



# CENTRE COLLEGE PARENT HANDBOOK 2017-18

A PARENT'S GUIDE TO THE RESOURCES AVAILABLE  
DURING THE CENTRE EXPERIENCE





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There will be some last minute inserts at the back of this handbook relating to Centre events, calendars, etc. and Danville resources.

All information in the handbook is subject to change as policies and procedures are reviewed and revised on an on-going basis throughout the academic year.  
For questions about a specific area, contact that office or the Parent Programs Office.



## A MESSAGE FROM THE **PRESIDENT**

Dear Centre Parents,

It's a pleasure to welcome you to the college as "official" members of the Centre community! We hope that your parent orientation is an interesting and informative day. I am also happy to introduce you to your Parent Handbook, a document we hope you will find useful during your four-year journey with us.

Centre's support structure for our students is something of which we are extremely proud. The talented men and women who work in our residence halls, the library, the classrooms, the playing fields, and campus offices, stand ready to assist your daughters and sons while they are here. Ours is a smaller campus, and you should feel good about having them become a part of this academic community.

In addition, you will find that, as a parent, you too have support at Centre. Our Parent Programs Office will assist you if you have questions or concerns. As a Centre parent, your nurturing and support are crucial to your student's success during these four years. We welcome you as partners in this Centre journey and hope that you will enjoy your four years as a Centre parent.

Sincerely,



John A. Roush



## CENTRE COLLEGE STATEMENT OF PURPOSE

Centre College is a small, independent, and selective educational community dedicated to study in the liberal arts as a means to develop the intellectual, personal, and moral potential of its students. Centre nurtures in its students the ability to think logically and critically, to work creatively, to analyze and compare values, and to write and speak with clarity and grace. It acquaints students with the range of accomplishments of the human mind and spirit in a variety of arts and theoretical disciplines. It enables students to choose and fulfill significant responsibilities in society. In short, Centre's highest priority is to prepare its students for lives of learning, leadership, and service.

A long and rich tradition of tolerance, freedom of enquiry, and community informs all aspects of college life. Centre accomplishes its goals in an atmosphere of caring and respectful relationships among faculty, students, and staff, aided by its broadly conceived, nonsectarian, Judeo-Christian heritage. This tradition commits Centre to a belief in the unconditional value of each human being, to an appreciation of the differences among people, and to a recognition of the close connection between responsible self-development and community well-being.

### STATEMENT OF COMMUNITY

We pledge continuing efforts to build and strengthen a community enriched by our differences and founded upon our common humanity. Centre respects the right of all members of the community to express their individuality in a manner that is consistent with the dignity and welfare of others. Centre strives to create an environment where differences are celebrated rather than discouraged, where individuals have the opportunity to exchange ideas and share in the richness of mutual experience. By valuing the individual's total character over any single characteristic, Centre will maintain its unique community.

### MISSION STATEMENT

First adopted by the Board of Trustees in 1999 and reaffirmed in 2015, the college's mission stems from the broader Statement of Purpose. Centre College's mission is to prepare students for lives of learning, leadership and service.

### ALMA MATER: CENTRE DEAR

Sung for the first time by the Centre College chorus at a chapel program in 1942. The words were written by Rev. Elwood L. Haines of Christ Church Cathedral of Louisville. The music was composed by Professor Richard Warner, head of the College's music department.

Centre dear, we offer thee  
Love profound and praises free.  
Where thy walls of ivy rise  
God unseals our blinded eyes.  
Where thy tree-lined pathways lure  
Friendships spring eternal sure.  
For thy gifts we offer thee,  
Centre dear, our loyalty.

We thy sons and daughters, free  
Through the truth revealed by thee,  
Strong in resolution rise  
To the future's enterprise.  
Duty is our beacon pure,  
Honor is our standard sure.  
For thy gifts we offer thee,  
Centre dear, our loyalty.

## A BRIEF HISTORY OF CENTRE COLLEGE

Centre has remained steadfast in its mission of providing superior education in the liberal arts tradition. Currently, Centre's enrollment is approximately 1,300 students. Centre is among the smallest coeducational colleges in the United States to have a Phi Beta Kappa Chapter and the only private institution in Kentucky to do so. Centre's image as a small school capable of startlingly large achievements was enhanced by its 1921 football victory over Harvard University, then ranked No.1. The *New York Times* later called Centre's achievement "the greatest upset in the first half of the 20th century."

In 2000, Centre became the smallest college ever to host a national election debate. Vice presidential candidates Joe Lieberman and Dick Cheney held their debate in Centre's Norton Center for the Arts, the debate was quickly dubbed the "Thrill in the 'Ville." In 2012, Centre hosted a second vice presidential debate between Joe Biden and Paul Ryan.

Centre set another national record when it achieved a 75.4 percent participation rate for alumni contributing to the college's annual fund, a record that remains unbroken. Centre has led the nation in the percentage of alumni who make contributions to their college over the last 25 years.

Centre notable alumni include two U.S. vice presidents (John Cabell Breckinridge-Class of 1838 and Adlai Ewing Stevenson-Class of 1859), two members of the U.S. Supreme Court (Frederick M. Vinson-Class of 1909 and Class of 1911-Law, chief justice of the United States; and Associate Justice John Marshall Harlan-Class of 1850), and a number of U.S. senators, representatives, and state governors. Other Centre alumni have been and are leaders in business, teaching, medicine, law, and journalism.

Centre's strong connection with the past brings added meaning to the present, and provides inspiration for the tradition to be continued in the future.

**For much more information** on the history of the college visit the website at <http://www.centre.edu/about-6/centre-facts/history/>



Centre College received its charter from the Kentucky Legislature on January 21, 1819. Classes began in the Fall of 1820 in the first building of the College, Old Centre, with a faculty of two and a student body of five.

## ABOUT THE PARENT PROGRAMS OFFICE

Mona and Carol are valuable resources to Centre parents and encourage you to contact them with any concerns or questions.

As both a parent and the director of parent programs, Mona loves helping Centre students and parents. She understands your concerns. Mona holds a journalism degree from the University of Kentucky and has served over the years as director of special events, director of alumni, and assistant to the President since joining Centre's staff in 1979. She plans special events such as Family Weekend, Commencement, and New Parent Orientation, manages the parent Facebook webpage, organizes the annual Centre Associates dinner, and edits the parent e-newsletter. She has two sons, both college graduates, one from Centre College in 2015.



**Mona Wyatt**

Carol joined the development staff in 2011. Her primary duties are to assist with parent programs, the capital fundraising initiative, the grant writing staff and in-house legal counsel. Before coming to Centre she worked in classified advertising at the *Advocate Messenger*, supervisor and assistant manager at Peeble's department store and as a loan input clerk at Farmers National Bank. Carol's husband, Randy, also works at Centre as an electrician. Her son graduated from Eastern Kentucky University and obtained his master's degree in business management from Northern University. Carol also has two daughters, (one a teacher and one a nurse). She is also the proud *nana* of four beautiful grandchildren.



**Carol Maddox**

One of the many ways we help keep parents informed is through the parent section of the Centre website as well as **ENEWS** - a newsletter **designed specifically for parents and sent by email to parents** at about the mid-point of the Fall and Spring terms. First-year parents and senior parents will also receive brief monthly emails that pertain to things their student needs to do to succeed during the first year and in preparing for graduation and careers.

If you use Facebook, you'll want to *like* the **Centre Parents Facebook page** and join in. It's a great way to stay connected to the College. Mona regularly posts news of interest to parents.

### **Contact Centre Parent Programs Office**

Located on the second floor of Old Centre. **Office hours** are 8:30 a.m. - 4:30 p.m., Monday through Friday, excluding college holidays.

#### **Mona Wyatt**

(859) 238-5345

[mona.wyatt@centre.edu](mailto:mona.wyatt@centre.edu)

#### **Carol Maddox**

(859) 238-5208

[carol.maddox@centre.edu](mailto:carol.maddox@centre.edu)

## ABOUT THE THE CENTRE PARENTS FUND

Being a student at Centre College is a transformational experience. From the time they arrive on campus, our students are challenged and encouraged to participate in a variety of opportunities. By the time they graduate, they are confident and thoughtful global citizens who are prepared to lead. As a parent, you know this all comes at a price. What you may not know is that tuition and fees only cover about three-fourths of the college's expenses. The balance of the funding is provided by private gifts from alumni, parents, and friends of the College.

Year after year, more and more parents make gifts to Centre College. In doing so, they indicate to Centre and the larger academic community that they are pleased with the experience their students receive. These gifts not only demonstrate satisfaction with Centre, but they also make a tangible difference in the quality of students' lives on campus.

The Parents Fund exists to enhance and protect Centre's commitment to the education of promising, talented young people and their development into global citizens and effective leaders. The Parents Fund supports many campus enhancements and extra programs that make Centre College so special. Gifts provided during the 2017-18 year will be used to provide twelve summer internships, refurbish nine private study rooms in the Grace Doherty

Library, support the Green Revolving Fund, provide an airport shuttle, purchase poster displays to showcase student research, support a new student-athlete leadership development series, purchase a pinball machine for the Campus Center, and support the Senior Celebration and finals breakfast programs.

Each year, parents are invited to honor this philanthropic tradition by making their own gifts to the Parents Fund. To adequately support these initiatives, the Parents Fund will need to generate \$165,000 during the 2017-18 year. Centre parents continue to partner with the college year after year to enhance the Centre Experience for all students. Please keep these goals in mind when you receive an invitation to participate in the Parents Fund.



**Jacky Thomas Seaver**

To contribute to the Centre Parents Fund or for more information, contact  
Jacky Thomas Seaver '02  
Director of Annual Giving  
Phone: (877) 678-9822  
Email: [jacky.seaver@centre.edu](mailto:jacky.seaver@centre.edu)



## THE CENTRE PARENTS ASSOCIATION

Welcome to the Centre Parents Association! Every current parent is a member. Its purpose is to promote a positive relationship between Centre parents and the college. Parents often co-sponsor campus activities, events, or resources through the Parents Fund. These contributions have made a profound difference in the lives of Centre College students.

### 2017-18 Calendar of Events

<b>Fall Term</b>		<b>Centre Term</b>	
New Students Arrive	August 23	Classes Begin	January 3
Returning Students Arrive	August 26-27	Founders Day Celebration	January 17
Classes Begin	August 28	Classes End	January 24
Family Weekend	October 6-7	<b>Spring Term</b>	
Midterm	October 11	Classes Begin	January 31
Fall Break	October 12-15	Midterm	March 16
Homecoming	October 20-21	Spring Break	March 17-25
Thanksgiving Break	November 22-26	Classes End	May 8
Classes End	December 1	Finals	May 10-16
Finals	December 3-8	Checkout - Underclass	May 16 by 6 p.m.
Residence Halls Close	December 8 at 8 p.m.	Checkout - Seniors	May 20 by 8 p.m.
		Commencement	May 20 at 3 p.m.

### Family Weekend Friday and Saturday, October 6-7

The Centre Parents Association welcomes siblings, grandparents, favorite aunts—the whole family—to experience campus life at Centre with your student. Activities include the President’s Brunch, a student DramaCentre production, a mini-concert from the choral and instrumental ensembles, and several home athletic events. The Norton Center will feature a concert by Edgar Winter Group.

We encourage you to make hotel reservations as soon as possible.

For a complete schedule visit the parent section of the Centre College website at [www.centre.edu](http://www.centre.edu).



## ANNUAL CAMPUS EVENTS

### **First-Year Orientation**

This informative program prepares both students and parents for a successful career at Centre. The program begins prior to the start of the Fall semester, when new students and parents arrive at Centre for the first time. While students are meeting their classmates, parents will be able to meet representatives from some of the campus offices. During orientation week, new students participate in academic and student life orientation activities, have dessert and a book discussion at their advisor's home, have a picnic with the President, take part in the community service plunge, and much more. Students are placed in a group with an Orientation Leader (OL) who will have contacted them over the summer.

### **Activities Expo**

Sponsored by the Student Life Office, the Expo takes place on campus during the first week of classes. Centre organizations, service agencies, and local businesses share information (and FREE stuff) with students. introduce new students to the Centre community. They participate in all activities during orientation week and will provide mentorship to first-year students throughout their first year at Centre.

### **Opening Convocation**

On Sunday evening before the first day of classes faculty and first-year students line up in front of Old Centre and walk to the Norton Center, where the incoming class will be officially welcomed to Centre College.

### **Homecoming**

Centre's annual homecoming celebration takes place in October and is a weekend jam-packed with activities for everyone. On Friday, alums can catch up with old friends at the Alumni Reception and party at the Homecoming Gala in the Norton Center for the Arts. Start Saturday with the Alumni Recognition Ceremony, then attend

the Alumni Luncheon, sports events, and (for some) your class reunion. Finally, the traditional party on Walnut Street on Saturday evening.

### **Founder's Day**

Centre College was founded in 1819, and every January we celebrate Founder's Day with a special ceremony at the Norton Center for the Arts.

### **Carnival**

The Student Activities Council organizes a campus-wide Carnival in the spring. Even the professors get involved! Carnival takes place the last Friday before classes end. Students can play on the many inflatable toys, such as a boxing ring and obstacle course, try to dunk a professor or staff member in the dunking booth, give a professor a pie in the face for charity, play games, and more. To cap off the evening, the Student Activities Council books some great entertainment. Past performers include Hootie and the Blowfish, They Might Be Giants, Matt Nathanson, Hoodie Allen, and Girl Talk.

### **R.I.C.E. (Research, Internships, and Creative Endeavors) Symposium**

RICE is held in April and invites students in all disciplines and in all class years to present their recent research, internship experience, or creative endeavors in the form of a 15-minute presentation, poster, gallery display, or performance.

### **Honors Convocation**

In this last convocation of the year, the college recognizes those students who have distinguished themselves academically or as student leaders on campus. Also, the honor societies present their new members to the college.

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**Senior Celebration**

Hosted by The Center for Career & Professional Development, the Alumni Association, and the Parent Programs Office, a special dinner is held for seniors during the first week of classes. At this time, seniors will receive commencement information and some helpful tips from The Center for Career & Professional Development.

In addition, young alums will discuss their transitions to the work world or graduate school and answer questions. The first part of the “Honor Walk” takes place after dinner.

**Baccalaureate**

This is a worship service broadly reflective of the college’s Judo-Christian heritage held on the Sunday of Commencement weekend.

**Commencement**

Commencement is the culmination of a student’s experience at Centre College. Centre’s commencement ceremony takes place on a Sunday in May and includes several traditions, including the legacy photo, the Honor Walk, the Family Celebration, and a fireworks display. The complete commencement schedule and information will be posted on the Commencement section of the Centre website.

## GENERAL TIPS AND FAQ'S FOR PARENTS

### GENERAL INFORMATION

**Is there one place I can go to find out what's happening at Centre?** The Centre website ([www.centre.edu](http://www.centre.edu)) and the parent webpage is an excellent source for information as well Facebook and other social media.

The Parent Programs Office sends targeted emails to parents of first-year and senior students. Two parent e-newsletters are sent to parents in the middle of both the Fall and Spring terms.

The alumni magazine *Centrepiece* is mailed to parents and is an excellent resource to find out what is happening with Centre alumni.

### COMMUNICATION TIPS

**Email.** All students have a Centre email account. We suggest that you have a conversation with them EARLY about the importance of checking their Centre email. Email is the “official” means of communication between the College and the students, and between the professors and their students, so **they need to learn to watch their Centre email for important official announcements/communication about their classes.** Not seeing their email is NOT an accepted excuse for missing important deadlines or class assignments. We find that some students who aren't regular users of email, will miss important information by not checking their Centre email. You can help with this by emailing them frequently – short, encouraging emails, with “newsy” items about your family, home, and community. Don't expect a lot in return – they're busy, but they will appreciate hearing from you. And while they may not always think to ask, they DO want to know what's going on with family members and friends from home.

**Phone.** The area code for Danville is 859. Nearly all campus numbers have the 238 prefix (except the HELP



Line for DPS). You may call the campus switchboard at (859) 238-5200 Monday through Friday, 8 a.m. to 5 p.m. Donna can help you find campus offices and individuals and will connect you to your students **but she cannot release student phone numbers**—even to parents. This is for privacy and safety reasons.

**Set a time to call.** Talk with your student before coming to Centre and decide on a time to call each week. Students are busy - but it is important to keep in touch with family.

**The importance of real conversations.** We encourage you to have a REAL conversation at least once a week. You can tell a lot, as you know them better than anyone, by the tone of their voice, by things they're NOT saying. Be supportive as they encounter the many challenges that college life brings. Listening is often the main thing they want from you. Show your interest by asking questions about their classwork – beyond “what are you taking?” and “what grades did you make?” Express genuine interest in what they're learning – ask why they like a particular class, what's the most interesting part of the course, or what is the biggest challenge from that class. Ask what class is their least favorite and why. Research shows that students who are supported by interested parents do much better.

### VISITING

**Shall I drop by for a visit?** We recommend that you let your student know you are coming instead of just dropping in. Your time with them may be limited - they will enjoy seeing you and being fed and spoiled a little, showing off the campus and their friends, but then, they will want to get back into their routine.

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## RESOURCES

**There are resources available to parents sending their first child to college or experiencing “Empty Nest Syndrome?”** See the Recommended Reading list on page 17.

**Want to send something special for a birthday, special occasion, or during final exams? Need help?**

See the back of this handbook for a listing of local businesses that offer gift baskets and campus delivery.

**Some local businesses offer discounts to Centre parents.**

See the **Centre Parent Perks** section for a listing of area businesses that offer discounts to parents. Parents should have received a Centre Parent Perks Card in the mail - if you did not, please contact the Parent Programs Office.

## GET INVOLVED

**The Centre Parents Association** counts every current parent as a member. Its purpose is to promote the relationship of Centre parents to the college by sponsoring / co-sponsoring campus events such as Family Weekend, the Parent Fund, new parent orientation and welcome, e-newsletters, free breakfast stations for students during finals, Commencement, and Senior Week activities. The Parents Committee is the executive body of the Centre Parents Association. This advisory group makes decisions about the projects supported by the Parent Fund and provides leadership in parent giving, as well as other parent activities. They also host the breakfast stations during final exams and other events for parents and students, such as the Fall welcome. This year’s officers are:

### **Chairs**

Kevin and Tammy Zippay ‘87 Reid from Louisville

### **Chairs Elect**

Richard ‘87 and Karyn Lews from Ft. Myers, Florida

### **Parent Fund Chairs**

Information not available at this time

**Participate.** Loyalty is a tradition at Centre. As a parent, you can make a statement about loyalty, just as most of our alumni do each year! Centre’s alumni

have long been known as among the most loyal in the nation, having been number one in participation with annual giving for over 20 years. And, each year more than half of our parents join in the tradition of loyalty by participating in the Centre Parents Fund, with contributions ranging from \$5 to \$5,000. By participating, our parents say through their gifts, large and small, that they are confident in and satisfied with their student’s education. Centre is deeply grateful for this extra investment and for the level of commitment it demonstrates. The college uses this leverage when securing gifts from foundations and corporations. As far as we know, we are the only college in the nation that can state that half of our alumni, half of our parents, and half of the graduating class, made gifts to the annual fund. We hope you’ll consider being a part of this Centre tradition.

**Help with recruiting and promote Centre.** Word of mouth is still one of the best ways to let people know about Centre, and the good things you say in your community and to your friends are helpful to us. If you have contacts with your local media, mention Centre College to them. Tell them if your son or daughter won an award, made the Dean’s List, or is in a play or any activity here, and ask them to run the campus news release that is generally sent to them. Tell your friends about us, tell prospective students and their parents about us, tell potential major donors or foundations that you know about us. Tell the story. We know it, but not everyone does.

**Attend Centre events in your area.** The Alumni Office hosts Centre events all over the country. If you get an invitation to one in your area, please attend – and take a prospective student and parent along.

**Career help - Hire them or help them.** You can hire our graduates or keep an ear out for job openings in your area. You can also provide “shadowing” opportunities or internships for our students, or talk with them about your work. Centre prides itself on the Centre network – our alumni, parents, and friends – who are critical in helping our graduates find employment and internships. If your company or organiza-

tion could benefit from having a bright, eager Centre student, either as an intern or as an employee, please contact the Center for Career & Professional Development at (859) 238-5283.

## POINTERS FOR PARENTS

### Tips for parents of Centre first-year students

**“It will get better.”** If your student calls you within the first few hours saying they are homesick, listen supportively...but stall them. Encourage them to get through a day at a time. Remind them this is a very new situation, and that a certain amount of anxiety is normal. Encourage them to stay with the orientation program schedule and to be open to new experiences. Remind them that every new student has some of these feelings and the RAs (Resident Assistants) in each dorm are trained and available. In most cases, these feelings disappear within the first few months of school.

**Roommate issues.** If your student calls early in the semester with complaints about the roommate, encourage them to talk with the roommate, and if they cannot work out their differences, to seek help from the RA who can also involve Student Life staff if necessary. **Do not jump in too quickly to solve the problem.** This type of conflict resolution is a critical life skill that students need to develop.

**Healthy lifestyle.** Encourage your student to develop a healthy lifestyle. Wellness activities are an important part of campus life at Centre. Developing healthy eating, sleep, and exercise habits early on before academic demands are high will benefit them through the more stressful parts of the year. Remind them that sleep deprivation is a serious problem for college students and exacerbates many other problems, including academic performance difficulties.

**Time Management.** Encourage your student to organize time around the academic schedule and to use a planner. You may want to remind them that going to class is a requirement at Centre, and that

other activities, although often important, take second place to class attendance and participation. Remind them of the academic advisor and the academic affairs office who are available to assist every student.

**Concerns about grades.** When you text, talk, or email your student about academics, ask general questions about how classes are going and what they are learning rather than always just asking about grades. Encourage and reassure when they may not make the grades they made in high school. This is a common experience for first-year students toward the end of the Fall semester. Convey the message that they can do the work at Centre.

**Family life.** Talk about home and family with your student on the phone and in your written communication. They may not always ask, but they do appreciate you sharing with them.

**Finances.** Financial issues will probably need to be clarified with your student on an ongoing basis as the year progresses. For instance, once students are actually on campus, they may know more about how much spending money they need and for what purposes. It is always better to discuss and clarify than to have a situation, such as an overdrawn bank account, cause unnecessary stress.

**Use resources.** Always remind your student that campus resources exist for all types of problems and encourage them to utilize available resources BEFORE a problem gets out of control. “Sooner, rather than later” is the phrase that is communicated to students strongly and consistently. If you have concerns about your student and need to talk about those concerns, please feel free to call Mona. Remember that you and your young person are entering a new stage of life and your parenting will be less controlling and directed, and more guiding, validating, and advising. You are entering a new stage of parenting an adult. Of course, your ultimate goal is to have a responsible adult (and college graduate) in a few years. Be patient. Your Centre student will improve at decision making throughout this new stage of life.

## ADVICE FOR CENTRE PARENTS

from former Cente parents

Realize that your job as a parent now is to be encouraging and supportive, but to let them DO for themselves from here on out. Know that Centre provides excellent support to our students and become familiar with the college's resources – like the Advising Office, the Writing Center – and encourage them to TALK to the professors often and early.

Remind them of President Roush's charge: *Do your best. Be your best. No regrets.*

Students don't use cars as much as you might think; it might be worth waiting to bring a car to campus to see if it is really necessary.

Believe the advice to let your student know if you plan to visit. Do not "drop by" unannounced for a "surprise" visit—you might be the one "surprised" to find that your student is too busy to spend any time with you.

