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TABLE OF CONTENTS

Mission.....	3	Service and Assistant/ Emotional Support Animal Policy	19
Vision and Identity.....	3	Smoking Policy.....	21
Commitment to Nondiscrimination	3	Student Complaints and Grievances.....	21
Campus Directory	3	Academic Affairs.....	22
Albertus Magnus Arts Center	3	Rosary College of Arts and Sciences.....	22
Aquinas Hall.....	3	A Vision for Undergraduate Education	22
Coughlin Hall.....	3	Academic Advising	22
Rebecca Crown Library.....	3	Academic Success and Diversity.....	23
Fine Arts Building	4	Key Undergraduate Policies.....	24
Lewis Hall.....	4	The Brennan School of Business	25
Mazzuchelli Hall.....	4	The Graduate School of Library and Information Science.....	25
Murray Hall	4	The Graduate School of Social Work	26
Parking Garage	4	School of Education.....	27
Parmar Hall	4	College of Health Sciences	27
Power Hall	4	The School of Professional and Continuing Studies.....	28
Priory Campus	4	University Services and Resources.....	28
Student Center	4	Academic Enrichment Center.....	28
Campus Maps.....	5	Alumnae/I Relations	31
Policies and Procedures	7	Athletics.....	31
Student Code of Conduct.....	7	Bookstore.....	32
Introduction.....	7	Campus Dining Services.....	33
Standards of Behavior.....	8	Child Care.....	34
Jurisdiction Over Student Conduct.....	8	Community-Based Learning	34
Conduct Violations	8	Dean of Students.....	34
Special Provisions.....	10	Diversity	36
Students' Rights and Responsibilities.....	11	Facilities Use	36
Conduct Procedures	12	Financial Aid Office	37
Student Conduct Board.....	12	Information Technology.....	39
Administrative Hearing	12	IT Services	39
Dean of Students Conduct Board	12	Policies.....	44
Alternative Dispute Resolution.....	12	Resources.....	46
Mediation.....	13	Language Learning Center	46
Review Process	13	Maintenance and Repairs.....	48
Possible Sanctions	13	Office Services.....	50
University Policies	14	Performing Arts Center.....	51
Alcohol Policy	14	Posters/Publicity	51
Illinois Law on Alcohol.....	15	Public Safety	52
Drug Policy	15	Registrar.....	56
Statement on a Drug-Free Campus/Workplace	15	Residence Life	57
For a More Just and Humane Campus Non-Discrimination Policy.....	16	Student Accounts.....	64
Drone and Hover Board Policy.....	17	Student Employment	65
Gambling Policy	18	Student Involvement.....	65
Guest Responsibility and Visitation	18	Study Abroad.....	65
Hazing Policy.....	18	Vending Machines	65
Health Insurance Policy.....	18	Welcome and Information Desk.....	66
Immunization Policy.....	19	Wellness Center.....	67

MISSION

As a Sinsinawa Dominican-sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world.

VISION AND IDENTITY

Dominican University is a diverse, relationship-centered community rooted in a vibrant liberal arts and sciences education, offering rigorous, integrative, and innovative undergraduate, graduate and professional programs. At the heart of the University is its Catholic, Dominican tradition, grounded in the compatibility of faith and reason, which affirms the dignity of the human person and concern for the common good. The University's curricula, research and campus life demonstrate a commitment to ethics, community service, social justice and global citizenship. Dominican University educates one student at a time in the company of others, engaging a multiplicity of cultural, religious and secular worldviews, transforming students, faculty and staff into agents of positive change.

COMMITMENT TO NONDISCRIMINATION

Dominican University affirms the salutary role of diversity in enriching the learning experience for all and in preparing all members of the community for the multicultural world in which we live. The university recognizes that educational excellence requires a curriculum sensitive to the diversity of American society and a diverse student body, faculty and staff. It is, therefore, university policy that affirmative action is taken.

Dominican University does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, disability, age, marital status or sexual orientation.

Dominican University does not discriminate on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973. Special parking facilities are marked and reserved for persons with disabilities. All educational programs are made accessible and all scholarships are made available to persons with disabilities.

CAMPUS DIRECTORY

See campus map on page 5

ALBERTUS MAGNUS ARTS CENTER

The center is home to the Sr. Nona McGreal Center for Dominican Historical Studies, scheduling and event services, dance and art studios and faculty offices.

AQUINAS HALL

Aquinas is the residence hall located on the Priory Campus at 7200 West Division Street. This building houses a community of Dominican University graduate and undergraduate resident students.

COUGHLIN HALL

This residence hall, primarily housing first-year students, is located behind Murray Hall next to the east parking lot on the Main Campus. The Student Involvement Resource Center, Residence Life offices and student Wellness Center are located on the lower level.

REBECCA CROWN LIBRARY

The Rebecca Crown Library was built in 1970 and received a multi-million dollar renovation in 2001-2002. The first floor houses the Rosary College of Arts and Sciences, academic advising, Office of Diversity, Equity and Inclusion, and Community-Based Learning. The Graduate School of Library and Information Science, classrooms and computer labs are located on the third floor. The university archives are located on the second floor. The Cyber Café and the Springer Suite, a popular room for meetings, are located on the lower level.

FINE ARTS BUILDING

On the southwest corner of the Main Campus, the Fine Arts Building houses the Performing Arts Center which includes the Lund Auditorium, Martin Recital Hall, box office, faculty offices and classrooms.

LEWIS HALL

The western wing of the original series of Main Campus buildings, built in the 1920s, is called Lewis Hall. This is Dominican's main administration building and it also serves as the main entrance to the university. The first floor houses the president's office as well as, admission and financial aid, dean of students, human resources, registrar, student accounts, Mulroy Lounge and Lewis Lounge. The Brennan School of Business, the business office, the office of the vice president of mission and ministry, mission integration, university ministry center, and classrooms are on the second floor. Classrooms and faculty offices are on the third floor, and the art department and O'Connor Art Gallery, along with faculty offices, occupy the fourth floor. The Technology Center, Support Center and university IT offices are located on the lower level.

MAZZUCHELLI HALL

The central building of Dominican University is called Mazzuchelli Hall. This building features the Cloister Walk on the outside, the dining hall and social hall on the first floor and the Phyllis Skiffington Noonan Reading Room, Rosary Chapel, the Interfaith Prayer Room and the School of Education on the second floor. It also provides a small number of rooms for resident students, as well as the Rosary Convent for sisters.

MURRAY HALL

Formerly known as Centennial Hall, this residence hall, opened in 2004 is available to all undergraduate resident students, and is located on the Main Campus.

PARKING GARAGE

Dominican University celebrated the opening of its Gothic-style parking garage in 2007. The garage is located on the north end of campus. In addition to providing parking for 550 vehicles, the new structure is equipped with an elevator, security cameras and emergency call stations on each level. The physical plant office and Public Safety are located on the ground floor.

PARMER HALL

In 2007, Dominican University opened its newest building, John C. and Carolyn J. Parmer Hall, named after two former trustees. The collegiate Gothic building features an environmentally friendly, sustainable design with five floors of classrooms, laboratories, observation and research rooms and the 100-seat Bluhm Lecture Hall. The Office of the Provost, Borra Center for Teaching and Learning Excellence and the Academic Enrichment Center complete this 124,000-square-foot, \$39 million academic building. The Shaffer Silveri Atrium opens onto Founders' Court, a tribute to the Dominican sisters who have taught at the university.

POWER HALL

The eastern wing of the central buildings of Dominican, Power Hall houses residents on the second through fourth floors. The first floor is dedicated to administrative offices including university advancement, alumnae/i, athletics, the Cusack Board Room and the Clock Lobby.

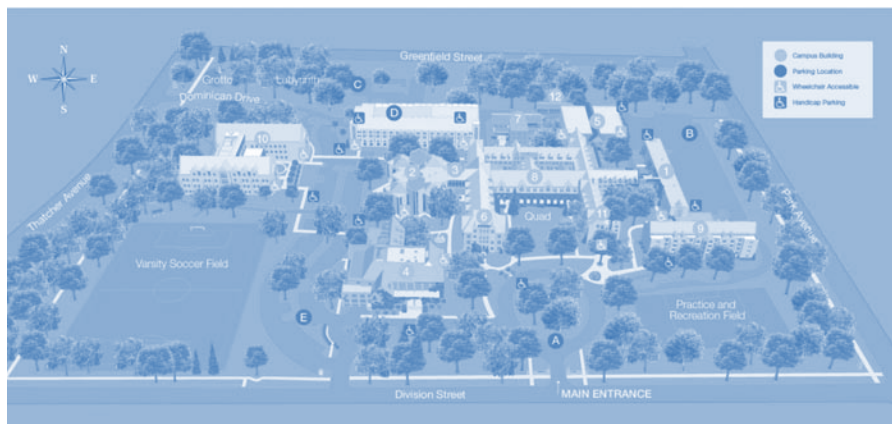
PRIORY CAMPUS

The Priory Campus is located at 7200 West Division Street and houses Aquinas Hall, a student residence, the English Language Center, the Graduate School of Social Work, the Rose K. Goedert Center for Early Childhood Education, the School of Professional and Continuing Studies, and the Siena Center.

STUDENT CENTER

The Student Center houses a comprehensive athletic and recreational facility consisting of a 15,000-square-foot gymnasium known as the Igini Sports Forum, the suspended Collins Running Track, a 3,000-square-foot fitness center, athletic training and locker rooms. Computer kiosks, the Stepan bookstore and dining services are also located in the student center.

Dominican University Main Campus



- | | | | |
|---|---|---|--|
| <p>1. Coughlin Hall
Coughlin Commons
Residence Hall
Residence Life
Student Involvement
Wellness Center</p> <p>2. Rebecca Crown Library
Butler Children's Literature Center
Cyber Cafe
Office Services/Deliveries
Springer Suite</p> <p>3. Rebecca Crown Library Link
Archives and Special Collections
Auxiliary Services
Community-Based Learning
Graduate School of Library and Information Science
Office of Diversity, Equity and Inclusion
Rosary College of Arts and Sciences</p> <p>4. Fine Arts Building
Box Office
Lund Auditorium
Eliseo Martin Recital Hall</p> | <p>Performing Arts Center
Slate Lobby</p> <p>5. Igini Sports Forum</p> <p>6. Lewis Memorial Hall
Admission
Brennan School of Business
Bursar/Student Accounts
Business Affairs
Dean of Students
Financial Aid
Graduate Admissions
Human Resources
IT Support Center
Lewis Lounge
Mulroy Lounge
O'Connor Art Gallery
Office of the President
Registrar
School of Education
University Ministry
Welcome & Information Desk</p> <p>7. Magnus Arts Center (MAC)
Sr. Nona McGreal Center for Dominican Historical Studies
Scheduling and Event Services</p> | <p>8. Mazzuchelli Hall
Cloister Walk
Dining Hall
Interfaith Prayer Room
Noonday Reading Room
Residence Hall
Rosary Chapel
Rosary Convent
Social Hall
The Underground</p> <p>9. Murray Hall
Residence Hall</p> <p>10. Parmer Hall
Academic Enrichment Center
Bluhm Science Center
Bluhm Lecture Hall
Borra Center for Teaching and Learning Excellence
Christopher Nutrition Sciences Center
Founders' Court
Office of the Provost
Shaffer Silveri Atrium</p> | <p>11. Power Hall
Alumni Relations
Athletics
Clock Lobby
Cusack Board Room
Fitness Center
Residence Hall
Stepan Bookstore
The "L"
University Advancement</p> <p>12. Office of Marketing and Communications</p> <p>Parking</p> <p>A. Circle Drive
Visitor Parking</p> <p>B. East Parking Lot</p> <p>C. Greenfield Parking Lot</p> <p>D. Parking Garage
BikeDU
Physical Plant
Public Safety</p> <p>E. West Parking Lot</p> <p><small>*Dominican University is proud to be a tobacco-free campus</small></p> |
|---|---|---|--|

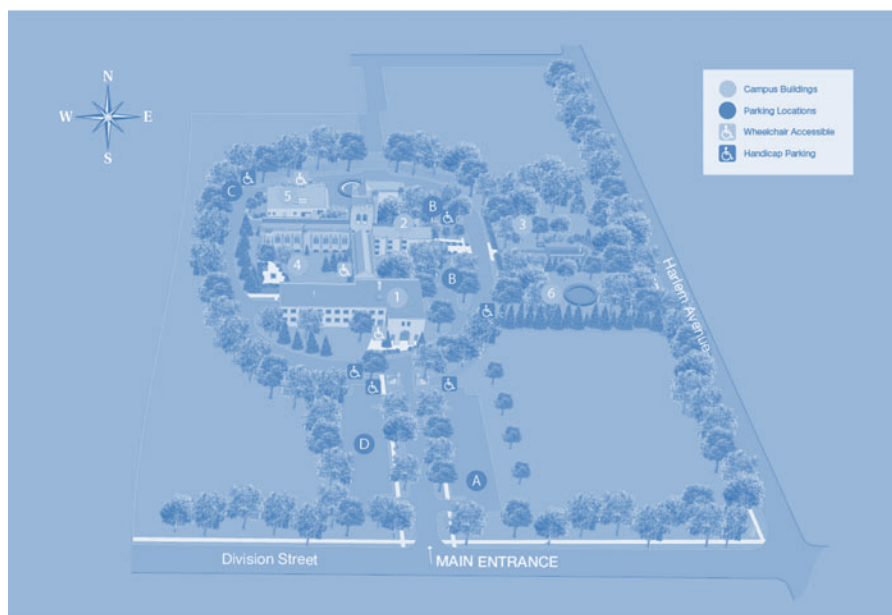


DOMINICAN UNIVERSITY

7900 West Division Street, River Forest, Illinois 60305

dom.edu | 708.366.2490

Dominican University Priory Campus



- 1. Priory**
 ELS Language Center
 Graduate School of Social Work
 Priory Aula Auditorium
 Priory Dining Hall
 South Entrance

- 2. Aquinas Hall**
 East Entrance/BikeOU
 Great Hall
 Priory Reading Room
 Residence Hall

School of Professional and Continuing Studies
 Siena Center

- 3. St. Thomas Aquinas Garden**

- 4. Goedert Center for Early Childhood Education**

- 5. Priory Courtyard**

- 6. Thomas Aquinas Garden**

Parking

- A. South Lot**
- B. East Lots**
- C. West Lot**
- D. Village of River Forest Lot**

*Dominican University is proud to be a tobacco-free campus.



DOMINICAN UNIVERSITY

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POLICIES AND PROCEDURES

All students are supplied with a Student Handbook. It is understood that those who enroll in the university accept the terms and conditions stated in the Student Handbook. Students must also follow all policies and procedures in other university publications when applicable. The university reserves the right to suspend or dismiss any student at any time when, in the judgment of university authorities, the general welfare demands such action. All policies, practices, procedures and regulations listed in university publications are subject to change. Every effort will be made to provide appropriate supplements and announcements indicating major alterations in current policies, practices, procedures and regulations. To receive more information about university policies and procedures, contact the Office of the Dean of Students at (708) 524-6822.

STUDENT CODE OF CONDUCT

INTRODUCTION

Dominican University students experience an environment that encourages intellectual growth through free inquiry. We recognize that freedom to teach and learn depends upon truthful and caring conditions in the classroom, on the campus and in the larger community. The maintenance of these traditions of truth and caring demands a high standard of respect for the rights and dignity of others and for adherence to the necessary policies established to give order to our daily lives. Dominican University expects responsible social conduct of students, which reflects well on themselves and the university.

Dominican University is committed to fostering a campus environment that is conducive to academic inquiry, productive campus life, thoughtful study and discourse. A community exists on the basis of shared values and principles. At Dominican University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Code of Conduct*. These standards are embodied within a set of core values that include *integrity, fairness, respect, community* and *responsibility*. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the *Student Code of Conduct*.

Ultimately, each member of the Dominican University community is expected to assume responsibility for his/her conduct and to assume reasonable responsibility for the behavior of others. On occasion, this will involve kind and courteous admonition when one member observes another in inappropriate conduct. At other times it will involve cooperation when the authorities are investigating instances of alleged misconduct.

The student conduct process at Dominican University is not intended to punish students. Rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our standards. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Fair process, within these procedures, assures written notice and a hearing before an objective decision is made. It assures that no student will be found in violation of university policy without information showing that it is more likely than not that a policy violation occurred, and that any sanction will be proportionate to the severity of the violation.

STANDARDS OF BEHAVIOR

In accordance with the university motto *Caritas et Veritas*, compassion and truth, Dominican University has developed standards of behavior in support of the intellectual, physical, spiritual and emotional development of each student.

Integrity

Dominican University students exemplify honesty, integrity and a respect for truth in all of their dealings.

Community

Dominican University students honor and value their community.

Fairness

Dominican University students exemplify fair treatment of each other in their dealings and interactions.

Respect

Dominican University students show respect for each other, for property and for the community.

Responsibility

Dominican University students are given and accept a high level of responsibility as role models.

JURISDICTION OVER STUDENT CONDUCT

Students at Dominican University are annually given a copy of the *Student Code of Conduct*. Students are charged with the responsibility of having read, and agreeing to abide by, the provisions of the *Student Code of Conduct* and the authority of the student conduct process. The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students and college-affiliated student organizations. Because the *Student Code of Conduct* is based on shared values, it sets a range of expectations for the Dominican University student no matter where or when their conduct may take place. Therefore, the *Student Code of Conduct* will apply to behaviors that take place on the campus, at college-sponsored events, and may also apply off campus when the administration determines that the off-campus conduct affects a substantial college interest.

The *Student Code of Conduct* may be applied to conduct that takes place during the time a person is enrolled as a student, including intra-semester breaks and between semesters. Further, the *Student Code of Conduct* applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests. The *Student Code of Conduct* also protects visitors to and guests of Dominican University, and they may initiate grievances for violations of the *Student Code of Conduct* committed by members of the Dominican University community against them.

CONDUCT VIOLATIONS

Dominican University reserves the right to take disciplinary action against any student whose behavior undermines the academic or social purposes, safety or order of the campus community. Disciplinary action is usually initiated by a written complaint or report submitted by any member of the Dominican community or guest. The individual filing the report must be comfortable with his/her name on the report in order to start a disciplinary inquiry. Reports can be filed with the Office of the Dean of Students, Public Safety or Residence Life.

The following types of misconduct, whether committed by a student or his or her guests, are only examples and not exhaustive of the kinds of behavior subject to student disciplinary action. In addition to university regulations, all federal, state and municipal laws must be obeyed. All policy violations will be reported to the Office of the Dean of Students.

1. Threat or cause of physical or psychological abuse to others.
2. Harassment or the infringement of the rights of another person.

3. Engaging in any action or series of actions with specific intent to intimidate or harass another person because of that person's gender, age, race, color, religion, national origin, ethnicity, disability or sexual orientation. This includes but is not limited to any of the following: physical contact; damaging, destroying or defacing any personal property of another; or threatening by word (in person, on-line, text messaging, etc.) or act to do the preceding. See **For a More Just and Humane Campus - Non-Discrimination Policy**.
4. Interference with activities at or sponsored by the university. Activities include special events and the normal daily operation of the institution.
5. Academic dishonesty, cheating, plagiarism, forgery, misuse or falsification of university documents or official papers, or dishonest acts.
6. Theft or damage to university or individual property, or known possession of stolen property.
7. Theft or misuse of services of any kind.
8. Commercial solicitation, which is not permitted on campus except by recognized student organizations and athletic teams and approved by the Office of the Dean of Students.
9. Failure to appropriately comply with the directions of a university official and/or with the policies and procedures of any official university document and/or processes.
10. Unauthorized entry to or inappropriate use of university premises, facilities or property.
11. Misuse of fire safety equipment; setting fires; failure to evacuate the building during a fire alarm or violation of any fire safety policy. Any open flame or burning substances such as candles, incense, etc., are not allowed. Using emergency exits in non-emergencies is prohibited.
12. Possession or use of fireworks, firearms, weapons or explosive devices.
13. Demonstrations that are disorderly or disruptive.
14. Use, possession, manufacturing, selling or distribution of any illegal drug; possession of any device or property used in connection with illegal drugs. Please see the Drug and Alcohol Policy for further clarification.
15. Purchasing or selling of alcohol is never allowed, unless sanctioned by the university. The consumption or possession of alcohol by students 21 years or older is permissible only in residence hall rooms where the residents of the room and their visitors are of legal drinking age. Alcohol is not permitted in public areas of the university. No one (student and/or guest) under the age of 21 may be present in a room where alcohol is being consumed and/or possessed unless it is the student's room, and the only individuals consuming and/or possessing alcohol are the student's roommate(s) who must be at least 21 years old, and all other individuals in the room are at least 21 years old. Regardless of age, the excessive or inappropriate use of an alcoholic beverage is prohibited. Any student of age who brings alcohol into the residence halls must cover their alcohol during transport. See the Drug and Alcohol Policy for further clarification.
16. Students are expected to abide by the federal laws and the laws of the State of Illinois prohibiting illegal gambling. See the Gambling Policy for further clarification.
17. Students must carry their student ID card at all times. The student ID card must be presented and/or surrendered at any time it is requested by a university official, including Coughlin Commons Resource Desk Attendants. During an alleged policy violation, students must present their Dominican University ID card when asked by a university official (this includes Resident Assistants). Falsifying, changing or altering any data or knowingly providing false information on the student identification card, or other documents issued by the university.
18. All acts of hazing by any individual student and university registered student club or organization and any of its members or alumnae/i are prohibited. See Hazing Policy.
19. Behavior that causes disturbance or distress to the university community.
20. Smoking and tobacco products are prohibited in all university buildings and on all university property.
21. Breaking any local, state or federal law either on or off campus.

