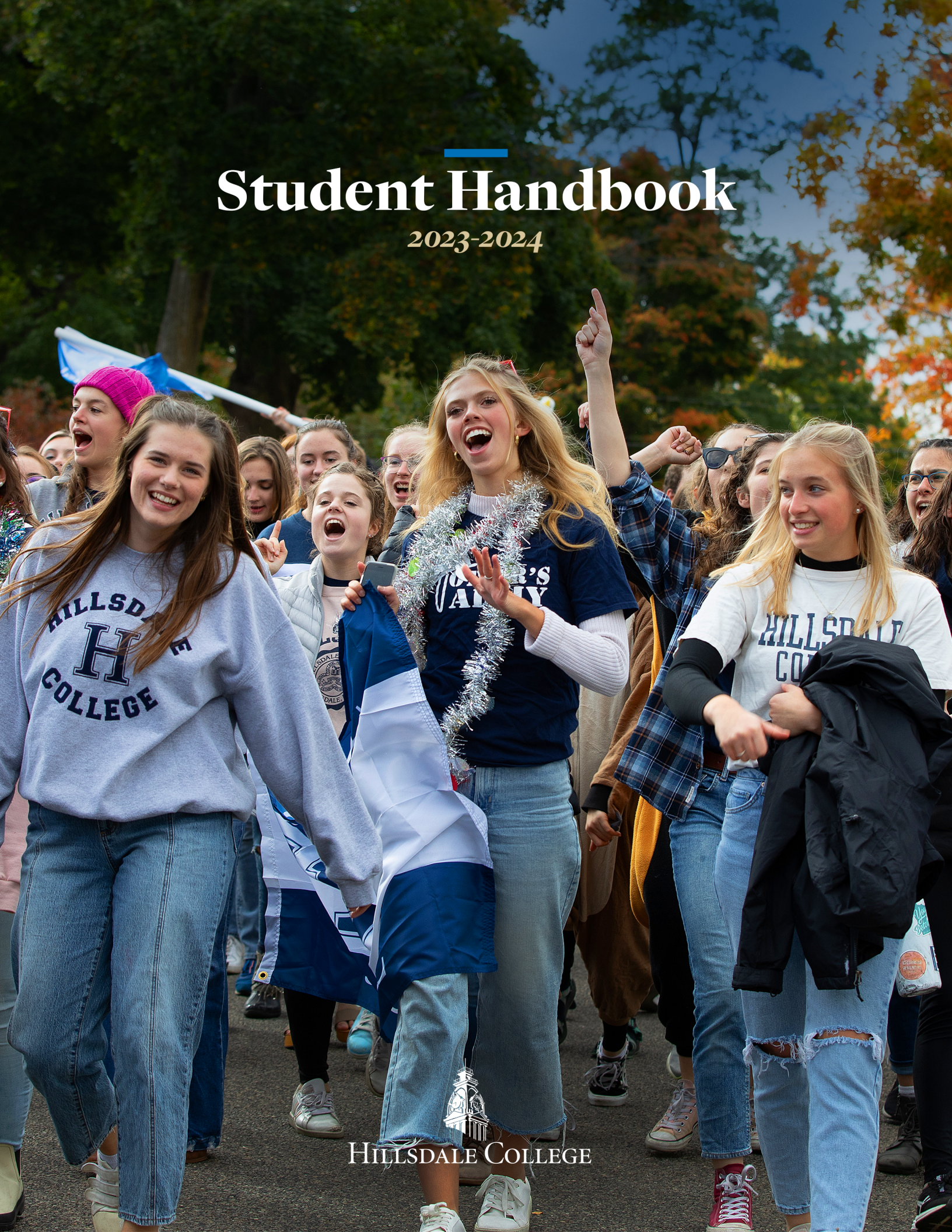


Student Handbook

2023-2024



HILLSDALE COLLEGE

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General Information

Hillsdale College Mission Statement

Hillsdale College is an independent institution of higher learning founded in 1844 by men and women “grateful to God for the inestimable blessings” resulting from civil and religious liberty and “believing that the diffusion of learning is essential to the perpetuity of these blessings.” It pursues the stated object of the founders: “to furnish all persons who wish, irrespective of nation, color, or sex, a literary, scientific, [and] theological education” outstanding among American colleges “and to combine with this such moral and social instruction as will best develop the minds and improve the hearts of its pupils.” As a nonsectarian Christian institution, Hillsdale College maintains “by precept and example” the immemorial teachings and practices of the Christian faith.

The College also considers itself a trustee of our Western philosophical and theological inheritance tracing to Athens and Jerusalem, a heritage finding its clearest expression in the American experiment of self-government under law.

By training the young in the liberal arts, Hillsdale College prepares students to become leaders worthy of that legacy. By encouraging the scholarship of its faculty, it contributes to the preservation of that legacy for future generations. By publicly defending that legacy, it enlists the aid of other friends of free civilization and thus secures the conditions of its own survival and independence.

Hillsdale College Honor Code

A Hillsdale College student is honorable in conduct, honest in word and deed, dutiful in study and service, and respectful of the rights of others. Through education, the student rises to self-government.

UNDERSTANDING THE CODE

Hillsdale College was founded in 1844 out of gratitude to God “for the inestimable blessings resulting from the prevalence of civil and religious liberty and intelligent piety in the land...” Its original and abiding mission is “to furnish all persons who wish, irrespective of nation, color, or sex, a literary, scientific, or theological education . . . and to combine with this, such moral, social and artistic instruction and culture as will best develop the minds and improve the hearts of the students.”

True education of the mind and heart teaches and requires self-government. Self-government calls for the active cultivation of intellectual and moral excellence, and humility before our Creator. It commands courage in pursuit of justice, and diligence in performing the duties of scholarship. Self-government instructs each person to hold honor sacred.

Life, liberty and the pursuit of happiness are every person’s natural rights. Mindful of these gifts from God, Hillsdale College students uphold their rights with care for the common good.

Self-government is a challenge with the promise of a rich reward: liberty of the soul. A soul enjoys liberty when it is ordered—when its passions are ruled by reason and its habit is virtue. Hillsdale College exists for the improvement and ultimate happiness of its students. This great and enduring happiness is its highest purpose.

Guided by faculty, staff and their parents, Hillsdale College students learn to cherish the liberty of the soul; to defend, as the College founders declared, the “civil and religious liberty” of the American order; and to live with “intelligent piety” as self-governing citizens and scholars.

Virtus tentamine gaudet. Strength rejoices in the challenge. This truth, the motto of Hillsdale College, means that to be strong in virtue one must welcome a challenge. In offering its students the challenge of self-government, Hillsdale College asks its students to act at all times worthy of the blessings of liberty.

Hillsdale College Student Pledge

Founded in gratitude for the blessings of civil and religious liberty, Hillsdale College is a seat of higher learning. Here, on these grounds, generations have given themselves to the pursuit of truth, the love of wisdom, and the grace of intelligent piety. Here, in these halls, generations have come to perpetuate the high calling of learning and the noble love of the good. In gratitude still, and in concert with these generations, together we pledge ourselves anew to this great purpose.

Hillsdale College, in its zeal for learning, its embrace of academic integrity and honorable conduct, commits to students all the talents, knowledge, and intelligence with which it is graced. Educating by precept and example, it is dedicated to the liberal education of students, in whom it trusts that learning will rise to wisdom, and that virtue will be blessed with strength.

We, the students of Hillsdale College, commit ourselves to diligent study and patient reflection. Having come to learn, we are proud to do so with integrity and will conduct ourselves with exemplary honor. As sacrifices past and present make possible our education, we too become stewards of this College for the generations yet to come. We pledge ourselves to the pursuit of truth, the love of the good and the cultivation of beauty, for the sake of our minds and hearts and for an ennobled society. By so doing, we embrace the high calling of liberal education.

This pledge bespeaks our unity in a great purpose. Intellectual and moral wisdom, blessed by God, is the foundation of a good and humane life, and the necessary condition of enduring liberty. May God bless us now and always as we illuminate our minds, refine our passions and seek the good.

Campus Resources

Contact Center (517) 437-7341

Emergency

Emergency, 911

Campus Security, (517) 607-2454, (517) 607-2535 or (517) 398-1522

Dow Hotel and Conference Center, (517) 437-3311 (open 24 hours/day)

Hillsdale Hospital, (517) 437-4451

Hillsdale City Police Department, (517) 437-6460

Hillsdale County Sheriff's Department, (517) 437-7317

Michigan State Police, (517) 849-9922

Hillsdale Fire Department, (517) 437-6460

Poison Control, (800) 222-1222

Dean of Women Rebekah Dell, 3rd Floor Central Hall, (517) 607-2233

Dean of Men Aaron Petersen, 3rd Floor Central Hall, (517) 607-2331 office; (517) 437-7248 home; (517) 610-4103 cell

Administration

President Larry P. Arnn, 4th Floor Moss Hall, (517) 607-2301

Provost Christopher VanOrman, 4th Floor Moss Hall, (517) 607-2445

Chief Administrative Officer and Secretary of the Board of Trustees Richard Péwé, 3rd Floor Central Hall, (517) 607-2518

Vice President for Finance and Treasurer Patrick H. Flannery, Main Floor Central Hall, (517) 607-2337

Vice President for Institutional Advancement John Cervini, Main Floor Moss Hall, (517) 607-2670

Vice President for External Affairs Douglas Jeffrey, 3rd Floor Moss Hall, (517) 607-2538

Vice President for Student Affairs Diane Philipp, 3rd Floor Central Hall, (517) 607-2333

Vice President for Marketing William Gray, 1st Floor Stanton Foundation Building, (517) 607-2736

Departments

ADMISSIONS

Vice President for Admissions and Business Developments Doug Banbury, 2nd Floor Central Hall, (517) 607-2327

ACADEMIC

Registrar Douglas McArthur

Assistant Registrar Lacey McConnell, Lower Level Central Hall, (517) 607-2360

ACADEMIC SERVICES AND DOUGLAS HAWKINS WRITING CENTER

Director Christy Maier, Lower Level Knorr Student Center, (517) 607-2753

ATHLETICS

Athletic Director John Tharp, Sports Complex, (517) 607-3130

CAREER SERVICES

Executive Director of Career Services Ken Koopmans, Lower Level Knorr Student Center, (517) 607-2468

FINANCIAL AID

Director of Student Financial Aid Richard Moeggenberg, 2nd Floor Central Hall, (517) 607-2248

Health and Counseling Services

AMBLER HEALTH AND WELLNESS CENTER

Director of Health and Wellness Brock Lutz, Health and Wellness Center, (517) 607-2561

Office Manager Mindy Poole, (517) 607-4368

College Nurse Kari Coupland, (517) 607-4367

COLLEGE COUNSELING SERVICES

College Counselors

Brock Lutz, Clinical Counselor, Health and Wellness Center, blutz@hillsdale.edu

Linda Engle, lengle@hillsdale.edu

Dustin Flores, dflores@hillsdale.edu

Rebecca Galvan, rgalvan@hillsdale.edu

Hannah Walsh, hwash@hillsdale.edu

Kaitlyn Zellner, kzellner@hillsdale.edu

College Chaplain Adam Rick, Main Floor Grewcock Student Union, (517) 607-2903

Dean of Men Aaron Petersen, 3rd Floor Central Hall, (517) 607-2331 office; (517) 437-7248 home; (517) 610-4103 cell

Dean of Women Rebekah Dell, 3rd Floor Central Hall, (517) 607-2233

Associate Dean of Men Jeff Rogers, 3rd Floor Central Hall, (517) 607-2235

Associate Dean of Women Stephanie Gravel, 3rd Floor Central Hall, (517) 607-2818

Hillsdale Hospital, local hospital, (517) 437-4451

Helping Hands Women's Care Center, pregnancy counseling, (517) 437-7020

CHIROPRACTIC/STRENGTH TRAINING SERVICES

Chris Netley, DC, CCSP, CSCS

Contact Chris at cnetley@hillsdale.edu or call (760) 902-0542.

NUTRITIONAL SERVICES

Denise Lovinger, RDN, CDCES, Registered Dietitian, is available on a limited basis at varying times by appointment; email lovingernutrition@gmail.com to schedule an appointment.

Student Affairs

Vice President of Student Affairs Diane Philipp, 3rd Floor Central Hall, (517) 607-2333

Dean of Men Aaron Petersen, 3rd Floor Central Hall, (517) 607-2331

Dean of Women Rebekah Dell, 3rd Floor Central Hall, (517) 607-2234

Associate Dean of Women Stephanie Gravel, 3rd Floor Central Hall, (517) 607-2818

Associate Dean of Men Jeff Rogers, 3rd Floor Central Hall, (517) 607-2235

Executive Director of Career Services Ken Koopmans, Lower Level Knorr Student Center, (517) 607-2468

Director of Employer Relations Sharon Rupp, Career Services, Lower Level Knorr Student Center, (517) 607-2205

Program Manager and Internship Coordinator Roma Rogers, Career Services, Lower Level Knorr Student Center, (517) 607-2758

Communications Manager Kayla Wright, Career Services, Lower Level Knorr Student Center, (517) 607-2769

Freshman Outreach and Program Coordinator Taylor Bennett, Career Services, Lower Level Knorr Student Center, (517) 607-2486

Entrepreneurship Program Manager Kevin Stucker, Career Services, Lower Level Knorr Student Center, (517) 607-2458

Marketing and Public Relations Assistant Jen Lutz, Career Services, Lower Level Knorr Student Center, (517) 607-3270

Manager of Professional Development Leah Whetstone, Kirby Center, (202) 600-7314

Undergraduate Program Coordinator (WHIP) Mary Greco, Kirby Center, (202) 600-7302

Director of Health and Wellness Brock Lutz, Health and Wellness Center, (517) 607-4368

College Chaplain Adam Rick, Main Floor Grewcock Student Union, (517) 607-2903

Director of Student Programs Rachel Marinko, Main Floor Grewcock Student Union, (517) 607-2625

Director of Student Activities Maddie Clark, Main Floor
Grewcock Student Union, (517) 607-2714

Assistant Director of Student Activities and Programs
Reagan Linde, Main Floor Grewcock Student Union, (517)
607-2439

Director of Campus Recreation Ryan Perkins, Main Floor
Grewcock Student Union

Director of Academic Services Christy Maier, Lower Level
Knorr Student Center, (517) 607-2753

Buildings

CENTRAL HALL

Central Hall holds many administrative offices, including the Business offices, Admissions, Financial Aid, the Deans' offices, and the Registrar's office. Central Hall is open on business days from 8:30 a.m. – noon and 1:00 p.m. – 5:00 p.m.

