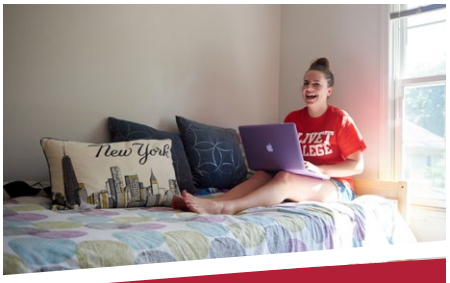

NEW STUDENT ORIENTATION HANDBOOK

OLIVET COLLEGE 101:

Transitioning to OC

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#OCNATION

Welcome to New Student Orientation **at Olivet College!**

We are so excited to have you join the Olivet College family. This handbook serves as a guide for the transition to OC with helpful information and tips for both students and parents/guardians. Inside, you'll connect with the College's mission, find tips to succeed while living and learning on campus, discover many opportunities to get involved and much more.

THE MISSION OF **OLIVET COLLEGE**

To make available to a diverse campus community, an education which will enrich lives intellectually, morally and spiritually. Having gained these qualities through the educational experiences at Olivet, our hope is that our graduates will embody the "divine art and science of doing good to others" as stated by the founding fathers of Olivet College in 1844.

THE OLIVET COLLEGE **COMPACT**

To give further definition to Olivet College's institutional mission and vision, the following set of seven principles about what it means to be a responsible member of this college community were developed. They serve as a guide and inspiration to Olivet's students, faculty, staff, administrators and trustees alike.

I AM RESPONSIBLE FOR…

- My own learning and personal development.
- Contributing to the learning of others.
- Service to Olivet College and the larger community.
- Contributing to the quality of the physical environment.
- Treating all people with respect.
- Behaving and communicating with honesty and integrity.
- The development and growth of Olivet College.

The Olivet College **ADVANTAGE**

Students who attend Olivet College will receive a quality education with unrivaled value. To ensure that every undergraduate student enrolled in residential programs will truly experience the OC ADVANTAGE, there are four core guarantees that can be expected at Olivet College:

1. Graduation in four years or the fifth year is tuition-free.
2. Global learning opportunities that provide diverse and innovative educational experiences abroad.
3. Industry-leading internship and research opportunities.
4. Service learning projects, with hands-on experiences at the core of each program.

Students will work with their academic adviser during their first semester at OC to ensure they are eligible for the ADVANTAGE.

Making the Transition to a **College Student**

ACADEMIC OVERVIEW

As a new student, we want you to know from the start what you need to do to become a proud graduate of Olivet College. The three graduation requirements are:

1. Successfully complete the courses in the Liberal Arts Core Curriculum.
2. Successfully complete all requirements for an academic major.
3. Successfully complete a total of 120 credit hours.

EDUCATIONAL GOALS AND LEARNING OUTCOMES

Olivet College is committed to the following educational goals and learning outcomes for our undergraduate students.

1. **Effective Communication and Collaboration – Strengthen Foundational Skills in Written Communication, Interpersonal Communication and Collaboration**
   - *Written Communication.* Organize and convey ideas in writing clearly and concisely, using the standards of academic writing.
   - *Interpersonal Communication and Collaboration.* Effectively communicate and work with others.
2. **Critical Thinking – Strengthen Foundational Skills in Critical Thinking and Quantitative Analysis**
   - *Reasoning and Critical Thinking.* Analyze and evaluate assumptions, claims, evidence, arguments, and forms of expression; use information critically.
   - *Quantitative Analysis.* Analyze numerical information and integrate quantitative methods into problem solving.
3. **Liberal Arts Knowledge – Develop a Broad Foundation of Knowledge and Experience in the Liberal Arts**
   - *Written Communication.* Organize and convey ideas in writing clearly and concisely, using the standards of academic writing.
   - *Creative Experience.* Demonstrate an innovative artistic expression with original perspective through performance or creation.
4. **Global Awareness – Develop Cultural Understanding and Respect for Human Diversity**
   - *Knowledge of Diversity within the United States.* Articulate aspects of social and/or cultural diversity within the United States; appreciate the contributions of and challenges faced by different social groups and communities.
   - *Cultural Understanding and Global Awareness.* Articulate aspects of contemporary cultures or cultural traditions outside of the United States in their global context, as well as identify aspects of one's own cultural assumptions, values and practices.
5 **Ethics and Responsibility – Demonstrate Ethical Awareness, Individual Responsibility and Social Responsibility**
   - *Individual Responsibility and Ethical Awareness.* Demonstrate a combination of knowledge and practices that reflect an understanding of individual responsibility and ethical behavior.
   - *Social Responsibility.* Demonstrate positive contributions to the local, national, or global community through civic or environmental leadership, service, collaborative projects or direct action.

6. **Application of Knowledge – Integrate and Apply Advanced Knowledge in an Academic or Professional Discipline**
   - *Integrative Knowledge.* Demonstrate use of the theories, analytic methods, and content of one's discipline in an integrated manner.
   - *Problem-Solving Skills.* Apply the tools of one's discipline to demonstrate problem-solving competency in one's field.

LIBERAL ARTS CORE CURRICULUM

The purpose of the Liberal Arts core curriculum is to embody the College's academic vision of Education for Individual and Social Responsibility and to provide the foundation for a liberal arts education at the College. All courses and experiences included in the program are graduation requirements and have been derived from the principles and aspirations articulated in the vision statement.

REGISTERING FOR CLASSES

During your Orientation, you will meet with an faculty adviser to talk through your schedule. Whether or not you know what your major will be, OC professors love walking down this path of exploration alongside you! By the end of Orientation, you will have bonded with an adviser, registered for classes and prepared for the upcoming semester. Contact your faculty adviser directly over the summer if schedule modifications are needed or if you just want to continue connecting.

WHAT CAN I EXPECT DURING MY FIRST SEMESTER AT OC?

A professor will work with you to create a class schedule that will include four to six different classes, totaling 12-17 credits. During the semester, be prepared to have similar daily class schedules on Monday/Thursday and Tuesday/Friday.

Wednesdays are set aside for a course called seminar. It gathers students from your major and professors from your department to talk about real-world applications from what you are learning each week in class. It's a great way to make new friends and stay on track to graduate.

You and your adviser will identify entry-level courses in your intended major that you should schedule. We also work with you to determine the number of total credits to take and help you select other Liberal Arts Core or elective courses to complete your schedule.

MAJOR DECLARATION

Once you have decided which major you would like to pursue, students submit a simple major declaration form that helps you, your adviser and the College track your educational goals. A major must be formally declared no later than the end of the second semester of the sophomore year and signed by the chair of the academic department. Completed forms should be submitted to Student Services.

DROP AND ADD PERIOD

Students can make changes to their course schedules during drop and add period at the beginning of each semester. The drop and add period for undergraduate students begins two business days prior to the start of classes each semester and closes one week after the first day of classes. Students may drop or add courses during this time for fall or spring semesters, including ILT courses, without penalty. Dropped courses will not appear on a student's transcript.