22. Violation of any policy or regulation contained in the Student Handbook, *Student Involvement Manual*, *Residence Hall Housing Contract and Guidelines*, *IT Acceptable Use Policy*, or any other publication of the university.
23. Violation of the university Guest Responsibility and Visitation Policy.
24. Loud and/or inappropriate noises are prohibited. Residential students must comply with the quiet and courtesy hours in the residence halls.

SPECIAL PROVISIONS

University as Complainant

As necessary, Dominican University reserves the right to initiate a complaint, to serve as complainant and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

False Reports

Dominican University will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Group Violations

When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group, and a hearing may proceed against the group as joint accused students. In any such action, however, determinations will be made with respect to the involvement of each accused individual.

Immunity for Victims

Dominican University encourages the reporting of conduct code violations and crimes by victims. Sometimes, victims are hesitant to report to college officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to university officials. To encourage reporting, Dominican University pursues a policy of offering victims of crimes amnesty from policy violations related to the incident.

Good Samaritan

The welfare of students in our community is of paramount importance. At times, students on and off campus may need assistance. Dominican University encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get in trouble themselves. Dominican University pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the university will provide educational options, rather than punishment, to those who offer their assistance to others in need.

Parental Notification

Dominican University reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, Dominican University will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. Dominican University also reserves the right to designate which university officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

Notification of Outcomes

The outcome of a campus hearing is part of the educational record of the accused student and is protected from release under a federal law, FERPA. However, Dominican University observes the legal exceptions as follows:

- 1) Complainants in sexual misconduct and sexual harassment incidents, as well as other incidents as deemed by the dean of students or his/her designee, have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.

- 2) The university may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a crime of violence, including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The university may release this information to the complainant in any of these offenses regardless of the outcome, but complainants are cautioned that FERPA does not permit them to re-release this information to others.

Defenses

It has become common for students accused of policy violations to try to defend their actions with excuses, such as prescription drug interactions, self-defense, disabilities, etc. The college's policy on defenses is clear. Defending your actions is admitting to a policy violation. While your defense will not excuse your actions, Dominican University will take the legitimacy of your defense into consideration in addressing the proper sanction.

Misconduct Online

Students are cautioned that behavior conducted online can subject them to college conduct action, such as harassment delivered by email. Students must also be aware that blogs, web pages, social networking websites and similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations, if evidence of policy violations is posted online. The university does not regularly review this information, but will take action if and when such information is brought to the attention of college officials.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The dean of students and/or her/his designee(s) is responsible for the interpretation and implementation of university policy regarding student rights and responsibilities. In the event that a student violates the code of conduct, he/she will be given due process according to the guidelines of the conduct process and the student's rights and responsibilities. If the dean of students or his/her designee considers there to be imminent danger of harm to person, property or obstruction of university life, she/he may suspend a student from university classes/activities or remove a student from residence on an interim basis until a formal hearing is conducted.

1. Students are responsible for reading the Student Handbook and being familiar with its contents. Not knowing its content does not preclude the student from being responsible for the information provided.
2. Students will be notified of the date, time and place of the conduct hearing at least 72 hours (three business days) in advance. The notice will include a description of the policies allegedly violated and the name of the person filing the report. The 72-hour notice will begin when the dean of students' designee has made a reasonable effort to contact the student. Students will be notified of all conduct proceedings and results through their Dominican University email account unless informed otherwise by the conduct officer(s).
3. Students may be assisted at hearings only by one Dominican University faculty or staff member. The faculty or staff member cannot speak for the accused student; the faculty or staff member can only advise the student. Communication from the advisor can only happen between the accused student and the faculty or staff member and can be limited at the discretion of the conduct officer. Students must notify the conduct officer if they intend to bring a faculty or staff member and must provide the faculty or staff member's name at least 24 hours in advance of the hearing. No one other than the principals in the case, one advisor per student, any direct witnesses, and conduct officers are allowed to be present.
4. The conduct officer(s) determination will be made on the basis of whether it is more likely than not that the accused student violated the student code of conduct.
5. The accused student(s) have a right to review a list of witnesses in advance of the hearing and review written statements in advance by contacting the conduct officer(s) hearing the case.

- Both the accused student(s) and complainant(s) will have the opportunity to bring direct witnesses and present information. The accused student(s) will have the right to speak on his/her behalf, hear and respond to witnesses, and review any written statements at the hearing. Students are not allowed to have copies of any of the materials. If the accused student is bringing witnesses, they must inform the conduct officer at least 24 hours in advance of the hearing.
- The decision in each case will be based on information presented at the hearing. The conduct history of the accused student(s) will not be used in determining the student's culpability, but will be used in determining the appropriate sanction(s). If the alleged violation is a pattern offence (relationship violence, stalking etc.) and the evidence of pattern is relevant, an exception will be made.
- A decision will be presented to the student within 72 hours (three business days) of the hearing or as defined by the conduct officer(s).
- All witnesses, in any hearing, must attend if called. If a student is called as a witness and does not appear, this will be considered a failure to comply, and the student is subject to disciplinary action. Witnesses must be truthful and appropriate in all their testimony.
- If the accused student fails to appear for the hearing, the conduct hearing will be held in the student's absence.
- The conduct officer(s) will deliberate in private and render a decision based on the information presented at the hearing.
- If there are multiple conduct officers, decisions will be made by a majority vote.
- No recording devices of any kind are allowed.
- A student may request a review of the decision of a hearing. See the Review Process section for clarification on how to appropriately request a review of a decision.

CONDUCT PROCEDURES

There are three types of student conduct hearings outlined below, depending on the violation. The rights of a student are the same in each hearing type as stated in the Student's Rights and Responsibilities section. The conduct officer(s) will decide if a student is responsible or not responsible for the alleged violation(s). The conduct hearing will be scheduled around the student's academic schedule.

STUDENT CONDUCT BOARD

A Student Conduct Board, made up of students and a designee of the Dean of Students. The Student Conduct Board meets regularly to hear and adjudicate student conduct cases. This is an effort to give community members a greater voice in how their community is governed. Student Conduct Board members are current Dominican students of sophomore standing or higher. Members are selected through an application process, must be in good standing with the Dean of Students' Office, and are fully trained on proper conduct proceedings and university policies. All Student Conduct Board hearings are advised by a designee of the Dean of Students office. The Student Conduct Board will only hear cases deemed appropriate.

ADMINISTRATIVE HEARING

Single or multiple designee(s) of the Dean of Students. These can be both faculty and/or staff, and have participated in special training offered by the Dean of Students office. These individuals hear cases delegated to them by the Dean of Students and have the same powers and responsibilities as the other hearing bodies.

DEAN OF STUDENTS CONDUCT BOARD

A conduct board made up of staff and/or faculty, all acting as Dean of Students designees. This type of hearing is used for the most egregious violations or repeat offenders. The conduct board may be a single individual or a team of designees.

ALTERNATIVE DISPUTE RESOLUTION

The university reserves the right to utilize, at its discretion, an Alternative Dispute Resolution. These may include, but are not limited to; arbitration, mediation, and restorative justice approaches.

MEDIATION

In accordance with the values of Dominican University and its commitment to creating a just and humane campus, mediation may be appropriate.

Mediation is an alternate dispute resolution process intended to facilitate restoration and reconciliation of relationships. If mediation is determined an appropriate alternative, all parties agree to meet with an impartial trained mediator(s) to discuss the incident and attempt to resolve it amicably. Mediation is successful when the parties have reached a consensus about the details of the incident and how it will be resolved. Mediation is a voluntary process and any party may request that mediation be terminated at any time.

REVIEW PROCESS

A student has the right to request a review of a decision made at the initial hearing by a conduct officer(s). If a review request is denied, no further requests are allowed for the same case. If a review is granted, the review board's decision is final and no further reviews will be considered. A request for a review must be submitted using the online form on the Dean of Students myDU page, to the office of the Dean of Students within 72 hours (three business days) after a student is notified of the outcome of the conduct hearing. Please note you must be logged in to myDU to utilize this form. Except as required to explain the basis of new information, a review will be limited to review of the initial hearing and supporting documents for one or more of the following purposes:

1. To consider new information, unavailable during the original hearing, that could be outcome determinative;
2. To assess whether a material deviation from written procedures impacted the fairness of the hearing;
3. To decide if a sanction(s) is grossly disproportionate to the severity of the offense;
4. To determine that the finding does not accord with the information; or
5. To assess whether bias on the part of a conduct board member deprived the process of impartiality.

The Dean of Students, and/or his/her designee(s), will decide whether a review request has merit. If the review request is considered to have merit, a review board will be convened. A review is heard by a review board made up of three individuals designated by the Dean of Students, none of whom have been involved in the original hearing. Any sanctions given to the students in the initial hearing are not binding unless the conduct officer(s) or the review board decides otherwise. The review board has the right to call the initial conduct officer(s).

A review of the decision made at the initial hearing is NOT a rehearing of the case. The review board will consider the merit of the student(s) allegations and decide a course of action by majority vote. The review board may choose to affirm the original decision or if overturned, a new sanction may be given, an alternate action may be imposed, and/or a new hearing may be convened.

POSSIBLE SANCTIONS

Following is a list of possible sanctions. Sanctions not on this list may be given for violation of the Code of Conduct.

Warning/Reprimand: Documented warning that the behavior is in violation of policy with notification that further violations will result in more serious sanctions.

Educational/Creative Project(s): These sanctions are directly related to the incident or behavior and are designed to help educate the student about the consequences of his/her actions. These might include video or book review, planning a program and/or assisting university staff.

Community Service: Student participation in an activity designed to assist the university or surrounding community, i.e., volunteer activities at local churches, hospitals, agencies, campus projects or facilities.

Restitution/Fines: Repayment of damages resulting from the student's actions, i.e., damage to university property, damages to individual's property, imposed fines, etc.

Visitation Privilege Loss: A student may have his/her visitation privileges to the residence halls suspended or revoked indefinitely.

Probation(s): Supervision of the student's conduct for a designated period of time during which a subsequent infraction of any university regulation or any standard will result in more serious conduct action. Terms of probation are to be decided by the conduct body and can include but are not limited to: a) inability to represent the university in an official capacity such as student leadership positions, athletics, etc. and b) inability to participate in university activities or designated events.

No-Trespass Order: The student will not be allowed to enter university buildings or other university property as defined in the sanction.

Relocation of Housing: The student's room assignment may be changed to an alternate room or building.

Removal From Residence: Separation of the student from the residence hall for a definite or indefinite period of time.

Suspension: Separation of the student from the university for a definite or indefinite amount of time. The student may possibly re-enroll in the future upon successful completion of conditions determined by the university.

Termination of Scholarship: Removal/termination of any scholarship provided by Dominican University.

Expulsion: Permanent separation of the student from the university. The student will not be allowed to re-enroll in the university.

UNIVERSITY POLICIES

ALCOHOL POLICY

Any event sponsored by a university department, organization or group at which alcohol will be served or consumed must be registered with the office of the Dean of Students. A checklist assuring all standards have been adhered to will be filled out by the hosting/sponsoring department or division and approved by the office of the Dean of Students.

The hosting/sponsoring department or division of the event is responsible for all aspects of the event including, but not limited to, the following standards:

- Registering and purchasing all liquor licenses in compliance with local, state and federal laws.
- Hiring of sufficient security personnel.
- Supervision of underage persons to ensure there is not underage consumption of alcohol (i.e., carding). No one under the age of 21 is allowed to serve, possess or consume alcohol.
- Completing and submitting all facilities reservation and set-up forms.
- Removal and disposal of all unused alcohol.
- Any and all costs for insurance or damage to university property.

No kegs, beer bong, party balls or other common containers of alcohol are allowed, unless advance written notice is made by the appropriate university official and approved by the Dean of Students. Excessive drinking and intoxication will not be tolerated. Members of the community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication in no way excuses or justifies violation of state law, university regulations or the rights of others. Any violation of state laws regarding alcohol will be considered grounds for university disciplinary action.

Student organizations that would like to serve alcohol at their sponsored on-campus or off-campus events must follow all policies and procedures listed in the *Student Involvement Manual*. Please contact the office of Student Involvement for more information at (708) 524-6527.

Consumption of alcohol for students is limited to the room of a resident student who is at least 21 years of age. Both residents and visitors in the room where alcohol is consumed must be 21 years of age.

ILLINOIS LAW ON ALCOHOL

On January 1, 1995, a law was signed into effect stating that any driver under 21 years of age with any trace of alcohol in his/her system will lose his/her driving privileges. Persons under 21 years of age can also be charged with Driving Under the Influence (DUI) if they have a breath alcohol content (BAC) of .08, any illegal drugs in their system or other indications of impaired driving.

DRUG POLICY

The unlawful possession, use and/or distribution of illicit drugs are strictly prohibited at Dominican University. Drugs, especially when taken incorrectly, taken in the wrong dosage or mixed indiscriminately with other drugs, can cause disability or death. Dominican University is committed to providing a safe, healthy and comfortable living environment for all. Students, who illegally use, sell, create, possess, distribute or provide controlled substances will be subject to disciplinary action as outlined in the student code of conduct. Any drug or drug paraphernalia will be confiscated from the student and NOT returned. This includes, but is not limited to, roach clips, scales, bowls, baggies, hookahs, bongos, etc. When adjudicating any case involving drugs, physical evidence of drug use is not required for a finding of responsibility in a case. Scent or smell of drug use, or other behaviors and/or observations made by students and/or university officials and personnel, may be used in determining the outcome.

STATEMENT ON A DRUG-FREE CAMPUS/WORKPLACE

The Drug-Free Schools and Communities Act mandates that institutions of higher education adopt and implement a policy designed to prevent the unlawful possession, use, dispensation or distribution of illicit drugs and alcohol by students and employees and provide certification to the Department of Education that such a policy is in place. The university has developed this policy not only in response to this federal anti-drug legislation, but also to provide a healthy environment by preventing the use of illegal drugs or the abuse of alcohol within the university community.

Any faculty, staff or student who violates this policy or does not cooperate with the university in its attempts to maintain a drug-free environment will face disciplinary action up to and including expulsion or dismissal from the university. Such persons also may be required, as a condition of continuing their relationship with the university, to enroll at their own expense in substance-abuse counseling and/or a treatment program. Individuals violating any town ordinances, state criminal laws or federal laws relating to alcohol or drug use also risk fines and imprisonment.

Faculty, staff and students are encouraged to familiarize themselves with resources available in the area for substance-abuse counseling and treatment. In addition, the counseling services in the Wellness Center are available to assist students with substance-related problems. In emergency situations, faculty and staff may also request their assistance in the identification of referral services. The Wellness Center respects the confidential nature of information shared by participants in its programs. If questions arise related to any of these guidelines or policies, please direct them to the appropriate university department.

This statement includes faculty, staff and student employees of Dominican University.

1. In compliance with the Drug-Free Workplace Act of 1988, Dominican University is committed to the maintenance of a drug-free workplace and is committed to rigorous enforcement of applicable laws and policies to support those trying to cope with drug-related problems.
2. Dominican University is committed to maintaining a drug-free workplace in compliance with applicable laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on university premises. Violation of this policy may result in the imposition of employment discipline as defined for specific employment categories in the Dominican University student employee, staff and faculty handbooks.

3. The illegal or improper use of controlled substances can: seriously injure the health of others: adversely impair the performance of responsibilities: and endanger the safety and well-being of fellow employees, students and members of the general public. It is therefore the policy of Dominican University to discourage the use of controlled substances by its employees at any time. Anyone who is employed at Dominican University who has a drug problem is invited to contact the director of human resources to obtain information about available assistance. All discussion will be kept confidential.
4. An employee of Dominican University will notify his/her supervisor if he/she is convicted of a criminal drug offense involving the workplace within five days of conviction (this includes student workers). Such conviction will be grounds for mandatory evaluation and possible treatment for a substance abuse disorder, and for disciplinary action up to and including termination. In the event any such conviction involves an employee working on a federal contract or grant, the University will notify the granting or contracting federal agency within 10 days of receiving notice of a conviction. A copy of this statement will be given to all employees.
5. This statement and its requirements are promulgated in accordance with the requirements of the Drug-Free Workplace Act of 1988 enacted by the U.S. Congress. The university will continue its effort to maintain a drug-free environment by adhering to the above policy and by providing on-going drug awareness programs.
6. Failure to comply with the foregoing rules will be grounds for disciplinary action up to and including termination. The terms of this policy statement are conditions of employment at the university.

FOR A MORE JUST AND HUMANE CAMPUS NON-DISCRIMINATION POLICY

Dominican University's mission of "prepar[ing] students to pursue truth, to give compassionate service, and to participate in the creation of a more just and humane world" can only be fully enacted within a learning community that embodies, engages, and values the spiritual, racial, cultural, economic, and educational diversity of contemporary America and the world. Translating Dominican's twin values of *veritas* and *caritas* into practice requires that each person who studies, teaches, works, or lives within the university community, as well as all those with whom we interact, be respected and cared for as a unique individual, within an environment that affirms our shared humanity and pursues the common good.

- Our Catholic and Sinsinawa Dominican identity, mission, and legacy all affirm the inherent dignity, value, and equality of each human person.
- Our Dominican pursuit of truth, service, and social justice is firmly grounded in our shared values and aspirations as a Catholic community—that is, we are a community defined by a spirit of inclusion, mutual respect, civility, empathy, hospitality, and caring.
- We all learn and achieve more by engaging our multiplicity of human perspectives and differences with authentic empathy. These differences include, but are not limited to: race, ethnicity, nationality, language, religion, gender, sexual identity and orientation, age, socio-economic status, military status, physical and intellectual abilities, and ways of knowing.
- We acknowledge that our Dominican community does not and should not exist in isolation from the multiple communities that surround us; we are deeply implicated in the spiritual, social, economic, and cultural dynamics of the world we inhabit and aspire to change.
- Our institutional mission, vision, and values must always consciously be translated into specific actions, behaviors, procedures, and patterns of mutual accountability—not merely assumed.

The policies, procedures, and protocols articulated here, then, not only ensure the University's compliance with various federal, state, and local laws, but are deeply grounded in Dominican's identity and culture of commitment to social justice and the common good.

The University is committed to fostering a work and educational environment free of racial harassment, discrimination and hateful conduct, and marked by the truth, compassion and justice to which we are called by our mission. Therefore, Dominican University categorically rejects all forms of racial and/or ethnic harassment, discrimination, hate and violence. The University prohibits any member of the community, including faculty, staff, administration, student body, or visitors to campus, whether they are guests, patrons, independent contractors, or clients, from discriminating against any other such person or member of the University community in violation of this policy.

This includes creating and maintaining an environment that is free of sexual violence and sexual harassment. We are committed to supporting the dignity of every human person and the development of a community marked by truth, love and justice. Sexual violence and sexual harassment compromise the integrity of human relationships and threaten the security and well-being of all individuals. Not only is sexual violence unlawful but it also undermines the atmosphere of trust and respect that is essential to creating an authentic, supportive community.

Dominican University strives to create an environment that is accessible to its entire community and does not discriminate against individuals on the basis of physical or mental disability. Accessibility is not limited to physical spaces but includes the following basic rights:

- access to services and programs of, and any events and activities organized by Dominican University
- access to information from Dominican University as readily as others are able to access it
- the expectation of the same level and quality of service from Dominican University that others receive

To ensure equal access, and realizing that equal does not always mean the same, the University is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the University's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity.

All members of the university community should be aware that the issue of whether conduct constitutes harassment or discriminatory conduct may depend, in part, on how that conduct is viewed by the person who is subject to the conduct. Any person who initiates or persists in this type of prohibited conduct assumes the risk that the person who is the object of the conduct may view such behavior as unwelcome or offensive. Thus, a person who initiates or persists in this type of conduct could be subject to discipline even if such behavior might not have been intended to be offensive if the conduct meets the definitions of prohibited discrimination or harassment as defined in these policies. Please visit <http://www.dom.edu/about/diversity/bias-related-complaints> for the complete policies and procedures. Contact the office of Diversity, Equity and Inclusion or the office of the Dean of Students .

DRONE AND HOVER BOARD POLICY

Due to safety concerns surrounding Hover boards and Drones, they are banned from all Dominican University properties and buildings. Hover boards include but are not limited to self-balancing scooters, hands free segways & electric powered skateboards. The CPSC (Consumer Product Safety Commission) is currently investigating several Hover board related incidents and considers this a high priority.

Drones are unmanned aerial vehicles, similar to remote controlled model airplanes, many with camera/video capabilities: the FAA (Federal Aviation Administration) is in the process of regulating these products.

GAMBLING POLICY

Students are expected to abide by the federal laws and the laws of the State of Illinois prohibiting illegal gambling, including online gaming. Prohibited activities include, but are not limited to, betting on, wagering on, or selling pools on any university athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and, involvement in bookmaking or wagering pools with respect to sporting events.