MOSS HALL

Located on the west side of Central Hall, Moss Hall also holds many administrative offices. It houses the offices of the president, provost, External Affairs, Institutional Advancement, Online Learning, and Information Technology Services.

DELP HALL

Delp Hall, on the east side of Central Hall, houses faculty offices in the English, French, German, Spanish, Classics, Philosophy and Religion, History, and Politics Departments.

KENDALL AND LANE HALLS

Kendall and Lane Halls, located to the south of Central Hall, hold classroom spaces, lecture halls, seminar rooms, and faculty offices. Kendall Hall features state-of-the-art spaces for the Psychology Department, including labs, observation rooms, and a library. The Kendall Hall basement also houses the Contact Center. Lane Hall boasts a computer center and study room.

STROSACKER SCIENCE CENTER AND MOSS LABORATORY WING

Strosacker Science Center holds classrooms, laboratories, special research areas, and computer resources for the Biology, Chemistry, and Physics Departments. The Joseph H. Moss Family Laboratory Wing of Strosacker opened in 2008.

THE HERBERT HENRY DOW SCIENCE BUILDING

The Dow Science Building holds classrooms, laboratories, special research areas, and computer resources for the Biology, Chemistry, Mathematics, and Physics Departments. The building also houses 14 faculty offices.

DOW HOTEL AND CONFERENCE CENTER

The Dow Hotel and Conference Center is located on the northwest corner of the campus quad and services the hospitality needs of the College administration, students, alumni, faculty, staff, parents, and the Hillsdale community. The Dow Center operation includes 36 hotel rooms; six conference rooms (available to campus groups as well as the business community); and The Rockwell Lake Lodge, a 16,000-square-foot lodge with ten guest suites located on the 685 acres of the G. H. Gordon Biological Station near Luther, Michigan.

Guest rooms at the Dow Center are available to parents, alumni, and friends. Unless students' parents are registered for guest rooms, students must gain permission from the Vice President for Student Affairs before renting or entering any guest room. The Dow Center can be reached by dialing (517) 437-3311.

MICHAEL ALEX MOSSEY LIBRARY

Mossey Library houses a collection of approximately 300,000 items in a variety of formats, and provides access to thousands of electronic books, journals, musical scores, videos, and recordings. Mossey Library also houses numerous special collections and the Hillsdale College Archives. Access to collections at other libraries is provided via interlibrary loan, and through the MeLCat state-wide resource sharing program. Assistance in using the collections and services is available in the library and online from six professional librarians, five library technicians, and more than 30 student assistants. Computers, Wi-Fi, printing, and group and individual study spaces are available in the library, which is located in the center of campus next to Grewcock Student Union.

LIBRARY HOURS

Sunday: 12:00 p.m. – 1:00 a.m.

Monday - Thursday: 7:30 a.m. – 1:00 a.m.

Friday: 7:30 a.m. – 9:00 p.m.

Saturday: 9:00 a.m. – 9:00 p.m.

Hours extended during the last two weeks of the semester for final exams.

Hours adjusted during breaks and holidays.

Library phone number, (517) 607-2701

Library resources are available through the library's home page at: <https://lib.hillsdale.edu/>

HILLSDALE COLLEGE PRINT AND MAIL CENTER

The Hillsdale College Print and Mail Center, located in the Fowler Maintenance Building, is open for business and pick-up daily from 8:30 a.m. to 5:00 p.m. (closed for lunch 12:00 to 1:00 p.m.). The Print and Mail Center provides regular postal service for students, drop location for UPS and FedEx prepaid packages, and pick-up of USPS packages shipped to students on campus. Daily mail and packages leave the building at 2:30 p.m. daily. There are self-serve FedEx and UPS EXPRESS boxes located outside the lower south Moss Hall entrance.

KNORR STUDENT CENTER

The Knorr Student Center is open daily from 6:00 a.m. to 2:00 a.m. The Knorr Center holds Career Services, the Douglas H. Hawkins Center for Academic Services, and the campus radio station.

CAREER SERVICES

At Hillsdale College, we believe that a traditional liberal arts education prepares our graduates for a life well lived and workplace success. In pursuit of these aims, the Career Services Office offers professional development services to all students and alumni. The seven full-time staff and a team of student Career Coaches provide one-on-one consultations, conduct workshops and networking events, coordinate annual job and internship fairs, and host numerous graduate schools and employers on campus. Students can schedule appointments and view upcoming events on Handshake.

Within six months of graduation, 98 percent of Hillsdale students are starting their careers, attending graduate school, volunteering, or are in the military. Hillsdale graduates work at major corporations, teach, and attend top graduate and professional schools, while also making a difference in their communities and the lives of others—a true testimony to the education and professional support they receive at Hillsdale College. For more information, contact Career Services at careerservices@hillsdale.edu or (517) 607-2468.

GREWCOCK STUDENT UNION

The William L. and Berniece E. Grewcock Student Union is a 52,000-square-foot building that features the Richardson Commons, the Knorr Family Dining Room with a fireplace and

attached patio, the College Bookstore, student publication offices, and all on-campus student mailboxes. The main floor provides a variety of spaces for students to gather, relax, and study with three conference rooms, recreational spaces featuring ping pong and pool tables, gaming stations, a media room for movie nights, and the elegant formal lounge for quiet nights of studying and formal social gatherings as well as lounge areas nestled around a stone fireplace. A.J.'s Café 1844 provides students with a place to grab a bite to eat and socialize. The Student Activities Office is located in the southwest corner of the main floor and oversees the reservations and event coordination for the union in addition to working with student life and activities campus-wide.

Building Hours: 6:00 a.m. – 2:00 a.m. daily

GREWCOCK STUDENT UNION POSTING POLICIES

- Only official college clubs, organizations, honoraries, and programs may post signage on campus. Unofficial postings will be subject to removal.
- All event dates must be clearly printed on signs.
- Do not post printed materials advertising events earlier than two weeks prior to the event.
- Please remove all signs after the advertised event. All signs containing out-of-date or inappropriate material will be removed.
- Signs must include a name and contact information in case of questions.
- Signs are to be attached to bulletin boards with push pins or tacks only.
- All postings in the Grewcock Student Union, Kendall Hall, and Lane Hall must be on bulletin boards. Paper affixed to walls, windows, doors, or countertops in these buildings will be removed.

STUDENT MAIL INFORMATION

All on-campus student mail sent through USPS is delivered to the Grewcock Student Union Mailroom. Each student has their own mailbox that can be accessed with their residence hall front door key. Each box is organized by residence hall, room number, and then alphabetically by roommates' last names. For example, if you live in room 123 and your last name is Hillsdale and your roommate's last name is Charger, your box number will be 123B and your roommate's will be 123A. Any large USPS (United States Postal Service) packages will be delivered to the Print and Mail Center in the Fowler Maintenance Building. You will receive an email when a package(s) arrives. Packages can be picked up during business hours from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. daily. All packages sent through the USPS will be delivered to the Print and Mail Center in the Fowler Maintenance Building.

All packages sent through UPS or FedEx will be sent directly to each residence hall. Please note that students living in College-owned, off-campus housing will receive their mail at the Grewcock Student Union. It is important to note Hillsdale College is not responsible for forwarding packages after students' departure. If a package needs to be forwarded, please call (517) 607-2357. This shipping fee will be charged to your account.

Address mail according to the following format:

Student Name
Residence hall, room number, letter assigned according to last name
Residence Hall Street Address
City, State, Zip

Please note: Using the general College address (33 E. College Street) may result in your mail being delayed, returned or lost in the process. Please use the correct residence hall address to ensure proper delivery.

Women's Residence Halls

Benzing
268 Union St.
Hillsdale, MI 49242

Chi Omega
275 Hillsdale St.
Hillsdale, MI 49242

Dow House
180 Hillsdale St.
Hillsdale, MI 49242

Hill House
76 E. Fayette St.
Hillsdale, MI 49242

Kappa Kappa Gamma
221 Hillsdale St.
Hillsdale, MI 49242

Kempton
153 Hillsdale St.
Hillsdale, MI 49242

Mauck
259 Hillsdale St.
Hillsdale, MI 49242

McIntyre
305 Hillsdale St.
Hillsdale, MI 49242

New Dorm
262 Union St.
Hillsdale, MI 49242

Olds
285 Hillsdale St.
Hillsdale, MI 49242

Pi Beta Phi
304 Hillsdale St.
Hillsdale, MI 49242

Sigma Alpha Iota
311 Hillsdale St.
Hillsdale, MI 49242

Sohn
256 Union St.
Hillsdale, MI 49242

The Townhomes
240 N. West St.
Hillsdale, MI 49242

Waterman
303 Hillsdale St.
Hillsdale, MI 49242

Men's Residence Halls

Alpha Tau Omega
173 Hillsdale St.
Hillsdale, MI 49242

Carriage House
157 Hillsdale St.
Hillsdale, MI 49242

Chase Residence
157 Hillsdale St.
Hillsdale, MI 49242

Delta Sigma Phi
139 Hillsdale St.
Hillsdale, MI 49242

Delta Tau Delta
50 Park St.
Hillsdale, MI 49242

Galloway
8 E. Galloway Dr.
Hillsdale, MI 49242

Koon
50 E. College St.
Hillsdale, MI 49242

Mu Alpha
204 Hillsdale St.
Hillsdale, MI 49242

Niedfeldt
86 E. College St.
Hillsdale, MI 49242

Sigma Chi
172 Hillsdale St.
Hillsdale, MI 49242

Simpson
300 N. West St.
Hillsdale, MI 49242

The Suites
271 Union St.
Hillsdale, MI 49242

Whitley
60 E. College St.
Hillsdale, MI 49242

Cafeteria

Cafeteria Hours

Breakfast	
Monday – Friday Regular	7:00 a.m. – 9:30 a.m.
Sunday Brunch	11:00 a.m. – 1:30 p.m.
Lunch	
Monday – Friday	11:00 a.m. – 1:30 p.m.
Saturday	11:00 a.m. – 1:30 p.m.
Dinner	
Monday – Friday	5:00 p.m. – 7:30 p.m.
Sat. and Sun.	5:00 p.m. – 6:30 p.m.

A.J.'S CAFÉ 1844 HOURS

Monday – Friday	7:30 a.m. – 10:00 p.m.
Saturday – Sunday	11:00 a.m. – 10:00 p.m.

JITTERS COFFEE CART (LANE HALL) HOURS

Monday – Friday	8:00 a.m. – 4:00 p.m.
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CAFE FRESCO (KENDALL HALL) HOURS

Monday – Friday	8:00 a.m. – 4:00 p.m.
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DOW CENTER GRAB 'N' GO (OLD SNACK BAR) HOURS

Monday – Sunday	Open 24 hours
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ONLINE ORDERING APP (FOR CAFETERIA AND AJ'S CAFE)

Follow these steps to download the app and order your meal:

1. Go to hillsdalemetz.com.
2. Click on **Order Now**.
3. Select **Hillsdale College**.
4. Complete registration.
5. Place your order, pick up at the designated location, and enjoy!

There are six meal plan choices available to students. Two of these plans provide a fixed number of meals per week. Four of these plans include “Charger Change,” a credit that can be used at any on-campus food service.

Name	Meals Allowed	Charger Change/ Semester	Cost/ Semester
All-inclusive	19/week	\$25.00	\$3,340
15-meal plan	15/week	0	\$3,100
Block 200	200/semester	\$200.00	\$3,340
Block 150	150/semester	\$75.00	\$3,100
<u>Only available to off-campus, Suites, and Town Homes residents</u>			
10 meal plan	10/week	0	\$2,305
Block 100	100/semester	\$25.00	\$2,305

A student may change from one meal plan to the other only until August 24, 2023, for fall semester and January 18, 2024, for spring semester.

Athletic Facilities

BIERMANN ATHLETIC CENTER

The Margot V. Biermann Athletic Center was completed in February 2013. The primary features of the over 70,000-square-foot facility are a state-of-the-art, six-lane, 200-meter running track along with throw and jump areas, and four competition tennis courts. The building also has coaches' offices and locker rooms for the varsity track and field, cross country, and tennis teams.

ROCHE SPORTS COMPLEX

The 60,000-square-foot Dawn Tibbetts Potter Arena contains three basketball/volleyball courts and a student fitness center. In addition, the building houses the John "Jack" McAvoy Natatorium, a combination pool/diving area, an exercise physiology and sports medicine facility, three racquetball courts, extensive locker room facilities, a weight room, a fitness room, and coaching and administrative offices. The stadium, with a seating capacity of 7,000, includes Waters Field and Herrick Track, with a Pro Grass Artificial Surface football field and all-weather Mondo™ eight-lane running track. The College also has six surfaced outdoor tennis courts and an outdoor basketball/soccer sports court. Students are welcome to use all of the facilities during the open hours. Students need to bring their student identification cards with them when they use the Sports Complex. Personnel at the Sports Complex can be reached by dialing (517) 437-4981.

FOUNDERS GYM (located in the Stanton Building)

Available from 6:00 a.m. to 6:00 p.m. for students, staff, and faculty, the Founders Gym features free weights, squat racks, cardio machines, and a wrestling mat. Between the hours of 6:00 p.m. to 9:00 p.m., the space is used for Sport Studies classes and organized clubs on campus. Scheduling can be arranged by emailing Stephanie Gravel at sgravel@hillsdale.edu.

Health Services

AMBLER HEALTH SERVICES

Located at 183 Hillsdale Street, the Health and Wellness Center has a registered nurse on duty Monday through Friday. Appointments are strongly encouraged and can be scheduled by calling (517) 607-4368.

HEALTH CENTER HOURS

Monday - Friday—Dr. Scott Kirsch	8:00 a.m. - 4:00 p.m.
Closed for lunch from	11:45 a.m. - 12:45 p.m.
DOCTORS' HOURS	
Monday - Friday	1:00 - 4:00 p.m.
CHIROPRACTIC HOURS	
Monday, Wednesday, and Friday—Dr. Chris Netley	10:00 a.m. - 2:00 p.m.

Counseling is available, at no cost, for problems related to: depression, anxiety, bipolar disorder, alcohol/other drugs problems, eating disorders, ADHD, family conflicts, relationship problems, academic concerns, spiritual growth, or other life challenges.

Brock Lutz, Director of Health and Wellness, Licensed Professional Counselor, is available Monday through Friday, 8:30 a.m. to 5:00 p.m.

Dustin Flores, M.A., Licensed Social Worker, is available on various days; email dflores@hillsdale.edu for an appointment.

Rebecca Galvan, M.A., Limited Licensed Professional Counselor, is available on various days; email rgalvan@hillsdale.edu for an appointment.

