaches, or security staff; use equipment properly; put equipment (such as volleyball standards) back where found; and report any damage or misuse of equipment.

Hinkhouse Center Lounge
The lounge is located on the lower level next to the Chellie Club and is a great place to relax or to entertain male guests outside of the residence halls. The room is comfortably furnished and has a large screen TV, pool table, and foosball table. Student organizations and other groups may not hold meetings in this room without special authorization from the vice president for student life. Children under 18 years of age must have a parent or another family member age 18 or older present in the building.

Student Life Center
The Student Life Center is located on the second floor of Hinkhouse Center. The center includes the offices of Health Services, Counseling, Campus Activities, Housing, Spiritual Life and Campus Diversity, and the Office of Student Life.

Swimming Pool
The swimming pool is located on the main floor with entrance gained from the downstairs locker rooms. It is available for open swimming to students, employees, and family members of employees during posted hours.

Fitness Center
The Fitness Center is located on the lower level. It is equipped with a variety of cardio and strength training equipment including weight machines, stationary bikes, rowing machines, treadmills, stair climbers, and free weights. Basic use instruction is available through the weight training class instructor or specially-trained students. Except for scheduled classes, the Fitness Center is open during posted hours and may be used by all members of the academic community. Children under age 16 are not allowed in the Fitness Center unless accompanied by a parent or another family member age 18 or older.

HOUSING OFFICE
The mission of the Housing Office is to provide each student with a safe, comfortable, and supportive environment fostering personal growth and enrichment through the cultivation of relationships and lifelong interpersonal skills. Residence life at Cottey enables students to focus on becoming learners, leaders, and citizens. The Housing Office is located on the second floor of Hinkhouse Center in the Student Life Center. The director of housing is responsible for the overall administration of all residence hall activities,
including supervision of the work of the hall directors, organization and training of all residence hall staff members, organization and training of suite chairs, and working with the director of the physical plant to see that the physical facilities of all residential buildings are kept in proper repair. The director is responsible for working in conjunction with the vice president for student life in establishing and evaluating residence hall policies and procedures.

**ID/KEYCARDS**
The ID portion of the ID/keycard is used for identification purposes, as appropriate and necessary, when entering Raney Dining Room; checking out library books; cashing checks; charging on account; borrowing certain pieces of equipment; entering the swimming pool and campus performances; and verifying student enrollment. Students must provide their name and show their ID/keycard when requested by any College employee including security personnel.

The keycard portion of the ID/keycard is part of a system intended to provide building access to students and employees. The system is a vital component of the safety measures the College provides to protect students and, on a secondary level, property. The various keycard readers around campus are programmed to give students access to their residence hall and other buildings on campus according to the schedule printed in the back of this handbook or as described in official notices for special events.

A fee of $10 is assessed annually for a student ID/keycard. ID/keycards are intended to be used only by those to whom they are issued. They may not be sold, given away, used to provide access to nonstudents, or loaned to or borrowed by anyone, including fellow students. It is also improper to hide an ID/keycard outside of a building for later use by oneself or others or possess more than one ID/keycard. Misuse of an ID/keycard for any reason will lead to disciplinary action.

ID/keycards that are lost or defective may be replaced in the Student Life Center in Hinkhouse Center. A fee of $10 will be charged to replace lost ID/keycards and may be paid to the student health office manager who also issues ID/keycards. ID/keycards that become defective due to normal wear and tear will be replaced without charge. Residential students who lose or misplace their ID/keycard should notify the student health office manager at ext. 2157 or the physical plant office manager at ext. 2155 immediately. A temporary ID (for use in the Library, Raney Dining Room, and to cash checks in the Business Office) may be issued by the student health office manager in situations where a student believes the ID/keycard is simply misplaced and needs time to locate the ID/keycard. **Lost or defective ID/keycards must be replaced within two weeks.**

**INSTITUTIONAL ADVANCEMENT OFFICE**
The Office of Institutional Advancement is located on the first floor of Main Hall. The vice president for institutional advancement is the chief development officer of the College. The vice president for institutional advancement is responsible for overseeing the College’s constituency relations and gifting processes and providing P.E.O.s, alumnae, corporations, foundations, and the Nevada community with information about Cottey College and the gift opportunities available. This office is responsible for recording, transmitting, receipting, and acknowledging all gifts to the College. The following departments are located within Institutional Advancement: Advancement Services, Alumnae Relations, Development, and P.E.O. Relations.