GUEST RESPONSIBILITY AND VISITATION

Students and student organizations are responsible for the behavior of their guest(s) while they are on property owned or controlled by the university or in attendance at its sponsored events. The host student or student organization assume full responsibility for the guest compliance with all prescribed university policies and procedures, including those specific to residence hall visitation.

HAZING POLICY

All acts of hazing by any individual student, athletic team and university registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm or social ostracism to any other person within the university community. Accordingly, the following behavior is expressly forbidden as hazing when related to the admission, initiation, pledging, joining or any other group-affiliation activity:

Physical abuse (on or off campus), including but not limited to paddling, slapping, kicking, choking, scratching and exposure to extreme (i.e. cold or hot) water temperatures, the consumption of disgusting and/or dangerous concoctions;

Causing excessive mental stress, including but not limited to placing prospective members of an organization or group in ambiguous situations which lead to confusion and emotional stress, sleep deprivation;

Verbal abuse, including but not limited to shouting, screaming or use of derogatory, profane or obscene language; or

Subservience, including but not limited to any activity which promotes a class system within organizations or activities which facilitate inappropriate levels of authority over students.

This list is not exhaustive and any student or organization found to be involved in any hazing activity will face conduct action. Violation of this policy exists irrespective of the voluntary or consensual participation in the hazing activity by the person being hazed.

HEALTH INSURANCE POLICY

Students who face a serious illness or injury find bills mount up quickly and can derail a college education. Having adequate access to healthcare while in college is very important and health insurance is very complicated.

Here are your options if you don't already have health insurance:

- 1) ALL students, including part time and graduate students, may voluntarily enroll in individual health insurance. To enroll go to <http://dominicaninsurance.com/> and click "Individual Plan" on the lower right of the webpage or call 800-452-5772.
- 2) **Area Providers and Clinics can quickly enroll you in CountyCare or Medicaid:**

Are you or your household very low income? (one person earning less than \$16,105/year) There is NO Cost to you for CountyCare or Medicaid. The best way to get covered is to schedule an appointment in a clinic that you want to be your medical home. The Wellness Center at DU can help refer you.

The Wellness Center is invested in your health and well-being and can help guide you in decisions about healthcare and insurance. As of 2010, students are legally eligible to remain on their parent's health insurance plan until 26 years of age. **All F1 or J1 Visa holders must be covered by health insurance that meets federal guidelines (ACA).**

IMMUNIZATION POLICY

On July 1, 1989, Governor James Thompson signed into effect a law stating that students registering for post-secondary education must submit to the university evidence of immunity against those diseases specified in the rules and regulations promulgated by the Illinois Department of Public Health. This state law helps ensure a healthy environment for study. University Immunization requirements now include a meningitis vaccine, screening for TB, and possibly TB testing depending on the screening results. No student will be refused TB testing for financial reasons.

All students, graduate and undergraduate, registered for six (6) or more hours must meet all requirements necessary for compliance by submitting immunization records to the Wellness Center before the first day of classes. These records are maintained in the student's medical file. The Certificate of Immunity forms and instructions necessary to meet this requirement can be found on the Wellness Center webpage on myDU or in the Wellness Center. Please call the Wellness Center at (708) 524-6229 if you have any questions or problems complying with this requirement.

Dominican expects students to monitor their Dominican email account for any warning messages about missing or expired immunizations.

If there is a medical or religious reason you are unable to have immunizations, a statement to that effect must be submitted in writing and will be placed in your medical file. Please see the instructions on the Certificate of Immunity form.

Please note on July 1, 2002, the law for a student born before January 1, 1957, was revised. Students born prior to this date are considered by the Illinois Department of Public Health to be immune to measles, mumps and rubella. However, they must submit to the Wellness Center proof of a TDAP immunization within the last 10 years and proof of their birth date, such as a driver's license.

Fines: Failure to comply with the law will result in the assessment of fines of \$75 per semester and/or the withholding of registration, grades or transcripts until compliance is complete.

Immunization records are available from your high school, previous university or your personal physician and may be faxed, emailed or deposited in the secure drop box at the Wellness Center entrance. The Wellness Center can affordably provide any missing immunizations and blood tests to verify and document immunity. If you are submitting a blood test as proof of immunity, you need to supply numerical values. Please see the Certificate of Immunity Instructions.

If you have any questions regarding immunization records, please call the Wellness Center at (708) 524-6229 and we will be happy to assist you.

SERVICE AND ASSISTANT/ EMOTIONAL SUPPORT ANIMAL POLICY

As outlined in Dominican University's For a More Just and Humane Campus policy, Dominican University provides reasonable accommodations for qualified students with disabilities. The University allows individuals with Service Animals access to buildings on campus, including University Housing. The University will allow qualified students with disabilities to have Assistance/Emotional Support Animals (ESAs) in University Housing on a case-by-case basis according to the policy outlined below.

Service Animals

Per Titles II and III of the Americans with Disabilities Act, Dominican University allows a person with a disability to be accompanied by a service animal in all places where students and members of the public are permitted to go, except where animals are specifically prohibited due to a health or safety hazard. Service animals are defined as dogs (and in some cases miniature horses) that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of defining a service dog. The work or task a dog has been trained to provide must be directly related to the person's disability.

Assistance/Emotional Support Animals (ESAs)

Per the Fair Housing Act, Dominican University provides reasonable accommodations for a student with a disability to have an assistance/emotional support animal (ESA) in University housing. An ESA is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person's disability and the assistance the animal provides. Assistance or Emotional support animals include species other than dogs and miniature horses. An ESA is prescribed to an individual with a disability by a health care or mental health professional and is an integral part of a person's treatment process. Assistance or emotional support animals are generally only allowed within a student's residence in University housing, though requests for the emotional support or assistance animal to accompany the student to other campus locations will be considered on a case by case basis. Requests should be made to the Disability Support Services Coordinator, located within the Dean of Students Office. There must be a link between the animal and a disability. Emotional distress resulting from having to give up an animal because of a "no pets" policy does not qualify a person for an accommodation under federal law.

Dominican University Service and Assistance and Emotional Support Animal Policy Requirements

1. Students who seek to have a service or assistance animal in University Housing must notify the Disability Support Services Coordinator as soon as possible, ideally at least 45 days prior to move-in.
2. The student must complete the Service and Assistance Animal Agreement in full and comply with its rules.
3. If the student's disability and related need for a service or emotional assistance animal is not readily apparent or already known to the University, the student must provide documentation of the disability and disability-related need for a service or emotional assistance animal from the student's health care professional.
4. Review and approval by the Dominican University DSS Office, located within the Dean of Students Office.

No animal may be permitted in University housing that:

1. Is not approved by the Disability Support Services office (DSS Office).
2. Is out of control or not housebroken.
3. Poses a direct threat to the health or safety of others.
4. Would cause substantial physical damage to University property or the property of others.
5. Would pose an undue financial and administrative burden.
6. Results in a fundamental alteration of the University's program(s).

Appeal

If a requested accommodation is not approved, or a student is required to remove the service or assistance animal due to a violation of the Service and Assistance Animal Agreement, the student may attempt to work with the Disability Support Services Coordinator or the Dean of Students Office informally to resolve the complaint. If the informal process is unsuccessful or if the student does not wish to use it, a formal grievance may be initiated. All formal grievances should be submitted via Dominican University's One Process Policy.

SMOKING POLICY

Dominican University Tobacco-Free Campus Policy

1. Scope

Dominican University is committed to providing a safe and healthy working and learning environment for the students, faculty, staff, sisters and campus guests.

2. Purpose

Dominican University recognizes that environmental tobacco smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency. Due to the risks associated with tobacco smoke exposure, the university has adopted a tobacco-free campus policy in order to minimize health risks, improve the quality of air and enhance the campus environment.

3. Individuals Covered

This policy affects all persons who at any time are physically located on Dominican's Main or Priory campus.

4. Policy

The use of tobacco products is prohibited at all times while on Dominican University property.

- Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).
- Use of tobacco product is defined as follows: The inhaling, exhaling, burning, or carrying of any lighted smoking material on campus property, including but not limited to all outside property or grounds owned or wholly leased, sidewalks, parking lots, outdoor seating areas, stadium seating and all landscaped and recreational areas and all university vehicles and moving equipment.
- Smoking materials must be extinguished and disposed of prior to entering upon Dominican University property*, or exiting your vehicle. Improper disposal includes but is not limited to: littering (i.e. discarded cigarette butts and/or throwing cigarette butts out of windows).

* The Priory Campus main entrance is accessed through property owned by the Village of River Forest:

ORDINANCE 111201: AN ORDINANCE REGULATING USE OF THE PARKS OF RIVER FOREST, COOK COUNTY, ILLINOIS states that the smoking of cigarettes, cigars, or pipe tobacco is prohibited inside or within 25 feet of any building, facility or structure, or within 100' of any organized activity within the Park System.

5. History

Approved by President's Cabinet January 8, 2016. Effective date of policy per President's Cabinet August 15, 2016.

STUDENT COMPLAINTS AND GRIEVANCES

Dominican University provides several means by which student complaints and grievances may be addressed. In all cases, students are advised to put their complaints in writing and carefully document the events that led to the complaint or grievance. For complete information go to: <http://www.dom.edu/about/concerns-and-complaints>

ACADEMIC AFFAIRS

The following schools comprise Dominican University: the Rosary College of Arts and Sciences, the Graduate School of Library and Information Science, the Brennan School of Business, the School of Education, the Graduate School of Social Work, College of Health Sciences and the School of Professional and Continuing Studies.

ROSARY COLLEGE OF ARTS AND SCIENCES

Jeffrey Carlson, Associate Provost for Undergraduate Education/Dean Rosary College of Arts and Sciences

A VISION FOR UNDERGRADUATE EDUCATION

Steeped in Dominican Ethos, Liberal Learning through Foundations, Breadth, Depth and Integration for Responsible Global Citizenship

We educate one student at a time in the company of others, each unique yet all distinctly Dominican. In dialogue with a Dominican ethos, our students grow as liberal learners through creative and rigorous study marked by solid foundations, disciplinary breadth and depth, and ongoing integration as they aspire to become ethically responsible global citizens. Each student develops an emerging sense of personal and professional vocation through a variety of means, including thoughtful interaction with courses, professors and other students, and intensive advising and mentoring. We encourage students to participate in internships, study away (international and domestic), community-based learning, and undergraduate research, scholarship and creative investigations. Diverse insights coalesce in each student's distinctive educational trajectory, purpose and plan, as we inspire students to discern the big picture and name their place within it – to stand somewhere and to stand for something, conscientiously positioned in relationship to the world.

Dominican ethos describes the distinctive character of our university's culture. It includes an environment of *Caritas et Veritas*, in which we contemplate the meaning of existence and strive collaboratively for a more just and humane world. It understands that study is at once contemplative and communal. It unites reflection and dialogue as we collaborate in the search for truth. It enables students to develop a sense of care and responsibility for oneself, one's community, and the wider creation. It fosters trust, tolerance, mutual accountability, and belonging. Students enter into conversation with a Catholic intellectual tradition that affirms the compatibility of faith and reason, a universe marked by both intelligibility and mystery, the sacredness of all creation, the dignity of every living being, and concern for the common good. They acquire basic knowledge about Christianity in its various dimensions, and how it interacts with secular and other religious beliefs, practices and worldviews.

Upon graduation, students educated at Dominican University possess character, knowledge and skills to take informed, ethical action in the world and to influence others for the good.

ACADEMIC ADVISING

Angela Frazier, Assistant Dean for Advising

Ricardo Aguilera, Academic Advisor

Melissa Waters, OP, Academic Advisor

Advising is teaching and learning for vocation. First in importance and sequence for advising are not the questions, What courses do I have to take? What am I required to do? Instead, advising should begin with and frequently revisit more fundamental questions: Why am I in the university? What should I study, and why? What will it mean for my life, for my future, for my community, and for society? Advising explores the meaning, purpose, and effect of university learning. Assisting students in exploring and selecting major fields, selecting and scheduling courses, internships, and a host of other more practical functions are built upon insights students derive from beginning with and revisiting the reflective questions that go to the heart of each student's educational project.

Each undergraduate student has a dedicated faculty advisor-initially the student's freshman seminar professor, and later, a professor from the student's chosen major field. Faculty advisors and students are assisted by the Rosary College of Arts and Sciences advising office staff.

Students at Dominican are able to exercise a large measure of personal choice in curriculum because of the quality of the university's academic advising. The university recognizes that while students hold the primary responsibility for their education and hence for their program choices, the advisor's help is crucial in developing an informed basis for responsible and expedient academic decisions.

Students may not register for courses online without receiving an advising clearance and may not register in person in the Office of the Registrar without their academic advisor's signature. Please note that successful degree completion is the sole responsibility of the student.

All new first-year students are also assigned to a peer advisor who helps them with their transition to Dominican University. For more information about advising, visit <http://www.dom.edu/academics/services>, where you will find a host of advising tools including Advising Worksheets for all undergraduate majors, Advisee Responsibilities, Advising Manual (which includes information about placement exams, AP/IB/CLEP credits, as well as current lists of department chairs, and program directors) and other tools to help with the advising process.

Advisee Responsibilities

- Clarify their personal values, abilities, interests and goals.
- Contact and make appointments with the advisor regularly, or at least once a semester. If the student finds it impossible to keep an appointment, the student will notify the advisor.
- Become familiar with the course catalog and the various majors and minors that Dominican University has to offer.
- Become knowledgeable and adhere to institutional policies, procedures and requirements.
- Prepare for advising sessions and bring appropriate resources or materials.
- Follow through on actions identified during each advising session.
- Request reassignment of a different advisor, if necessary.
- Accept final responsibility for all decisions.
- Inform the academic advising office in person or in writing if you wish to withdraw from the university.

ACADEMIC SUCCESS AND DIVERSITY

Robbi Byrdsong-Wright, Assistant Dean for Student Academic Success Services and Diversity

The Office of Academic Success Services and Diversity is committed to supporting and enhancing the academic success of students, discerning impediments to success, and developing means to remove those impediments for undergraduates in general and for particular segments of the student body, including international students, multicultural students, and students at risk. The office assesses the academic, social, cultural, and economic needs of undergraduate students within the scope of the overall work of the Rosary College of Arts and Sciences office, and develops and implements support services and programmatic initiatives to address students' needs.

Academic Success Services assists students as needed in designing an Academic Recovery Plan or an Academic Preparation Plan. These services include monitoring Warning Notices, Scholars Hour, and students on academic probation. This office promotes the university's vision of an inclusive campus community that welcomes a diverse population and honors each individual's heritage and experience so that all students, faculty, staff, families, and visitors feel welcomed and valued.

The Assistant Dean for Student Academic Success Services works closely with the Rosary College of Arts and Sciences faculty advisors, and other offices including Advising, Literacy and Learning Resources, Career Development, International Studies, Student Accounts, Admissions, Residence Life, Wellness Center, Disability Support Services and the Dean of Students, to assess the academic, social, cultural and economic needs of undergraduate students; and develops and implements (and when appropriate refer students to) support services and programmatic initiatives to address students' needs. For example the Village initiative supports recruitment, retention, and leadership development for first generation, at risk, and multicultural students. For more information, visit <http://www.dom.edu/academics/services>.

KEY UNDERGRADUATE POLICIES

Note: For a full listing, consult the Undergraduate Bulletin at <http://bulletin.dom.edu/>.

ACADEMIC INTEGRITY POLICY

Students of the university must conduct themselves in accordance with the highest standards of academic honesty and integrity. Failure to maintain academic integrity will not be tolerated. The following definitions are provided for understanding and clarity. For more information please review the Undergraduate Bulletin at bulletin.dom.edu

Definitions of Plagiarism, Cheating, and Academic Dishonesty

Student plagiarism is the presentation of the writing or thinking of another as the student's own. In written or oral work a student may make fair use of quotations, ideas, images, etc., that appear in others' work only if the student gives appropriate credit to the original authors, thinkers, owners, or creators of that work. This includes material found on the internet and in electronic databases.

Cheating entails the use of unauthorized or prohibited aids in accomplishing assigned academic tasks. Obtaining unauthorized help on examinations, using prohibited notes on closed-note examinations, and depending on others for the writing of essays or the creation of other assigned work are all forms of cheating.

Academic dishonesty may also include other acts intended to misrepresent the authorship of academic work or to undermine the integrity of the classroom or of grades assigned for academic work. Deliberate acts threatening the integrity of library materials or the smooth operation of laboratories are among possible acts of academic dishonesty.

Sanctions for Violations of Academic Integrity

If an instructor determines that a student has violated the academic integrity policy, the instructor may choose to impose a sanction, ranging from refusal to accept a work project to a grade of F for the assignment or a grade of F for the course. When a sanction has been imposed, the instructor will inform the student in writing. The instructor must also inform the student that she/he has the right to appeal this sanction and refer the student to the academic appeals process described in this bulletin. The instructor will send a copy of this letter to the dean of the school in which the course was offered. The dean will note whether a student, in her or his undergraduate course work, has committed multiple violations of the academic integrity policy over time. In such cases, the dean may impose further sanctions, including warning/reprimand, failure of a course, suspension or expulsion, with written notification to the student and instructor when appropriate. The student may appeal the dean's sanction to the committee of that dean's college or school responsible for overseeing educational policies.

Academic Appeals Process

Any disagreement with regard to academic procedure, including individual cases of alleged violation of academic integrity and final grades, should be first taken up with the instructor. If this does not settle the matter satisfactorily, the matter should be taken up with the department chair, if appropriate. If the issue cannot be resolved at the department level, it should then be presented to the dean of the school in which the course was offered. If the issue is still not resolved, the student has the right to present the issue in writing to the committee of that dean's college or school responsible for overseeing educational policies. The committee will request a written response from the instructor and may, at its discretion, seek further clarifications from the student, instructor, and/or dean. The committee will evaluate the student's appeal and vote to approve or deny it. A written response will be sent directly to the student presenting the appeal, including grade adjustments if appropriate, with a copy to the faculty member. In the event of a successful appeal of an alleged violation of academic integrity, the original letter of notification from the instructor will be expunged from the dean's file. Students wishing to file an appeal based on fall courses must do so no later than the end of the subsequent spring semester. Students wishing to file an appeal based on spring or summer courses must do so no later than the end of the subsequent fall semester.

THE BRENNAN SCHOOL OF BUSINESS

Roberto Curci, PhD

Brennan School of Business

Lewis Hall, Room 203

Phone: (708) 524-6810

Email: gradbus@dom.edu

Office hours: Monday through Thursday, 8:30 a.m. to 6:30 p.m. and
Friday, 8:30 a.m. to 5:00 p.m.

The Brennan School of Business serves undergraduates majoring in accounting, business administration, economics and international business. Qualified students in these programs may be able to complete the bachelor's degree and the Master of Business Administration degree in as early as five calendar years through the Accelerated MBA program.

The Brennan School offers master's degrees in business administration and accounting. In addition, it offers several cooperative programs that make it possible for a student to enroll in two programs simultaneously with some course work common to both programs. Upon successful completion of both programs, the student receives two separate degrees. The dual degree programs are: MBA/MSW with Dominican's Graduate School of Social Work; MBA/JD with The John Marshall Law School; MBA/MLIS with Dominican's Graduate School of Library and Information Science. The Brennan School also offers an MBA with a Coordinated Program in Dietetics.

For more information please visit www.business.dom.edu.

THE GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE

Kate Marek, PhD - Dean/Professor

Graduate School of Library and Information Science

Rebecca Crown Library, Room 300

Phone: (708) 524-6845

Fax: (708) 524-6657

Email: gslis@dom.edu

Office hours: Monday through Thursday, 8:30 a.m. to 7:00 p.m. and
Friday, 8:30 a.m. to 4:30 p.m.

Founded in 1930, Dominican University's Graduate School of Library and Information Science (GSLIS) has grown to become one of the nation's largest master of library and information science (MLIS) degree-granting programs and is one of only two American Library Association-accredited LIS programs in the state of Illinois. *U.S. News & World Report* ranks it #12 in the nation for education in library services to children and youth.

GSLIS also offers a Master of Science in Information Management degree, a Doctor of Philosophy in Library and Information Science degree; certificates in data & knowledge management, digital curation, digital libraries, youth services, informatics, archives and cultural heritage resources and services, special studies, and web design; an undergraduate major and minor in informatics; and a Master of Professional Studies in Library and Information Science degree. There are opportunities to earn dual master's degrees in public history (with Loyola University, Chicago), business administration (with the Brennan School of Business), social work (with the School of Social Work), and divinity (with McCormick Theological Seminary). In addition to its academic programs, the school publishes *World Libraries*, a scholarly journal focusing on international librarianship and is home to the Follett Chair, one of very few endowed chairs in library science in the country. The Butler Children's Literature Center, a collaborative project of GSLIS, the School of Education, and the Rebecca Crown Library, is administered by GSLIS. Admission to the master's level program in GSLIS is on a rolling basis with students admitted year-round for study in the fall, spring and summer sessions; an accelerated option is available, in which Dominican undergraduates may take GSLIS classes their senior year that count toward both the bachelor's and master's degrees. Admission to the PhD program is on a biennial basis with students admitted for fall semester; an accelerated MLIS/PhD option is available. For more information please visit www.gslis.dom.edu.