Hannah Walsh, M.A., Art Therapist, is available on various days; email hwash@hillsdale.edu for an appointment.

Kaitlyn Zellner, M.A., Licensed Professional Counselor, is available on various days; email kzellner@hillsdale.edu for an appointment.

Linda Engle, M.S.W., Licensed Social Worker, is available on various days; email lengle@hillsdale.edu for an appointment.

NUTRITIONAL SERVICES

Denise Lovinger, RDN, CDCES, Registered Dietitian Nutritionist, is available on a limited basis at varying times by appointment; email lovingernutrition@gmail.com to schedule an appointment.

Hillsdale College Bookstore

HOURS:	9:00 a.m. - 4:30 p.m. Monday through Friday
SUMMER HOURS:	9:00 a.m. - 1:00 p.m. Monday through Friday
SATURDAY:	11:00 a.m. - 2:00 p.m. When school is in session

Credit Cards

The Bookstore accepts Visa, MasterCard, Discover, and American Express.

Book Buy Back

Used books are purchased from students during finals week each semester if they will be used again the following semester, and if the Bookstore needs the stock. A used book company is also available during finals week to purchase current editions in good condition at their prices.

Special Services

- Postage stamps
- Special orders: any book in print, supplies, electronics, software
- Gift cards
- Fax machine
- Other special orders—supplies, electronics, software

Website

Please visit the Bookstore online at: bookstore.hillsdale.edu

Phone

(517) 607-2266

Academic Services

Located in the basement of the Knorr Student Center, Douglas Hawkins Academic Services Center exists to help students achieve their academic goals. We offer the following services at no cost:

- Writing Center: creating stronger writers through all stages of the writing process
- Departmental tutoring information
- One-on-one academic coaching and accountability meetings
- Peer coaching and peer-led workshops on the writing process, time management, etc.

Please contact Christy Maier (cmaier@hillsdale.edu) for more information.

ACADEMIC COUNSELORS

Diane Philipp, 3rd Floor Central Hall, (517) 607-2233

Aaron Petersen, 3rd Floor Central Hall, (517) 607-2331

Christy Maier, Lower Level Knorr Student Center, (517) 607-2753

Rebekah Dell, 3rd Floor Central Hall, (517) 607-2233

Stephanie Gravel, 3rd Floor Central Hall (517) 607-2818

Doug McArthur, Lower Level Central Hall, (517) 607-2360

Jeff Rogers, 3rd Floor Central Hall, (517) 607-2331

Student Activities

Student Activities Board

The mission of the Student Activities Board is to purposefully benefit, enhance, and serve as a voice to the student community of Hillsdale College by providing social events and opportunities that are fun, safe, and encourage the growth and development of friendship on campus. Student fees establish the Board's budget, used to sponsor annual events that include the Welcome Party, Garden Party, President's Ball, Centralhallapalooza, bowling nights, Homecoming, coffeeshouses, off-campus trips, and seasonal events.

Student Federation

The Hillsdale College Student Federation exists to represent all Hillsdale College students and act in their best interest. Regularly enrolled students elect the 16-member legislative forum and the four executive members in the fall. As a self-governing body within guidelines set by the Hillsdale College Board of Trustees, the Federation functions to allocate student fees and, to the greatest extent possible, evaluate and address student concerns. Its actions are subject to approval by the vice president for Student Affairs and, ultimately, the College president.

Greek Organizations

SORORITIES

Chi Omega

Kappa Kappa Gamma

Pi Beta Phi

FRATERNITIES

Alpha Tau Omega

Delta Sigma Phi

Delta Tau Delta

Sigma Chi

Clubs and Organizations

A.A. Milne Society

Accounting Club

Active Classical Language Club

Ad-Liberty Improv Club
Alexander Hamilton Society
Aletheia
American Chemical Society
Applied Math Club
Archery Club
Astronomy Club
Ballroom Dancing Club
Chess Club
Chesterton Society
Citizens for Self-Governance
Classical Liberal Organization
College Democrats
College Pep Band
College Republicans
Collegiate Scholars
Conservation Club
Cravats and Bluestockings
Creative Writing Club
Crypto Club
Fairfield Society
Federalist Society
Film and Production Club
Film Society
Firearms Club
Formal Logic Club
Hillsdale College for Life
Hillsdale L.I.F.T.
International Club
Investment Club
Lighthouse
Management and Consulting Club
Midwifery Education Club
Outdoor Adventures
Powerlifting Club
PRAXIS
Pre-Professional Society
Pre-Veterinary Club
Science Fiction and Fantasy Club
Shakespeare Society
Student Athletic Advisory Council
Swing Club
The 1844 Society
The Forum
The Lyceum
Ultimate Frisbee Club
Veterans Honor Society
Wrestling Club
Yoga Club
Young Americans for Freedom
Young Americans for Liberty

Spiritual Life

Anglican Student Fellowship
Catholic Society
Equip Ministries
Jewish Mishpacha
InterVarsity Christian Fellowship
LDS Student Association
Orthodox Christian Fellowship
The Lutheran Society

Fine Arts

Chamber Ensembles
College Chamber Choir
College Choir
College Symphony Orchestra
College Jazz Big Band
College Pep Band
Community Wind Ensemble
Hilltop Highland Dancers
Hillsdale Camerata
Jazz Combos
Opera Workshop
Percussion Ensemble
Tower Dancers
Tower Players

Volunteer

A Few Good Men
Adopt-a-Grandparent
Bread of Life: Food Distribution
Buddy Reading
CAA Preschool
Community Health
Community Sports Outreach
Crossroads Farm
Domestic Harmony
High Rise
Hillsdale Buddies
Hillsdale County Career Access Planning (HCCAP)
Hillsdale Youth Mentoring
Hospital Volunteering
Humane Society
Journal Buddies and Gier Reading
Love INC
Military Mentorship
Music in the Community
Private and Charter School Tutoring
Public High School Tutoring
Salvation Army

SOAR
Special Education Assistance
Widow's Connecting Point
Young Life

Academic Honoraries

Alpha Mu Alpha: Marketing honorary
Alpha Psi Omega: National dramatics honorary
Alpha Rho Tau: National art honorary
Beta Beta Beta: National biology honorary
Delta Phi Alpha: National German honorary
Delta Pi Nu: American Studies honorary
Eta Sigma Phi: National classical studies honorary
Iota Sigma Pi: National women's chemistry honorary
Kappa Mu Epsilon: National mathematics honorary
Lambda Pi Eta: National speech and communications honorary
Lamplighters: Women's leadership honorary
Mu Alpha: Men's music honorary
National Honor Society for Dance Arts
Omicron Delta Epsilon: International economics honorary
Omicron Delta Kappa: National leadership honorary
Phi Alpha Theta: International history honorary
Phi Kappa Phi: Academic honorary
Phi Mu Alpha: National men's music honorary
Phi Sigma Tau: National philosophy honorary
Pi Delta Phi: National French honorary
Pi Kappa Delta: National forensics/public speaking honorary
Pi Sigma Alpha: National government and politics honorary
Psi Chi: National psychology honorary
Sigma Alpha Iota: International women's music honorary
Sigma Beta Delta: Business and management honorary
Sigma Delta Pi: National Spanish honorary
Sigma Pi Sigma: National physics honorary
Sigma Zeta: National science and mathematics honorary
Theta Alpha Kappa: National religion honorary

Publications

Collegian Newspaper

Winona Yearbook

Tower Light Literary magazine

Intramural and Club Sports

Intramural Sports

Men's and Women's Basketball
Men's and Women's Flag Football
Men's and Women's Soccer
Men's and Women's Volleyball

Club Sports

Cheerleading
Men's and Women's Soccer
Rugby
Sailing
Tennis

Academic Calendar

2023-24 Academic Calendar

Fall 2023 Interim Term

Monday, July 24, 2023 - Friday, August 18, 2023

Fall 2023 Semester

Sunday, August 20, 2023—New student orientation:
Convocation; Parents Farewell Dinner 4:50 p.m.
Monday & Tuesday, August 21 & 22, 2023—New student orientation
Wednesday, August 23, 2023—Classes begin at 8:00 a.m.
Monday, September 4, 2023—Labor Day—classes in session
Friday, September 8, 2023—Last day to drop a course as a cancel
Friday and Saturday, September 22-23, 2023—Homecoming
Friday, September 29, 2023—Last day to drop a course with a W grade
Sunday, October 1, 2023—CCA I begins
Thursday & Friday, October 19-20, 2023—Fall break begins after last class on Wednesday; classes resume on Monday
Friday, Saturday & Sunday, October 27-29, 2023—Parents Weekend
Sunday, November 5, 2023—CCA II begins
Tuesday, November 7, 2023—Spring 2024 registration begins
Thursday, November 16, 2023—Fall Convocation
Wednesday, November 22—Sunday, November 26, 2023—Thanksgiving break; classes resume on Monday
Friday, December 1, 2023—Last day of classes for fall semester
Monday & Tuesday, December 4 & 5, 2023—exam days

Wednesday, December 6, 2023—Reading Day; no exams
Thursday, Friday, and Saturday, December 7, 8 & 9,
2023—Exam days; last day of fall term is December 9, 2023

Winter 2023 Interim Term

Monday, December 11, 2023—Friday, January 12, 2024

Spring Semester 2024

Monday & Tuesday, January 15 & 16, 2024—New student orientation

Wednesday, January 17, 2024—Spring semester classes begin at 8:00 a.m.

Friday, February 2, 2024—Last day to drop a course as a cancel

Sunday, February 4, 2024—CCA III begins

Friday, February 23, 2024—Last day to drop a course with a W grade

Friday, Saturday & Sunday, February 23-25, 2024—Parents Weekend

Sunday, March 3, 2024—CCA IV begins

Friday, March 8, 2024—Spring break begins at 5:00 p.m. on Friday; classes resume on Monday, March 18

Friday, March 29, 2024—Good Friday; classes end at noon

Monday, April 1, 2024—Post-Easter travel day; no classes

Tuesday, April 9, 2024—Summer and Fall 2024 registration begins

Thursday, April 11, 2024—Spring Convocation

Tuesday, April 30, 2024—Last day of classes for spring semester

Wednesday, May 1, 2024—Reading day; no exams

Thursday & Friday, May 2 & 3, 2024—Exam days

Monday, Tuesday & Wednesday, May 6, 7 & 8, 2024—Exam days; last day of spring term is May 8, 2024

Saturday, May 11, 2024—Commencement—2:00 p.m.

Summer Session 1, 2024

Friday, May 10, 2024—Last day to register for Summer 1

Monday, May 13, 2024—Summer 1 begins

Monday, May 27, 2024—Memorial Day; no classes

Friday, May 31, 2024—Summer 1 ends

Summer Session 2, 2024

Friday, May 31, 2024—Last day to register for Summer 2

Monday June 3, 2024—Summer 2 begins

Friday June 21, 2024—Summer 2 ends

Note: College housing remains open during fall break.

Note: College housing closes at 5:30 p.m. for Thanksgiving

break, Christmas break, and Spring break. Students with extraordinary needs may request a one-night extension from the Dean's Office.

Note: Students should prepare to be available during the *entire* final exam period each semester. Travel plans should be made accordingly.

Academic Guidelines

Policy on Academic Honor

The virtues of honesty, accountability, and wisdom—goods of the highest order—being an aim of a liberal education, it is necessarily the policy of Hillsdale College to act firmly and decisively to promote academic integrity and honor. Honesty in academics, as in all walks of life, is a matter of personal honor for which each individual must ultimately take responsibility. It is the primary purpose of this policy to promote and ensure academic honesty within the Hillsdale College community.

- A. This Policy on Academic Honor places upon the students, individually and collectively, the following responsibilities:
 1. That they will do their share to ensure that they, as well as others, will uphold the spirit and letter of the policy;
 2. That they will not, for example, give or receive unpermitted aid in examinations or any other work that is to be used by the instructor as a basis for grading; that they will not copy or paraphrase without proper acknowledgment; and that they will not forge any data, information, or signature;
 3. That they will familiarize themselves with, and adhere to, the standards for proper acknowledgment of sources set out in recognized academic guidebooks such as the *MLA Handbook for Writers of Research Papers*; K. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*; *The Chicago Manual of Style*; *American Psychological Association Publication Manual*; or others appropriate for a given field;
 4. That they will not submit the same academic work (e.g. research paper or project) in whole or in part for two separate classes unless the current professor(s) grant prior written permission for doing so.
- B. The Faculty on its part hereby manifests its confidence in the honor of its students, but recognizing that honor,

like all other virtues, must be learned and nurtured, commits to assist in educating and strengthening the students in their growth as honorable men and women.

- C. The Faculty alone has the right and obligation to set academic requirements; however, the students and instructors will work together to establish optimal conditions for honorable academic work.

Plagiarism

What constitutes most forms of cheating is obvious, but students often have questions about plagiarism and how to avoid it. It is plagiarism:

1. To turn in a paper written by another person (including reproduction of such papers). There is a legitimate area in which the student may seek help. A proofreading by another person may help locate mechanical errors, awkward constructions, etc. But “help” does not mean having another person *make* the corrections or revisions. In any case, the instructor is available to aid the student, and will probably give more reliable assistance than can be obtained elsewhere.
2. To copy from another source without proper acknowledgement of indebtedness.
3. To submit as an original work an essay previously submitted for another class or assignment. *MLA Handbook for Writers of Research Papers*, 2.7.1 states: “If you must complete a research project to earn a grade in a course, handing in a paper you already earned credit for in another course is deceitful.” Thus, you may not hand in previously submitted work *without the express consent of your current professor*. If you attempt to recycle your work, it will be treated as plagiarism and, therefore, as a violation of the academic honesty policy.

In general, submitting any work as one’s own when in fact it is not is plagiarism.

“Proper acknowledgment” means giving credit for every idea, sentence, and phrase by documenting with parenthetical references throughout the paper, followed by a Works Cited page; a Works Cited page alone is insufficient. A *direct* quotation—a word-for-word rendition—from another source must be enclosed within quotation marks, followed by the appropriate parenthetical reference. A *paraphrase* is not enclosed within quotation marks, but the procedure is otherwise the same. This is also true of *borrowed ideas*. Paraphrasing is not merely changing a word or two; it is putting in one’s own words the essence of what somebody else said. The paraphrase usually contains fewer words than the original source. Changing a few words in order to avoid using quotation marks is another form of plagiarism, even

though the source is otherwise properly acknowledged. Usually, direct quotation is not as economical as paraphrase, and the writer should use the latter whenever possible.

