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C.P.P.S. AND COLLEGE MISSION STATEMENTS

C.P.P.S. MISSION STATEMENT
We, the Cincinnati Province of the Missionaries of the Precious Blood, are an apostolic community founded in 1815 by St. Gaspar del Bufalo. We are united by a bond of charity and rooted in the spirituality of the Blood of Jesus. We are called to participate in the on-going renewal of the Church and the realization of the Presence of God among ourselves and the people we serve. In our willingness to be flexible and responsive to changing needs, we fulfill our mission through:

• Supporting and nurturing one another;
• Embracing a life of prayer;
• Calling forth the gifts of the laity and working in collaboration with them;
• Preaching and witnessing to the Word of God;
• Promoting conversion and reconciliation; and
• Pursuing justice ever mindful of the poor and marginalized.

COLLEGE MISSION STATEMENT
Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

PRESIDENT’S MESSAGE
As you review the contents of this handbook, I encourage you to think of your education at Calumet College of St. Joseph as transformational rather than as transactional in nature. Yes, most students are interested in a degree that will lead to employment. This is of vital importance. Education, however, is about more than a job. It is about who you are and who you will become as a person. Our mission statement speaks to this more than it does to a credential of one kind or another. More specifically, we promote “the inherent human dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.” These ambitious goals are indeed transformational.

Remember that all of us at Calumet College of St. Joseph - faculty, professional staff, support staff, and administrators - are here to help you along in your journey. We encourage you to take full advantage of the many opportunities the College provides, several of which are described in this handbook. Most importantly, we encourage you to participate actively in the full life of the College. This includes not only your classes, but the many support activities, clubs, athletic events, cultural opportunities, and other activities that mark the passage of an academic year. This is your education! It is your opportunity! Make the most of it, and let us know how we can be of assistance. We wish you the best!

Daniel Lowery, Ph.D.
President, Calumet College of St. Joseph
Calumet College of St. Joseph grew from humble origins. In 1951, St. Joseph’s College of Rensselaer, Indiana opened an extension in Lake County, Indiana. It was known as the Calumet Center. Most of its courses were taught in borrowed classrooms provided by Bishop Noll Institute in Hammond and St. John the Baptist Church in Whiting. In 1960, the Board of Control authorized the expansion of this two-year extension into a full four-year, degree-granting college. In doing so, the institution became the first college in the Calumet Region to offer baccalaureate degrees. At that time, St. Joseph’s College Calumet Campus moved into a new home, a former furniture store in East Chicago. Classes and administrative work were conducted in this building, which served the College well for 15 years and later became the Administration Building. The East Chicago Campus continued to grow throughout the 1960s. Buildings were donated or acquired on Indianapolis Boulevard and Olcott Avenue to provide classroom and office space, a library, laboratories, a theater, a communications center, and student recreational facilities.

In the summer of 1971, the College was renamed St. Joseph Calumet College. It officially separated from St. Joseph’s College on November 15, 1973, when Articles of Incorporation were filed with the State of Indiana. On December 31, 1973, the American Oil Company deeded its research and development facilities and 256 acres of land to Calumet College. The College moved into its new facilities in January 1976 and is now using the largest of the 23 buildings on the site. The building underwent an initial $2 million renovation. That, and ongoing improvement projects, have resulted in a facility that provides an excellent learning environment. The building is efficient and comfortable, and houses a chapel, an art gallery, a library, a bookstore, and numerous classrooms and meeting rooms. The building is fully accessible to the physically impaired.

Calumet College of St. Joseph’s facilities can serve more than 2,000 students during any given semester. Library holdings have increased to more than 110,000 items. Parking is ample and free.

The curriculum continues to improve, and the College presently offers programs in some 20 fields of study. The College offers services designed to assist new students in adapting to the pressures and problems facing today’s college students, and provides tutoring and mentoring services to ensure student success.

Years before it was fashionable, programs were practical and diverse, encompassing four-year baccalaureate degrees, two-year associate’s degrees, and one-year certificates. Classes are offered during both the day and the evening. The College is committed to eliminating time and space barriers that impede the pursuit of educational opportunities. Thus, it offers Saturday classes, a credit for Life Experience Program, and course offerings at different sites in Northwest Indiana and Chicago. The College’s Accelerated Programs, started in the late ‘80s, now flourish in communities throughout Northwest Indiana and Chicago. Adults with two years of college credit can attend class one night each week for approximately 18 months at locations near their homes or places of work to earn a B.S. degree in Organization Management, Public Safety Management, or Humanities. Additionally, online and hybrid courses are now being offered in certain academic programs. The new School of Adult Learning now allows those with little or no college credit to earn their Bachelor’s Degree in as little as five and a half years attending part-time.

The first Master’s Degree program in Law Enforcement Administration began in 2002. Master’s programs in Education, Psychology, and Management were added in 2006, 2011, and 2012 respectively.

The student population includes one of the largest percentages of minority students of any independent college in Indiana. Over half of the students in the College’s master’s, baccalaureate and associate’s degree programs are of African-American or Hispanic descent. U.S. News & World Report has named Calumet College of St. Joseph as one of the most diverse four-year institutions of higher learning in the Midwest every year since 2000. In the Fall of 1997, the College launched a capital campaign with a goal of $5 million over five years. The campaign exceeded this goal and significantly strengthened the College’s ability to provide high-quality educational programs for Northwest Indiana and Northeast Illinois. In the 2000-2001 academic year, the College launched its first intercollegiate athletic program and joined the National Association of Intercollegiate Athletics. The College now competes in 18 sports and has 180 student athletes. In 2001, the College was reaccredited for 10 years. In 2007, the College was accepted into the Alternate Quality Improvement or AQIP accreditation process.

In 2006, the College initiated a $7 million capital campaign “Changing Lives, Growing the Vision.” There were three components to this campaign: the construction of a student/community activity center, renovation of the 2400 New York Avenue site to include new science and computer labs, and an increase in the College’s endowment. Through the efforts of its family, alumni, and friends, the campaign was successfully concluded in 2011. The student/community activity center, dedicated in 2009, is the first new building in the College’s history and testifies to the ongoing vitality and growth of the institution. Renovation of our vertical campus is scheduled to be completed in the Fall of 2012, adding new science labs, art studios, a new bookstore and other student areas, and the endowment fund has been increased as proposed. This campaign has changed the footprint of our campus. Meeting the changing educational needs of the community with relevant, career-focused programs delivered in a friendly, student-oriented environment is Calumet College of St. Joseph’s formula for success. To this end, two new programs have recently been added to the curriculum: International Studies and Service and General Sciences with concentrations in Sports Science, Life Science, Restoration Ecology and Forensics.

No matter where you happen to be on your road in life, the College has a program for you. Thank you for making us “Your University of Choice.”
The Calumet College of St. Joseph Bookstore provides textbooks, supplies and clothing to our students, faculty, staff and alumni as well as campus visitors. The Bookstore hours are Monday, Thursday and Friday 8:30 am until 5:00 pm and Tuesday and Wednesday 8:30 am until 7:00 pm.

Students paying by check will be asked to provide a valid ID and telephone number. Payment by check from non-students must have the student’s name in the memo section. The return of a check issued to Calumet College of St. Joseph will result in a fifty ($50.00) service fee per check placed against the account of the student on whose behalf the check was presented.

Calumet College of St. Joseph Bookstore will honor a full refund on dropped classes through the fourth week of classes as long as the books are in “new” condition, otherwise the books that qualify may be sold back during Buyback Week.

Calumet College of St. Joseph Bookstore will conduct a textbook Buyback during the week of finals each semester (fall, spring and summer). Specific date, time and location will be posted approximately one week prior. Custom Textbooks do not qualify for book buyback. Books that qualify will be bought back at 50% of the original new book price. The requirements are:

• Books must be in good condition
• Books will be used for the following semester
• Book is not scheduled to go into a new edition
• There will be no refund/exchange on any opened software or electronic products or supplies that show any signs of usage
• An even exchange will be given on any defective products

The Calumet College of St. Joseph Bookstore provides textbooks, supplies and clothing to our students, faculty, staff and alumni as well as campus visitors. The Bookstore hours are Monday, Thursday and Friday 8:30 am until 5:00 pm and Tuesday and Wednesday 8:30 am until 7:00 pm.

All students who attend Calumet College of St. Joseph are accountable for payment in full of their student account.

The Computer Services Department has the responsibility for providing and maintaining all college computing tools.

The College reserves the right to refer a delinquent student account to an attorney or collection agency. Should this enforcement action result in finalized financial aid will be calculated according to federally mandated guidelines. (See college catalog for more details.) Note: Adult Student Services Program students refund policy varies because the groups start at different dates. Consult the Adult Student Services Program Handbook for more information.

Students who are receiving state funding and completely withdraw within the first four weeks of a semester will not be eligible for state aid. After the fourth week of class, the state mandated calculation for refunds will apply.

Students whose employers provide a tuition reimbursement benefit should verify this information with the Business Office at the time of registration. Any tuition or fees that the student’s employer will not reimburse (e.g. differential in tuition attributed to grade received, graduation and technology fees, etc.) are the responsibility of the student.

Students who are unable to pay for their tuition and fees must enroll in the Calumet College of St. Joseph Tuition Payment Plan. With participation, you are able to pay your account balance in convenient and interest free monthly payments. There is a nonrefundable fee to enroll.

Students failing to pay past-due balances or make payment arrangements are assigned to collection agencies for settlement. The debt is reported to the credit bureaus by the collection agencies. Collection agency and attorney fees, interest and court costs will be passed on to the student.

The collection process is not applied to those students who are making regular payments on their account in a timely manner.

The return of a check issued to Calumet College of St. Joseph will result in a fifty ($50.00) service fee per check placed against the account of the student on whose behalf the check was presented. Each student will be allowed two (2) returned checks per Calumet College of St. Joseph’s academic year, after which any payment by check will not be accepted. All returned checks will be forwarded to the collection agency if the amount of the check plus the service fee has not been paid within ten (10) days of the nonpayment.

Each student is responsible for payment of additional tuition and fees in the event of class changes and/or errors in calculations upon completion of the audit.

During the first four weeks of a fall or spring term, a percentage of payment is required based on the date of withdrawal. Each week the percentage changes. Students are encouraged to note the refund schedule posted for each term in the course schedule, with the registration form and in the academic planner. All weekend classes have a separate refund schedule. Students are encouraged to contact the Registrar’s office for details.

Refunds and returns are calculated using federally mandated formulas. All funds remaining on a student’s account as a result of finalized financial aid will be calculated according to federally mandated guidelines. (See college catalog for more details.) Note: Adult Student Services Program students refund policy varies because the groups start at different dates. Consult the Adult Student Services Program Handbook for more information.

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FACILITIES USAGE
College computing resource users can facilitate computing in many ways. Collegiality demands the practice of facilitative computing, which includes:
• Regular deletion of unneeded files from one’s accounts on central machines.
• Refrain from overuse of connect time, information storage space, printing facilities, or processing capacity.
• Refrain from overuse of interactive network facilities.
• Refrain from unauthorized or unlicensed use of personal software.
• Refrain from attempting to modify or remove computer equipment, software, or peripherals without proper authorization.

ETHICAL USAGE
Computing resources should be used in accordance with the high ethical standards of the college community. Examples of unethical use (some of which may be illegal) follow:
• Violation of computing system security.
• Unauthorized use of computer accounts, access codes, or computer identification accounts assigned to others.
• Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or email exchanges, or overuse of interactive network utilities).
• Use of computing facilities for personal or private business purposes unrelated to the mission of the college or college life.
• Academic dishonesty (plagiarism, cheating).
• Violation of software license agreements.
• Violation of network usage policies and regulations.
• Violation of another user’s privacy.
• Attempts to harm or thwart the operations or business of the college or college activities.

LEGAL USAGE
Computer resources may not be used for illegal purposes. Examples of illegal purposes include:
• Intentional harassment of other users.
• Intentional destruction of or damage to equipment, software, or data belonging to the college or other users.
• Intentional disruption or unauthorized monitoring of electronic communications.
• Unauthorized copying of copyrighted material.

SANCTIONS
Violations of the policies described for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the established disciplinary procedures of the college, and the loss of computing privileges may result. Illegal acts involving college computing resources may also be subject to prosecution by state and federal authorities.

ELECTRONIC MAIL POLICY
Users of Calumet College of St. Joseph’s electronic mail system are assigned a user-id and password. User’s names and user-ids are included in each mail message. Users are responsible for all electronic mail originating from their user-id. The following practices are not allowed:
• Forgery (or attempted forgery) of electronic mail messages.
• Attempts to send, delete, copy, or modify the electronic mail of other users.
• Attempts at sending harassing, obscene and/or other threatening email to other users.
• Attempts at sending unsolicited junk mail, “for-profit” messages or chain letters.
• Attempts to harm or thwart the operations or business of the college or college activities.

NETWORK SECURITY POLICY
In order to promote ethical and facilitative computing, Calumet College of St. Joseph’s network users must adhere to the following guidelines:
• Use of systems and/or networks in attempts to gain unauthorized access to CCSJ’s network systems or remote systems is prohibited and is a punishable disciplinary offense.
• Use of systems and/or networks to harm or thwart the operations or business
• Use of systems and/or networks to harm or thwart the operations or business of the college or college activities is prohibited.
• Decryption of system or user passwords is prohibited.

• The copying of system files is prohibited.
• The copying of copyrighted materials, such as third-party software, without the express written permission of the owner of the proper license, is prohibited.
• Intentional attempts to “crash” network systems or programs are punishable disciplinary offenses.
• Running of HTTP, Email, and FTP servers is strictly prohibited on client machines.
• The willful introduction of computer “viruses” or other disruptive/destructive programs into the organization network or into external networks is prohibited.

WIRELESS SERVICES
Wireless Internet service is available in the library and at various locations on the second, third, and fourth floors of the main building. A faculty, staff or student username and password is required to log in to the network. Revised and adopted by the Computing/Technology Committee, January 29, 2005. Re-approved by the Computing/Technology Committee, November 16, 2005.

DISABILITY SERVICES
www.ccsj.edu/disabilities
CCSJ seeks to provide opportunities for equal access in programs, services and activities. Students with documented disabilities requiring support to access academic activities are encouraged to contact Disability Services. CCSJ and Disability Services strive to meet the needs of all students, providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines The ADA states that a disability “must place substantial limitations on an individual’s major life activities”. There are three categories of persons with disabilities:
1) Individuals who have a physical or mental impairment that substantially limits one or more major life activities;
2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual’s major life activities; and
3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

The following are examples of services which are available:
• Readers, note takers
• Coordination of classroom and testing accommodations
• Alternative format of text
• Tutoring
• Counseling
• Referral to community organizations

“Reasonable accommodations” as stated by the ADA must be provided on a case by case basis to individuals with disabilities. The accommodations must be reasonable and effective. Students must meet with the Coordinator of Disability Services to complete the Intake Form to request accommodations and/or auxiliary aids. The accommodation requests must be completed at least one month or more prior to enrollment for each academic term. It is the student’s responsibility to contact the Disability Services office to request accommodations. When requesting accommodations, students are to provide professional documentation of their disability. Examples of sufficient documentation are:
• Formal medical statement from a doctor verifying the disability.
• Copy of your most recent psychological testing explaining the disability.
• Documentation from the Vocational Rehabilitation Services (VRS) or other agency supplying testing need or verification of disability.

After the student’s intake form and documentation have been submitted, the documents will be reviewed. If determined eligible, Disability Services will notify the student by mail and then notify the professors of the student’s eligibility. The student will then be required to meet with the Coordinator of Disability Services to complete the faculty accommodations request. If the student has not been contacted by Disability Services within 2 weeks of submission of all appropriate documents, the student needs to follow up with the Disability Services office. Students must contact Disability Services to complete faculty accommodations request each semester. If you have any questions, contact the Coordinator of Disability Services at 219-473-4349 or visit the website at www.ccsj.edu/disabilities.
FINANCIAL AID
www.ccsj.edu/financial
The cost of an education at Calumet College of St. Joseph is very modest compared to that of private colleges in our tri-state area. Nevertheless, we recognize that many students need financial support. In fact, approximately 74% of our student body receives some form of financial aid and scholarship assistance. We encourage all students who need help in meeting their college expenses to apply for financial aid and scholarship opportunities.

Students at Calumet College of St. Joseph can apply for federal and state grants, federal student loans, and work study opportunities in order to meet their college costs. In addition, the college will award approximately $2,400,000 in institutional grants and scholarships this year. A complete list of all scholarships, grants, and loans is available in the Office of Financial Aid, in the Student Catalog, and on the CCSJ website.

Institutional grants and scholarships this year. While most awards are “need based”, a number of aid options are also available to students who show academic promise. In most cases, the aid package awarded is a combination of grants, scholarships, loans, and/or employment benefits. Staff in the Office of Financial Aid is committed to assisting in the completion of all required forms and to meeting financial need as fully as possible given constraints of program grants, scholarships, loans, and/or employment benefits.

SAFETY SATISFACTORY ACADEMIC PROGRESS POLICY
Federal legislation governing all federal financial aid programs requires that students receiving federal financial aid make satisfactory academic progress (SAP) toward a degree in order to maintain eligibility for this aid. It is the policy of Calumet College of St. Joseph that all recipients of financial aid programs, including state and institutionally funded programs, are subject to the same satisfactory academic progress standards as those for federal financial aid.

Satisfactory academic progress at CCSJ is monitored at the end of each semester. The Minimum Grade Point Average (GPA) Standard, Percentage of Credits Completed Standard, and Maximum Time Frame Standard are reviewed based on all classes in all semesters taken at CCSJ, and all accepted transfer credits from regionally accredited colleges and universities. If a student chooses majors or seeks to earn additional degrees, the calculations remain the same. However, if a student receives a Bachelor’s degree or Master’s degree, the calculations will start over the semester following degree completion. (Please note: SAP standards are the minimum criteria for maintaining financial aid eligibility. Certain forms of financial aid may carry other requirements for renewal.)

MINIMUM GRADE POINT AVERAGE STANDARD:
You must maintain a minimum cumulative GPA of 2.0 while enrolled at CCSJ. Minimum cumulative GPA includes GPA from accepted transfer credits, as well as grades received while enrolled at CCSJ. Cumulative GPA will be monitored at the end of each term.