Encourage your student to take advantage of The Center for Career & Professional Development Office from the first year on and to do at least one internship. Remember, you are a guest in your student's dorm. Encourage your student to study-abroad!  
—Ashley Gairing

Let them struggle with their own problems before intervening. Discuss a budget before they go.  
—M/M John H. Clark, III

No child tires of hearing that his parents are proud of him - for whatever reason.  
—Marcia Hermann

The son or daughter that you leave in Danville in September will not be the same person that returns to you in May. The growth curve is about as great as it was between birth and one year - so expect great changes.

Take special care of the siblings left at home. They miss their brother/sister as much as you do, so be kind to them and don't dump the missing child's responsibilities on the one that remains.

—Franklin Foster

I think the most important thing is to be patient and let them know you are always there for them no matter what. I also think it is good to send things like food and snail mail so that your child has something in their mailbox occasionally.

—Jeff and Cherry Calender

I have to honestly commend Centre. Our son is our first to go to College, and I honestly can say we were well prepared by the school to handle this! Our son fell into College life easily, and we are certain it is because this school knows how to get a family ready to go to College. Our son is so happy at Centre...it was absolutely the best choice. The school cares about their students, it is small enough, and they have the time to care!

—Robert and Kathleen Dunworth

Let them make their own decisions, decide what they want to bring, arrange the room, etc. Give opinions only when asked! Allow them to be independent from the start, figure out their finances, laundry, etc. I found the fewer suggestions I made, the better.

—Katie Wolnitzek, George Mackenzie

We found we needed to adjust our expectations with regard to communication. What works for us is to have our student call us on Sunday evenings at their convenience. Email works well in-between.

—John and Toni Goetzman

Communicate a lot. Use email, letters. Let your kid know what you know about the friends they left. Everyone likes mail.

—George Mackenzie

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It's okay to cry. It's okay to be overjoyed. We had three at Centre and each created a different emotional response.

—Ruth Dudley Burkey

Don't fret if you forgot something. There are stores in Danville and friends who can get them there. "Sweet" is knowing you have reared a spectacular child/children and now you can enjoy the person you married without interruption!

—Sue Amend

We had an empty nest waiting at home, so after dropping our son off we planned a trip for us on our way back home. We were distracted by everything we saw and did and it helped ease the separation anxiety. When we got home, it felt natural for the house to be quiet.

—Gayle Freeman

Think of it as a long summer camp for them where you can text. Send care packages and don't tell them how much you miss them – it might make them homesick. Tell them how proud you are!

—Liz Bennet Lively

Get their schedule so you can be in the know from a distance. Take notes when you have phone calls. Keep in mind that a crisis this evening may very well have dissipated by morning and know that there are some very devoted people looking out for your child!

—Sara Beery

Don't freak out if they have their head shaved. It grows back. Just sayin'!

—Melissa Newhall

Relax! Try not to sit and stress over what "might" or "might not" happen. Encourage your young adult to join in activities and not to be staying in their rooms. Centre is an AWESOME place and they have a wide variety of activities for the many different interests the students have."

—Sue Petit Robertaccio

If your student is an athlete and you live far away, watch games on live stream. Lots of other schools in the conference livestream, too.

—Annette Bruer Tarver

It's about trust. Trust your child and trust the Centre educators, administration and support staff. Coaches, too! Best decision we could have made – trust!

—Pat Davidson

"Our first surprise was having so many professors, staff and students on hand as freshmen moved in. Our second was how easily our only child seemed to adapt to her new home and circumstances."

—Marcia Hermann

"How very personal the treatment of each student is by the Centre faculty and staff. I had hoped this would be the case; now I know it is! Centre folks take care of Centre students. Hooray!"

—Jennie Ivey





## THINGS TO BRING

This list was compiled by Centre parents and students. It's not all-inclusive, or all necessary, but it could be helpful. Remember to bring forms of identification, proof of insurance, checkbook, passport, and spending money.

### GENERAL ROOM SUPPLIES

- A three-tiered plastic cabinet to hold things
- Under-bed plastic storage, stackable crates
- Extra-long bedding, blankets, pillow, mattress pad
- Reading light - desk lamp (NON HALOGEN), small flashlight
- Laundry bag, shower caddy, detergent, dryer sheets, towels, wash cloths, shoes for the shower
- Safe or lock box
- Small fan
- Shoe rack or hanging organizer, extra hangers
- Portable seating – like a bean bag chair (one extra chair or loveseat permitted per room)
- Pictures of siblings/pets/friends, posters/artwork, painter's tape, message board, sticky tack, 3M Command adhesive strips, and hooks
- Large and small 3M Command adhesive squares, hooks that hang on door for hats, coats or just about anything, also bed risers are a good idea for extra storage
- Backpack
- School and desk supplies (pens, pencils, notebooks, scissors, printer & ink cartridges, computer paper, stapler, hole punch, tape, ruler, white-out, sharpies, Post-It-Notes), agenda or organizer
- Air freshener, hand sanitizer
- Hot/cold packs, Thermometer, basic first aid and over-the-counter medications
- Paper towels, general cleaner, dust cloth or rags for cleaning the room during the year
- Screwdrivers (all sizes), hammer
- Swiffer wipes
- Face/air masks (in case your roommate gets sick)
- Soccer ball/basketball/football, etc.

### ELECTRONICS AND APPLIANCES

Please confer with your roommate before bringing a refrigerator or microwave.

- Small refrigerator (6 cu. ft. or smaller)
- Microwave (900 watts and under)
- Personal computer (computers are available in several labs)
- Cell phone and charger, ear plugs, headphones
- Television and cable cord – TV must have a digital tuner (QAM processor) in order to work with College Cable
- If you bring a TV, bring a coaxial cable
- CD/DVD player
- Power strip, surge protector
- UL approved extension cords
- Extra-long phone cord/computer line

### CLOTHING - ESPECIALLY FOR HONORS CONVOCATION - IMPORTANT!

Students should bring at least one outfit with them that they consider “dressy attire” to wear at the opening Honors Convocation – which is held the first Sunday night they are here. This might be khaki or navy dress pants/dress shirt and tie, or a nice dress.

We recommend students bring an umbrella and/or rain boots, and at least a light jacket. With Kentucky weather, it's better to be prepared!

### THINGS NOT TO BRING

These items are **prohibited** on campus

- Candles, Halogen lamps
- Duct Tape for walls
- Ceiling fan, window air conditioner (residence halls are air conditioned)
- Electric skillet, Hot plate, George Foreman grill,
- Toaster oven, Waffle iron
- Portable heater
- Pets
- Hoverboards

## RECOMMENDED READING

How to be the perfect Centre parent

**There are two books that we recommend to freshman parents each year. Both are available at the Centre Bookstore:**

*Making the Most of College* (Harvard Press)  
—by Richard J. Light

*Letting Go: A Parent's Guide to Understanding the College Years* (Third Edition) Treeger (Harper Perennial, publishers)  
—by Karen Levin Coburn and Madge Lawrence

**Other books that deal both with freshman issues and parent concerns:**

*Making College Count* (Student Success, Inc.)  
—by Patrick S. O'Brien

*133 Ways to Avoid Going Cuckoo When Kids Fly the Nest* (Three Rivers Press)  
—by Lauren Schaffer and Sandy Fleischl Wasserman

*What Smart Students Know* (Three Rivers Press)  
—by Adam Robinson

*Don't Tell Me What to Do, Just Send Money: The Essential Parenting Guide to the College Years*  
—by Helen Johnson and Christine Schellhas-Miller

*You're On Your Own: (But I'm Here if You Need Me)*  
—by Marjorie Savage

*Getting Ready for College: Everything You Need to Know Before You Go*  
—by P. Berent

*The Launching Years: Strategies for Parenting from Senior to College Life*  
—by Laura Kastner

*Give Them Wings*  
—by Carol Kuykendall

**Here are a few more for you to explore!**

*When Your Kid Goes to College: A Parent's Survival Guide*  
—by Carol Barkin

*A New Beginning: A Survival Guide for Parents of College Freshmen*  
—by Kaye Bernard

*The Secret to Your College Success: 101 Ways to Make the Most of Your College Experience*  
—by Toni Buxton

*How to Talk to Your Adult Children about Really Important Things*  
—by Theresa DiGeronimo

*How to Survive and Thrive in an Empty Nest: Reclaiming Your Life When Your Children Have Grown*  
—by Robert H. Lauer

*Navigating your Freshman Year*  
—by Allison Lombardo

*Let The Journey Begin: A parent's monthly guide to the College experience*  
—by Jacqueline Mackay

*When Kids Go to College: A Parent's Guide to Changing Relationships*  
—by Barbara and Philip Newman

*Almost Grown: Launching Your Child From High School to College*  
—by Patricia Pasick

*Colleges That Change Lives*  
—by Loren Pope

*Empty Nest, Full Heart: The Journey from Home to College*  
—by Andrea Van Steenhouse



## CENTRE SLANG

While not all-inclusive, the list below may help you understand some of the terms you may hear in the next four years!

**Brass Band Festival.** Also known as The Great American Brass Band Festival (GABBF, for short); held every June when Danville hosts brass bands from around the country and a few international bands as well.

**Breck Beach.** The grassy spot outside Breck residence hall where Centre students can often be found sunning themselves or playing Frisbee on sunny days.

**Burke's.** Bakery located on Main Street.

**Carnival.** Centre's end-of-the-year festival. Several student organizations host booths and a musical group is brought in to perform on Friday night.

**C6H0.** The famous formula commemorating Centre's 1921 football victory over undefeated Harvard, six to nothing. The game is considered one of the greatest sports upsets of that century. The formula was painted all over town during a parade after the game; one still remains on the old Post Office.

**CDS.** Centre Document Services serves at the campus print center. Students can pay for print jobs with their Centre Bucks by using their I.D. card.

**Centre Mafia.** This refers to the *uber-loyal* Centre alumni network. Centre alumni can often be helpful in connecting students and graduates to jobs or internships.

**CentreNet.** The web portal used by students, faculty and staff to access their Centre accounts, edit personal information and passwords, enroll in campus resources, get their current GPA, etc.

**CentreTerm.** The 3-week January term at Centre when students take only one class. Many upper-class students use this time to go on abroad trips.

**Convo.** Also known as convocation. Each student must attend 12 per year to earn one credit hour of an A. Designated convos include an array of plays, orchestras, lectures, etc., and attendance may be assigned by a class.

**CTL.** The Center for Teaching and Learning, located in the basement of Crouse Hall. They provide technology equipment, set-up, and support to the campus. They also work to advance the art and science of effective teaching.

**DPS.** Department of Public Safety

**Dead Fred.** Portrait of Fred M. Vinson, Chief Justice of the U.S. Supreme Court (1946-53), which the Phi Delta Theta fraternity brings to every football game.

**DramaCentre.** Centre's drama department, which produces three plays per year.

**EXPO.** This is an annual event that takes place in the first week of Fall term and introduces students to the student clubs, organizations, campus resources, local businesses, churches, and other groups. Students can sign up for activities and prizes and they usually get LOTS of free stuff!

**First-Gen.** This term refers to a student who is the first in his or her family to go to College (excluding siblings).

**First Year.** A student who is in their first year of College. Typically called "freshmen" at other schools, but Centre chose the gender-neutral term instead.

**Fishbowl.** Refers to the booth area in Cowan or the fourth floor classroom in the middle of Crouse Hall.

**Founder's Day.** A celebration of Centre's Founding in January. A ceremony is held and a speaker is often awarded an Honorary Degree.

**Gold and White.** The official colors of Centre College.

**Guady's.** Guadalajara Restaurant has several locations in Danville and is a popular gathering place for mexican food.

**ITS.** Information Technology Services is located in 762 West Main and the staff is available to answer technology questions and provide technology support to the entire campus.

**JVAC/Art Barn.** Jones Visual Art Center is home to all of the art studios.

**Lexvegas.** For those with enough cash and gas to drive outside of Danville, Lexington is a popular destination for students looking to escape campus for a few hours. It's only a 45 minute drive to the nearest Target and mall.

*continued on next page*

**Natatorium.** Boles Natatorium houses the indoor swimming and diving pool (pool is named for the Johnson family) and is located just across from Sutcliffe Hall athletic facility. The pool.

**Northside.** Site of the dorms on the North side of campus in Main St., including: Acheson/Caldwell, Cheek/Evans, Yerkes, Pearl, Stuart, and Cheek residence halls.

**OA.** Orientation Assistant. **OL.** Orientation Leader.

**Old Quad.** The buildings located near Young Hall that provide student housing, including Cooper/Ganfield, LaMotte/Tyler, Stevenson/Vinson and Nevin.

**Outback.** This refers to the apartment-style housing located on St. Mildred's Court and Fifth Street, as well as the Hillside Houses behind Pearl.

**Outdoor Classrooms.** Centre has several furnished outdoor classroom spaces for classes to use when the weather is nice.

**P. Roush.** The one, the only – President Roush!

**PS.** Prospective Student

**RA.** Resident Advisor. **RD.** Resident Director.

**Reading Rooms.** The library has several spaces in Crouse Hall that are designated as study areas.

**Running the Flame.** An attempt to make it from one's dorm room around The Flame and back completely naked without getting caught by DPS.

**SAC.** Student Activities Council, which plans events for the student body such as midnight movies and Carnival.

**SGA.** Student Government Association, which is a voice for the students to the administration.

**SLO.** The Student Life Office.

**Syllabus.** The outline a professor hands out at the beginning of each term which is basically a contract for that class. Students are responsible for reading these carefully and noting assignments, office hours for professors, class expectations, and exam times.

**The Bug.** The large scarab sculpture on the main lawn near Olin. Sometimes called the snake.

**The Cento.** Centre's student newspaper.

**The Centre Seal.** The seal outside Old Centre representing many traditions. One must not touch the seal before Commencement or he/she will risk not graduating. Two lovers who kiss over the seal at midnight are destined for marriage.

**The Flame.** The sculpture near the library that has generated the popular and illegal tradition of "running the flame."

**The Honor Walk.** The only time in a student's life at Centre where one is permitted to walk over the seal. At the beginning of senior year, each student is given a pewter "talent." Saturday afternoon before Commencement, the student walks through Old Centre to the seal and gives their "talent" to someone who has touched his/her life over the previous four years.

**The Hub.** The café attached to the Centre Bookstore on the corner of 3rd and Main which serves amazing sandwiches and desserts.

**The Praying Colonels.** Centre's football team; the name derives from the 1920's when the team would pray in a huddle before every game.

**The Sinking Spring.** The creek between Old Centre and the Campus Center that is said to have been a resting place for Daniel Boone as he traveled to Ft. Harrod in Harrodsburg.

**The Swing.** A rope swing that hangs from a tree on the lawn in front of Old Centre and is a very popular spot for students.

**The Warehouse.** Combs Center is often referred to as The Warehouse because it did house a hemp warehouse a long time ago. It is located at the end of Walnut St. and houses several offices. The first floor is used for event space. The second floor is home to the Leadership programs and the third floor is home to the Communications Office.

**West Side.** This refers to the area that encompasses Brockman Commons, Bingham Hall, and Greek Row.

## CONTACT INFORMATION

These are a few of the offices on campus you may be working with in the next four years. Please feel free to contact any of them with questions you may have and they will be happy to help you.

### OFFICE PHONE DIRECTORY

Academic Affairs .....	(859) 238-5343
Admission .....	(859) 238-5350
Alumni Affairs.....	(859) 238-5500
Athletics .....	(859) 238-5488
Centre Bookstore .....	(859) 238-1516
Centre Post Office and Centre Document Services .....	(859) 238-5472
Center for Career & Professional Development.....	(859) 238-5283
Center for Global Citizenship .....	(859) 238-5285
Center for Teaching and Learning..	(859) 238-5288
Chaplain .....	(859) 238-5342
College Relations.....	(859) 238-5209
Counseling Services.....	(859) 238-5740
Crouse Hall Secretary.....	(859) 238-5231
Development.....	(859) 238-5208
Dining Services .....	(859) 236-2744
Diversity Office.....	(859) 238-6223
Finance Office .....	(859) 238-5451
Student Financial Planning .....	(859) 238-5365
Health Services.....	(859) 238-5530
Human Resources .....	(859) 238-5464
Information Technology.....	(859) 238-5575
Institutional Research.....	(859) 238-5218
Jones Visual Arts Center.....	(859) 238-5735
Library .....	(859) 238-5272
Norton Center for the Arts Box Office.....	(859) 236-4692
Olin Hall Secretary.....	(859) 238-5314
Parent Programs .....	(859) 238-5208
President's Office .....	(859) 238-5220
Receiving.....	(859) 238-8781
Recycling.....	(859) 238-5923
Registrar's Office .....	(859) 238-5360
Student Life Office.....	(859) 238-5473
Switchboard .....	(859) 238-5200
Welcome Center.....	(859) 238-5228

### EMERGENCY CONTACT INFORMATION

The Centre website ([www.centre.edu](http://www.centre.edu)) will keep you updated in the event of an emergency on campus and is the official source of all information coming from the college. The information will be reposted on the Centre Parent Facebook page if it is possible. In the event of an emergency, it is best to keep the Centre phone lines clear. If you or your student have a campus emergency please contact the Department of Public Safety as soon as possible.

#### **In case of an emergency contact the Department of Public Safety (DPS)**

On campus dial 4357 (HELP)

Off campus dial (859) 236-4357

Gary Bugg, director of public safety  
(859) 238-5535

Kevin Milby, director of public safety  
(859) 238-5534

#### **Danville Police Department**

On campus and local dial 911

Off campus dial (859) 238-1220

#### **Ephraim McDowell Regional Medical Center**

(859) 239-1000 or Dial 911 in case of emergency

Please refer to the Department of Public Safety section for complete Emergency Response Procedures.

## THE COMMUNICATIONS OFFICE

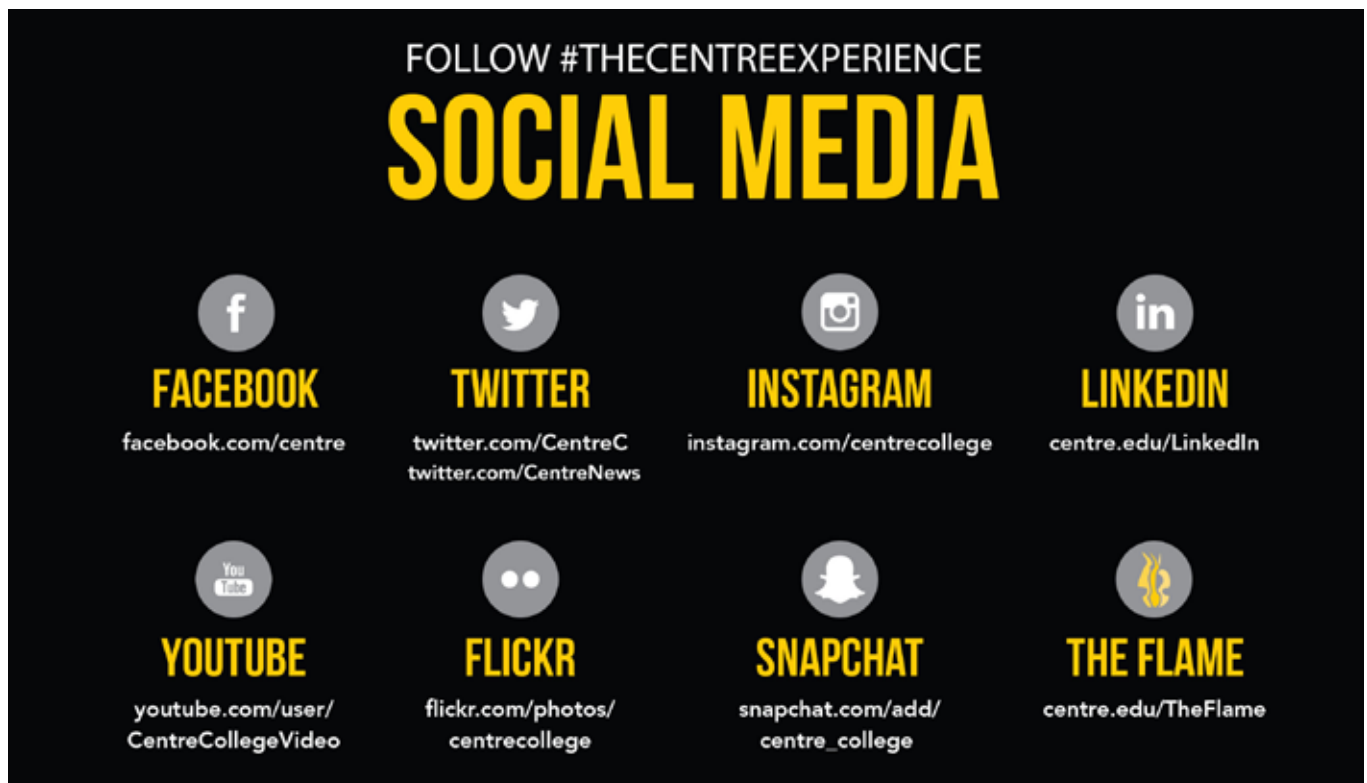
The Communications Office is responsible for the quality and consistency of Centre’s marketing efforts, with the specific purpose of promoting the college and its people, programs, and achievements uniformly across our messaging and visual identity. We work to share the essence and impact of the Centre Experience with accuracy and clarity through a wide spectrum of communications, including media relations, print publications, advertising, digital media, video, and photography. Ultimately, our goal is to present the Centre College brand with consistency in content and style—a goal we share with the entire Centre community in an effort to convey the Centre story in a unified voice, to a multitude of audiences.

### Social Media

Parents are invited to become a part of #TheCentreExperience and follow along through Twitter, Instagram, Facebook (Parents - be sure to *like* the Centre Parents Facebook page), as well as a variety of other social media outlets. Visit the Centre College Social Media Directory at <http://www.centre.edu/toolkit/home/social-media-directory/> for an all-inclusive list of the College’s accounts.









### Centre in the News

To keep informed about news and events on campus, be sure to check out the Centre website as news stories are posted daily.



FOLLOW #THECENTREEXPERIENCE

# SOCIAL MEDIA

 <b>FACEBOOK</b> <a href="https://facebook.com/centre">facebook.com/centre</a>	 <b>TWITTER</b> <a href="https://twitter.com/CentreC">twitter.com/CentreC</a> <a href="https://twitter.com/CentreNews">twitter.com/CentreNews</a>	 <b>INSTAGRAM</b> <a href="https://instagram.com/centrecollege">instagram.com/centrecollege</a>	 <b>LINKEDIN</b> <a href="https://centre.edu/LinkedIn">centre.edu/LinkedIn</a>
 <b>YOUTUBE</b> <a href="https://youtube.com/user/CentreCollegeVideo">youtube.com/user/CentreCollegeVideo</a>	 <b>FLICKR</b> <a href="https://flickr.com/photos/centrecollege">flickr.com/photos/centrecollege</a>	 <b>SNAPCHAT</b> <a href="https://snapchat.com/add/centre_college">snapchat.com/add/centre_college</a>	 <b>THE FLAME</b> <a href="https://centre.edu/TheFlame">centre.edu/TheFlame</a>

## STUDENT MAIL

### **The Centre Post Office hours:**

Monday - Friday  
8 a.m. - Noon  
1 - 5 p.m.