For more information regarding plagiarism, please see English Department Chairman Dr. Justin Jackson (Delp Hall).

Academics

Academic Load

A minimum of 12 hours of credit is required for full-time enrollment. Normally, a student registers for five academic courses each semester, plus co-curricular courses, for a schedule of 15 to 17 credit hours of study; however, a student may register for more than 17 credit hours if he has demonstrated an above-average academic record. Most freshmen will take four academic courses each semester, plus co-curricular courses, in a typical schedule of 12 to 16 hours of credit. Credit hours associated with an audited course do not count toward the 12-credit hour minimum for full-time status.

Beginning with the 18th credit hour, an additional per-credit tuition overload charge is required. Courses exempt from the tuition overload charge are: Biology 590, 591, 592, 593, and 594; Chemistry 475, 570, 575; Dance 210; Music 180, 190, 199, music ensembles, and music lessons for beginning students; Rhetoric and Public Address 241, 251, 261, Theatre 205; Journalism 380, 381; CCA; Collegiate Scholars Program seminars and thesis; and Theory and Application in Responsibility and Leadership (IDS 391).

CLASSIFICATION OF STUDENTS

1 – 25 hours	Freshman
26 – 55 hours	Sophomore
56 – 89 hours	Junior
90 – 124 hours	Senior

*Note: Classification of students is not to be confused with academic probationary limits.

GRADING SYSTEM

In order to make grade computations as accurate as possible, all grades, including plus and minus designations, are given point values: “A”=4.000 points; “A-”=3.700 points; “B+”=3.300 points; “B”=3.000 points; “B-”=2.700 points; “C+”=2.300 points; “C”=2.000 points; “C-”=1.700 points; “D+”=1.300 points; “D”=1.000 points; “D-”=0.700 points; “F”=0.000 points.

The deficiency of Incomplete must be removed no later than 6 weeks after the close of the semester; otherwise, the grade becomes an “F.”

ACADEMIC PROBATION AND SUSPENSION

Grade-point averages required for academic standing are as follows:

1 – 34 hours	1.750
35 – 64 hours	1.900
65 – 124 hours	2.000

Any student who, at the end of any given semester, fails to reach the required cumulative average is placed on academic probation. Students placed on academic probation, or admitted on academic probation, will automatically be suspended unless they achieve the required average within one semester. The normal duration of academic suspension is one year (12 months), after which a student is eligible to apply for readmission. Such readmission is not automatic and will be dependent upon demonstration of significant productive activity during the period of suspension. In unusual circumstances, supported by exceptional academic achievement, a student may appeal to the Academic Status Committee for readmission after an academic suspension of less than one year. The academic suspension encompasses all terms during the 12-month duration, including the summer and interim sessions. Eligibility to enroll in any summer or interim session is granted just as it is for any regular semester.

ACADEMIC HONESTY

In their academic endeavors, students are expected to comport themselves in accordance with the Policy on Academic Honor.

SOCIAL SUSPENSION OR DISMISSAL

Any social suspension or dismissal during the regular semester will result in the recording of “W” grades for all courses, if the suspension or dismissal occurs prior to the seventh week of the semester. After the seventh week, grades of “WF” or “WP” will be assigned for all courses. See the section on Procedure for Student Discipline for more information.

TRANSFER OF CREDIT

Transfer of college credit to Hillsdale can be made only on an official transcript from another regionally accredited American collegiate institution. Grades below “C-” will not be transferred for credit. Grades for courses transferred from other institutions are not factored into a student’s cumulative

grade-point average at Hillsdale. Students who wish to transfer college credit to Hillsdale College must receive prior approval from the Registrar’s Office, which is responsible for ensuring the evaluation of each transfer course.

CREDIT BY EXAMINATION

Hillsdale College recognizes the Advanced Placement and CLEP programs of the College Entrance Examination Board. See the College Catalog for details.

SUMMER COLLEGE

Hillsdale College offers two consecutive three-week summer sessions. The first three-week session extends from the middle of May through the first week of June. The second three-week session continues immediately through the month of June. Summer College is designed as an all-purpose program, but is particularly helpful to those who wish to accelerate progress toward graduation, those who need to make up specific courses, and those freshmen entering college who wish to begin the work early and enjoy the relaxed atmosphere of starting college prior to the busy fall semester.

ACADEMIC ADVISORS

Each student is assigned an academic advisor. During the freshman-sophomore years, the advisor assists the student in understanding and integrating the liberal arts core curriculum, assimilating the College experience, and helping with course scheduling and general academic counseling. Once a student has declared a major field of concentration, he or she will typically change to an advisor within that discipline. The major advisor offers guidance related to the upper-level curriculum in the discipline, as well as graduate school and vocational planning. To change academic advisors, a student completes the process as directed by the Registrar’s Office.

Calculating Grade-Point Average (GPA)

Hillsdale uses the standard “4.0” grading system:

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7	D+ = 1.3	D = 1.0	D- = 0.7	F = 0.0

The formula for computing GPA for a given semester is as follows:

Grade Points*/Semester Hours = Semester Grade-Point Average

The formula for computing accumulative GPA is as follows:

Total Grade Points*/Total Hours Attempted = Accumulative GPA

*Grade Points are calculated by multiplying the credit hours for a given course by the grade in that course (on a 4.0 scale).
Example: A “B” in a 4-credit hour class = 12 grade points.

The following computation can be done to figure out the GPA needed in the current or upcoming semester to achieve a desired cumulative GPA:

Step 1: Total Credit Hours Attempted + In-Progress Credit Hours x Desired Cumulative GPA =

Total Grade Points Necessary to Earn Desired GPA;

Step 2: Total Grade Points Necessary to Earn Desired GPA - Current Cumulative Grade Points =

Grade Points Necessary in Current or Upcoming Semester to Achieve Desired GPA;

Step 3: Grade Points Necessary ÷ Credit Hours In-Progress = Semester GPA Needed to Achieve Desired Cumulative GPA.

IMPROVING YOUR GPA BY REPEATING COURSES

If your GPA is not satisfactory, you may wish to repeat an unsatisfactory grade to improve your cumulative average. The following are things to remember when repeating a course:

1. You may only repeat courses in which you received a grade below “C.”
2. To replace a poor grade, a student must repeat the course at Hillsdale. A poor grade can never be improved by taking a transfer course.
3. All “Fs” should be repeated as quickly as possible.
4. If you repeat a course, the first grade will remain on your transcript, but an “R” is placed by it to indicate the course has been repeated. Your cumulative GPA will be recalculated based on the second attempt, even if that grade is lower than the prior grade. The prior semester GPA remains unchanged.

Class Registration General Rules

Students pre-register for summer and fall semester classes during the preceding spring term. Pre-registration for spring

semester classes occurs during the preceding fall term. Priority for pre-registration is based on class level (seniors first, then juniors, and so on). For students matriculating before Fall 2019, transfer credits and credits derived from Hillsdale courses are included in determining registration priority. For students matriculating Fall 2019 and after, only credits derived from Hillsdale courses are included in determining registration priority. Pre-registration is completed through computer software made available to students, and the software remains accessible for making schedule changes until the week before classes actually begin. Once classes begin, students must use Add and Drop cards to make schedule changes. Add and Drop cards have a seven (7) day expiration from the time of pick-up in the Registrar’s Office. To be considered complete, an Add or Drop card must include the student’s ID number, name, signature, and relevant course information. The signature of the instructor is required. For classes of more than two credits, the signature of the student’s advisor is also required. Cards must be returned to the Registrar’s Office for processing.

ADDING A COURSE

Once classes begin, a student may add a course to their schedule by completing the prescribed procedure; that is, by submitting a completed Add card. There is no specific deadline for adding a course; such is at the discretion of the instructor. Generally, after two weeks of classes, it becomes too difficult for a student to catch up on missed work, so the instructor may prohibit enrollment.

DROPPING A COURSE

Once classes begin, a student may officially withdraw from (i.e., “drop”) a course, provided he initiates such action in the Registrar’s Office and completes the prescribed procedure.

Fall and Spring Semesters: A course dropped before the beginning of the fourth week of the semester will not appear on the student’s permanent record. A course dropped after the start of the fourth week but before the beginning of the seventh week of the semester will be assigned a “W” (Withdrawn) grade. After the beginning of the seventh week, a dropped course will be assigned an “F” (Failing) grade.

Three-Week Summer Terms: A course dropped within the first three class days of a summer term will not appear on the student’s permanent record. A course dropped on the fourth day but before the seventh day will be assigned a “W” (Withdrawn) grade. After the sixth class day, a dropped course will be assigned an “F” (Failing) grade.

Special Seminars and Courses: For special seminars or courses, deadlines to withdraw from classes will be pro-rated according to the guidelines set for the regular semesters.

SEMESTER START STUDENT VALIDATION

Student validation takes place during the two days prior to the first day of classes, and its purpose is to allow students to resolve any outstanding administrative obligations (account balances, fees, housing, meal plans, financial aid, etc.) before classes begin. Contact the Business Office if you have questions.

Information Technology Services (ITS)

User Accounts, Electronic Mail Accounts and File Storage Systems

This policy seeks to clarify appropriate usage of the Hillsdale College computer network and digital communication systems. It should not be considered a comprehensive collection of all rules. Issues not addressed herein should not be deemed acceptable or lawful. Rather, the mission of the College to “furnish such moral, social, and artistic instruction and culture as will best develop the minds and improve the hearts of the students” and to promote “intelligent piety” shall serve as the appropriate guideline.

Failure to uphold the Hillsdale College Honor Code and the policies, procedures, regulations and guidelines set forth by the College may result in disciplinary action ranging from a minimum of a warning to a maximum of expulsion. Many times, the severity of the consequence will be at a level between the minimum and the maximum, and the deans reserve the right to issue fines, community service, counseling, social probation, etc., as deemed appropriate. In all cases, an incident report will be filed in the deans’ offices.

User Accounts, Electronic Mail Accounts and File Storage Systems

General Information

1. Respect the rights of other users to an open and hospitable computing environment. For example, threats, unauthorized disruptive actions, including but

not limited to port scans and denial of service attacks are considered violations of the College’s Acceptable Use Policy for Students.

2. Users must respect the integrity of computing and network systems. For example, users shall not intentionally circumvent established log-in mechanisms in any way, develop or use programs that harass other users or infiltrate a computer, computing system, or network and/or damage or alter the software components of a computer, computing system, or network.
3. Users must respect the privacy of others. For example, users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to others, or represent themselves as another user unless explicitly authorized to do so by that user.
4. Users must respect the legal protection provided by copyright and license to programs and data. For example, making unauthorized copies of proprietary software or data, or offering unauthorized copies of proprietary software or data to others, or copying someone else’s files, or programs, or examining such information unless authorized is considered an illegal action and is prohibited.

Obtaining an Account

User accounts, electronic mail accounts, and file storage systems are provided as a service to Hillsdale College students, faculty, and staff. Account information is delivered as part of the admissions process, and can also be obtained by contacting the Information Technology Services Helpdesk.

These accounts are assigned to each individual, are his or her responsibility, and are not to be transferred or used by any other employee or student. Using another person’s account may be considered identity theft, and forged e-mails are considered infractions to this policy. Using College-provided computer accounts for commercial purposes, such as promoting by broadcast non-educational profit-driven products or services, is misuse of your account.

Account Basics

The e-mail address format for all college students, faculty and staff is [first initial][last name]@hillsdale.edu style. For example, James Johnson’s e-mail address would be jjohnson@hillsdale.edu.

In some cases, there may also be a number appended to an e-mail address such as jjohnson2@hillsdale.edu. Student e-mail accounts are restricted to a maximum of 100MB of storage space, including all e-mail messages and other information such as contacts, tasks and calendar entries. Personal data

storage on Hillsdale College data storage systems should be kept under 1GB of total storage as well. ITS reserves the right to uphold or change these limits at any time to ensure operational availability of these systems. ITS will ensure changes are communicated to users in advance, whenever possible, to minimize disruption to instructional activities.

E-Mail Message Addressing (SPAM)

Please send mail only to those who wish to receive it. Mass mailings of non-emergency information are not acceptable. Mail that is general and informative in nature should be posted to the appropriate Public Folder in the Outlook folders list. Any unsolicited e-mail sent is viewed by users as SPAM. Chain letters and the like should not be forwarded to others.

Content Guidelines

Students are not necessarily responsible for the content of a message passed on by a person to whom they wrote, but the impression is that the student is one of the senders if his or her name appears in the “From” line. Students should be sure that those with whom they correspond will respect their confidence.

ITS will not condone accessing, saving, or printing of indecent, lewd, or obscene material with College-owned equipment. Upon infraction, students could lose computer privileges and access to their Hillsdale user accounts, including e-mail accounts. The Hillsdale College Regulations for Proper Student Conduct state students are subject to disciplinary action for “Disorderly conduct or lewd, indecent or obscene conduct or expression on College-owned or College-controlled property or at College-sponsored or supervised functions.”

Be a Cybersecurity Guru

Password Security

Students may use only an assigned username and private password to log on to various College information technology services. Students should change their passwords often and use passwords or pass phrases consisting of at least 16 characters. All passwords are CAsE-seNsITive. In office settings, those who have a network account should lock their machines when they are away from their computer. In laboratory settings, upon finishing a computing session, make sure to log off the machine before departing. Both these features may be accessed by pressing the (Ctrl + Alt + Del) keys simultaneously before logging on to a Windows computer. Do not attempt to circumvent or alter any information technology service at Hillsdale College or elsewhere.

Multi-Factor Authentication (MFA)

Your password is one unique form of authentication that only you should know. That means if someone with your username and password logs into a system, the system should be able to assume it is truly you who are logging in. Unfortunately, the potential for your username and password to be compromised (or hacked) is significant based on varying factors (password strength, system security, etc.). If your password falls into the hands of an unauthorized person, s/he can log in and impersonate you—the ramifications of which can be serious. Though this is frightening to consider, you can further protect your account access by adding another layer of security called multi-factor authentication (or “two-step verification”).

When you sign into an account that has multi-factor authentication enabled, you not only need to provide your username and password, but you also need a second form of authentication to prove it is you logging in to the account. At Hillsdale College, that second form of authentication is a code sent to your smartphone or an authentication app on your smartphone. (It is less likely an unauthorized user would have access to your phone.) Once you enter your username and password and then the code sent to your phone, you can log into the system, and the system is even more certain that it is truly you logging in.

All incoming students are required to set up multi-factor authentication upon Hillsdale College account creation. You should never disable MFA unless an authorized Hillsdale College ITS staff member assists you. Should you have any questions about this process or the security surrounding your account, please contact the ITS Help Desk at (517) 607-2566 or helpdesk@hillsdale.edu.