PERCENTAGE OF CREDITS COMPLETED STANDARD:
You must successfully complete (with a grade of “D” or above) at least 67% of all credits attempted while enrolled at CCSJ. All transfer hours accepted are also included in the calculation of hours completed and hours attempted. Cumulative credits attempted and completed will be monitored at the end of each term.

The purposes of calculating the Percentage of Credits Completed Standard (and the Maximum Time Frame Standard listed below), credits attempted include any class for which a grade is assigned. Grades include (besides A, B, C, D, F) “I” (incomplete), “W” (withdrawn), “P” (pass), “S” (satisfactory) and “E” (failing in a pass/fail course). All repeated courses will be counted during the review of satisfactory academic progress. Also, courses taken at another institution under a consortium agreement while enrolled in a degree program at CCSJ will be used when calculating SAP.

MAXIMUM TIME FRAME STANDARD:
You are expected to complete all academic requirements for your degree within 150 percent of the published length of the educational program in which you are enrolled. Accepted transfer credit hours are included in the calculation of the Maximum Time Frame Standard.

Below are examples of maximum time frame requirements:

<table>
<thead>
<tr>
<th>Required Hours to Complete Degree</th>
<th>Maximum Attempted Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>30–35</td>
</tr>
<tr>
<td>Associate</td>
<td>60–63</td>
</tr>
<tr>
<td>Bachelor</td>
<td>124</td>
</tr>
<tr>
<td>Master</td>
<td>60–63</td>
</tr>
</tbody>
</table>

If it is determined that you cannot complete your program within the maximum time frame, all Title IV aid will cease.

FINANCIAL AID WARNING:
If, at the end of a given term, you have failed to meet the GPA or credits completed standard, you will be placed on financial aid warning. You will be notified of your warning status by mail and/or email as soon as possible after all final grades have been submitted to the CCSJ Office of the Registrar. While on financial aid warning, you may still receive financial aid for one term.

SPECKER MEMORIAL LIBRARY
www.ccsj.edu/library
Specker Library has a wide range of materials and services available to students, staff and faculty. Feel free to ask for assistance about using them or to inquire about services not mentioned below. For more information, see the Library’s web page: www.ccsj.edu/library/index.shtml. Once there, go to “Contact” to find staff names, e-mail addresses and telephone numbers.

ARCHIVES
The Archives section of the Library collects materials in many formats which document aspects of this college community, including local ethnic groups, historical events, buildings and the physical campus, the Missionaries of the Precious Blood and student life. Recently added are documents and artifacts of the late Bishop Andrew Grutka and the Diocese of Gary. Open by appointment.

BOOK CLUB
CCSJ students, staff, faculty and members of the community are invited to participate in book discussions in the library. Sessions are held from 3:30-5:00 p.m. on the fourth Thursday of most months. The Book Club continues its popular exploration of historical fiction with a list of titles that can be found at www.ccsj.edu/library/bookclub.shtml. All books are easily obtainable through Amazon.com and Borders Books. We will gather extra copies through interlibrary loan whenever available. If you need help locating a copy, please contact Marcia Keith by phone (219-473-4375) or email (mkeith@ccsj.edu). These sessions are free and open to all.

BOOKS, PERIODICALS AND AUDIO-VISUAL MATERIALS IN THE COLLECTION
The Library owns more than 110,000 items, most of which are arranged by Library of Congress classification. Items can be found using the Library's on-line catalog, the Library's Pegasus, the Library's online catalog, and searching by keyword, author, title subject, etc. Books and periodicals are shelved on the first floor and in the tower past the mural. Ask at the Circulation desk for audio-visual items such as DVDs and VHS tapes. There is a book drop at the Library entrance near the ramp if you need to return something when we are closed.

CIRCULATION LOAN PERIODS
- Books (regular stacks) 3 weeks
- DVDs, CDs and Videos 1 week
- Reserve materials As specified
- Reference books and periodicals do not circulate

Materials may be renewed in person, over the phone at 219-473-4373, or online.

ELECTRONIC RESOURCES
Many library resources are available electronically if you are logged on to the CCSJ network! These means they can be accessed from home, work or anywhere. Through the Library’s web site (http://www.ccsj.edu/library/index.shtml) you may access:
- databases and periodical indexes to find full-text journal articles from Academic Search Premier, Business Source Premier, Criminal Justice Periodical Index, ERIC & Professional Development Collection (education), Humanities International, JSTOR, Westlaw (which requires a OnePass account distributed by the library) and many others
- databases and periodical indexes to find abstracts of articles which can be requested free through ILLiad once you have set up an ILLiad account (see below)
- eBooks that can be checked out in Pegasus for your individual use

INTERLIBRARY LOAN (ILLIAD)
Set up a free account which includes fully subsidized borrowing from other libraries of articles and books not owned by Specker Library. Journal articles are delivered to your CCSJ e-mailbox online. Books are delivered to the Library for you to pick up.

INTERNET ACCESS
Internet access is available for student, faculty, and staff use on Library computers and in computer labs on the 4th floor. Library guests: please sign in at the Circulation Desk and a staff member will log you on as a guest.
LIBRARY CARD/STUDENT ID
The College’s photo identification card serves as the Library card and must be presented in order to check out Library materials. (See New Student orientation)

LIBRARY HOURS (CHECK SIGNS AND OUR WEBSITE FOR OCCASIONAL CHANGES)
Fall, Spring & Summer Terms (traditional programs): Monday – Thursday 8:30 a.m. - 9:00 p.m.  
Friday 8:30 a.m. - 5:00 p.m.  
Saturday 9:30 a.m. - 2:30 p.m.
Specker Library is closed on Sundays and all Holidays
Intersession weeks (check website): Monday – Friday 9:00 a.m. - 5:00 p.m.
Saturday 9:30 a.m. - 2:30 p.m.

LIBRARY INSTRUCTION
Library staff members conduct tours of the Library for individuals and classes. These are available on demand or by appointment to help you find and use Library resources efficiently and effectively. Contact the Circulation Desk or any staff member below and tell us what you need.

LIBRARY PHONE NUMBERS
• Library & Circulation Desk 219-473-4373
• Circulation Manager 219-473-4375
• Circulation Supervisor 219-473-4332
• Electronic Resources Librarian 219-473-4282
• Library Director 219-473-4372

Please feel free to forward questions by e-mail at: library@ccsj.edu/library/index.shtml.

LOST AND FOUND
Lost items may be turned in and recovered at the Circulation Desk in the Library.

AUDIO-VISUAL MATERIALS
Non-print materials, such as videos, DVDs, and CDs, are listed in Pegasus, the Library’s online catalog. Playback equipment is available for use in the Library and for class projects. Audio-visual equipment (still cameras, camcorders, DVD players, etc.) needed for class assignments must be reserved at the Circulation Desk and checked out by the students’ classroom instructor.

NEWSPAPERS
National newspapers in the Library include The Wall Street Journal, National Catholic Reporter, The Chronicle of Higher Education, plus Chicago and local papers. There is online access to additional current newspapers and the Historical Chicago Tribune (1841–).

ONLINE CATALOGS
To search Pegasus, Specker Library’s online catalog, go to the library web page at www.ccsj.edu/library/index.shtml. It includes all items located in the Library. Local public libraries, regional academic libraries and others are accessible through the Library’s web page. Don’t hesitate to ask for help using it - in person or by telephone.

PERIODICALS
Online periodic indexes, such as Academic Search Premier, Humanities International, Grove Art Online, JSTOR, Westlaw, and Criminal Justice Periodical Index, are available to those who can log-on to the CCSJ network. Many journals offer full-text articles, others can be obtained through ILLiad (see above). A list of current print periodical subscriptions is located on the Library’s web site. Print periodicals cannot be checked out, but may be photocopied.

PHOTOCOPIER
The photocopier in the Library makes black and white or color copies. It accepts nickels, dimes, quarters, plus $1 and $5 bills. Change may be obtained at the Circulation Desk or in the Business Office (Room 123).

RESERVED MATERIAL (FOR SPECIAL SHORT-TERM USE)
Instructors may place items on Reserve at the Circulation Desk in three categories: for In- Library Use Only, Overnight, or on Three-day checkout. To ensure that students have equal access, Reserve fines are $2 per day for each overdue item. The Specker Library staff is available and eager to serve students and faculty with their information and research needs. Suggestions for additions to the collection are welcome. We encourage all members of the Calumet College of St. Joseph family to take full advantage of the Library’s resources and services. Just ask!

STUDENT IDENTIFICATION
New students will receive a photo ID during new student orientation. After that time, ID’s will be issued to registered students through the Library. Returning students will be issued current semester stickers during registration. If for some reason a current semester sticker has not been received, students should go to the Library. There is a $10 fee for replacing a lost ID. Students must pay the fee in the Business Office and then present their receipt to the Library to obtain a replacement ID.

CLEP AND CASA IBT
Calumet College is a national testing site for the College Level Examination Program (CLEP) and Core Academic Skills Assessment Internet Based Test (CASA IBT). The CLEP exam allows students to receive college credit by testing in an area of proficiency. The CASA IBT is the teacher candidate state exam. Both tests are by appointment only. For additional information contact the Registrar’s office at 473-4211 or room 261.

TUTORING CENTER
www.ccsj.edu/studentcenter/tutoring

Library staff members conduct tours of the Library for individuals and classes. These are available on demand or by appointment to help you find and use Library resources efficiently and effectively. Contact the Circulation Desk or any staff member below and tell us what you need.

LIBRARY PHONE NUMBERS
• Library & Circulation Desk 219-473-4373
• Circulation Manager 219-473-4375
• Circulation Supervisor 219-473-4332
• Electronic Resources Librarian 219-473-4282
• Library Director 219-473-4372

Please feel free to forward questions by e-mail at: library@ccsj.edu/library/index.shtml.

LOST AND FOUND
Lost items may be turned in and recovered at the Circulation Desk in the Library.

AUDIO-VISUAL MATERIALS
Non-print materials, such as videos, DVDs, and CDs, are listed in Pegasus, the Library’s online catalog. Playback equipment is available for use in the Library and for class projects. Audio-visual equipment (still cameras, camcorders, DVD players, etc.) needed for class assignments must be reserved at the Circulation Desk and checked out by the students’ classroom instructor.

NEWSPAPERS
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DIVISION OF ACADEMIC AFFAIRS

ACADEMIC ADVISING
http://www.ccsi.edu/advising

Academic advisors assist students with the selection of a major (or majors), minors, and the subsequent course work to achieve their educational and career goals. The Academic Advising Office is located in Room 116 and is open during daytime and certain evening hours. Students who are nearing graduation need to complete a graduation application with their academic advisor, at least a semester before they plan to graduate. (See the Schedule of Classes for deadlines).

Students are also strongly encouraged to consult with the program chair in their major for supplemental advising in academics and careers. All full-time faculty members are available for consultation; their office hours are normally listed in course syllabi, and posted on their office doors. The Office of Career Services also provides guidance and information regarding career paths.

ACADEMIC ALERT FORMS
A notification of unsatisfactory work is sent to students at the midpoint of each term by the Academic Advising Office. In addition, individual faculty members may send out Academic Alert Forms at any point in time at which they determine that a student’s performance warrants such action.

ACADEMIC SUPPORT SERVICES
www.ccsi.edu/studentserv

PACE PROGRAM
The PACE (Personal Academic College Excellence) program is a one year program designed to assist students in improving their potential in graduating from a four-year institution. The program works with the student to create a prescriptive education plan for their time at Calumet College of St. Joseph. PACE provides resources to assist in solving situations that arise during the students’ academic career. The resources provided are tutoring, study skills seminars, mentoring, and academic advisement. All PACE students are also required to register for a one-credit hour Learning Strategies class which meets weekly to prepare students for the demands of college and academic life. The PACE program is here to assist students in attaining personal and academic success.

TWENTY-FIRST CENTURY SCHOLARS SUCCESS PROGRAM
The Twenty-first Century Scholars Success Program was created in 2006 with the help of the Lumina Foundation for Education. This program focuses on supporting and encouraging students to increase their confidence to reach academic and personal goals. The program provides various resources such as staff mentoring, cohort groups, academic workshops, and tutorial software to name a few. If you are a Twenty-first Century Scholars participant, contact the Academic Support Programs about participating in the Success Program.

COORDINATED PRACTICUM LEADERSHIP
Feet tutoring and mentoring are coordinated through Academic Support Programs. Tutors and mentors are matched with students in an effort to provide links for academic, social and personal success. The role of the tutors and mentors is to serve as a guide, counselor and supporter. The program provides training of the tutors and mentors in areas such as student leadership, team building, study skills and time management. Social activities for the tutors, mentors and new students are also scheduled through Academic Support Programs.

STAFFING AND HOURS
The office is staffed by a Director, Academic Support Faculty, Academic Support Specialist, Learning Specialist and Faculty Support Specialist. Services are offered from 8:30-5:00 p.m. Monday, Thursday, and Friday and 8:30-7:00 p.m. on Tuesday and Wednesday, appointments are suggested but walk-ins are welcome.

CAREER SERVICES
www.ccsi.edu/career

The Career Services Office maintains a wide range of current occupational information, internship and job listings, and career assessment materials designed to help students and recent alumni explore career opportunities. Books, videos, articles, and resources regarding fields of study, job markets and outlooks, job search skills, and graduate schools are available. Job preparation workshops and consultations are offered along with general internship and career guidance.

SERVICES PROVIDED
• Career Self-Assessment Tools
• Internship Planning and Placement
• Career Advising and Counseling
• Internship and Job Preparation Workshops
• On-site Campus Recruitment
• Job Fairs
• Electronic Resume and Job Posting Services for Students, Alumni, and Employers
• Job Shadowing, Job Mentoring & Job Placement
• Alumni and Employer Career Panel Presentations
• Resume and Cover Letter Development and Review

JOB POSTINGS
Although a Job Bulletin Board is located on the first floor of the College, electronic posting of resumes and job listings can be accessed by going to www.collegecentral.com/ccsi.

INTERNSHIP PROGRAM
The College provides opportunities for students and employers to collaborate in developing career-related experiences. Through practical, “hands-on” experience, students are able to apply the knowledge gained in the classroom to real life situations, develop additional knowledge and skills, network with professionals in the field and earn academic credit. Any student may seek an internship but one is required for students who major in Human Services, Psychology, Criminal Justice, Paralegal Studies, Social Science, Communications, Media and Fine Arts and English (refer to College catalog for more details regarding the requirements for these areas of study). These students must meet the GPA requirement for their specific department and obtain approval from their Program Director to begin an internship. Students should begin planning their internship at least one semester prior to their desired start date since some organizations require students to obtain liability insurance. This cost can be applied to a student’s financial aid award.

COORDINATED PRACTICUM
Additional experiential learning opportunities are available to any student in the College through a Coordinated Practicum. Unlike internships, a Coordinated Practicum is not required but, it offers students an opportunity to obtain credit for experiences in their place of employment or an assigned organization. A Coordinated Practicum is monitored by the Director of Career Services. Students interested in applying for a Coordinated Practicum or general internship can do so after successful completion of at least one academic semester. Those interested in completing an internship in their major can apply in their junior or senior year of study.

The Director of Career Services and the Internship Coordinator (Room 400) are available to discuss students’ interests and the opportunities available.

COUNSELING
Career counseling and coaching also are available through Career Services.

STAFFING AND HOURS
The office is staffed by a Director of Career Services ad an Internship and Community Outreach Coordinator. Services are offered from 9:00-5:00 p.m. Monday, Thursday, and Friday and 9:00-7:00 p.m. Tuesday, Wednesday. Appointments are suggested but walk-ins are welcome. Extensive Career Planning and Job Search tips and resources are also available 24/7, on the Career Services web page on the college’s web site. Students can also complete a request form for career assistance and will be contacted for an appointment. We try to accommodate students’ schedules if an appointment is needed outside of regularly scheduled office hours.
Calumet College of St. Joseph promotes a one point of contact for prospective and current students. When a student meets with a Recruitment and Enrollment Specialist, he or she will not only learn about the College, but also develop a contact and mentor available throughout their educational experience. Each Recruitment and Enrollment Specialist is responsible for recruiting and guiding students through the admission process. Additionally, the Recruitment and Enrollment Specialists maintain a relationship throughout the student’s college experience.

Students are also strongly encouraged to consult with the program chair in their major for supplemental advising in academics and careers. All full-time faculty members are available for consultation. Their office hours are normally listed in course syllabi and posted on their office doors located on the 5th Floor. The Office of Career Services also provides guidance and information regarding career path.

The Office of Enrollment Management is located in Room 116 and is open Monday, Thursday and Friday from 8:30 am - 5:00 pm and Tuesday and Wednesday from 8:30 am - 7:00 pm. Persons interested in seeking admission to Calumet College of St. Joseph are urged to visit the campus. Visitors will be able to meet privately with a Recruitment and Enrollment Specialist and will be given a tour of campus. Appointments are encouraged but not required.

All transcripts and correspondence related to admissions should be addressed to:

Office of Enrollment Management
Calumet College of St. Joseph
2400 New York Avenue
Whiting, IN 46394-2195
Phone: 219-473-4215 or 773-721-0202. Ext. 215
Fax: 219-473-4336
Web Site: www.ccsj.edu

SCHOOL OF ADULT LEARNING AND ADULT ACCELERATED PROGRAMS

The School of Adult Learning and Adult Accelerated Programs at Calumet College of St. Joseph provide access to higher education for non-traditional and working adult students beginning or completing their undergraduate degree. The goal of these programs is to support adult learners in their pursuit of academic, intellectual, career and personal success and to enhance their educational experience at Calumet College of St. Joseph. Adult students with no transferrable college credit can complete an accelerated associate degree in 2 1/2 years and then transition into one of the accelerated degree completion programs to complete their bachelor’s degree in an additional 18 months. Adults with approximately 52 transferrable credit can complete an accelerated associate degree in 2 1/2 years and then transition into one of the accelerated degree completion programs to complete their baccalaureate degree in an additional 18 months. Adults with approximately 52 transferrable hours can join one of the degree completion cohorts and complete a degree in Organization Management or Public Safety Management in as little as 18 months.

GRADUATE PROGRAMS

The Master of Science in Public Safety Administration is an innovative and practitioner-oriented degree offering. The program complements and expands the institution’s historic commitment to addressing the educational needs of individuals engaged in law enforcement and related fields. Structured as an accelerated, adult-learning initiative, the degree program removes the time and space barriers that often prevent working professionals from completing graduate level education.