### **To send mail or packages to a student, use this format:**

Student's Name  
Centre College  
600 West Walnut Street  
Danville, KY 40422

### **DO NOT USE POST OFFICE MAILBOX NUMBER - All mail comes to the Centre Post Office and they sort it accordingly**

Stamps are sold and packages may be mailed from the Campus Post Office. In addition to all mail services, United Parcel Services (UPS), insured, and certified mail services are also available.

All USPS, UPS, and FedEx packages are received daily at the Centre Post Office. Post Office staff sign for each individual package, and students will sign for their packages when they receive them. When your student receives a package, a package card will be placed in their mailbox notifying them that they have a package waiting for them.

Florists may make deliveries to the Centre Post Office during normal operating hours. Students are called to pick up these items. This service is not available on weekends or holidays.

Outgoing mail goes to the main Post Office at 3:30 p.m. Any mail received at the Centre Post Office after 3:30 p.m. will be processed the following day.

### **Contact Us**

Document Services (859) 238-6999  
Post Office (859) 238 5472  
Email [cds@centre.edu](mailto:cds@centre.edu)

### **Other Services**

The Centre Post Office is also home to the Centre Document Services where students, faculty, and staff are offered printing services that can be charged to their account. See page 57 for more information on student printing accounts.



## DIVERSITY AT CENTRE

As an institution we value and embrace students, faculty, and staff from all ethnic, racial, religious, and political backgrounds, gender identities, and sexual orientations. In order to successfully support those within our campus community, a set of goals guide our actions and lead us towards a more inclusive, empathetic, and knowledgeable community. The Diversity Office works to increase the diversity of the faculty, staff, and students so that the Centre community will more fully reflect the racial and ethnic diversity of a global society.

**1. Provide Opportunity for All:** Recruit and retain an inclusive community of students, faculty, staff, and administrators that represent and support a broad spectrum of interests, identities, abilities, cultures, religion, and worldviews.

**2. Effectively Communicate:** Facilitate open and constructive conversation that creates opportunities to highlight others' strengths and provide insight for the improvement of our community. Create an environment where consistent communication fosters cohesion, efficiency, and understanding.

**3. Explore Differences:** Promote diversity, inclusion awareness, and appreciation through the implementation of campus-wide educational programs, events, and training for staff, faculty, and students.

**4. Fuel Communal Well-Being:** Offer the basic needs necessary for success as well as opportunities for personal and professional growth and creative exploration to build a safe, healthy, and growing community capable of realizing their potential.

**5. Build an Integrated Community:** Encourage collaboration and interdisciplinary learning across campus student organizations, academic programs, and campus offices.

**6. Instill Cross-Cultural Skills:** Cultivate an open learning environment founded on the skills of active listening, teamwork, and adaptability while reinforcing values of empathy and mutual respect.

**7. Confront Injustice:** As a community, recognize and respond to words and actions of discrimination and marginalization, emphasizing our intolerance for prejudice of any form.

**8. Foster Freedom to Express Identity:** Actively value and create contexts that support the vast spectrum of differences and identities within our campus community.

### Diversity Office Initiatives:

- Mellon Diversity Grant
- Revision of faculty and staff hiring processes
- Diversity Climate Assessment
- Staff, faculty, and student diversity and inclusion training
- Faculty, student, and staff intergroup dialogue facilitation training
- Faculty and staff learning communities



**Dr. Rodmon King**

Contact Dr. Rodmon King  
Associate Vice President for Academic Affairs and  
Diversity Initiatives  
Email: [rodmon.king@centre.edu](mailto:rodmon.king@centre.edu)



## STUDENT LIFE OFFICE

The purpose and mission of the Centre College Student Life Office is to contribute to a safe, social learning environment in which the individual will be able to foster an appropriate respect for both self and others, develop responsible decision making skills, improve relationship and coping skills, appreciate the value of community service, and enhance leadership abilities in order to take his or her place in a diverse society.

**The Student Life Office is located on the second floor of the Campus Center. Phone (859) 238-5471**

<http://www.centre.edu/campus-life/student-life/>

**Randy Hays**

Vice President and  
Dean of Student Life



Randy Hays

**The Residence Life Office is located in Nevin Hall. Phone (859) 238-6035**

**Brian Daniel** Director of Residence Life and Counseling

**Anne Evans** Assistant Director of Residence Life

**Margaret Kaus** Coordinator for Residence Life and Housing

**Ann Young** Director of Student Life and Housing

**Anita Bertram** Executive Secretary to Vice President and Dean of Student Life

**Kiera Bowman** Coordinator for Student Activities and Community Standards

**Liz Brandt** Community Service Coordinator

**Gregory Chery** Director of Community Service and the Bonner Program

**Kendrick Durham** Assistant Dean, Director of Campus Activities

**Alicia Kalbfleisch** Coordinator for Greek Life and Shuttle Services

**Grace Nilsson** Coordinator for Student Organizations and Campus Events

**Scotty Rainwater** Director of Greek Life and New Student Orientation

**Rick Axtell** College Chaplain  
Phone (859) 238-5342

**The Department of Public Safety is located in the Walnut House. Phone (859) 236-4357 (HELP)**

**Gary Bugg** Director of Public Safety

**Kevin Milby** Director of Public Safety

**Parsons Center for Student Health and Counseling is located in Sutcliffe Hall. Phone (859) 238-5530**

**Marsha Edelen** Secretary

**Amanda Goodwin** Physician Assistant

**Ann Goodwin** Director of Counseling

**Kathy Jones** Director of Student Health Center

**Joel Klepac** Counselor

**Mike Spears** Counselor

## CENTRE DINING SERVICES

Cowan Dining Commons provides the central dining service to the college community and is managed by Sodexo, considered by the industry as the leading college dining service provider. Three meals are served each weekday and two meals on Saturday and Sunday. Sodexo's award-winning dining program offers a variety of fresh food choices for each meal. Vegetarian and vegan offerings are available at food stations for every meal. **Mindful** is a value-added program that offers students an easy way to select delicious, nutritious and satisfying meals. Healthy eating, simple and delicious.

In addition to normal meal service, there are special meals and events offered throughout the academic year. Special arrangements can be made for student group meetings and special events by contacting the general manager.

### Meal plan options available for 2017-18

- Carte Blanche allows unlimited meals at the main dining hall and has \$75 in Flex Dollars
- 14 meals per week with \$495 Flex Dollars
- 10 meals per week with \$675 Flex Dollars
- 7 meals per week with \$945 Flex Dollars.

Flex Dollars are split 45% for Fall term, 10% for CentreTerm, and 45% for Spring term. Flex Dollars not spent in a term will be carried over to the next term. Flex Dollars not spent by the end of the academic year will be forfeited. Additional Dining Dollars may be purchased at the main dining hall at any time. Any meal eaten over the meal plan limit requires cash payment or Flex Dollars. There is no credit given for fewer meals. Students may change their meal plans only during the first two weeks of the Fall and Spring terms. Students must have a valid Centre I.D. to enter the main dining hall during meal time and this card must be scanned at each meal. The I.D. card must also be used to make purchases with Flex Dollars.

**The Hall of Fame Café** is located on the second floor of Sutcliffe Hall and features Sandella's and Starbucks. Students have a wide variety of choices that offer premium quality, health-conscious items like wraps, quesadillas, rice bowls, salads, and more. Starbucks offers a selection of coffees featuring espressos, cappuccinos, and frozen drinks. Fair trade whole bean coffee is also available.

### Hours:

Monday-Thursday	7 a.m. - 10 p.m.
Friday	7 a.m. - 8 p.m.
Saturday	Noon - 6 p.m.
Sunday	Noon - 8 p.m.

**The Everyday Café** located on the first floor of the Campus Center offers an variety of hot and cold sandwiches, desserts, and more.

### Hours:

Monday - Thursday	7 a.m. – midnight
Friday	7 a.m. - midnight
Saturday	1 p.m. - midnight
Sunday	1 p.m. - 1 a.m.

### Cowan Dining Commons Hours:

Monday - Friday	
Breakfast:	7 a.m. - 9:30 a.m.
Continental:	9:30 a.m. - 11 a.m.
Lunch:	11 a.m. - 1:30 p.m.
Lite Lunch:	1:30 p.m. - 5 p.m.
Dinner:	5 p.m. - 8 p.m.
Saturday	
Continental:	8 a.m. - 11 a.m.
Brunch:	11 a.m. - 2 p.m.
Dinner:	5 p.m. - 7 p.m.
Sunday	
Continental:	8 a.m. - 11 a.m.
Brunch:	11 a.m. - 2 p.m.
Dinner:	5 p.m. - 8 p.m.

### Contact Sodexo Dining Services at Centre

Michael Nagorka, General Manager  
(859) 236-2744

[michael.nagorka@centre.edu](mailto:michael.nagorka@centre.edu)

## EXTRACURRICULAR ACTIVITIES AT CENTRE

For a Centre student's college experience to reach its fullest potential, involvement in campus life is essential. The Office of Campus Activities helps students achieve this by coordinating numerous programs and events, and by working with various campus organizations to ensure Centre students can discover, develop and fully engage their diverse interests while here. Centre hosts over 2,000 events per year for its students, both on and off-campus. Our goal is for campus to be brimming with a variety of events and activities that appeal to a wide range of students offering as many opportunities as possible to have fun, meet new people, and try something different.

### COMMUNITY SERVICE AND LEADERSHIP

Volunteerism is an important component of Centre's commitment to prepare students for lives of learning, leadership, and service. CARE (Centre Action Reaches Everyone) is Centre's umbrella volunteer service organization and serves as a liaison between Centre and the community volunteer opportunities with organizations such as the Humane Society, the Recycling Center, Ephraim McDowell Hospital, local nursing homes, Wilderness Trace Child Development Center, Bluebird Market, the Salvation Army, Big Brothers/Big Sisters, the Housing Authority, the Rape Crisis Center, the Hope Clinic, and several afterschool programs.

In addition, CARE members are responsible for coordinating projects such as the Fall and Spring blood drives, Read Across America Day, the Christmas Angel Tree project, Poverty and Homelessness Week as well as being responsible for recruiting and coordinating the volunteer efforts of students.

### BONNER SCHOLARS PROGRAM

The Bonner Scholars Program is a vibrant part of our Centre Community. Students work with a network of nonprofit community partners to provide opportunities for under-represented populations in need, contributing to a culture of service and social awareness. The students who participate in the program are uniquely transformed into campus and community leaders through the personal and professional growth that comes from membership in the Bonner family and regular engagement in training sessions, retreats, and experiential learning through service. Members of the Bonner Scholars Program share the same common commitments to diversity, social justice, international perspectives, spiritual exploration, civic engagement, and community building.

### CLUBS AND ACADEMIC SOCIETIES

There are many. Centre offers activities for every interest. Students can join a service organization, a pre-professional society (pre-med or pre-law), visual and performing arts group, religious group, peace and justice group, publication staff, political club, varsity or intramural athletic team or run for office in the Student Government Association. Students are welcome to join other clubs as well such as the Alpha Phi Omega Service Fraternity, American Chemical Society, Best Buddies, Chinese Club, Diversity Student Union, Economic Society, Equestrian Club, French Society, Habitat for Humanity, Hispanic Society, International Student Association, Investment Society, Japanese Club, Law Society, Pre-Veterinary Society, and Moments in Motion—are just a few of the opportunities. Centre also offers academic honor societies, a leadership fraternity, and academic fraternities delineated by major. See the Greek Life section for more information on Greek Life at Centre.

## RELIGIOUS LIFE AT CENTRE

Dr. Rick Axtell is the Centre College Chaplain and Professor of Religion. He initially taught at Centre during 1992-93 and returned to the college in 1995, when he also became Chaplain and director of the religious life office. Axtell received his M.Div. and Ph.D. from the Southern Baptist Theological Seminary in Louisville, Kentucky. He has completed additional postgraduate studies at the University of Notre Dame. Axtell's experience as a minister in several churches, director of an interfaith anti-hunger organization, case manager in Louisville homeless shelters, and board member of Witness for Peace has shaped the diverse program emphases of the Religious Life Office.

The college's mission is to educate students as morally and socially responsible citizens. Religious groups on campus include Baptist Campus Ministry, Centre Christian Fellowship, CentreFaith (interfaith dialogue group), *CentrePeace* (peace and justice group), Jewish Student Organization, Meditation Centre, Muslim Student Association, and Newman Club (Catholic).

Religious Life at Centre strives to strengthen students' links to their own religious traditions while respecting the diversity of other religious beliefs. A "sacred space" located in Yerkes Hall basement, is an ideal place for prayer groups, discussion groups, practice of meditation, and other gatherings.

The Religious Life office can provide extensive information on internships, volunteer positions, mission opportunities, and career options in the areas of social service, mission, or peace and justice work.

In addition to speakers, worship services, dinners, and discussion groups, the Religious Life Office sponsors events such as the Advent Service of Lessons and Carols, Lenten observances,

Passover Seder, Eid Banquet, and Baccalaureate. Axtell offers a popular Christian contemplative worship service every Sunday night in the sanctuary of the Presbyterian Church adjacent to the campus.



**Rick Axtell**

Chaplain and professor of religion  
Phone (859) 238-5342  
Email [rick.axtell@centre.edu](mailto:rick.axtell@centre.edu)

## FAQ: RESIDENCE LIFE

### **How secure are the residence halls?**

All residence halls remain locked at all times. Students must use their Centre ID cards to gain access to any of the residence halls.

**If a student's ID card is lost or stolen,** the student should report it to the Department of Public Safety immediately, and the card will be deactivated so that it can no longer be used to enter residence halls or obtain meals on campus. Replacement ID cards are made in the Student Life Office located on the second floor of the Campus Center, Monday-Friday, 8:30 a.m. - 4:30 p.m. There is a \$25 charge for a replacement ID card. Students are encouraged to lock their doors when they are gone and to not prop open any exterior doors.

### **What are the housing requirements at Centre?**

Centre attaches great value to life in a residential community and students are required to live in college residences and to purchase a meal plan for use in campus dining facilities. Exceptions to the residency requirement are made for students to live at home with their parents in or near Danville. Seniors wanting to live off campus must submit an application requesting to do so to the director of student life and housing by the published deadline in the Spring during the room selection process. Permission to live off campus may be granted by the housing office on a seniority basis depending upon the number of applicants and vacant beds on campus. It is unlikely that anyone other than a limited number of seniors will be granted permission to live off campus. Permission to live off campus is granted on an annual basis and is not guaranteed from year to year. Students who are granted permission to live off campus must purchase a meal plan. Married students are expected to arrange for their own off campus housing.

### **Can first-year students have a car on campus?**

Yes. All students are permitted to have a car on campus. Students must register their vehicle online through the Department of Public Safety webpage. They will then be issued a decal indicating the lot(s) in which they are authorized to park. An annual \$50 registration fee will be assessed to the student's bill.

### **Who are the Resident Assistants (RA) and Residence Directors (RD)?**

Resident Assistants (RAs) are a select group of students who live in specific areas and have primary responsibility there, under the direction of a Residence Director. They are selected each year based upon application. Residence Directors (RDs) are experienced, highly-regarded former Resident Assistants who live in and oversee specified residences or groups of residences. The RAs act as educators, promoting the principles of citizenship and leadership. They hold informational hall meetings, plan hall activities, and are available to provide help to students.

### **What is Centre's visitation policy for the residence halls?**

Visitation is defined as social visiting by members of the other gender in student rooms by invitation of the resident(s). Either roommate may deny the privilege of visitation in the room to any person. The housing of guests of the other gender overnight or longer is a violation of college regulations. The purpose of this regulation is to protect the privacy and rights of room and hall mates.

Upon approval by the Residence Life staff and the Student Life Office, first-year students are granted visitation privileges after the first three weeks of Fall term.

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The maximum visitation hours for first-year students during the remainder of the first term are:

Sunday - Thursday: 10 a.m. - 12:30 a.m.

Friday - Saturday: 10 a.m. - 2 a.m.

First-year students will be granted 24-hour visitation after the first term.

Most buildings have a specified area, such as a basement, living room, or lounge, that has 24-hour visitation privileges as well as restroom facilities for members of the opposite sex. These privileges can be rescinded by a majority vote of the residents or due to abuse of the privilege or behavioral problems.

**When do the residence halls close for campus breaks?**

Residence halls are closed ONLY for the holiday break (mid-December-early January). While residence halls remain open during all other breaks, meal service is limited.

**When do students have to move out after final exams?**

Students are asked to leave 24 hours after their last final exam of Spring term. All residence halls close to underclass students on May 16 by 6 p.m., and to seniors on Commencement day by 8 p.m. Students should be moved out of their rooms by this time.

**What is Centre's alcohol policy?**

The use of alcoholic beverages by students under 21 years of age and the use of illicit drugs are prohibited on campus and at campus-sponsored events. The use of alcoholic beverages by students is a matter of individual choice and involves the student's acceptance of responsibility for whatever legal and personal consequences may ensue. The college does not accept legal liability for student violations of the law. Students who are clearly in a state of intoxication, or who represent a possible threat to their own health and safety or to that of others, or who appear prone to disorderly con-

duct, are subject to sanctions through the college's judicial system. In cases of disorderly conduct or vandalism connected with the abuse of alcohol, the fact that the offender had been drinking will not be treated as a mitigating circumstance in determining sanctions. The Department of Public Safety and other college officials are authorized to issue citations to those who are intoxicated in public. Centre intends to send a "zero tolerance" message regarding illegal possession or misuse of drugs, or knowingly being in the presence of those who possess or misuse drugs. Students found to be in violation of this policy are subject to immediate administrative suspension.

Whenever the use, possession, or sale of alcohol would represent a potential legal liability to the institution, the college is required to prohibit its availability. College officials cannot serve alcohol to students in violation of the law, nor can alcohol be used in places to which the public has ready access, such as athletic contests, in the dining hall, or in other locations that the college may stipulate from time to time. Specific guidelines are provided to students at the start of each fall term. Educational programs about drug and alcohol abuse are presented during new student orientation each year, and new students are required to complete an online alcohol education program before arriving on campus.

**Is Centre a safe campus?**

Yes. The Department of Public Safety (DPS) makes every effort to provide a safe and secure environment for students, faculty, staff and visitors. Public Safety Officers are on duty 24 hours a day, 7 days a week to help ensure the safety of Centre students. The officers are trained in various areas of general security and fire safety.

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They do not limit their efforts to criminal activities, and will respond to any matter involving the personal safety of someone within the Centre College community. They are prepared for most emergencies and have implemented a campus-wide Emergency Response Plan to communicate with the Centre community in case of an emergency (see pages 42-46 for more information).

In addition, designated safe places and other pertinent information regarding severe weather and other safety evacuation procedures are posted in all campus buildings.

There are emergency phones located throughout the campus, which automatically call DPS. Also, DPS provides a 24-hour escort service for students on campus. An officer will escort a student anywhere on campus at any time. They can be reached on campus by dialing 4357 (HELP) or from off-campus at 236-4357 at any time. DPS provides crime statistics annually on their section of the Centre website as mandated by federal law.

### **What is Centre's policy on hazing?**

Centre views any form of hazing as contrary to the mission and purpose of this institution. No individual or group may haze another at any time including initiation into any organization or at the time of affiliation with an organization. In accordance with the Fraternity Executives Association, the National Interfraternity Conferences, and the National Panhellenic Council, Centre College defines hazing as any act of behavior whether physical, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her or his inherent human dignity. At Centre, respect for the personal dignity of each student, faculty, and staff member is crucial to our enterprise.

The Student Life Office is committed to appropriate personal, social, and intellectual development of all Centre students and seeks to foster an environment that promotes a positive collegiate experience. Hazing is viewed as detrimental and contradictory to these objectives and will not be tolerated. Any member of the college community who observes a hazing incident should report it immediately to a staff member in the Student Life Office, the director of athletics, or the Department of Public Safety. Individuals or groups found guilty of hazing are subject to penalties, which may be as severe as expulsion from the college.

## STUDENT HEALTH AND COUNSELING

### STUDENT HEALTH

The student health center is a small walk-in medical clinic located on campus. It is open when classes are in session through finals week, closed for holidays and breaks. The staff includes a full time registered nurse, and a physician assistant. Dr. Brian Ellis and Dr. Jonathan Clark, provide 4 hours of direct patient care each week and are available by phone anytime for consultation with the RN or PA. They are also the supervising physicians for the PA as approved by the Kentucky Board of Medical Licensure.

Prescription and over the counter meds, diagnostic tests, and vaccinations are available for a reasonable cost. Payment may be made at the time of service or applied to the student's college account. If x-rays, lab studies, or certain diagnostic tests are ordered then the student is informed of where they can have the testing done with careful consideration given to that student's insurance plan. Allergy shots are administered free of charge in the student health office. Allergy shot patients should bring their vials and dosage sheets when they come to campus or have them sent directly to Centre College Student Health, 600 West Walnut Street, Danville, KY 40422.

Travel medicine will be offered to students who will study abroad for academic credit. Students will receive more information about this once they have made plans for their study abroad course through the Center for Global Citizenship office.

A women's health clinic is offered once a month by the local health department. Exams, contraceptives, testing for sexually transmitted infections, as well as other services are available. These services are also available daily for any student through the PA or MD.

### STUDENT COUNSELING

Counseling is provided by three licensed mental health professionals. It is free and confidential. The number of sessions permitted are based on assessed need. The counselors are available to see students experiencing a range of problems, which include: initial transition to college, stress and anxiety, depression, substance abuse, relationship and family issues, eating disorders, sexuality issues, grief/loss issues, and any other adjustment issues. When a higher level of care is needed, student will be referred to an outside provider.

Students are seen by appointment. Parents, faculty, and staff cannot schedule appointments on behalf of a student. Students may make appointments by email to [counseling@centre.edu](mailto:counseling@centre.edu) or by calling (859) 238-5740. Flexible appointment times are available each weekday so that they do not conflict with a student's class schedule or athletic practice schedule.

Parsons medical staff members are available to prescribe some mental health medications; referrals for other medications and psychiatric consults will be provided by the Counseling staff. Any off-campus mental health services to students are the financial responsibility of the student and parents. Students are encouraged to have medications for ADD/ADHD prescribed by their family psychiatrist or family physician. Students requesting psychological testing are assisted in being referred to outside providers, either in their home community or in the central Kentucky area.

Educational information on a variety of mental health and substance abuse topics are available through Centre Counseling Services, and staff members are available for educational presentations and workshops for student groups.

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### AFTER HOURS NON-EMERGENCIES

These clinics may provide faster, less expensive service for non-emergencies than the emergency room. Visits to the emergency department should be reserved for true emergencies.

- Bluegrass Immediate Care located at 478 Whirl-A-Way Drive is open seven days a week (859) 236-3208
- Baptist Express Care located in Wal-Mart is open seven days a week (859) 236-4224
- The Weekend Walk-in Clinic located at 109 Daniel Drive is open on Saturdays and Sundays (859) 239-6522
- The Little Clinic at Kroger, 200 Skywatch Drive is open every day (859) 936-5630

**For emergencies**, Ephraim McDowell Regional Medical Center is located two blocks from campus. Website: [www.emrrmc.org](http://www.emrrmc.org).