Lab Use

Lab hours are posted on the ITS website and outside each lab. Posted hours are guides to general time availability.

NOTE: The Eaton, Graphics and Lane Computer Labs may be used as teaching classrooms. When class is in session, the lab will not be available for general student use. Posted hours are guides to general time availability; however, a class may choose to meet any time, day or night, with or without notice.

Infractions

The Information Technology Services Office handles significant infractions in conjunction with the deans’ offices. The College may choose to initiate disciplinary measures at any time. It is the student’s responsibility to review updated

policies, such as the Acceptable Use Policy for Students. Failure to do so places no responsibility on Information Technology Services or Hillsdale College.

Useful Technology for Students to Bring to College

Students often find it helpful to possess technology that is compatible with the information technology systems at Hillsdale College. While not required as a prerequisite to attend Hillsdale College, students will benefit from these types of technology during their time as a student:

- A modern laptop computer running the latest Windows or Macintosh operating system
- A "smart phone," such as an Apple iPhone or Android phone capable of receiving SMS text messages and connecting to standard WiFi networks
- A webcam and microphone to participate in video conferencing meetings with professors and fellow students
- A method to perform routine backup of a personal computer, such as a cloud-based backup service or an external USB hard drive to ensure recovery of files in the event of a computer or hard drive failure
- While students may print documents in College labs using a lab computer, many students find it more convenient to bring a personal printer to use in their residence.

Questions

Information Technology Services is pleased to provide Hillsdale College students, faculty and staff with high-quality computer support services. If at any time students have any questions or concerns, please feel free to contact ITS Administrative Offices at helpdesk@hillsdale.edu, (517) 607-2566.

Internet Service Provider

Merit Inc. is Hillsdale College's Internet service provider (ISP). Hillsdale College is an affiliate member of that organization. As part of this relationship we, and those we permit to connect "to MichNet in order to use the Michigan statewide network or any other networks which are used as a result of their MichNet Connection," are expected to comply with Merit's Acceptable Use Policy, Conditions of Use Policy and Privacy Policy and "the stated purposes and Acceptable Use policies of any other networks or hosts used." As an affiliate organization, we are responsible for the "activity of (our) users" and expect compliance with these policies at minimum

and further compliance with other standards and policies that clarify responsible behavior specific to your association with Hillsdale College.

Student Conduct

Regulations for Proper Student Conduct

College is a partnership. By agreeing to abide by the Honor Code, a Hillsdale College student is responsible for partnering with the College and with fellow students in pursuit of the stated mission of the College, which is to "furnish to all persons who wish...a literary, scientific, [and] theological education...and to combine with this, such moral, social, and artistic instruction and culture as will best develop the minds and improve the hearts of its pupils."

A partnership requires trust. The College (i.e., faculty, administration, and staff) trusts its students to be honorable and to inspire one another toward excellence. The College also trusts them to seek its help when they observe or suspect significant violations of the partnership, and to trust the College to help guide and instruct its students appropriately. When students have serious concerns, they are to approach the College in friendship and partner with the administration to jointly reason through the concerns.

The following regulations express the basic requirements of our partnership. A violation of these regulations is a break in the Honor Code and one's partnership with the College. The College will follow the Procedure for Student Discipline for any of the following offenses, and other offenses not specifically described in these regulations that violate the spirit of the partnership, as well as the Honor Code. Violations may result in disciplinary actions up to and including suspension or expulsion.

1. Dishonesty. This includes all offenses covered in the Policy on Academic Honor as well as the furnishing of false information to the College, forgery, alteration or misuse of official documents, records or identification.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activities, including its public service functions, or of other authorized activities on College premises. This includes interference with or failure to comply with the directions of faculty, staff, administrators, or their

designees, e.g. house directors, resident advisors, parking enforcement and security personnel, preventing them from carrying out their duties.

3. Physical or verbal abuse of any person on College-owned or -controlled property, at College-sponsored or -supervised functions, or at off-campus locations; sexual or non-sexual assault, violence, harassment, or hazing; or any other conduct that threatens or endangers the health, safety or overall well-being of any such person, barring no one.
4. Theft of, damage to, or misuse of property of the College or of a member of the College community or campus visitor; or possession of stolen property. Property includes intellectual property, including trademarks and copyrights (e.g., course work) as covered in the Policy on Academic Honor, and other creative content, including print and digital formats.
5. Violation of College policies or of campus regulations concerning the registration of student organizations, the use of College facilities, or the time, place, and manner of public expression. College facilities are authorized for use only by student organizations acknowledged by the Office of the Vice President for Student Affairs and listed by the Student Federation as official Hillsdale College student organizations.
6. Behavior that—on the part of individuals or student organizations—violates the bounds of common decency and civility or the high moral standards entailed in the College Mission; interferes with the open dialogue fostered by the partnership between the College and its students; or that disrupts the climate of academic reflection and discourse proper to serious study; or that attempts to undermine or disrupt the academic, religious, or moral commitments entailed in the Mission of the College or the policies pursuant to those commitments.
7. Unauthorized entry to College facilities or use of College facilities or properties for personal, commercial, or illegal purposes or activities contrary to Hillsdale's mission. This includes but is not limited to: on-campus solicitation; distributing or posting unapproved materials around campus; and illegally attending a College-sponsored or College-supervised function.
8. Disorderly, lewd, indecent, or obscene conduct or expression, including the inordinate display of affection. This extends to movies and other entertainment shown on campus or sponsored by student organizations. There is significant latitude in understanding this requisite decency, especially in light of thematic or aesthetic criteria. Nevertheless, the College has the

responsibility to avoid sponsoring or otherwise promoting pornographic or otherwise dehumanizing films or media.

9. Improper, offensive, abusive, disparaging, threatening, lewd, indecent, pornographic, or obscene conduct, communication or material on an online social network or third-party website, cell phone, email, Twitter, Facebook, blog, or other social media.
10. Use of bullhorns, loud speakers, radio, audio equipment or print media to encourage assembly for purposes of demonstrations, riots, destruction of property or any other unauthorized use of College property. The flying of drones or other such devices (with or without recording capabilities) are prohibited on campus-owned properties, without explicit permission from the College.
11. Use, possession, distribution or being in the presence of any amount of an unauthorized substance (including legal and illegal drugs that cause impairment or drug paraphernalia, such as pipes and water bongs), except as expressly permitted by both state and federal law, as well as the College.
12. Violation of the Michigan State Law requiring persons to be 21 years of age before consuming alcohol; illegal or unauthorized possession and/or consumption of alcohol; and being in the presence of, or having containers formerly or presently holding alcoholic beverages found within campus residences. This applies to Greek houses, as defined by their national regulations and alumni governing groups, and in honorary housing as well. Students should be familiar with the Hillsdale College Social Guidelines and the state laws of Michigan.
13. Illegal or unauthorized possession or use of firearms, knives, explosives, fireworks, dangerous chemicals and/or other weapons including pellet guns, BB guns, paint guns, airsoft guns, bows and arrows.
14. Violation of rules governing College-owned or College-controlled residences (See Residence Hall Guidelines and guidelines for specific Greek residences).
15. Violation of social policies, residence hall policies, off-campus housing policies, vehicle and parking policies, Information Technology Acceptable Use Policy, and Academic Honor Policy.
16. Conduct that adversely affects any student's ability to participate as a member of the academic community.
17. Failure or refusal to cooperate in any College investigation; this includes any obstruction or attempted obstruction of an investigation, as well as interfering with the College's right to search property it owns or property under its auspices.

Hillsdale College reserves the right to take any disciplinary action, up to and including expulsion, against any student who

has matriculated to Hillsdale College who has been cited, arrested and/or convicted of violating local, state, or federal law.

Failure to uphold the Hillsdale College Honor Code and the policies, procedures, regulations, and guidelines set forth by the College may result in disciplinary action ranging from a minimum of a warning to a maximum of expulsion. Many times, the severity of the consequence will be at a level between the minimum and maximum, and the Dean of Men and Women reserve the right to impose appropriate discipline, including fines, community service, counseling, or social probation, as they deem appropriate. In all cases, an incident report will be filed in the deans' offices.

In order for students, including summer school students, to be approved for graduation and to receive a Hillsdale College degree, they must resolve any outstanding charges of misconduct and must have complied with the terms of any penalties imposed as a result of misconduct. Hillsdale College does not guarantee the award of a degree. The awarding of a degree is conditioned upon compliance with College regulations as well as meeting the expectations of the faculty. Therefore, grades, transcripts, and diplomas may be withheld until all outstanding concerns are resolved.

Sexual Misconduct

“The College has always understood morally responsible sexual acts to be those occurring in marriage and between the sexes. This understanding has been unwavering, undergirds its policies regarding student conduct, and informs its institutional practices” (Guidelines Regarding the Mission and Moral Commitments of Hillsdale College). In the culture at large, many now do not hold to these understandings or the practices resulting from them. Nevertheless, as partners with the College, all students, faculty, and staff grasp the fact of its commitments and become partners with the College by engaging to cooperate with its principles.

Any sexual assault—the imposition of sexual acts upon someone unwilling at the time to participate—is not only a gross failure to govern oneself, but violates the rights and dignity of the victim, the standards of the Honor Code, and the basis of partnership with the College. It is, at a minimum, a matter of College discipline for the assailant and may be a criminal matter punishable by law.

Hillsdale College considers “sexual misconduct” to begin with the showing of disrespect to another person based upon sex. This necessarily includes any sexual harassment, sexual

assault, stalking, relationship violence, or retaliation, as well as violation of any protective measures instituted while an investigation of a sexual misconduct complaint is ongoing.

Understanding Sexual Misconduct: Sexual misconduct includes unwelcome sexual conduct or advances, or graphic obscenity or innuendo. This conduct may be verbal or non-verbal, physical or not physical. It includes any threat implicit or explicit to the standing or participation of a student, faculty, or staff member in the College partnership or any of its activities. Members of the College community may not create an environment of hostility to another for any reason, including sex.

Reporting Sexual Misconduct: Although there is no time limit for reporting sexual misconduct, the College encourages prompt reporting. Reports may be made directly to any member of the College faculty or staff, to local law enforcement, or to both. Reports are forwarded to a member of the College office of student affairs, listed below, and the College encourages reports directly to them. Any member or guest of the College, and not only the affected individual, may make a report. The College will support the affected individual regardless of the chosen reporting option. Making a report either to the College or to law enforcement means that the report will be shared with others, as appropriate. Students should not fear that, in reporting an incident of sexual misconduct, they will be disciplined for violating other College rules such as those forbidding underage drinking. In such circumstances, the gravity of sexual misconduct outweighs such transgressions and thus they are normally overlooked. The College is not quick to punish in any case, and never without evidence amounting to proof.

Information about sexual misconduct made at public awareness events or in online forums for sexual assault survivors will not be treated as a report, and the College will not initiate an investigation based on such disclosures.

Reporting to the College: To report sexual misconduct to the College, individuals may contact any one of the following individuals in the Deans' offices. The office number for the Dean of Women is (517) 607- 2333 and the office number for the Dean of Men is (517) 607-2331.

Vice President for Student Affairs, Diane Philipp: (734)

730-2356, dphilipp@hillsdale.edu

Dean of Men, Aaron Petersen:(517) 610-4103,

apetersen@hillsdale.edu

Dean of Women, Rebekah Dell: (517) 610-9810,

rdell@hillsdale.edu

Associate Dean of Men, Jeff Rogers: (517) 927-4546,

jrogers@hillsdale.edu

Associate Dean of Women, Stephanie Gravel: (517) 449-4378,
sgravel@hillsdale.edu

Confidentially Reporting Sexual Misconduct: Individuals who wish to report sexual misconduct confidentially, without it constituting a report to the College, may contact the counselors at the Health and Wellness Center at (517) 607-4368, or the Sexual Assault Nurse Examiner (SANE Nurse) at Hillsdale Hospital at (517) 437-4451.

Director of Health & Wellness and Counselor, Brock

Lutz: (216) 789-9605, blutz@hillsdale.edu

Counselor, Kaitlyn Zellner (717) 862-5903,
kzellner@hillsdale.edu

Counselor, Dustin Flores (734) 780-9449,
dflores@hillsdale.edu

Reporting Sexual Misconduct to Law Enforcement:

Individuals may report to law enforcement directly by contacting the Hillsdale City Police Department at (517) 437-6460 or 911. Prompt reporting allows law enforcement to collect and preserve evidence. One may also seek the help of the Deans, College Security, or Health Services to assist in contacting the police. The Hillsdale City Police can explain and answer questions regarding the criminal investigation process, in addition to helping a victim file a criminal complaint. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will initiate its own investigation.

Investigating Sexual Misconduct: All reports of sexual misconduct will be reviewed and investigated, as appropriate. The College may refer such investigation to a neutral, third-party investigator, when circumstances warrant, as determined by the College. When the complaining person requests anonymity or that no investigation be initiated, the College will weigh the threat posed to the campus community, any aggravating factors (such as the involvement of weapons or drugs), other reports of Sexual Misconduct by the alleged respondent, and any other information relevant to the College's duty to provide a safe environment. The College will honor such requests only when it is reasonable to do so under the circumstances. The College reserves the right to investigate, even if the complaining person does not request an investigation or seeks to remain confidential, where doing so is necessary to ensure the health and safety of the College community.

In all cases, the College will make an initial assessment, will offer assistance to the complaining person, and will implement necessary interim measures, whether supportive (services, accommodations, and other assistance to the

complaining student) or protective (addressed toward the accused, such as no contact directives, housing or schedule modifications, placing a hold on transcripts or degrees, or suspension). Following any investigation, the College will summarize its findings and determinations to each party and take appropriate disciplinary actions. The timing of the College's investigation and determinations may be affected by criminal investigations or proceedings.

Disciplinary Action: Based on the factual findings made by the assigned investigator, if a student is found responsible for violating any of the Regulations of Proper Student Conduct, the Honor Code, and this Policy, the Deans may impose any of the disciplinary measures outlined in the Procedure for Student Discipline. The Deans may take any other actions deemed necessary to eliminate the conduct, prevent its recurrence, and remedy its effects, while also protecting the Hillsdale College community. The Deans may also take all steps necessary to mitigate the impact of the violation(s) on the complaining student. Students who face discipline for sexual misconduct may appeal as outlined in the Procedure for Student Discipline. At all times, it is within the College's discretion to determine which policies apply and whether action will be taken under multiple policies.