The Masters of Arts in Teaching is an alternative route to receiving a teaching license. This program provides people who currently possess a Bachelor’s or Master’s degree and are already skilled in their specialty the opportunity to make a smooth, efficient transition to the education profession. Classes are delivered in an accelerated, adult learning format on Saturdays. The program is divided into two phases: the initial phase results in an elementary education or secondary education certification and the final phase completes the Master’s degree.

The Masters of Arts in Psychology is a two-tiered program incorporating current theoretical and clinical practices. Completion of the Terminal Project course will prepare students to sit for professional licensure or certificates offered by the states of Indiana and Illinois. The program’s design will enable students to create their own professional development plan while gaining expertise in the fields of research and practice.

The Master of Science in Management is designed with eight core courses and then students determine one of two tracks to complete the degree: a Quality Management track or an Organizational Leadership track. The curriculum is broad-based, practitioner-oriented, designed for mid-career professionals and is structured to address the needs of working adults. It is competency based and adheres to the principles and practices of adult learning with respect to instructional strategies, curricular design and student services. Furthermore, students will be utilizing the flexibility of distance learning, thus eliminating the need to meet in the classroom on a regular basis.

Students can contact the Office of Enrollment Management at 219-473-4215 or 877-700-9100.
DIVISION OF STUDENT LIFE

ATHLETICS
http://www.ccsj.edu/athletics

The Athletic Department provides co-curricular opportunities for student-athletes who have the skill and ability to compete in athletics at the intercollegiate level. Calumet College of St. Joseph is a member of the National Association of Intercollegiate Athletics (NAIA) and competes in the Chicagoland’s Collegiate Athletic Conference (CCAC). The Crimson Wave Athletic Department officially sponsors 18 varsity male and female teams. The Athletic Department supports the mission of the College by promoting high quality levels of competition in a broad range of intercollegiate sports while emphasizing academic excellence in the classroom. All student-athletes, coaches and staff must meet the eligibility requirements outlined by the NAIA as well as abide by the rules of the association. Information related to the NAIA can be found at www.NAIA.org

CAMPUS MINISTRY AND CHAPLAIN
www.ccsj.edu/ministry

The offices of Campus Ministry and Chaplain offer service and encouragement in light of ecumenical spirit and Catholic identity. The Chaplain celebrates daily mass in the St. Gaspar Chapel located on the first floor. Students of all faiths are welcome to attend liturgical events and use the chapel as a place of personal reflection any time. Both offices offer personal counseling, and are able to direct students to other sources of help in the students’ journey in the college years. In addition, Campus Ministry serves as an office of student advocacy for students seeking counsel or procedural advice relating to a complaint or grievance. The Campus Ministry office is located in room 119.

WE ARE FAMILY GUATEMALA TRIP- APRIL 29-MAY 6, 2013
Calumet College of St. Joseph will be going to Guatemala to give a helping hand to the people of the country at the Missionaries of the Precious Blood parish La Sangre de Cristo in La Labor, Guatemala. This will be the tenth trip to Guatemala. The group hopes to help out Fr. William Beuth, C.PPS, and the pastor of the parish in a variety of ways. There are ministerial and building projects going on constantly in the 13 villages that the parish encompasses. Hopefully, the group this year will consist of students, faculty, staff and alumni and can be of service to the poor people of Guatemala. This will be the tenth trip to Guatemala. The group hopes to help out Fr. William Beuth, C.PPS, and the pastor of the parish in a variety of ways. There are ministerial and building projects going on constantly in the 13 villages that the parish encompasses. Hopefully, the group this year will consist of students, faculty, staff and alumni and can be of service to the poor people of Guatemala.

STUDENT CODE OF CONDUCT

POLICY ON STUDENT RESPONSIBILITY AND CONDUCT
Calumet College of St. Joseph is committed to maintaining a close and caring sense of community and a supportive learning environment that contributes to the academic success of students and the overall quality of the institution. Membership in the College community, whether student, faculty or staff, requires respect and support for the traditions, objectives, programs and policies established by the College.

The student’s acceptance of admission to Calumet College of St. Joseph reflects his/her desire to be a part of the total community, not simply a request for participation in the academic programs of the College. When this agreement is broken and the quality of the environment is disrupted, the College reserves the right, through due process, to take action against those responsible.

STUDENT EXPECTATIONS
1. Treat all with dignity and respect.
2. Refrain from the use of offensive, abusive language.
3. Respect the property of all.
4. Abide by all local, state or federal laws while on campus or engaged in college-related activities.
5. Conduct ourselves in a manner that assures the safety of others.
6. Do not disrupt classes or impinge on students’ unhindered access to classes or other sources of information.
7. Refrain from the use of hate speech, physical and verbal abuse, and other provocative actions.

NOTE: Calumet College of St. Joseph recognizes the right of members of the College community to engage in the exercise of constitutional freedoms or other legitimate forms of expression (such as distributing literature or holding rallies). Thus, the exercise of constitutional freedoms is permitted where it does not interfere with the freedom of members or guests of the College community to engage in usual and scheduled activities.

FILING COMPLAINTS OR CHARGES WITH THE VICE PRESIDENT OF STUDENT LIFE
All disciplinary matters should be resolved in a rational manner at the lowest level of institutional involvement possible. The Vice President of Student Life is the college’s liaison empowered to investigate and make decisions regarding consequences or recommendations to the President for sanctions as outlined in Section IX of this student handbook. Students will be notified by the Vice President of Student Life as to the decision made concerning the breech of expectations. Notice of the decision of the Vice President of Student Life is effective when communicated to the student or when written notice is mailed to the student at the address on file with the institution; this is known as the mailbox rule. The student, upon receiving the decision, has 10 days to file an appeal of said decision with the Judicial Review Committee. The letter of appeal must be sent directly to the President of the college.

STUDENT ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES
www.ccsj.edu/stuclubs

Student organizations and extracurricular activities are a very important part of the college experience. They encourage interaction among students of diverse backgrounds and contact with the surrounding community, as well as offer possibilities for students to participate in projects, volunteer activities, field trips and group activities. These activities outside of the classroom create lasting friendships, produce an awareness of other cultures and viewpoints, and provide opportunities to develop leadership skills. The College participates in wide variety of volunteer activities such as Habitat for Humanity, Arc Shelter, Whiting/Robertsdale Food Pantry, and the Salvation Army “Moms Taking Charge” to name a few. Recognizing that the full collegiate experience is not limited to the classroom, Calumet College of St. Joseph encourages membership in extracurricular organizations. Students are invited to join the following clubs and paraprofessional organizations: Black Student Union, Crimson Wave Booster Club, Drama Club, English Creative Writing Club, Los Amigos, Media and Fine Arts Club, Criminal Justice Club, Education Club, Rowing Club, and the Paralegal Club. There are also scholarship opportunities for student leaders who serve as president or vice president of a student club or organization. Additionally, the College newspaper Shavings and the literary magazine Against the Grain provide students opportunities to publish their written work. All questions and inquiries should be directed to Diane Bailey, Director of Student Activities by phone at 473-4222 or by email dbailey@ccsj.edu
FILING COMPLAINTS OR CHARGES WITH THE JUDICIAL REVIEW PANEL

I. DEFINITIONS

The Accuser/Victim: Any student who feels he/she has been treated contrary to the expectations that we have by another student, staff member or faculty member, has the right to bring that complaint to the authorities through the following procedure. A student who feels he/she has been harassed or discriminated against may also confide in someone with whom he/she feels comfortable in order to have support in the following procedure. A person, other than the victim, who has knowledge of an infraction, may also initiate proceedings, with written permission of the victim, in the manner outlined below. This person is the “accuser.”

II. THE JUDICIAL OFFICER

The Judicial Officer is appointed by the President of the College; the appointment will not be someone involved in the judicial process (e.g. the Vice President of Student Life or the President). It is a one (1) year, renewable appointment.

III. THE JUDICIAL REVIEW PANEL

The Judicial Review Panel will consist of seven (7) members who will be chosen with one alternate for each category (in case one of the original seven (7) cannot attend the hearing due to schedule conflict). These seven (7) members will be: three (3) students, two (2) faculty members, and two (2) staff members. The Chair will be selected by the panel.

IV. PROCEDURES

1. The victim/accuser signs a formal complaint outlining the charges when he/she reaches the Judicial Officer stage. The Judicial Officer may delegate the investigation of the complaint to an appropriate investigating officer. Some of these officers (e.g. Title IX Officer) are required by law to be appointed.

2. If an appropriate investigating officer does not exist, the Judicial Officer may ask someone to investigate the charges (e.g. head of security to investigate a security matter) or may conduct the investigation himself/herself. The Judicial Officer (or other investigating officers) may begin the procedure of investigation without formal charges if just cause exists to do so.

3. The victim/accuser can terminate the procedure at any time in the process.

4. The victim/accuser has the right to consult counsel/outside sources, but must represent him/herself.

5. The victim/accuser does not have to confront the accused face-to-face during the procedure of making charges and the following investigation.

6. After the Judicial Officer finishes the investigation and accomplishes a report of findings and recommendations, the victim is informed of the results of the report. The President of the College will also receive the investigating officer’s report and recommendation, and may implement recommendations therein.

7. The victim/accuser may demand a Judicial Review by the Judicial Panel if he/she is not satisfied with the Investigating Officer’s report and recommendation. The Judicial Officer may recommend a Judicial Review Panel if he/she feels it would expedite the investigation. These procedures in no way intervene with the victim’s prerogative to exercise local, state or federal procedures.

V. THE ACCUSED

1. The accused will be notified of the charges and be furnished a copy of the investigative report by the Judicial Officer after formal charges are placed.

2. The accused has the right to know the name of his/her accuser and the results of the investigation at the point when formal charges are given.

3. The accused has the right to consult counsel/outside sources but must represent him/herself.

4. The accused may require a Judicial Review Panel if he/she does not feel the Investigating Officer’s report and recommendation are accurate or appropriate.

VI. JUDICIAL REVIEW PANEL

1. The Judicial Review Panel is the second level of appeal available by written request to the Judicial Officer to either the victim/accuser and/or the accused if either party is not satisfied with the report and/or recommendation(s) of the Judicial Officer.

2. The panel must be educated as to the type of charges which might be brought before it (e.g. harassment and discrimination charges).

3. The actual panel will be selected when a case is to be brought before it. Attempts should be made to have panel reflect the make-up of the College at large with regards to gender, race/ethnic background, & age.

4. The students on the panel will be chosen by elected or appointed student government representatives with approval of the Vice President for Student Affairs or the College President.

5. The faculty and staff on the panel will be chosen by elected or appointed student government representatives with approval of the Vice President for Student Life or the College President.

6. If the charges are brought at a time when the full college is not in session (e.g. summer) and panel members are not available, the Vice President for Student Life may appoint appropriate substitutes according to above guidelines for sex, gender, race and ethnic considerations.

VII. PRESIDENT OF THE COLLEGE

The President of the College may, at the option of either the victim/accuser, the accused, or unilaterally, act on the findings and recommendations of the Judicial Officer. He/she is also the last level of appeal.

VIII. TIME FRAME FOR BRINGING CHARGES

1. From the time of the alleged violation to the filing of charges, a victim/accuser has seven (7) class days. Sexual harassment or discrimination are excused (according to law) from the requirement of seven (7) class days as it may take time for that pattern to become established or for the victim/accuser to feel comfortable enough to bring charges.

2. From the Judicial Officer receiving the charges to the completion of the investigation, no more than thirty (30) class days should elapse. Everyone involved will wish for a speedy and efficient resolution of the charges. At times, however, thirty (30) days may not be enough time for a complete investigation and the Judicial Officer may allow for an extension.

Also, if the case is closed, it may be reopened with new evidence even if the thirty (30) days have elapsed.

3. From the Investigating Officer’s report and recommendation, the victim/accused, the accuser, or the President of the College has five (5) class days to file a written request for a Judicial Review Panel.

4. From the filing of the request for a Judicial Review Panel to the beginning of the Judicial Review Panel process, no more than fifteen (15) class days shall elapse.

IX. PENALTIES AND SANCTIONS

The following list indicates which has the power to implement which penalties and sanctions.

1. The Judicial Officer/Vice President of Student Life can implement the following penalties and sanctions:
   a. Warning
   b. Probation
   c. Suspension (without refund of tuition/without pay)

2. The Judicial Review Panel can implement the following penalties and sanctions:
   a. Warning
   b. Probation
   c. Suspension (without refund of tuition/without pay)

The Judicial Review Panel may recommend to the President of the College that he/she implement expulsion/termination.

3. The President of the College can implement the following penalties and sanctions:
   a. Warning
   b. Probation
   c. Suspension
   d. Expulsion/Termination

All findings of professional misconduct, which result in a Judicial Review Panel recommendation for sanction of tenured faculty, must be forwarded to the Tenure Judiciary Committee for review and action. Restitution/Reparations for vandalism or damage can be dictated at all levels. Fines can be dictated all levels, however, only the President of the College may dictate a fine of over $100.00.
HARASSMENT AND DISCRIMINATION POLICY

GENERAL PREATORY STATEMENT
It is the policy of Calumet College of St. Joseph that all our employees and students enjoy an environment free of discrimination and harassment. Moreover, as a Catholic educational institution, we recognize our responsibility to advise and educate any such potential abusers as to the damage and effect their actions could have. Harassment refers to behavior that is personally offensive, impairs morale and interferes with the work or academic effectiveness of employees and students. Discrimination refers to that behavior which shows partiality or prejudice. Any harassment or discrimination against employees or students by other employees or students will not be tolerated. This policy refers to, but is not limited to, harassment and discrimination in the following areas: (1) age, (2) race, (3) color, (4) national origin, (5) religion, (6) sex and sexual orientation, (7) differently abled, (8) veteran status, (9) marital status, and (10) family status.

SEXUAL HARASSMENT POLICY
Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It does refer to behavior that is not welcome and that debilitates morale, and that, therefore, interferes with work effectiveness. Offensive and objectionable sexually oriented conduct may include but is not limited to:

1. epithets;
2. derogatory or suggestive comments, slurs or gestures;
3. offensive posters, cartoons, pictures, or drawings; and
4. a single incident of unwanted touching.

DEFINITIONS AND GUIDELINES
Sexual harassment of employees and students at Calumet College of St. Joseph is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that has a negative effect on a person’s ability to work, study or otherwise function in the campus setting. Sexual harassment includes, but is not limited to:

A. The victim (as well as the harasser) may be a woman or a man. The victim does not have to be of the opposite sex.
B. The harasser can be the victim’s supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
C. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
D. The victim has a responsibility to establish that the harasser’s conduct is unwelcome.

In addition, these actions may include:

A. Submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual’s employment or academic status.
B. Submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting that individual.
C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience, or creating an intimidating, hostile, or offensive work or educational environment.

ADMINISTRATIVE RESPONSIBILITY
Sexual harassment, whether committed by administrative, academic, support personnel, students, or others, is specifically prohibited as unlawful and against College policy. The administration is responsible for taking action against any acts of harassment regardless of whether the specific acts complained of were sanctioned or specifically forbidden and regardless of the manner in which the College becomes aware of the conduct.

PROCEDURES
A. Student
A student who believes that he or she has been the subject of sexual harassment may file a complaint with:
1. The Vice President of Student Life
2. Appropriate Department Chair person
3. The relevant Vice President
4. The President
B. Supervisor if relevant
After notification by a student of a complaint, the supervisor should immediately contact the relevant parties listed in “A” under “Procedure”.

INVESTIGATION
1. After notification of a student’s complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint. The investigation will include interviews with the complaint, the accused and any other party involved. All interviews will be conducted in strict confidence.
2. After the investigation has been completed, a determination will be made by the relevant Vice President, Vice President of Student Life or President, regarding the resolution of the case. If warranted, disciplinary action will be taken up to and including involuntary termination of employment for a college employee or dismissal of a student.
3. The administration will make every effort to complete the investigation within a week to ten (10) days in order that a speedy resolution to the problem is reached and any appropriate disciplinary or work related action can be taken promptly.

NON-RETALIATION
The policy prohibits retaliation against any student who brings a sexual harassment charge or assists in the investigation of any charges. The student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and the conditions of his/her academic enrollment, nor be discriminated against or discharged because of the complaint.

NON-DISCRIMINATION
Calumet College of St. Joseph admits students of any religion, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of age, race, color, national origin, religion, sex and sexual orientation, differently abled, veteran status, marital status, and family status in administration of its educational policies, curriculum, recruitment and admissions policies, scholarship and loan programs, employment practices, or other college-sponsored programs. The College is committed to a policy of nondiscrimination on the basis of sex or gender in all its educational programs, personnel policies, and employment practices in compliance with the provisions of Title IX of the Federal Education Amendments of 1972.

DRUG AND ALCOHOL-FREE POLICY
Calumet College of St. Joseph is committed to maintaining a drug and alcohol-free environment. CCSJ will provide a safe and productive work environment for its staff and students. The Drug Free School and Communities Act of 1989 requires that educational institutions provide educational programs that will combat substance abuse through prevention, rehabilitation, and treatment. The following sections are the response of Calumet College of St. Joseph to inform students of the Act itself and to indicate the manner in which Calumet College fulfills its obligations under this Act. Note: Please check current state and local ordinances for any changes to laws in these areas.

The following actions are prohibited at the College facility or while engaged in College related activities. The Drug-Free Workplace Policy prohibits the illegal use, sale, transfer, dispensing, distribution, possession, unlawful manufacture, or being under the influence of controlled substances while on the job or on Calumet College’s premises. These include, but are not limited to, marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines, hallucinogens, and barbiturates.

• Any such controlled substances found on CCSJ’s premises will be turned over to the Administration and Campus Security and may result in criminal prosecution.
• Violations to this policy will be considered gross misconduct and will result in immediate disciplinary action that includes but not limited to oral counseling, written reprimand and warning, or termination.
• All faculty, staff and students must abide by the terms of this policy. Should an employee be convicted of any criminal drug statute violation on the College premises or while conducting College related activities, he/she must notify the Human Resources Department no later than five (5) calendar days after the conviction.