SEMINAR

Beginning in the first year and continuing every semester until the student graduates, every student enrolls in a required, one-semester-hour seminar conducted by faculty advisers in their chosen field of study. The long-term involvement with a mentor and a cohort group allows students to establish the relationships that will help them succeed at Olivet and in the future. Students also work with their adviser and participate in career and professional preparation activities.

We think of seminar as addressing the three C's: college, community and career. As part of this class you will:

- Create your academic plan.
- Do career exploration.
- Do team building activities with your peers.
- Hear from guest speakers.
- Learn about internships.
- Attend career and graduate school fairs.
- Build your resume.
- Participate in many other activities focused on helping you achieve your ultimate success.

ACADEMIC ADVISING

Advising for residential undergraduate programs at Olivet College is coordinated and takes place within departmental seminars. Each student is assigned a faculty adviser and joins a group of students with a common area of study. Through the seminar, the student engages in and benefits from peer advising and develops relationships with professional mentors. Students also meet with faculty advisers outside of seminar for one-on-one guidance.

SATISFACTORY ACADEMIC PROGRESS

The Olivet College Satisfactory Academic Progress (SAP) Policy consists of standards and requirements concerning academic standing and financial aid eligibility reflecting requirements established by the U.S. Department of Education. Students must demonstrate continual progress toward the completion of their academic degree while receiving Title IV funding for their education. If satisfactory academic progress is not sustained, students will lose their educational funding from the federal government. In order for a student to demonstrate satisfactory academic progress and continue to be eligible to receive federal financial aid, they must maintain a satisfactory minimum cumulative grade point average and maintain a satisfactory pace in their academic program.

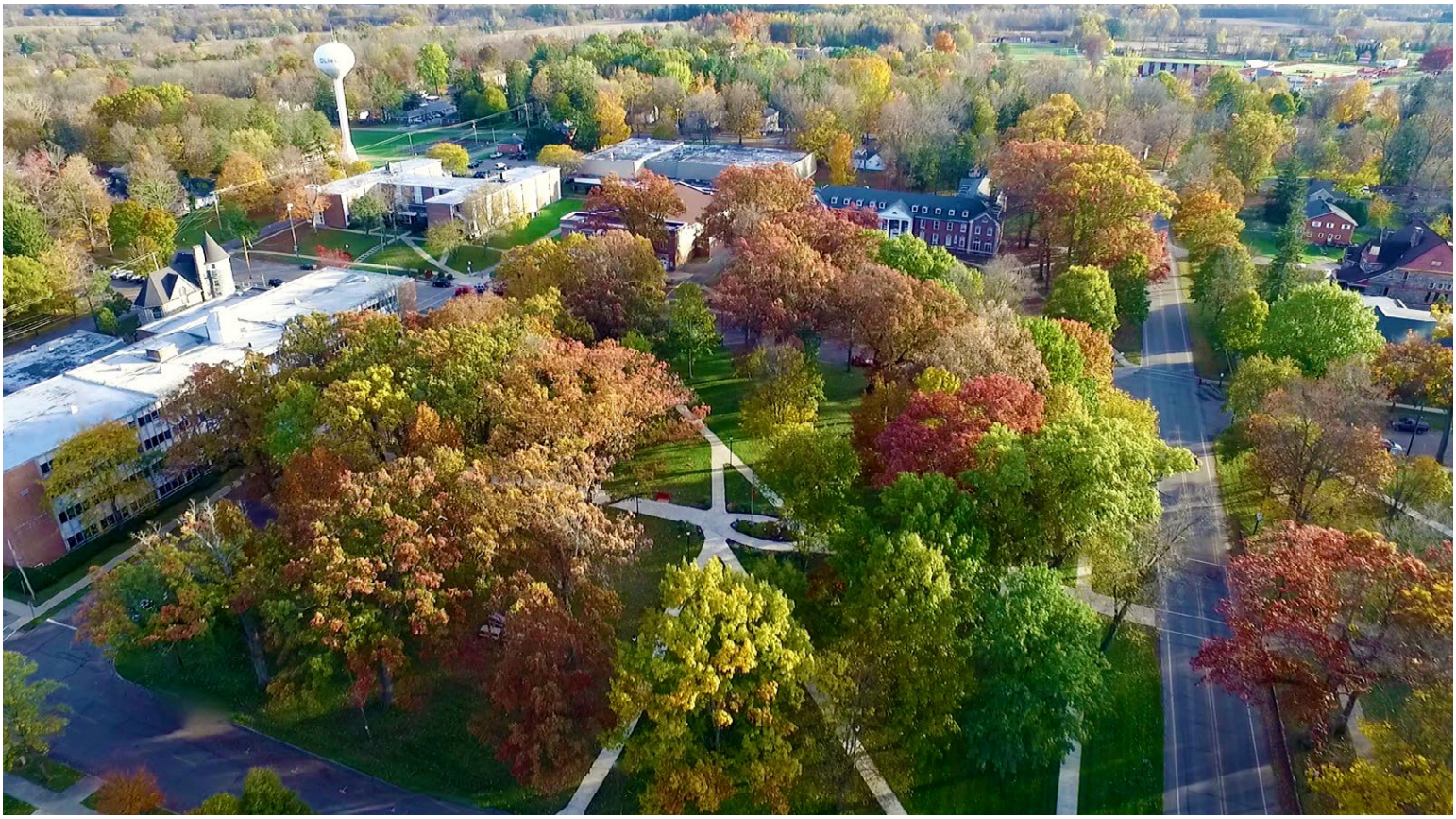
GRADUATION REQUIREMENTS

To graduate from Olivet College with a Bachelor of Arts (B.A.) degree, a student must complete at least 120 semester hours of academic credit, maintaining a cumulative GPA of at least 2.00 on a 4.00 scale. Some majors have higher GPA requirements for graduation. Students must also complete all requirements for an academic major offered at the College and complete all required courses and coursework in the Liberal Arts Core Curriculum. Students may also choose to pursue a second major and/or minor of study. Students must maintain a 2.00 GPA in their major(s) as well as in their minor.

ACADEMIC CLASS RANK

An undergraduate student's academic class rank is determined as follows:

- Freshman 0-23 semester hours
- Sophomore completed at least 24 semester hours
- Junior completed at least 56 semester hours
- Senior completed at least 88 semester hours



INTENSIVE LEARNING TERM

The Intensive Learning Term (ILT) is a unique set of course offerings hosted each spring. Courses last approximately three weeks following the end of the final exam period for the regular spring semester.

Students enroll for only one course during this period. Although students are not required to enroll in an ILT course, students are highly encouraged to do so. Courses often cover special topics, and many are paired with a global learning experience. The semester hours for ILT courses are included in both the spring semester computation of fees and the determination of full-time academic status. Travel expenses through global learning experiences are an additional cost.