Retaliation Prohibited: Hillsdale College prohibits retaliation against any person who, in good faith, reports sexual misconduct, participates in an investigation or sanction for sexual misconduct, or otherwise assists in combatting sexual misconduct on the Hillsdale College campus. Retaliation means any adverse action taken by individuals or groups against a person because he/she made a good faith report of sexual misconduct or participated in any proceeding under this Policy. Retaliation may include intimidation, threats, coercion, harassment, or any action that would discourage a reasonable person from engaging in protected activity to oppose sexual misconduct.

Privacy and Confidentiality: Hillsdale College is committed to protecting, to the extent feasible, the privacy of all individuals who are involved in any report of sexual misconduct. Privacy means that information related to a report of prohibited conduct will be shared with a limited circle of College employees who need to know in order to assist in assessing and responding to a report.

Confidentiality applies to those who provide medical or psychological treatment, such as physicians, nurses, psychiatrists, psychologists, professional counselors, and those who provide services under their supervision. Reports to these professionals will remain confidential, as will medical records generated by such professionals. These providers can

only reveal this information if the patient provides written consent, there is a risk of imminent harm to the patient or another identified person, or upon court order or subpoena.

Understanding Consent: Consent is a clear and unambiguous agreement, expressed outwardly through mutually understandable words or actions, to engage in a particular sexual activity. Consent must be voluntarily given and cannot be obtained through coercion or force. Consent may not be inferred from an existing or prior dating or sexual relationship. Consent to engage in one sexual activity at one time is not consent to engage in a different sexual activity or the same activity on a later occasion. Consent can be withdrawn by any party at any point. Once consent is expressly withdrawn, the sexual activity must cease immediately. Consent cannot be gained by taking advantage of the incapacitation of another, where the person initiating the sexual activity knew or reasonably should have known that the other was incapacitated.

Understanding Incapacitation: Incapacitation means that a person lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity. Consent cannot be gained by taking advantage of the incapacitation of another, where the person initiating the sexual activity knew or reasonably should have known that the other was incapacitated. A person who is incapacitated is unable, temporarily or permanently, to give consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated due to the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or using drugs; the level of impairment must be significant enough to render the person unable to give consent. The key issues are whether the person initiating the sexual activity knew that the other party was incapacitated, and should a sober, reasonable person in the same situation have known that the other party was incapacitated.

Frequently Asked Questions (FAQs) Regarding Investigations and Outcomes

Q: What happens during the investigation process?

A: Once it has been determined that an investigation will proceed, the assigned investigator will begin an investigation

first by taking a full statement from the person making report and the complaining student (if the student did not come forward individually). At this time, the Deans' Office will assess whether any preventive measures need to be taken to protect either the complaining student or the College community, such as a no-contact order, housing or class schedule modifications, or suspension pending investigation. The appropriate dean will meet with the accused person and inform the person of the complaint, the investigation, and available resources, as well as any preventive measures.

The assigned investigator will next interview any witnesses to the event, while gathering any physical evidence such as documents, text or email evidence, social media evidence, photos or videos, and any other information that can assist in determining what happened. The investigator will next interview the accused person, and continue to gather any relevant evidence available to that person. If there is an ongoing Hillsdale police investigation, the College may cooperate with the police in the sharing of evidence or information. Once all the facts are gathered, the College will make its determination as to whether or not the accused student violated the College's policies.

Q: How long will the investigation take?

A: In all cases, Hillsdale College will begin the investigation process immediately, typically during the same week that the Deans' Office receives the report. The investigation timing may vary depending on the facts in each particular case, including the number of witnesses to the event or surrounding events, the physical evidence involved, and the impact of any Hillsdale police department investigation.

Q: Will I be notified of the results of the investigation?

A: In all cases, the Deans' Office will maintain regular contact with the involved students to ensure that the supportive services in place are assisting the student, to determine whether other assistance is required and to provide updates on the status of the investigation. Once a determination is made, both the complaining and the accused students will be informed of the results of the investigation on the same day. As with all aspects of a sexual assault investigation, the College considers such determinations confidential and will not disclose them outside of the College, except to the parties involved, where required by law, to implement any supportive or disciplinary measures, or for the anonymous reporting of sexual assault statistics.

Q: If I make a report of sexual assault against a fellow student, what will happen to that person?

A: Based on the factual findings made by the assigned investigator, if the College finds a student responsible for violating any of the Regulations of Proper Student Conduct, the Honor Code, or any other Hillsdale policy, the Deans may impose any of the disciplinary measures outlined in the Procedure for Student Discipline. The Deans may take any other actions deemed necessary to eliminate the conduct, prevent its recurrence, and remedy its effects, while also protecting the Hillsdale College community. The Deans may also take all steps necessary to mitigate the impact of the violation(s) on the complaining student. Students who face discipline for sexual misconduct may appeal as outlined in the Procedure for Student Discipline.

Q: What happens if I am accused of sexual misconduct and the report is not substantiated?

A: In the event that a report of sexual misconduct is unsubstantiated, the Deans' office will end any interim measures taken against an accused student, and can offer assistance in communicating the findings to those who may know about the report, and who may have a need to know about its resolution. The Deans' office and Health Services remain available to offer any assistance needed by either party.

Other Frequently Asked Questions (FAQs) and Relevant Legal Information: For additional information regarding other policies with information related to sexual misconduct, please see the following links:

Frequently Asked Questions: hillsdale.edu/smp/faq

The Above-Stated Procedures for Addressing Sexual Misconduct: hillsdale.edu/smp/procedures

Social Guidelines

As stated in the College's mission, Hillsdale College strives to provide social and moral instruction that will best "develop the minds and improve the hearts of the students." Hillsdale College encourages responsible and upright behavior at social gatherings and parties that is consistent with the College's mission, Honor Code, policies, and is in keeping with local and state laws.

The College allows some room for the appropriate and legal consumption of alcohol. Typically this allowance is managed by the College where students 21 years and older are permitted to consume alcohol on campus at an organized function where the alcohol is provided by a state-licensed vendor. Official student organizations such as the Student Activities Office may request permission to host a party with

alcohol, when all proper policies and laws are followed. Such events or parties are typically reserved for the weekends so as to not interfere with the academic aims outlined in the College's mission.

Students who live off campus in non-College-owned residences do not have to request permission to host a gathering or a party; however, students are expected to uphold the mission and policies of the College as well as local and state laws regarding alcohol and hosting responsibilities.

The following guidelines are established to encourage the appropriate use of alcohol and to protect the well-being of Hillsdale College students. Failure to follow these guidelines violates Item 12 of the Regulations for Proper Student Conduct and may result in disciplinary actions.

The following are not permitted:

1. All common or open sources of alcohol, such as kegs, punch bowls, and gelatin or other dessert shots.
2. Games or activities that facilitate or encourage the rapid consumption of alcohol.
3. Selling alcohol; this includes the selling of tickets or tokens and pooling funds for purchasing alcohol.
4. Providing alcohol to a minor.
5. Spiking or tampering with another person's drink.
6. Use of alcohol that harms or disrupts the pursuits of the College's shared purposes or the well-being of an individual or group.

Brief Summary of Michigan Law Regarding Alcohol

1. It is illegal to purchase, consume or possess alcoholic beverages unless one has attained the age of 21.
2. It is illegal to furnish alcoholic beverages to or to provide false identification for a person under the age of 21.
3. It is illegal to serve alcoholic beverages to individuals who are visibly intoxicated.

It is each student's responsibility to review and refer to Michigan laws regarding alcohol. For further information, one can visit www.legislature.mi.gov/ and review the various laws; for example, [MCL Section 436.1703](#).

Procedure for Student Discipline

The following Disciplinary Procedure is designed to preserve the Mission of Hillsdale College and the health and safety of its students. This policy outlines the basic structure of the Procedure for Student Discipline. The deans may use

discretion in applying these procedures to unique situations, and may seek input from the president of the College, the Office of General Counsel, or outside counsel at any time. The president of the College may choose to affect any disciplinary decision, at his discretion, including immediate removal of any student in appropriate circumstances.

1. **Notification of Student Violation:** Disciplinary procedures are initiated when the Office of the Dean of Men or Dean of Women receives a report of an alleged violation of school policy. Reports of student violations are generated by, among others, resident assistants, house directors, security personnel, public safety officials, and other staff and students. The College will investigate each such report to determine whether there is a factual basis to support the allegation of a violation of College rules. The College reserves the right to include outside counsel as a neutral, third-party investigator in any investigation. The appropriate dean will notify a student of the violation and its consequences. The Deans' Offices will share information regarding disciplinary matters with appropriate College personnel.
2. **Consequences:** Upon a finding that a College rule or policy has been violated, the administration reserves the right both to determine the severity of the violation and to choose the appropriate consequences. Such options include, but are not limited to, any combination of fines, counseling, training, revocation of off-campus housing permission, letters of apology, probation, and/or community service. More serious or repeat violations may result in suspension or expulsion.
3. **Appeal Process:** Students subject to disciplinary action may formally appeal that action by obtaining an appeal form from the Dean of Men/Dean of Women and completing that form, which must present all relevant evidence. The deans, at their discretion, may request additional information or materials in addition to interviewing other individuals. The appeal includes a new review of the evidence as well as a review of the severity of the violation and the consequences. The severity and consequences may be: 1) reaffirmed; 2) reduced, completely or partially; or 3) increased. The appropriate dean will notify students of the administrative decision following the appeal.
In instances of suspension or expulsion, within five business days of the disciplinary action, the student may file an appeal with the administrative office that supervises the dean who made the initial disciplinary decision. Any reversed decisions will result in a refund of any originally paid fines.
4. **Social Probation:** Students may be placed on social probation when their behavior demonstrates a

significant break in commitment to the Honor Code. Such instances may include, but are not limited to, the students having been cited, arrested, and/or convicted of violating a local, state or federal law, or having committed serious infractions of the Regulations for Proper Student Conduct and other College regulations and policies. Social probation typically requires students to remain free of violations for the remainder of the semester and possibly ensuing semesters, to pay fines, and to complete service hours. Violating the agreement of social probation may result in suspension or expulsion.

5. **Suspension and Expulsion:** Suspension means students will be removed indefinitely from enrollment as a student at Hillsdale College. The length of suspension depends upon the violation and the discretion of the appropriate dean. Expulsion means students will be removed permanently from enrollment as a student at Hillsdale College and their matriculation is terminated. The College reserves the right to deny readmission to any former student based on a suspension, withdrawal, or expulsion, or for any other reason.
6. **Parent Notification:** Hillsdale College reserves the right to notify the parents of a student's violation, regardless of the age of the student.

Residence Halls and Parking

Residence Policies

The students of Hillsdale College are bound by friendship resulting from their pursuit of a common goal: the College's historic mission. This friendship is characterized by esteem, affection, good will, and profound respect, all of which are embraced willingly by those who choose to take up the purposes of the College and affiliate themselves with it. Students cultivate this friendship both inside and outside of the classroom throughout their time together.

Life in the residence halls plays a prominent role in a student's time at Hillsdale College, helping students to deepen their friendships, form their characters, and to balance properly the opposing claims of individual freedom and the rights of others.

The College separates its residence halls by sex, limiting the time the sexes may spend in each other's rooms, and requiring forthright, respectful, and honorable conduct between the

sexes at all times. The College is a place of high learning for young men and women, given to friendship, zealous and restrained for their own and each other's good.

Abroad in our culture, there is deep disagreement about sex, sexual activity, and identity. Hillsdale College, however, understands sex in light of the principles of its founding, principles concerning human nature and sexuality that continue to inform its identity to this day. In this light, both reason and the immemorial teachings of the Christian faith recognize sex as naturally ordered to procreation and the intimate friendship best suited to raising children—the natural result of this union. Sexual activity, then, is understood as belonging between the sexes and in marriage. The College has always organized its structure and activities—as it has the right and duty to do—with this understanding in place. Of course, as the sexes are naturally drawn to each other, the College duly recognizes and facilitates this mutual interest. The fullest expression of this interest, however, remains proper to marriage. These understandings have ever been built into the fabric of Hillsdale College, including the practices and policies within the residence halls.

Residence Policies

Disregard of the following standards, as well as other rules, may subject individuals or sections of residence halls to disciplinary action. In addition to the following rules, the Regulations for Proper Student Conduct govern the students in residence halls. Violation of the Residence Policies will be addressed according to the provisions of the Procedure for Student Discipline.

Failure to uphold the Hillsdale College Honor Code and the policies, procedures, regulations, and guidelines set forth by the College may result in disciplinary action ranging from a minimum of a warning to a maximum of expulsion. Many times, the severity of the consequence will be at a level between the minimum and maximum, and the deans reserve the right to issue fines, community service, counseling, social probation, etc., as deemed appropriate. In all cases, an incident report will be filed in the Deans' Offices.

Care for the Physical Condition of Rooms and Common Areas

1. Residents will be required to complete and sign a Room Condition Form prior to occupying their assigned room and upon the end of occupancy.
2. Residents are responsible for all damage found in their rooms at the end of the year/semester, unless the damage was noted on the Room Condition Form.
3. Pictures are not to be pasted or glued to the wall. All items attached to the wall must be attached with a type

of hook or putty that does not permanently adhere to the wall. This material can be found in the College Bookstore. No nails, tacks, or other types of metals are to be nailed to the wall. Residents of Whitley, Niedfeldt and Benzing Residences and The Suites should see house directors for information on picture-hanging materials. Repair fees will be assessed for any infractions. Please see posted directives in the residences.

4. Residents should not paint the room or furnishings. Do not mar or deface the furniture or other facilities within the residence hall. Do not use contact paper or hot glue on any surface. These acts are considered damage to the room, and repair fees will be assessed.
5. Room furnishings must be restored to their original positions, with the room left reasonably clean when the student is permanently leaving the room and/or at the end of the semesters. This includes removing all perishable contents from refrigerators and removing trash from rooms before breaks and between semesters.
6. Residents are not to remove window screens.
7. Residents may not construct lofts in any residence unless the furniture design allows for multiple configurations. Residents of some halls may move their furniture with the house director's approval.
8. Residents share a collective responsibility for maintaining the common areas of the residence hall. The administration reserves the right to hold a residence hall, floor, or student responsible if there is damage or excessive trash inside or outside the residence hall.