CALUMET COLLEGE OF ST. JOSEPH’S STATEMENT ON ALCOHOL
The possession and/or use of alcohol on CCSJ’s premises is prohibited. Being under the influence of alcohol on CCSJ’s premises is also prohibited. Alcohol possession applies to all open or unsealed containers which contain alcoholic beverages. Such containers are not allowed on the job or on CCSJ’s premises. Violators will be subject to disciplinary action up to and including termination.

DRUG AND ALCOHOL-FREE AWARENESS PROGRAM
Calumet College of St. Joseph, as well as the Administration, is responsible for offering a Drug and Alcohol-Free Awareness Program each year to which all employees and students under their jurisdiction have access. Topics for this program will include but not limited to:

• College drug-free workplace policy
• Health effects of controlled substances and drug abuse
• Community resources for employee and student rehabilitation from drugs or controlled substance abuse
INDIANA AND FEDERAL LAWS
In addition to the College sanctions, Indiana and Federal laws provide for fines and/or imprisonment for the unlawful possession, sale, manufacture or distribution of drugs or alcohol. The amount of fines and the length of the imprisonment vary according to the type and amount of the substance involved the offender’s past record for such offenses, and a variety of other factors.

- Fines up to $10,000 (Indiana)
- Fines up to $4 million (federal)
- Imprisonment up to 50 years (Indiana)
- Imprisonment up to life (federal)
- Confiscation of property

ALCOHOL ABUSE
Use of Alcohol by minors (under the age of twenty-one (21))
In Indiana it is illegal for a minor:
- To possess an alcoholic beverage (even to hold a sealed container for another person);
- To transport an alcoholic beverage;
- To consume an alcoholic beverage;
- To transport alcoholic beverages on a public highway when not accompanied by at least one of his or her parents or guardians;
- To misrepresent his or her age for the purposes of obtaining alcoholic beverages;
- To furnish false or altered identification of any type for the purposes of providing evidence of age to obtain alcohol;
- To have in his or her possession false or fraudulent evidence of age;
- To drive an automobile being used to transport alcoholic beverages, unless the minor’s parent or legal guardian is present in the car. (Note: When a minor operates a motor vehicle containing ANY alcoholic beverage he or she is subject to arrest, unless a parent or guardian is present. Being in the presence of a friend who is twenty-one (21) years old or older does NOT qualify a minor to operate a vehicle containing an alcoholic beverage. It is not a defense that the beverage belongs to someone else or that it is unopened);
- To be in a tavern, bar or any other public place where alcoholic beverages are sold, bartered, exchanged, given away, provided, or furnished.

A fine of up to $500 and/or imprisonment of up to sixty (60) days in a local jail could be imposed as a result of a conviction of one of the above listed criminal infractions. Effective July, 1990, a law mandates a ninety (90)-day to 1-year driver’s license suspension for any minor who is convicted of using any type of fake identification or of entering a bar, tavern, club or package store and purchasing or procuring an alcoholic beverage.

Use of Alcohol by Individuals Regardless of Age
It is illegal:
- To be in a public place in a state of intoxication (also known as “public intoxication”);
- To sell, barter, exchange, provide or furnish an alcoholic beverage to a minor;
- To sell, barter, deliver or give away an alcoholic beverage to a person who is intoxicated;
- To sell, barter, give, provide or furnish an alcoholic beverage to a person known to be a habitual drunkard;
- To hinder, obstruct, interfere with or prevent the observance or enforcement of the Indiana Alcoholic Beverage Code;
- For a person twenty-one (21) years of age or over to encourage, aid or induce a minor to possess or use an alcoholic beverage unlawfully;
- To take an alcoholic beverage into a bar, restaurant or place of public entertainment (Indiana law prohibits patrons from taking any alcoholic beverage into a bar or other place with a liquor license. It also prohibits taking liquor into any restaurant or place of public entertainment);
- To possess alcoholic beverages on which Indiana tax has been unpaid or to transport untaxed beverages into the state;
- To charge directly or indirectly for alcoholic beverages without a license (including charging for food, entertainment, cups, napkins, tokens, etc. where alcoholic beverages are distributed—there are no loopholes).

Criminal sanctions for such violations include a fine up to $1000 and/or imprisonment in a local jail for up to six (6) months.

ILLICIT DRUGS
Controlled Substance
It is illegal under both state and federal law to:
- Manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance;
- Deal in a substance represented to be a controlled substance (including counterfeit, “look-alike” drugs);
- Manufacture, advertise, distribute, or possess with intent to manufacture, advertise, or distribute a substance represented to be a controlled substance;
- Possess, without a valid prescription, a controlled substance;
- Visit a building, structure, vehicle, or other place used by any person to use a controlled substance unlawfully;
- Possess, manufacture, deal in, or deliver drug paraphernalia (an instrument, device, or other object used for introducing a controlled substance into a body, enhancing the effect, or testing a controlled substance).

Criminal sanctions for such violations can include fines from $5000 to $10,000 under state law and up to $250,000 under federal law, and imprisonment in a state prison up to fifty (50) years or in a federal prison for life. The sanction imposed will be determined by:
- The classification of the controlled substance,
- The quantity involved,
- The nature of the offense, (sale, use, etc.),
- The age of the recipient (higher penalties if drugs are sold or given to minors),
- The location of the offense (higher penalties for possession, sale or delivery near a school, etc.), and
- The prior criminal record of the offender.

STUDENT ASSISTANCE FOR DRUG DEPENDENCIES
The student who recognizes himself/herself as having an alcohol or drug abuse problem can voluntarily seek help without penalty from the College. This applies if:

1. The student is not currently and has not previously been liable for sanction for violation of College alcohol or drug policies, and
2. The student does not violate College policy during or after treatment.

The student may be required to participate in a recovery program in order to continue his/her role at the College.

WEAPONS/FIREARMS POLICY
No weapons of any kind shall be permitted on Calumet College of St. Joseph property, nor at Calumet College of St. Joseph functions, which may be held on property not owned by the College. The exceptions to this policy are those weapons which may be carried by duly authorized law enforcement officers while in the performance of their duties as prescribed by law or at the invitation of official college personnel. Any individual acting in violation of this policy will be subject to immediate disciplinary action.

STATEMENT OF PLAGIARISM AND OTHER ACTS OF ACADEMIC DISHONESTY
If an instructor or another Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of this handbook that addresses student grievances. Please be aware that your paper may be submitted for examination for plagiarism to Turnitin.com or SafeAssign.

Calumet College of St. Joseph adheres to citation guidelines as written in the Publication Manual of the American Psychological Association, Sixth Edition. A copy is available from the Calumet College of St. Joseph Bookstore. This text outlines how to cite references from a variety of sources, including electronic media.
GRADE APPEALS

The responsibility for measuring student achievement and assigning a grade rests with the faculty and except for the most extreme circumstances or in case of an incomplete; the grade awarded is the final grade. The following procedure for appealing a grade offers recourse to a student who has evidence or believes that evidence exists to show that he/she has been assigned an inappropriate grade. A student may also challenge a grade that has been reduced for alleged scholastic dishonesty. Note: In appealing a grade, the burden of proof lies with the student, except in the case of alleged scholastic dishonesty; where the instructor must support the allegation.

To appeal a grade, the student is first directed to discuss the appeal with the instructor who awarded the grade. If the student is not satisfied, the student may discuss the appeal with the department chair under whose department the course is offered or that has primary responsibility for the class if the class is cross-listed in more than one division. It is recommended that the student keep a written record of these discussions. If these informal actions do not resolve the issue, the student may file a formal grievance with the Vice President of Academic Affairs. The following information is provided to explain the grievance procedure.

NON ACADEMIC GRIEVANCES

If a student has a grievance against another student, agent or employee of Calumet College of St. Joseph that is not academically related, then he or she may file a complaint using the procedures.

FACULTY STUDENT GRIEVANCE COMMITTEE (FSGC)

Membership
1. Two faculty members, appointed by the Vice President of Academic Affairs.
2. The President of the Students Government and one other member of the Students Government elected by the Students Government. In case the President of the Students Government is not in office, both student members shall be appointed by the Director of Student Activities by lottery.
3. A member of the C.P.P.S. Community, as decided by the community.

RESPONSIBILITY

Faculty-Student Grievance Committee (hereafter referred to FSGC) adjudicates issues between students and faculty (in case of academic/ grading issues that have their own policy statements, between the student and appropriate group), involving academic performance and behavior, i.e., grades and academic integrity (breaches of academic honesty and plagiarism).

Before the FSGC accepts a case, the following preliminary steps must be taken by the student:
1. The student must attempt to resolve the issue with the faculty member directly.
2. If acceptable results are not obtained, the student may request in writing mediation by the appropriate Department Chair.
3. If a resolution of the issue is not achieved through mediation, the student may petition the President of Academic Affairs in writing for review by the FSGC.
4. The same preliminary procedure must be followed by the faculty member, initiating a case against the student for breach of academic integrity.
5. The Vice President of Academic Affairs will convene the FSGC.

FSGC PROCEDURES

1. FSGC shall choose a chairman and a recording secretary from among the members of the committee.
2. FSGC deliberations shall be confidential and only the cases and their disposition shall be reported annually to the Academic Senate.
3. FSGC may request the parties to submit all available evidence and present the issues in writing.
4. FSGC shall dispose the cases brought by the students as well as the faculty in cases of breach of academic behavior.
5. All grade appeal cases must be resolved by the end of the twelfth week of the regular semester following the semester in which the questioned grade was given. (See Grade Appeal Procedures below.)

JUDGMENT OF THE FSGC

1. The case may be dismissed as without merit or for failure to meet the time schedule or for breach of procedural rules in general.
2. Recommend to the faculty member to make appropriate adjustments in his/her judgments on grades and/or academic behavior.
3. Uphold the instructor’s decision.
4. In cases of breaches of academic integrity, recommended academic suspension, probation or dismissal of the student. In such judgments, the case is automatically petitioned to the Vice President of Academic Affairs and/or to the President of the College for final disposition.

GRADE APPEALS SCHEDULE

End of Semester- original grade

Next Semester

By the end of the fourth (4th) week:
• Student meets with instructor
• Student meets with Department Chair, if necessary

By the end of the seventh (7th) week:
• If formal hearing desired, student must file petition with the Vice President of Academic Affairs

By the end of the twelfth (12th) week:
• Decision of FSGC

Before end of the semester:
• Faculty member’s report to the Vice President of Academic Affairs

UNRESOLVED GRADE-RELATED GRIEVANCES

In certain instances, grade-related grievances (appeals) may remain unresolved due to the faculty member’s death, incapacity, or documented refusal to participate in the grievance process. In order to insure fairness and prompt to the student. In such situations, the Faculty Student Grievance Committee (FSGC) will continue to proceed as stated above. The faculty member’s role may be assumed by a faculty designated by the appropriate department chair. No further action is necessary if the FSGC judgment is:
1. “The case may be dismissed as without merit or for failure to meet the time schedule or for breach of procedural rules in general.”
2. Uphold the instructor’s decision.

If the FSGC judgment is “Recommend to the faculty member to make appropriate adjustments in his/her judgments on grades or academic behavior,” the FSGC will submit its recommendation to the appropriate Department Chair, who, in consultation with at least two faculty members in the appropriate discipline, will act on the recommendation and inform the Vice President of Academic Affairs. The Vice President of Academic Affairs will inform the Registrar of the decision. The Registrar will make any necessary adjustments on the academic records.

PROCEDURES SPECIFIC FOR GRADE APPEALS

PREAMBLE

1. In academia, grades are a measure of student achievement toward fulfilling course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and generally the course grade given.

2. The grade appeal system provides recourse to a student who has evidence or believes that evidence exists to show that he/she has been assigned an inappropriate grade. Additionally, a student may challenge the reduction of a grade for alleged academic dishonesty.

3. In appealing a grade, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation.

4. The Faculty Student Grievance Committee (FSGC) hears the grade appeals.

5. A hearing by the FSGC means that the particular grade will be reviewed; it does not mean that the grade will necessarily be changed.

PROCEDURES

1. A student who wishes to appeal a grade should meet with the instructor to attempt to resolve the issue. If the issue is still not resolved, the student should meet with the appropriate Department Chair. These meetings should occur shortly after the grades are issued, but not later than the fourth (4th) week of the regular semester following the semester in which the questioned grade was given.

2. If a mutually acceptable solution cannot be reached at these levels, the student may petition the Vice President of Academic Affairs, in writing, for a formal hearing. This written petition must include the date, course, semester, name of the instructor, and a statement as to why the grade given was inappropriate. This written notice must be filed with the Vice President of Academic Affairs by the end of the seventh (7th) week of the regular semester following the semester in which the questioned grade was given. The Vice President of Academic Affairs will forward copies of the petition to both the instructor and the chair of the FSGC, who will convene the FSGC.

3. The hearing must conclude by the end of the twelfth (12th) week of the semester.

4. The chair of the FSGC shall submit the committee’s recommendation to the Vice President of Academic Affairs.

5. Copies of this report shall be placed in the files of both the student and the instructor.

6. The recommendation of the FSGC is final.

7. If the decision of the FSGC is “Recommend to the faculty member to make appropriate adjustments in his/her judgments on grades or academic behavior,” the faculty member must submit a written statement about his/her response (action) to the recommendation and the rationale for the response. This should occur before the end of the semester. The Vice President of Academic Affairs may overrule the response of the faculty member.

GRADE APPEALS SCHEDULE

End of Semester- original grade

Next Semester

By the end of the fourth (4th) week:
• Student meets with instructor
• Student meets with Department Chair, if necessary

By the end of the seventh (7th) week:
• If formal hearing desired, student must file petition with the Vice President of Academic Affairs

By the end of the twelfth (12th) week:
• Decision of FSGC

Before end of the semester:
• Faculty member’s report to the Vice President of Academic Affairs
OTHER ACADEMIC POLICIES AND PROCEDURES

ACADEMIC RECOGNITION

DEAN’S LIST
Students with at least 12 consecutive hours in graded courses with an index between 3.25 and 3.99 are placed on the Dean’s List, which is published at the end of each term.

PRESIDENT’S LIST
Students with at least 12 consecutive hours in graded courses with an index of 4.00 are placed on the President’s List, which is published at the end of each term.

POOR ACADEMIC PERFORMANCE, PROBATION, AND DISMISSAL

ACADEMIC ALERT FORMS
A notification of unsatisfactory work is sent to students at the midpoint of each term by the Academic Advising Office. In addition, individual faculty members may send out Academic Alert Forms at any point in time at which they determine that a student’s performance warrants such action.

TRADITIONAL ACADEMIC PROGRAMS: PROBATION
At the end of each grading period (i.e., 12 consecutive hours in graded courses), first semester freshmen with scholastic indices below 1.50, second semester freshmen with indices below 1.75, and sophomores, juniors, and seniors with indices below 2.00 are placed on probation. This probationary status may be removed by improving the student’s indices to a point above the stipulated cut-off in the next grading period.

TRADITIONAL ACADEMIC PROGRAMS: DISMISSAL, APPEAL, AND READMISSION
If probationary status is not removed over the course of the next 12 consecutive hours of graded courses or if a student fails in one-half or more of his or her coursework in that time, he or she will be dropped for poor scholarship. These 12 consecutive credit hours may take place over more than one term. A dismissal may be appealed to the Vice President of Academic Affairs, but must be filed within two days of having received notification to this effect.

ACCELERATED DEGREE PROGRAMS: PROBATION AND DISMISSAL
Students who fail to maintain a 2.0 or better grade point average may be subject to academic penalties, including placement on probation or dismissal from the Accelerated Degree Program.

READMISSION
A student dropped for poor scholarship may apply in writing for readmission to the Vice President of Academic Affairs after the lapse of a full semester. A detailed written self-assessment explaining why the student encountered difficulty in pursuing his or her academic goals and why a different outcome can be expected if the student is readmitted is required in all such cases. Students requesting readmission may be tested for academic readiness in Enrollment Management and Academic Student Programs. A decision to readmit the student or to deny his or her readmission will then be made by the Vice President of Academic Affairs based on the recommendation of a committee formed to assess the circumstances involved. If the request is approved, the student will be readmitted on probation and must maintain the scholastic index required by the student’s classification. Additional stipulations may be added as well. If the student is dropped for poor scholarship a second time, he or she will be ineligible for readmission.

PERMISSION TO STUDY ELSEWHERE
Students in good standing who wish to take courses at another institution must first secure permission from the Registrar. If the student is in the final 30 hours of a baccalaureate program or the final 15 hours of an associate program, permission must be secured from the Vice President of Academic Affairs.

BUCKLEY AMENDMENT
Calumet College of St. Joseph is in full voluntary compliance with Public Law 93-380, Family Education Rights and Privacy Act of 1974, as amended. All educations records shall be made available to students, upon request, in accordance with the “General Education Provision Act, Title IV, Public Law 90-247 and Public Law 93-380” as amended. Likewise in accordance with the law, individually identifiable educational records will not be released to other than authorized individuals without written consent of the student. By definition, educational records are found in the following offices: Alumni, Academic Support Programs, Career Services, Enrollment Management, Financial Aid, and the Registrar. All other student records are declared non-educational records and are regulated according to the policies of those individual offices as stipulated in the act.

All student records are open to inspection and review by the individual student with the following exceptions: confidential letters written prior to January 1, 1975; those records held by law enforcement personnel; counselor and other psychological records held on a student; private records in the sole possession of the maker; or financial records of parents. Student records are open to other school officials, including teachers within the educational institution or local education interests, and those others specified in Sec. 438 (b) 1) (B) through (1). An appellate board can be convened for review of questioned documents.

Calumet College of St. Joseph considers the following categories to be directory information, and, as such, may be released at the discretion of the administration in such forms as news releases, directories, or computer address lists: the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and the class schedule of the student.

The Family Educational and Privacy Act of 1974 (“Buckley Amendment”) insures that the educational records of students are kept private through a series of procedural guarantees unless the student gives explicit consent to the contrary or under legal compulsion. This Act pertains to those educational records a student accumulates at CCSJ even though this is an independent institution by virtue of the fact that CCSJ receives federal money through loans and grants. This means that only the student, the students’ parent(s) or guardian(s) if the student is a dependent, and those others who have a need to know in order to provide specific student services in accordence with state and federal law have access to the student’s educational records. Note, however, that the Buckley Amendment applies only to academic records.