Global Learning and **Service Learning**

Service learning is an innovative educational approach that integrates hands-on community service projects with meaningful reflection to enrich your learning experience, provide a broader appreciation for your area of study and increase your sense of civic engagement. Global learning and service learning allow you to go beyond your major of study while developing the conscience to do good and the confidence to be more.

Global learning opportunities allow students to pursue diverse and innovative educational experiences abroad, which generally occur during the ILT. Getting the chance to travel the world to expand your education while also exploring other cultures provides incomparable and often life-changing experiences that round out an amazing Olivet College experience. Participating in the global learning experience will immerse you in diverse and educational experiences around the world. You will develop global mindedness and greater acceptance, giving you a unique perspective to working and living with others. Students have recently traveled to Antigua, Costa Rica, Italy, Mexico, Thailand, the University of Oxford in England and many others.

Every major discipline offers a course that explores and addresses real-world problems in the classroom and beyond the boundaries of campus. Service learning projects will broaden your perspective and aid in demonstrating how you will ultimately fit in the overall community and the world. You'll have a chance to participate in the campus tradition of Service Day every semester, or attend a weekend or week-long service trip in communities near and far. Students often spend spring break performing disaster relief efforts in the southern United States, for example.

Global Citizen **Honors Program**

Olivet College offers a customized honors program known as the Global Citizen Honors Program (GCHP). GCHP calls on its members to investigate complex, interdisciplinary global issues. The program requires its members to be involved not only with the problems they are investigating but with the world around them. It is designed for the undergraduate student who wishes to continue demonstrating creativity and leadership within the framework of Individual and Social Responsibility.

Program members must complete a total of 24 semester hours of honors courses during their time in the program. Credits are earned through honors explorations, honors options, honors sections of Liberal Arts Core Curriculum courses and the completion of an honors thesis. Students may also earn credits through the Oxford Study Abroad Program. Students may be admitted to GCHP on their high school record or after they enter Olivet College.

Students who are interested in joining GCHP should respond to the email invitation they receive prior to the start of the fall semester. Graduation from the program requires student involvement for a minimum of three semesters, satisfactory completion of 24 semester hours of honors coursework (including at least three hours for the honors thesis), maintenance of a 3.5 grade point average and upholding of The Olivet College Compact.

Honors Options Courses – Honors Options are available in regularly-offered undergraduate courses at Olivet. For an Honors Option, the student completes the standard curriculum for the course, and under the supervision of the instructor, will complete an additional advanced project relating to the course content. Honors Options are available for all students, not solely members of the Global Citizen Honors Program.

Student **Employment**

Work study is a program that allows students to work up to 20 hours each week. The money students earn is often used for various living expenses but may also be applied to the student's account. Most students work on campus for one of our many departments; however, there are also some positions available off campus that are part of the work study program, such as the local preschool.

The funding for the work study program comes from the federal government and the College. The FAFSA is used to determine if a student is eligible for federal work study funds. However, if a student is not eligible for federal work study, there may still be opportunities to work on campus for pay.

The work study positions open on Aug. 1 in the Olivet College student portal. Students can view all open positions, review job descriptions and apply. Students will be contacted by the supervisor of those departments for interviews. Students who are hired in a work study position begin working the first week of classes.

For more information, contact Richard Lehman, financial aid adviser, at rlehman@olivetcollege.edu.

Parking

On-campus parking is available to all students – even first-year students. Every student who plans to have their car on campus must register for a parking permit, which is available on the Application Status Page. Permits are free of charge until the end of the drop and add period at the beginning of each semester.

Mailroom

The Mailroom is located in the lower level of the Kirk Center, where U.S. Mail and other parcels can be sent and received. After arriving on campus, each student is assigned a mailbox number and key. Plus, it's simple to send mail to your favorite Comet. Incoming mail should be addressed as follows:

Student First and Last Name
320 S. Main St.
Olivet College
Olivet, MI 49076

Note: for privacy purposes, do not include a room number as part of the address.

Campus Store **and Textbooks**

OC's Campus Store is located in the lower level of the Kirk Center and offers classroom supplies, OC swag, gifts and more.

The Campus Store also partners with Barnes and Noble College, a virtual bookstore offering convenient online ordering and direct mailing to students. The program ensures course materials will be available when the academic term begins. Once you have your class schedule and/or student ID number, simply log on to view and order course materials at bncvirtual.com/olivet.

Student **ID**

Students will receive their Student ID during their on-campus New Student Orientation. Students are expected to carry their IDs on them at all times. IDs are used to check-in at every meal, gain access to fitness centers, purchase meals and other treats at the Starbucks Café, and check out library books. If the ID is lost or damaged, a new one may be printed in the Student Services Office for a small fee.

Housing

Olivet College will be your home for the next four years – and comfortable housing options play a big role in that. OC offers three residence hall options, and upperclass students have options of apartment-style and themed housing, too.

Olivet College is proudly a residential college, and all full-time students are required to live on-campus and participate in a college meal plan. Exemptions are granted for students who are 23 or older, married or single with children, or who have home residency in Marshall, Charlotte, Olivet or Bellevue. For first-year students, staff will assist in choosing a roommate based on the interests you list on your Housing Information Form that you submit on your Application Status Page. For example, many athletes choose to room with teammates or other athletes.

Each spring, upper-level students participate in a housing lottery for the following academic year. Students have the option to submit housing requests, and factors like GPA or seniority help decide where students will live.

- **Blair Hall** is the men's residence hall on campus offering mostly double and single occupancy rooms, common bathrooms, lounges and a computer lab.

- **Dole Hall** is a co-ed residence hall featuring male and female-only floors. In addition to single, double, triple and quadruple occupancy rooms, the hall offers offers men's and women's common bathrooms, lounges and a computer lab.

- **Shipherd Hall** is designed as a suite-style dorm, with four students sharing two bedrooms and a semi-private bath/shower facility. Shipherd is co-educational with common lounges, a computer lab and a recreational area.
  - **Community Living Options:** There are also community living options in each of the residence halls for students who share similar interests. Designated community areas include:
    - **Emerging Leaders** – Committed to helping men unlock their leadership potential through embracing their authentic selves, located on the first floor of Blair Hall.
    - **Women's Leadership** – Committed to helping women unlock their leadership potential through embracing their authentic selves, located on the third floor of Dole Hall.
    - **Outdoor Recreation and Sustainability** – A community that focuses on environmental impact as well as the safe engagement in outdoor activities such as camping, hiking, kayaking, etc., located on the first floor of Shipherd Hall.
    - **Gender Inclusive Housing** – A community that focuses on social topics such as gender identity, sexual orientation, sexual health and social justice, located at the second floor of Shipherd Hall.
    - **Global Citizen Honors Program** – A student-driven environment focused on high academic achievement, located on the third floor of Shipherd Hall.

  Students can learn more about these options by visiting the Housing Office in Mott 211.

- **Gillette Student Village** residents must have and maintain a cumulative grade point average of 3.0. There are nine units with four single rooms in each. All units are fully furnished and have four bedrooms, two full baths and a basement. Amenities for each unit include a dishwasher, microwave, washer and dryer, cable television and wireless Internet access.