### OTHER RESOURCES

National Suicide Prevention Lifeline  
1-800-273-8255 (TALK)  
Bluegrass Rape Crisis Center  
1-800-928-HOPE  
Boyle County Health Department  
(859) 236-2053

### NUTRICIAN COUNSELING

Julie Steber, Boyle County Health Department  
(859) 236-2053

Janet Fluty, registered dietitian,  
McDowell Wellness Center, Danville  
(859) 936-9355

Bluegrass Nutrition Counseling, Lexington  
Tina Thompson, nutrition counselor  
(specializes in eating disorders)  
West Jefferson Place, 535 W. 2nd St., Suite 207  
Lexington, KY 40508 (859) 388-9152  
<http://www.bluegrassnutrition.net/ContactUs.en.html>

## The Parsons Center for Student Health and Counseling

Located on College Street (Sutcliffe Hall)  
**Phone (859) 238-5530** Fax (859) 238-5380

### STAFF

Marsha Edelen, Secretary  
(859) 238-5530  
[marsha.edelen@centre.edu](mailto:marsha.edelen@centre.edu)

Kathy Jones, RN, Director of Parsons Student Health Center (859) 238-5530  
[kathy.jones@centre.edu](mailto:kathy.jones@centre.edu)

Amanda Goodwin, Physician Assistant  
(859) 238-5531  
[amanda.goodwin@centre.edu](mailto:amanda.goodwin@centre.edu)

### CLINIC HOURS

Monday Tuesday, Wednesday and Friday  
7:30 a.m. - 4 p.m. (closed noon to 1 p.m.)  
Thursday - 7:30 a.m. - Close for the day at Noon

### DOCTOR HOURS

Dr. Brian Ellis Dr. Jonathan Clark  
Monday, Tuesday, and Friday  
7:30 a.m. - 8:30 a.m.  
Wednesday 8 a.m. - 9 a.m.

### STUDENT COUNSELING SERVICES

Ann Goodwin, LCSW  
Director of Counseling Services  
**Phone (859) 238-5740**  
Email [counseling@centre.edu](mailto:counseling@centre.edu)

Michael Spears, counselor [michael.spears@centre.edu](mailto:michael.spears@centre.edu)

Joel Klepac, counselor [joel.klepac@centre.edu](mailto:joel.klepac@centre.edu)

## AFTER HOURS

After-hours counseling or health emergencies call Centre's Department of Public Safety (DPS) at **(859) 236-4357 (HELP)**

## SUPPORTING YOUR CHILD'S TRANSITION TO COLLEGE

from Parsons Center for Student Health and Counseling

Centre counseling services recommends **Student Development Theory**, from *Education and Identity*, by Arthur Chickering and Linda Reisser. This identifies College students' development throughout college. Their theory proposes students have seven "vectors" of developmental tasks to be accomplished during the college years. This theory is a guideline for developing programs, services, and opportunities for our students. This may also be helpful for you as parents to support your child over the next four years:

**Developing competence** - Intellectual knowledge, critical thinking skills, physical competence, and wellness skills.

**Managing emotions** - Awareness of feelings, appropriate expression of feelings, managing difficult feelings.

**Moving through autonomy toward interdependence** - The "leaving home" process of a decreasing need for reassurance and help from parents, more self-directedness, developing a stronger internal locus of control, learning when it is appropriate and best to depend upon others.

**Establishing identity** - Developing a realistic and stable sense of self, ability to integrate experience into the self, acceptance of physical and sexual self, comfort with sexual orientation.

**Establishing mature interpersonal relationships**  
Maintaining relationships which are meaningful, mutually satisfying, supportive in difficult times, and include a wide variety of people.

**Developing purpose** - Establishing a life direction, including vocational plans, personal and family interests.

**Developing integrity** - Defining personal values to guide life decisions, developing social responsibility,

and congruence between beliefs and behavior. Eighteen to twenty-five year olds are now being called "Emerging Adults" in developmental psychological theories. We see this life stage differently than a generation ago – it is viewed much more as a time of transition into the stage of adulthood, which comes later than was previously thought.

### FIRST YEAR PARENT RECOMMENDATIONS

- Encourage student to think and act on their own. Do less for them, more WITH them. Be supportive, interested, but, if possible, not intrusive.
- Encourage student to use available resources and assistance that are there to help.
- Use parent resources the college provides to you. Centre sends carefully chosen, well researched information to parents to make this transition smoother.
- Establish good communication patterns now and talk about how you will communicate after college.
- Encourage and model good self-care including sleeping, eating, exercise, general stress management. Take care of yourself during this time of significant change in the life of your family.
- Send student to college with basic daily living skills such as laundry, health insurance, financial information, vehicle information, personal safety, internet safety and wisdom, good time management.
- Talk to student about alcohol use. A recent, and very well done, study indicates that if parents talk with their children before they leave for school, they can significantly influence their drinking to be more low risk after they arrive on campus.
- Be honest and realistic about the challenges of this transition from high school to college. Share your positive expectations.
- Know the warning signs of problems which need to be addressed. Share any strong family history of those problems.
- Enjoy your time together. Create great memories to cherish.

## GREEK LIFE ON CAMPUS

### A Parents Guide to Greek Life on Campus

Fraternities and Sororities have been a part of Centre College for many years (fraternities for over 155 years and sororities for the last 30 years). Traditionally, they have challenged students to achieve even greater heights intellectually, personally, and socially. The undergraduate members at Centre pride themselves on the individual personality and nature of their fraternity or sorority on campus. The Greek Life community offers a rich and rewarding experience for their members. In addition, they have contributed substantially to campus life, community service, and the educational mission of the College.

Centre offers six fraternities for men and six sororities for women. The strength and attractiveness of fraternities and sororities lie in their ability to develop innovative approaches and to maintain effective programs that maximize the character of the chapters and the community within the overall framework of the college. Although each fraternity or sorority sponsors its own functions and possesses its own identity, all have many things in common. They all seek to foster an environment where one can:

- Develop bonds of brotherhood / sisterhood
- Develop leadership and interpersonal skills
- Form lifetime friendships
- Work together with others in an atmosphere of teamwork
- Perform community service projects
- Program social functions for the student community

The underlying purpose of the college is education: to nurture intellectual curiosity, to instruct in various disciplines, to encourage social and moral growth, and to provide an atmosphere conducive to the pursuit of these goals. It is the responsibility of fraternities and sororities to

foster an atmosphere of learning, social responsibility, respect for human dignity, and to provide positive influence and constructive development for members and prospective members.

Centre also offers academic honor societies, one of which, Phi Beta Kappa, is the only chapter at a private school in Kentucky. In addition, Centre has a chapter of Omicron Delta Kappa, a leadership fraternity, and academic fraternities delineated by major. These academic fraternities are: Beta Beta Beta (biology), Omicron Delta Epsilon (economics), Phi Alpha Theta (history), Phi Sigma Iota (foreign language), Pi Mu Epsilon (math), Pi Sigma Alpha (government), Psi Chi (psychology), Sigma Delta Pi (Spanish), and Sigma Pi Sigma (physics).

#### Questions?

Contact Scotty Rainwater  
Director of Greek Life  
(859) 238-5479

[scotty.rainwater@centre.edu](mailto:scotty.rainwater@centre.edu)

## COMMON GREEK TERMINOLOGY

**Affiliate:** A student who has accepted an invitation membership from a chapter.

**Bid:** An invitation to join a fraternity or sorority.

**Brother:** A term used by fraternity members when referring to one another.

**Chapter:** Local group of an (inter)national Greek organization.

**Fraternity:** Greek organization for men or women.

**Initiation:** A ceremony that brings a student into lifetime membership of a fraternity or sorority.

**(Inter)National Organization:** The corporate entity to which each chapter is affiliated.

**Legacy:** The potential member of a fraternity or sorority who is a child, sibling, or grandchild of a member of a fraternity or sorority.

**Potential Member:** A man or woman going through the recruitment process.

**Recruitment:** The mutual selection process fraternities and sororities use to gain new members.

**Recruitment Guide (RHO GAMMA):** Sorority member who has disassociated from her chapter to serve as an impartial counselor to potential members during recruitment.

**Ritual:** The secret (usually) purpose of a fraternity or sorority that was first written by the organization's founders. The ritual contains the system of values that denotes the framework for the organization; fraternity and sorority rituals are usually shared during special ceremonies such as initiation.

**Sister:** A term used by sorority members when referring to one another.

**Sorority:** A name given to some women's fraternities; the word was coined *after* many women's organizations were founded, therefore many are still known and incorporated as fraternities.

### THE REAL DEAL

#### Greek Statistics

- 44% of all American Presidents have been Greek
- 42% of U.S. Senators are Greek
- 23% of U.S. Congressmen/women are Greek
- 31% of all Supreme Justices have been Greek
- 50% of Fortune 500 Executives are Greek
- 10% of everyone listed in Who's Who are Greek yet Greeks represent only 3% of the population

#### College Relevance

- Largest and most visible values-based organization on campus
- Most successful leadership development program for College students
- Largest network of volunteers in the United States
- Over 2.25 million service hours completed per year

#### By the Numbers

- 123 Fraternities and Sororities
- 75 NIC Fraternities, 26 NPC Sororities
- 9 million total members
- Over 300,000 undergraduate members-
- Over 5,600 chapters located on 800 campuses in the U.S. and Canada

## THE INTERFRATERNITY COUNCIL

**The Interfraternity Council (IFC)** is the governing body of the six fraternities at Centre. The body is comprised of two delegates from each fraternity and an executive council. IFC provides an avenue for each fraternity to effectively communicate with each other; for each organization to follow the same set of guidelines; to create, maintain, and perpetuate better relations among men's internationally recognized fraternities on campus; to provide a means of solving problems and injustices within the system itself; and to establish and promote programs in keeping with the college's purposes and objectives. The IFC is dedicated to providing effective programming for the campus at large. IFC can be seen working with the Panhellenic Council and Student Activities Council to provide not only educational programming but non-alcoholic social programming as well. IFC also works with unaffiliated men who are interested in going through formal recruitment. If you have any questions, please feel free to contact any of the executive officers listed here.

### Member Organizations

Delta Kappa Epsilon "Deke"  
Founded at Centre in 1854  
Re-founded at Centre 2010

Phi Kappa Tau "Phi Tau"  
Founded at Centre in 1914

Sigma Chi "Sig"  
Founded at Centre in 1876

Phi Delta Theta "Phi Delt"  
Founded at Centre in 1850

Sigma Alpha Epsilon "SAE"  
Founded at Centre in 1882

Beta Theta Pi "Beta"  
Founded at Centre in 1848  
Re-founded at Centre 2011

### 2017-18 Officers of the Interfraternity Council

Joshua Markwell      President of the  
Interfraternity Council

Clarence Lewis      Executive Vice President

Reed Thomas      Vice President of Risk  
Management and Chief  
Justice

Adeel Ahmed      Vice President of  
Recruitment

Alex Grove      Vice President of  
Administration



The "See-Saw-A-Thon" was a dual philanthropic event put on by Beta Theta Pi fraternity and Kappa Kappa Gamma sorority to raise funds for local children organizations. For more... <https://www.centre.edu/see-saw-thon-balances-fun-philanthropy/>

## THE PANHELLENIC COUNCIL

**The Panhellenic Council** is the governing body for the five sororities on Centre's campus. Comprised of an executive board and three delegates from each chapter. The Council promotes and organizes a wide variety of activities including, social and educational programming, service projects, and academic recognition events. The Panhellenic Council coordinates all aspects of sorority life by providing a means of communication between sororities, the Greek community, and the Centre campus community at large. Working to promote the values of service, scholarship, and sisterhood, the Panhellenic Council provides leadership to the sorority community.

The Panhellenic Council works with the Interfraternity Council in guiding interfraternal relations and assists students who are not a part of our Greek community that wish to consider membership. If you have any questions, please feel free to contact any of the executive officers listed here.



Among an abundance of rankings, Centre continues to shine bright, earning recognition for its excellent service oriented Greek life, coming in at #8 in the nation via Best College Reviews.. For more... <http://www.centre.edu/centre-ranked-8-nation-among-50-best-colleges-greek-life-according-best-college-reviews/>

### Member Organizations

Alpha Delta Pi "A-D-Pi"  
Founded at Centre in 2000

Delta Delta Delta "Tri Delta"  
Founded at Centre in 1980

Kappa Alpha Theta "Theta"  
Founded at Centre in 1980

Kappa Delta

Kappa Kappa Gamma "Kappa"  
Founded at Centre in 1980

### 2017-18 Officers of the Panhellenic Council

Kelly Tran	President of the Panhellenic Council
Emma King	Vice President for Recruitment
Emilie Ducourneau	Executive Vice President
Natalie Marek	Vice President of Chapter Relations
Nora Verhoff	Vice President of Enrichment
Emily Schank	Vice President of Administration
Kersey Reynolds	Vice President of Marketing and Public Relations

## FAQ - FRATERNITY AND SORORITY LIFE AT CENTRE COLLEGE

### **What do fraternities and sororities have to offer Centre students?**

The Greek community is comprised of eleven (inter)nationally affiliated organizations. Many students find that joining a fraternity or sorority provides them a family away from home and a foundation upon which to build a new and exciting future. In addition, the Greek community opens many doors by providing leadership, academic, athletic, service, and interpersonal opportunities. The decision to join a fraternity or sorority is a lifelong commitment to an organization built upon the best things the college has to offer.

### **How does a student become involved with fraternities and sororities at Centre?**

Each semester, the Interfraternity and Panhellenic Councils sponsor a number of organized recruitment events – opportunities for unaffiliated students to become acquainted with fraternity and sorority life. During informal recruitment events in the Fall, unaffiliated students have the opportunity to meet the members of all of the fraternities and sororities and decide which, if any, of the chapters best suit their needs. The recruitment process is one of mutual selection in which fraternity and sorority members invite individuals to be a part of their organizations, and likewise, potential members select the chapters that are best suited for them. Fraternity and sorority recruitment events are alcohol-free: that is, NO alcohol is allowed at any recruitment activity. Even if students are unsure about joining the Greek community, recruitment offers a great opportunity to meet new people! In order to be eligible for membership in a fraternity or sorority, a student must be at least in their second semester at Centre College, with the exception of transfer students with a post secondary grade point average, and have a cumulative GPA of at least 2.4. The formal recruitment process – a structured time when both fraternities and sororities take a

new class of members – occurs during the first week of the Spring semester after CentreTerm.

### **Can fraternities and sororities help students achieve academically?**

Greek-letter organizations were founded on the principle of academic achievement, many of them having roots as literary societies. Scholastic success is likely when you factor in help from fellow members, study sessions, workshops, and class scheduling assistance. Each organization provides some form of scholastic assistance to its members; tutoring, awards, and academic scholarships are just a few of the many incentives used to challenge members to reach their highest academic potential. Ultimately, the responsibility for succeeding in the classroom is up to the individual student. But, with the broad range of resources and incentives provided by the Greek community, students can better achieve their academic potential.

### **What are the advantages of becoming affiliated with a fraternity or sorority?**

Becoming a member of the Greek community will provide you with a number of experiences that will help you prepare for not only a career, but also for life. These advantages include developing leadership skills by chairing a committee or assuming an executive board position; succeeding academically with the help of organized study programs; increasing awareness and knowledge of a variety of topics such as alcohol risk management, multiculturalism, and gender issues; and developing enduring friendships and memories that last long after graduation. The following are but a few areas in which you can benefit through participation:

#### **Leadership**

At Centre College, the Greek community is committed to providing its members with vast opportunities for leadership responsibilities. Each

member is encouraged to actively participate in chapter and campus-wide leadership roles. Greek members also develop leadership skills through retreats, conventions, and other resources available on campus.

### **Scholarship**

The Greek community strives for the development of academic excellence among all members. All chapters at Centre College maintain GPA requirements for both membership and for assuming leadership positions. Centre reviews grade performance each semester for greek-affiliated and unaffiliated students. In recent years, the all-greek GPA has been consistently competitive, if not above, with the all-men's and all-women's average GPA for the college and the average GPA for unaffiliated students. Greek students at Centre consistently perform equally as well as their non-greek peers in the classroom.

### **Service**

Community service and philanthropy work are an important aspect of fraternity and sorority life. Chapters offer hundreds of hours and thousands of dollars each year to fulfill their commitment to both the campus and the community. Funds raised and time donated directly benefit local and national charitable organizations.

### **Social**

The Greek community provides a unique social life which blends events such as formal dances, sports, theme parties, and brotherhood and sisterhood functions to encourage the personal development of members through social contact. Each chapter develops its own social calendar and is required to responsibly plan events that promote a full spectrum of social activities for its members.

### **Athletics**

Greek organizations are active participants in the campus intramurals program, and many chapter members are involved in varsity athletics as well.

### **Will Greek Life assist students as they begin their careers?**

One of the tremendous assets of affiliation with a Greek letter organization is the nationwide network of alumni/ae members of the organization. As a student prepares for entry into a career, alumni can assist in job placement through their knowledge of where jobs are and who is hiring. In addition, Greek Life will assist students in developing transferable skills that will be needed in the career world, such as management, leadership development, communications, and more.

### **Does it cost a lot to be Greek?**

Joining a fraternity or a sorority does have a financial commitment. The chapters are self-supporting through dues paid by their members. When students join a Greek-letter organization, they also agree to pay dues and fees while in school to maintain membership. Although chapters may make accommodations for special needs, students should clearly assess their financial obligations before deciding to join.

Each chapter has different dues for membership that cover such things as chapter and (inter) national dues, insurance premiums, dues to the campus governing council, social activities, resources, and other miscellaneous costs. While dues are subject to change each year, substantial increases are not typical.

During the 2016-17 academic year, new members paid an average of \$535 per year in dues and initiated members paid an average of \$765 per year in dues. Specific financial information for each organization is available during formal recruitment or can be obtained by visiting the Centre Greek Life webpage (<http://www.centre.edu/campus-life/get-involved/greek-life/>) and clicking on the Greek Life Information and Recruitment Guide (PDF) link.

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### **What is the time commitment involved in belonging to a Greek letter organization?**

There is no minimum or maximum time that a student must donate to the fraternity or sorority. However, if you commit to being Greek, then you should also commit to regularly attending meetings and other activities. Most chapters typically have at least one formal meeting per week and many other optional activities. Through involvement with the organization, students will learn to better manage their time by balancing academics, work, and other commitments.

### **Are Greeks really like the actors in Animal House or MTV's Fraternity or Sorority Life?**

Many people have the misconception that the image of Greek organizations depicted in *Animal House*, *Fraternity and Sorority Life* is really what is happening on college campuses across America. In reality, *Animal House* portrays Greek organizations that have turned away from their original purposes and priorities. These shows, while entertaining, do not portray Greek organizations that hold the positive aspects and contributions of Greek Life, such as service, fundraising, leadership, and education as their priorities. It is interesting to note that almost every organization that has been featured on MTV has been suspended or closed because of their activities.

The (inter)national organizations, the college, and the campus governing councils encourage responsibility in a number of ways, and hold organizations as well as individual members accountable for unacceptable behavior.

### **What about hazing in Greek letter organizations?**

Fraternities and sororities were founded on strong moral, social, and academic principles. Hazing, or any activity which subjects members to harassment, intimidation, physical exhaustion, or mental distress is entirely contrary to those founding principles. Each of the (inter)national organiza-

tions as well as Centre College policy forbid hazing in all student activities at the college. There is no tolerance from any of these three entities for any activity that puts a student's mental or physical health or well-being in jeopardy. Occasionally, an individual or small group of fraternity/sorority members make a poor choice and in these cases the individuals and/or the organizations are held accountable. If any member of the Centre College community experiences or witnesses hazing, they should immediately report it to the Director of Greek Life and/or the Department of Public Safety.

### **What does being Greek really mean?**

Membership in a Greek letter organization is for a lifetime. Choosing the Greek community means working with a group of men or women who can exchange and stand for common goals and ideals while being held to a higher standard than other college students. The Greek experience during the college years is a gateway to many rewards and connections later in life. Each of the twelve chapters that comprise the Greek community here develop a special bond often called brotherhood or sisterhood. Both are nurtured through common work, laughter, service projects, intramurals, and the shared successes, experiences, and frustrations of all. Throughout the student's life, membership will be an unwritten bond of friendship no matter what course his/her life takes.

## BILL OF STUDENT RIGHTS

In order to preserve and guarantee the students of Centre College those conditions which are indispensable to the full achievement of the objectives of higher education in a free democratic society, the student body of the college holds the following rights essential to the complete development of the student as an individual and to the fulfillment of his/her responsibilities as a citizen of that society:

### ARTICLE I

The right to maintain democratic student government and to establish a constitution and any other such regulations as may be deemed necessary and proper to achieve that end.

### ARTICLE II

The right to a fair and impartial hearing with the following inviolable rights specifically guarded: (a) written notice of the charge forty-eight hours before the hearing; (b) the right to present a defense; (c) the right to call and examine witnesses; (d) the right to the assistance of an advisor chosen from students, faculty, and administration at Centre College; (e) the right to confront all testimony presented by the presenter of the case; (f) the right to produce evidence on one's own behalf; (g) the right to be free from self-incrimination; (h) the right to be present at all proceedings of the judiciary, except its private deliberations; and (i) the right to appeal within forty-eight hours following a decision in all disciplinary matters.

### ARTICLE III

The right to petition through proper channels for redress of grievances, including changes in curriculum, faculty members, or grading systems.

### ARTICLE IV

The right of students to a clear and concise statement, upon admission to the college, of their contractual rights, obligations, and responsibilities pertaining to education, extracurricular activities, and college housing.

### ARTICLE V

The right of students and student organizations to use campus facilities, provided the facilities are used for the purpose contracted, subject only to such regulations as are required for scheduling meeting times and places, and maintaining the facilities.

### ARTICLE VI

The right of every student to exercise his/her full rights as a citizen in forming and participating in campus, local, national, or international organizations for intellectual, religious, social, political, economic, or cultural purposes, and to publish and/or determine his/her views and those of his/her organization on campus.

### ARTICLE VII

The right of students, individually, or in association with other individuals, to engage freely in off-campus activities, exercising their rights as citizens of community, state, and nation, provided they do not claim to represent the college.

## THE DEPARTMENT OF PUBLIC SAFETY

It is the goal of the Department of Public Safety (DPS) to make every effort to provide a safe and secure environment for students, faculty, staff, and visitors to campus. The college maintains a staff of public safety officers who monitor the campus and respond to calls for assistance. The officers do not have arrest powers nor do they carry weapons. Their authority is established and defined by the administrative officers of the college. There is at least one officer on duty around the clock, seven days a week. The officers are trained in various areas of general security and fire safety. They do not limit their efforts to criminal activities, and will respond to any matter involving the personal safety of someone within the Centre College community. All DPS personnel are considered official representatives of the college. Students, other members of the community, and visitors are expected to obey any lawful directive given by these officers. Failure to comply is automatically considered a violation of college policy. Students, in particular, should at any time be prepared to present an official Centre College I.D. to officials of the college as form of identification.

### **Public Safety location and HELP number**

The DPS office is located on West Walnut Street on the first floor of the Walnut House. The office may be reached twenty-four hours a day by dialing **4357 (HELP)** if on campus or (859) 236-4357 if away from campus. The extension numbers for the directors' offices are 5534 and 5535.

### **Dialing 911**

In the event of a serious emergency requiring the response of local emergency personnel, dial 9-911 from a campus extension, and also contact the on-duty campus safety personnel immediately.

**Emergency Telephones** are located at the north-east corner of Yerkes, the southeast corner of the Jones Visual Arts Center, in front of Chowan, and outside the east entrance to the Ruby Cheek House, and red international phone booth near the Walnut House. Pressing the red button (dialing is not necessary) located on the front of the telephone provides direct line access to the officer on duty.