THE GRADUATE SCHOOL OF SOCIAL WORK

Charles Stoops, PhD, LCSW, Dean/Associate Professor

Graduate School of Social Work
7200 West Division Street
River Forest, Illinois 60305
Phone: (708) 366-3463
Fax: (708) 366-3446
Email: cstoops@dom.edu

Kathleen Clyburn, MSW, MA, HS-BCP, Assistant Dean

Priory Campus
7200 West Division Street
River Forest, Illinois 60305
Phone: (708) 771-5298
Fax: (708) 366-3446
Email: kclyburn@dom.edu
Office hours: Monday through Friday, 8:30am - 4:30pm

Centered on our Sinsinawa Dominican identity, the Graduate School of Social Work (GSSW) is committed to truth, compassion, empowerment and social justice through the preparation of professional social workers for service with diverse, oppressed and at-risk populations. The GSSW is fully accredited by the Council on Social Work Education (CSWE) and prepares students for globally focused, family-centered practice through rigorous education, practice, research and service with domestic and international communities. The degree is offered at the Priory Campus and University Center of Lake County campus with provisions for fieldwork in the Chicago metropolitan area, Lake county, national and international settings. Advanced standing is offered to a limited number of students who have graduated with a BSW from a CSWE-accredited program within the last six years. We offer certifications in gerontology, school social work (formerly Type 73), and a concentration in military social work. We also offer a post-master certificate program in military social work. In collaboration with Sociology/Criminology, Psychology & The School of Professional and Continuing Studies, GSSW offers a five-year BA/MSW or accelerated BA/HS, MSW program. GSSW and Brennan School of Business offers a three-year, full-time Master of Social Work/Master of Business Administration (MSW/MBA) dual degree program designed to prepare entrepreneurs for leadership roles in social service agencies, nonprofit organizations, and for-profit institutions. We also offer dual degrees with the Graduate School of Library and Information Science (GSLIS) that result in a MSW/MLIS degree and an MSW/MCR Master of Arts in Conflict Resolution in collaboration with The School of Professional and Continuing Studies.

Graduates' professional opportunities include: family service agencies, child guidance clinics, hospitals, schools, older adult settings, hospice facilities, military, international adoption services, social planning organizations, correctional facilities, community development agencies, private practice and many other settings. For more information please visit socialwork.dom.edu.

SCHOOL OF EDUCATION

Therese F. Hogan Ed.D., Director

School of Education

Mazzuchelli North, Suite 298B

Phone: (708) 524-6922

Email: tfhogan@dom.edu

SOE email: educate@dom.edu

SOE office hours: Monday through Wednesday 8:30- 5:00 p.m. Thursday, 8:30 a.m. to 7:00 p.m. and Friday, 8:30 a.m. to 4:30 p.m.

Rooted in the Sinsinawa tradition, the School of Education at Dominican University improves the human condition through education. SOE faculty and staff are proud to develop and support effective educators who work in today's schools, classrooms, and other educational settings to realize the learning potential of every student. The School of Education offers bachelor's degrees in early childhood education and elementary education, and secondary licensure for the State of Illinois, as well as an education minor. Graduate offerings include a master's degree in special education with licensure (LBS I endorsement) and endorsement programs. The School offers endorsement programs for licensed teachers in the following areas: bilingual education, English as a second language, reading teacher endorsement, special education (LBS I), and technology specialist, in collaboration with the Graduate School of Library and Information Science (GSLIS). Candidates completing one of the endorsement programs at Dominican have the option to apply for elevation to a Master of Arts in Education degree program.

The School of Education programs are approved by the Illinois State Board of Education and accredited by the Council for the Accreditation of Educator Preparation (CAEP, formerly NCATE).

COLLEGE OF HEALTH SCIENCES

Daniel Beach, Ph.D.

Interim Dean

Office: Parmer Hall 207

(708)524-6915

danbeach@dom.edu

The College of Health Sciences includes the following four programs: Nutrition and Dietetics, Post-Baccalaureate Program, Nursing, and Physician Assistant Studies (Beginning January 2017). Inquiries regarding these programs should be directed as follows:

Nutrition and Dietetics – Joan DeAvilla – Administrative Assistant (708)524-5290

Post-Baccalaureate Program – Anne Gardner - Administrative Assistant (708)524-6320

Nursing – Yajaira Roldan - Administrative Assistant (708)524-6634

Physician Assistant Studies – Kenneth Black - Administrative Assistant (708)524-6637

THE SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES

Matthew J. Hlinak, JD, MA

Assistant Provost for Continuing Studies and Special Initiatives

School of Professional and Continuing Studies

Priory Campus Phone: (708) 714-9001

Monica L. Halloran, MSOL

Director of Academic Programs, SPCS

Priory Campus Phone (708) 714-9007 Triton Campus Phone: (708) 456-0300 x3543

Email: spcs@dom.edu

Office hours: Monday thru Friday 8:30 a.m. - 4:30 p.m.
evening advising by appointment.

The School of Professional and Continuing Studies is located at Dominican University's Priory Campus at 7200 West Division Street, River Forest. The school currently administers a low-residency Master of Arts in Conflict Resolution, an online and in person Bachelor of Arts in Legal Studies and an online and in person Bachelor of Arts in Human Services. In addition, the school offers a dual master's degree in Conflict Resolution and Social Work; an accelerated BA in Legal Studies to a JD from John Marshall Law School; and an accelerated BA in Human Services to a Master's in Social Work at Dominican.

For more information & to view new programs & initiatives as they are developed, please visit www.continuingstudies.dom.edu.

Off-Campus Site

Grayslake Campus

University Center of Lake County

1200 University Center Drive

Grayslake, IL 60030

Triton College

University Center of Triton College

2000 Fifth Avenue, Building B

River Grove, IL. 60171

UNIVERSITY SERVICES AND RESOURCES

ACADEMIC ENRICHMENT CENTER

Paul Simpson, Executive Director

Parmer Hall, Room 010

Phone: (708) 524-6670

Fax: (708) 488-5075

Email: pvsimpson@dom.edu

Alison Healy, Office Manager

Parmer Hall, Room 010

Phone: (708) 524-6785

Email: ahealy@dom.edu

The Academic Enrichment Center strives to enhance the quality of formal, informal and experiential learning for all Dominican students (both undergraduate and graduate). Through continuing programs and emerging initiatives, the center provides students with a supportive learning commons where they can step beyond the comfortable routines of the classroom and pursue a more dynamic and intentional role in shaping themselves.

A newly reconfigured and growing center, the AEC consists of four units, each intended to encourage students to cultivate intellectual independence, imagine what sort of moral, professional, and publically engaged people they wish to become, and pursue experiences that will help them make that possible.

Literacy and Learning Resources supports students' success with a range of tutoring and academic support services. The office pursues initiatives that support writing and reading skill development and provides high achieving Dominican students the opportunity to serve as tutors.

Career Development provides students with career advising, workshops, internship opportunities, and other strategies for making wise choices and building a rewarding life beyond their years at Dominican.

Global and Civic Engagement, houses International Student Advising and Study Abroad and will offer students a forum to cross cultural or national boundaries, heighten their social consciousness and find the means to engage actively in political advocacy.

Research and Creativity, the unit in its earliest stage of development, will encourage students' creative expression and provide them with opportunities for both independent scholarship and collaborative research with each other and faculty members.

Career Development

Keli Wojciechowski, Director, Career Development

Phone: (708) 524-6827

Email: kallen@dom.edu

Sherri Wick, Associate Director, Career Development

Phone: (708) 524-6567

Email: swick@dom.edu

To schedule an appointment please call (708) 524-6786

The mission of Career Development is to provide support and guidance to students of all majors as they develop a sense of vocation, seek professional development and pursue careers. Beginning with students in their freshman year and extending beyond their graduation, Career Development educates students about the career planning process and job search strategies, provides them with internships, and facilitates their graduate or professional school application process.

Students seeking assistance from career advisors can find the following services in Parmer Hall, Suite 010.

Career Development – Meet with a career advisor to create a resume, prepare for an interview and develop a comprehensive job search strategy.

Internships – Undergraduate students can receive up to 8 credit hours and explore careers through practical work experience within their major field of study.

Career Exploration – Investigate resources that help both undecided and declared students to explore the types of careers most readily available for students in particular majors.

Graduate School Resources – Meet with a career advisor to discuss and research graduate or professional programs, craft personal statements and practice graduate entrance exams.

Global and Civic Engagement

Sue Ponremy, Director, International Studies and Study Abroad

Phone: (708) 524-6965

Email: sponremy@dom.edu

The mission of Global and Civic Engagement is to prepare students for lives of vigorous citizenship, informed exchange and just action with others both close to home and across cultural and national boundaries. The office seeks to empower students' participation in "the creation of a more just and humane world," by offering them opportunities for cultural engagement, public deliberation, civil debate and civic activity that make informed, even inspired, action for a just and humane world possible.

The Global and Civic Engagement office offers the following programs and services for Dominican students.

International Student Advising welcomes students from across the globe and provides them with thorough guidance on how to remain in compliance with the University's expectations and the requirements of federal law.

Study Abroad encourages students to spend time outside U.S. borders in both Dominican professor-led travel courses and semester or full-year study abroad programs in Latin America, Africa, Asia and Europe.

Literacy and Learning Resources (formerly Learning Resources)

Paul Simpson, Director

Phone: (708) 524-6670

Email: pvsimpson@dom.edu

The mission of Literacy and Learning Resources is to promote and support all Dominican University students' efforts to achieve success and distinction in their academic careers. Literacy and Learning Resources provides tutoring, academic guidance and appropriate learning accommodations to students at any level in their academic career and across a wide range of subject areas, competency achievements and individual needs. The office also provides Dominican students with opportunities to develop their skills as communicators and educators by working as tutors and in other student academic support roles.

Students seeking academic support from our staff of educational professionals, learning specialists and peer tutors can find all of the following services in Parmer Hall, Suite 010.

Writing Lab – Meet with composition instructors, professional tutors and peer tutors for technical guidance and constructive feedback at all stages of the writing process.

Online Tutoring through the Writing Lab – Receive feedback and guidance from an online writing tutor in pre-arranged Wednesday and Sunday appointments.

Math Clinic – Work with Dominican mathematics instructors and professional tutors to review your reasoning on your math assignments.

Subject Specific Peer Tutoring – Work with academically accomplished and professor recommended student tutors for tutoring in biology, chemistry, psychology, computers, physics, modern languages, business, bioethics and other disciplines.

Disability Support Services – Students who have submitted the required documentation identifying their disability and need for accommodation to the Dean of Students can work with disability Support Specialists to receive appropriate academic support, services and accommodations.

Please visit us in Parmer 010 or find out how you can make an appointment by visiting us online at <http://www.dom.edu/aec/learning>.

Research and Creativity

Paul Simpson, Executive Director, AEC

Phone: (708) 524-6670

Fax: (708) 488-5075

Email: pvsimpson@dom.edu

The mission of Research and Creativity is to encourage Dominican students to embrace lives of rigorous inquiry and meaningful self-expression outside the boundaries of the classroom. A unit of the Academic Enrichment Center, Research and Creativity pursues the strategic priority of Dominican University to build and support programs that foster students' creative investigations and provide them opportunities to engage in collaborative research. The office will work to foster students with creative confidence, strong habits of mind and distinct voices as authors, scholars and artists.

The Research and Creativity office currently offers Dominican students the following service.

The “Polishing Your Research Presentation” series – a series of workshops led by Dominican faculty to encourage students' professional development and help them prepare and fine-tune their presentations for local, regional and national academic conferences. Those workshops presently address oral, panel, poster and PowerPoint presentations.

ALUMNAE/I RELATIONS

Alysha Biehl, Sr. Director of Development and Alumnae/i Relations

Gina Hosch, Assistant Director of Alumnae/i Relations

Power Hall, Room 109

Phone: (708) 524-6286

Email: alumni@dom.edu

The mission of the Office of Alumnae/i Relations is to engage alumnae/i in the life of Dominican University and its students through a variety of activities and events sponsored by the Alumnae/i Association.

The Alumnae/i Association serves Dominican students through co-sponsorship of events such as homecoming, and the Almost Alumnae/i Reception. Students may join alumnae/i at lectures, career workshops, Alumnae/i Remembrance Masses, the Annual Alumnae/i Children's Christmas Party, and other cultural, social, educational and sporting events throughout the year. Students may also contact the Alumnae/i Relations office to request alumnae/i speakers for student organizations. Upon graduation, alumnae/i may use student center facilities, the library, technology, and career service resources on campus. In addition, alumnae/i may audit courses at the discretion of individual schools. To learn more about these and other opportunities, look for future issues of the *Dominican University Magazine*, graduate school newsletters and the university events calendar. Please visit www.dom.edu/alumni for further information about the Alumnae/i Association and its events.

ATHLETICS

The department of athletics sponsors 13 intercollegiate athletic programs: men's baseball, basketball, cross country, golf, soccer, tennis and volleyball, and women's basketball, cross country, soccer, softball, tennis and volleyball. Dominican is nationally affiliated with the National Collegiate Athletic Association (NCAA) in Division III and is a member of the Northern Athletics Collegiate Conference (NACC) and Midwest Collegiate Volleyball League (MCVL). All students are encouraged to support the Dominican University athletics teams. Admission to all athletic events is free (with the exception of post-season play).

For more information about Dominican University Athletics and the 13 varsity intercollegiate teams, search the Athletics website at DUstars.com or call the Assistant to the Director of Athletics for Sports Information at (708) 524-6232.

Department Of Athletics Philosophy

The Dominican University department of athletics is committed to achieving a level of excellence and to the fair and equitable treatment of both men and women. A diverse, challenging athletics program supplements the rigorous academic curriculum. The lessons learned through athletic endeavors represent an invaluable part of the non-academic aspects of a balanced education. The primary focus of the department is the development of the student-athlete. The Dominican University department of athletics places a high priority on the student's educational achievement and the completion of one's chosen academic program. Participation in intercollegiate athletics should enhance an individual's personal, educational and social development. The professional staff of the department – administrators, coaches and athletic trainers – is expected to serve and adhere to institutional, conference and national association guidelines and regulations.

Intramurals and Fitness

It is the mission of the Dominican University intramurals sports program to administer a program of individual and team activities at both a competitive and recreational level to members of the campus community. Our purpose is to provide a relaxed, yet structured, environment while creating opportunities for participants to exercise, have fun, develop skills and build relationships. The intramural sports program will promote leadership, integrity, and lifelong fitness in the spirit of friendly competition.

Intramural participation is a privilege, not a right. All participants, officials and student workers will operate in a community of cooperation while upholding the highest standards of fair play and integrity. All players are expected to exercise good judgment in caring for the safety of others as well as themselves. Competitive play is expected; however a win-at-all-costs attitude will be strongly discouraged. Participants will conduct themselves in a manner consistent with the values and mission of Dominican University.

We look forward to all students coming and being a part of the active community in intramurals and fitness classes.

For more information about Dominican University intramurals and fitness classes, please visit www.dustars.com/IM and make sure you register at www.imleagues.com/DOM. Any questions please call the coordinator of intramurals, club sports and camps at (708) 524-5952.

Athletic Facilities

The recreational facilities are for use by the Dominican University community only and are not available to the public. The Dominican University community consists of students, faculty, staff and alumnae/i. The Dominican University community is welcome to use the recreational facilities during the open recreation hours. These hours are posted on the doors of each facility and on the website at: www.dustars.com. Hours vary. All students, faculty, staff and alumnae/i must present a Dominican ID or alumnae/i card to gain entrance to all athletic and recreational facilities.

BOOKSTORE

The Stepan Bookstore

www.StepanStore.com

Power Hall (Behind the Student Lounge)

Phone (708) 524-6893

Email: bookstore@dom.edu

Normal Store Hours during fall and spring semesters:

Monday - Thursday, 9:00 a.m. to 6:00 p.m.

Friday, 9:00 a.m. to 4:00 p.m.

Saturday - Sunday, closed

In addition to textbooks, Stepan Bookstore carries a variety of popular fiction & nonfiction, religious & reference materials, and books by Dominican's own faculty authors. The Bookstore also offers Dominican clothing & gifts, school supplies, computer supplies & other electronics, magazines, candy and snacks, health and hygiene items, postage stamps, greeting cards and restaurant and retail gift cards. Textbooks for each term are available for sale in the store and at www.StepanStore.com at least two weeks prior to the start of each term. The website features free shipping to the store, and flat rate shipping to your home. Many titles are also available to rent at a fraction of the purchase price (see www.efollett.com for details). Digital formats are also available, to save money and space in your backpack. Ask a store associate for details. Textbooks can be sold back to the bookstore year-round during store hours. Additionally, major Buyback events are conducted at the end of each Fall and Spring term. The bookstore accepts cash, personal checks (with a valid Dominican ID), and all major credit cards. Each currently enrolled student is also allowed to charge up to \$500 per semester to their student account (with valid ID), for textbooks & school supplies only.

Return Policy

- Non-textbook items in resalable condition may be refunded or exchanged within 30 days of purchase with original receipt.
- Electronics may be returned if in original unopened condition.
- Textbooks in resalable condition may be refunded with receipt within 7 calendar days from the start of the term or within two days of purchase thereafter.
- Textbooks purchased during or after mid-term exams are non-returnable, but may be sold back to the bookstore at any time.
- Upon proof of dropping a course or course cancellation, Stepan Bookstore will accept textbook returns until the end of the official drop/add period. Rental textbooks must be checked-in by the last day of finals.

Please note:

- Original receipt and photo ID are required for all refunds/exchanges.
- All shrink-wrapped books must remain unopened, all supplemental materials must be present and unopened, and all materials must be in original condition.
- Coursepacks, exam review books and magazines are non-returnable.
- Purchases by check must be allowed 10 business days before a cash refund will be issued.
- Students are not allowed to use parents' credit cards or checks unless the parent is present. Parents may purchase textbooks or gift cards for their students online at www.stepanstore.com.

CAMPUS DINING SERVICES

Dining Services

Office located in the Student Center/L Area

Phone:(708) 524-6446

Email: diningservices@dom.edu

At Dominican University, we are proud to offer a variety of fresh, contemporary and comfortable dining options, accessible throughout the day and made your way by friendly hospitality professionals. Our dining services program will not only nourish your body and your mind, but will also be a focal point of the distinctively Dominican relationship and community building culture. There are two dining destinations across campus: Main Campus Dining Hall and the Cyber Café. Students, faculty, staff and guests will experience a dining program focused on quality, freshness, hospitality, and healthy and diverse menu options offered in multiple delivery platforms. We are also proud to accommodate a variety of individual dining needs, including allergen and other dietary needs and restrictions.

Resident and commuter students can choose a meal plan that fit their schedules and lifestyle. All resident students must participate in a meal plan and must show their Dominican ID at all times. Additional information about the residential meal plan is provided in the resident section.

If you have any questions regarding food service on campus, feel free to call the Director of Dining Services. The director can assist with special dietary needs, menus options or sack lunches for students on the go. Also, you can visit dining services on the web at www.dom.edu/studentlife/dining.

Catering

Dining Services offers a variety of catering options. Whether it is pick-up catering for student groups and organizations, buffet luncheons, fine dining experiences and receptions or to-go options for quick meetings, we have the perfect culinary design and service approach for your upcoming event. To explore all of the catering options stop by the dining services office or email diningservices@dom.edu or call 708-524-6446. The Dominican catering experience is now available online at www.dom.edu/studentlife/dining.

Outside caterers are not permitted without the mutual consent of both the food service director and the director of auxiliary services.

CHILD CARE

Rose K. Goedert Center for Early Childhood Education
Priory Campus

Amanda Cardin, Director

Phone: (708) 714-9150

Hours: Monday through Friday, 7:00 a.m. to 6:00 p.m.

Since 1970, Dominican University has been committed to serving students with families. In order to encourage parents of small children to continue their education, and to accommodate children of faculty, staff and the community, Dominican operates the Rose K. Goedert Center, located at the Priory Campus, 7200 West Division Street. Dominican University faculty, staff and students are offered a discount. Children ages 2 to 5 are accepted in the full educational program. The center is open year-round.

Parents may schedule a tour to view the center and then fill out an application form. Children are placed on a waiting list for full-time and part-time child care unless an immediate opening is available. The center is not available for occasional use. A recent medical examination (no more than six months old) is required before the child can begin the program. The child must be up to date on all required immunizations and screenings.

COMMUNITY-BASED LEARNING

MaDonna Thelen, Director for Community-based Learning

Community-based Learning Office:

Crown Link, 101

Phone: (708) 524-6425

Email: mthelen@dom.edu

“Everybody can be great... because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and verb agree to serve. You only need a heart full of grace. A soul generated by love.” Martin Luther King, Jr.

What is community-based learning?

- Service and Learning

Why should I think about making community-based learning part of my undergraduate education? Because...

- I can develop my potential to be a leader for justice! (***You can also do a Social Justice (SJCE) minor!***)
- I can learn course content through experience.
- I can do International Service in [Haiti or Guatemala](#) and learn what it means to be a global citizen.

How is community-based learning related to choosing a major or developing a profession?

- Practical experience is the best teacher.
- Civic engagement broadens knowledge of the world.
- Applying knowledge to real life situations clarifies goals and directions for life.

Stop by the Office of Community Based Learning or go online at

<http://www.dom.edu/service/opportunities> and find out how you can make a difference.