- **Long Apartments** feature 10 units with a single and double room in each. Residents must have and maintain a cumulative grade point average of at least 2.5. All units are fully furnished and have a full bathroom, living room and kitchen. Laundry is available on site for a small fee as well as cable television and wireless Internet access.

- **Oak Hill Apartments** feature 21 units with a single and double room in each and three units with double rooms. Residents must have and maintain a cumulative grade point average of at least 2.5. All units are fully furnished and have a full bathroom, living room and kitchen. Laundry is available on site for a small fee as well as cable television and wireless Internet access.

- **11 Greek societies** offer Greek society housing reserved for active members of the organizations. All houses are located on or near campus.

- **Two theme houses** on Shipherd Street, one male and one female, are reserved for students who strive for success in their academic coursework. Selection of residents is based on criteria such as cumulative grade point average, personal interviews, theme house specific requirements and other criteria determined by the Housing Office.

Meal **Plans**

Residential students living in Blair, Dole or Shipherd Hall are automatically enrolled in the Carte Blanche meal plan, which includes all 19 meals offered each week in the Kirk Center – or the KC as students call it – including breakfast, lunch and dinner Monday through Friday, as well as brunch and dinner on Saturday and Sunday. This plan also comes with 10 guest meals to treat your family and friends when they visit and $125 in Comet Cash points each semester.

A second meal plan, 100 on the Run, is reserved for commuting students and students qualified to live in campus apartments and theme and Greek houses. Students enjoy a meal plan that offers 100 meals each semester, averaging out to be about five meals per week. Also included in the 100 on the Run meal plan is $200 in Comet Cash points per semester.

In addition to the KC, Meal Exchange options are offered at the Starbucks Café in Mott Academic Center for breakfast and lunch. Simply swipe your student ID for a complete packaged meal, which will be deducted from your weekly meal allowance, just as if you were at the KC.

Comet **Cash Points**

Comet Cash points are treated just like cash, and can be used in the KC or Mott Academic Center's Starbucks Café to purchase additional food and beverage items outside of regular meal offerings. Points are tax-free, and the balance will be carried over from fall to spring semester but empties at the end of each academic year. Be sure to use your points before the spring semester concludes. Each meal plan includes $125 (Carte Blanche meal plan) or $200 (100 on the Run meal plan) in Comet Cash each semester, but students can add points to their account as needed at www.dineoncampus.com/olivet, in person at the Kirk Center or by calling 269-749-7378.

MyOlivet **Student Portal**

Students have access to a specialized portal known as MyOlivet, located at my.olivetcollege.edu. The portal offers links to campus mail, online class services, the academic calendar, and many more forms and documents. Students can also use their username to log in to MyOlivet to view their course schedule, account information and balances, schedule classes and access support resources.

Student **Success**

The specialized Student Success Center, located on the main floor of Mott Academic Center, offers no-cost peer tutoring, success coaching, academic accommodations, first year support and other services. To learn more about the following programs, resources and services, drop by the Student Success Suite in Mott 211.

- Academic Success Support Services
- Academic Accommodations
- Athlete Support Services
- Career Navigation
- Comet's Cupboard
- First Generation Student Support (F1RST COMETS)
- First Year Learning Community
- Internship Guidance
- Hiram Archer Student Success Academy
- Mentor Program(s)
- Peer Tutoring
- Retention Programs

Multicultural Education **and Initiatives Office**

The Multicultural Education and Initiatives Office coordinates educational activities and program initiatives related to the recruitment, enrollment, retention and graduation of multicultural undergraduate students. The office is part of the Office of Student Engagement in Mott 208. It is dedicated to providing educational programs to help students learn to become more aware and accepting of cultural differences that exist on campus.

Services and programs offered include:

- Resources regarding careers, internships, graduate and professional school, education abroad and job opportunities.
- Assistance with questions on financial aid, scholarship and money management.

- Advocacy service, when appropriate, for the needs of multicultural students as defined by the College.
- Diversity training.
- Conflict resolution and other interpersonal matters.
- Mentoring.
- Development of study skills, time management and test-taking strategies.
- Obtaining tutorial assistance.
- Programs and activities that address campus climate issues, socio-cultural isolation and other non-academic topics.
- Identity development workshops.
- Leadership training.
- Program planning and development skills.

Burrage **Library**

One of the oldest continuously open libraries in the state of Michigan, the Burrage Library embodies the traditional college study experience. The space offers private meeting rooms, computer and free printer access, and many cozy corners to study or open spaces to host small gatherings. In addition, the Roznowski Learning Commons offers collaborative technology and a contemporary design, making it the perfect spot to meet for a group project or casually hang out. You can even catch a movie in the Kula Samba Theatre, Olivet's very own in-house entertainment center!

Information **Technology Services**

The College's Information Technology Services (ITS) Department is located in the Roznowski Learning Commons on the garden level of Burrage Library. ITS maintains Wi-Fi across campus, in addition to computers and printers in many locations. Students can visit the help desk for assistance accessing their network, Blackboard or MyOlivet accounts, cable TV service, antivirus software and much more. Students can download Microsoft Office programs such as Word, Excel and PowerPoint for free. For IT assistance, email itshelp@olivetcollege.edu or call 269-749-7666.

Hosford History Center **and Lawrence Archives**

The Hosford History Center and Lawrence Archives is a unique spot on campus. The original home is believed to be the oldest residence in the city of Olivet, built by one of the College's founders, Oramel Hosford. The home was recently remodeled to serve as a state-of-the-art archival facility and interactive museum. Hosford also hosts special student events and unique study spaces. Students are welcome and encouraged to stop by any time to continue learning more about Olivet's rich history!

Fitness **Opportunities**

All students have access to the Laimbeer Fitness Center located on the main campus in the Upton Student Recreation Center. Student-athletes have access to the Cutler Event Center, which is two blocks south of the main campus. Students also take advantage of other spaces around campus for outdoor activities, including Blair Lawn for ultimate frisbee, the center Square for hammocking and Dole Lawn for a game of cornhole. Our rural community is also a safe place for walking, jogging or bike riding any day of the week. For more information about fitness opportunities, contact Dan Hayes, coordinator of recreational programs, at dhayes@olivetcollege.edu.

Health and **Wellness**

The Olivet College Health and Wellness Center's mission is to strengthen and support our students in all areas of wellness to help students thrive. The Health and Wellness Center, located in Mott Academic Center room 212, is the wellness warehouse for three service areas designed to help maintain a healthy lifestyle: counseling and psychological services, health services and wellness services.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Students can receive assistance in developing an action plan to resolve an issue, discuss a concern, process a transition, or learn a skill or technique to reduce stress. With any of these circumstances, a student can meet with a licensed professional counselor for a free, confidential intake assessment to develop a support plan.

At the completion of the assessment, any necessary referrals to the appropriate resource(s) will occur. Olivet College students may be eligible for up to five free counseling sessions at the Health and Wellness Center, depending on the need and treatment plan determined at the intake assessment. Service referrals off-campus are also available for students needing ongoing treatment or support. In addition, group counseling is available for various topics throughout the week.