Academic recognition is published at the end of each term. The President’s List, which is published at the end of each term, includes students with at least 12 consecutive hours in graded courses with an index of 4.00. The Dean’s List includes students with at least 12 consecutive hours in graded courses with an index between 3.25 and 3.99. Academic alert forms are sent to students at the midpoint of each term by the Academic Advising Office. A notification of unsatisfactory work is sent to students at the midpoint of each term by the Academic Advising Office. In addition, individual faculty members may send out Academic Alert Forms at any point in time at which they determine that a student’s performance warrants such action.

Academic performance, probation, and dismissal policies are as follows:

**ACADEMIC ALERT FORMS:**
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**TRADITIONAL ACADEMIC PROGRAMS: DISMISSAL, APPEAL, AND READMISSION:**
If probationary status is not removed over the course of the next 12 consecutive hours of graded courses or if a student fails in one-half or more of his or her coursework in that time, he or she will be dropped for poor scholarship. These 12 consecutive credit hours may take place over more than one term. A dismissal may be appealed to the Vice President of Academic Affairs, but must be filed within two days of having received notification to this effect.

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**PERMISSION TO STUDY ELSEWHERE:**
Students in good standing who wish to take courses at another institution must first secure permission from the Registrar. If the student is in the final 30 hours of a baccalaureate program or the final 15 hours of an associate program, permission must be secured from the Vice President of Academic Affairs.

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All student records are open to inspection and review by the individual student with the following exceptions: confidential letters written prior to January 1, 1975; those records held by law enforcement personnel; counselor and other psychological records held on a student; private records in the sole possession of the maker; or financial records of parents. Student records are open to other school officials, including teachers within the educational institution or local education interests, and those others specified in Sec. 438 (b) 1) (B) through (1). An appellate board can be convened for review of questioned documents.

Calumet College of St. Joseph considers the following categories to be directory information, and, as such, may be released at the discretion of the administration in such forms as news releases, directories, or computer address lists: the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and the class schedule of the student.

The Family Educational and Privacy Act of 1974 (“Buckley Amendment”) insures that the educational records of students are kept private through a series of procedural guarantees unless the student gives explicit consent to the contrary or under legal compulsion. This Act pertains to those educational records a student accumulates at CCSJ even though this is an independent institution by virtue of the fact that CCSJ receives federal money through loans and grants. This means that only the student, the students’ parent(s) or guardian(s) if the student is a dependent, and those others who have a need to know in order to provide specific student services in accordance with state and federal law have access to the student’s educational records. Note, however, that the Buckley Amendment applies only to academic records.
EMERGENCY NOTIFICATION SYSTEM
Calumet College of St. Joseph has implemented an Emergency Notification System. The system is a web-based unified emergency notification system that enables personnel at the College to send instant alerts of a critical nature to students, faculty and staff members, and administrators via text messaging, telephone, and e-mail. Participation in this Emergency Notification System is highly recommended. To sign up, visit www.ccsj.edu/alerts and provide the required information. You will be notified instantly of school closings due to inclement weather, power outages, and any other emergencies that may occur at or around any of the College’s campuses.

EMERGENCY PROCEDURES FOR STUDENTS AND INDIVIDUALS WITH DISABILITIES
The safety of individuals with disabilities is a shared responsibility. Calumet College is committed to developing and implementing procedures to assist individuals with disabilities during an emergency. However, individuals with disabilities must create a personal emergency plan that addresses their needs before and during an evacuation.

I. NOTIFICATION
• Students who are concerned about their ability to safely evacuate in an emergency should register with Student Support Services.
• Visitors should fill out the Special Assistance form giving their cell phone number or check out a service pager available in the Library on the first floor.
• Pagers are also available for Students upon request. Individuals will receive instruction on how to use the service pager during the first initial check out.

II. PRE-EMERGENCY PREPAREDNESS BY THE DISABLED INDIVIDUAL
• The assistance that an individual requires should be written down on the Special Assistance form/or card, and should be carried by the disabled individual at all times.
• The disabled individual should be familiar with all emergency exits and evacuation routes.
• The disabled individual should try to position himself/herself near doorways for an easier exit.
• The disabled individual should develop a “buddy system.” A buddy could be a classmate, instructor, supervisor, co-worker or any individual. The buddy should be familiar with the disabled individual’s assistance instructions from the Special Assistance form. The buddy will assist individuals in arriving at all evacuation areas, and a buddy should stay with the individual at all times during an emergency until the emergency has expired.
• Be aware that elevators should NOT be used during emergencies.
• If the disabled individual cannot speak loudly, or suffers from voice/speech impairments, the individual should carry a whistle, or have other means of attracting attention from others, at all times.

III. EMERGENCY GUIDELINES
• If an emergency should happen, individuals will be contacted either by cell phone or the service pager.
• Elevators should NOT be used in an evacuation unless instructed by emergency personnel.
• School materials or any accessories should be left in the classroom or other room occupied to avoid wasting time in the event of an evacuation.
• In the event of an evacuation, students who are unable to exit the building on their own accord should remain near the stairwell or the elevator. Emergency personnel and/or Floor Wardens will check the stairwells and elevator lobbies for those who are trapped. Individuals on the first, second, third and fourth floors can use the red emergency phones located near the elevators to call for help or use their cell phones.

IV. ASSISTANCE FROM OTHERS DURING AN EMERGENCY
The highest priority will be given to evacuate students with disabilities in all emergency situations. If an individual wants to help a person with a disability, always ask how you can help before giving assistance. The following guidelines should be used in assisting individuals with specific disabilities.

• Mobility impairment
  - A wheelchair evacuation will only be attempted by a trained professional or unless it is necessary as a last resort in a life threatening situation.
  - If located on an upper floor, individuals may be assisted to a stairwell landing to await evacuation or further instructions from Fire/Rescue or Police.
  - If individuals can walk with assistance, a “buddy” should assist and accompany the individual.
  - Notify Police or Fire/Rescue authorities of a mobility impaired individual who may need assistance.

If a person prefers to be removed from their wheelchair, always consult with the person as to his/her preference of:
• the manner of being removed,
• the number of people needed for assistance,
• whether to extend extremities,
• whether a seat cushion or pad must be brought with,
• being carried forward or backward on stairs,
• the need for immediate paramedic assistance upon exiting the building.
• Blindness or visual impairment
  - Those who have a service pager will be notified by the service pager in an emergency.
  - The disabled individual should wait for trained assistance in the case of an emergency.
  - In the event trained assistance is not available, wait for assistance from someone who can act as a sighted guide, possibly a “buddy.” The sighted guide will be able to provide assistance.
  - If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.
  - Tell the person the nature of the emergency and offer to guide the individual by offering an elbow. Do NOT grasp a visually impaired person’s arm.
  - The person assisting should give verbal instructions as to where they are and advise of any obstacles as they evacuate the building.
• Deafness or hearing loss
  - Depending on the level of hearing loss, individuals with impaired hearing may or may not be able to hear the emergency alarm. Those who have a service pager will be notified by the service pager of an emergency.
  - An alternative warning technique may be used to gain the attention of individuals. Turning the lights off and on and using hand gestures or a written note should be used to describe the emergency.
  - Wait for trained assistance in the case of an emergency. In the event trained assistance is not available, an individual who can follow oral commands, possibly a “buddy,” should assist the disabled individual in evacuating.

V. EXPECTATIONS OF STAFF AND FACULTY
• At least two (2) routes out of the building will be identified visually in each room.
• There will be a Building Coordinator and Floor Wardens.
• The Building Coordinator will
  - develop a plan to communicate with Public Safety during an emergency and advise of any students with disabilities who might be in the building.
  - determine a gathering point for those evacuating from the building.
  - know all primary and alternate routes of evacuation.
  - ensure that all faculty and Floor Wardens are familiar with the Emergency Procedures for individuals with disabilities.
• Each floor of the building shall have a Floor Warden who will
  - identify faculty and staff with disabilities who are frequently on the coordinator’s floor.
  - notify all individuals on the floor of an emergency and the proper course of evacuation.
  - evaluate whether based on the emergency it is best for the disabled individual to stay in his/her location.
  - notify the Building Coordinator, immediately if the situation is life threatening, of any disabled individuals on the Floor Warden’s floor.

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- If a person prefers to be removed from their wheelchair, always consult with the person as to his/her preference of:
  - the manner of being removed,
SAFETY PROCEDURES
If you are calling from a CCSJ phone, you must dial 9 for an outside line and then dial 9-1-1.

MEDICAL EMERGENCY
1. Call 9-1-1 and report the incident.
2. Do not move any injured unless safety dictates
3. Have someone direct emergency personnel to injured.
4. If trained, use pressure to stop bleeding. Provide basic life support as needed.

SMOKE OR FIRE IN THE BUILDING
1. Pull alarm (located at EXIT doors).
2. Leave the building.
3. Call 9-1-1 from a safe distance and give the following information: location of fire, description of the fire and how it started, if known.

EVACUATION PROCEDURES
1. When the fire alarm sounds, evacuate the building.
2. Use the nearest stairway. Do not use the elevators.
3. In case of fire, feel door with the back of your hand. Do not open any doors that are too hot to touch.
4. Close all doors behind you to help contain the fire and smoke. Do not lock the doors.
5. If smoke is present, stay as close to the floor as possible.
6. Assemble on New York Avenue sidewalk in front of school where medical triage and command information will be available.

BLOCKED ESCAPE ROUTES
1. Move as far away from the fire as possible, closing all doors between you and the fire.
2. Stuff clothing or other material around ventilation ducts and cracks in doors to prevent smoke from penetrating the building.
3. In case of fire, feel door with the back of your hand. Do not open any doors that are too hot to touch.
4. Close all doors behind you to help contain the fire and smoke. Do not lock the doors.

OTHER EMERGENCY SITUATION-TORNADO/ CHEMICAL SPILL
1. Listen and follow the emergency instructions given over the CCSJ emergency speaker system.
2. Go to designated Safe Areas. Close doors.

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1. Go to designated Safe Areas. Close doors.
2. Use the nearest stairway. Do not use the elevators.
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6. Assemble on New York Avenue sidewalk in front of school where medical triage and command information will be available. 
Calumet College of St. Joseph  •  Your University of Choice
Recognizing the limits to the quantitative data:

1. Complete/accurate:
   - Provides somewhat accurate explanations of information presented in mathematical forms, but draws incorrect conclusions about what the information means.
   - Makes accurate explanations of information presented in mathematical forms, and makes appropriate inferences based on the information.

2. Partial/ineffective:
   - Partially correct relevant information, resulting mathematical portrayal is inaccurate or inappropriate.
   - Partially correct relevant information into an appropriate and realistic mathematical portrayal.

3. Inadequate:
   - Inaccurate conversion of information leading to an inappropriate or inaccurate portrayal.
   - Inaccurately converts relevant information into an insightful mathematical portrayal in a way that contributes to a further or deeper understanding.

4. Unsuccessful:
   - Inaccurate, inaccurate, and not comprehensive.
   - Inaccurate and unsuccessful, or represent only a portion of the calculations required to comprehend the problem.

Appropriate use of mathematical forms:

1. Complete:
   - Uses the quantitative analysis of data at the basis for further research, basis for the argument or purpose of the work.
   - Uses quantitative analysis of data at the basis for component judgments, drawing plausible conclusions from this work.
   - Uses quantitative analysis of data at the basis for component judgments, drawing reasonable, appropriate, qualified conclusions from this work.

2. Partial:
   - Uses the quantitative analysis of data at the basis for the simple, basic judgments, drawing plausible conclusions from this work.
   - Uses quantitative information in clear connection with the argument or purpose of the work, but does not provide precise, accurate, adequate explicit numerical support.
   - Uses quantitative information in connection with the argument or purpose of the work, but does not provide precise, accurate, adequate explicit numerical support.

3. Inadequate:
   - Uses the quantitative analysis of data at the basis for superficial, baseless judgments or guesses, or perhaps slightly inaccurate when drawing conclusions from this work.
   - Uses quantitative information in clear connection with the argument or purpose of the work, but does not provide precise, accurate, adequate explicit numerical support.
   - Uses inaccurate, imprecise, or insufficient information in connection with the argument or purpose of the work.

4. Ineffective:
   - Uses inaccurate, imprecise, or insufficient information in connection with the argument or purpose of the work.
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<th>Saturday &amp; Sunday</th>
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<tr>
<td>Laylat al-Qadr begins at sundown</td>
<td>New Student Enrollment Day for Fall Admissions</td>
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<td>Eid al-Fitr begins at sundown</td>
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<td>TBA - Volleyball vs. St. Thomas University (TX) (AWAY)</td>
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<td>11:05 AM - Women’s Soccer vs. Andrews College (Exhibition) (AWAY)</td>
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<td>1:00 PM - Volleyball vs. Illinois Tech Invitational (AWAY)</td>
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<td>12:00 PM - Men’s Soccer vs. University of St. Francis (IN) (AWAY)</td>
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“It is never too late to be what you might have been.” – George Eliot

PRIORITY THIS WEEK:

13 MONDAY

Laylat al-Qadr begins at sundown

14 TUESDAY


15 WEDNESDAY


16 THURSDAY


17 FRIDAY

11:00 AM - Women's Soccer vs. Aquinas College (Exhibition) (AWAY)
TBA - Volleyball vs. Concordia University Invite (MI) (AWAY)

18 SATURDAY

Eid al-Fitr begins at sundown
TBA - Volleyball vs. Concordia University Invite (MI) (AWAY)

19 SUNDAY

www.thezonelive.com

www.eventlink.com
"Life shrinks or expands in proportion to one's courage." – Anais Nin

Priorities this week:

20 Monday

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

25 Saturday

26 Sunday

1:00 PM - Volleyball vs. Illinois Tech Invitational (AWAY)

1:00 PM - Women's Soccer vs. Iowa Wesleyan College (AWAY)

12:00 PM - Men's Soccer vs. University of St. Francis (IN) (AWAY)

“Life shrinks or expands in proportion to one’s courage.” – Anais Nin
"Keep your face always toward the sunshine – and shadows will fall behind you." – Walt Whitman

**PRIORITIZE THIS WEEK:**

**27 MONDAY**

- Gen 100A: College Survival: Orientation
- Orientation Week: August 27th - August 31st

**28 TUESDAY**

- Gen 100A: College Survival: Orientation

**29 WEDNESDAY**

- Gen 100A: College Survival: Orientation

**30 THURSDAY**

- 4:30 PM: Women’s Soccer vs. Andrews University (MI) (AWAY)

**31 FRIDAY**

- Gen 100A: College Survival: Orientation
- TBA - Volleyball vs. St. Thomas University Tourney (TX) (AWAY)

**1 SATURDAY**

- 9:00 AM: Women’s Soccer vs. Concordia University (MI): Crimson Wave Invite (HOME)
- 2:00 PM: Men’s Soccer vs. Concordia University (MI): Crimson Wave Invite (HOME)
- TBA: Volleyball vs. St. Thomas University Tourney (TX) (AWAY)

**2 SUNDAY**

- TBA: Men’s Soccer Crimson Wave Invite (HOME)
- TBA: Women’s Soccer Crimson Wave Invite (HOME)
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<tr>
<th>MONDAY</th>
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<th>SATURDAY &amp; SUNDAY</th>
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<tr>
<td><strong>Labor Day</strong> - Labor Day - NO CLASSES</td>
<td>Fall 2011 Traditional Classes Begin&lt;br&gt;First day of fall classes&lt;br&gt;Mixed session? Go to Career Services (Room 402) to register for FOCUS and&lt;br&gt;College Central Network&lt;br&gt;Pay Tuition Balance in Full or See Student Account&lt;br&gt;Representative (ext. 341) by payment plan,&lt;br&gt;9:00 AM - 6:00 PM - Need to sell your books? Today is the last day for Book&lt;br&gt;Buyback! (2nd floor lobby).&lt;br&gt;7:00 PM - Volleyball vs. Trinity Christian College&lt;br&gt;(IL) (AWAY)</td>
<td>Welcome Back Cookout&lt;br&gt;9:00 AM - 6:00 PM - Still need to sell your&lt;br&gt;books? Today is the last day for Book&lt;br&gt;Buyback! (2nd floor lobby).&lt;br&gt;7:00 PM - Volleyball vs. University of St. Francis&lt;br&gt;(HOME)</td>
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<td>12:00 PM - Men's Soccer vs. Madonna&lt;br&gt;University (MI) (AWAY)&lt;br&gt;TBA - Women's Soccer vs. Cougar Cup @&lt;br&gt;USF (Fort Wayne, IN) (AWAY)</td>
<td>9:00 AM - 1:00 PM - The Heart Walk -Lake&lt;br&gt;County Fairgrounds&lt;br&gt;TBA - Volleyball vs. Manchester College Invitational (HOME)&lt;br&gt;TBA - Men's Soccer Crimson Wave Invite (HOME)&lt;br&gt;TBA - Women's Soccer Crimson Wave Invite (HOME)</td>
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<tr>
<td>Membership Drive&lt;br&gt;Regular tutoring sessions will improve your grades. Free tutoring in the Tutoring&lt;br&gt;Center: Call 219 473-4287 or visit Room 413.</td>
<td>100% refund through September 11, 2012&lt;br&gt;Last Day for Add/Drop&lt;br&gt;Membership Drive&lt;br&gt;Weekend classes have a separate&lt;br&gt;payment schedule. See Account Student&lt;br&gt;Representative.&lt;br&gt;7:00 PM - Volleyball vs. Indiana University-Kokomo&lt;br&gt;(HOME)</td>
<td>Opening Liturgy - New Academic Year&lt;br&gt;Volunteer Fair&lt;br&gt;3:30 PM - Men's Soccer vs. Aquinas&lt;br&gt;College (MI) (AWAY)&lt;br&gt;4:00 PM - Women's Soccer vs. Siena Heights&lt;br&gt;University (HOME)</td>
<td>Volunteer Fair&lt;br&gt;Sign up now for the October Career&lt;br&gt;Services Workshops on &quot;Planning for&lt;br&gt;your Internship&quot;&lt;br&gt;TBA - Volleyball vs. Manchester College&lt;br&gt;Invitational (HOME)</td>
<td>TBA - Women's Soccer vs. Concentra&lt;br&gt;University (IL) Crimson Wave Invite (HOME)&lt;br&gt;TBA - Volleyball vs. St. Thomas University Tournament (Tourney) (AWAY)</td>
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<td>Ever wonder how some students earn a minor to strengthen their degree? Ask&lt;br&gt;Your Adviser for details!</td>
<td>Check out the Tutoring Center on CCSJ's&lt;br&gt;website for postings on events and&lt;br&gt;workshops! Call 219 473-4287 or visit&lt;br&gt;Room 413.</td>
<td>Get you student ID card in the Library.&lt;br&gt;7:00 PM - Volleyball vs. Purdue University-&lt;br&gt;Calumet (HOME)</td>
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<td>First Day of Autumn &lt;br&gt;Post-Harvest begins at sundown&lt;br&gt;</td>
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“Never let the fear of striking out get in your way.” – George Herman "Babe" Ruth

SEPTEMBER

8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

"Priority this Week:

3 MONDAY
Labor Day - NO CLASSES

4 TUESDAY
Fall 2011 Traditional Classes Begin
First day of fall classes
Missed orientation? Go to Career Services (Room 400) to register for FOCUS and College Central Network.
Pay tuition balance in full or see Student Account Representative (ext. 394) for payment plan.
9:00 AM - 6:00 PM - Need to sell your books? Today is the first day for Book Buyback! (2nd floor lobby)
7:00 PM - Volleyball vs. University of St. Francis (HOME)

5 WEDNESDAY
Welcome Back Cookout
9:00 AM - 6:00 PM - Book Buyback- 2nd floor lobby
6:30 PM - Men's Soccer vs. Marian University (IN) (AWAY)

6 THURSDAY
Welcome Back Cookout
9:00 AM - 6:00 PM - Still need to sell your books? Today is the last day for Book Buyback. (2nd floor lobby)
7:00 PM - Volleyball vs. Trinity Christian College (IL) (AWAY)

7 FRIDAY
12:00 PM - Men's Soccer vs. Madonna University (MI) (AWAY)
TBA - Women's Soccer vs. Cougar Cup @ USF (Fort Wayne, IN) (AWAY)

8 SATURDAY
TBA - Women's Soccer vs. Cougar Cup @ USF (Fort Wayne, IN) (AWAY)

9 SUNDAY
11:00 AM - Men's Soccer vs. Lawrence Tech University (MI) (AWAY)
“My future starts when I wake up every morning...every day I find something creative to do with my life.” – Miles Davis

**Priority This Week:**

10 **Monday**
- Membership Drive
- Regular tutoring sessions will improve your grades. Free tutoring in the Tutoring Center. Call 219-473-4287 or visit Room 413.