### **CAMPUS EMERGENCY RESPONSE PROCEDURES**

Upon discovering a potential emergency situation students should call the campus help line (4357) from a safe location as soon as possible. Give the officer as much information as possible regarding the emergency. DPS will take the necessary steps needed to notify and inform the college community of any procedures and precautions which need to be taken as a result of the emergency.

**Forms of emergency communication used by the College** - Updates to the Centre website are the primary source of information during an emergency.

- Emergency Mass Notification System
- E-mail
- Portable bullhorns
- Phone trees (organized group calling)
- Emergency video display in public areas

A campus wide **Emergency Response Plan** is available at the public safety office. The mission of the plan is to provide a coordinated, effective response in the event of a natural or man-made disaster on or around the Centre College campus, to provide for the health and safety of all affected individuals within the Centre community, to minimize property damage, and to return Centre to normal operating conditions following such an emergency. Designated safe places and other pertinent information regarding severe weather and other safety evacuation procedures are posted in all campus buildings.

### **Emergency Mass Notification System.**

In the event of an emergency, this system will simultaneously e-mail, call, and text all students, faculty, and staff with information concerning the emergency. All students will be signed up for this service at the beginning of each academic year. Students will be able to opt out of receiving emergency texts and calls.

Emergency notification television monitors are located in Crouse, Carnegie, Cowan, 762 West Main, the Norton Center, Young Hall, Sutcliffe Hall and in the Campus Center. These devices will allow the DPS to notify members of the campus community during an emergency in these areas where cell phones may not be readily available. The monitors will only be activated in the event of an actual emergency where further action is necessary. These supplement the emergency mass notification text-messaging system.

### **Severe weather/tornado warning**

If a severe weather situation or emergency arises, DPS will alert the entire campus by activating the Emergency Mass Notification System. In the event of a tornado watch, a mass e-mail will be sent to alert everyone to be aware of changing weather conditions.

### **Mental health emergencies**

A student experiencing a mental health emergency may contact DPS to access an on-call member of the counseling services staff, or call (859) 238-5740 for an on-call phone number. Students may also call 911 or go to the Emergency Room of Ephraim McDowell Regional Medical Center. The recommended Suicide Prevention Lifeline number is 1-800-273-8255.

**Maintenance emergencies** after normal business hours or on weekends should be directed to DPS. The safety officer on duty will contact the on-call facilities management employee and he/she will respond to the situation as needed.

### **PARKING REGULATIONS**

**Vehicle registration.** All motorized vehicles must be registered when they are brought to campus. All currently enrolled students who bring a vehicle to campus must register that vehicle. Students register their vehicle online. Owners will be issued a decal indicating the lot(s) in which they are authorized to park. An annual \$50 registration fee will be assessed to the student's bill. Temporary decals may be purchased at the DPS office for \$2 per week. For those students who do not live in Centre College residences, a commuter decal must be purchased for \$10. Visitor permits are free of charge and may be obtained at the public safety office. Parking on the streets surrounding the campus does not exempt students or faculty/staff from registration and the acquisition of a decal. The static cling decal should be placed on the inside of the driver's side rear window.

### **Designated parking areas for students**

- Grant and College streets corner parking lot
- Hillside units (east and north side)
- Lots adjacent to Acheson-Caldwell, Cheek-Evans, Yerkes, and Pearl Hall
- Lot behind the sorority houses excluding the area designated for faculty/staff
- Lot behind Brockman
- Designated lots on Beatty Avenue
- Designated areas next to the Centre Post Office
- Lot under the viaduct
- Lot behind Stuart Hall
- Lot behind Ruby Cheek House
- Designated areas of the lot west of Harding Street (near Facilities Management)
- Lot at the corner of Fifth and Main

Students may not park in the lot adjacent to 136 North Fifth Street. The only legal parking spaces on campus are those marked with lines. Students are allowed to park in faculty/staff lots after 5 p.m. until 7 a.m. during the week and during the weekend until 7 a.m. on Monday morning. This policy is in effect during breaks, as well.

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**Visitor parking.** Students are prohibited from parking in visitor lots at any time. Visitors should obtain a free parking pass from DPS by calling ext. 4357. This pass allows them to park in any parking lot on campus.

**St. Mildred's Court.** Students who live in college residences on St. Mildred's Court (Rodes, Fox Hall) are required to sign an agreement to park in the lot behind the academic dean's home - across from Fox Hall - only residents of St. Mildred's Court may park in this area. Those who do not abide by these regulations are subject to citations, even though St. Mildred's is a city street.

**Faculty/staff** must register their vehicle online through the DPS webpage. There are designated areas for faculty/staff parking and students are not allowed to park there.

**Parking fines.** No decal displayed, fire lane, restricted area, yellow zone, or on the grass: \$50; handicapped area \$75. Fines may be paid at the DPS Office located in the Walnut House. Unpaid fines are periodically sent to the Finance Office. If you feel you were ticketed in error, you may file an appeal within seven working days from the date of the citation.

**Parking appeals process.** In order to consistently and efficiently address parking citations, DPS has established an appeals process. Appeals must be filed within seven working days from the date of issuance on the citation. Appeal forms can be found on CentreNet under the Forms tab then Student Life Forms. Persons filing appeals will be notified by e-mail regarding the outcome. All decisions are final. Appeals based on the following will not be recognized as a valid reason for appeal:

- Ignorance of the regulations
- Late for classes, meetings, appointments, etc.
- Inability to find convenient legal parking
- Inclement weather

**Towing policy.** If any member of the Centre community receives three parking tickets within the academic year, she/he will receive a notice stating that if she/he parks in an unauthorized area again, the vehicle will be towed. Once a vehicle has been towed, the owner will be notified by DPS. If the vehicle is once again parked illegally, it will be ticketed and the owner's parking privileges will be rescinded for the remainder of the academic year.

### **CRIME PREVENTION/PERSONAL SAFETY**

Crime prevention at Centre is a top priority of the Department of Public Safety. Every reasonable effort is made to help people avoid becoming crime victims. This focus is evident in the crime prevention efforts of the DPS and the Student Life Office through which it reports. Information concerning Public Safety on campus is provided during orientation. The educational process continues periodically in residence hall meetings conducted by the Residence Directors and/or Resident Assistants. Personal security issues are brought to the students in a variety of ways during these sessions. In addition, the Department of Public Safety conducts crime prevention/public safety talks throughout the year or upon request. For a number of reasons, including respect for individual privacy, vehicle safety, and maintaining an attractive campus, the placing of handbills on automobiles or distribution of fliers or other advertisements in residence hall rooms is prohibited.

DPS provides crime statistics annually as mandated by the Federal Jeanne Clery Act and the state law known as the Michael Minger Act. This law requires the college to provide specific information about criminal activity on Centre's campus. This information must be published and distributed to the students, faculty, and staff, as well as prospective students or employees requesting it. The report is published on the calendar year and does not coincide with the academic calendar.

### **Safety tips**

- Use the escort service. A 24-hour escort service is provided by DPS for students who live on campus
- Never walk alone. Travel in pairs using well-lit routes
- Keep your residence hall door locked at all times
- Immediately report lost or stolen ID cards
- Immediately contact DPS when a suspicious person is noticed anywhere on College property
- Keep your automobile locked at all times
- Keep valuables in a safe place
- Do not hide or loan out your door key
- If using alcohol, do so in moderation
- REMEMBER - CALL 236-4357 for HELP

**Unauthorized use of buildings.** Any student found in campus buildings after normal operating hours without authorization, or found on any roof will be fined \$500. Students found inside constructions areas on campus will be fined \$500.

**Party in a residence hall.** Students may not host or participate in parties in residence halls. This includes all rooms and public spaces. The president's room and the rooms on the second floor of fraternity/sorority houses are considered residence hall rooms for this purpose. If students are cited for hosting a party, the fine will be \$100 multiplied by the number of residents who live in that particular residence. Those residents who are present at the time of the citation will be responsible for paying the entire fine. For example, if a Hillside unit is cited for having a party in the living room area, since six students live in each Hillside, the fine would be \$600. In this Hillside example, if only two of the residents were present, only those two residents would be responsible for the \$600 fine. If none of the residents were present at the time, the fine would be evenly distributed among all six who live there. Students are responsible for any activity taking place in their room regardless if they are present. If the party

was contained to one room in the Hillside unit, the two residents of that room would be responsible for the fine, which in this case would be  $\$100 \times 2 = \$200$ .

**Railroad property.** Students are prohibited from entering railroad property. This includes parking lots, access roads, or any other property owned by the railroad. Students found on railroad property are subject to arrest for trespassing. Student vehicles parked on railroad property are subject to be towed by railroad personnel.

### **FIRE SAFETY REGULATIONS / POLICY**

- Smoking is not allowed in campus buildings, including residences and rooms
- Electric appliances, hotplates, George Foreman type grills, toaster ovens, frying pans, waffle irons, portable heaters, microwave ovens (over 900 watts), refrigerators (over 6 cubic feet), self-installed ceiling fans, halogen lamps, candles, incense, and air conditioners are not allowed to be used in campus buildings, including residences
- No more than one over-stuffed chair or one sofa may be placed in any residence hall room
- Extension cords may be used on a limited basis but must be UL approved, heavy-duty 14-gauge wire, and may not be located under a bed or rug
- Motorcycles and bicycles may not be kept in the residence hall/house or rooms, hallways, stairwells, or in any other location which would interfere with fire exits from the building or cause a safety hazard for others. Locked bicycle sheds are located at three locations on campus
- All Christmas or other decorations must be fire proof and the lights UL approved and must be taken down before students leave for break. Live Christmas trees are not permitted

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- Candles, oil lamps, or other open-flamed items for decorations or for any other use are prohibited
- Fog/smoke machines are not allowed in campus buildings
- Access to and from residence hall/house rooms (doors and windows) must be kept clear. Clothing, trash, books, etc. must not be placed in such a manner as to inhibit easy entrance to or exit from the room
- All carpet must be fire resistant
- Strategically located fire extinguishers must be used only in accordance with the instructions listed on the side of each extinguisher

**Fires may be burned in outdoor grills or fire pits only under the following conditions:**

- When a specific person fills out in advance a registration form available from DPS and takes responsibility for assuring safe conditions and seeing that the registered fire is extinguished
- When a fire extinguisher is kept nearby
- At times prior to midnight
- A copy of regulations and procedures will be provided by DPS to any person(s) requesting permission to build such fires
- The use or possession of fireworks anywhere on campus at any time is prohibited  
Violation of this policy will result in disciplinary action
- Flammable materials may not be stored in any residence unit. Contact DPS for authorized areas of storage. For more information, see the Residence Life section in this handbook
- Safety inspections for every residence hall room are conducted during Fall break. Safety violations and/or fire hazards are noted and those students found to be in violation are notified. A re-inspection of those rooms found to be in violation is conducted during Thanksgiving break. Students who have not made corrections are held responsible and are fined for a safety violation and for their lack of compliance

**FIRE EVACUATION PROCEDURES**

**If you are in the hallway**

- Leave by the nearest exit
- Pull the alarm on the way out

**If you are in your room**

- Put on shoes and grab a towel
- Feel door and knob for heat
- If knob or door is hot **STAY IN ROOM**
- Stuff towel or clothing under door to prevent smoke from entering
- Go to window to notify fire fighters that you are in the room, wait for the fire fighters to affect a rescue

**If you can leave your room (knob or door is not hot)**

- Open door cautiously and exit room
- Close door behind you
- Leave building in a quick but orderly fashion by designated exit. If the exit is blocked by smoke or fire, proceed to alternate exit. Get completely out of the building
- Make sure all fire doors are closed behind you
- Meet with the rest of the residents of the living unit at a designated meeting place outside of the building. This meeting place will be determined by each living unit at the beginning of each school year

**If fire is in your room**

- Exit room immediately
- Close door behind you
- Pull nearest fire alarm
- If fire is containable, use nearest fire extinguisher
- Call the Danville Fire Department (9-911 or 238-1220)
- Notify DPS at 4357 (HELP) on campus or (859) 236-4357 if off-campus and your RA whenever there is a fire in the building regardless of whether or not the fire department is called



Sending your child off to college is a big step for them AND for you. As a parent you can't help to worry about them and their safety. Should your child go missing Centre staff will do everything they can to assist you, but colleges are not set up to find missing students, especially if a student goes missing while off campus - which is the case 96% of the time. In that situation, the college relies on law enforcement agencies. **Call Alert Center** is the premier recovery service with a 100% recovery rate since 2005. They specialize in creating and distributing information quickly to mass numbers for a successful return.

**Call Alert Center** is pleased to offer **Centre parents a 20% discount**, for only \$13.50 per year per student. You may then renew your membership each year your student is in college.

To learn more about their services and to register, (enter promo code CACSPECIAL) please visit the website at <https://callalertcenter.com/college>

## SEXUAL MISCONDUCT AND HAVEN FOR PARENTS

Centre College is a caring community that places a premium on student safety and healthy relationships. As part of Centre's commitment to campus well-being, The Sexual Misconduct Policy was created and is intended to send a clear and unmistakable statement against sexual misconduct of any kind. The policy incorporates specific definitions of sexual misconduct behavior that includes sexual harassment, violence, exploitation, stalking, bullying, retaliation, and cyber-related misconduct.

As part of the college's strategy, Centre students, faculty, and staff participate in an educational program called "Haven—Understanding Sexual Assault." The program was created by EverFi, a national leader in sexual assault prevention, and the most widely used alcohol prevention program in higher education. All incoming, first-year students are expected to complete this training module, along with another called AlcoholEDU prior to their arrival for the beginning of the academic year.

The next few pages contain material Everfi specifically developed for parents and families. When having conversations with your child about these topics - this material is intended to help you. Please don't hesitate to let us know what questions you might have about this material.

To see Centre's Sexual Misconduct Policy in its entirety and read other information about what the college is doing, visit <https://www.centre.edu/campus-life/student-life/sexual-misconduct-policy/>



# EVERFI

## **Haven for Parents Resource Website**

<http://everfi.com/higher-education/haven-for-parents/>

EverFi has partnered with Centre College as part of its strategy to promote healthy behaviors and prevent sexual assault and relationship violence. As such, your student has been asked to complete Haven – Understanding Sexual Assault, an online learning program designed to engage and empower students to create safe, healthy college communities.

Built in collaboration with leading researchers and prevention professionals, Haven helps reinforce healthy attitudes and behaviors and prepares students to identify and respond to unhealthy or risky situations during their college experience and beyond. In addition, as many schools use Haven in conjunction with AlcoholEdu for College, your student will likely receive this comprehensive education as they prepare for their transition to college.

## **Your Role**

While this transition is an exciting time for students, research shows that the first few weeks of college pose the highest risk across a variety of behaviors, including alcohol use and sexual assault. During the transition to college, parents and caregivers can play a crucial role in continuing to make a positive impact on their student's health and well-being. Here's some research to give you confidence:

- Parental monitoring has been shown to be a protective factor in adolescent dating relationships, including the prevention of dating victimization.
- When parents show an interest in and monitor their child's free time during the transition to college, students are less likely to spend time with heavy drinking peers and are more likely to limit their personal consumption during their first year.

## **Understanding the Issues**

During the Haven course, students will learn about the issues of sexual assault, relationship violence, sexual harassment, and stalking. They will have opportunities to explore how and why these issues exist, and think about their role in prevention. Below are some contributing factors that students will explore during Haven.

### **Gender Socialization**

Sexual and relationship violence often relate to socialized identities and expectations. Messages about gender roles and expectations come from all around us, whether it is how children are treated differently when they cry, gender-related roles in movie scripts, or peer group pressures.

During Haven, students are encouraged to think about the roles they associate with masculinity and femininity and how these roles may manifest in relationships. While most students are not engaging in acts of physical or sexual violence, we must also teach them to make the connection between things like sexist or homophobic language in perpetuating a culture that condones this behavior.

### **The Role of Alcohol**

Through participation in Haven, students will recognize the ways that alcohol can be used to incapacitate victims, learn about alcohol risk-reduction strategies to keep themselves and others safe, and develop skills for being an active bystander in risky or dangerous situations where alcohol may be present.

While research shows that the majority of sexual assaults involve alcohol, it is important to remember that alcohol consumption does not cause sexual assault. Alcohol is used as a tool by perpetrators to increase vulnerability in potential victims. In Haven, students will learn that someone who has consumed a lot of alcohol is not capable of

giving true consent, and that intentionally using alcohol to take advantage of someone sexually is sexual assault.

It is vitally important to remember that while people are more likely to be assaulted when they are drinking, an assault is never the fault of the survivor. Placing blame on sexual assault victims for what happened to them—for any reason—is unacceptable and contributes to the very lack of perpetrator responsibility and accountability that lends to such high rates of sexual violence to begin with. As friends and loved ones of survivors, students can help support their healing by believing them, assuring them that what happened was not their fault, and sharing resources.

### **The College Effect**

College is often portrayed in the media as a time for new experiences and experimentation, often with regards to partying and hooking up. Although the majority of students enter college with healthy attitudes and behaviors regarding alcohol and relationships, the transition to a new environment and exposure to new peers and experiences can lead to what researchers call the “college effect.”

As mentioned earlier, the first few weeks of college pose the highest risk across a variety of behaviors, and the transition to college can be particularly detrimental to a subset of students. Students may be dealing with issues such as homesickness, financial constraints, loneliness, academic pressures, and stress, which can lead to additional negative consequences and behaviors. Given the new environment, misperceived expectations around alcohol use and sexuality, and the social pressures facing students, the first six weeks of college tend to be a particularly high-risk period for sexual assault.

### **Why is there such a sudden focus on this issue?**

While it may seem that sexual assault has suddenly come to the forefront of higher education, the reality is that this issue that has been occurring for decades. Until fairly recently, issues of sexual and relationship violence were not discussed openly, and as such, victims felt (and often experienced) that they would not be supported if they came forward. While legislation has been put in place over the past thirty years to assist with reporting and response, these measures were not as focused on primary prevention. As these issues continued to persist, many college students felt that institutions were not doing enough to prevent issues of sexual violence and respond appropriately when issues were reported. Activism efforts, largely on the part of college students, led to additional legislation for colleges and universities with an increased focus on prevention. Additionally, as these issues have come to the forefront of the nation’s agenda, individuals and groups all over the country are encouraged to play a role in preventing and responding to sexual and relationship violence.

### **Being an Active Bystander**

Throughout the Haven program, your student is encouraged to be an “active bystander” to help create a community of support and respect at their new school. One of the greatest things that a family member can do is to model similar values at home. Below, we’ve outlined five steps that you can take to do just that.

#### **1. Start a dialogue.**

As a loved one, you don’t necessarily need to have all of the answers. Simply asking about the opinions of your student can be a wonderful way to begin a dialogue around healthy relationships and sexualized violence. Chances are, this is an issue that they have been increasingly educated about on their campus, in the media, and through programs like Haven. They may even be honored to be able to share their perspective.

#### **Some helpful questions to start the discussion could be:**

- Do you know anyone that this has happened to?
- Why do you think it happens so frequently in college?
- Have you ever had to step in or intervene in a situation? How did you feel?
- What did you do to intervene?
- Do you and your friends talk about violence on your campus? How?
- What do you think a healthy relationship looks like?

- How do you think you'd know if you were in a relationship that wasn't healthy?

## **2. Check your gender biases.**

Think about some of the preconceived notions about gender that exist in our society, and how they might play into an unhealthy culture at college. How might such beliefs as "women should be nurturing and passive" or "men should be aggressive and competitive" be problematic? A great first step in becoming an ally is to evaluate your own perspective and underlying beliefs, and to explore any biases that you might have.

## **3. Model appropriate intervention.**

During their participation in Haven, your student has been encouraged to speak up or safely intervene in situations that could become problematic. Some examples of bystander intervention include:

- Speaking up if someone makes an offensive comment.
- Helping out if someone seems too intoxicated to get home safely.
- Stepping in if a person is treating another person disrespectfully.
- Providing words of support or comfort to someone who has experienced sexual assault.

Begin to think about the ways in which you model your own values. If someone tells an offensive joke, or makes a degrading or inappropriate remark, how do you respond? Think about ways that you might be able to intervene when presented with these situations in your own life. Then, if comfortable, practice intervening when the situation presents itself--provided that it is safe to do so.

## **4. Refrain from victim-blaming language.**

Through Haven, your student has been taught that sexual assault is never the fault of the survivor. As a parent, it is important to echo this sentiment. Where a person was when an assault occurred, what they were wearing, whether or not they were drinking, or whether or not they had been intimate with their assaulter in the past are all irrelevant. The only person to blame following an assault is the person who committed it.

## **5. Lead by example.**

Legislation In Brief <http://everfi.com/higher-education/haven-for-parents/>

Over the past 40 years, a variety of legislative actions have been put in place to ensure fairness, equality, education, and support aimed at reducing instances of discrimination and sexualized violence on college campuses. Below you will find a brief summary of each, as well as links where you can find additional information.

### **Clery Act**

Developed following the death of Jeanne Clery, a college student who was brutally raped and murdered in her dorm room in 1986, the Clery Act is a law that requires all colleges and universities to document crime and safety within their communities in a variety of ways:

- An Annual Security Report, which contains statistical information about crimes on-campus, security policies and ongoing trainings for faculty, staff, and students.
- Timely Warning Notifications that are sent out to the campus community whenever a crime that poses a serious threat has occurred or is currently occurring. These must be done in a way that is designed to reach the campus community at large.
- Comprehensive educational offerings related to violence prevention.

The Clery Act was amended by the reauthorization of the Violence Against Women Act in 2013 (see below). As such, campuses must also have a Sexual Assault Victim Bill of Rights. This document provides information about victim rights, judicial processes, and educational offerings around the issues of sexual assault, domestic violence, dating violence, and stalking. These amendments to VAWA focused on increased transparency, students' rights, conduct proceedings and prevention training. Read more here: <http://clerycenter.org/summary-jeanne-clery-act>

### **Violence Against Women Act (VAWA)**

VAWA is a federal law intended to increase education related to sexualized violence, expand the scope of programs and services offered to survivors, and hold perpetrators accountable for their actions. Although titled the “Violence Against Women Act,” it is important to note that this act is applicable to all people. **Read more here:** [https://www.whitehouse.gov/sites/default/files/docs/vawa\\_factsheet.pdf](https://www.whitehouse.gov/sites/default/files/docs/vawa_factsheet.pdf)

[http://nnedv.org/downloads/Policy/VAWAReauthorization\\_Summary\\_2013.pdf](http://nnedv.org/downloads/Policy/VAWAReauthorization_Summary_2013.pdf)

### **Title IX**

Title IX protects all members of a college community from sex-based discrimination, harassment, violence, or abuse. Each college/university is required to have a Title IX Coordinator, who typically oversees several deputies. These individuals are responsible for ensuring that incidents of sex-based discrimination (including sexual assault) are responded to promptly, and that all members of a campus community are provided the rights afforded to them by this act. **Read more here:** [http://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)  
<http://knowyourix.org/title-ix/> or <http://www.titleix.info/>

### **Supporting Survivors**

As a family member, your loved one may come to you and disclose an experience that they have had related to sexual assault. Although there are no “perfect” things to say in a situation like this, we hope that the following examples will provide some guidance. Above all else, kindness, compassion, care, and concern can go a long way.

**\*\*Note:** We often use the term “survivor” in place of “victim.” Language and terminology can have a significant impact on the way in which we are viewed and the way that we view ourselves. By deliberately using the term “survivor,” we choose to stand in solidarity with those who continue to persevere despite trauma. That said, your loved one may have a preferred term for themselves in relation to what they have experienced, so let them guide you in the language that you use.