To request and/or schedule an assessment or learn more about Health and Wellness Center offerings, email counseling@olivetcollege.edu. Students will receive a reply within 24 hours to set up the initial appointment.

In the event of a **mental health emergency** or the need for **immediate** support, please contact the 24-hour crisis services hotline through Clinton-Eaton-Ingham Community Mental Health at 517-346-8318 or text the word "Hello" to the National Crisis text line at 741741.

HEALTH SERVICES

Olivet College and Sparrow Health System have partnered to provide virtual health services through MySparrow to students, faculty and staff. MySparrow services include a symptom checker to determine if COVID testing is needed; access to on-demand video visits with an urgent care provider from your smartphone, tablet or computer for non-emergencies; and access to test results. There is also a telemedicine station available at the Health and Wellness Center to facilitate privacy and confidentiality for medical appointments.

Virtual health visits are available Monday through Sunday from 8 a.m. to 8 p.m. To schedule an appointment with a Sparrow medical provider, visit sparrow.org/olivetcollege and create an account. Prior to a video visit, check out the insurance plans that participate with Sparrow or call 517-364-7999 to speak to a billing representative.

Students who utilize insulin or EpiPens may partner with the Health and Wellness Center and/or their residence hall regarding proper disposal of needles.

For students who are nursing parents, the Health and Wellness Center is a safe and private pumping station.

If you are experiencing a medical emergency, please call 911 or contact one of the following locations:

Sparrow Eaton Hospital
321 Harris St., Charlotte
517-543-1050

Oaklawn Medical Group
202 N. Main St., Olivet
269-749-2131

WELLNESS SERVICES

Each semester, the Health and Wellness Center offers presentations and workshops on various wellness topics within eight dimensions of wellness. New programs are offered during the year in response to student and faculty requests or needs.

Mind Spa

The Mind Spa is a private, safe space for relaxation and wellness at no charge to students, faculty and staff. The Mind Spa is located within the Health and Wellness Center and provides many tools and resources to practice mindfulness, manage stress and recharge.

These resources and more are available in the Mind Spa room:

- Light therapy box
- Meditation pillow and mat
- Affirmation cards
- Aromatherapy
- Coloring books and markers
- Zen garden
- Weighted blanket
- Nature sound machine
- Mindfulness meditation videos

The Mind Spa is open from Monday through Friday from 9 a.m. to 4 p.m. To schedule a 20-minute time slot, email counseling@olivetcollege.edu. Walk-ins are welcome, but please note that this room is also used for counseling sessions, so scheduling a session in advance is the best practice.

Students' health insurance will be billed when seen by a medical professional. Depending on the therapeutic need and referral, some of the mental health providers will also bill insurance. Most forms of insurance are accepted. Students are responsible for all expenses related to treatment, including co-pays and tests. All costs accrued due to medical and/or safety reasons are the responsibility of the student. Students may choose to see their own primary care physician or counselor. These visits can also be facilitated at one of the telemedicine stations within the Health and Wellness Center for privacy and confidentiality. Students are responsible for following their doctor's instructions. Olivet College and its employees are not responsible for administering, storing, managing or providing any medication or medical records.

NOTE: All student-athletes must have proof of medical insurance and a physical examination prior to being allowed to practice or compete within the intercollegiate athletic program. Please contact the Athletic Department for more details.

More information can be found by visiting the Health and Wellness Center, Mott Academic Center, Room 212, and on the Olivet College mobile app.

ADDITIONAL MEDICAL RESOURCES

Olivet:
Oaklawn Medical Group
(downtown Olivet)
202 N. Main St., Olivet
269-749-2131

Olivet Pharmacy
116 N. Main St., Olivet
269-280-5005

Main Street Dental
123 S. Main St., Olivet
269-749-9477

Health Simplified
(Naturopathic Products)
106 Washington St., Olivet
269-280-6010

Bellevue:
HomeTown Pharmacy
117 S. Main St., Bellevue
269-763-9521

Teresa A. Koch, DDS
120 N. Main St., Bellevue
269-763-2092

Marshall:
Oaklawn Hospital
200 N. Madison, Marshall
269-781-4271

Van Der Meulen Douglas, DDS
207 Winston Dr., Marshall
269-781-6300

Charlotte:
Sparrow Eaton Hospital
321 Harris St., Charlotte
517-543-1050

Sparrow Eaton Hospital
Urgent Care
616 Meijer St., Charlotte
517-541-5935

CVS Pharmacy
301 S. Cochran Ave., Charlotte
517-543-4905

Great Lakes Family Dental Group
917 W. Lawrence Ave., Charlotte
517-543-1840

Davis Chiropractic Center
432 N. Cochran Ave., Charlotte
517-543-2920

Meijer Pharmacy
1167 E. Clinton Trail, Charlotte
517-541-9210

Get **Involved**

We are often told Olivet College feels like home, and we hope you will feel the same when you arrive on campus. We do our best to make every student feel included, and we pride ourselves on our individualized education.

Part of the fun of attending Olivet College is getting involved in the student groups and organizations available to students across campus. There are more than 45 groups and organizations to choose from. Here are just a few:

- Student Government Association
- The Black Student Union
- The Echo student newspaper
- Intramural Sports
- Queers and Allies
- Christian Comets Connect (C3)
- Earthbound
- Capella Comets
- Olivet College Veterans' Advocates
- The Criminal Justice Honor Society
- Gruen Chemistry Society
- WOCR student radio station
- Psych Club
- Greek life
- Hiram Archer Student Success Academy

Or, get involved with a Performance and Participation (scholarships are offered for these non-NCAA sports and activities for eligible students who connect with the director of the program prior to the start of the academic year):

- Art Alliance
- Bowling
- Choral
- Competitive Cheer
- Difference Maker (Community Service)
- Gospel Choir
- Keyes-Barber-Benedict (KBB) Scholars Program
- Marching Band
- Music
- Outdoor Recreation and Competitive Clay Target Program
- Spirit Squad
- STUNT

The nearby communities of Olivet, Marshall and Charlotte boast a variety of options students can enjoy within walking or driving distance of campus. The local scene provides safe and convenient options for entertainment to students above and beyond the regular activities of campus life. Restaurants, movie theaters, places of worship, and health and wellness services are just a few of the offerings.

Learn more at www.olivetcollege.edu/student-life/local-scene/.

GREEK LIFE

The Greek community at Olivet College is comprised of 11 social societies: four female sororities, six male fraternities and one co-educational society. All 11 societies, many of which helped pioneer Greek culture in America, are local organizations founded at Olivet College. Greek life is very unique at Olivet as societies are not connected with other chapters outside of campus. They are overseen by the Office of Student Engagement, which provides leadership development, skills training and educational opportunities for the members of the Olivet College Greek societies. You can learn more about Greek societies by attending the annual clubs and organizations fair or by visiting a Greek house during one of the campus-wide events.