11 **Tuesday**
- 100% refund through September 11, 2012
- Last Day for Add/Drop
- Membership Drive
- Weekend classes have a separate payment schedule. See Account Student Representative.
- 7:00 PM - Volleyball vs. Indiana University-Kokomo (HOME)

12 **Wednesday**
- Opening Liturgy - New Academic Year
- Volunteer Fair
- 3:30 PM - Men’s Soccer vs. Aquinas College (MI) (AWAY)
- 4:00 PM - Women’s Soccer vs. Siena Heights University (HOME)

13 **Thursday**
- Volunteer Fair

14 **Friday**
- Sign up now for the October Career Services Workshops on “Planning for your Internship”
- TBA - Volleyball vs. Manchester College Invite (IN) (AWAY)

15 **Saturday**
- 9:00 AM - 1:00 PM - The Heart Walk
- Lake County Fairgrounds
- TBA - Volleyball vs. Manchester College Invite (IN) (AWAY)
- 3:30 PM - Men’s Soccer vs. Aquinas College (MI) (AWAY)
- 4:00 PM - Women’s Soccer vs. Siena Heights University (HOME)

16 **Sunday**
- Rosh Hashanah begins at sundown
“Whoever is happy will make others happy, too.” — Anne Frank

**Priority this Week:**

17 **Monday**

18 **Tuesday**

19 **Wednesday**

75% refund through September 18, 2012.

7:00 PM - Volleyball vs. Purdue University-North Central (IN) (AWAY)

First Day of Autumn

Get your student ID card in the Library.

7:00 PM - Volleyball vs. Purdue University-Calumet (HOME)

5:00 PM - Women’s Soccer vs. Roosevelt University (IL) (AWAY)

7:30 PM - Men’s Soccer vs. Roosevelt University (IL) (AWAY)

7:00 PM - Volleyball vs. Purdue University-North Central (IN) (AWAY)

Check out the Tutoring Center on CCSJ’s webpage for postings on events and workshops! Call 219-473-4287 or visit Room 413.
### September

**Priority This Week:**

- Monday, September 24:
  - Ever wonder how some students earn a minor to strengthen their degree? Ask your Advisor for details!

- Tuesday, September 25:
  - Yom Kippur begins at sundown.
  - 50% refund through September 25, 2012.

- Wednesday, September 26:
  - Writers: don’t despair, get free writing help in the Tutoring Center. Call 219 473-4287 or visit Room 413.

- Thursday, September 27:
  - 3:30 PM - Book Club - Specker Library: Rebellion of Jane Clarke
  - 6:00 PM - Volleyball vs. Indiana University-South Bend (IN) (AWAY)

- Friday, September 28:
  - TBA - Volleyball vs. Clarke University Tourney (IA) (AWAY)

- Saturday, September 29:
  - 12:00 PM - Women’s Soccer vs. Trinity Christian College (HOME)
  - 2:30 PM - Men’s Soccer vs. Trinity Christian College (HOME)
  - TBA - Volleyball vs. Clarke University Tourney (IA) (AWAY)

- Sunday, September 30:
  - 7:00 PM - Volleyball vs. Olivet Nazarene University (HOME)

- Monday, October 1:
  - 5:00 PM - Men’s Soccer vs. Cardinal Stretch University (WI) (AWAY)
  - 7:00 PM - Women’s Soccer vs. Cardinal Stretch University (WI) (AWAY)

**Priority this Week:**

- Monday, October 1:
  - Ever wonder how some students earn a minor to strengthen their degree? Ask your Advisor for details!

- Tuesday, October 2:
  - Yom Kippur begins at sundown.
  - 50% refund through September 25, 2012.

- Wednesday, October 3:
  - Writers: don’t despair, get free writing help in the Tutoring Center. Call 219 473-4287 or visit Room 413.

- Thursday, October 4:
  - 3:30 PM - Book Club - Specker Library: Rebellion of Jane Clarke
  - 6:00 PM - Volleyball vs. Indiana University-South Bend (IN) (AWAY)

- Friday, October 5:
  - TBA - Volleyball vs. Clarke University Tourney (IA) (AWAY)

- Saturday, October 6:
  - 12:00 PM - Women’s Soccer vs. Trinity Christian College (HOME)
  - 2:30 PM - Men’s Soccer vs. Trinity Christian College (HOME)
  - TBA - Volleyball vs. Clarke University Tourney (IA) (AWAY)

- Sunday, October 7:
  - 7:00 PM - Volleyball vs. Olivet Nazarene University (HOME)

- Monday, October 8:
  - 5:00 PM - Men’s Soccer vs. Cardinal Stretch University (WI) (AWAY)
  - 7:00 PM - Women’s Soccer vs. Cardinal Stretch University (WI) (AWAY)

**Priority this Week:**

- Monday, October 8:
  - Ever wonder how some students earn a minor to strengthen their degree? Ask your Advisor for details!

- Tuesday, October 9:
  - Yom Kippur begins at sundown.
  - 50% refund through September 25, 2012.

- Wednesday, October 10:
  - Writers: don’t despair, get free writing help in the Tutoring Center. Call 219 473-4287 or visit Room 413.

- Thursday, October 11:
  - 3:30 PM - Book Club - Specker Library: Rebellion of Jane Clarke
  - 6:00 PM - Volleyball vs. Indiana University-South Bend (IN) (AWAY)

- Friday, October 12:
  - TBA - Volleyball vs. Clarke University Tourney (IA) (AWAY)

- Saturday, October 13:
  - 12:00 PM - Women’s Soccer vs. Trinity Christian College (HOME)
  - 2:30 PM - Men’s Soccer vs. Trinity Christian College (HOME)
  - TBA - Volleyball vs. Clarke University Tourney (IA) (AWAY)

- Sunday, October 14:
  - 7:00 PM - Volleyball vs. Olivet Nazarene University (HOME)
2013 May and August Graduation candidates should apply for graduation with your advisor by Friday, December 14, 2012. Academic alert notices serve to let you know how you are doing in a course. If you received one, talk to your teacher or advisor.

Learn math without the fear factor. Free math tutoring in the Tutoring Center. Call 219 473-4287 or visit Room 413.

Columbus Day (Observed)
Academic alert notices serve to let you know how you are doing in a course. Talk to your instructor if you have received one and work with a tutor.

Mid-Term
Look for notices for Spring 2013 registration dates! Make an appointment with your Academic Advisor!

Spring Registration begins! Make an appointment with your Academic Advisor!

Ask an Academic Advisor how you can strengthen your degree and marketability by earning a double major at CCSJ! Ever wonder how some students earn a minor to strengthen their degree? Ask your Advisor for details!
Food Fight 4 Hunger

ATTENTION DECEMBER 2011 GRADUATES!
Applications are due today! December graduation candidates should contact an Academic Advisor to file for graduation.

TBA - Volleyball vs. CCAC Volleyball Crossover Round Robin (HOME)

5:00 PM - Men's Soccer vs. St. Xavier University (IL) (AWAY)

Are you ready for your midterms? Check out the Tutoring Center for assistance. Call 219 473-4287 or visit Room 413.
3:00 PM - Women's Soccer vs. Judson University (HOME)

Annual Career Services Open House! Meet the Career Services staff and find out about all our services. Learn note-taking skills. Free note-taking skills in the Tutoring Center. Call 219 473-4287 or visit Room 413.
4:00 PM - Men's Soccer vs. Trinity International University (HOME)

It's never too early to begin a resume! Stop by Career Services in Room 430 for assistance.
3:30 PM - Women's Soccer vs. Holy Cross College (HOME)

Eid al-Adha begins at sundown
Fall Preview Day
3:30 PM - Book Club – Specker Library: Get in Translation

3:00 PM - Volleyball vs. CCAC Crossover Round Robin (AWAY)

5:00 AM - Volleyball vs. CCAC Crossover Round Robin (AWAY)

TBA - Volleyball Crimson Wave Invite (HOME)
TBA - Women's Soccer vs. University of St. Francis (IL) (AWAY)

TBA - Men's Soccer vs. University of St. Francis (IL) (AWAY)

TBA - Volleyball Crimson Wave Invite (HOME)
TBA - Women's Soccer vs. University of St. Francis (IL) (AWAY)

TBA - Men's Soccer vs. University of St. Francis (IL) (AWAY)

TBA - Volleyball vs. CCAC Volleyball Crossover Round Robin (HOME)

TBA - Volleyball vs. CCAC Volleyball Crossover Round Robin (HOME)

TBA - Volleyball vs. CCAC Volleyball Crossover Round Robin (HOME)

"All I can do is be the best me that I can. And live life with some gusto." – Michelle Obama

**Priority this week:**

| MONDAY | 2013 May and August Graduation candidates should apply for graduation with your advisor by Friday, December 14, 2012. Academic alert notices serve to let you know how you are doing in a course. If you received one, talk to your teacher or advisor. Learn math without the fear factor. Free math tutoring in the Tutoring Center. Call 219 473-4287 or visit Room 413. |
| TUESDAY | 0% refund after October 2, 2012. 25% refund through October 2, 2012. Last Day to Withdraw from a course without instructor’s approval. 5:00 PM - Women’s Soccer vs. St. Xavier University (IL) (AWAY) 7:00 PM - Volleyball vs. University of St. Francis (IL) (AWAY) |
| WEDNESDAY | 5:00 PM - Men’s Soccer vs. St. Xavier University (IL) (AWAY) |
| THURSDAY | Disburse funds for fall semester (traditional students) |
| FRIDAY | Attention December 2011 Graduates! Applications are due today! December graduation candidates should contact an Academic Advisor to file for graduation. TBA - Volleyball vs. CCAC Volleyball Crossover Round Robin (HOME) |
| SATURDAY | 4:00 PM - Women’s Soccer vs. Robert Morris University (IL) (AWAY) 6:30 PM - Men’s Soccer vs. Robert Morris University (IL) (AWAY) TBA - Volleyball vs. CCAC Volleyball Crossover Round Robin (HOME) |
| SUNDAY | 5:00 PM - Men’s Soccer vs. St. Xavier University (IL) (AWAY)
“Success is how high you bounce when you hit bottom.” – General George Patton

PRIORITY THIS WEEK:

8 MONDAY

Columbus Day (Observed)

Academic alert notices serve to let you know how you are doing in a course. Talk to your instructor if you have received one and work with a tutor.

Mid Term

9 TUESDAY

4:00 PM - Men’s Soccer vs. Judson University (HOME)

7:00 PM - Volleyball vs. Trinity Christian College (IL) (HOME)

10 WEDNESDAY

Are you ready for your midterms? Check out the Tutoring Center for assistance. Call 219-473-4287 or visit Room 413.

3:00 PM - Women’s Soccer vs. Judson University (HOME)

11 THURSDAY

12 FRIDAY

13 SATURDAY

5:00 PM - Women’s Soccer vs. Olivet Nazarene University (IL) (AWAY)

7:30 PM - Men’s Soccer vs. Olivet Nazarene University (IL) (AWAY)

14 SUNDAY
**Priority This Week:**

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<th>Monday</th>
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<tr>
<td><strong>15</strong></td>
<td>Look for notices for Spring 2013 registration dates! Make an appointment with your Academic Advisor!</td>
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<th>Tuesday</th>
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<td><strong>16</strong></td>
<td>3:00 PM - Women's Soccer vs. Trinity International University (HOME)</td>
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<td>7:00 PM - Volleyball vs. Purdue University-North Central (IN) (HOME)</td>
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<td>Annual Career Services Open House! Meet the Career Services staff and find out about all our services. Learn note-taking skills. Free note-taking skills in the Tutoring Center. Call 219 473-4287 or visit Room 413.</td>
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<td>4:00 PM - Men's Soccer vs. Trinity International University (HOME)</td>
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<th>Thursday</th>
<th>Priority This Week:</th>
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<td><strong>18</strong></td>
<td>Have you seen all the changes in Specker Library?</td>
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<td>TBA - Volleyball Crimson Wave Invite (HOME)</td>
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<th>Friday</th>
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<td><strong>19</strong></td>
<td>TBA - Men's Soccer vs. University of St. Francis (IN) (AWAY)</td>
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<td>TBA - Volleyball Crimson Wave Invite (HOME)</td>
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<td>TBA - Women's Soccer vs. University of St. Francis (IL) (AWAY)</td>
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<td>TBA - Men's Soccer vs. University of St. Francis (IN) (AWAY)</td>
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<td>TBA - Volleyball Crimson Wave Invite (HOME)</td>
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<td>TBA - Women's Soccer vs. University of St. Francis (IL) (AWAY)</td>
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<th>Sunday</th>
<th>Priority This Week:</th>
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<td><a href="http://www.thezonelive.com">www.thezonelive.com</a></td>
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<td><a href="http://www.eventlink.com">www.eventlink.com</a></td>
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“Life is what we make it, always has been, always will be.” – Grandma Moses

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<tr>
<th>PRIORITY THIS WEEK:</th>
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22 MONDAY

Spring Registration begins! Make an appointment with your Academic Advisor!

23 TUESDAY

Tutoring Center Open House Today! Get to know your tutors and join us in room 413 for some food, fun and prizes!

3:00 PM - Men’s Soccer vs. Holy Cross College (HOME)
7:00 PM - Volleyball vs. Purdue University-Calumet (AWAY)

24 WEDNESDAY

It’s never too early to begin a resume! Stop by Career Services in Room 400 for assistance.

3:00 PM - Women’s Soccer vs. Holy Cross College (HOME)

25 THURSDAY

Eid al-Adha begins at sundown
Fall Preview Day

3:30 PM - Book Club – Specker Library: Girl in Translation

26 FRIDAY

3:00 PM - Volleyball vs. CCAC Crossover @ Illinois Tech (AWAY)

27 SATURDAY

9:00 AM - Volleyball vs. CCAC Crossover @ Illinois Tech (AWAY)
12:00 PM - Women’s Soccer vs. Illinois Tech (Senior Day) (HOME)
2:30 PM - Men’s Soccer vs. Illinois Tech (Senior Day) (HOME)

28 SUNDAY

3:00 PM - Women’s Soccer vs. Holy Cross College (HOME)
**Priority this Week:**

**Monday, October 29th**
- Ask an Academic Advisor how you can strengthen your degree and marketability by earning a double major at CCSJ!
- Ever wonder how some students earn a minor to strengthen their degree? Ask your Advisor for details!
- Food Fight 4 Hunger

**Tuesday, October 30th**
- 7:00 PM - Volleyball vs. Olivet Nazarene University (IL) (AWAY)

**Wednesday, October 31st**
- Halloween

**Thursday, November 1st**
- 7:00 PM - Volleyball vs. Indiana University-South Bend (IN) (HOME)

**Friday, November 2nd**
- TBA - Men’s Basketball vs. Goshen College Classic (AWAY)

**Saturday, November 3rd**
- 2:00 PM - Women’s Basketball vs. Great Lakes Christian College (HOME)
- TBA - Men’s Basketball vs. Goshen College Classic (AWAY)

**Sunday, November 4th**
- Standard Time returns

*“Sometimes something worth doing is worth overdoing.” – David Letterman*
2013 May and August Graduation candidates should apply for graduation with their advisor by Friday, December 14, 2012. Academic alert notices serve to let you know how you are doing in a course. If you received one, talk to your teacher or advisor.

Disburse funds for fall semester (accelerated and Master’s students)

Election Day

November 5

New Student Enrollment Day for Spring Admissions
McKenzie begins at sundown

November 12

Thanksgiving Break - NO CLASSES

November 27

Thanksgiving Break - NO CLASSES
**Priority This Week:****

**5 Monday**

2013 May and August Graduation candidates should apply for graduation with their advisor by Friday, December 14, 2012.

Academic alert notices serve to let you know how you are doing in a course. If you received one, talk to your teacher or advisor.

**6 Tuesday**

Election Day

Unsure about your major? Check out FOCUS! Visit the Career Services Office in Room 400 for details.

**7 Wednesday**

Check out the Tutoring Center on CCSJ’s webpage for postings on events and workshops! Call 219-473-4287 or visit Room 413.