DEAN OF STUDENTS

Trudi Goggin, Dean of Students

Lewis Hall, Room 132A

Phone: (708) 524-6824

Email: tgoggin@dom.edu

Norah Collins, Associate Dean of Students

Lewis Hall, Room 132B

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Robert Babcock, Assistant Dean of Students/Director of Residence Life

Coughlin Hall, Room 030

Phone: (708) 524-6217

Email: rbabcock@dom.edu

Judy Paulus, Administrative Assistant / Disability Support Services Coordinator

Lewis Hall, Room 132

Phone: (708) 524-6822

Email: jpaulus@dom.edu

The Division of Student Affairs fosters a supportive, integrative and transformative community that is designed to promote student success

Student learning that promotes personal development for our students is our primary focus.

Student Affairs fosters an environment for student learning and personal development through co-curricular experiences that embrace a holistic approach to life-long learning.

Each learning and developmental experiences will reflect the values and diversity of Dominican University.

The Office of the Dean of Students provides leadership and supervision for the student affairs division of Dominican University. As a member of the president's cabinet, the Dean of Students serves as a liaison between the administration and students on all matters concerning student life. In cooperation with other members of the university community, the dean develops university policy with regard to student life.

Behavioral Concerns Team (BCT)

The Behavioral Concerns Team (BCT) is an interdepartmental student behavioral response team for community intervention, mediation and risk management. The goal of the team is to consider the best interest for the student and the campus community. The BCT convenes regularly to review university policy and procedures, consider reported or observed student behaviors, assess threat, and develop interventions to help connect students with the necessary resources and support. If a student is behaving in a way that is threatening to the student or others, or that significantly interferes with the student's education or the rights of others, the Dean of Students may intervene and initiate a voluntary/involuntary leave. Students taking a medical leave or referred for another level of care beyond the Wellness Center must meet with the Dean of Students and provide professional documentation to determine readiness to return to campus for classes and to occupy university housing.

Disability Support Services (DSS)

Judy Paulus, Disability Support Services Coordinator

Mari Callahan-Ross, MEd., LD Specialist

Parmer 010A

Phone: (708) 488-5177

Disability Support Services (DSS) offers instructional support to improve the retention, academic progress and success for students with disabilities. In addition to the available learning resources, LD tutoring and assistive technology training is available by appointment.

Assistive Technologies available in the Academic Enrichment Center include: Dragon Naturally Speaking, Kurzweil Reading Software, Draftbuilder and Inspiration.

At Dominican University, no qualified individual with a disability will be excluded from participation in or be denied the benefits of the services, programs or activities of the university. The Office of the Dean of Students is a university resource promoting barrier-free environments (physical, program, information, attitude) and assisting the university in meeting its obligation under federal statutes and school tradition in regard to the rights of students with disabilities.

The Office of the Dean of Students coordinates the provision of services necessary and appropriate for students with special needs. Upon receipt of appropriate documentation of disability, this office assists by providing or arranging appropriate auxiliary aids and services, reasonable accommodations, academic adjustments and consultation. In some instances, the Office of the Dean of Students acts as a liaison with other appropriate state and federal agencies. Students are expected to meet individually with the Dean of Students to determine what specific services and reasonable accommodations are needed. It is the responsibility of the student to make requests for auxiliary aids or special services at least three weeks prior to the start of a program or class.

Disability Support Services provides legally mandated access and accommodations to any student that registers with the Office of the Dean of Students and provides appropriate documentation regarding the functional impact of their disability. This office ensures compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. For more information, please visit our website at: https://jicsweb1.dom.edu/ics/Campus_Life/Dean_of_Students_Office/Disability_Support_Services.jnz

DIVERSITY

Sheila Radford-Hill, Chief Diversity Officer

Crown Link

Phone: 708-524-6381

Email: sradfordhill@dom.edu

The Office of Diversity, Equity and Inclusion works collaboratively with students, faculty, and staff across the university to advance Dominican's mission and strategic priorities related to diversity, equity, and inclusive excellence.

The Chief Diversity Officer (CDO) also serves as Title IX / One Process Coordinator, facilitating the community's response to complaints of harassment and discrimination. Please visit <http://www.dom.edu/about/diversity/bias-related-complaints> for the complete policies and procedures designed to foster a more just and humane campus culture. The Chief Diversity Officer provides university-wide leadership by serving as a catalyst for building Dominican's capacity to serve *all* members of the community across perceived barriers and differences in ways that cultivate an authentic community of learners.

FACILITIES USE

Office of Scheduling and Event Services

Phone: (708) 488-5195

Email: scheduling@dom.edu

EngageDU

Website: <https://engagedu.dom.edu>

Only student organizations registered through EngageDU may use university facilities. A registered student organization wishing to use a facility for a campus event must submit a request on EngageDU. University departments should contact the Office of Scheduling and Event Services directly. For a student organization or department request, event logistics and details, including furniture set-ups & technology needed, plus food/beverage service plans & final counts, all must be completed and communicated at least two weeks in advance of the date of the event. Consequently, initial event planning must start well before the two-week deadline for final details.

FINANCIAL AID OFFICE

Victoria Spivak, Director
Lewis Hall, Room 120
Phone: (708) 524-6809
Email: finaid@dom.edu

Dominican's financial aid program provides assistance to students whose family resources cannot meet the cost of education. Eligibility for financial aid must be established each year by submitting the Free Application for Federal Student Aid (FAFSA). Returning undergraduate students preferred filing date for the FAFSA is February 1 for the subsequent school year. Students who have questions or concerns about financial aid are encouraged to contact this office.

Financial Aid Terminology

Financial Need

Most financial aid is awarded on the basis of financial need. Financial need is the difference between your total cost of education and an amount you and your family are expected to contribute toward the cost.

Expected Family Contribution

An objective, nationally recognized method of need analysis developed by the federal government is used to determine the expected family contribution from the information reported on the FAFSA. Factors such as income, assets, family size, number in college, taxes and other expenses are taken into account in estimating the family's financial strength.

Cost of Education

Your aid eligibility is calculated based on your total cost of education, which includes direct expenses (tuition and on-campus room and board) and indirect expenses (books and supplies, transportation, and other personal and living expenses).

Financial Aid Programs

Dominican University participates in federal and state aid programs and provides a substantial amount of institutional grant and scholarship aid to students in the Rosary College of Arts and Sciences. Federal aid programs include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Work-Study (FWS), Federal Direct Stafford Loan and the Federal Direct PLUS Loan Program. The Illinois Student Assistance Commission (ISAC) provides state grant assistance (Monetary Award Program) MAP to students from Illinois who demonstrate need and meet the state FASFA filing deadline. Dominican offers institutional Grants, Family Allowances, and on-campus institutional student employment program, and various scholarship programs. Some financial aid is available only to full-time students (12 or more credits per semester).

Financial Aid Disbursement

For most aid programs including Federal and state grants, the amount you have been awarded for a semester will be credited to your account by the business office after the start of the semester. The ISAC funds (MAP) are credited at the time we receive payment from ISAC. Federal Stafford Loan funds are credited directly to the student's account.

Revisions

According to federal regulations a financial aid package may have to be revised if additional aid is received. Changes in enrollment and/or housing may also result in a revision.

Refunds

Funds remaining in your account after all charges have been paid will be refunded. Refunds will be processed by student accounts after add/drop date and are based upon funds actually received and credited to your account. The schedule for tuition refunds based on withdrawal from courses is published in the *Bulletin*.

Change in Circumstances

You are required to notify the financial aid office, in writing, of any changes in your financial, enrollment, residence, or marital status. Any changes in your or your parents' circumstances may result in an adjustment in your financial aid.

Satisfactory Academic Progress

Students who do not continue to make satisfactory academic progress toward their degree risk losing their financial aid. All students must comply with the federally mandated satisfactory academic progress policy outlined in the Dominican University *Bulletin and on the University website*.

Questions, Concerns, Appeals

If you have questions about your financial aid award, we hope you will take advantage of the help provided by the financial aid office. Please call (708) 524-6809 or email finaid@dom.edu.

Treatment of Title IV Aid When a Student Withdraws

The law specifies how Dominican University must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Direct Stafford Loans, and Federal PLUS Loans.

When you withdraw during a term (your payment period) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Dominican or a parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Dominican University and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30 percent of your payment period, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period of enrollment, you earn all the assistance you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you do not incur additional debt. Dominican University may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees and room and board charges (as contracted with Dominican University). For all other school charges, Dominican needs your permission to use the post-withdrawal disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow Dominican to keep the funds to reduce your obligation to the school.

If you (or Dominican or parents receive on your behalf) received excess Title IV program funds that must be returned, Dominican must return a portion of the excess equal to the lesser of

- Dominican University charges multiplied by the unearned percentage of your funds.
- The entire amount of excess funds.

Dominican must return this amount even if it didn't keep this amount of your Title IV program funds.

If Dominican is not required to return all of the excess funds, you must return the remaining amount. For any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with Dominican or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that Dominican University may have. Therefore, you may still owe funds to Dominican to cover unpaid institutional charges. Dominican University may also charge you for any Title IV program funds that the university was required to return. If you don't already know what Dominican's refund policy is, you can view the policy on the University website. Dominican University academic advising department can also provide you with the requirements and procedures for officially withdrawing from school.

If you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1(800)4-FEDAID [1(800) 433-3243], TTY users may call 1(800) 730-8913. Information is also available on Student Aid on the web at www.studentaid.ed.gov.

INFORMATION TECHNOLOGY

Jill Albin-Hill, Vice President for Information Technology and Chief Information Officer

Phone: (708) 524-6980

Email: jalbin@dom.edu

Darren Robards, Director, Enterprise Infrastructure Services

Phone: (708) 524-6448

Email: drobards@dom.edu

Adam Smeets, Director, Academic & University Services

Phone: (708) 488-5237

Email: asmeets@dom.edu

The Information Technology Department (IT) is responsible for creating and maintaining a technology environment that supports Dominican University's strategic direction. Our goal is to provide a high-quality infrastructure, along with superior support services to enable our user community to utilize technologies for enhanced teaching, learning and administration.

IT provides a wide array of services to the university community ranging from email, to telephone and data networks, cable television on campus, security, support of administrative systems such as registration and financial aid, and software training workshops.

- For more information about IT, including our support hours, services and training opportunities, please visit our website at <http://duit.dom.edu>.

IT SERVICES

Support Center

Lewis Hall, Room 048

Phone: (708) 524-6888

Fax: (708) 488-5111

Email: helpme@dom.edu

Twitter: [@DUITSupport](https://twitter.com/DUITSupport)

Self-Service Website: <https://supportcenter.dom.edu>

The Support Center at DU provides the community with a single point of contact for technology support. The answers to your technology questions are just an e-mail, instant message, or phone call away.

Have additional questions or need technical assistance? Contact the Support Center using one of the following methods to reach one of our staff who can answer your questions and provide troubleshooting assistance:



Phone

(708) 524-6888



Email

helpme@dom.edu



Drop-In

Lewis Hall,
Room 048



Online Chat

<http://duit.dom.edu>



Twitter

[@DUITSupport](https://twitter.com/DUITSupport)

Through our self-service website, you can view and interact with your support case, access our self-service knowledgebase which provides answers to our most frequently asked questions and submit chat with an IT staff member.

We strive to resolve requests initially or we will refer them to the correct support areas within IT. We continuously improve our services by educating our staff, measuring performance, and monitoring customer satisfaction.

Canvas

Website: <http://canvas.dom.edu>

Canvas is DU's course management system that provides a collection of built-in tools for accessing your courses, communicating and collaborating with peers and your faculty, submitting assignments and completing assessments in support of teaching and learning. Canvas is only accessible through <http://canvas.dom.edu> if you/r:

- Instructor(s) published (made their site available) for student access
- Officially enrolled for the course through MyDU

Creative Media Lab

The Creative Media Lab provides one-on-one and online support for an array of digital media topics for current students, faculty and staff. We provide access to an Equipment Loan Program, web and desktop applications, as well as digital media workstations for the creation of coursework, projects, and presentations for the University.

Our lab and staff are available and ready to help shift your line of questioning from "What can I create?" to "What can't I create?" We look forward to pushing your creative envelope and moving you from idea to innovation.

E-Mail

Website: <http://my.dom.edu>

Dominican University email is an official form of communication from the university. Students are responsible for communication received from the university through their email account. Staff, faculty, and students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with University communications. All student records are established so that their Dominican email address is the first used by all university systems.

Student email is hosted by Microsoft Office 365 and will be provided for life to alumni, when requested prior to their graduation. Student emails are formed by your username and "@my.dom.edu".

You may have your email electronically redirected to another email address; however, if you use email redirection from your DU email address to another email address (e.g., @aol.com, @hotmail.com), you do so at their own risk. The University will not be responsible for the handling of email by outside vendors.

It is up to you to take the steps that may be necessary with your personal email account to allow for the receiving of email forwarded from their dom.edu email account. These steps may include, but are not necessarily limited to, adding the dom.edu address to a 'safe-senders' list and/or adjustment of any spam filters. Having email redirected does not absolve anyone of the responsibilities associated with communication sent to his or her official email address.

- For more information on accessing and setting up mobile devices to access your student email account, please visit our IT website at <http://duit.dom.edu>.

Emergency Notifications

DU provides an Emergency Notification System that will send you a text to a cell phone number that you designate. The intent of this system is to send you a text when an Emergency exists on our campus. You cannot opt out of getting messages to your Dominican email, but you can choose to get email messages and texts to other email address and phone numbers.

- To enroll in the Emergency Notification System, login to MyDU (<http://mydu.dom.edu>) and click on the "Emergency Notification System" link on the left hand side of the page.
- To check the status of an emergency, visit our online alert system at <http://www.dom.edu/alert>

Equipment Loan Program

Lewis Hall, Room 001B

Phone: (708) 524-6888

E-Mail: equipmentloan@dom.edu

IT has established the Equipment Loan Program (ELP) as an opportunity to put digital media in the hands of students, faculty and staff at no cost. In keeping with our goal of providing technology at a low cost, IT offers a no-charge equipment loan program, including one-on-one equipment/usage consultations.

Faculty are integrating technology into their assignments and connecting to the curriculum in new ways. As a result, students use the technology to support not only their classroom assignments, but also personal work. From classroom presentations with custom illustrations to integrated team-developed online videos, students have developed a number of innovative projects that keep the campus on the cutting edge.

- For more information on our ELP and how to check out equipment, please visit our IT website at <http://duit.dom.edu>.

ID's and Key Cards

The Star Card is a vital component of your day-to-day experience at Dominican University. Please refer to the website for more details and FAQ. <http://www.dom.edu/starcard>

By either touching or swiping your Star Card to a reader with authorized access, you'll use your Star Card to access:

- Residence halls, academic buildings, recreational facilities and office buildings
- Events on campus
- The campus printing system and photocopiers
- Library privileges
- Student and employee discounts

All students are required to carry a current Dominican University ID card. It is to be used as identification for admission to university events for the legal bearer. The initial Star Card shall be issued to the employee or student at no cost, as will a Star Card required due to a change in status with the University, for example a student who becomes a full-time or part-time employee, faculty, or a legally recognized change in name, for example as a result of a marriage or its dissolution. A fee of \$25 shall be charged for issuance of a replacement card necessitated by the loss, theft, or destruction of a Star Card.

MyDU

Website: <http://mydu.dom.edu>

MyDU provides access to manage your academic records at DU. From this portal, you can search course schedules, register for classes, view your grades, print unofficial transcripts, as well as view billing information from Student Accounts. Information on how to access and MyDU is provided during your Student Orientation process, as well as on the MyDU website.

- For more information on MyDU and how to use our Student Information System, please visit MyDU at <https://mydu.dom.edu>.

Multimedia Labs

IT Student Advisors monitor lab spaces and can assist with basic network services or printing problems with University workstations. Our computer labs are designated as "open-access" because they are available for drop-in use by University students, faculty, staff and alumni. Several labs can be reserved by Dominican University departments by contacting Scheduling and Event Services.

There are Windows and Mac labs available at both campuses with wheelchair access, printers and scanners at various locations. Some labs are maintained by departments or schools for the primary use of students in that discipline. To find out if you have access to a departmental lab, check with a faculty member or with the associated lab's department. Overall, our labs feature:

- Efficient and secure workstations available to complete academic work such as research, assignments, presentations, registering for classes or just a space to check email and catch up with information online
- A wide array of software applications that may be used in courses as well as other those to help enhance your coursework
- Quiet academic study workspaces and convenient locations near classrooms, the Library and other heavy traffic campus facilities

Some of our Multimedia and Creative Media Labs are staffed by Student Advisors and are available to answer digital media software questions, provide account support for students, circulate equipment, printer management and general assistance with the labs and software. When they are unable to answer or address a question, the Advisors will escalate the request to a full-time staff member in IT for support.

Multimedia and Creative Media Lab Locations

Location	Computers		Printing			Scanning	On-Site Support	Find a Workstation (http://duit.dom.edu)
	PC	Mac	B&W	Color				
The "L"	2	3	✓			✓	Available Upon Request	✓
Parmer Hall, Room 101	12	0	✓			✓	Available Upon Request	✓
Parmer Hall, 2nd Floor NE	6	0	✓			✓	Available Upon Request	✓
Priory Campus, Room 255	11	2	✓			✓	Available Upon Request	✓
Power Hall, Across from the Training Room	0	4	✓				Available Upon Request	✓
Rebecca Crown Library, Cyber Café	20	0	✓	✓		✓	Available Upon Request	✓
Rebecca Crown Library, 1st Floor	22	0	✓			✓	Available Upon Request	✓
Rebecca Crown Library, 2nd Floor	8	0	✓			✓	Available Upon Request	✓
Rebecca Crown Library, 3rd Floor	5	3	✓			✓	Available Upon Request	✓
Technology Center, Lewis Hall Lower Level ¹	42	6	✓	✓		✓	Available Upon Request	✓

¹ There is a Computer Science tutoring program, managed by the Academic Enrichment Center. During the Fall and spring semesters, their tutors work out of the Technology Center in Lewis.

- For a complete lab location list, including hours of operation for each location and to find an available workstation, please visit the IT website at <http://duit.dom.edu>.

Printing: Go Green, Print Lean

The Rebecca Crown Library and IT Department support a printing initiative designed to reduce wasteful printing. Our print management initiative is driven by the desire to reduce waste and in general promote responsible printing practices. We have been doing great since the program rolled out in 2009 and have lowered our printing per year by over a million pages!

All computers on campus require an individual login and password to use the workstation and activate print jobs. When you send a project for printing, you will be prompted for your login and password at the printer. Any unclaimed print jobs will be automatically deleted from the print queue overnight.

Students are allotted \$100 in Green Bucks per semester **with no rollover**. At the start of each semester, all balances will be reset to \$100. Credits will be applied approximately one week before the start of the term, for currently enrolled students.

- For more information about green printing on campus or to report an issue with printers on campus, please contact the Support Center or visit our IT website at <http://duit.dom.edu>.

Storage

No files should be saved to a computer in any lab or classroom. All students are provided with a 100MB network storage space to which to keep class work and other personal files. Additionally, you are provided with an 1TB OneDrive account through Office 365. You may save files on your network drive (N: drive), your OneDrive space, or an external USB flash drive.

Telephone Service

In the residence halls, resident students may request an in-room telephone number. Resident students should refer to the telephone service section in the Residence Life guide for further information. To request a phone or to report a problem, please contact the Support Center.

WiFi (Wireless) Access

At Dominican University, we use a network authentication and validation security system, called SAFECONNECT. This system protects your computer by preventing infected computers from accessing our network and your computer. All access via our public places, whether wireless or a data jack will require the authentication. The client is a software download for your machine. Follow the steps below and see our IT site if you need more information. <http://duit.dom.edu/Wireless>

1. Access the network (you will need a DU network username)
2. Download the agent
3. Undergo validation

The software checks your machine to Identify:

- Antivirus software is installed, valid and up to date. (DU offers free anti-virus to students)
- Automatic updates are enabled in windows
- Windows is up to date: service packs and critical updates.

To ensure a quick connection to DU's network, make sure your antivirus and windows updates are completed, before you bring your computer to campus. If you cannot connect to the network, please contact the Support Center to make an appointment for a technician to assist you. The staff of the Information Technology Department cannot work on personal computer equipment for any reason, other than to assist in getting your equipment attached to the network. We do have some references for both student and staff available at the Support Center, for paid assistance outside of working hours.

- If you cannot connect to the wireless network, please contact the Support Center to receive further assistance.

POLICIES

The policies listed below represent an abridged version of the IT policies. For a detailed list of all IT policies and procedures, please visit the website at: <http://duit.dom.edu>. All policies and procedures are accurate as of the printing of this Student Handbook. All changes will be documented on the website.

Academic Use

Creative Media and Multimedia Labs are primarily for academic use. If a lab location is full and others are waiting, priority will be given to those needing workstations for academic-related purposes. Game playing in the labs is prohibited during peak usage times, unless it is associated to a class assignment or is in a designated space.

As a reminder:

- Any software or files added to a lab workstation will be removed at each computer restart.
- Usage of any peer-to-peer file sharing programs is strictly prohibited.
- Any behavior that causes physical damage, alteration or corruption of a computer's configuration will be dealt with as a serious breach of responsible use.