Keys and Access to Residence Halls

1. Each student will receive a room key and an outside door key (where applicable) when he/she first arrives.
2. It is important that these keys are not lost. There is a replacement fee of \$50 for a lost outside door key and \$50 for a lost room key.
3. All outside doors are locked at 12:00 a.m. Sunday through Thursday, and at 1:00 a.m. on Friday and Saturday; after these times, the outside door key will be required for re-entrance, except for The Suites.
4. All students must vacate their rooms during certain vacation periods. The times for vacating all College residences, including Greek houses, are announced by the Deans of Men and Women well in advance of the upcoming vacation. A \$50 per night fine will be given to any student staying beyond or returning earlier than the prescribed times. Exemptions may be granted by the deans' offices and must be secured a reasonable time prior to the vacation period. Extended Stay/Early Return

forms can be obtained from your residence hall director or the deans' offices. There is a \$25 charge for each night of additional stay permitted by the deans.

Visitors

Students who wish to bring off-campus visitors into their residences need the permission of their house director. House directors may require the resident to complete a visitor form which would include the visitor's contact information, the duration of the visit, and the roommate's approval. Opposite sex visitors must also comply with the Opposite Sex Visitation Hours (see below).

Students are to be respectful of their roommates when they invite visitors into their room, even when the visitors are fellow students. Roommates are to communicate openly with each other about their expectations regarding visitors. If unresolved conflict should arise between roommates regarding visitors, the roommates are encouraged to seek the counsel of their resident advisor or house director.

Opposite Sex Visitation Hours in Residence Halls

Opposite sex visitation in students' rooms is permitted during the times listed below.

Sunday:	12:00 p.m. – 12:00 a.m. in all residences
Tuesday:	7:00 p.m. – 11:00 p.m. in women's residences only
Wednesday:	7:30 p.m. – 11:00 p.m. in men's residences only
Friday:	7:00 p.m. – 1:00 a.m. in all residences
Saturday:	12:00 p.m. – 1:00 a.m. in all residences

Lobby visitation is permitted in all housing during the following times:

Sunday – Thursday:	12:00 p.m. – 12:00 a.m.
Friday and Saturday:	12:00 p.m. – 1:00 a.m.

Visitation at windows is not allowed, nor is exiting or entering through windows at any time.

Moving In

New students may move in between 9:00 a.m. and 7:00 p.m. on Saturday, August 19, 2023. The Orientation schedule allows

ample time for move-in, registration, and first-day activities before the formal program begins with Convocation on Sunday at 3:30 p.m.

Returning students may begin moving into their rooms at 9:00 a.m. on Sunday, August 20, 2023. Classes begin Wednesday, August 23, 2023.

Dean of Women: (517) 607-2233

Dean of Men: (517) 607-2331

Vacation Hours

College housing is closed during certain vacation periods; therefore, students are required to vacate their rooms during these periods. The times for vacating college residences are listed below. It is important that students and parents are aware of these times and make necessary arrangements well in advance. A \$50 per night charge will be added to the student's bill if he or she stays beyond or returns earlier than the prescribed times without permission. Exemptions are granted for extenuating circumstances only. Students seeking permission to remain in an on-campus residence, including Greek houses, one additional night or to return one day early during a college break (e.g. Thanksgiving, Christmas, Spring, or Summer) due to extenuating circumstances must obtain an Extended-Stay Request Form and submit it to the appropriate dean's office no later than two weeks before the break. The Extended-Stay Request Form can be obtained from the residence hall director and must be signed by both the residence hall director and the appropriate dean. A \$25 fee will be charged to the student's account for each night of extended stay.

Dates and times students must vacate residence halls:

Thanksgiving: November 21 by 5:30 p.m. (residence halls re-open at noon Sunday, November 26, 2023)

Christmas Break: December 9 by 5:30 p.m. (residence halls re-open at noon Sunday, January 14, 2024)

Spring Break: March 8 by 5:30 p.m. (residence halls re-open at noon Sunday, March 17, 2024)

Graduation/Final Exams: New students entering in August 2023 or January 2024 must vacate within 24 hours of last exam, or if last exam is on Wednesday, May 8, 2024, then by noon on Thursday, May 9. Special permission from the Dean's Office (not house director or coach) is needed to stay past noon on Thursday, May 9. Food services end with lunch on Wednesday.

Checking In and Checking Out

Room condition checks will be conducted twice per academic year, one in the beginning and one at the end of the year. All rooms must be cleared of personal belongings, and all furniture is to be returned to its original position at time of departure. Students will incur a penalty if the room is not returned to its original condition.

Freshmen:

Room condition forms will be completed by the house director and/or resident assistant when the student checks out, which must be no later than noon the Thursday following the last day of finals, unless otherwise granted by the house director and deans.

Upperclassmen:

Room condition forms will be completed by the house director or resident assistant at the time of departure. For residents remaining on campus for graduation, room condition forms will be completed between 2:00–4:00 p.m. and 7:00–9:00 p.m. on the Thursday following finals. All belongings not needed for the remainder of the stay must be packed and neatly stacked in the hall, unless otherwise indicated by the house director.

Alcohol

1. The possession and/or consumption of alcohol in college residences is strictly forbidden. This includes the storage of alcoholic beverages or empty containers of alcoholic beverages. Hillsdale College recognizes that some national Greek fraternities do permit the possession, consumption, or storage of alcoholic beverages in chapter houses and does permit them to abide by the rules from their national fraternity under most circumstances.
2. No beer, wine or other liquor signs may be displayed in windows, doors, or hung from ceilings.

Marijuana

1. Use, possession, distribution or being in the presence of any amount of marijuana, THC, or other cannabinoid products in college residences is strictly forbidden and is a serious violation of the Regulations for Proper Student Conduct. The possession of drug paraphernalia, such as pipes, bongs, vape pens, or e-cigarettes, are strictly forbidden.
2. No marijuana, THC, cannabinoid products, vape pen, or e-cigarette signs may be displayed in windows, doors, or hung from ceilings.

Forbidden Items

Firearms, knives, explosives, fireworks, dangerous chemicals, drugs, drug paraphernalia (including hookahs), vaping equipment, e-cigarettes, and weapons (this includes items such as pellet guns, BB guns, paint guns, tasers, airsoft guns, bows and arrows, metal tipped darts, etc.) are not allowed in students' rooms. The College reserves the right to confiscate forbidden items until alternate arrangements can be made.

1. Road signs, street markers, or other articles from a municipality are not allowed. Fines will be assessed for possession of any municipal property.
2. Couches are not to be kept in students' rooms. One, one-seat chair is allowed per room, in addition to the two desk chairs already in the room.
3. Candles or incense of any type (including new and/or unopened) are not allowed in students' rooms.
4. Pets or animals are not allowed in College facilities. This includes aquariums, fish tanks, reptiles, ant farms, etc.
5. All electrical appliances are prohibited in students' rooms except for popcorn poppers, small hot pots, and small coffee makers. All residences have microwave ovens and toasters in the common area for residents to use.
6. Halogen lights, space heaters, window or portable air conditioners, or lava lamps are not permitted in the residences.
7. Bicycles or motorized bikes may not be kept in residences. They must be parked in racks located near each residence or within storage areas if designated by house directors.
8. Obscene, lewd, pornographic, or indecent displays are inappropriate in all College housing.
9. Liquid bleach is not permitted in any residence hall.
10. Live Christmas trees.

General Rules

1. Fire drills and tornado procedures are held periodically in all housing units.
2. For safety and cleanliness, mattresses must remain on beds.
3. If a student becomes ill, he/she is to report to the house director who, in turn, will report said illness to the appropriate dean's office. The deans' offices do not provide excused absences but allow the student's professors to determine the validity of the excuse. The student is responsible for contacting his/her professors during the illness. The house directors will bring or arrange to bring ill students a food tray from the dining hall.
4. Students accommodating guests must follow the [above] policies regarding visitors.

5. Students are to be aware of their use of language, avoiding profanity and obscenity.
6. All persons using the residence hall lobbies, classrooms, or other College facilities shall be in appropriate attire at all times.
7. There are to be no unofficial room or roommate changes. All requests must be handled through the house director and the appropriate dean's office.
8. Students are not permitted to smoke within any residence halls, including common areas. This includes e-cigarettes, vapor pens, etc.

Housekeeping

Specific requests can be made in writing and left on the housekeeping door.

Appliances Available for Student Use

Each residence hall has at least one microwave and toaster available for common use. Washers and dryers are also available for student use in each residence hall.

Liability for Personal Items

Students' personal property is not covered by College insurance, and the College assumes no responsibility for the property's damage or loss. All students are reminded to be certain of their insurance coverage under their parents' home owners' policy (or a comparable policy) before enrolling in Hillsdale College.

Off-Campus Housing Policy

All students reside in college housing during their time at Hillsdale College unless residence hall capacities are exceeded. Any students wishing to be considered for permission to reside off campus for the upcoming academic year should apply in the appropriate dean's office in January of the current academic year. Students will be notified if permission has been granted and provided an off-campus agreement to sign in order to secure the off-campus spot. Students who enter into binding off-campus lease agreements without receiving off-campus permission from the College do so at their own risk and remain responsible for on-campus housing charges. Off-campus permission is granted on a rolling basis beginning in the end of February and may be awarded at any time based on campus-housing occupancy needs. All students given permission for off-campus living are required to purchase a limited meal plan on campus.

The number of off-campus permissions available each year are determined by the following factors:

- A. The number of returning students (on and off campus).
- B. The number of new incoming students.
- C. The number of available beds on campus.

Criteria for determining off-campus permission:

1. High school graduation year
2. Total Hillsdale College credits; this includes credits accumulated by the end of the current academic year
 - Summer school credits immediately following the current spring semester do not count for off-campus as most permissions are already granted prior to summer school
 - Transfer credits including AP, IB, dual enrollments, etc. do not count

This criteria was established to ensure that older students have priority over younger students who often matriculate to Hillsdale with AP or other transfer credits.

Fraternity and Sorority Housing

Fraternity and sorority houses are considered on-campus housing; therefore, when a member ceases to live in a fraternity or sorority mid-year, that individual should expect to return to another on-campus residence.

Members are responsible for fulfilling their specific chapter-housing commitment prior to seeking off-campus permission, or have written confirmation from both the chapter leadership and the appropriate dean's office waiving the chapter housing commitment, only for exceptional circumstances.

WHIP, Study Abroad, and Semesters Away from Campus

Students planning to be away from campus during fall semester who wish to remain living off campus when they return to Hillsdale for the ensuing spring semester need to sign up for off campus and obtain off-campus permission in the previous spring semester.

Exemptions to Campus Housing Requirement:

- A. Married students
- B. Fifth-year seniors
- C. Students age 24 years or older by day of registration
- D. Students enrolled in six or fewer Hillsdale College credits
- E. Commuting students; recognized only if within a 25-mile radius and residing with their immediate family or in a home owned solely by the student or immediate family.

- F. Students residing and/or boarding with approved local families who have consented to provide free room to the student. Please consult with the dean's office regarding this possible exemption.
- G. Students who have completed two years of active military duty and received an honorable discharge.

The College reserves the right to reverse off-campus permissions if a student living off-campus is in violation of the Hillsdale College Social Policy, placed on social probation, or if the student's best academic interests would be served by returning to on-campus housing, e.g., academic probationary status or a major decline in academic performance.

Hillsdale College Vehicle Policy

PURPOSE OF VEHICLE POLICY: The purpose of this policy is to establish uniform and consistent guidelines for the registration, parking and enforcement of motor vehicles owned, possessed and/or used by students, faculty, staff and visitors on the Hillsdale College campus.

VEHICLE REGISTRATION: All Hillsdale College students are required to register any vehicle they bring to Hillsdale with the Security Department. The registration of motor vehicles assists the Security Department with accurate identification of vehicles parked on or nearby campus, providing better service and safety for students, faculty, and staff. The yearly fee for registering a student vehicle, whether a student lives on campus or off campus, is \$50. Students are required to register their vehicles before classes begin. In the event that a student must bring his or her vehicle to campus later in the semester, he or she is to register the vehicle immediately by going to the Security Office or by registering online at parking.hillsdale.edu.

PARKING STICKER: A vehicle is not properly registered until an issued sticker is permanently attached, as prescribed. The issued sticker will be adhered to the driver's-side front window above the Vehicle Identification Number and must be clearly visible from the outside. Note: All student parking stickers expire at the end of June each year, and re-registration begins before each fall semester.

Charges for Unregistered and Improperly Parked Vehicles: Students will be assessed a \$75 charge for an unregistered vehicle on campus property. Parking violations are \$25 per violation. So, if a student parked his unregistered vehicle in an improper lot, the charges would be \$100. The College reserves the right to immobilize or to tow vehicles on its property.

On-Campus Parking Status: Students residing in residence halls, all Greek houses, and honorary houses are considered "On Campus." All students residing in College-owned houses or students renting, living at home, or in a hostel are also considered to be "On Campus."

Simpson Parking Status: Residents of Simpson Dormitory may park behind the building (not on grass), and in Lot 10 (Searle Parking Lot) in designated areas and on the north side of Lot 17 (excluding a space designated for the house director and Maintenance/Fowler Building spaces).

Koon/Mu Alpha: Koon and Mu Alpha residents may park on the east and south side of Lot 39 (west side reserved for Faculty/Staff Monday-Friday, 7:00 a.m.-5:00 p.m.).

STUDENT PARKING LOTS

Lot #5 Northwest corner of Galloway and N. West St.
 Lot #7 Northwest corner of Galloway and Hillsdale St.
 Lot #10 Southwest corner of Galloway and N. West St.
 North side of Simpson Dormitory (Simpson residents in designated areas, Park Place residents as designated and for Faculty and Staff). During special events, all those listed may be asked to move to a different parking area as is appropriate until the event in Searle/Plaster Auditorium has concluded.

Lot #19 North side of Biermann Athletic Center
 Lot #29 KKG residence in designated spaces only
 Lot #31 North of College St. and on the southwest side of Biermann
 Lot #39 South of College St. and West of Koon Dormitory (Koon/Mu Alpha east side, Faculty and Staff, west side)
 Lot #40 Southeast side of College St. and Oak St.

FRATERNITY AND SORORITY PARKING: All fraternities and sororities have designated parking for each house. Members of each house are permitted to park in those designated areas, with permission from the governing body of that specific organization. Visitors (non-students) may park in those lots, specific to each organization, with permission from a member of the house and after requesting a visitor parking pass from the Security Office. All members of the respective fraternity or sorority are required to register their vehicle brought to and parked on campus or at the fraternity or sorority.

GRADUATE STUDENTS: Graduate students can park registered vehicles in any open student parking lots as well as the south row in Lot 25 and the non-reserved spots in Lot 29.