COLLEGE TRADITIONS

Olivet cherishes its traditions, not only as reminders of its historic past, but also as a means of enabling all students to join in the excitement of creating their own memories and the College's future through ongoing events. Some of these traditions throughout the academic year include:

Fall Semester:

- **President's Opening Convocation** – The first convocation of the year in which the history and traditions of the College and the plans for the future are described.
- **Stand-Up** – A ceremony held at the beginning of each year in which students, faculty, staff and community members are introduced to one another.

- **Fall Service Day** – Held in late September, students, faculty and staff participate in service projects to benefit the College and surrounding communities.
- **Homecoming** – Each fall, parents, friends and alumni are welcomed back to campus to celebrate Homecoming. Students participate by organizing and participating in the Homecoming court competition, Midnight Breakfast, alumni gatherings, Greek open houses, music, athletic events and much more.

Spring Semester:

- **Greek Society New Member Intake Process** – Held each year from late January through early February when Greek societies recruit students to join their organizations. A traditional period of organizational learning, bonding and building of organizational spirit culminates with the presentation of the pledge class.
- **Founders Day** – A special day in February set aside to commemorate the founding of Olivet College in 1844.
- **Spring Service Day** – Held in late March, students, faculty and staff participate in service projects to benefit the school and surrounding communities.
- **Multicultural Awards** – Every spring, the College recognizes the academic achievements of its multicultural students.
- **Student Engagement Awards** – Every spring, the College recognizes students and employees for their commitment to co-curricular activities.
- **Honors Convocation** – Every spring, the College recognizes the academic achievements of its students.
- **Baccalaureate** – A special church service for the graduating class and family members held each year in the Olivet Congregational Church.
- **Commencement** – A ceremony held each year in May to recognize graduating students.

Comet **Athletics**

Olivet College is a founding member of the nation's oldest collegiate athletic association, the Michigan Intercollegiate Athletic Association. The Comets field 20 Division III athletic teams:

- Baseball (M)
- Basketball (M/W)
- Cross Country (M/W)
- Golf (M/W)
- Football (M)
- Soccer (M/W)
- Softball (W)
- Swimming and Diving (M/W)
- Tennis (M/W)
- Track and Field (M/W)
- Volleyball (M/W)
- Wrestling (M)

ATHLETIC ELIGIBILITY

Division III athletics are a big part of campus life, and many students find that the opportunity to continue playing the sport they love serves as a great complement during their education. In order to maintain athletic eligibility, all student-athletes are required to meet the following three requirements in order to participate in intercollegiate athletics.

1. Full-time enrollment - a minimum of 12 credit hours per semester.
2. Good academic standing/satisfactory academic progress.
3. Semester hour requirements by residence year.
   - First year of residence - enrollment for a minimum of 12 semester hours each semester.
   - Beginning of the second year of residence - 24 semester hours earned at Olivet College.
   - Beginning of the third year of residence - 48 semester hours earned at Olivet College.
   - Beginning of the fourth year of residence - 72 semester hours earned at Olivet College.
   - Beginning of the fifth year of residence - 96 semester hours earned at Olivet College.
   - Student-athletes should talk with their coaches and academic advisers to learn more about athletic eligibility.

Committed **to Safety**

The Olivet College Campus Safety team is comprised of dedicated, compassionate and experienced officers who are available 24 hours a day, 365 days a year. The Campus Safety Office is conveniently located on the main floor of Burrage Library. Cameras are located in strategic locations across campus and our safety officers regularly patrol our facilities. Campus Safety works closely with the Eaton County Sheriff's Department and the City of Olivet Police Department.

In the case of an emergency, call 911. Olivet College Campus Safety can be reached at 269-749-7911.

EMERGENCY ALERT SYSTEM

The Emergency Alert System was established to quickly notify Olivet College students, faculty and staff of on-campus emergencies, such as weather alerts, closings and cancellations. Students are asked to sign up for this service when they arrive on campus in the fall. Parents are welcome to sign up for this free service, as well. For more information, please contact Information Technology Services at 269-749-7666. You can sign up here: https://olc.bbcportal.com/Contacts.

COMMITMENT TO TITLE IX

It is the policy of Olivet College to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature or communications constituting sexual harassment. This prohibition against discrimination on the basis of sex applies to all students, faculty, staff and other members of the College community. For more information, please contact Linda Logan, Ph.D., Title IX lead coordinator, at 269-749-7669 or llogan@olivetcollege.edu.

Financial **Aid**

FERPA

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. When a student enters a postsecondary institution, the rights under FERPA transfer from parent to student. This law allows students to determine who will have the ability to access records. These records include, but are not limited to, grades, courses taken, test records and disciplinary records.

Schools may release directory information, which is information within the educational records that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include name, address, telephone listing, dates of attendance, enrollment status (full-time, part-time) and degree/honors received.

During the enrollment process, new students are offered an opportunity to complete a FERPA waiver form that provides Olivet College the ability to discuss educational records with parents or others. The student may specifically list to whom they wish Olivet College to release information. Students may change their FERPA waiver at any time in the Student Services Office located in Mott 205.

OTHER SCHOLARSHIPS

External scholarships are available to students and do not require repayment. By doing some online research, you will discover thousands of scholarships offered by private companies, employers, individuals, nonprofit organizations, communities, religious groups, professional and social organizations, and more. You'll be amazed at the number of scholarships available. The key is to start your research early. Check out these resources:

- www.fastweb.com
- www.scholarshipamerica.org
- We also post any available scholarships to the Olivet student portal.

FEDERAL PARENT PLUS LOANS

- The federal government offers loans to parents and guardians. If approved, your parents or guardians may borrow up to the amount due plus books for the year.
- Go to https://studentaid.gov. Complete "Request a Direct PLUS Loan" and "Master Promissory Note (MPN)."

PRIVATE LOANS

Students may apply for a private loan through any bank or credit union offering a private education loan. Most students will be required to have a credit-worthy cosigner. For a list of current lenders students have used over the past four years, please go to www.olivetcollege.edu/loans.

We encourage all students to pursue federal student loans before considering a private loan. Federal loans have more favorable terms, are guaranteed by the government and have low-interest rates. Nearly all students are eligible for federal student loans regardless of your credit score or financial history. And, federal loans feature a grace period after graduation when no payments are due.

PAYMENT PLANS

Lastly, we have many payment options available to you to help with the cost of attendance, including three-, four- or five-month payment plans (per semester). The Student Services Office will walk you through a payment "plan of action" that best suits your family's needs. A $30 activation fee is required upon enrollment each semester. Contact Student Services at 269-749-7645 or sas@olivetcollege.edu for more information.

More Ways to **Find Support and Information Resources**

In addition to the sections in this booklet, the following resources are also great ways to find support and information as you make your transition to living and learning on campus.

1. **Email –** Every student has access to an Olivet College email address that they will login to during New Student Orientation. This is the primary method of communication on campus, and students should check their email on a regular basis for special announcements, updates from departments around campus and their professors.