### **Helpful Things to Say:**

“I believe you.” – It is important for a survivor to know that they are believed, especially by those close to them.

“This isn’t your fault.” – One of the first things that many victims of sexualized violence experience is self-blame. A sexual assault is never the fault of a survivor, and it can be incredibly powerful to hear this reminder from those that they care about.

“I’m so sorry that this happened to you. You didn’t deserve this.” – As self-evident as this statement may seem, it can be incredibly powerful. Self-blame is a common occurrence following a sexual assault, and survivors may benefit from this important validation, particularly when coming from a loved one.

“I admire your strength in sharing this.” – For some survivors, the process of telling their story to those that they care about can be a difficult one. It is important to acknowledge that sharing such a personal experience can be challenging, and takes a great deal of strength. Validating this with a simple acknowledgement can be profound.

“You are not alone.” – Each year, it is estimated that 1 in 5 college women and 1 in 20 college men will experience an act of sexualized violence. These rates tend to be even higher for members of the LGBT community. While any act of sexualized violence is surely unacceptable, it can be important for survivors to know that they aren’t alone. Many college campuses or local counseling centers have survivor-specific support groups, and a wide variety of supports exist online as well. See the FAQ/Resources section for more information.

“There is help available.” – Even if your loved one is not in a place where they are interested in seeking help, it’s important to let them know that it exists. The choice to report an assault or seek help must be that of the survivor alone, but it can be helpful to let them know about available resources should they decide that is something

that they are interested in pursuing. It's also important to note that while it may be tempting to act on behalf of your loved one, it is important to allow the process to be their own. This can be a powerful step towards regaining a sense of power and control that is often taken away through an assault.

"You are allowed to feel the way that you do." – The process of healing from a sexual assault can be a complicated one, and survivors often experience a multitude of emotions around it. It is important to be compassionate and supportive during this experience. Try to avoid telling the survivor how they "should" feel, or how you think that you'd feel if it happened to you. Each survivor experiences a unique healing journey, and there is no right or wrong when it comes to the emotions that come with it.

"I'm here for you." – This is an important message to send, under the condition that you truly can be there for a survivor should they need it. The experience of a sexual assault can often leave a survivor feeling unsure of who they can trust. As such, it is crucial that upon making this statement you are also prepared to back it up.

Still at a loss for words? It's okay. It's important to know that if a loved one is assaulted, you may find yourself experiencing a variety of emotional reactions as well. For some additional resources on supporting a loved one while also taking care of yourself, check out the Frequently Asked Questions section.

### RESOURCES AND FREQUENTLY ASKED QUESTIONS

**Resources for You:** <http://everfi.com/higher-education/haven-for-parents/>

**Do's and Don'ts in Supporting a Survivor** <http://knowyourix.org/i-want-to/support-survivor/>

**Help Someone You Care About** <https://rainn.org/get-help/help-a-loved-one>

#### **Self-Care for Friends and Family**

<https://rainn.org/get-information/sexual-assault-recovery/tips-for-friends-andfamily>

#### **For Friends, Family, and Partners of Rape and Sexual Abuse Survivors**

<http://www.pandys.org/secondarysurvivors.html>

#### **College Sexual Assault Prevention: A Parent's Guide**

<https://www.noodle.com/articles/college-sexual-assault-prevention-a-parentsguide>

#### **Resources for Your Student:**

Not Alone (sexual assault) <https://www.notalone.gov/>

**Stalking Resource Center (stalking)** <http://www.victimsofcrime.org/our-programs/stalking-resource-center>

**GLBTQ Domestic Violence Project (domestic violence, sexual violence, LGBTQ)** <http://www.glbtqdv.org/>

**National Coalition Against Domestic Violence (domestic violence)** <http://www.ncadv.org/>

**Men Can Stop Rape (sexual violence, healthy masculinity)** <http://www.mencanstoprape.org/>

#### **National Dating Abuse Helpline (dating abuse)**

<http://www.thehotline.org/2013/02/dating-abuse-resources-for-teens/>

**Love Is Respect (dating violence, 24-hour hotline)** <http://www.loveisrespect.org>

**One Love Danger Assessment App (dating violence)** [http://www.joinonelove.org/my\\_plan\\_app](http://www.joinonelove.org/my_plan_app)

**Legislation and Legal Resources: Know Your IX** <http://knowyourix.org/>  
**Victim Rights Law Center** <http://www.victimrights.org/>

**Office of Civil Rights (OCR)** <http://www2.ed.gov/about/offices/list/ocr/index.html>

### **Frequently Asked Questions**

- Sexual assault can be a difficult topic. How do I begin the conversation with my student?
- What should I do if a loved one experiences sexual assault or relationship violence?
- Why don't all survivors report?
- How common are false accusations?
- What are the consequences of sexual assault for the survivor?
- What are the consequences of sexual assault for the perpetrator?
- What are the consequences of sexual assault for the community?
- What should I review at my student's school to understand their policies and resources?

### **Sexual assault can be a difficult topic. How do I begin the conversation?**

Some helpful questions to start the discussion could be:

- Do you know anyone that it has happened to?
- Why do you think it happens so frequently in college?
- Have you ever had to step in or intervene in a situation? How did you feel? What did you do to intervene?
- Do you and your friends talk about violence on your campus? How?
- What do you think a healthy relationship looks like?
- How do you think you'd know if you were in a relationship that wasn't healthy?

### **What should I do if a loved one experiences sexual assault or relationship violence?**

As a family member, your loved one may come to you and disclose an experience that they have had. This can be extremely difficult to hear, and you may find yourself experiencing a variety of emotional reactions. While it may be tempting to act on behalf of your loved one, it is important to allow the process to be their own. We encourage you to review the Supporting Survivors section for helpful and validating responses.

### **Why don't all survivors report?**

Sexual assault, dating violence, and stalking are often underreported. Regardless of a why an individual chooses not to report, it is still important to respect their choices and support their process. Taking the step forward to report is ultimately the decision of the survivor.

### **Reasons for non-reporting vary. Some may include:**

- They may be ashamed or embarrassed
- They may consider the incident a personal matter and want to deal with it on their own
- They may not want others to find out
- They may blame themselves for the assault
- They may not want the perpetrator to get into trouble
- They may fear retaliation by the perpetrator
- They may fear not being believed
- They thought they may be blamed for what happened
- They may not consider the assault to be serious enough to report
- They may fear insensitive or negative treatment by authorities
- They may belong to communities that are frequently targets of police violence and do not see law enforcement as a supportive option
- They may fear that they or others would be punished for other fractions, such as underage drinking
- They may be confused about how to report
- They may not want others to find out what happened
- They may not want to go through the trauma of reliving the assault

- They may not want to participate in the adjudication process

#### **How common are false accusations?**

Research suggests that the prevalence of false accusations of sexual assault is between 2-10%, less than that of burglary. If law enforcement officials factually prove a reported crime never occurred, it is considered a false report.

Understanding victim behavior is essential to understanding why false rape claims are not a common problem. There are many legitimate reasons a survivor may give confusing statements to investigators.

#### **Why might a survivor's account have so many inconsistencies?**

- Sharing details of the assault may be uncomfortable
- The effects of trauma on the brain, as well as drug or alcohol intoxication, could lead to a foggy memory of the assault
- Survivors may leave out details that they believe could question their credibility, such as drinking
- Survivors may fear incriminating oneself if the assault involved illegal activity
- Survivors may not trust authorities
- Survivors may want to protect the perpetrator if they had a prior relationship or are members of the same group
- Survivors may want to make their report seem more believable and include false details

#### **National Sexual Violence Resource Center, False Reporting, 2012**

[http://www.nsvrc.org/sites/default/files/Publications\\_NSVRC\\_Overview\\_False-Reporting.pdf](http://www.nsvrc.org/sites/default/files/Publications_NSVRC_Overview_False-Reporting.pdf)

#### **What are the consequences of sexual assault for the survivor?**

Sexual assault can have a range of effects on the survivor. Of immediate concern is a survivor's physical health and safety. Through analyzing EverFi's anonymous student climate surveys, we found that 14% of campus sexual assaults resulted in physical injury, and 5% resulted in sexually transmitted infections.

Long-term effects of sexual assault can be just as serious. We found that 39% of survivors reported that the incident had a negative impact on their schoolwork. Survivors may hold back from participating in class, or they may miss classes, assignments, and tests. These difficulties can result in dropped courses, transfers to other institutions, or withdrawals from school. Consequences also extend beyond the classroom.

According to EverFi data, 48% of survivors reported a negative impact on their social/recreational activities, 56% reported a negative impact on their social relationships, and 64% reported a negative impact on intimate relationships. Mental health can also be affected. Survivors have an increased risk of depression, personality disorders, and suicide. They are also more likely to develop eating disorders and issues with substance abuse and self-harm. Posttraumatic stress can be common.

Given the consequences experienced by survivors, support resources for survivors are vitally important. We encourage you to review the Supporting Survivors section for helpful ways to show support.

#### **What are the consequences of sexual assault for the perpetrator?**

Data from the U.S. Justice Department's Office on Violence Against Women shows that institutions expel 10-25% of perpetrators found "responsible" for sexual assault. Outside of institutions of higher education, the Department of Justice reports that out of every 100 cases of sexual assault, 32 will get reported to the police, 7 will lead to an arrest, 2 will lead to a felony conviction, and 2 perpetrators will spend one or more days in prison.

Department of Justice, Office on Violence Against Women, Report to Congress on the 2012 Activities of Grantees Receiving Federal Funds Under the Grants to Reduce Violent Crimes Against Women on Campus Program. (2013)

Department of Justice, Felony Defendants in Large Urban Counties. (2009)

**What are the consequences of sexual assault for the community?**

Sexual assault can greatly impact the college community. It threatens the trust students place in their administrators, and questions their commitment to protecting students. Students may reevaluate how safe they feel on campus, affecting engagement and participation.

Sexual assault can also place a large financial burden on an institution. Title IX and Clery Act requirements ensure that reasonable accommodations be provided to survivors upon request, contributing to potentially substantial administrative overhead and personnel costs for counseling, healthcare, and academic services. Add to this the increased staff time required to investigate sexual assault cases, the costs of litigation that may ensue from these cases (upwards of \$200,000 per suit), and the negative publicity associated with high-profile incidents, and it becomes clear that institutions of higher education have both moral and practical reasons for reducing rates of sexual violence.

**What should I review at my student's school to understand their resources and policies?**

- What kind of sexual assault prevention work is the school currently doing?
- What services are offered on campus? Is there a crisis hotline or referrals to off-campus organizations that help students?
- What is the sexual assault policy? (To find, go to the school's website and search for "sexual assault", "sexual assault disciplinary procedures," and "annual crime statistics")
- Is the process for reporting sexual assault easy to understand?
- Can students report anonymously?
- What is the judicial process? Is the process explained clearly in the school's policy and procedures?
- Can survivors receive necessary accommodations?
- Who is required to receive sexual violence prevention and response training? How often?
- Does the institution inform students of their rights? How do they do this?
- Do the students have a voice in prevention? Programming? Policy?

THIS MATERIAL IS FROM EVERFI. EverFi, Improving Campus Sexual Assault Prevention: A Best Practice Guide for Administrative Leadership, 2016. For more information, charts and live links to this material go to: <http://everfi.com/higher-education/haven-for-parents/>



## MONEY MATTERS & MORE

This information is from the finance office and the office that monitors student work-study. Hopefully it will help you understand how student accounts works. The student's ID card provides access to three accounts: Centre Bucks, Flex \$\$, and Student Printing. Note that Centre laundry facilities are FREE.

### CENTRE BUCKS

The Centre Bucks account is a declining debit account that runs through the student ID card, which can be swiped at any of these locations:

- The Centre Bookstore
- Papa Johns
- CVS Pharmacy
- About 20 campus Pepsi machines
- Centre Document Services (CDS)

Campus dining (Cowan, Sandella's, and the Everyday Café) DO NOT accept Centre Bucks.

Students may add to their Centre Bucks at any time through the Finance Office. Call or come into the office to make a deposit using cash, check, or credit card (American Express, MasterCard, and Visa) a fee of 2.75% will be added to all credit or debit card transactions. Bucks left at the end of the year is carried over to the next academic year.

### FLEX \$\$ AND MEAL PLANS

Flex \$\$ are attached to the student's meal plan and are under the control of Sodexo (our campus food service). Both the meal plan and Flex \$\$ are accessed by using the student ID card. Flex \$\$ may be used at Cowan Dining Hall (when a student has used up their allotted meals for the week under their plan), the Everyday Café, and the Hall of Fame Café.

A student may add to their Flex \$\$ account by check (to Sodexo) or cash at Cowan Dining Hall. Flex \$\$ carry over from fall term to winter/spring

term. Flex \$\$ left at the end of the year DO NOT carry over to the next academic year. Most students find very creative ways to spend every last penny if it appears they may have any left at the end of the year.

### CASHING CHECKS, BANKS, AND ATMS

There is one ATM machine on campus (located in the Campus Center). The ATM is through Community Trust Bank. Other ATMs are located at Speedway and at the nearest banks, all within one or two blocks of campus: Farmers National Bank at 3rd and Main Streets (next to the Centre bookstore), Chase, PNC, Central Kentucky Federal Savings Bank, and Community Trust.

The campus cashier's office is open from 8:30-4:30 (closed 12-1) and will cash checks up to \$100 for students. Farmers National Bank, on Main & Third St., will cash student checks for any amount as long as a student has an ID.

#### Contact Finance Office

The Finance Office is located in the Horky House. The Cashier's Office is on the first floor. Hours are Monday through Friday from 8:30 a.m. to 4:30 p.m., closed noon to 1 p.m. for lunch during normal operating schedule.

Call the Finance Office at (859) 238-5452

Rebekah Bertram  
Student Accounts, (859) 238-5452  
[rebekah.bertram@centre.edu](mailto:rebekah.bertram@centre.edu)

Judy Cummins  
Assistant to the Controller, (859) 238-5454  
[judy.cummins@centre.edu](mailto:judy.cummins@centre.edu)

## STUDENT PRINTING ACCOUNT

Network printing and copying is available using shared printers located in the library and other areas on campus. Students may also connect a personal printer directly to their own computers. To control costs and discourage inappropriate and wasteful printing, printing is monitored on network printers.

Beginning Fall term each student is allocated \$33 by the College in their printing account – the equivalent of 550 black and white printed pages for the entire academic year. Students use their ID card or email username / password to print or make a copy from print stations located in the library and other areas on campus. The \$33 allocation will usually be enough - but if not, students may purchase a pre-paid printer code card from the cashier's office or the library in denominations of \$5, \$10 and \$20. Full recharge instructions are printed on the pre-paid cards and are completed online through PaperCut®, entering the one-time code from the pre-paid printer code card. In “emergency situations” students can ask to “borrow” pages from fellow students after business hours - using the online transfer method.

## CENTRE DOCUMENT SERVICES (CDS)

Students may submit print requests to Centre Document Services (CDS) located in the Campus Post Office. Students use their ID card and printing account at the CDS. Charges are applied to the student's printing allocation or they may pay by cash. In addition to standard printing jobs, CDS can also print posters for the student's dorm room! The charge for posters is \$5.50 per foot, so on average a poster will run about \$66. (And only images without a copyright!). There is also a “plotter” that students and faculty use to assist in making presentations that require larger-size materials. Students will receive detailed information about CDS when they arrive on campus, as well as a free coupon to use at the Center!



## CENTRE COLLEGE BOOKSTORE

The bookstore sells Centre clothing, hats, umbrellas, and other items with the school logo. Students can also pre-order textbooks from the bookstore as soon as they get their schedule so that the books will be ready and waiting for them when they come to campus. Students can find out their textbooks (after they get their schedules) by going to the College bookstore website. In theory, students may buy their books any time after getting their schedules but...schedules can change.... so, for the first term at least, it is recommended that they get their books at the College Bookstore just before classes start.

Students can use credit cards, checks (with their student ID), debit card, Centre Bucks, or cash to make purchases at the Centre Bookstore.

Students seeking a hassle-free path to the right course materials will find it at the bookstore. In addition to rental and used book options, the Centre Bookstore offers price matching. The customer brings in a printed screenshot or ad shown via a mobile device for a textbook advertised at a lower price from a qualifying competing retailer. As long as it is the identical textbook and it is in stock, the customer is eligible to receive the difference in price through a bookstore gift card. This ensures the bookstore customers get their materials at the lowest cost possible.

Visit the Centre College Bookstore website at [www.centrecollegeshop.com](http://www.centrecollegeshop.com).

## **WORK STUDY/STUDENT EMPLOYMENT**

A mailing will go to all first-year students with federal work study by the end of June. Students will find out their job placement during orientation in late August. Please note federal work study is paid directly to the student and is not credited to the student account. We look forward to having your student as part of the team!

If your student will work a federal work-study job OR just decides to get a job on campus for some extra money, he/she will be required to complete employment paperwork—federal and state tax forms and the federal I-9 form. Please have a conversation with your student about taxes, how they should claim, etc. so they won't be confused when completing the forms. Also, please note that the Federal Department of Labor (DOL) requires ALL employers to see two ORIGINAL forms of ID with the I-9 form. This means that your student will need to bring with him/her TWO forms of ID for completion of this form. Most commonly used IDs are unexpired passports, driver's licenses, social security cards, and birth certificates. Please see the Federal I-9 form for a complete list of acceptable documents. Students will be required to have all paperwork complete and IDs submitted before they'll be allowed to work at Centre.

Questions regarding student employment paperwork can be addressed to Glenda Beaven at [glenda.beaven@centre.edu](mailto:glenda.beaven@centre.edu) or (859) 238-5464 or Meredith Bruner at [meredith.bruner@centre.edu](mailto:meredith.bruner@centre.edu) or (859) 238-5466.

### **Student Payroll Direct Deposit**

Parents, if your student has a campus work-study job (aid or non-aid), they are eligible to have their pay direct deposited into the checking or savings account of their choice (anywhere in the U.S.). We strongly encourage all student workers to enroll in direct deposit for not only reasons of

convenience, but to also eliminate the risk of their live check being lost or stolen. They can enroll in direct deposit via their student tab on CentreNet at any time (now even)! They'll just click on their student tab, select the "Student Services" link to enroll in direct deposit from the "Direct Deposit Enrollment" section and then key in their nine digit bank routing number and full account number.

Questions regarding direct deposit can be addressed to Meredith Bruner at [meredith.bruner@centre.edu](mailto:meredith.bruner@centre.edu) or (859) 238-5466.

## TUITION AND COST

**Tuition.** Student assessments provide approximately 70% of the annual income required to support the college operating budget. Other funding is provided by endowment income, corporate, foundation, and government grants, and by contributions from alumni and friends of the college.

### 2017-18 Comprehensive Fee and charges

The comprehensive fee is \$50,680 and includes a double room and choice of meal plans. Students choosing to live at home with parent(s) will be given a room credit and, if they wish, a meal plan credit. Other students granted permission to live off-campus will receive a room credit only, as they are required to participate in a meal plan. There is a non-refundable surcharge for long-term residential study abroad programs, and an additional charge for CentreTerm study abroad opportunities.

During the course of the year additional charges may be assessed for various miscellaneous items such as library fines, parking fines, health service fees, and room damages. Monthly statements will be sent to the student's permanent address indicating any additional charges assessed in the prior month, which are due upon receipt of the statement. Additionally, there are course fees assessed for applied music courses and certain art courses, as well as the student initiated \$20 annual green fee. Car registration is assessed at \$25 each semester. A \$300 nonrefundable deposit will be expected in the Spring for those students who plan to return for the Fall 2017 term.

A single room occupancy charge is assessed for any academic term that a student does not have a roommate unless the dean of student life or director of student life and housing informs the Finance Office that an exception should be made. The charge is \$975 for each fourteen-week term.

## Merit Scholarships

Merit scholarships are awarded based on academic and leadership achievement, regardless of the family's financial circumstances. A scholarship recipient may also be eligible for additional need-based financial aid. The associate dean of the college has been designated counselor for merit scholarship recipients and is available to answer further questions. In particular, merit scholarship recipients must maintain a minimum grade point average to retain their scholarship. Such requirements are communicated to the student in the original scholarship notification in the Spring of the student's high school senior year. Scholarship recipients must enroll full-time and must live on campus unless living at home with their parents in the local area. Exceptions may be made by the dean of student life. Loss of a merit scholarship for failing to meet the minimum grade point average is not automatic; students in this situation will be permitted to petition the Academic Standards Committee for exception based on credible reasons.

## FINANCIAL AID

Need-based financial aid is awarded to students who demonstrate financial need and meet Centre's application deadline (December 1 for the following academic year). The Financial Aid Office, through an analysis of each applicant's family financial circumstances determines financial need. The analysis determines what funds are reasonably available from the family to pay for a college education. It is likely that a student's aid will change from year to year because Centre's charges may change and/or the family's ability to contribute may change. Some factors that affect the family's ability to contribute are: salary increases/decreases or siblings begin or graduate from college.

Students receiving Federal Pell grants and/or state KTG and CAP grants must enroll in a minimum of 12 hours per fourteen-week term to retain the maximum award. Merit Scholars, Performing Arts and Language Award recipients, and Legacy Endowment, and Centre Grant recipients must enroll full time.

A financial aid package may contain grant, loan and/or campus job components. A grant is gift money to the student; and the remaining self-help portion of aid is money borrowed or earned by the student (loan(s) and/or campus job). The college will not replace the self-help portion of aid should a student choose not to take a loan or work the necessary number of hours in a campus job. For students who choose to work, a work-study placement contract is emailed to the student in early Spring. Students are paid monthly by check for hours worked the previous month.

Federal regulations require that all students who receive Federal or state financial assistance make **Satisfactory academic progress** toward a degree. This includes: Federal Pell Grants, Federal Supplemental Educational opportunity Grants, KHEAA State Grants, Federal Work-Study, Federal Perkins Loans, Federal Stafford loans,

Federal PLUS Loans, other aid involving Title IV funds, or any other aid for which satisfactory progress is a requirement. These policies apply only to eligibility to receive financial aid and not to academic status. The satisfactory academic progress of students will be monitored annually at the end of each long semester. Recipients of Centre College endowment funds (awarded for a maximum of ten long terms), must also meet the **Standards of Satisfactory Academic Progress:**

- Students must progress qualitatively by earning the required grade point average (achievement).
- Students must progress quantitatively by completing the required minimum number of credits each year (Pace).
- Students must complete their program of study within a reasonable time period (duration).

See the Financial Aid section of the official online Centre College Catalog located on the Registrar's section of the website <http://www.centre.edu/academics/registrar/>

### Contact Financial Planning

Kevin Lamb

Associate Dean and Director of Financial Aid

(859) 238-5367

[kevin.lamb@centre.edu](mailto:kevin.lamb@centre.edu)

Laura Keown

Associate Director of Student Financial

Planning

(859) 238-5365

[laura.keown@centre.edu](mailto:laura.keown@centre.edu)

Jackie Conley, Financial Aid Counselor

(859) 238-5871

[jackie.conley@centre.edu](mailto:jackie.conley@centre.edu)

Julie Graham, Financial Aid Analyst

(859) 238-5365

[julie.graham@centre.edu](mailto:julie.graham@centre.edu)

Garnie Yeager, Financial Aid

(859) 238-5365

[garnie.yeager@centre.edu](mailto:garnie.yeager@centre.edu)

## **PAYMENT PLANS AND BILLING**

### **Full Pay Plan**

The net charges for the Fall term are to be paid in full by August 14, 2017. The Spring term net charges are to be paid in full by December 21, 2017. There is no fee associated with this plan.