OPEN STUDENT PARKING AFTER 5:00 P.M. – 6:45 A.M. DAILY, ALL DAY SATURDAY AND SUNDAY

- Lot #25 Northwest corner of College and N. West Street
- Lot #26 Moss Hall
- Lot #27 Kendall Hall
- Lot #28 Lane Hall
- Lot #31 Athletic Complex lot—west of faculty/staff lot, south and west of Biermann Center
- Lot #36 Southeast corner of N. West and College Streets
- Lot #37 West corner of N. Manning and College Streets
- Lot #38 East corner of N. Manning and College Streets

(All other lots as specified under STUDENT PARKING LOTS)

RESTRICTED PARKING AREAS:

Both Dow Center parking lots located on Galloway Drive are restricted at **all times** and are clearly marked “Dow Hotel/Conference Center Guests.” Students wishing to use the Bookstore or Grewcock Student Union must park in Lot #7. The Bookstore spaces are reserved for outside patrons.

- Lot #6 Dow Center Parking Lot – Restricted as needed and Metz employees.
- Lot #11 Dow Center Parking Lot – Restricted at all times.
- Lot #16 Faculty/Staff Only – Restricted at all times.
- Lot #17 Maintenance, Faculty/Staff, and Simpson Residents
- Lot MR Mary Randall Preschool – Restricted at all times.
- Lot #32 Sports Complex Faculty/Staff lot – Restricted at all times.
- Lot #39 Koon/Mu Alpha – Residents (east and south side) and Faculty/Staff (west side only)

Faculty/Staff Parking: Faculty and Staff will be issued parking stickers for their personally owned motor vehicles.

Regular Business Hours: Monday through Friday (7:00 a.m. – 5:00 p.m.), faculty/staff/administrators may park in all lots specifically designated for faculty and staff, particularly Lots 6, 16, 25, 26, 27, 28, 29, 30, 32, 35, 36, 37, 38, 39 and in any other lot that is appropriately signed. Faculty and Staff may also park in other lots at times outside of the regular business hours. Lot #39 is Faculty/Staff parking on the west side only.

TEMPORARY/HANDICAPPED/VISITOR PARKING TAGS: (rearview mirror placards)

Campus Visitors: Official visitors to the campus will be issued a special visitor parking tag and will be directed to appropriate visitors’ parking areas. Visitors’ parking tags may be acquired at the Security Office and will be displayed from the inside rearview mirror of the vehicle. All parking lots signed “Registered Vehicles & Visitors” are available for use by campus guests and visitors.

Faculty/Staff/Student Injury or Special Needs: Any member of the faculty, staff, or a student in need of a special circumstance/injury tag requiring crutches or curtailed walking may apply for a handicap parking permit at the Security Office (a doctor’s note must accompany the request or the obvious sign of need be noted). The handicapped tag/placard will be displayed from the inside rearview mirror of the vehicle. This tag/placard does not entitle the user to park in an ADA Handicapped parking space, but in any other space as would have been designated for faculty, staff, visitor, or student.

Temporary or Contract Employees: Any temporary employee, vendor, or person conducting business with Hillsdale College may obtain a temporary parking tag/placard from the Security Office, upon application, and as with other temporary tags, should display it from the inside rearview mirror of the vehicle.

Health Services: Students utilizing the Health Service may park in the Health Service parking lot during the time of visit only.

PARKING VIOLATIONS/VACATION PROCEDURES:

Parking Charges: Parking violation charges are \$25.00 per violation.

Fines: Unregistered Student Vehicles: Students will be assessed a \$75.00 charge for an unregistered vehicle. Parking charges for infractions other than those pertaining to an unregistered vehicle may also be assessed.

Fraudulent Use of a Parking Sticker: Student infractions for fraudulent use (loaning a sticker, application of an unregistered sticker, alteration of a sticker) will be reviewed by the Director of Security and sent to the Dean of Men’s Office for disposition.

Immobilization or Towed Vehicles: Vehicles may be immobilized (“booted”) or towed at the expense of the driver/owner for repeated parking infractions or for a vehicle parked in a manner that limits ingress or egress from any area on campus. Associated parking charges may be assessed in addition to the booting and/or towing charge.

Cars Left Over Break: Students wishing to leave their cars on campus between semesters and during breaks must complete an authorization/approval form, which can be obtained at the Shuttle Services Office (276 N. West St.). A lot will be designated by Shuttle Services and the vehicle’s keys will be left with Shuttle Services in case of an emergency or if the vehicle will need to be moved.

No Parking on Grass or in Service Drives: Entryways to all parking lots are to remain clear, and as such, a vehicle is subject to being towed. Parking on the grass or in areas not designated for parking may result in the issuance of a ticket. Parking on the grass within the City of Hillsdale is also a violation of local ordinance and may subject the driver/owner to citation and/or charge.

APPEAL PROCESS FOR PARKING VIOLATIONS:

Appeals must be filed within 10 days of receipt of ticket. Appeal forms are available in the Security Office. After the appeal form is completed and submitted to Security, Security will make written recommendations to the Dean of Men's Office for disposition. The decision of the Dean of Men's Office is final.

BICYCLE REGISTRATION: All students, faculty, and staff bringing bicycles to campus are encouraged to register that bicycle. Registration is designed to provide an easy method of identifying a bicycle and determining the bicycle's owner. The registration process is free and is completed online at parking.hillsdale.edu. Each bicycle is issued a sticker to be attached at the lowest portion of the down tube. Registration information includes the registrant's name, address, make of bicycle, model, size, color, serial number, and sticker number. In the event of the loss or theft of a bicycle, the registration document will also assist in complete information being provided to area law enforcement and the registrant's insurance company. A bicycle is required to be registered only once while the registrant and bicycle are on campus.

Local Resources

Automotive

Apex Automotive

(517) 437-2404

Frank Beck Chevrolet-GEO-Cadillac

(517) 849-2886

Gene's Service(517) 439-1221

Glory to God

(517) 439-1323

Hawkins Motor Sales & Service

(517) 439-5147

Hillsdale Chrysler, Dodge, Jeep

(517) 437-3394

Jonesville Car Club, Inc.

(517) 849-9551

Ken Stillwell Ford-Lincoln-Mercury

(517) 849-2121

Layman's Service Center

(517) 437-3821

Leutheuser Buick/GMC

(517) 437-7334

Parney's Car Care, Inc.

(517) 437-4479

Banks

County National Bank

(517) 439-4300

ATM in Grewcock Student Union

Fifth Third Bank

(517) 437-7308

ATM in Knorr Student Center

Flagstar Bank

(517) 439-9349

Monarch Community Bank

(517) 439-1790

Southern Michigan Bank and Trust

(517) 439-1509

Florist

The Blossom Shop

(517) 437-4160

Smith's Flower Shop

(517) 437-4485

Pharmacy

Kroger Pharmacy

(517) 439-0930

Rite-Aid Pharmacy

(517) 437-3373

Wal-Mart Pharmacy

(517) 849-7011

Walgreens Pharmacy

(517) 439-4255

Theaters

Coldwater Cinemas

(517) 279-7469

Jackson 10

(517) 784-2727

Premiere Theater, Hillsdale

(517) 437-7092

(517) 437-7103

Local Churches

ANGLICAN/EPISCOPAL

Holy Trinity Parish

263 Spring St., Hillsdale, MI 49242

St. Peter's Episcopal Church

3 N. Broad St., Hillsdale, MI 49242

BAPTIST

College Baptist Church

200 N. Manning St., Hillsdale, MI 49242

First Baptist Church

9 E. Bacon St., Hillsdale, MI 49242

Friendship Baptist Church

431 Adrian St., Jonesville, MI 49250

Hillsdale Baptist Church

2211 W. Bacon Rd., Hillsdale, MI 49242

BRETHREN

Hillsdale United Brethren Church

240 South Howell St., Hillsdale, MI 49242

CHURCHES OF CHRIST/DISCIPLES OF CHRIST

Fayette Street Church of Christ

131 W. Fayette St., MI 49242

West Street Church of Christ

152 S. West St., Hillsdale, MI 49242

EASTERN ORTHODOX

Holy Ascension Orthodox Church

810 Austin Ave., Albion, MI 49224

LUTHERAN

St. Paul's Lutheran Church

2552 W. Bacon Rd., Hillsdale, MI 49242

Trinity Lutheran Church

69 Griswold St. Hillsdale, MI 49242

MENNONITE

Faith Mennonite Church

117 Marion St., Hillsdale, MI 49242

METHODIST/HOLINESS

First United Methodist Church

45 N. Manning St., Hillsdale, MI 49242

Hillsdale Church of the Nazarene

208 N. West St., Hillsdale, MI 49242

Hillsdale Free Methodist Church

150 Union St., Hillsdale, MI 49242

NON-DENOMINATIONAL/BIBLE CHURCHES

Community Bible Church

192 Spring St., Hillsdale, MI 49242

Countryside Bible Church

1651 E. Litchfield Rd., Jonesville, MI 49250

Pine Ridge Bible Church

280 S. Ray Quincy Rd., Quincy, MI 49082

PENTECOSTAL/CHARISMATIC

Sozo Church

7 S. Manning St., Hillsdale, MI 49242

El Bethel Tabernacle Pentecostal Church

1161 Hudson Rd., Hillsdale, MI 49242

Hillsdale Assembly of God

4075 Beck Rd., Jonesville, MI 49250

Hillsdale City Church

322 Hillsdale St., Hillsdale, MI 49242

House of Refuge Full Gospel Church

123 E. Carleton Rd., Hillsdale, MI 49242

PRESBYTERIAN/REFORMED

Hillsdale First Presbyterian Church

31 North St., Hillsdale, MI 49242

Hillsdale Orthodox Presbyterian Church

44 Monroe St., Hillsdale, MI 49242

Jonesville First Presbyterian Church

300 E. Chicago St. (US-12), Jonesville, MI 49250

ROMAN CATHOLIC

St. Anthony of Padua Roman Catholic Church

11 North Broad St., Hillsdale, MI 49242

SEVENTH-DAY ADVENTIST

Hillsdale Seventh-Day Adventist Church

3390 Beck Rd., Hillsdale, MI 49242

RESTORATIONIST/OTHER

Church of Jesus Christ of Latter-Day Saints

425 Parkwood Dr., Jonesville, MI 49250

First Church of Christ-Scientist

1402 Hudson Rd., Hillsdale, MI 49242

Jehovah's Witness Kingdom Hall

160 W. Fayette St., Hillsdale, MI 49242

Local Restaurants

PIZZA

Cavoni's Pizza and Grinders

(517) 437-9585

Cottage Inn Pizza

(517) 439-9191

Hungry Howie's

(517) 437-0600

Little Caesars

(517) 439-1424

Main Street Pizza

(517) 849-2146

Pizza Hut

(517) 437-4000

DINING

Applebee's Neighborhood Grill & Bar

Coldwater (517) 278-1432

Jackson (517) 783-5700

Bob Evans' Restaurant

Jackson (517) 788-8533

Coldwater (517) 279-2101

Checker Records Coffee

(517) 439-5488

Finish Line

(517) 437-3470

Great Wall Chinese Restaurant

(517) 439-1924

Handmade

(517) 437-4263

Hillsdale Brewing Company

(517) 212-8182

Hillsdale Healthies

(517) 797-6050

Hunt Club

(517) 437-7356

Hillsdale Filling Station Deli

(517) 439-1952

Johnny T's Bistro

(517) 439-1100

The Local Eatery

(517) 610-5650

Olivia's Chop House

(517) 849-3663

Rosalie's Roadhouse

(517) 849-2120

Rough Draft Coffee and Cocktails

(517) 610-3791

Saucy Dog's

(517) 849-2272

ICE CREAM

Coney Hut Drive-In

(517) 849-9877

Coneys & Swirls

(517) 439-3649

Dairy Queen

(517) 610-5099

Overflowing Cups and Cones

(517) 437-0003

Udder Side

(517) 849-9666

Appendix

Appendix A

CAMPUS SECURITY

The Security Department consists of more than 20 full- and part-time employees providing 24/7 coverage. They bring a variety of skills from the disciplines of law enforcement, emergency medical, and security with over 350 years of combined experience. Hillsdale College Security Officers are not sworn law enforcement officers, but they do work cooperatively with municipal, county, and state police agencies. All personnel are provided a variety of equipment to assist in the performance of their duties. Staff members are uniformed so as to differentiate themselves from other College staff. On-duty personnel may be reached by dialing the office phone, (517) 607-2325, or the patrol cell phone, (517) 398-1522.

EMERGENCY

Anyone in need of emergency services, including police, fire, EMS or Security, may simply dial 911 or contact Security at (517) 398-1522 for assistance.

DEPARTMENT OF SECURITY

Business office hours are from 8:00 a.m. until 4:00 p.m., Monday through Friday (517-607-2535). In case of emergency, call (517) 398-1522 or 911. Students, faculty, staff, or guests who need to contact Security after 4:00 p.m. during the week or at all hours on weekends should call (517) 607-2435 or (517) 398-1522.

COMPLAINTS

Students may report complaints to their assigned House Director, the Deans' Offices, or the Security Department office or patrol telephone numbers.

QUESTIONS

Those who have questions regarding information about Hillsdale College may call Security at (517) 607-2535 or Chief Administrative Officer Richard Péwé at (517) 607-2218. Criminal complaints should be directed to Security or the Deans' Offices:

Dean of Men: (517) 607-2331

Dean of Women: (517) 607-2233

Or, report any information to local law enforcement by dialing 911.

LOST AND FOUND

Please remit found items or inquire about lost possessions at the Dow Center front desk, in the Deans' Offices, the faculty assistants' offices, the library circulation desk, the Grewcock Student Union front desk, or in the Security Office. Items will be held for a reasonable amount of time and then dealt with appropriately.

RESPONSIBILITIES AND SERVICES

Security personnel respond to a variety of requests, and regularly patrol the campus residence halls, buildings, and grounds. Part-time security personnel serve as party advisors at properly registered events. Along with other College officials, the Security Department is responsible for enforcing College policies, rules, and regulations. The Security Department works closely with all law enforcement agencies in the area when incidents of a criminal nature arise. The Department is also responsible for reporting vehicular and personal injury accidents.

A variety of important and essential services are performed by Campus Security and Emergency Management Officers, including but not limited to foot and vehicular patrol of buildings, grounds, residence halls, and athletic facilities. Officers provide after-hours access to buildings for faculty and students as needed and with approval. When requested, Security will provide escorts and transportation for students across campus, generally after sunset.

Security responds to fire alarms on campus and conducts fire drills of housing units as prescribed by Michigan State statutes. Officers also respond to campus-related noise complaints and will assist local law enforcement as requested with complaints that pertain to off-campus student activities, parties, and gatherings.

To read a complete Campus Safety and Security Report, please inquire at the Library Help Desk.