2. **Mobile App –** The Olivet College mobile app is a fun and engaging hub of connection for students, faculty and staff. The daily campus events calendar is posted on the app with options for students to chat and connect with each other as well as RSVP or check-in at events. The app also includes information on clubs and organizations, Health and Wellness Center resources and other useful links. Simply search "Olivet College" in your app store and look for the red and white OC logo to download.

3. **Chat with Clyde –** Students have the opportunity to access helpful resources and ask questions through a unique chat system via text. We call this "Chat with Clyde," named for our beloved Comet mascot. The chat system proactively reaches out to students to ask them questions about particular needs they may have and connects them with resources or faculty and staff members who can help address their needs. Clyde checks in with students every 7-10 days and they can ask questions at any time.

4. **Blackboard –** Blackboard is used by faculty and students to share course information and syllabi, turn in homework assignments and other academic-related needs. Students login to Blackboard with their college email address and will see a section dedicated to each course that they are currently enrolled in. Many professors offer a combination of in-class assignments and homework lessons that will be turned in through Blackboard.

5. **MyOlivet Portal –** MyOlivet is the name of the internal portal used by faculty, staff and students at OC. Students can use MyOlivet to access current course offerings, register for classes, view the library catalog search, find information on food services, learn about tutoring options, access tech support, and find other important documents and forms. Students login to MyOlivet with their college email address.

Contacts

EMERGENCIES/ CAMPUS SAFETY
269-749-7911
In case of emergency, call 911

ADMISSION
Jared Stratz
Director of Admission
Dole Hall Welcome Center/ Admission Office
269-749-7767
jstratz@olivetcollege.edu

ATHLETICS
Your Head Coach -OR-
Haley Diringer, J.D.
Athletic Director
Cutler Athletic Complex
269-749-7570
hdiringer@olivetcollege.edu

CAMPUS STORE (OC GEAR) and MAILROOM
Heather VanDeMoortel
College Store and Mailroom Supervisor
Kirk Center, Lower Level
269-749-6600
hvandemoortel@olivetcollege.edu

CLASS SCHEDULE
Your Academic Adviser -OR-
Leslie Sullivan
Registrar
Mott 205
269-749-7638
lsullivan@olivetcollege.edu

FINANCIAL ACCOUNT
Student Services
Mott 205
269-749-7645
sas@olivetcollege.edu

HEALTH AND WELLNESS CENTER
Robin Luckadoo Chadderon
Director of the Health and Wellness Center
Mott 212A
269-749-6678
rlchadderdon@olivetcollege.edu

HOUSING
Joshua VanWyhe
Residence Hall Director and Coordinator of Housing Operations
Mott 211 Office 4
269-967-3601
jvanwyhe@olivetcollege.edu

Priya Basnyat
Assistant Coordinator of Housing Operations
Mott 211 Office 4
269-967-8250
pbasnyat@olivetcollege.edu

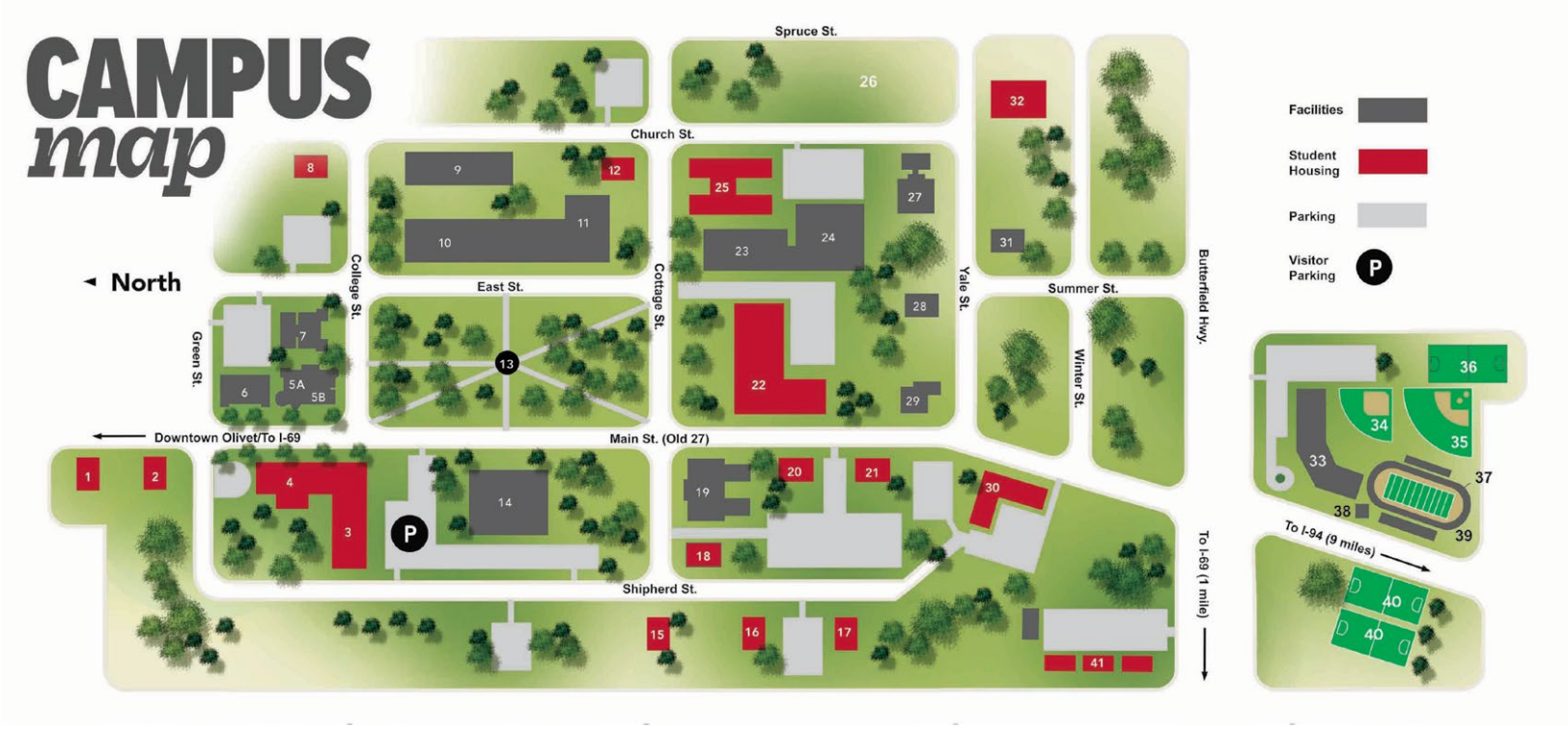
MOVE-IN DAY and RESIDENCE LIFE
Jake Schuler
Assistant Dean for Student Engagement
Mott 211 Office 5
269-749-7694
jschuler@olivetcollege.edu

STUDENT SUCCESS
Joey Shepherd
Director of First-Year Transition Support and Academic Accommodations
Mott 211
269-749-7591
jshepherd@olivetcollege.edu