If you find a computer is not working properly, please report it to IT.

Acceptable Use of Technology Services and Resources

The University is committed to excellence in teaching. In an effort to support the University community in these endeavors, the institution has assembled a wide variety of technology resources for general use. These resources are for use by persons with a current, active affiliation with the University, including but not limited to students, faculty and staff.

The technology resources that are owned by the University are to be used for University-related activities for which they have been assigned. University technologies are not to be used for commercial purposes or non-University-related activities

Access to technology resources at the University is a privilege and must be treated as such by all users. Like any other campus resources, abuse of these privileges can be a cause for campus disciplinary procedures and/or legal action. Furthermore, the University reserves the right to extend, limit, or restrict technology privileges and access to information resources.

The University has the right and responsibility to provide the University community with information technology resources and services. While providing these services is of primary importance, there are other areas of importance aside from physical resources.

Copyright

The copyright law of the United States (Title 17, United States Code, 1976) governs the making of photocopies or other reproductions of copyrighted materials. The Digital Millennium Copyright Act (DMCA) of 1998 is designed to protect copyright holders from online theft. Copying, distributing, downloading, and uploading information on the Internet may infringe on the rights of the copyright owner. Even an innocent, unintentional infringement violates the law. Every audio, visual or written work has copyright protection unless that protection has expired or the creator places it in the public domain. The work does not have to have a copyright notice or a copyright symbol to be protected by copyright. If you cannot determine whether or not a work is copyrighted assume that it is copyrighted.

Members of the IT staff, and it's users, will adhere to and will not knowingly violate the intent and the specifics of copyright laws. Furthermore, members of the IT staff will not duplicate media materials without expressed written consent from the copyright owner. Copyright ownership information usually can be found in the recorded or printed material itself or on labels and covers. It is the user's responsibility to determine whether information is copyrighted, whether it meets the criteria for "fair use", and to seek permission from the copyright holder for its use as necessary.

Courtesy

Similar to the Library, our Labs are dedicated to academic study and research. Loud noises, such as cell phone usage and talking, have the potential to interfere with quiet study and academic pursuits. Please be considerate of your fellow students, faculty and staff.

Dominican Network ID and Password

Your Dominican Network ID and password provide access to electronic resources on and off campus. This ID allows you to log on to workstations, your email, Library services from off-campus, as well as releasing print requests and personal storage.

All DU passwords are required to be changed every 180 days. You will receive an e-mail notification regarding the expiration of your password. When a network password is changed, it cannot be set to any of its previous ten (10) values. If your password is not changed within the 180-day window and it expires, you will be forced to change your password at your next login. While expired, your access to IT services, such as logging in to email and MyDU, will be blocked until your password is changed.

All passwords must meet the following complexity requirements:

Password Length

- Minimum password length is eight characters
- Maximum password length is sixteen characters
- Cannot contain your entire account name or entire full name

Password complexity must contain characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

Food and Beverages

Drinks and small snacks are permitted in the Multimedia Labs, but not in the Creative Media Lab. Drinks must be in spill-proof containers such as bottles with lids or travel mugs. Meals are not permitted. Be sure to throw away any empty bottles, containers or wipe up any spills and leave your space clean for the next person. Individuals not following these guidelines will be reminded of the policy and asked to take their food or drinks outside of the lab. Department-only labs may have further food and drink restrictions. Hand sanitizers are provided in most of the labs.

Harassment

No member of the community may, under any circumstances, use technology to libel, slander, or harass any other person. Examples include, but are not limited to:

- Using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm.
- Using the computer to contact another person to harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease.
- Using the computer to contact another person repeatedly regarding a matter for which one does not have legal right to communicate, once the recipient has provided reasonable notice that the recipient desires such communication to cease (such as debt collection).
- Using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another.
- Using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

Save Early, Save Often

While using University lab workstations, clients are strongly encouraged to not save their work directly to the computer. Instead, consider using a cloud-based storage service or external USB-based storage. All computers will automatically log out after a screen saver warning period, and all work that is not saved to external storage will be lost. For your security when you are finished using a computer, it is important that you log out immediately.

Sharing of Access

Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. Each individual is responsible for the use of one's own account, password or authorization codes.

RESOURCES

Computer Hardware and Software Discounts

Dell and Apple offer hardware discounts to the Dominican Community. Additionally, software can be purchased at a discount from VarsityBuys. Visit the IT website to access these cost-saving resources.

Wireless Service Discounts

AT&T provides Dominican University students a discount on their wireless service plan every single month! This discount applies to new and existing AT&T users, and it does apply to iPhone voice and data plans.

GET INVOLVED WITH IT

Student IT Committee

The Student IT Committee is a place where students can participate in committee work to help set the priorities for student technology fees. The committee meets during the academic year. To participate, send an email to studentit@dom.edu with expressing your interest in working with the Committee.

LANGUAGE LEARNING CENTER

Tech Center – Lewis Hall 001

The Georgia Boolookas Language Learning Center welcomes students studying languages at Dominican University.

The facilities of the center serve classes as well as individuals doing language-related activities as assigned. Students are able to work in an atmosphere conducive to language study and take advantage of access to print and multimedia resources specific to the different languages taught at Dominican. This is a computer-based facility and each of the 21 workstations has both an independent-use computer and connections, via a special headset and microphone, to the LLC server, which has many language programs available to students and classes. Freestanding multi-standard video players are available for individual use; both multi-standard videos and DVDs may be used from the console for class, small groups and occasionally, individuals. A chart outside the room gives the hours that students may drop in to do individual work.

LIBRARY

Rebecca Crown Library

Reference Desk: (708) 524-6875

Circulation Desk: (708) 524-6876

IM Screen Name: domreference

Text-a-Librarian: (708) 315-6403

Email: reference@dom.edu

Library website: www.dom.edu/library

For current library hours please check the library website or call (708)524-6876.

For questions concerning research, library databases, and one-on-one consultations with a reference librarian:

Call: (708) 524-6875

Chat: domreference

Text a Librarian: (708) 315-6403

For questions regarding circulation policies, checkout privileges, recalls, overdues, I-Share, etc. contact the Circulation Desk at: 708-524-6876

You will find the following in the Rebecca Crown Library:

Lower Level: Media Center which has a 3-D printer, Information Desk, computers, the reference collection, newspapers and journals, print stations where you can scan, print and photocopy (including a color printer), Springer Suite meeting room, and the Cyber Café.

Main Level: Reference and Circulation Desks, circulating collection, popular reading collection, computers, and faculty librarian offices.

2nd Floor: The Butler Center Children's Literature Center, University Archives and Special Collections, government documents, juvenile literature and circulating collections, group study rooms and the Noonan Reading Room (located in Lewis Hall, 2nd floor). The Noonan Reading Room is the quiet study area and is open 24 hours a day.

3rd Floor: The Graduate School of Library and Information Science offices, classrooms, student lounge area, faculty offices, and computers are located on the 3rd floor.

Electronic Resources

The library subscribes to more than 130 online databases including more than 26,000 full text journals, indexes, and reference materials. You may access these resources off campus by using your current DU network ID and password.

Reserves

Instructors will often place material on reserve in the library. Books placed on reserve are kept at the Circulation Desk. Links to articles are often available through Canvas. For more information check at the Circulation Desk, or email reserves@dom.edu.

Resource Sharing (ILL), I-Share, ILLiad: The Rebecca Crown Library participates in several resource sharing consortia, which enables Dominican University students, faculty, and staff to check out books from other libraries. I-Share is the library system that serves as the online catalog for participating academic and research libraries across the state of Illinois. For Resource Sharing, Interlibrary Loan, I-Share, and ILLiad questions contact: interlib@dom.edu or call 708-524.6877.

Library Instruction: There are multiple opportunities to learn more about library research and resources. For more information contact a reference librarian or check the webpage for upcoming workshops: <http://www.dom.edu/library/instruction/workshops>

Media Center

The Media Center is located on the lower level of the Rebecca Crown Library, here you will find films, CDs and LPs. Instructors may place materials on reserve for students to view and/or listen to in the Media Center. Check the library website for the Media Center hours.

Printing, Photocopies, Scanners

The Rebecca Crown Library has a 3-D printer available for use in the Media Center on the lower level of the library. Print stations are available on every floor of the library to print, photocopy and scan.

Archives and Special Collections

The University Archives and Special Collections are located in the Lewis Link, rooms 200-201. The collections include rare books and manuscripts dating to the 13th century, institutional records and other primary source materials. Check the library website for more information or call ahead to make an appointment. For more information: 708.524.5929 or archives@dom.edu.

Copyright Student Responsibilities and Rights

Students must follow the copyright guidelines outlined throughout this policy when doing research, publishing, or presenting material in a classroom or public setting. You should also note the following:

- **Cite** where you obtained your material. Even for *PowerPoint* presentations (and especially for *Prezi* presentations on the web), it is important to indicate where you obtained your material. Just because it's "on the web" does not mean it is free from copyright. Fair use—while definitely in your favor as a student—does not mean "free to copy," especially when it is an entire work.
- If using photographic material, limit your photos/illustrations to material with a Creative Commons license (see below). Both [Flickr](#) and [Google Images](#) allow you to limit searches using their advanced searches to materials with a Creative Commons license.

It is likewise important to realize that *your* work as a student is protected by copyright. Any work you author is automatically copyrighted—whether you filed for copyright or not. While parts of your work may be used under fair use guidelines, other reproduction requires your approval.

Detection services such as *Turnitin* do NOT violate your copyright, as decided in 2009 by the 4th U.S. Circuit Court of Appeals. The text of this decision may be found <http://www.ca4.uscourts.gov/Opinions/Published/081424.P.pdf>, with an interpretation <http://jolt.law.harvard.edu/digest/copyright/av-v-iparadigms-llc>.

Accommodations for Students with Documented Disabilities

The Dean of Students Office, the bookstore, and the library work together to ensure that students with disabilities have equal access to materials needed for their classes. The Dean of Students Office will work with the University bookstore to request electronic textbooks. If library material is needed, and fully accessible copies are not readily available from commercial sources, the library will reproduce the material to make it available to the student. The student must agree that this material is for his/her own personal use and will not be distributed to or copied for others. The library may maintain the accessible reproduction for use in meeting the needs of other students with disabilities.

Alternatives

An alternative to using copyrighted material is using works available through Creative Commons. Creative Commons is a non-profit organization that allows creators to share their works, often under certain conditions. Creative Commons provides six different licenses that provide various levels of permissions on the use and copying of works. The Creative Commons website explains what type of conditions are applied to the work by the different licenses. Information on Creative Commons can be found in the listing of resources below.

Many images, media, videos, and music have Creative Commons licenses. Check the search page to see what is available. <http://creativecommons.org/>

If using photographic material, major sites such as [Google Images](#) and [Flickr](#) have advanced searches that allow you to limit your search terms to items with Creative Commons licenses. The *Canvas* LMS also has the capability of finding images on [Flickr](#) Creative Commons when inserting an image on a page.

For more information on copyright please contact the Rebecca Crown Library.

MAINTENANCE AND REPAIRS

Any maintenance problems are to be submitted to the physical plant via the Support Center at <http://supportcenter.dom.edu>.

Be sure to include your name, the type of problem your room has, and the specific location and the nature of the problem. Students are restricted from repairing university property. Maintenance staff or approved contractors are authorized to enter student rooms to complete work orders in the absence of the residents.

MISSION AND MINISTRY

Rooted in the Catholic Dominican traditions and committed to promoting the mission of Dominican University, Mission and Ministry seeks to foster a relationship-centered community of faith marked by prayer, contemplative study, pastoral concern and commitment to justice.

Claire Noonan, DMin, Vice President of Mission and Ministry

Lewis Hall, Room 215

Phone: (708) 524-6860

Email: cnoonan@dom.edu

Mission Integration

Sr. Mary Ann Mueninghoff, OP, Promoter of Mission Integration

Lewis Hall, Room 213

Phone: (708) 524-6521

Email: mmueninghoff@dom.edu

The promoter of mission integration provides programs that develop an appreciation of mission in light of the Catholic and Dominican traditions of the university. Through these programs mission integration supports and promotes the Dominican ideas of community, study, prayer and service.

Siena Center

Rachel Hart Winter, PhD, Director

Priory Campus, Room 117

Phone: (708) 714-9107

Email: rhartwinter@dom.edu

The St. Catherine of Siena Center was established to bring faith and scholarship to the critical issues of church and society for the benefit of the university community, professional ministers and the wider community of faith. It is dedicated to examining and furthering the role of the Christian in today's world.

The center addresses these issues in a variety of ways, including lectures, symposia, conferences, workshops, retreats and research and discussion groups. Events are scheduled in harmony with the Church's calendar and the Dominican heritage of the university.

Mass Schedule

Rosary Chapel

Sunday, 7:00 p.m. (when school is in session)

Monday through Saturday 5:00pm

Mass schedule is subject to change. Check Campus News for current schedule.

The Sacrament of Reconciliation is available by appointment and through communal seasonal celebrations.

University Ministry

University Ministry Center

Lewis Hall, Room 216

Phone: (708) 488-5481

www.dom.edu/ministry

Ministry@dom.edu

John DeCostanza, Director of University Ministry

Phone: (708) 524-6685

Email: jdecostanza@dom.edu

Ann Hillman, Assistant Director of University Minister

Phone: (708) 524-6684

Email: ahillman@dom.edu

Amy Omi, University Minister for Liturgy and the Arts

Phone: (708) 524-6683

Email: aomi@dom.edu

MULTICULTURAL AFFAIRS - (see Academic Success Services and Diversity within the Rosary College of Arts and Sciences or the Office of Diversity, Equity and Inclusion)

OFFICE SERVICES

Rebecca Crown Library Lower Level, Room 010

Phone: (708) 524-6758

Email: officeservices@dom.edu

Office Services is the one-stop shop for copy and mail services. We provide a full line of services to the Dominican Community at the Main and Priory Campuses. Office Services includes mailroom services, shipping/receiving, print shop services, and faxing. Office services can assist with mailing/shipping personal packages through USPS, FedEx and UPS (some restrictions may apply). All services must be paid for at the time of service by cash or check. A list of additional services and prices can be found on our web page on the myDU website.

Faxing

The university fax number is (708) 524-5990. Faxes can be received at no charge. Local faxes cost \$1.50 for local numbers, \$2.00 for long distance, and \$3.00 for international numbers for the first page. Each additional page is \$.50 regardless of whether the fax is local, long distance, or international. Faxes to Toll Free numbers are free. The fee must be paid to Office Services at time of service and prior to faxing. The document can either be picked up at a later time or be returned through campus mail.

Mailroom

The mailroom distributes mail to faculty, staff, sisters, and resident students. Outgoing mail must be received by Office Services no later than 3:00 p.m. to be sent out the same day. When students receive mail, they will be notified by email to pick it up. Resident students may request a mailbox for their mail to be delivered to on a daily basis. Resident students should contact the mailroom to request a mailbox and to receive information regarding their personal mailboxes. A mailbox key will be distributed for use of the mailbox during the year and must be returned before the student moves out of the dorms. If mailbox keys are not returned, the deposit of \$20 will not be refunded.

Package Pickup and Delivery

Students will receive an email as notification when a package has arrived in their name. If any special handling of packages is needed or expedited packages are expected please notify us before delivery date. All packages are to be picked up in the mailroom. Notifications will continue up to a week from the initial contact date. If packages are not picked up after the end of the notification period, they will be returned to their sender.

Printing Services/Poster Printing

The print shop is equipped to conduct a wide variety of in-house printing services. Students are able to request copies or printing services. All services must be paid for in advance. Specialty paper and finishing for projects are also available. Stop by or email Office Services for additional information.

PERFORMING ARTS CENTER

Krista Hansen, Artistic Director, Theatre Arts Lab/Theatre Arts Chair

Fine Arts Building, Room 109

Phone: (708) 524-6778

Email: khansen@dom.edu

Leslie Rodriguez, Managing Director

Fine Arts Building, Room 103

Phone: (708) 524-6821

Email: lrodriguez@dom.edu

Bill Jenkins, Technical Director/Theatre Arts Faculty

Fine Arts Building Scene Shop

Phone: (708) 524-6506

Email: bjenkins@dom.edu

Samantha Barr, Production Coordinator

Fine Arts Building, Room 111

Phone: (708)524-6492

Email: sbarr@dom.edu

Patrick Serrano, Patron Services Manager

Fine Arts Building, Room 111

Phone: (708) 524-6951

Email: pserrano@dom.edu

Michaela Lichvanova, Marketing Coordinator

Fine Arts Building, Room 113

Phone: (708) 524-6530

Email: mlichvanova@dom.edu

Costume Shop

(708) 524-6928

Box Office

(708) 488-5000

events.dom.edu

The Dominican University Performing Arts Center provides something for everyone to enjoy. Highlights of the 2016-2017 season include *The Addams Family*, a new musical (10/28-30) from the Theatre Arts Lab Series; L.A. Theatre Works tour of the riveting courtroom drama *Judgment at Nuremberg* (11/12/16); the President's Holiday Concert featuring superstar pianist Jim Brickman (12/3/16); and high-energy percussive dance company *Step Afrika!* (1/28/17). Students receive discounted tickets to all shows! Whether you're on stage, backstage, or in the audience, come experience the performing arts with DUPAC! Visit events.dom.edu for a full list of all events.

POSTERS/PUBLICITY

The publicity policy must be followed when posting notices/flyers on campus. All clubs' and organizations' publicity must be approved by the Office of Student Involvement, Coughlin Hall, 040, Student Involvement Resource Center. The Office of the Dean of Students, Lewis Hall, Room 132 can approve posting of off-campus events and notices. Copies of the publicity policy are available from the Office of Student Involvement or the Office of the Dean of Students, and can also be found on the MyDU website at https://jicsweb1.dom.edu/ICS/Campus_Life/Dean_of_Students_Office/. For more information, contact (708) 524-6822.

PUBLIC SAFETY

John Tsouchlos, Manager

Parking Garage, 105

Phone: (708) 524-6752

Email: jtsouchlos@dom.edu

Joel Nayder, Assistant Manager, Security Office Operations & Compliance Officer

Parking Garage, 105

Phone: (708) 524-6751

Email: jnayder@dom.edu

Dominican University is committed to promoting a safe, secure and value-centered educational environment that is conducive to academic and personal development. We achieve this goal through the effective combination of security policies, educational programs, and the timely reporting and communication of campus crime statistics. Safety and security is a shared responsibility of the entire university community. Public Safety's duties include opening and closing buildings, inspecting buildings and grounds for safety hazards and enforcing the Dominican University parking policy. The staff is trained to assist emergency personnel including police, fire and paramedics in emergency situations. In addition, campus security works closely with the residence life staff in support of the residence halls. The Public Safety staff is on duty 24 hours a day, 365 days a year. For non-emergency assistance, call the security dispatcher at extension 5999 from any on-campus phone.

Public Safety Directory

Main Campus Number.....(708) 366-2490

All Emergencies.....911

Security Assistance & Escort Service (non-emergencies).....(708) 524-5999

Public Safety Office.....(708) 524-6300

Open 8:00 am-4:30 pm Monday through Friday. Closed on holidays & weekends

Public Safety e-mail..... dusecurity@dom.edu

Escort Safety Service

Public Safety provides escorts to campus buildings and parking lots. To request a security escort, call the security dispatcher at (708) 524-5999 or dial extension 5999 from any campus phone.

Fire/Safety Report

This annual Fire/Safety Report summarizes the elements of the campus fire/safety programs, which is administered and maintained by the Department of Public Safety. This public disclosure is intended to inform current and prospective students and employees of the fire/safety programs and policies in place at Dominican University, and the institution's state of readiness to detect and respond appropriately to fire related emergencies. This report can be viewed on myDU.

Hard copies of the report are available for public review by calling 708-524-6300 or by visiting the Public Safety office located on the ground floor of the garage. The Public Safety office is open from Monday through Friday, 8am to 4:30pm excluding holidays.

Fire Safety

Each on campus building has its own fire alarm system and contains pull stations to sound the alarm and smoke, heat or beam detectors.

1. Look for the nearest exit. Whenever you enter a large building, make a mental note of the nearest exit.
2. Do not use an elevator for an exit. The elevator may stop on a floor with a fire. In newer buildings, elevators are tied into the fire alarm system and will not operate.

3. If you see a fire or heavy smoke:
 - a. Dial 911 and/or pull the fire alarm while exiting the building. Do not try to fight the fire. Sounding the alarm and safely exiting the building are priorities.
 - b. Exit the building completely and keep a safe distance. Help make sure everyone gets out and assist those in need.
 - c. Shut all windows and doors. Because a fire needs oxygen, you can help contain the fire by closing windows and doors as you exit.
4. If you hear an alarm:
 - a. Make sure everyone gets out and assist those in need.
 - b. Exit the building completely and keep a safe distance (at least 100 feet).
 - c. Shut windows and doors behind you if you feel time permits.
 - d. Wait for an “all clear” signal from security or the fire department before entering the building.

Locker Registration

Public Safety

Parking Garage, 105

Phone: (708) 524-6300

Locker areas are located: Lower Level of the Student Center; on the lower level of Rebecca Crown Library; and on the fourth floor of Lewis hall. The locker registration process is easy. Each locker will have a registration card attached. Simply choose a locker without a lock on it, fill out the registration card and return it to the Public Safety office during regular business hours. There is no advance registration.