**INTERNATIONAL STUDENT SERVICES**
A variety of special services for international students are offered by Cottey College. The international education and international student support coordinator provides academic assistance for international students, including support for study abroad and exchange programs. The coordinator also helps international students obtain visas, if needed, to travel with their class on the spring break international trips. The office is located in the Kolderie Center, RBAC, room 164.

The director of financial aid or the international education coordinator is a designated school official or DSO for SEVIS. The DSO reports enrollment information to SEVIS and processes and signs I-20 forms. The office is located in the Enrollment Management Office in Main Hall.

The coordinator of spiritual life and campus diversity is also a significant resource and support for international students. In addition to supporting students’ adjustment to the United States’ culture and the Cottey community, the coordinator can connect international students with area host families. The office is located in the Student Life Center.

INTERNSHIPS
An internship is a great way to get early job experience, as well as make valuable networking connections. Internships are available throughout the year with a variety of businesses, organizations, and nonprofit agencies. A successful internship provides students with an opportunity to apply their classroom learning to the workplace. Employers and graduate schools value students who have put classroom concepts and skills to work in a “real world” environment as being both realistic and productive.

An internship database is available in the Kolderie Center with information on both established and potential internships for Cottey students. Past internships include H&R Block, Ward/Kraft, the *Nevada Daily Mail*, the Missouri Board of Probation and Parole, Nevada attorney offices, Vernon County Historical Society (Bushwhacker Museum and Jail), Nevada/Vernon County Chamber of Commerce, Council on Families in Crisis (Moss House), and more. Please contact the coordinator for career and transfer planning/community liaison at rhampton@cottey.edu or ext. 2184.

JUDY AND GLENN ROGERS FINE ARTS BUILDING
The Judy and Glenn Rogers Fine Arts Building, built in 2015. Joined to the renovated Neale Hall by an atrium, the facility houses the music, art, and dance departments. It includes studios for the visual arts and practice rooms for the music department as well as classrooms and faculty offices. It is joined to Main Hall by an elevated glass walkway.

KOLDERIE CENTER
The Kolderie Center is located in the Rubie Burton Academic Center, room 164, and focuses on student academic assistance, student career planning, international education, and next steps (also see “Career Counseling,” “Library,” and “Volunteer Opportunities” in this section). Professional staff is available to assist students with

1. Academic advising
2. Career planning and college major selection, including both individual career counseling and informal group workshops held throughout the year
3. Student Disability services
4. Individual and group instruction in developing and enhancing college learning skills for academic success
5. Assistance with identifying and securing study abroad placements
6. Résumé preparation, interviewing skills, and full-time and part-time employment
7. Volunteer and internship experiences in the local community and information on internships worldwide
8. Use of the career library that contains college catalogs, videos/CDs and literature, a computer-aided career exploration program, and an extensive collection of career planning references
9. Information regarding TOEFL, ACT, SAT, GRE, LSAT, MCAT, and other graduate program tests

LEADERSHIP EDUCATION AND DEVELOPMENT
Six core beliefs guide the Cottey College commitment to leadership:
1. Leadership can be learned.
2. Leadership is not positional and can be practiced by any member of a team.
3. Leadership development and education can benefit everyone.
4. Leadership includes an ethical component designed to benefit the greater good.
5. Leadership is a process that each woman should understand for herself.
6. Leadership is a relational process that involves both leaders and collaborators.

Cottey supports students' leadership development and education via several means. Courses in organizational leadership provide students the theoretical foundation on which to build their knowledge, skills, and abilities. Student organizations provide "leadership laboratories" where students develop and grow as leaders. The Serenbetz Institute further supports leadership development through programming, events, and coordination of leadership development efforts across campus.

The Serenbetz Institute for Women's Leadership, Social Responsibility, and Global Awareness: The Serenbetz Institute for Women's Leadership, Social Responsibility, and Global Awareness, housed in the Helen and George Washburn Center for Women's Leadership, was established in the fall of 2010 and named in recognition of a gift to the College by donor Thelma Serenbetz in 2014. The Serenbetz Institute supports Cottey College's mission to educate women so they may realize their full potential as "learners, leaders, and citizens." Leadership development opportunities administered by the Serenbetz Institute include the LEO program; events that promote understanding of issues influencing women's leadership in a changing world, and Serenbetz grant programs. Inquiries regarding Serenbetz initiatives may be directed to the director of leadership development at ext. 2116 from any campus phone or by email at institute@cottey.edu.