TECH SUPPORT
Information Technology Services
Burrage Library, Lower Level
269-749-7666
itshelp@olivetcollege.edu

- **TEXTBOOKS**
  bncvirtual.com/olivet

Campus Map **and Building Overview**



1. Kappa Sigma Alpha House
2. Alpha Lambda Epsilon House
3. Dole Hall Welcome Center/Admission Office
4. Dole Hall
5A. Burrage Library
5B. Roznowski Learning Commons
6. Riethmiller Blackman Art Building
7. Olivet Congregational Church
8. Eta Psi Kappa/Alpha Phi Kappa House
9. Physical Plant
10. C.S. Mott Academic Center
11. Ruth Rawlings Mott Auditorium
12. Adelphic Alpha Pi House
13. Campus Square
14. Lester K. Kirk Center (Cafeteria, Campus Store, Mailroom)
15. Elite House
16. Nu Gamma Xi House
17. Brewer House
18. Soronian House (Sperry Hall)
19. Margaret Upton Conservatory of Music
20. Phi Alpha Pi House
21. Sigma Beta House
22. Blair Hall
23. MacKay Gymnasium
24. Frederick S. Upton Student Recreation Center
25. Shipherd Hall
26. Intramural Field/Band Practice Field
27. Hance House (President's Residence)
28. Ham House
29. Hosford House
30. Gillette Student Village
31. Gruen Engagement Center
32. Long Apartments
33. The Cutler Event Center
34. Softball Field
35. Baseball Field
36. Soccer Field
37. Football Stadium
38. Pyne Pavilion
39. Kolassa Track
40. Soccer Practice Fields
41. Oak Hill Apartments

Barker-Cawood Lounge
Barker-Cawood Lounge is located in the Mott Academic Center. The lounge houses a Starbucks Café which provides an area for students to study together and relax between courses while enjoying a range of products including specialty coffees, teas and other fresh food items.

Beman Observatory and Planetarium
Located in the Mott Academic Center, the planetarium has a 35-foot dome with seating for 60. It is used for classes, as well as programs on stars, constellations, planets and other astronomical features. The Beman Observatory houses a 6-inch refracting telescope and is used for astronomical viewing in classes and scheduled showings open to the community.

Burrage Library
Burrage Library is located on the corner of College and Main streets. The original 19th century neo-Romanesque library building was renovated and expanded in 1992, tripling its size and doubling its book storage capacity. The library currently contains over 90,000 books, 500 periodical subscriptions, access to a wide range of online databases and special collections. The library provides students with library skills education, interlibrary loan services, individual attention and a quiet place to study. Burrage Library is open throughout the academic year, with seating for 300 students.

Olivet College Campus Store
The Olivet College Campus Store is located on the lower level of the Kirk Center. Students will find school supplies, art materials, posters, greeting cards, souvenirs, incidentals and Olivet College sweatshirts, T-shirts, jackets and other apparel.

Computer Labs
Computer labs are located in Mott Academic Center and Burrage Library. These labs are equipped with networked IBM-compatible computers and laser printers. All computers run Microsoft Office products and are connected to the Internet. Workstations can also be found in all residential halls.

Cutler Event Center and Athletic Complex
The athletic and recreation facility is located at the south end of campus. The 44,500-square-foot multipurpose facility includes multiple varsity and visiting locker rooms, officials' locker rooms, an athletic training room, weight room, athletic department offices and general purpose rooms.

Cutler Fitness Center
Housed in the Cutler Event Center, the fitness center includes free weights, Nautilus equipment and aerobic exercise equipment. The fitness center is available to student-athletes. Hours of operation are available through the Athletic Office.

Gruen Engagement Center
The Gruen Engagement Center serves as a place where students and faculty can collaborate in a social setting, while also serving as a lodging and hospitality space for visitors such as professors-in-residence, campus speakers and special guests. The Engagement Center was the one-time home of Dr. Fred Gruen, chemistry professor at the College from 1951 to 1991, who was known and respected for his active engagement with students beyond the classroom.

Hosford History Center and Lawrence Archives
The Hosford History Center and Lawrence Archives opened in the spring of 2019 as part of the College's 175th anniversary as a chronological walk-through-time museum and archives with offices, meeting rooms, student workspaces and a café. As a history and learning center, the space is now a hub of activity with a steady flow of students and visitors participating in tours, research, and events that all illuminate Olivet's unique and socially-progressive history.

Lester K. Kirk Center "The KC"
The main floor of the Kirk Center houses the Chartwells food services office and dining hall. On the lower level are the Olivet College Campus Store, mailroom, media center and the African American Cultural Center.

Kirkelldel Biological Preserve
Located two miles from campus on Pine Lake, Kirkelldel has five habitat types and broad biological diversity, serving as an outdoor classroom for a range of science classes and research projects.

Doris Laimbeer Fitness Center
Housed in the Upton Center, the Laimbeer Fitness Center includes fitness and cardio equipment and free weights to accommodate patrons at all levels of fitness and with all lifting styles. The center is available to all students, faculty and staff. For more information or hours of operation, contact Dan Hayes, coordinator of recreational programs, at dhayes@olivetcollege.edu.

Pyne Pavilion
Pyne Pavilion is located at the Cutler Athletic Complex and provides prime seating for game day viewing, meeting space and a satellite campus store.

Riethmiller Blackman Art Building
The Riethmiller Blackman Art Building is a 17,000-square-foot facility designed to house Olivet's Visual Arts Program. The facility includes an art gallery, fine art vault and art classrooms. It is also open to non-art majors, faculty, alumni and the community.

RN-BSN Program Office and Classrooms
Olivet College has an additional location on the campus of Kellogg Community College located at 450 North Avenue, Battle Creek, Michigan, for the purposes of delivering its RN-BSN Program. The nursing program office is located in the Classroom Building, Room 105.

Roznowski Learning Commons
The Roznowski Learning Commons provides students with a contemporary environment in which to study, including study rooms equipped with the latest technology to enable collaborative projects and learning.

Kula Samba Theatre
This theatre is located in the Roznowski Learning Commons in the lower level of Burrage Library. The theatre is named after a 1973 Olivet College graduate who served as a nurse in Africa and was executed in 1998 for fighting for the civil liberties of children. The theatre is open throughout the week and available for private functions.

Frederick S. Upton Center
The Upton Center is an athletic building used for varsity and intramural athletics, recreation and physical education courses. The indoor swimming pool is open for general student use when not otherwise scheduled for varsity, intramural, extramural or classroom activities. Please contact the Athletic Department for hours of operation.

Margaret Upton Conservatory of Music
The conservatory has numerous practice rooms, vocal and instrumental rehearsal halls, a 123-seat recital hall, and a computer-equipped electronic music/MIDI recording and music composition studio.

COMETS
COMETS

OLIVET
1844
COLLEGE

320 S. Main St., Olivet, MI 49076
800-456-7189
www.olivetcollege.edu

04-2022