High School Counselor Luncheon 7:00 PM - Men’s Basketball vs. Indiana University-Kokomo (HOME)

**8 Thursday**

Disburse funds for fall semester (accelerated and Master’s students)

**9 Friday**

**10 Saturday**

1:00 PM - Women’s Basketball vs. Goshen College (AWAY)

2:00 PM - Men’s Basketball vs. Purdue University-North Central (HOME)

**11 Sunday**

Veterans Day

“Dream as if you’ll live forever. Live as if you’ll die today.” – James Dean
### Priority This Week:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

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**November 2012**

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>12</td>
<td>Spirit Week</td>
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<td>13</td>
<td>Spirit Week</td>
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<tr>
<td>14</td>
<td>Muharram begins at sundown&lt;br&gt;New Student Enrollment Day for Spring Admissions&lt;br&gt;Spirit Week&lt;br&gt;5:30 PM - Women’s Basketball vs. Judson University (IL) (AWAY)&lt;br&gt;7:30 PM - Men’s Basketball vs. Judson University (IL) (AWAY)</td>
</tr>
<tr>
<td>15</td>
<td>1:00 PM - Women’s Basketball vs. Purdue University-Calumet (HOME)&lt;br&gt;3:00 PM - Men’s Basketball vs. Purdue University-North Central (HOME)</td>
</tr>
<tr>
<td>16</td>
<td>Homecoming&lt;br&gt;Need some help finding resources for a paper? Ask for assistance at the Library.</td>
</tr>
<tr>
<td>17</td>
<td>1:00 PM - Women’s Basketball vs. Judson University (IL) (AWAY)&lt;br&gt;7:30 PM - Men’s Basketball vs. Judson University (IL) (AWAY)</td>
</tr>
<tr>
<td>18</td>
<td>1:00 PM - Spirits of St. Joseph Wine Tasting-Innsbrook Country Club. Contact 219-473-4234 for more information.</td>
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“We must use time creatively, and forever realize that the time is always ripe to do right.” – Nelson Mandela
### Priority This Week:

#### November 2012

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</table>

- **Business Math and Management Students**: Alert! Improve your math skills and your comprehension. Free tutoring in the Tutoring Center. Call 219-473-4287 or visit Room 413.

#### Thanksgiving Break - NO CLASSES

- **22 Thursday**: Thanksgiving
- **23 Friday**: Thanksgiving Break - NO CLASSES
- **24 Saturday**: Thanksgiving Break - NO CLASSES
- **25 Sunday**: Thanksgiving Break - NO CLASSES

#### Basketball Games

- **20 Tuesday**: 5:30 PM - Women's Basketball vs. University of St. Francis (IL) (AWAY)
- **20 Tuesday**: 7:30 PM - Men's Basketball vs. University of St. Francis (IL) (AWAY)
- **21 Wednesday**:
- **22 Thursday**:
- **23 Friday**:
- **24 Saturday**: 1:00 PM - Women's Basketball vs. Trinity International University (IL) (AWAY)
- **24 Saturday**: 3:00 PM - Men’s Basketball vs. Trinity International University (IL) (AWAY)
- **25 Sunday**:

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“Failure is a signpost to turn you in another direction.” – Oprah Winfrey

www.thezonelive.com

www.eventlink.com
**Priority This Week:**

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<th>Date</th>
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<tr>
<td>29</td>
<td>3:30 PM - Book Club -- Specker Library: The Maid</td>
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<tr>
<td>1</td>
<td>12:00 PM - Women’s Basketball vs. Holy Cross College (IN) (AWAY)</td>
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<td></td>
<td>2:00 PM - Men’s Basketball vs. Holy Cross College (IN) (AWAY)</td>
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<tr>
<td>2</td>
<td>5:30 PM - Women’s Basketball vs. St. Xavier University (HOME)</td>
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<tr>
<td></td>
<td>7:30 PM - Men’s Basketball vs. St. Xavier University (HOME)</td>
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</tbody>
</table>
Have you read any 1860 Chicago Tribune articles online?

May and August Graduation candidates who have not applied for graduation? Please see your Academic Advisor immediately.

6:00 PM - Women's Basketball vs. Clarke College (IA) (AWAY)

Exam Week

Students can visit the Career Services Office in Room 400 for help with resumes, internships, job search, and more!

9:00 AM - 6:00 PM - Need to sell your books? Today is the first day for Book Buyback! (2nd floor lobby).

Exam Week

9:00 AM - 6:00 PM - Book Buyback-2nd floor lobby.

Exam Week

9:00 AM - 5:00 PM - Still need to sell your books? Today is the last day for Book Buyback. (2nd floor lobby).

Exam Week

9:00 AM - 6:00 PM - Book Buyback-2nd floor lobby.

Exam Week

9:00 AM - 5:00 PM - Still need to sell your books? Today is the last day for Book Buyback. (2nd floor lobby).

Exam Week

12:00 PM - Women's Basketball vs. Holy Cross College (IN) (AWAY)

Last Day to Withdraw from a course with Instructor's approval

8:00 PM - Men's Basketball vs. Indiana University-Northwest (HOME)

Hanukkah begins at sundown

Fall 2011 Traditional Classes End

1:00 PM - Women's Basketball vs. Olivet Nazarene University (IL) (AWAY)

December 2011 Graduation

1:00 PM - Women's Basketball vs. Indiana University-South Bend (HOME)

Three Day Winter Break

2:00 PM - Men's Basketball vs. Indiana University-South Bend (HOME)

Christmas

First Day of Winter

1:00 PM - Women's Basketball vs. Brescia University (KY) (AWAY)

TBA - Women's Basketball vs. St. Xavier Christmas Tourney (AWAY)

TBA - Women's Basketball vs. St. Xavier Christmas Tourney (AWAY)

TBA - Women's Basketball vs. St. Xavier Christmas Tourney (AWAY)

TBA - Women's Basketball vs. St. Xavier Christmas Tourney (AWAY)

New Year's Eve

December 2012
“Whether you believe you can do a thing or not, you are right.” – Henry Ford

www.thezonelive.com

www.eventlink.com
“It is best to learn as we go, not go as we have learned.” – Leslie Jeanne Sahler

PRIORITY THIS WEEK:

10 MONDAY

Exam Week

Students can visit the Career Services Office in Room 400 for help with resumes, internships, job search, and more!

9:00 AM - 6:00 PM - Need to sell your books? Today is the last day for Book Buyback! (2nd floor lobby).

11 TUESDAY

Exam Week

9:00 AM - 6:00 PM - Book Buyback- 2nd floor lobby.

12 WEDNESDAY

Exam Week

9:00 AM - 6:00 PM - Book Buyback- 2nd floor lobby.

13 THURSDAY

Exam Week

9:00 AM - 6:00 PM - Book Buyback- 2nd floor lobby.

14 FRIDAY

Exam Week

9:00 AM - 5:00 PM - Still need to sell your books? Today is the last day for Book Buyback. (2nd floor lobby).

15 SATURDAY

Exam Week

1:00 PM - Women’s Basketball vs. Olivet Nazarene University (IL) (AWAY)

3:00 PM - Men’s Basketball vs. Olivet Nazarene University (IL) (AWAY)

16 SUNDAY

December 2010 Graduation
“It is our choices…that show us what we truly are, far more than our abilities.” – J.K. Rowling

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<table>
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<tr>
<th>17 MONDAY</th>
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<tr>
<td>Feeling creative? Stop by the Library to check out art books and DVDs.</td>
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<tr>
<th>18 TUESDAY</th>
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<tr>
<td>5:30 PM - Women’s Basketball vs. Roosevelt University (HOME)</td>
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<td>7:30 PM - Men’s Basketball vs. Roosevelt University (HOME)</td>
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<th>21 FRIDAY</th>
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<tr>
<td>First Day of Winter</td>
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<tr>
<td>7:00 PM - Men’s Basketball vs. Brescia University (KY) (AWAY)</td>
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<th>22 SATURDAY</th>
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<th>23 SUNDAY</th>
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“As long as you’re going to be thinking anyway, think big.” – Donald Trump

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<td>Kwanzaa begins</td>
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<td>TBA - Women’s Basketball vs. St. Xavier Christmas Tourney (AWAY)</td>
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<td>TBA - Women’s Basketball vs. St. Xavier Christmas Tourney (AWAY)</td>
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www.thezonelive.com

www.eventlink.com
MONDAY

New Year’s Day
First day by which you can file the FAFSA for the 2013-2014 award year

TUESDAY

3:00 PM - Women’s Basketball vs. Trinity Christian College (IL) (AWAY)
5:30 PM - Men’s Basketball vs. Trinity Christian College (IL) (AWAY)

WEDNESDAY

First day of spring classes
Juniors/Seniors. Now is the time to explore internship/job opportunities. Stop by Career Services at Room 420. See Student Account Representative for Spring Payment Plan (ext. 349)

THURSDAY

5:30 PM - Women’s Basketball vs. Purdue University-Calumet (IN) (AWAY)
7:30 PM - Men’s Basketball vs. Purdue University-Calumet (IN) (AWAY)

FRIDAY

Mawlid al-Nabi begins at sundown
Opening Liturgy - New Semester
5:30 PM - Women’s Basketball vs. Holy Cross College (HOME)
7:30 PM - Men’s Basketball vs. Holy Cross College (HOME)

SATURDAY & SUNDAY

Is it time to return any materials to the Library?

Need experience? Visit the Career Services Office for information on internships and how to land one (or two).

5:30 PM - Women’s Basketball vs. St. Xavier University (IL) (AWAY)
3:00 PM - Men’s Basketball vs. St. Xavier University (IL) (AWAY)

1:00 PM - Women’s Basketball vs. University of St. Francis (HOME)
3:00 PM - Men’s Basketball vs. University of St. Francis (HOME)

1:00 PM - Women’s Basketball vs. Judson University (HOME)
3:00 PM - Men’s Basketball vs. Judson University (HOME)

1:00 PM - Women’s Basketball vs. Cardinal Stritch University (HOME)
3:00 PM - Men’s Basketball vs. Cardinal Stritch University (HOME)

1:00 PM - Women’s Basketball vs. Trinity International University (HOME)
3:00 PM - Men’s Basketball vs. Trinity International University (HOME)
“Think it more satisfactory to live richly than die rich.” – Sir Thomas Browne, Sr.

**Prior to this week:**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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**New Year’s Eve**

New Year's Eve – First Day by which you can file the FAFSA for the 2013-2014 award year.

**New Year’s Day**

First day by which you can file the FAFSA for the 2013-2014 award year.

**Monday, January 7**

- **3:00 PM** - Men’s Basketball vs. Cardinal Stritch University (HOME)
- **5:30 PM** - Women’s Basketball vs. Trinity Christian College (IL) (AWAY)

**Tuesday, January 8**

- **7:30 PM** - Men’s Basketball vs. Trinity Christian College (IL) (AWAY)
- **5:30 PM** - Women’s Basketball vs. Trinity Christian College (IL) (AWAY)

**Wednesday, January 9**

- **1:00 PM** - Women’s Basketball vs. Cardinal Stritch University (HOME)
- **3:00 PM** - Men’s Basketball vs. Cardinal Stritch University (HOME)
“There is nothing in life more liberating than to fight for something more than yourself.” – John McCain

Grove Art online database has paintings, artist biographies, and more.

10 THURSDAY
Genl 100A, College Survival: Orientation
7:00 PM - Men’s Basketball vs. Purdue University-North Central (AWAY)

11 FRIDAY
Genl 100A, College Survival: Orientation

12 SATURDAY
1:00 PM - Women’s Basketball vs. Judson University (HOME)
3:00 PM - Men’s Basketball vs. Judson University (HOME)

13 SUNDAY
“Be yourself. Who else is better qualified?” – Frank J. Giblin II

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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</table>
| First day of spring classes  
Juniors/Seniors. Now is the time to explore internship/job opportunities. Stop by Career Services in Room 400.  
See Student Account Representative for Spring Payment Plan (ext. 394).  
Spring 2012 Classes Begin | | 5:30 PM - Women’s Basketball vs. Purdue University-Calumet (IN) (AWAY)  
7:30 PM - Men’s Basketball vs. Purdue University-Calumet (IN) (AWAY) |

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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</thead>
</table>
| Is it time to return any materials to the Library? | | 1:00 PM - Women’s Basketball vs. University of St. Francis (HOME)  
3:00 PM - Men’s Basketball vs. University of St. Francis (HOME) |
“Dreams come true; without that possibility, nature would not incite us to have them.” – John Updike

**January 2013**

**Monday, January 21**

Martin Luther King, Jr. Day (Observed)

Check out the Tutoring Center on CCSU’s webpage for postings on events and workshops! Call 219 473-4287 or visit Room 413.

Martin Luther King, Jr. Day - NO CLASSES

**Tuesday, January 22**

100% refund through January 22, 2013

Last Day for Add/Drop

Want a job this summer or after graduation? Be sure to visit the Career Services Office.

Weekend classes have a separate payment schedule. See Account Student Representative.

**Wednesday, January 23**

Mawlid al-Nabi begins at sundown

Opening Liturgy - New Semester

5:30 PM - Women’s Basketball vs. Trinity International University (HOME)

7:30 PM - Men’s Basketball vs. Trinity International University (HOME)

**Thursday, January 24**

**Friday, January 25**

**Saturday, January 26**

1:00 PM - Women’s Basketball vs. St. Xavier University (IL) (AWAY)

3:00 PM - Men’s Basketball vs. St. Xavier University (IL) (AWAY)

**Sunday, January 27**

Martin Luther King, Jr. Day - NO CLASSES

Check out the Tutoring Center on CCSU’s webpage for postings on events and workshops! Call 219 473-4287 or visit Room 413.

Martin Luther King, Jr. Day - NO CLASSES
"I am not afraid of storms, for I am learning how to sail my ship." – Louisa May Alcott

**Priority this Week:**

<table>
<thead>
<tr>
<th>28 Monday</th>
<th>29 Tuesday</th>
<th>30 Wednesday</th>
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<tr>
<td>Need experience? Visit the Career Services Office for information on internships and how to land one (or two).</td>
<td>75% refund through January 29, 2013</td>
<td>5:30 PM - Women's Basketball vs. Holy Cross College (HOME) 7:30 PM - Men's Basketball vs. Holy Cross College (HOME)</td>
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</table>

Groundhog Day
- Traditional Undergraduate Open House
  - 12:00 PM - Women's Basketball vs. Indiana University-South Bend (IN) (AWAY)
  - 2:00 PM - Men's Basketball vs. Indiana University-South Bend (IN) (AWAY)

Insure your academic success: get free tutoring help at the Tutoring Center. Call 219 473-4287 or visit Room 413.
Academic alert notices serve to let you know how you are doing in a course. Talk to your instructor if you have received one or work with a tutor.

- **May and August Graduation candidates who have not applied for graduation?**
  - Please see your Academic Advisor immediately.

- **Disburse funds for spring semester**
  - (traditional students)
  - Make an appointment with your Academic Advisor today!

- **Traditional Undergraduate Open House**
  - Groundhog Day
  - 12:00 PM - Women's Basketball vs. Indiana University-South Bend (IN) (AWAY)
  - 2:00 PM - Men's Basketball vs. Indiana University-South Bend (IN) (AWAY)

- **Spring Sports Explosion**
  - Washington's Birthday
  - 12:00 PM - Women's Basketball vs. Indiana University-South Bend (IN) (AWAY)
  - 2:00 PM - Men's Basketball vs. Indiana University-South Bend (IN) (AWAY)

- **Spring Sports Explosion**
  - Chinese New Year
  - 1:00 PM - Women's Basketball vs. Cardinal Stritch University (WI) (AWAY)
  - 3:00 PM - Men's Basketball vs. Cardinal Stritch University (WI) (AWAY)

- **Spring Sports Explosion**
  - Valentine's Day
  - Disburse funds for spring semester
  - (traditional students)
  - Learn math without the fear factor. Free math tutoring in the Tutoring Center.
  - Spring Sports Explosion

- **Spring Sports Explosion**
  - Presidents' Day
  - 1:00 PM - Women's Basketball vs. Roosevelt University (IL) (AWAY)
  - 3:00 PM - Men's Basketball vs. Roosevelt University (AWAY)

- **Spring Sports Explosion**
  - Mid-Term
  - Check out a classic film for the weekend from the Library.

- **Spring Sports Explosion**
  - Lincoln's Birthday
  - 0% refund through February 12, 2013

- **Spring Sports Explosion**
  - Lincoln's Birthday
  - 1:00 PM - Women's Basketball vs. Trinity Christian College (HOME)
  - 3:00 PM - Men's Basketball vs. Trinity Christian College (HOME)

- **Spring Sports Explosion**
  - Presidents' Day
  - 50% refund through February 5, 2013

- **Spring Sports Explosion**
  - Lincoln's Birthday
  - Need a payment plan? Not too late, see Student Account Representative (ext. 594)

- **Spring Sports Explosion**
  - Valentine's Day
  - Disburse funds for spring semester (traditional students)
  - Learn math without the fear factor. Free math tutoring in the Tutoring Center.
  - Spring Sports Explosion

- **Spring Sports Explosion**
  - Presidents' Day
  - 1:00 PM - Women's Basketball vs. Roosevelt University (WI) (AWAY)
  - 3:00 PM - Men's Basketball vs. Cardinal Stritch University (WI) (AWAY)

- **Spring Sports Explosion**
  - Presidents' Day
  - Are you ready for your midterms? Check out the Tutoring Center for assistance.
  - Call 219 473-4287 or visit Room 413.

- **Spring Sports Explosion**
  - College Goal Sunday: Sites in Indiana will hold FAFSA completion workshops for college-bound IN students

- **Spring Sports Explosion**
  - Presidents' Day
  - Learn math without the fear factor. Free math tutoring in the Tutoring Center.
  - Spring Sports Explosion
"If it wasn’t hard, everyone would do it. It’s the hard that makes it great." – Tom Hanks

**Priority this Week:**

4 MONDAY

Academic alert notices serve to let you know how you are doing in a course. Talk to your instructor if you have received one and work with a tutor.

5 TUESDAY

50% refund through February 5, 2013

Need a payment plan? Not too late, see Student Account Representative (ext. 394)

6 WEDNESDAY

Need a break? The Library subscribes to many popular journals.