LEO Program: Through the LEO (Leadership, Experiences, Opportunity) program, students can achieve four levels of certification as a student leader. Through LEO, students focus on the leadership aspects of activities and organizations in which they are already involved, attend interactive workshops, and participate in special events that include dinners, guest speakers, and cultural activities.

Serenbetz Grants: The Serenbetz Institute supports students' leadership projects related to the Institute's themes (Women's Leadership, Social Responsibility, and Global Awareness). Students may apply for the following Serenbetz grants:
- **Summer Leadership Internships** – funding for experiences that allow for exploration of leadership from within a community, governmental, political, or non-profit organization.
- **Leadership Immersions** – funding for intensive academic study or personal enrichment travel experiences related to the three threads of the Serenbetz Institute and the student's major.
• Undergraduate Research Grants – funding for students to explore an area of study through faculty partnership in a research project.

Curricular Offerings: Cottey offers a Certificate in Organizational Leadership and a Bachelor of Arts in Organizational Leadership. Organizational Leadership courses offer students an interdisciplinary approach to understanding leadership as well as opportunities to apply their learning to their own leadership development.

LEARNING SKILLS ASSISTANCE AND THE COTTEY COLLEGE LEARNING CENTER
The faculty should be the primary source of assistance for students needing help to meet the academic requirements of individual courses. Self-help resources are available in the Kolderie Center. Learning skills classes, titled “Strategies for Academic Success,” are offered each semester and are taught by the coordinator of student disability services, academic advising, and student success programming. The times and locations of these classes are printed in the Class Schedule booklet. During these classes, the student will identify practical techniques to increase academic success at Cottey. Students may also seek individual learning assistance by contacting the coordinator of student disability services, academic advising, and student success programming in the Kolderie Center, RBAC, room 164.

The Cottey College Learning Center, located in the lower level of the Library, houses the Tutoring and Writing Centers. Tutoring services include math and reading specialists as well as writing and content specific peer tutors on a drop-in, first-come, first-serviced basis 6-9 p.m., Monday through Thursday. Content areas may change from semester to semester, based upon tutor availability and interest. An up-to-date schedule of tutoring services is available online through the College website.

LIBRARY
The Information Commons on the main floor of the Ross Memorial Library provides areas for group study, class instruction, and assistance from the librarians and other staff. Quiet study areas are found on the lower level and in some areas of the balcony. Also located in the lower level of the Library are the Writing Center and Peer Tutoring. A member of the English department provides oversight for the Writing Center, and the coordinator for academic advising, student support, and student disability services oversees the tutoring program. Students may contact the coordinator to discuss opportunities to become a peer mentor and/or tutor on campus or if they are in need of tutoring in an academic subject area.

Your Cottey ID/keycard is required when checking out library materials or using reserve material. Reserve materials are used at the discretion of the instructor who put them on reserve for a class, and the fine accumulates much faster for a reserve item that is overdue than for other overdue items.

Drinks are restricted to areas where computers are not located and must be contained in covered, no-spill containers. Open food or drink containers are permitted only in the lounge located on the upper level of the Library.

If a student needs a book not found in the Cottey Library, the student may complete a request to obtain the book from another Missouri library in the MOBIUS Consortium. If the student needs an article or a book not found on MOBIUS, it can be requested through the Ross Library’s interlibrary loan service.
Unauthorized removal of library material from the Library is a violation of the Honor Code. If a Cottey Library item is damaged or lost, the responsible student will be charged for replacing the item plus a handling fee. If an item from another library is damaged or lost, the lending library determines the fees. Theft of library material is illegal and may be reported to proper authorities. Unpaid fees may result in a block on the release of the student’s academic record.

**LOST AND FOUND**
Lost and found bins are located at the receptionist booth of each residence hall. Items found should be turned in to the receptionist. If a student believes the loss is a result of theft, she should notify an R.A. or hall director. At the end of the academic year, items left in a student’s room are turned over to Physical Plant.

**MAIL AND UPS SERVICES**
Student mail is delivered to the residence halls in a timely manner if the address contains the following information: student name, residence hall, address, city, state, and zip code. Delivery may be delayed if the full name and residence hall are not present. All residential students are given a mailbox in their residence halls. Commuter student mail sent from the College is delivered to the student’s local address and/or the permanent home address, depending on the nature of the mailing.

Outgoing mail is picked up in the residence halls and in the Service Center (Main Hall) Monday through Saturday. Packages to be sent by U.S. mail service should be taken to the Service Center no later than 3 p.m., Monday through Friday. A change in permanent home address and/or local address should be reported in writing to the Office of Academic Records and the Service Center.