Important Notes

- If you want to share a locker, put both names on the registration card.
- Please register for a locker for the 2016-2017 academic year even if you have occupied a locker in the past.
- Place your lock on your locker at the time of registration to ensure someone else does not select your locker.
- Locks are available for purchase in the bookstore.

Personal items must be removed from lockers at the end of each semester to avoid disposal.

Lost And Found

Public Safety serves as the coordinator for lost and found items. To report or inquire about a lost item, please call Public Safety at (708) 524-6300.

Parking

Public Safety is responsible for monitoring vehicles parked on campus. Public Safety officers patrol the parking garage and parking lots to help create a safe environment. They are also charged with the responsibility of ticketing parking violators and enforcing parking regulations.

The Dominican University parking garage and parking lots are only open to properly registered and permitted vehicles. The three parking lots are: the east lot with an entrance on Park Avenue, the west lot with an entrance on Division Street and off Thatcher Avenue and the Greenfield lot adjacent to the parking garage. The parking garage, accessible from the west parking lot, is located on the northwest side of the Main Campus. Dominican also offers remote parking at the Priory Campus at 7200 West Division Street. Shuttle service is available seven days a week. A shuttle schedule is available at the Welcome and Information desk, through the DU Mobile App, or at <http://www.dom.edu/parking>.

Visitor parking is reserved for the parking of a non-student, non-faculty or a non-staff member. Short-term visitor parking, without a permit, is located around the circle, inside the main entrance at 7900 West Division Street. Short-term visitor parking is for visitors who are on campus for less than two hours.

Long-term visitor parking is for visitors who are on campus for longer than two hours. They should not park around the circle, but rather register for a temporary permit and park in the east or west lot or parking garage. Temporary permits are available at the Public Safety Office or the Welcome and Information Desk.

The East lot is reserved for Resident Parking ONLY. Vehicles not displaying the Resident permit will be ticketed. **Please note that this restriction will be waived during all home athletic events held in the Igini Sports Forum**

Public Safety will be enforcing the 2am-6am overnight restriction for all vehicles including resident permits in all parking areas seven days a week. Residents can only park in the East lot overnight or by special instruction from Public Safety during inclement weather. All overnight guests who need to leave their vehicle on campus overnight will need to obtain a temporary overnight permit. Roof level parking in the parking garage will only be allowed Monday thru Friday 8am– 8pm. Any vehicles parked outside of those hours will be ticketed. Access to the roof level will be blocked outside of those hours.

Parking Permits

Parking permit information can be found online at <http://www.dom.edu/parking>

Parking Tickets

Dominican University parking tickets are issued for parking violations on campus. The due date for fine payment or appeal is 14 days from the date of the ticket. The amount of the fine may be added to your tuition bill or deducted from your paycheck.

Security officers will ticket the following violations:

- Vehicles without a valid permit.
- Vehicles improperly parked in lots, fire lanes, near fire hydrants, handicapped spots, loading docks, resident sister's parking, other restricted areas, and vehicles exceeding the speed limit.
- River Forest Police also ticket violations in fire lanes, handicapped spaces, and near fire hydrants.

Additionally any vehicle displaying a falsified permit, counterfeit permit, unregistered permit or an unauthorized copy of a permit will be considered in violation of the parking policy and will be ticketed.

Parking enforcement is in effect 24 /7 and 365 days a year. Parking at Dominican University again is allowed by permit only, which includes both main and Priory campuses.

Vehicles receiving a third ticket will have an orange tow warning sticker placed on the driver's side window. This warning sticker is to inform the vehicle operator that the vehicle is eligible to be towed away at the owner's expense. On the fourth violation, the vehicle will be ticketed and towed.

The River Forest Police Department also patrols and tickets on campus. River Forest Police generally ticket vehicles blocking fire lanes or throughways and handicapped parking violators. River Forest tickets are completely independent of Dominican University. To appeal, one may have to appear in front of a village hearing officer or in court.

Parking Ticket Appeals

To appeal a Dominican parking ticket, submit a Support Center case at <http://supportcenter.dom.edu> A review board will meet and communicate to you via your DU email address only.

You must file for an appeal within **14 days** of the violation or you will be unable to appeal the ticket.

The purchase of a parking permit allows you to park on campus. It does not guarantee you a spot.

The following types of reasons are not acceptable grounds for appeal:

- lack of knowledge of the regulations(i.e. have not read regulations)
- other vehicles were also parked improperly
- late to class or appointment
- disagreement with or inability to pay the amount of fine(s)
- lack of space
- unread or misunderstood signs

Protecting Valuables

Dominican is a relatively safe and crime-free campus. When a theft occurs, it is generally a crime of opportunity. We can all reduce our chance of becoming victims by being aware of our surroundings and by following the guidelines listed below.

- Lock your door when you leave. Whether you're a student in the residence halls or a faculty or staff member in an office, remember to lock your door—even if you are only leaving for a short time. Many theft victims report that they were only gone “a couple of minutes” when they returned to find their valuables missing.
- Don't leave valuables unattended in public places. If you leave your table in the library, dining hall or other public area, bring your valuables with you. Many victims report loss of items such as expensive coats, purses and electronic equipment when stepping away from a table.
- When it comes to your car, keep valuables in the trunk. You place yourself at high risk when someone can look inside your car and see a cellular phone, GPS device, CDs or a leather coat.
- Don't leave your keys and/or key cards lying around unattended. The residence halls can only be secure if the residents act responsibly. A thief will have a much easier time carting off valuable property if they can gain access unchallenged. If you lose your keys or Star Card, report it. A Star Card can be deactivated immediately.

Report suspicious activity. Get involved. If you notice something that doesn't seem right, call Public Safety at extension 5999. In an emergency, dial 911.

Security Dispatcher

Phone: (708)524-5999

The security dispatcher is available 24 hours a day/365 days a year. Dispatchers work all shifts, weekends, holidays, administrative closure days, and inclement weather days. The dispatcher's primary duty is answering and transmitting all calls involving Public Safety, physical plant, and local police/fire departments using various communication methods. Other duties include monitoring our camera and fire systems and serving as the after-hours switchboard operator. All calls for non-emergency assistance (unlocks, escorts, etc.) are to be directed to the campus security line x5999. All emergency calls are to be directed to 911 from any phone.

All 911 calls are routed by the phone company to the Public Safety Answering Point at the Village of River Forest Police Department Emergency Communications Specialist. “Enhanced” means that the 911 operator has call display features which tell them your phone number and the location you are calling from. However, you will still need to verify those things for them. This system allows communications personnel to know from where a call originates, even if the caller cannot speak. If the number you are calling from is unlisted or unpublished, the information will still be displayed. Enhanced 9-1-1 for cellular telephone calls is not yet available so it is very important to make sure to state the location of the emergency, nature of the emergency, who is involved and your cellular telephone number. When calling from a cellular telephone be aware of your surroundings, look for landmarks and when driving stop at a safe place and then place your call to 9-1-1.

University Vehicle Use

The Office of Public Safety coordinates the administration and reservation of university vehicles. University vehicles are available for official Dominican University business including class outings, athletic team transportation and university-recognized organization outings traveling a distance of 25 miles one way, or less. Any trip further than 25 miles will require use of a rental vehicle with the department requesting the vehicle responsible for the cost. The university uses Ace rental and their contact information is available upon request, only Dominican University staff or faculty may reserve vehicles. To reserve or inquire about the use of university vehicles, please call Public Safety (708) 524-6300. For clearance through our insurance company, all drivers must register with Public Safety two weeks prior to using a university vehicle. A driving test and background check may be necessary at the time of registration. A faculty/staff member must be present in the vehicle. Vehicle reservations are available on a first come first serve basis and may not be available at all times.

Vehicle Jump-Starts

Contact the Public Safety office by dialing x5999 or from off campus at (708) 524-5999 if your vehicle needs a jump-start. As a service to the university community, Public Safety will provide a jump-start to vehicles parked on campus property only. This service is provided at no charge; however, the person requesting the service assumes all liability for any problem(s) resulting from attempts to jump-start a vehicle. Dominican University and its employees and agents are relieved of all liability for any problem resulting from providing this service. The response for a jump-start may not be immediate due to other security business.

REGISTRAR

Lewis Hall, Room 115
Phone: (708) 524-6774

Michael P. Miller, University Registrar

Email: mmiller@dom.edu

Julia Doloszycki, Associate Registrar

Email: doloszyc@dom.edu

Debra Greico, Assistant Registrar

Email: ranallo@dom.edu

Julnasha Morehead, Communication Records Specialist

Email: jmorehead@dom.edu

Julie Zeller, Registration and Records Specialist

Email: jzeller@dom.edu

Beth Kovacic, Registration and Transcript Clerk

Email: bkovacic@dom.edu

The registrar's office provides information, forms and/or procedures regarding the following: class offerings and descriptions, class schedules and locations, add/drop, course withdrawal, course intensification, satisfactory/fail declaration, examination schedules and locations, verification of enrollment/good standing letters, transcripts, graduation audit, loan deferment, and athletic eligibility. Please notify the registrar's office if you have a change of address, name and/or contact information.

Directory Information Disclosure/FERPA

At its discretion Dominican University may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. More information about what information Dominican University has designated as directory information, as well as information about students' rights under FERPA, is posted on the website for the Office of the Registrar.

RESIDENCE LIFE

At Dominican University, the Residence Life Program is an integral part of the educational process. The university strives to maintain an environment on campus that fosters both the academic and personal growth of resident students. There are many opportunities for involvement and positions of leadership. By taking advantage of such opportunities, students have a chance to grow through the development of new friendships, exploration of new ideas and involvement in new activities. *Resident and commuter students are responsible for reading and complying with university procedures and policies, including those that govern the residence hall facilities.*

RESIDENCE LIFE

Phone: (708) 524-6217
Email: reslife@dom.edu

Robert Babcock, Assistant Dean of Students/Director of Residence Life

Phone: (708) 524-6217
Email: rbabcock@dom.edu

Victoria Montgomery, Residence Hall Director, Coughlin and Murray Halls

Phone: (708) 524-6041
Email:

Matt Madigan, Residence Hall Director, Power, Aquinas, Mazzuchelli Halls

Phone: (708) 714-9185
Email: jmadigan@dom.edu
Diversity Advocates

Diversity advocates (DA) are members of residence life that do deliberate and directed programming and advocacy on issues of diversity, multiculturalism, and social justice in the residence halls. Resident Assistants

Resident Assistants (RAs) are students carefully selected for their ability to advise and aid residents in everyday situations. The RA lives with and builds relationships with residential students. The RA serves as a role model, assisting every student, supporting academic achievement and building community. The RA is responsible for developing programs for the students, maintaining safety and order in the halls and creating a living-learning environment in the residential community.

Resource Desk Attendant

A resource desk attendant (RDA) is employed to work at the Coughlin Commons Resource Desk (CCRD). RDAs check-in visitors, answer phones and perform other administrative duties for the Office of Residence Life. This desk is staffed 24 hours a day, seven days a week, when classes are in session. Students wishing to work as an RDA during the school year should contact the Office of Residence Life.

Resident Student Association

The Resident Student Association (RSA) is the student government body responsible for representing the resident student population. The executive board plans activities, advocates for student needs and offers leadership opportunities for residential students. All resident students may attend general meetings and programs, and run for executive offices or serve as hall representatives. All resident students may attend the general assembly meetings.

Student Conduct Board

The Student Conduct Board (SCB) is a group of upper-class students that assist the Dean of Students office in adjudicating student conduct matters. These positions are filled through an application and interview process, and are supervised by a residence life coordinator. They adjudicate cases on a weekly basis.

Brianna Mitchell, Residence Life Coordinator

Phone: (708) 524-6038
Email:

Alora Schoenhofen, Residence Life Coordinator

Phone: (708) 524-6217
Email: aschoenhofen@dom.edu

Coughlin Commons Resource Desk (708)524-6217

RESIDENCE HALL POLICIES, PROCEDURES AND SERVICES

Each student in the residence halls is expected to exercise self-discipline and to respect the rights and privacy of other students. In a community living environment, certain rules and policies must be observed by everyone in order to maintain the operation of the residence halls, as well as the personal and academic success of all residents.

If a student engages in behavior that violates residence life or university policies, an incident report can be filed. Any student or staff member may file an incident report. Students and staff members should inform the involved parties when they are being documented for an incident. Residence hall policy violations will be subject to the student conduct process.

Alcohol

Consumption of alcohol is permissible for students of legal drinking age. Any alcohol brought into the residence halls must be placed in a bag or covered. Buying or supplying alcohol to anyone under 21 years of age is against state law and university policy. No alcoholic beverages can be brewed, created, and/or distributed anywhere on campus. The consumption or possession of alcoholic beverages and containers is not permitted in common areas. In addition, the possession/distribution of alcohol from common source containers (kegs, alcohol bong, etc.) is not permitted. Any common source containers will be confiscated and will NOT be returned to the student under any circumstances. All empty and full containers that are holding or have previously held alcohol may be confiscated upon documentation of a policy violation. Students may not display empty containers, including but not limited to, shot glasses, empty alcohol containers, etc. and/or alcohol logos/advertisements in any way.

Under 21: If all assigned residents to a residence hall room are under 21, the possession or consumption of alcohol is prohibited within that room at all times regardless of the age of any guest. Further, any person (student or guest) under 21 may not be present in a room where alcohol is being consumed, unless it is the student's place of residence.

Over 21: If only one of the assigned residents of a room is of legal drinking age, that resident must be present if others of legal drinking age are drinking in the room. If underage drinking is taking place while an assigned resident of legal drinking age is present, that resident will be held responsible for university policy regarding buying or supplying alcohol to anyone under 21 years of age.

Appliances and Electrical Equipment

Students may not cook in their room. Electric skillets, broilers, hot plates, toasters and other equipment normally used to cook food are not allowed. For safety reasons, halogen lamps, space heaters, candle warmers, electric blankets, electric sheets or mattress pads, soldering tools and sun lamps cannot be used in student rooms. Students will be held financially responsible for damages caused. Other small appliances, such as coffee makers and popcorn poppers, can be used if the heating element is completely enclosed. Incandescent and fluorescent study lights are allowed. Small refrigerators and small microwaves are allowed. The electrical requirement limits are 120 volts, 60 hertz, 2.5 amps.

No antennas of any type are to be attached to the outside of the residence halls. This includes CB antennas and satellite dishes outside windows of student rooms.

Air conditioners are not allowed in the public areas or private rooms of residents. The buildings are not equipped to handle the electrical needs of such items. Anyone needing a window unit A/C must submit proper documentation to the Dean of Students office. The Dean of Students office will consider any documented, confirmed medical need for an accommodation.

Check-In/Out Procedures and Dates

All residents must officially meet with a member of the Residence Life staff when checking into a room, when checking out of a room or when changing rooms. Failing to check in and check out is a violation of residence hall policy. Improper check-out will result in a significant fine of \$150 or more. Students not leaving by the closing date will be charged \$150/day. Damages or missing items will result in additional charges to the students' account.

When moving into a room, students must fill out and sign a room condition report indicating necessary repairs, along with a checklist indicating the general condition of the room. When students check out of the room, students will fill out and sign the same room condition report. Students will be held responsible for damages to their rooms during the time they lived there or any missing furniture.

Students may also elect to do an express check out, in which case they return their keys and ID in an envelope provided by Residence Life. By selecting this option, students agree that any charges that may be applied at check-out cannot be disputed.

Students must check out either 24 hours after their last final or by noon on the Saturday of winter closing, or 5 p.m. the Friday of spring closing. Any belongings left in the student's room after the official date of closing becomes property of the university and will be disposed of appropriately.

Dates for check-in are as follows: August 26, 2016, for new students and August 27, 2016, for returning students for the fall semester. Halls close for the winter break at 12 p.m. on December 17, 2016. Halls re-open on January 8, 2017 at 12 p.m. for the semester. Halls close for the year on May 7, 2017, at 5 p.m..

Common Areas

Commons areas are available for studying, socializing, meetings and programs. The lounge furniture is not to be removed for use elsewhere. If furniture is missing from a lounge or damaged or unusual cleaning is needed, the hall, floor, cluster, suite and/or wing will be held financially responsible. A charge of \$25 per day will be assessed for unauthorized university furniture found in a student's room. Resident students may not leave any furniture from their rooms or any other personal belongings in any common area of the university. Residence Life may conduct searches for missing common area furniture at any time.

A kitchen is available for student use adjacent to the Coughlin Commons. Students must supply their own cookware. Any damages in the kitchen will be included in the resident's damage billing. Residents choosing to use it are expected to maintain the cleanliness of the kitchen. The kitchen may be closed down due to lack of cleanliness.

Disruptive Behavior

Students are expected to respect each other and Residence Life/university staff. In addition, students who infringe upon the rights of others or violate policies will be reported and sanctions may be imposed. Actions which are disruptive or potentially harmful to other people, in or around the residence halls, are prohibited. Students are responsible for their behavior and its consequences.

Students are not allowed to use any type of sporting equipment in the residence halls, including student rooms, hallways, lounges, stairwells and restrooms. Wearing cleats, roller blades or skates is not permitted in any building. Dribbling, kicking, or other playing of balls/athletic equipment is also prohibited.

If, in the opinion of a university official, the number of people entering or occupying a room exceeds a reasonable number and a disturbance to the community is imminent, the university official may disband the people gathered in a room.

Email, Cable, Voicemail

For any repairs related to the internet, cable, voicemail please contact the Support Center at supportcenter.dom.edu or (708) 524-6888.

Fire Safety

Residents must evacuate a building immediately upon the sound of a fire alarm. It is each student's individual responsibility to: evacuate when a fire alarm sounds, encourage others to leave the building, assist those in need, exit the building completely, and keep a safe distance. Students and guests should wait for an "all clear" signal from university staff or the fire department before entering the building.

Failure to exit during a fire alarm or causing a false alarm may result in a significant fine. False alarms will result in a \$25 charge per resident if the person(s) responsible do(es) not come forward. Charges may be differentiated by building if warranted.

Smoke detectors are installed in each student's room. Removing, disarming or tampering with the detector or battery seriously jeopardizes the safety of all residents and is a violation. University staff may go room-to-room during an alarm to ensure compliance with the evacuation policy.

Any open flame or any substance like incense or candles are not allowed in the residence halls.

Furniture

University-owned furniture may not be removed from residence hall rooms or lounges. Furniture may not be altered, taken apart or added to in any way. Please see the Common Area section for more clarification. Students will be held responsible for any missing or altered furniture in their rooms and lounges.

Residence hall rooms are furnished, but you may bring additional furniture. You may move furniture as long as windows and doorways are not blocked. Because of storage constraints and accountability concerns, university furniture cannot be removed from your room. Any university furniture not in the room at checkout will result in charges for replacement, even if it is located somewhere else on campus. Students may not swap or trade university furniture.

Students must return their furniture to the original configuration at check-out, or face an improper check-out fine of \$100 or more.

Housing Contract and Application

The residence hall contract is a legal agreement binding for the entire academic year. The resident will be assessed a \$375 contract breakage fee if the student decides to cancel after signing between June 1, 2016 and August 26, 2016, or between the Fall 2016 and Spring 2017 semesters. Once a semester starts, the housing/dining refund policy mirrors the tuition refund policy. Please see the housing contract for more details. The date when all the student's belongings are removed from their assigned room and keys are turned in will be the date used for application of the refund policy.

Students removed from the residence halls for disciplinary reasons may still be charged the \$375 breakage fee. Students released from their agreement may still be responsible for the costs of housing and/or associated charges. Refunds and/or credits are given only in accordance with the university housing contract and application.

The residence halls are to be occupied by full-time students. Any student falling below full-time status will be referred to the Dean of Students office.

Illegal Drugs

Dominican University is committed to providing a safe, healthy and comfortable living environment for all residents. Students, who illegally use, sell, create, possess, distribute or provide controlled substances will be subject to disciplinary action as outlined in the student code of conduct. Any drug or drug paraphernalia will be confiscated from the student and NOT returned. This includes, but is not limited to, roach clips, scales, bowls, baggies, hookahs, bongs, etc. When adjudicating any case involving drugs, physical evidence of drug use is not required for a finding of responsibility in a case. Scent or smell of drug use, or other behaviors and/or observations made by students and/or university officials and personnel, may be used in determining the outcome.

Keys and Identification Cards

Residents are provided with a key and a student ID card allowing entry into the buildings. Residents are not permitted to duplicate or transfer use of a key or ID card. Lost keys should be reported to campus security immediately. Students are financially responsible for lock and key replacement in the event of a lost key; key replacements cost up to \$500. The ID card replacement fee is \$25. If a student is a victim of theft and produces a valid police report upon request, Dominican University will cover any replacement costs.

Students are required to carry their keys and ID cards at all times. Students will be charged \$25 for a lockout. These fees will be charged to the students' accounts. Students must present their student ID when entering the residence halls and to university officials upon request.

Mailbox keys are given out by the mailroom. All mail and mailbox questions should be directed to the mailroom, located on the lower level of the library.

Maintenance and Repairs

The Support Center is the place to report any maintenance problems or repair requests at supportcenter.dom.edu or (708)524-6888.