5:30 PM - Women's Basketball vs. Olivet Nazarene University (HOME)

7:30 PM - Men's Basketball vs. Olivet Nazarene University (HOME)

7 THURSDAY

8 FRIDAY

Writers: don’t despair, get free writing help in the Tutoring Center. Call 219 473-4287 or visit Room 413.

9 SATURDAY

1:00 PM - Women's Basketball vs. Roosevelt University (IL) (AWAY)

3:00 PM - Men's Basketball vs. Roosevelt University (AWAY)

Need a payment plan? Not too late, see Student Account Representative (ext. 394)

Academic alert notices serve to let you know how you are doing in a course. Talk to your instructor if you have received one and work with a tutor.

10 SUNDAY

Chinese New Year

www.thezonelive.com

www.eventlink.com
“Learn to listen. Opportunity could be knocking at your door very softly.” – Frank Tyger

11 MONDAY
Last Day to Withdraw from class without Instructor’s Approval
May and August Graduation candidates who have not applied for graduation? Please see your Academic Advisor immediately.

12 TUESDAY
Lincoln’s Birthday
0% after February 12, 2013
25% refund through February 12, 2013

13 WEDNESDAY
Ash Wednesday
5:30 PM - Women’s Basketball vs. Trinity Christian College (HOME)
7:30 PM - Men’s Basketball vs. Trinity Christian College (HOME)

14 THURSDAY
Valentine’s Day
Disburse funds for spring semester (traditional students)

15 FRIDAY

16 SATURDAY
1:00 PM - Women’s Basketball vs. Cardinal Stritch University (WI) (AWAY)
3:00 PM - Men’s Basketball vs. Cardinal Stritch University (WI) (AWAY)

17 SUNDAY
Are you ready for your midterms?
Check out the Tutoring Center for assistance. Call 219 473-4287 or visit Room 413.
College Goal Sunday: Sites in Indiana will hold FAFSA completion workshops for college-bound IN students
“Talk about a dream, – try to make it real.” – Bruce Springsteen

**Priority This Week:**

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**18 Monday**

Presidents’ Day

Academic alert notices serve to let you know how you are doing in a course. Talk to your instructor if you have received one or work with a tutor.

Look for notices for Summer 2013 registration dates! Make an appointment with your Academic Advisor!

Mid-Term

**19 Tuesday**

**20 Wednesday**

Go to www.collegecentral.com/ccsj to sign up on the college’s electronic job network!

**21 Thursday**

**22 Friday**

Washington’s Birthday

**23 Saturday**

**24 Sunday**
“Don’t cheat the world of your contribution. Give it what you’ve got.” – Steven Pressfield

PRIORITY THIS WEEK:

25 MONDAY

Ever wonder how some students earn a minor to strengthen their degree? Ask your Advisor for details!

Spring Sports Explosion
Summer Registration begins! Make an appointment with Academic Advisor today!

26 TUESDAY

Check out a classic film for the weekend from the Library.

Spring Sports Explosion

27 WEDNESDAY

Spring Sports Explosion

28 THURSDAY

Learn math without the fear factor.
Free math tutoring in the Tutoring Center. Call 219 473-4287 or visit Room 413.

Spring Sports Explosion

1 FRIDAY

CCSJ priority FAFSA filing deadline for the 2013-2014 award year

2 SATURDAY

GET READY FOR THE JOB FAIR!
SIGN UP FOR THE JOB PREPARATION WORKSHOP

3 SUNDAY
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<th>MONDAY</th>
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<th>SATURDAY &amp; SUNDAY</th>
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<tbody>
<tr>
<td><strong>Spring Break - NO CLASSES</strong></td>
<td><strong>Traditional Undergraduate Evening Open House</strong></td>
<td><strong>Spring Break - NO CLASSES</strong></td>
<td><strong>3:00 PM, Softball vs. Trine Christian College (IN) (AWAY)</strong></td>
<td><strong>Easter Break - NO CLASSES</strong></td>
<td><strong>Passover begins at sundown</strong></td>
</tr>
<tr>
<td><strong>Full Registration begins! Make an appointment with Academic Advisor today!</strong></td>
<td><strong>PsycArticles are available online on the Library webpage.</strong></td>
<td><strong>First Day of Spring</strong></td>
<td><strong>3:00 PM, Softball vs. St. Xavier University (IL) (AWAY)</strong></td>
<td><strong>Easter Break - NO CLASSES</strong></td>
<td><strong>Palm Sunday</strong></td>
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<tr>
<td><strong>May and August Graduation candidates who have not applied for graduation? Please see your Academic Advisor immediately.</strong></td>
<td><strong>Wend to career but perfect summer internship? See Career Services in Room 403</strong></td>
<td><strong>3:00 PM - Softball vs. Taylor University (IN) (AWAY)</strong></td>
<td><strong>3:00 PM - Softball vs. Marian University (HOME)</strong></td>
<td><strong>Exeter</strong></td>
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<td>Day</td>
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<tr>
<td><strong>Monday</strong></td>
<td>Academic alert notices serve to let you know how you are doing in a course. Talk to your instructor if you have received one and work with a tutor. Ask an Academic Advisor how you can strengthen your degree and marketability by earning a double major at CCSJ! Look for notices for Fall 2012 registration dates! Make an appointment with your Academic Advisor! <strong>Spring Break - NO CLASSES (Traditional Students Only)</strong>. 3:00 PM - 6:00 PM - LOOKING FOR A CAREER? ATTEND THE ANNUAL CCSJ CAREER FAIR ON WEDNESDAY, MARCH 27TH.</td>
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<td><strong>Tuesday</strong></td>
<td>Spring Break - NO CLASSES</td>
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<td><strong>Wednesday</strong></td>
<td>Spring Break - NO CLASSES</td>
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<td><strong>Thursday</strong></td>
<td>Spring Break - NO CLASSES</td>
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<td><strong>Friday</strong></td>
<td>Spring Break - NO CLASSES</td>
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<td><strong>Saturday</strong></td>
<td>Spring Break - NO CLASSES</td>
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<td><strong>Sunday</strong></td>
<td>Daylight-Saving Time begins</td>
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*Priority this Week:* 

*The lips know only shallow tunes. The heart is where great symphonies are born. – Calvin Miller*
"Nobody gets to live life backward. Look ahead, that is where your future lies." – Ann Landers

11 MONDAY

Fall Registration begins! Make an appointment with Academic Advisor today!

May and August Graduation candidates who have not applied for graduation? Please see your Academic Advisor immediately.

12 TUESDAY

PsycArticles are available online on the Library webpage.

Want to land that perfect summer internship? See Career Services in Room 400

2:00 PM - Softball vs. Taylor University (IN) (AWAY)

13 WEDNESDAY

Traditional Undergraduate Evening Open House

14 THURSDAY

15 FRIDAY

3:00 PM - Softball vs. Marian University (HOME)

16 SATURDAY

Check out the Tutoring Center on CCSJ’s webpage for postings on events and workshops! Call 219-473-4297 or visit Room 413.

17 SUNDAY

St. Patrick’s Day
"The way to get ahead is to start now." – William Feather

**First Day of Spring**
Disburse funds for spring semester (accelerated and Master’s students)
Grad Finale
Want Career Services Help 24/7? Go to ccj.edu/CareerServices for tips, job search sites, and much more!

**PRIORITY THIS WEEK:**

**18 Monday**
Ask an Academic Advisor how you can strengthen your degree and marketability by earning a double major at CCSJ!
Ever wonder how some students earn a minor to strengthen their degree? Ask your Advisor for details!

**19 Tuesday**
3:00 PM - Softball vs. Roosevelt University (HOME)

**20 Wednesday**

<table>
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<tr>
<th>21 Thursday</th>
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<th>23 Saturday</th>
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<tbody>
<tr>
<td>3:00 PM - Softball vs. Trinity Christian College (IL) (AWAY)</td>
<td>Easter Break - NO CLASSES</td>
<td>TBA - Softball vs. Lindsey Wilson/ Campbellsville Invite (AWAY)</td>
<td>Palm Sunday</td>
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<td>Disburse funds for spring semester (accelerated and Master’s students)</td>
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<tr>
<td>Grad Finale</td>
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<tr>
<td>Want Career Services Help 24/7? Go to ccj.edu/CareerServices for tips, job search sites, and much more!</td>
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**March**

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31

**April**

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21 22 23 24 25 26 27
28 29 30

“Priority this Week:”

3:00 PM - Softball vs. Trinity Christian College (IL) (AWAY)

**The way to get ahead is to start now.” – William Feather**

www.thezonelive.com

www.eventlink.com
“You have to believe in yourself when no one else does – that makes you a winner right there.” – Venus Williams

**Priority This Week:**

**Monday, March 25**
- Passover begins at sundown
- Academic alert notices serve to let you know how you are doing in a course. Talk to your instructor if you have received one or work with a tutor.

**Tuesday, March 26**
- Have you signed up for an ILLiad account yet?
- 3:00 PM - Softball vs. St. Xavier University (IL) (AWAY)

**Wednesday, March 27**
- 3:00 PM - 6:00 PM - Attend the Annual CCSJ Career Fair today!

**Thursday, March 28**
- Don’t let computer courses get you down: conquer your computer challenges at the Tutoring Center. Call 219-473-4287 or visit Room 415.
- 3:00 PM - Softball vs. Cardinal Stritch University (HOME)

**Friday, March 29**
- Good Friday
- Sign up now for the April Career Services Workshops on “Planning for your Internship”

**Saturday, March 30**

**Sunday, March 31**
- Easter
<table>
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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
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<th>SATURDAY &amp; SUNDAY</th>
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<tbody>
<tr>
<td>April Fools' Day</td>
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<td>Check out our career workshops on interviewing, job hunting, internships, and networking—Career Services in Room 403. 3:00 PM - Softball vs. St. Joseph's College (HOME)</td>
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<td>We are Family Guatemala Mission Trip</td>
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<td>Academic alert notices serve to let you know how you are doing in a course. Talk to your instructor if you have received one and work with a tutor. Visit the Career Services Office in Room 403 to check out summer job opportunities!</td>
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<td>Ever wonder how some students earn a minor to strengthen their degree? Ask your Advisor for details! Specker Library has lots of study tables with Wi-Fi access!</td>
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<td>Earth Day: Exam Week 9:00 AM - 6:00 PM - Need to sell your textbooks? Today is the first day for Book Buyback! (2nd floor lobby).</td>
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<td></td>
<td>Exam Week: Need help preparing for finals? Visit the Tutoring Center for test taking and study strategies. Call 219-473-4287 or visit Room 413. 9:00 AM - 6:00 PM - Book Buyback-2nd floor lobby. 3:00 PM - Softball vs. Trinity International University (IL) (AWAY)</td>
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<td>Read and comprehend your textbooks in half the time. No matter what course, improved reading and comprehension skills will improve your grade. Free reading skills in the Tutoring Center. Call 219 473-4287 or visit Room 413.</td>
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<td>Spring 2012 Classes End 1:00 PM - Softball vs. St. Mary of the Woods (HOME)</td>
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<td>9:00 AM - 6:00 PM - Still need to sell your books? Today is the last day for Book Buyback. (2nd floor lobby).</td>
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<td>3:00 PM - Softball vs. Purdue University-North Central (HOME)</td>
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<td>Earth Day: Exam Week 9:00 AM - 6:00 PM - Need to sell your textbooks? Today is the first day for Book Buyback! (2nd floor lobby).</td>
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Did you know that you can borrow books from other libraries through CCCL? 3:00 PM - Softball vs. University of St. Francis (IL) (AWAY) 

www.eventlink.com

April Fools' Day Did you know that you can borrow books from other libraries through CCCL?
“If you’re walking down the right path and you’re willing to keep walking, eventually you’ll make progress.” – Barack Obama

**Priority this Week:**

1. **Monday**
   - April Fools’ Day

2. **Tuesday**

3. **Wednesday**
   - Check out our career workshops on interviewing, job hunting, internships, and networking
   - Career Services in Room 400

4. **Thursday**

5. **Friday**

6. **Saturday**

7. **Sunday**

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**Did you know that you can borrow books from other libraries through CCSJ?**

**3:00 PM - Softball vs. University of St. Francis (IL) (AWAY)**

**3:00 PM - Softball vs. St. Joseph’s College (HOME)**

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**www.eventlink.com**
### APRIL

"The point is not to pay back kindness, but to pass it on." – Julia Alvarez

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<th>PRIORITY THIS WEEK:</th>
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#### 8 MONDAY

- Academic alert notices serve to let you know how you are doing in a course. Talk to your instructor if you have received one and work with a tutor.
- Visit the Career Services Office in Room 400 to check out summer job opportunities!

#### 9 TUESDAY

- 3:00 PM - Softball vs. Olivet Nazarene University (HOME)

#### 10 WEDNESDAY

#### 11 THURSDAY

- 3:00 PM - Softball vs. Robert Morris University (IL) (AWAY)

#### 12 FRIDAY

- 3:00 PM - Softball vs. Robert Morris University (IL) (AWAY)

#### 13 SATURDAY

- 12:00 PM - Softball vs. Goshen College (IN) (AWAY)

#### 14 SUNDAY

- Read and comprehend your textbooks in half the time. No matter what course, improved reading and comprehension skills will improve your grade. Free reading skills in the Tutoring Center. Call 219-473-4287 or visit Room 413.

---

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“Hard work, sacrifice and focus will never show up in tests.” – Lance Armstrong

Prioritize This Week:

15 Monday

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

20 Saturday

21 Sunday

“Hard work, sacrifice and focus will never show up in tests.” – Lance Armstrong

Spring 2012 Classes End

3:00 PM - Softball vs. Purdue University-North Central (HOME)

Spring 2012 Classes End

3:00 PM - Softball vs. Judson University (HOME)

Spring 2012 Classes End

1:00 PM - Softball vs. St. Mary of the Woods (HOME)

Last Day to Withdraw from a Class with Instructor's Approval

Ever wonder how some students earn a minor to strengthen their degree? Ask your Advisor for details!

Specker Library has lots of study tables with Wi-Fi access!
“Only those who will risk going too far can possibly find out how far one can go.” – T. S. Eliot

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**Priority This Week:**

- Exam Week: 9:00 AM - 6:00 PM - Need to sell your books? Today is the last day for Book Buyback! (2nd floor lobby).
- Exam Week: 9:00 AM - 6:00 PM - Need to sell your books? Today is the first day for Book Buyback! (2nd floor lobby).
- Exam Week: 9:00 AM - 6:00 PM - Book Buyback - 2nd floor lobby.
- Exam Week: 6:00 PM - 12:00 AM - 48th Annual Trustees’ Scholarship Ball
- Exam Week: 6:00 PM - 12:00 AM - 48th Annual Trustees’ Scholarship Ball
- Exam Week: 6:00 PM - 12:00 AM - 48th Annual Trustees’ Scholarship Ball
- Exam Week: 6:00 PM - 12:00 AM - 48th Annual Trustees’ Scholarship Ball

**Notes:**

- Need help preparing for finals? Visit the Tutoring Center for test taking and study strategies. Call 219-473-4297 or visit Room 413.
- 9:00 AM - 6:00 PM - Book Buyback - 2nd floor lobby.
- 3:00 PM - Softball vs. Trinity International University (IL) (AWAY)

Earth Day

Exam Week

9:00 AM - 6:00 PM - Need to sell your books? Today is the first day for Book Buyback! (2nd floor lobby).

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"There is nothing like a dream to create the future." – Victor Hugo

**Priority this Week:**

**Monday, May 29**

- We are Family Guatemala Mission Trip

**Tuesday, May 30**

- We are Family Guatemala Mission Trip

**Wednesday, May 1**

- The Library’s EBSCO databases can be accessed at school or at home. We are Family Guatemala Mission Trip

**Thursday, May 2**

- Cinco de Mayo

**Friday, May 3**

- We are Family Guatemala Mission Trip

**Saturday, May 4**

- Cap and Gown Pick-Up
  - We are Family Guatemala Mission Trip

**Sunday, May 5**

- We are Family Guatemala Mission Trip
"You were born to win, but to be a winner, you must plan to win, prepare to win, and expect to win." – Zig Ziglar

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**Priority this Week:**

**Monday:**
- We are Family Guatemala Mission Trip

**Tuesday:**

**Wednesday:**

**Thursday:**

**Friday:**
- Graduation Banquet

**Saturday:**

**Sunday:**
- Mother's Day

“You were born to win, but to be a winner, you must plan to win, prepare to win, and expect to win.” – Zig Ziglar

[www.thezonelive.com](http://www.thezonelive.com)  [www.eventlink.com](http://www.eventlink.com)
“The character of every act depends upon the circumstances in which it is done.” – Oliver Wendell Holmes, Jr.

**Priority This Week:**

13 **Monday**  
First day of session 1 summer classes  
Summer Session I Begins

14 **Tuesday**

15 **Wednesday**  
State grant edits deadline for 2013-2014 FAFSA

16 **Thursday**

17 **Friday**

18 **Saturday**  
CCSJ Graduation

19 **Sunday**
“You have to trust in something—your gut, destiny, life, karma, whatever. This approach has never let me down…” – Steve Jobs

100% refund for 12 week session through May 20, 2013
Do you want help refining search terms? The Library can help.
“No one is useless in this world who lightens the burdens of another.” – Charles Dickens

Ed Resources Room in the Library
has classroom textbooks, workbooks, etc.

Memorial Day (Observed)
75% refund for 12 week session through May 27, 2013
Memorial Day - NO CLASSES
50% refund for 12 week session through June 3, 2013

First day of session 2 summer classes
Summer Session II Begins
Flag Day
First Day of Summer

First summer disbursement (traditional students)
Father’s Day
“Leadership is action, not position.”
– Donald H. McGannon

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50% refund for 12 week session through June 3, 2013

“Leadership is action, not position.”
– Donald H. McGannon
“The only way to have a life is to commit to it like crazy.” — Angelina Jolie

Priorities for this Week:

10 Monday

11 Tuesday

12 Wednesday

13 Thursday

14 Friday

15 Saturday

16 Sunday

First summer disbursement (traditional students)
Flag Day
Father’s Day

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- **Second summer disbursement (traditional students)**
- **Ramadan begins at sundown**
- **Disburse funds for summer semester (accelerated and Master’s students)**
- **New Student Enrollment Day for Fall**
- **Independence Day - NO CLASSES**
- **Independence Day**

*July 2013 Calendar*

- **JULY 2013**
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