Packages received from UPS (United Parcel Service) will be delivered directly to each residence hall. The receptionist on duty will notify students who receive packages. Each student who receives a package must claim the package in person as a signature is required. Packages received by other special carriers, such as Federal Express, will be delivered to the Service Center located in the lower level of Main Hall. Service Center personnel will notify students that they have mail for which they need to sign. Oversize mail must also be picked up in the Service Center.

Students who wish to ship packages via UPS may do so at the Physical Plant between the hours of 8:30 a.m. and noon and 1-4:30 p.m., Monday through Friday. All UPS packages must meet size and weight specifications; details on these specifications are available at the Physical Plant. Charges must be paid at the time an item is shipped.

**MARKETING AND STRATEGIC COMMUNICATION DEPARTMENT**
The Marketing and Strategic Communication Department is the campus-wide voice for both external and internal audiences with the mission of increasing the visibility and reputation of Cottey College. Marketing maintains responsibility for all facets of media relations, website content, social media, branding, and strategic partnership development. This department includes the vice president for marketing and strategic communication, marketing assistant, director of public information, and public information assistant. The Marketing and Strategic Communication department is located on the second floor of Main Hall.
MASTER CALENDAR
The Master Calendar is located online and administered through the Office of Campus Activities. Meetings and programs in College facilities must be requested through the online reservation system, SchoolDude. A meeting or program will normally not be scheduled that conflicts with an event intended for the entire campus. The process for reserving a College facility is found under “Use of Facilities and Related Policies” in this section of the handbook.

P.E.O. RELATIONS
The director is responsible for P.E.O. communications; P.E.O. bus trips and campus P.E.O. visitors; student recruitment packets for P.E.O. use at state/provincial/district conventions, college fairs, counselor visits, and student gatherings; Vacation College; coordination of Cottey P.E.O. Seminar; and managing Cottey’s presence at P.E.O. International Convention. The Office of P.E.O. Relations is located on the first floor of Main Hall.

PHOTOCOPY MACHINES AND “COPY CARDS”
A photocopy machine is available in the Library for general student use at a minimal charge per copy. There is also a photocopy machine in the Service Center, located in the lower level of Main Hall, and the Student Life Center on the second floor of Hinkhouse Center where students can make copies of student organization-related items such as meeting agendas, minutes, constitutions, event notices, etc. Student organization-related copying involves the use of a “copy card,” which is issued by the Service Center manager to organization presidents. These copies will be charged to the organization’s account in the Business Office. Copy cards must be turned into the Service Center prior to the end of the academic year. The fee for lost copy cards is $5 and is paid to the Business Office. Students are expected to comply with all applicable copyright laws.

PRESIDENT’S OFFICE
The President’s Office is located on the second floor of Main Hall. The President is the chief executive officer of the College and is responsible for providing leadership that promotes the mission and goals of the College. The President works closely with the Student Government Association and appoints students to serve on various campus committees as a part of Cottey’s shared governance structure. The President welcomes opportunities to meet students. Appointments may be by contacting the President’s Office.

RUBIE BURTON ACADEMIC CENTER
The Rubie Burton Academic Center (RBAC) is composed of two wings. Alumnae Hall contains classrooms, faculty offices, and student and faculty lounges. The Office of Academic Affairs, Academic Records, Academic Computing, main computer lab, student publications, and the Kolderie Center are also housed in this wing. Grantham Hall houses well-equipped science laboratories, classrooms, faculty offices, and student and faculty lounges.

The Rubie Burton Academic Center is generally open for student use from 7:30 a.m.-1 a.m. Students may study in general classrooms and seminar rooms when they are not in use. Rooms may be reserved for organizational meetings by completing a SchoolDude room request on the intranet.

Food and Beverage Policy Rubie Burton Academic Center
- No food or beverages of any kind are allowed in any of the science or computer classrooms.
- Food and beverages are generally limited to the student lounge area.
• Coffee, tea, or water will be allowed in classrooms and the second floor study room as long as it is in a covered container. Water in bottles is also acceptable. “Covered containers” do not include Styrofoam and paper cups with covers like those provided at fast food establishments.