Meal Plans

Meal plans are required for all residential students living on campus: main and priority. All meal plans consist of a set number of meals and plan dollars that expire at the end of each semester. Students can use meals in the main dining hall (all you care to eat) or the cyber café (grab & go) – use plan dollars or the meal exchange program. Students should choose the meal plan that best fits their academic, co-curricular and social schedule. Students can change their meal plan at the beginning of each semester. Additional information about the residential meal program and DU dollars is available on the dining services website and in student accounts.

Also, review the dining calendar on the dining services website for a listing of special dining hours, location changes, reduced hours or dates when the meal plan program is not in service. For more information please contact dining services at: diningservices@dom.edu or 524-6446.

Noise

Students who live in the residence halls are responsible for their living environment. Please maintain courtesy and consideration for others at all times. Amplifiers may not be used in the residence halls. As residents are always expected to keep sound equipment at a level conducive to community living, speakers and other sound equipment must be kept out of the windows. Residents who enjoy loud music are encouraged to use headphones. Warnings for noise violations are a courtesy, and are not required.

Quiet Hours

Quiet hours are in effect from 10:00 p.m. to 7:00 a.m. Sunday through Thursday and midnight to 7:00 a.m. Friday and Saturday. During these hours, residents are expected to reduce their noise level, both inside and in the vicinity of the residence halls, to a level that will not disturb other residents. During final examinations, the Residence Life staff will institute a strictly enforced 24-hour quiet hour policy.

Courtesy Hours

Courtesy hours are in effect at all times, 24 hours a day. Any student or university staff member can ask an individual to alter the sound that is disturbing at any time. Excessive noise will not be tolerated.

Pets

Fish are the only pets allowed in the residence halls, with all roommates' permission. Spot inspections will be made if there is a probable cause to believe that animals other than fish are living in the residence halls. Aquariums must be removed from the residence halls during all breaks. Students who are found to have animals other than fish living in their rooms will be referred to the student conduct process.

Room Changes

Room changes are not encouraged and are not allowed until the third week of the semester. After this time, a room change is warranted only after both residents of the room have attempted to work out any differences. Any resident wishing to change rooms should contact his or her RA who will mediate a conflict resolution meeting. If a room change is still requested, Residence Life staff will meet with the students involved to determine a resolution and/or room change. Students must follow proper check-out and check-in procedures when changing rooms. If a student changes a room without authorization from the Office of Residence Life, he/she is subject to a \$50 fine.

For room changes that are mutual swaps and agreed upon by all parties, students need to fill out the room change form from the Residence Life website. For students whom are unhappy with their current room and would like to change rooms, they can go on the wait-list, also available on the Residence Life website. Residence Life will review the wait-list periodically each semester. For any students switching rooms at the semester break, all rooms must be completed prior to leaving campus in December.

Room Condition

Rooms should be in the same general condition when residents move out as when they moved in. Residents should be careful not to cause any permanent damage to their rooms. Rooms must be returned to their original condition at the end of each year.

If a resident damages his or her room, the Office of Residence Life will bill the resident's account for the damage, replacement and labor cost. The Office of Residence Life has discretion with regard to billing students for damages and improper check out. Final charges for damages will be assessed after check-out and cannot be disputed after June 15, 2017.

Students may not make permanent structural changes in their rooms. This includes painting, wallpapering, wallpaper borders, attaching loft panels and paneling. Residents are asked to use masking tape to fasten pictures and posters to the walls. Glued picture hooks, nails, and/or scotch tape are not permitted. Waterbeds are not permitted. Lighted signs, alcoholic beverage signage, alcohol container displays, and street or public works signs are not permitted and will be considered stolen property. Window screens must remain in place and closed at all times. Residents may be charged for screens that are not in place.

The outside of a room is considered a common area. This includes the door. Displays offensive to others or decorations that are a fire hazard are prohibited. The same policy applies to windows.

Room Consolidation

The Office of Residence Life has the authority to move a resident into a double room that is being occupied by only one person. Freshmen are rarely allowed to occupy single rooms. Freshmen will be consolidated into double rooms if at all possible. Any student who has been assigned to a double room as a single may be assigned a roommate at any time. Advance notice will be given to those students, when possible.

Room Entry and Search

The university reserves the right to inspect residential rooms and regulate the use of these premises in accordance with university rules and regulations consistent with the student's constitutional rights to be free of unreasonable search and seizure.

University officials may enter rooms without the consent of the residents in the following circumstances:

- When the staff has reasonable cause to suspect violations of health or safety regulations or of university or residence hall policy.
- When the staff has reasonable cause to believe an emergency exists involving immediate danger to life, safety, health and/or property.
- When the staff has reasonable cause to suspect that a particular item or piece of information (such as medication or telephone number) is located in the room and would be useful in responding to an emergency involving immediate danger to life, safety, health or property.
- When a disturbance exists in the room (i.e. continual alarm sounding, telephone ringing or loud stereo playing).
- When the staff has reasonable cause to suspect illegal use of drugs or alcohol or evidence of another crime or policy violation.
- When the staff has reasonable cause to think some act of vandalism has occurred or is occurring.
- For periodic environmental checks (i.e. furniture inventory, engineering/cleanliness concerns). These will be conducted during fall, winter and spring breaks and at the discretion of the university.

Room Inspections

Scheduled room inspections occur before breaks and after the halls have closed. These inspections are conducted to ensure that building maintenance, safety, sanitation and property control requirements are being followed. The Director of Residence Life and/or his/her designee will notify students of a room inspection explaining how to properly prepare the room. Failure to prepare one's room is considered a violation of policy.

An unscheduled room inspection may happen at any time. Students should be aware that any items prohibited by law or residence hall policy may be confiscated. Disciplinary action will follow such instances. The university will conduct room inspections at least twice a semester.

If a student leaves belongings in their room after they move out of the residence halls, those items become property of the university.

Safety

Exterior and interior doors are locked for security purposes. Doors leading into the residence halls are always locked. If a false alarm is sounded or a door is used inappropriately, every resident is subject to a fine of at least \$25 unless the individuals responsible come forward. Students must show Dominican University ID upon entering the residence halls to the Coughlin Commons Resource Desk Attendant. Failure to do so may result in a referral to the Dominican University conduct process. The exit and entry point for all the residence halls on the main campus is the Coughlin Commons.

Smoking/Tobacco

Dominican University is a tobacco-free institution, and all tobacco products are prohibited.

Theft

Thefts should be reported to Public Safety and security staff immediately. Doors should be locked at all times and personal belongings should not be left unattended. Dominican University does not accept any responsibility for loss or theft occurring in the halls. Residents are financially responsible for all damage and loss of university property. Students are encouraged to obtain renters' insurance policies. If students would like the River Forest Police called for an alleged theft, they can make that request to the Public Safety staff.

Vacation and Break Housing

Residents are expected to vacate the residence halls during break periods. Some dining, recreational and other university services may not be available during university break periods. Students who receive permission to stay during school breaks may be assessed a housing charge and may be required to participate in a university meal plan. At the end of each semester, all students must officially check out of the residence halls within 24 hours after completing their last final examination or by the time the residence halls officially close, whichever occurs first.

Since students receive the university schedule at the beginning of each year, travel plans must be made accordingly. Extensions to arrive prior to the start of a semester or stay after will not be given readily. Early arrivals or drop-offs will only be made in special situations.

All students must vacate the residence halls by May 7, 2017, at 5:00 p.m.

Vandalism

Vandalism in the residence halls is not tolerated at Dominican University. For each occurrence of vandalism in the residence halls, there is a minimum fine of \$500 per student, room, floor and/or building, depending on the place and nature of the vandalism. This fine may be altered as necessary.

Individual(s) may come forward and claim responsibility for the vandalism and the fine may be altered or eliminated at that time. Common area damages will also be charged to the residential students as appropriate.

Visitation and Guests

The visitation policy allows for 24-hour visitation on all floors in the residence halls. All main campus guests must check-in at the Coughlin Commons Resource Desk. The host must leave their student ID at the desk when checking in a guest and receive a temporary pass. If the guest is a Dominican University student, the guest must leave their student ID as well. If the guest is not a Dominican University student, then the guest must leave another university/college picture ID or a government-issued picture ID. The host student must escort his/her guest(s) at all times. The host and the guest are expected to carry the temporary pass or guest pass at all times. Guests under 16 years of age are exempt from showing ID, but must be checked-in. University officials, members of law enforcement and/or other approved personnel are allowed in the residence halls without checking in or having a host. Hosts are financially responsible for their guests' passes if they are lost/damaged.

The 24-hour visitation policy has several conditions:

- A resident must have the agreement of his/her roommate in order to host a guest.
- No cohabitation is allowed. Individuals not assigned to the room may not live in the room. Members of the opposite sex are not allowed to "live" or stay as overnight guests.
- Guests may stay in the residence halls for a maximum of three nights per three-week period. Residents and guests abusing this policy will forfeit the privilege of having guests.
- No one under the age of 12 is allowed in the residence halls after 8 p.m. and before 8 a.m.
- Residents must acquaint the guests with all university and residence hall policies. Residents will be held responsible for the actions of their guests and/or anyone checked in under their name.
- Residents must escort their guests at all times, including when guest is leaving the residence halls and checking out. This includes escorting guests in and out of the building. Guests who are not escorted by their hosts may be asked to leave the hall. Guests must carry their guest pass at all times and surrender it upon request by a university official.

A resident student may have no more than three guests at one time.

STUDENT ACCOUNTS

Lewis Hall, Room 119

Terri Shimkus, Bursar

Phone: (708) 524-6487

Email: tshimkus@dom.edu

Venessa Rodriguez, Undergraduate Financial Services Associate

Phone: (708) 524-6566

Email: vrodriguez@dom.edu

Vera Hajduk, Graduate Financial Services Associate

Phone: (708)-524-6767

Email: vhajduk@dom.edu

Chericka Smith, Financial Services Assistant/Cashier

Phone: (708)524-6769

Email: csmith@dom.edu

Fall and spring semester hours are:

Monday through Thursday, 8:30 a.m. to 6:30 p.m.

Friday, 8:30 a.m. to 4:30 p.m.

Summer hours are:

Monday and Thursday, 8:30 a.m. to 6:30 p.m.

Tuesday, Wednesday and Friday, 8:30 a.m. to 4:30 p.m.

The Student Accounts office supervises the accounts receivable and cashing of the university. Tuition and other payments to the university may be made this office. Information regarding semester eBills is sent to each student's Dominican email address. Finance charges are assessed on outstanding balances. Tuition payment schedules and other information can be found on the Student Accounts website by going to www.dom.edu, myDU, Resources, Student Services, and Student Accounts.

Work-study students may pick up their checks in the Student Accounts office on the sixth of each month. Work-study money is not applied directly to a student's account but may be signed over to Dominican University for payment on any outstanding balance.

The office can cash personal checks up to \$50 with a student ID. The on-campus ATM is located on the first floor of Lewis Hall.

STUDENT EMPLOYMENT

Students have the opportunity to earn extra income for educational or other expenses by obtaining on-campus employment. Positions are available in a variety of offices and departments on campus. Open positions and applications are available on-line at <https://jobs.dom.edu>. Priority is given to undergraduate students who have received a work study award as part of their financial aid package. Students must complete employment paperwork with Human Resources before beginning work. Student employees are paid on a monthly schedule and may choose direct deposit to a checking or savings account, or apply the payment to their tuition account. For additional information, contact Human Resources at studentjobs@dom.edu or (708) 524-6984

STUDENT INVOLVEMENT

Michael Lango, Director of Student Involvement

Coughlin Hall, LLC 034

Phone: (708) 524-6037

Email: mlango@dom.edu

Mark Carbonara Associate Director of Student Involvement

Coughlin Hall, LLC 036

Phone: (708) 524-6458

Email: mcarbonara@dom.edu

Kate Schmidt, Assistant Director of Student Involvement

Coughlin Hall, LLC 039

Phone: (708) 524-6511

Email: kschmidt@dom.edu

Student Involvement supports students in making the transition to college, provides co-curricular programs that develop the whole student, builds community and prepares students to become socially responsible citizens.

Student Involvement provides the opportunity for leadership development, encourages active involvement through a variety of clubs and organizations, enhances educational opportunities, serves as a liaison for commuter students and provides educational, social and cultural events. Student Involvement is a resource to student organizations and their advisors and assists student organizations in the planning of campus programs, group development and leadership development. For a list of clubs and organizations, please visit <https://engagedu.dom.edu>

Posters/Publicity

The posting policy must be followed when posting notices/flyers on campus. All recognized student organization publicity must be approved by the Office of Student Involvement, Coughlin Hall 040, in the Student Involvement Resource Center. Postings for off-campus events or university departments are approved by The Office of the Dean of Students, Lewis Hall, Room 132. Copies of the posting policy are available on the Dean of Students website or from the Office of Student Involvement or the Office of the Dean of Students. For more information, contact (708) 524-6822.

STUDY ABROAD

(See Academic Enrichment Center)

VENDING MACHINES

A variety of vending machines are located throughout the Priority and Main Campus. For questions or refunds contact Student Accounts at (708) 524-6487 or Auxiliary Services at (708) 524-6440 or email: vending@dom.edu.

WELCOME AND INFORMATION DESK

info@dom.edu

Main:

Lewis Hall, Lobby
(708) 366-2490

Priory:

Main Entrance, Lobby
(708) 714-9001

At the Welcome and Information Desk (WID), it is our job to constantly be in the loop of things, and it is our promise to keep others in the “know-how” of exciting University happenings. We like to see ourselves as dedicated and knowledgeable professional staff and student agents that are always at the cutting edge of information to keep you connected.

- External / Internal Maps of Dominican University
- BikeDU

The Welcome and the Information Desk at the Main and Priory campuses serve as the check in/out site for the bikeDU program.

- Campus Connection

From on campus, dial 0 to be connected to “**Campus Connection**,” Dominican University’s premier service for transferring your call to another on-campus destination.

- Concierge Service:

Restaurant information and sample menus, transportation reservations for local cabs, Oak Park visitor’s guide, Chicago Concierge guides, courtesy phone for local calls, daily Redeye drop-off location, and daily parking passes for guests and visitors.

- Transportation Routes, Schedules and Information Guides:

CTA Bus & Rail Maps: 90 & 90N; Green & Blue line

PACE Schedules: 307 & 318

- Bikes on Buses
- Campus Connection

Metra Union Pacific Route

Dominican Shuttle Schedule

BikeDU

Dominican University’s bike-share program – bikeDU – allows students, staff, and faculty access to a bike at the [Ride for a Day] or [Ride for a Semester] level. The program is a free 1st generation bike-sharing system for recreational and transportation purposes powered by the best alternative fuel: You.

Your bikeDU check-in/out locations also offer information on how to travel by bike in the greater Oak Park and River Forest area: nearby bicycle paths, bicycles on public transport, safety tips, etc. Additionally, bike air pumps, flat tire patch kits, and a number of bike repair tools are available for you to check out.

Illinois Bicycle Safety Quiz Challenge:

<http://www.bikesafetyquiz.com/>

Test your knowledge and learn about relevant laws and skills - for both bicyclists and motorists.

- Email your certificate to bikeDU program: bikedu@dom.edu

Ride for a Day:

1. *New Users*: Complete an application/waiver, and pass the Bronze level of the Illinois Bicyclist Safety quiz | *Return Users*: Sign in
2. Select your Bike
3. Enjoy the Ride
4. Return SAME DAY

Ride for a Semester:

A long-term bicycle loan program made possible by the reCycles program – a collection of donated or acquired abandoned bikes to Dominican University fixed up, repaired, and ready to ride. Applications are available at the start of each semester and typically bike loans are granted for 3 months.

Bike2Campus Week: Part challenge, part competition. Help DU earn ‘Top Cycle Campus’ and ultimate bragging rights among other Chicagoland participating schools by simply logging your trips on www.bike2campus.com. Throughout the week, DU hosts safe, fun and engaging bicycle events where you can earn goodies and giveaways from some of our major sponsors.

WELLNESS CENTER

Elizabeth (Betsy) D. Ritzman, MS, MDiv, LCPC, Director

Phone: (708) 524-6520

Email: eritzman@dom.edu

The Dominican University Wellness Center, is **located on the lower level of Coughlin Hall**, and is open weekdays 9 AM-Noon and 1-5 PM. Appointments outside these hours may be arranged by request. The Wellness Center provides counseling services, health services, health education, preventive health care and various developmental, educational, support and therapeutic programs. In recognition of the dignity of every student enrolled at Dominican University and in keeping with the Catholic and Dominican traditions that inform the character and mission of the university, the Wellness Center seeks particularly to serve students’ individual health and counseling needs in an atmosphere of clinical excellence and confidentiality.

The center is committed to partnering with students in openness and trust, encouraging free exploration and discussion of attitudes, beliefs, values and behaviors that are similar to and/or different from those of other people. The staff is dedicated to the promotion of respect and sensitivity for all persons regardless of race, religion, national origin, ethnicity, physical ability or sexual orientation. The staff also actively encourages students to take responsibility for making decisions about their own physical and mental health and for protecting the health of others. Information exchanged between student and Dominican’s health care professionals is kept in complete and strict confidence and will not be released to others, without a release of information by the student, except in the case of an emergency.

Dominican’s Accident Plan (included in tuition) This is a limited plan covering all Dominican students for accidents and injuries up to \$15,000. Collegiate Athletes DO have limited coverage within this plan.

Wellness Center’s Counseling Services

Michael Purcell, PsyD, Assistant Clinical Director for Counseling Services

Phone: (708) 524-6946

Email: mpurcell@dom.edu

The Wellness Center offers individualized, confidential counseling services to all Dominican University students at no charge.

The Wellness Center’s counseling team is comprised of experienced, licensed professionals as well as graduate-level interns who are under the direct supervision of our clinical training staff. Helping students who are overwhelmed, stressed or otherwise in need of clinically excellent mental health care without charge or limits on visits is a point of pride at Dominican. The Wellness Center has a variety of professional collaborative agreements with psychiatrists, psychiatric nurse practitioners, behavioral health clinics and hospitals. Students who need a local provider to prescribe certain psychiatric medications (e.g., those classified as controlled substances) should bring their health records and contact the Wellness Center for referrals when they arrive. Maintaining mental health and well-being is an essential component in successfully engaging university life for many students, so the Wellness Center encourages students to investigate counseling services before they are too overwhelmed.

Counseling services are confidential. All information, including records, are maintained separately from other University records and held in strict confidence, shared only with the students' written permission. Counseling is focused on students' strengths and wellness. It may include stress management, counseling, education, consultation or referral to community providers. Students often present a multitude of concerns at the Wellness Center; some of these include adjustment issues, developing identity issues, separation anxiety, social anxiety, relationships, family concerns, depression, anxiety, trauma and loss, eating disorders, alcohol and/or substance abuse. The counseling staff provides support and tools for stress management, career indecision, self-esteem and time management.

When emotional or behavioral difficulties affect academic performance, physical health or personal relationships, this is a welcoming place to find help. We have a wide array of tools to help students manage their emotional and mental health at a level for optimal academic performance. The Wellness Center also offers the **Wellness Room** – equipped with a massage chair, a relaxation-focused sound system and light therapy tools. Students may reserve time in the Wellness Room or simply drop in.

Wellness Center's Student Health Services

Robin Shinall, RN, MSN, APN-BC, Assistant Director for Student Health Services

Phone: (708) 524-6230

Email: rshinall@dom.edu

Student health services staff provides basic and urgent health care services to all Dominican students: graduate, undergraduate, commuter, resident, full-time or part-time. Our nurse practitioners are advanced practitioner with advanced education and clinical training in a health-care specialty area. Seeing a nurse practitioner at the Wellness Center is similar to going to a doctor's office but vastly more affordable. They are able to diagnose, test, treat including prescribed medication (under a collaborative agreement with a physician). Examples of services provided include: diagnosis and treatment of illness and injuries; immunizations, blood tests to verify immunization, cold/flu treatment, STI testing, pap smears, pregnancy testing, cholesterol/routine blood testing, physicals, TB tests, strep throat/mono tests, urinalysis, nutrition and weight management and preventive health maintenance visits. Call us for help, if we can't resolve your problem ourselves we will be happy to connect students to our network of local providers, doctors and specialists in the area.

Dominican University maintains a collaborative relationship with Rush Oak Park Hospital Physician's Group. Dominican students seen by this practice group will receive coordinated care at the Hospital or in the doctor's office if they identify themselves as Dominican students. Dominican students are strongly urged to obtain health insurance, either privately or through their families. Uninsured students in need may access the charity care program at Rush Physicians Group or Rush Oak Park Hospital. Rush Physicians Group is located at 7734 North Avenue, Elmwood Park, IL. Please call for an appointment at (708) 456-6611.

Immunization records are mandatory for students enrolled in six or more hours and are monitored and maintained by the Wellness Center. Please see the Immunization Policy above or at www.dom.edu/wellness for details about your compliance. Fines are assessed each semester to students who do not comply.

Emergencies: In the event of a health or mental health emergency on campus, please contact Public Safety at 911. In the event of a non-emergency health concern after hours, please call (708) 524-6229 or ext. 6229 and follow the prompts.

More Information: Please see dom.edu/wellness for more information. You may also access your personal online health services at dom.edu/wellness/Wellness Center Online. You may schedule appointments and complete your health history online.

NOTES



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