### **Monthly Payment Plan**

This plan offers a 5 or 4 month payment option for the Fall and the Spring. This program is interest free with the Fall first payments due on July 10th or August 1st and the Spring first payments due on December 1st or January 1st. Monthly payments are made online through Centre ePayment. There is a maximum enrollment fee of \$35 each term. A payment plan is automatically canceled if one payment is missed.

### **Refunds**

If a student withdraws from the college, a refund/reduction of charges will be made based on the following schedule:

#### **Fall Term**

Aug. 28-Sept. 3: 80% Refund  
Sept. 4-10: 60% Refund  
Sept. 11-17: 40% Refund  
Sept. 18-24 20% Refund  
Sept. 25 and after: 0% Refund

#### **Spring Term**

Jan. 31- Feb. 6: 80% Refund  
Feb. 7-13: 60% Refund  
Feb. 14-20: 40% Refund  
Feb. 21-27: 20% Refund  
Feb. 28 and after: 0% Refund

Institutional and Kentucky financial aid credits may be adjusted as a result of any decrease in charges based on the above table due to withdrawal from the college. If a student violates the terms and conditions of the student housing contract or other college regulations, and such violation results in disciplinary action which includes some form of suspension or expulsion, this refund

policy does not apply and the student will be held liable for the full charges for that term. Recipients of Federal and state financial aid are subject to the Federal "Return of Title IV Funds" policy, which mandates how funds are to be refunded. A copy of this policy is available in the Finance Office.

### **Billing Statements from the Finance Office.**

First-year parents should receive their billing statement for Fall Term during the first week of July. Note that the Parent Plus Loans, Stafford Loans, and Pell Grants will NOT be posted on the statement until the first week of class. Simply subtract those amounts (less any loan processing fees) from your statement and pay the difference. The due date for paying the statement in full is August 14 for the Fall Term and December 21 Spring Term. The Fall payment plan begins in July and the Spring payment plan begins in December. In order to participate in both payment plans, then you will need to enroll EACH term.

If you have any questions when you get your bill or want to know about the payment options, you can call the Cashier's Office and speak to **Rebekah Bertram at (859) 238-5452.**

Student billing statements are mailed to the student at his/her permanent address. If a campus or alternate billing address is required, a form containing such information must be completed by the student in the Registrar's Office.

Interest will accrue at the rate of one and one-half percent a month on the unpaid balance. This does not apply to those students who are participating in the Monthly Payment Plan.

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A student's account must be paid in full before any monies are accepted for the next year's CentreTerm trip deposits. A student cannot receive official certifications, including transcripts and grades, from the college if he/she is delinquent with any financial obligation to the college. Additionally, a student will not be permitted to participate in any pre-registration activities if there are unpaid balances owed to the college. If an unpaid balance remains after the student has graduated or withdrawn, the student will be responsible for all attorney fees and other reasonable collection costs and charges necessary for the collection of the unpaid balance.

Normally, the comprehensive fee is assessed for all regular, degree-candidate students, including students permitted by the associate dean and the dean of student life to drop to part-time status. (See the "Classification of Students" section under "Academic Services and Policies" for restrictions on part-time enrollment). An appropriate part-time tuition rate is assessed for part-time students (fewer than 12 credit hours in the long term) only under the following circumstances:

- For special students (non-degree candidates)
- For regular, degree candidates enrolled for a ninth long term or longer
- following eight long terms of full-time enrollment; and
- For non-traditional, degree candidates who cannot enroll full-time due to family or work obligations. For the purpose of this policy, "nontraditional" is defined as students 24 years or older not living on campus or with parents/guardians

Part-time students are ineligible for, or face restrictions on, certain types of financial aid and loans, including Centre aid and awards. Students should consult the Financial Aid Office before enrolling part-time. Enrollment of readmitted students and of students returning from a leave of absence is subject to clearance from the Finance Office to make certain that the student has no outstanding financial obligations to the college. In addition, the payment of a \$300 non-refundable deposit is to be made to the Finance Office. Personal checks are accepted as well as Visa, MasterCard and American Express (a fee of 2.75% will be added to all credit or debit card transactions). There is a \$25 charge for all returned checks. Personal checks up to \$100 may be cashed at the Finance Office by showing a current student ID card.

An elective tuition refund plan is available through A.W.G. Dewar, Inc. This insurance plan provides tuition protection should a medical problem force a withdrawal during a semester. Information from the company is provided prior to the start of the academic year. As this plan is being independently offered and administered, please read the material carefully before electing enrollment to be certain you understand the coverage and terms. An elective health insurance plan is available through an independent company. For more information visit the Parsons Student Health Center section of the Centre website. Students are responsible for the individual or family insurance coverage of personal belongings and automobiles brought to the campus. Centre College will not assume any liability for accidental loss or damage incurred.

## FAQ: ACADEMICS

### **Can you explain Centre's academic calendar?**

Centre operates on a 4-1-4 academic year, with two 14-week terms (Fall and Spring) and a three-week CentreTerm in January. During the two long terms, students normally take four courses. During CentreTerm, students take one course. There are usually study abroad opportunities during this term. It is also a great time for juniors and seniors to do an internship for academic credit.

### **Do students work with an academic advisor?**

Yes. Students have a general advisor for the first and second years, often matched by interests, and then are assigned an advisor in a specific academic discipline once a major has been selected during Spring term, sophomore year. Working with an advisor involves a two-way dialogue between the student and the faculty advisor. Students and advisors should be very engaged in the process. Dr. Mary Gulley, assistant dean of advising, helps to coordinate and facilitate advising and course registration.

### **What resources are available for a student having trouble selecting a major or career?**

The Center for Career & Professional Development helps guide students through the process of selecting majors and careers. They reach out to students at the beginning of their first year and can assist with the entire career development process – self-discovery, choosing a major, exploring career fields, and gaining career-relevant experience.

Students also work closely with their academic advisor to determine appropriate major choices given career interests and academic performance in particular courses. Through discussions occurring over the first two years, advisors are able to help students make choices in their studies, internships, and other interests to help guide students toward a good academic major fit.

### **Is assistance provided to students with learning disabilities?**

Yes. All incoming students are invited to register documentation of a physical or learning disability. Applicants indicating the need for special services are encouraged to contact the Student Life Office and the assistant dean for advising immediately upon acceptance to make timely provision of needed services possible. Arrangements for services, equipment, modification of course material, classroom and housing assignments, and other reasonable accommodations may require several weeks advance notice. For more information: <http://www.centre.edu/academics/academic-affairs-office/disability-services/>

**How does a student make the Dean's List?** The Dean's List is published twice yearly, for the Fall term and then again for the CentreTerm and Spring term combined. The student must attain a 3.600 GPA in the terms being evaluated and have completed at least eight credit hours of letter graded course work in the long term.

### **Will the College notify my hometown newspaper?**

Yes. The Communications Office routinely sends news about students to their hometown papers. They also welcome any suggestions for feature stories about students, faculty, or activities at Centre.

### **How does Centre handle midterm grades?**

In the long terms (Fall and Spring terms), midterm grade reports (if reported by the instructor) are reported to the student online through CentreNet. Midterm grades are only given if a student is receiving a grade of D or U at the mid-point of the term.

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### **How do students receive their grade reports?**

End-of-term grade reports are available to students via CentreNet approximately five days after the last final exam, IF the student completes all course evaluations. Grades are withheld for two weeks for students who do not complete course evaluations.

### **Will grades be mailed to my home?**

Grades are not mailed unless specifically requested in writing. Students are encouraged to share all aspects of their academic progress with their parents. The Family Educational Right to Privacy Act (FERPA) provides that an educational institution will maintain the confidentiality of student education records. Therefore, grade reports can be mailed to parents ONLY at the written request of the student, or if the parents submit a request in writing accompanied by a tax return which verifies the student's status as a dependent. If a student wishes to have a copy of grade reports sent to another individual or organization, he/she should contact the Registrar's Office. See pages 65-66 for more information.

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### **KEEP YOUR RECORDS UP-TO-DATE**

To update your email address, phone number, marital status, or mailing address with the college, use the parent questionnaire located on the parent webpage or email [carol.maddox@centre.edu](mailto:carol.maddox@centre.edu) and she will forward the change to the appropriate offices. However, if this is also to be a change in your student's mailing address, your student must verify the new address with the Registrar's Office.

The Registrar's Office maintains most biographical data on students. All address changes, including parent address changes, should be reported to the Registrar's Office (and must be requested by the student, not the parents).

## **REGISTRAR'S OFFICE**

The Registrar's Office maintains student records, including the recording of grades on the student's academic transcript. They also coordinate all activities associated with course registration. Students may come to the Registrar's Office to add or drop classes, receive permission to transfer courses, have their enrollment verified for various organizations such as insurance companies and financial aid entities, and have their academic record (transcript) sent to graduate and professional schools, employers, references, etc. Transcript requests may be placed in person, by mail, by fax, or by email through the Registrar's Office. Phone requests are not accepted. The student's signature is required, preferably on a transcript request form. Parents cannot request a transcript for their student. There is no charge for normal transcript services, and requests are usually filled within two working days. Electronic transcript delivery is available for a nominal fee through a third party provider. By college policy, no transcript is sent if the student has an outstanding financial obligation to the college.

The Registrar's Office is responsible for verifying student progress toward the degree, including tracking progress in completing general education and major/minor requirements. The associate registrar is specifically responsible for working with seniors and the graduation process. Students may come to the office at any time to check on their progress in meeting degree requirements.

Forms for requesting a variety of services, a complete list of degree requirements, majors and course descriptions, and academic regulations, are available in the Registrar's Office and online.

The Registrar's Office is located on the first floor of Wiseman Hall and is open Monday through Friday, 8:30 a.m. to noon and 1 to 4:30 p.m.  
Call: **(859) 238-5360**

## THE FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)

The Family Educational Right to Privacy Act (FERPA) of 1974, as amended, is a federal law, which states that a written institutional policy must be established and made available. The law provides that the institution will maintain the confidentiality of student education records.

Centre College accords all the rights under the law to students. No one outside the institution shall have access nor will the institution disclose any information from students' education records without the consent of students except to personnel within the institution, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to organizations conducting certain studies for educational purposes for or on behalf of the college, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. Anyone to whom a record is disclosed is prohibited from further disclosing the record except in accordance with the law and this policy. Under FERPA, a college cannot release education records to a parent unless the parent has provided evidence that the student is a dependent of the parent for tax purposes. A parent can send to the Registrar's Office a written request for the release of records along with a copy of the relevant portions of the parent's most recent federal tax filing showing the student is claimed as a dependent. These documents will be kept in the Registrar's Office.

The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including public safety personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

At its discretion, the institution may provide directory information in accordance with the provisions of FERPA to include: student name, local, and permanent address, Centre College network e-mail address, local and permanent telephone number, date and place of birth, major and minor fields of study, dates of attendance, anticipated graduation date, degrees and awards received, student photograph, the most recent previous educational institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and religious affiliation when voluntarily provided. Students may withhold directory information by notifying the registrar in writing. New students must indicate their request to withhold directory information the summer prior to enrolling at the college. Returning students must inform the Registrar's Office by May 30 if they wish to withhold directory information. Forms for making such requests are available in the Registrar's Office. Requests for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Registrar's Office. The college reserves the right to verify the enrollment status and degrees earned by any student at any time.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The registrar at Centre College has been designated by the institution to coordinate the inspection and review procedures for student education records.

Student records are kept in several offices on campus. Appropriate admission records are transferred to the Registrar's Office upon enrollment at the college. Academic records and entrance testing records are maintained in the Registrar's

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Office. Financial records are maintained in the Finance Office and the student financial planning office. Student health records are maintained in the Parsons Center for Student Health and Counseling. The registrar maintains records of academic or social disciplinary actions that require withdrawal, suspension, or expulsion. Other disciplinary records are maintained by the dean of student life or associate dean for five years beyond graduation and will be consulted in response to requests from professional schools, graduate programs, licensing agencies, or potential employers when such requests contain or are accompanied by student's signed release. NOTE: Records created and maintained by the department of public safety for the purpose of law enforcement are not education records and may be released to law enforcement officials and others at the college's discretion.

Students wishing to review their education records should make their requests to the appropriate office, listing the item or items of interest; a written request may be required. Records covered by FERPA will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the student's expense at the rate of ten cents a page. Education records do not include: records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; certain student health records; certain employment records; or alumni records. Physicians of the student's choosing, however, may review health records.

Students may not inspect and review the following as outlined by FERPA: financial information submitted by their parents; confidential letters and recommendations associated with admission, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975 provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Registrar's Office of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the dean of the college who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The Academic Standards Committee will adjudicate such challenges.

Decisions of the Academic Standards Committee will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the Academic Standards Committee, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the Academic Standards Committee. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed. Students who believe that the adjudication of their challenges were unfair or not in keeping with the provision of the act may request, in writing, assistance from the President of the College to aid them in filing complaints with The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

For more on FERPA laws visit their website at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## ACADEMIC POLICIES AND RESOURCES

This section contains only the parts of the academic policies and resources that we think will be of most interest to parents. For complete academic regulations and policies see the official College Catalog available online at <http://centre.smartcatalogiq.com/en/2016-2017/Catalog>

### Academic honesty and plagiarism

A high standard of academic honesty is expected of students in all phases of academic work and college life. Academic dishonesty in any form is a fundamental offense against the integrity of the entire academic community and is always a threat to the standards of the college and to the standing of every student. In taking tests and examinations, doing homework and laboratory work, and writing papers, students are expected to perform with honor. In any written exercise for college courses, students will be held responsible for knowing the difference between proper and improper use of source materials. The improper use of source materials is plagiarism, and, along with other breaches of academic integrity, is subject to disciplinary action. Each case of academic dishonesty, no matter how minor the infraction, must be reported to the associate dean of the college before a grade is determined.

### Graduation requirements

The college offers two degrees: Bachelor of Arts (B.A.) and Bachelor of Science (B.S.). General education requirements are the same. Students are responsible for making sure they have fulfilled all degree requirements prior to their intended graduation date. The B.A. is awarded under all major programs. Students majoring in the division of science and mathematics or in economics and finance, may elect to receive either a B.A. or B.S.

### To graduate, students must earn/acquire:

1. 2.000 or higher GPA.
2. Presentation of 110 credit hours successfully completed, subject to the following conditions:
  - No more than 42 credit hours in any one

discipline.

- A minimum of 54 credit hours taken at
- Centre, including 23 of the last 30 hours applied toward the degree.

3. Basic competency in expository writing, foreign language, and mathematics. In addition to demonstrating basic competency in foreign language and mathematics, at least one additional course above the basic competency level in foreign language (courses numbered 210 or higher) or mathematics (courses numbered 130 or higher), or a computer science course numbered 117 or higher.

4. Completion of specified general education requirements as follows:

- A first-year studies course taken CentreTerm of the first year
- Humanities Division: HUM 110 or 111 and HUM 120
- Social Studies Division: One of HIS 110, HIS 120, HIS 230, HIS 240; One of ANT 110, ANT 120, ECO 110, POL 120, POL 130, SOC 110
- Science Division: One of BIO 110, NSC 120, PSY 110, or BIO 210 (life science); One of CHE 117, 131, CHE 135, NSC 110, PHY 110, (physical science)

5. Completion of two courses in fundamental questions:

- REL 110 or REL 150, PHI 110, PHI 140, PHI 145, PHI 160, PHI 170, PHI 210, PHI 220, REL 130, REL 140, REL210, REL220, REL230, REL240, REL 250

6. Completion of a major program.

7. Submission of formal application of degree.

8. Faculty and Board of Trustees approval.

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### Course credit and course load

All candidates for a degree are required to register for a minimum of 12 credit hours per long term unless excused by the associate dean of the college, and the dean of students for students living on campus. All students take one course during the CentreTerm (three credit hours). In the long terms, students wishing to enroll for more than 16 credit hours must obtain permission from the associate dean.

### Final examinations

A final exam or assessment is expected in every course. Where appropriate, an instructor may substitute a term paper or other requirement. A student absent without excuse will receive a failing grade in the course. Excuses may be granted only by the associate dean and only in extremely rare cases of illness or a death in the immediate family. Faculty may reschedule the time of a final exam only with the permission of the associate dean, and only with the concurrence of every student in the course - preferable in a written and signed statement. An instructor may reschedule a final exam for an individual student only with the permission of the associate dean, and only in extremely rare and compelling cases.

### Grading system

The following grading system applies to all students matriculating at Centre.

Excellent	A 4.000	A- 3.670	
Good	B+ 3.330	B 3.000	B-2.670
Satisfactory	C+ 2.330	C 2.000	C-1.670
Marginal	D 1.000		
Unsatisfactory	U 0.000		
Withdrew Unsatisfactory	WU 0.000		
P is a passing mark awarded for work at the C-level or above in courses. WP indicates Withdrew Passing			
Incomplete	I		
Withdrew	W		
Audit	AU		
No Credit	NC	Internship only	

Incomplete is awarded only when the student is unable to complete the course for unavoidable cause (illness, death in the family, or accident). Incomplete grades must be approved by the associate dean before the end of the academic term. The "I" automatically becomes a "U" unless a final grade is turned in within 30 days after the end of the term or unless a further extension is granted by the Academic Standards Committee on the written request of the instructor. Faculty may not, except by action of the Academic Standards Committee, change a final grade after it has been filed with the Registrar's Office. Grade changes based on clerical errors may be approved by the associate dean and reported to the Academic Standards Committee if they are reported within six months from when the original grade was submitted. All grade reports are available to students via CentreNet approximately five days after the last final exam. Students who do not complete all required online course evaluations will not be able to access their grades for an additional fifteen days. Grades are not mailed to students unless specifically requested in writing.

### Academic probation / suspension

1. A student who, at the end of any long term, has a cumulative grade point average less than the following will be placed on probation:

1 long term (1.65)	2 long terms (1.75)
3 long terms (1.85)	4 long terms (1.93)
5 long terms (1.97)	6 or more (2.0)

When a student is on academic probation, they will be required to meet with the assistant dean for advising who will determine the needs of the particular student after an interview and testing as needed and will supervise the student's progress in consultation with the advisor and instructors. The assistant dean for advising will provide the Academic Standards Committee with information about the progress or lack of progress of the students on probation.

2. A student who at the end of any long term has a term grade point average below a 1.500 is placed on academic probation regardless of the

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student's cumulative grade point average. Students placed on academic probation due to their GPA must raise their cumulative grade point average to the required level within a year (two long terms and one CentreTerm). Students who fail to meet this requirement are subject to suspension.

In addition, during the probationary period, students (other than first-years) must earn term grade averages of at least a 2.000 to avoid academic suspension. First-years are reviewed term by term and may be suspended during the probationary period if they are not making satisfactory progress toward their cumulative grade point average requirement. Students placed on academic probation remain on probation if they continue to earn term averages below 1.500. Student will be suspended if their cumulative grade point average falls below the levels described in #1 above.

Sophomores, juniors, and seniors who earn a term average below 1.000 will be suspended, without benefit of the probationary period. First-years who earn a term average below 1.000 will be subject to suspension.

### **Leave of absence**

A student in good standing may request a leave of absence from the college for a specified reason and for a specified academic term or terms (up to one year maximum) by petition to the associate dean of the college. The request for a leave of absence should be submitted at least two weeks prior to the beginning of the leave period. Students on leave must relinquish their student ID at the Registrar's Office and are denied access to campus housing and other facilities at the college. Failure to follow these instructions will result in the student's withdrawal from the college. Normally, readmission to the college is automatic at the end of the leave period, except in the case of students who enroll at another college or university during their leave. Such students must submit official transcripts with satisfactory grades and a "Statement of Eligibility to Contin-

ue or Return" form completed by an appropriate official at the host institution before they can enroll at the college (see "Application for Readmission" form on the Registrar's webpage). Students taking courses elsewhere while on leave of absence should have their courses approved for transfer in advance. The appropriate form is available on the Registrar's webpage.

## **WITHDRAWAL FROM THE COLLEGE**

### **Voluntary withdrawal**

Any student deciding to withdraw from the college must complete an official withdrawal form and relinquish student ID to the Registrar's Office. Failure to do so will result in a \$25 withdrawal processing fee. Students who withdraw voluntarily sever their connection with the college and are denied access to campus housing and other facilities. If the student withdraws from the college after the deadline to drop a course without an entry on the permanent record, the student's instructors will be required to report a "WP" or "WU" and an entry will be made on the student's record accordingly.

Withdrawals from the college are not permitted during the final examination period. Any student not enrolled in successive terms, other than the summer term, is considered withdrawn from the college unless granted a leave of absence by the associate dean.

### **Medical withdrawal**

Students who must withdraw for physical and/or mental health reasons must submit a timely written request to the associate dean. Requests should be submitted at the time the student intends to stop attending class. A letter from an appropriate licensed physical or mental health professional must accompany the student's request for a medical withdrawal. The letter should provide sufficient detail regarding the student's diagnosis, current condition, and treatment requirements.

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If the medical withdrawal is granted by the associate dean, the student will receive grade of “W” for each class. NOTE: Partial medical withdrawals are not permitted (medical withdrawal from one or two courses while the student is permitted to continue in other courses).

### **Involuntary Withdrawals and Leaves**

If a leave of absence, withdrawal or exception to an academic or residential regulation is based upon medical or psychological factors, the director of student health and/or the director of residence life / coordinator of health and counseling services and/or the assistant dean for advising will be involved through the offices of the dean of student life and the associate dean of the college. The directors and assistant dean will usually also be involved in the readmission of any student who is granted a medical or psychological leave or withdrawal. Either the director or the assistant

dean may recommend to the dean of student life and/or the associate dean of the college a mandatory leave or withdrawal for medical or psychological reasons if it would be in the best interest of the student or the college. This action may be taken if (in the opinion of either the director or the assistant dean), a student exhibits irresponsible or uncontrolled behavior, which creates or continues either unreasonable risk or clear and present danger to the physical or mental health of the student concerned or others. This mandatory leave or withdrawal will be implemented through the office of the dean of student life and/or the associate dean of the college and is subject to administrative appeal to the dean of the college, if the student so chooses.

Students who miss more than one-third of a term’s class meetings may be required to withdraw from the college if the associate dean and the student’s instructors agree that the student will not be able to make-up missed work in the class.

### **Contact the Dean’s Office**

Stephanie Fabritius  
VP for Academic Affairs, Dean of the College,  
Professor of Biology  
(859) 238-5226 [stephanie.fabritius@centre.edu](mailto:stephanie.fabritius@centre.edu)

Kathy Butterfield  
Academic Coordinator  
(859) 238-5343 [kathy.butterfield@centre.edu](mailto:kathy.butterfield@centre.edu)

Marsha Crowe  
Executive Assistant to the Dean of the College  
(859) 238-5226 [marsha.crowe@centre.edu](mailto:marsha.crowe@centre.edu)

Brian Cusato  
Associate Dean and Associate Professor of  
Psychology and Behavioral Neuroscience  
(859) 238-5330 [b.cusato@centre.edu](mailto:b.cusato@centre.edu)

Mary Gulley  
Assistant Dean for Advising, Assistant Professor  
of Psychology and ADA Coordinator  
(859) 238-5223 [mary.gulley@centre.edu](mailto:mary.gulley@centre.edu)

### **HONORS**

**The Dean’s List** is publicized twice yearly, in the CentreTerm for courses completed the preceding Fall term and at the beginning of the Fall term for courses completed in the preceding Centre and Spring terms. The Dean’s List includes all full-time degree candidate students who have attained a 3.600 grade point average or higher in the terms being evaluated. Students must complete eight hours of regularly graded course work in the long term to be eligible for the Dean’s List.