SERVICE CENTER
The Service Center is located on the lower level of Main Hall. Some of the services available to students at the Service Center are:
1. Copy machine—organizations, faculty, and staff accounts are charged five cents a copy. Personal copies are ten cents a copy.
2. Copy duplicator—charges are 50 cents per master, plus paper cost. Twenty-pound paper is one cent a sheet.
3. Mail services—postage meter applies postage to letter or package.
4. Wrapping packages—brown paper, bubble pack, string, and tape are all free of charge to anyone wishing to wrap her own packages.
5. Print jobs—for clubs, organizations. Jobs printed on the printing press need a lead time of 10-12 days or longer.

SPIRITUAL LIFE AND CAMPUS DIVERSITY
The coordinator of spiritual life and campus diversity provides primary leadership and support for the spiritual life of the campus community and helps create a campus community where diversity and inclusion are appreciated, celebrated, and advanced. The office is located in the Student Life Center, second floor Hinkhouse.

Spiritual Life
The College recognizes spirituality as an important component of personal development. Cottey strives to provide educational opportunities for increased understanding of the significance of spirituality and an appreciation for its many forms by creating opportunities for spiritual development in a nonsectarian atmosphere that is inclusive of a multi-faith perspective reflective of Cottey’s diverse cultural, ethnic, religious, and spiritual community.

The coordinator of spiritual life and campus diversity provides leadership for Cottey’s spiritual life program and collaborates with members of the campus community and others to plan activities throughout the year. Events may include services for special events, on- and off-campus retreats, opportunities for personal discovery and religious and spiritual development, and activities designed to educate the Cottey community about various world religions and faith perspectives through multi-faith dialogue. In addition to providing leadership for the spiritual life program, the coordinator of spiritual life is available to assist students in meeting their spiritual needs by providing individual and group support.

InterVarsity is an active interdenominational student organization. In addition to sponsoring social activities, they also schedule weekly meetings for Bible study and fellowship.

Cottey has a long tradition of student involvement with the Nevada faith community. This rewarding relationship remains a cornerstone of Cottey’s spiritual life plan. Students who express an interest in participating in religious activities in the community are linked with members of the church of their choice. Many churches have “host family” programs that serve to not only enrich the experience of the students and families involved, but also enhance the relationship between Cottey and the Nevada community.
Campus Diversity
Cottey is committed to creating a campus community where diversity and inclusion are appreciated, celebrated, and advanced. The coordinator of spiritual life and campus diversity offers programs that increase awareness and appreciation of diversity and support multicultural understanding, leadership development, equity, inclusion, social justice, peace, and community building. The coordinator provides support for students from ethnically and multiculturally diverse backgrounds and is available for individual mentoring and support. The coordinator also organizes and/or supports campus multicultural observances such as Hispanic Heritage Month, Native American History Month, Black History Month, Martin Luther King Day of Service, Women’s History Month, Peace Week, and similar diversity initiatives. The coordinator also provides opportunities for students to be involved in outreach to the Nevada and surrounding communities that promote diversity and inclusion.

STUDENT DISABILITY SERVICES
Cottey College is committed to assuring equal access for students, staff, and faculty with disabilities, as well as guests and visitors to the campus. It is the College’s policy to permit service animals as defined by the Americans with Disabilities Act and may permit emotional support animal, as determined on a case-by-case basis, to reside in the residence hall with a student with a documented disability as a reasonable accommodation. (See Service Animal and Emotional Support Animal Policy pp. 68-73.)

Cottey College is dedicated to providing qualified students with disabilities equal access to college programs, services, and activities under the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973. The College community, through reasonable accommodations, ensures that no otherwise qualified person with a disability be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination with regard to any program or activity offered by the College.

To initiate a request for disability services, students must complete the Voluntary Request for Student Disability Services form and provide documentation of their disability. Student documentation must adhere to Cottey College’s Documentation Guidelines, which can be found on the College website or by emailing the coordinator of disability services at smcghee@cottey.edu. All documentation and information is confidential and will only be released to appropriate personnel on a need-to-know basis with expressed written communication from the student.

The coordinator of disability services acts as a link between students and Cottey's campus. As such, all accommodations are determined on an individual case-by-case basis, dependent upon the barriers that a student is experiencing. If students received special education services throughout K-12 schooling, no guarantee exists that the same accommodations will be granted to them in college. Students must initiate a request for services and are fully responsible for ongoing assistance. This should be done as early as possible in the academic year, preferably within the first two weeks of each semester, so accommodations can be provided in a timely manner. Accommodations cannot be implemented retroactively.

Assistance is also available for faculty and staff who teach or provide services to students with disabilities. Accommodations are individualized and flexible, based on the student’s request, the nature of the disability, and the academic environment. Requests cannot be guaranteed to be granted. A thorough review of all submitted documentation and an interview takes place before it is determined whether a
disability substantially limits a life function. Complete documentation is required to verify students’ disabilities and to be considered for accommodations.

Students requiring accommodations for access may contact the coordinator of student disability services, academic advising, and student support programming via campus phone at ext. 2131, email smcghee@cottey.edu, or in the Kolderie Center, RBAC, room 164. Any person dissatisfied by a decision concerning academic or residential accommodations may contact the vice president for academic affairs at ext. 2128, in person in the Office of Academic Affairs, or by email at acadaffairs@cottey.edu, the vice president for student life at ext. 2126, in person in the Office of Student Life, or by email at ladams@cottey.edu (residential accommodations) or the director of human resources at ext. 2103, in person in Main Hall, or by email at bmcreynolds@cottey.edu (either). If, after contacting the appropriate vice president or the director of human resources, a student believes that the college has not met its obligations, she may file a complaint with the Office of Civil Rights with the Department of Education. For more information, see OCR Complaint Process.

STUDENT LIFE CENTER
The Student Life Center is located on the second floor of Hinkhouse Center. It includes the offices of Counseling, Health Services, Housing, Campus Activities, Spiritual Life and Campus Diversity, and the Office of Student Life. The athletic department is a division of Student Life, with offices located on the main floor and lower level of Hinkhouse Center. (See each office for a description of services.) In addition to the specialized services available through each office, the staff works together to provide student developmental programming throughout the year. Programming is facilitated through workshops, seminars, groups, and other activities.

STUDENT LIFE OFFICE
The Office of Student Life is located on the second floor of Hinkhouse Center. The vice president for student life is the chief student personnel officer of the College. The vice president reports to the President and is the primary administrative advocate for students. The vice president for student life works with students and College staff to improve the quality of student life. The vice president serves as cosponsor of the Student Government Association (SGA).

TICKETS FOR CAMPUS PERFORMANCES
Tickets are needed for all events occurring in the Center for the Arts that charge an admission fee to the public. Events in Raney, Hinkhouse Center, B.I.L. Lodge, and the Chapel do not require tickets. Tickets are available during office hours in the Office of Campus Activities in the Student Life Center on the second floor of Hinkhouse Center. The Ticket Office in the Center for the Arts is also open on the evenings of performances when tickets are required.

Students are entitled to one ticket per show. Tickets are available on a first-come, first-served basis; however, due to a high demand for popular performances, it is occasionally necessary to limit ticket availability. Students and employees may pick up their tickets prior to going on sale to the community. Remaining tickets are then made available to the community. Students are admitted free to all performances sponsored by the College.

USE OF FACILITIES AND RELATED POLICIES
Space within each Cottey College building (plus its adjacent grounds and any outbuildings associated with it) will be scheduled online through SchoolDude. Building supervisors will deal with policy matters,
and building coordinators will handle day-to-day procedures. Building supervisors will allocate and assign space for long-term use.

Use of campus facilities must be in keeping with the mission of the College and is subject to approval by the coordinator of campus activities. Special or unusual circumstances may be approved by the vice president for student life, the vice president for administration and finance (for use by outside agencies and individuals), or the President.

To reserve space for an event or meeting and to check on facility availability, go into SchoolDude on the intranet and complete a schedule request. The coordinator of campus activities will approve the usage or contact you. Please complete requests at least a week in advance.

**VANEK FAMILY MEMORIAL SOFTBALL FIELD**
The Vanek Family Memorial Softball field was constructed in 2012 with a generous gift from Dorothy Vanek. The field is home to the Comets Softball Team and is where all of their home games are played.

**VOLUNTEER OPPORTUNITIES**
Volunteering provides an excellent avenue for interested students to explore career options while helping the residents of the local community. Volunteer experience gives graduates an advantage in college admission, job placement, internships, and entering a major. Students can volunteer almost anywhere. Some of the more popular volunteer sites include local elementary and middle schools, Nevada Parks and Recreation, Nevada Housing Authority, YMCA, and the Council on Families in Crisis (Moss House), a shelter for families affected by domestic violence. Individualized placements can be arranged based on student interest.

Those interested in volunteering should contact the career and transfer planning coordinator/community liaison in the Kolderie Center, RBAC, room 164, through email at rhampton@cottey.edu or call ext. 2184 from any campus phone.