**Graduation with Honors.** A student who attains a cumulative grade point average of 3.900 or higher shall be graduated summa cum laude. A student who attains a cumulative grade point average of 3.700-3.899 shall be graduated magna cum laude, and students with a cumulative average of 3.500 to 3.699 shall be graduated cum laude.

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Transfer students' transfer grades and junior-year-abroad students' junior-year-abroad grades will be counted when determining eligibility for graduation with honors. Grades earned in summer school elsewhere will not be counted when determining eligibility for graduation with honors.

**John C. Young Scholars.** This program is a senior honors program that enables selected students to engage in independent study and research. John C. Young Scholars present their results at a public symposium, and their papers are published in journal form by the college.

**Junior Marshals.** The distinction of junior marshal is awarded to the 19 members of the junior class with the highest academic standing in their class. Eligible students must have completed a minimum of forty-two credit hours in residence at the college. The president of the Student Government Association serves as junior marshal ex officio. Junior marshals participate in Commencement exercises and other college ceremonies.

## STUDY ABROAD

We consider living and studying in a foreign culture to be an integral part of a liberal arts education, and study abroad has become one of the hallmarks of a Centre education. Many students find their sophomore or junior year is the best time to participate in a residential program. However, rising sophomores, juniors, and seniors all are eligible to apply. Students do not need to have studied a foreign language.

### CentreTerm and Summer Programs Abroad

In addition to the semester programs, there are also study abroad opportunities during CentreTerm in January. Centre faculty members lead groups of students to study in their areas of expertise around the world. Recent sites include Amsterdam, Barbados, Borneo, Cameroon, China, Ghana, Greece, Israel/Jordan, Italy, Peru, New Zealand and Vietnam, among others. Students with Spanish skills can elect to do an internship through our Merida program.

### Non-Centre-Run Programs Abroad

Students take a temporary leave of absence from Centre to study in semester programs sponsored by the Kentucky Institute for International Study or other outside providers. Financial considerations prevent some students from taking this option, since students who are on leaves of absence are not eligible to receive any Centre money and, by law, our financial aid office is not allowed to process state or federal aid due the student. Students planning to participate in a non-Centre program should get prior approval from the Center for Global Citizenship and the registrar to make certain that all courses will count toward a Centre degree.

*more about Study Abroad at Centre on next page*



## FAQ: STUDY ABROAD

### Are there indeed two basic kinds of study-abroad opportunities at Centre?

Yes! Centre offers semester-long residential programs in Fall and Spring, CentreTerm (January) programs all over the world, and summer programs.

Students may also participate in the Kentucky Institute for International Studies programs. In addition, Centre runs “study away” programs in Washington, D.C., and Chicago.

### RECENT DESTINATIONS

Argentina	Israel
Austria	Italy
Bahamas	Japan*
Barbados	Jordan
Belgium	Malaysia
China*	Mexico*
Costa Rica	Netherlands
Cuba	New Zealand
Czech Republic	Northern Ireland*
Ecuador	Peru
Egypt	Rwanda
England*	Scotland*
France*	Spain*
Germany*	Thailand
Ghana	Turkey
Greece	Uganda
Guatemala	
India	

\*Countries for Centre's residential programs

### How much does it cost to study abroad?

For our semester programs, the cost is the same as study on our Danville campus except for airfare and a modest surcharge (\$375). Students do pay for any other traveling they decide to do while abroad. CentreTerm trips generally cost between \$2,300 and \$3,900.

### Are there scholarships available to cover any extra costs of the semester programs?

Yes. Centre has an endowed fund designated to help some students on need-based financial aid cover some additional costs of a semester program. Also, rising seniors on need-based financial aid with unmet need (or “gap”) who have not yet studied abroad are eligible to receive a Senior Subsidy to help pay for a CentreTerm or summer program during their senior year.

### What's the best year and best term to study abroad?

Students are not allowed to study abroad during their first year on campus, but we welcome and encourage students to study abroad during sophomore, junior, and/or senior years. There is no right or wrong time to study abroad, though certain factors, such as academic requirements and sports schedules, may influence your decision. Students should be aware that although Centre does guarantee students the opportunity to study abroad, the Centre Commitment does not guarantee that all students can study abroad in the particular program and at the particular time of their choosing. We encourage students to come see us in Old Carnegie to discuss options and the application process.

### I've heard that it's difficult for certain science students, such as biology majors who are pre-med, to study abroad. Is this right?

Wrong. The academic schedule of most Centre students allows them to study abroad during any term of their sophomore, junior, or senior year. It's true that the sequential pattern of courses in a few science majors makes it easiest for those students to study abroad during a particular term.

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It's important that students contemplating mathematics, computer science, and some science majors talk with their advisors and figure out their study-abroad plans early in their college career—even before registering for their freshman CentreTerm and Spring term courses. The same is true for athletes who do not wish to be abroad during their sports season.

**How competitive are the long-term, residential programs? Will I be selected for a slot?**

All of our programs have a set number of spots, and some programs are more competitive than others. Students should be aware that applying for a program does not guarantee their selection in that program. In the past, the majority of Centre students who have applied for one of our residential programs have been selected, although some have not been selected for a particular program the first time they applied or have not been selected for their top choice. The Centre Commitment does not guarantee that all students can study abroad in the particular program and at the particular time of their choosing. Our office is happy to meet in person with students to discuss the application and selection process.

**Can I study abroad more than once?**

Yes. Although you may only study abroad once in a semester-long Centre program, you may participate in as many CentreTerm, summer, and K.I.I.S. programs as you wish (and can afford).

**When do I apply, and how?**

Information about and applications for next year's semester programs as well as CentreTerm offerings will be made available at campus-wide meetings just before and after Thanksgiving and in early January. Applications for the long-term programs are due at the beginning of Spring term, and selections are announced within three weeks. CentreTerm trip participants are selected by the faculty sponsors of those trips.

**Can you explain how senior subsidy works?**

In order to encourage every four-year Centre student to study abroad at least once, the college will help to subsidize the cost of a CentreTerm course abroad during their senior year or a summer course the summer before their senior year for upcoming seniors who 1) are on need-based financial aid with a low government-determined EFC (Expected Family Contribution) and a significant amount of unmet need ("gap"), and 2) have not previously participated in a study abroad or study away program of any sort.

**When should I start thinking about studying abroad at Centre?**

Right now. Let your advisor know when you are thinking of studying abroad. And feel free to stop by the Centre for Global Citizenship and see or e-mail Kyle or Leigh in the Centre for Global Citizenship office with any questions.

**Obtaining a Passport.** If you do not currently have a passport that will remain valid for at least six months after your return, you should begin the process of obtaining one as soon as you are selected, since it can sometimes take six or more weeks. You can now do this at the local post office. Students and faculty members can have official passport photos taken in the Center for Global Citizenship for \$5.

**Contact Center for Global Citizenship**

Kyle Anderson

Director of International Programs and The Center for Global Citizenship, Assistant Professor of Asian Studies

(859) 238-5287

[kyle.anderson@centre.edu](mailto:kyle.anderson@centre.edu)

Leigh Cocanougher

Assistant Director of the Center for Global Citizenship

(859) 238-5285

[leigh.cocanougher@centre.edu](mailto:leigh.cocanougher@centre.edu)

## HOW THE CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT CAN HELP YOUR STUDENT

The Center for Career & Professional Development helps students make effective transitions from Centre to both career and post-graduate study. We offer a variety of experiences, partnerships, and services that students may take advantage of throughout their four years at the College to enhance their prospects for career success and satisfaction. We seek to blend the liberal arts education with career readiness in order to help students navigate this journey, and integrate career planning with academic planning over the course of several years. A few ways we do this are:

### CAREER DEVELOPMENT

**Career Counseling** – Students are introduced to the Center for Career & Professional Development during the very beginning of their first semester on campus (through Extended Orientation). They are encouraged to meet with their career counselor early and often to start thinking about their own personal career development. Toward this end, students are assigned to a career counselor based on their intended major, or they can meet with the counselor for undecided students. Topics covered throughout their four years are up to the student, but often include:

- Choosing a major
- Career exploration (including self-assessments)
- Career decision-making
- Experiential opportunities
- Networking
- Professional development
- Job searching
- Researching and applying to graduate schools

**Career Roadmap** – Students are given this year-by-year guide that they can follow, not only enabling them to see and communicate the connections between their college experience and potential future career fields but also increasing their chances of career satisfaction and success after graduation. Students' career counselors can walk them through the Roadmap and help them make the most of their time here at Centre. (To see a Roadmap, [click here.](#))

**Career Chats** – Monthly series for all students in which two alumni discuss their career field and give advice on getting into that field. Alumni are brought in virtually from around the nation. Career topics rotate annually and are typically generated through input from Centre faculty and students.

### PROFESSIONAL DEVELOPMENT

We work closely with students to teach them the professionalism skills employers say are essential for workplace success. The services we offer focusing on students' professional development include:

- Emerging Professionals Series – monthly series covering professionalism topics such as net working, workplace etiquette, etc.
- Resume and cover letter writing and reviews
- Mock interviews (videotaped practice interviews)
- Career Mentor Directory – an on-line directory of alumni interested in providing career information and networking opportunities to students
- Direct connection with employers – on-campus information sessions, mock interviews, resume reviews, on-campus interviews, and the annual Spotlight Career Fair

**93%** OF CLASS OF 2016 COMPLETED INTERNSHIPS  
OR UNDERGRADUATE RESEARCH

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## INTERSHIPS AND INTERNSHIP FUNDING

In order to help students gain professional experience and make connections between their academic studies and the world of work, we offer a wide range of internships to students, both academic credit and non-credit. We work individually with students to guide them through the process of locating and applying to internships. In addition, we have several competitive funding programs for CentreTerm and summer internships.

## SPECIAL EVENTS

- Career KickStart (geared primarily toward Sophomores, but open to all)
- Senior Celebration
- Career Chats
- Emerging Professionals Series
- Etiquette Dinner
- Law School Fair
- Get LinkedIn! registration drive

## PEER EDUCATORS

The Center for Career & Professional Development recently began employing students as Peer Educators in our office. These students are extensively trained to provide “front-line” career and professional development services to their peers including, but not limited to, providing guidance on creating a resume, locating internship resources, applying for summer internship funding, and researching graduate and professional schools. A few features of this program:

- Weekly walk-in hours
- Career and professional development programming to student groups
- Late evening “peer-to-peer” tables

This program allows students to connect with their peers for basic career information and resources, before talking in-depth with a career counselor. In addition, it helps us extend our

reach, impacting more students throughout their four years at Centre.

Please encourage your students to become involved with our office from the very beginning of their time here at Centre. The earlier students begin focusing on their career and professional development, the better their chances for post-graduate fulfillment and success!

## CONNECT WITH US!

[www.centre.edu/careers](http://www.centre.edu/careers)

[www.facebook.com/centrecareers](http://www.facebook.com/centrecareers)

[careers@centre.edu](mailto:careers@centre.edu)

### Contact Center for Career & Professional Development

Joy Asher

Director of The Center for Career & Professional Development - Division III

(859) 238-5284 [joy.asher@centre.edu](mailto:joy.asher@centre.edu)

Kirk Knott

Associate Director – Division II and Undecided

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Mindy Wilson

Assistant Director – Division I

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Morgan McKenzie

Employer Relations Specialist

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Sherri Gowins

Senior Administrative Assistant

(859) 238-5283 [sherri.gowins@centre.edu](mailto:sherri.gowins@centre.edu)

## HOW THE LIBRARY STAFF CAN HELP YOUR STUDENT

One of the goals of the Centre College library staff is to help each student learn to use the library and its resources in a productive and efficient manner. Just as Centre faculty members are available to work closely with students in their classes, the library staff members are also available to work closely with any student with research needs. Students should feel comfortable asking one of the reference librarians for help with any type of research question that arises. Sometimes, students (especially first-year students) are afraid to ask librarians a question, thinking the question is stupid or is something they should be expected to know. Please assure them that there is no question we consider too simple to ask! Every year, we encounter students who have spent hours searching for library materials and have come up empty-handed. We can help—please encourage your students to ask the library staff for help! The following are just some of the ways the library staff can be of assistance to your first-year student:

- Help them find resources for assigned papers, projects, and/or presentations. All they need to do is visit or email one of the reference librarians with their research topic or need.

- Help them develop a strategy for researching a topic.
- Help them determine which online database is the best one for them to use to find journal articles for a particular topic (the library subscribes to over 100 databases!). Just Googling a topic or relying on Wikipedia isn't acceptable for classes at Centre.
- Help them find the full-text of a journal article they've identified in an index.
- Help them find books in Centre's library on a particular topic.
- Help them find a book on the shelf if they are unable to find it themselves.
- Help them use Interlibrary Loan (ILL) to request a book or journal article that Centre doesn't own if it is deemed necessary for their research (and if they've begun their research in a timely manner).

The library staff is here to help students do the best they possibly can. Encourage them to get to know us and the library!



The Grace Doherty Library, named for Grace Doherty of Catlettsburg, includes classrooms, faculty offices, college archives, including records, oral history interviews, photographs, historical papers, and other materials from Centre's history. The lobby features works of art by students, professionals, and world renowned artists including glass artist Lino Tagliapietra.

### Contact Grace Doherty Library Reference Librarians

Carrie Frey [carrie.frey@centre.edu](mailto:carrie.frey@centre.edu)

Jennifer Green [jennifer.green@centre.edu](mailto:jennifer.green@centre.edu)

Crystal Ellis [crystal.ellis@centre.edu](mailto:crystal.ellis@centre.edu)

The Grace Doherty Library is located on the first floor of Crouse Hall. Hours vary so check the [Library](#) section of the Centre website for hours and more information on the resources that are available.

## THE CENTER FOR TEACHING AND LEARNING

The Center for Teaching and Learning (CTL) aims to be the nexus for people, projects, and initiatives that advance the art and science of effective teaching. We recognize the importance of collaboration in the pursuit of transformational learning environments and are committed to encouraging conversation, experimentation, and research that contribute to a dynamic academic community at Centre.

CTL offers a variety of instructional technology support services and equipment to Centre students. In particular, they assist students with assignments requiring the use of technology. On occasion, a member of the staff will come into a class to teach various skills, such as presentation techniques, audio editing and recording, and collaborative group work, just to name a few. In addition, CTL staff members are available to help students further develop an assigned class project. In addition to any instructional technology support students might need, the CTL has equipment available for checkout at no charge to the student.

Examples of equipment available for checkout include: laptops (both PC & Mac), LCD projectors, projection screens, digital video cameras, digital video camcorders, tripods, and digital voice recorders.

No advanced reservations are required when checking out equipment. However, advanced reservations ensure that all batteries will be charged, and that everything is in working order when the equipment is picked up. Advanced reservations can be made through the [CTL](#) section of the Centre website. All equipment MUST be picked up and returned between regular office hours, CTL is not open on weekends.

### **Equipment return late fees and fines**

Since there is not a large quantity of equipment to satisfy the demand, it is necessary to impose fines on students who do not return the equipment in a timely manner. For each hour a piece of equipment is late, student will be assessed a charge of \$1. All late fees are due to the CTL in cash or check, or a hold will be placed on the student account. Student will be charged the full replacement value of the equipment if it is not returned after CTL has sent three notices to the student.

### **Room reservations**

To reserve a room for use during non-class hours, please visit the Event Centre Reservations webpage through CentreNet. CTL office works together with the Department of Public Safety to ensure the rooms you reserve are unlocked. Should student have any special technology needs for a meeting or event, make the equipment requests via the online system at least two days prior to the event. If additional assistance is needed, contact Todd Sheene in the CTL two weeks before the event to discuss the possibility of special arrangements.

### **Contact the Center for Teaching and Learning**

CTL is located in the basement of Crouse Hall. The staff hours are Monday through Friday, 8 a.m. to noon and 1 to 4:30 p.m.

Students have 24/7 access to the CTL Media Lab (with student ID).

Call: (859) 238-5288

Email: [ctl@centre.edu](mailto:ctl@centre.edu)

Web: <http://ctl.centre.edu>

## INFORMATION TECHNOLOGY SERVICES AND THE COLLEGE COMPUTER NETWORK

Centre College provides computing and networking services for Centre students, faculty, and staff managed and supported by Information Technology Services. Members of the Centre community are provided with a network account that will be used to access all services (shared computers, e-mail, CentreNet, etc.). Computer and networking services are provided to users in accordance with the principles of free speech and free and open access to information and communication. Centre does not filter or monitor what services a student accesses while online, however some services, such as peer-to-peer file sharing, are blocked to ensure the stability of the college network and to ensure the college is compliant with all applicable copyright laws.

**A Centre College network account is a privilege**, and the following usage guidelines have been established.

1. Users are expected to act ethically, responsibly, and legally or risk forfeiture of their network accounts. Unacceptable conduct may include:
  - Maliciously interfering with normal ability of others to use computer and network resources
  - Masquerading as another user
  - Violating the privacy of others' files and accounts
  - Violating software copyright and/or licensing agreements
  - Abusing computing facilities or devices at other locations through network connections from Centre College
  -
2. Use of a Centre College network account must comply with all Federal, Kentucky, and other applicable law; all applicable contracts and licenses; and college policies as articulated in the student, faculty, and staff handbooks. These laws, contracts, licenses, and policies include

the laws pertaining to defamation, privacy, civil rights, copyright, trademark, obscenity and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; and the college's sexual harassment policy.

3. Centre College respects the privacy of all electronic communications. However, the college cannot guarantee confidentiality. Due to limitations in technology, electronic messages and stored data are inherently insecure. In order to maintain, repair, or develop the campus network, ITS staff will have reasonable access to the information in files and messages when necessary. Such access will be governed by the normal expectations of professional conduct.

4. When there is an indication that a misuse of computer facilities has occurred, the chief information officer and director of information technology services is authorized to investigate the incident and take appropriate action, including referring the issue to other college authorities.

### **General Policy**

In addition to the computers available to students in classrooms, laboratories, and study areas, students may connect their personally-owned computers to the Centre network as well. All residence hall rooms will provide one ethernet network port per student. The college will maintain and certify the readiness and functionality of each existing network port. Each residence, academic, and administrative building also fully supports Wi-Fi networking. For residents of Rodes House and all 5th Street, Grant Street, and College Street apartments,

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network access is available through wireless only. The Wireless Networking Policy is available online: [http://wiki.centre.edu/its/index.php/Wireless\\_Networking\\_Policy](http://wiki.centre.edu/its/index.php/Wireless_Networking_Policy).

To access the campus network with a personal device, a student must first register the device. Personal computers must be fully updated and running anti-virus/anti-spyware software before students will be permitted to register their computer on the campus network. Additionally, portable devices such as tablets, smartphones, and game consoles may also be registered on the campus network, these devices having less stringent restrictions due to their limited capabilities. See section entitled Connecting Your Computer to the Network for details.

The ITS staff provide technical support and maintenance for the campus network. In addition, student technicians – trained and supervised by department staff – provide assistance with the network registration process and malware issues.

Every student is provided a network account with e-mail, regardless of their decision to connect to the network with a personally-owned computer. All official college correspondence should be done through your official Centre e-mail account.

### **Hardware Recommendations**

Centre recommends a PC running the latest Windows OS or Mac OSX. Note: Mac 10.8 and older and Windows XP and older are not permitted for use on the college's network and are **not** supported.

A computer using the campus network should have at least 4.0 GB of Random Access Memory (RAM) and a hard drive with at least 120 GB of storage. Memory requirements will increase over time and students purchasing new computers should consider machines with more RAM (8.0 GB or more is suggested, along with the ability to upgrade) and larger capacity hard drives.

In order to connect to the campus network, a computer must have a network interface card (NIC) or a wireless (WiFi) adaptor. All computers purchased in the last 5 years should have one preinstalled; however, it is the responsibility of the student to ensure this functionality exists. All residence halls on campus use RJ45 network ports. Those wishing to use a hardwired connection to the network may purchase a Category-5 or Category-6 network cable at any major retailer.

The College is not responsible for repair of hardware, (CPU, keyboard, monitor, memory, drives, gaming systems, etc.), failure of student computers and cannot provide assistance with these matters. Therefore, it is important to fully understand any warranties that come with the purchase of a new computer. ITS recommends purchasing a 3 year, or longer, manufacturer's warranty.

**Laptop Users:** It is strongly recommended that you purchase a HDMI adapter for any laptop if it does not already contain one. Using your personal laptop for class presentations will require this adapter!

### **Connecting Your Computer to the Network**

Connecting to the network on campus is straightforward and ITS encourages you to attempt to register your own machine using the directions for registration found online at: [http://wiki.centre.edu/its/index.php/Network\\_Registration](http://wiki.centre.edu/its/index.php/Network_Registration) or access it through the [ITS Help Desk](#) section of the Centre website.

If any problems are encountered in the registration process, students may bring their computers to the ITS in 726 West Main for assistance. Students may elect not to connect to the college's network and use their own stand-alone computer hardware and software.

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### **Password Policy**

To ensure the security of all accounts on campus, the college requires users to change their passwords every 210 days. New passwords must be 7 characters long, cannot match the previous two passwords and cannot contain your name or username. Users receive e-mail reminders that a password is about to expire beginning 14 days prior to expiration. A password, which remains unchanged for the full 210 days, will expire and require the user to reset it. Directions for changing/resetting your password through the [ITS Help Desk](#) section of the Centre website. ITS recommends passwords be longer than 8 characters and contain a mixture of letters (upper and lower case), numbers, and symbols (\$, @, \*, etc.). For more security, consider creating a passphrase, or short sentence, as opposed to a password.

### **Student Printing Policy**

Network printing is available using shared printers located in the academic labs. ITS staff maintains the shared printing equipment. Students may configure their personal computer to print to one of these shared printers, or they may connect a personal printer directly to their computer. Information on this service and instructions on configuring one's computer to use a campus printer can be found through the [ITS Help Desk](#) section of the Centre website.

To support student use of the shared printer environment, students are allocated \$33 – the equivalent of 550 black and white printed pages for the entire academic year. Half of the allocation (\$16.50) is provided during Fall term and the remainder is made available in January for the rest of the academic year. Students may supplement their initial allocation by depositing funds for additional printing at the rate of 6 cents per black and white page. Your account is debited the appropriate amount for the charges once the document is printed, not before; however, any discrepancies with charges should be reported as soon as the event occurs to ensure ITS can

validate the claim. There is a modest discount for duplex printing. Discounts are also available for print jobs scheduled with Centre Document Services.

### **Administrative Portal**

CentreNet, located online at <https://centrenet.centre.edu>, is the college administrative portal where students can access both academic services (registration, schedules, grades, degree planning, etc.) and other important college services (financial aid acceptance, student billing, vehicle registration, convocation attendance tracking, etc.). Technical support for CentreNet is provided by ITS to Centre students. Any support requests you have should be submitted online through the [ITS Help Desk](#) section of the Centre website.

### **Deactivation of Student Network Accounts**

Student accounts remain active as long as a student is enrolled and in good standing according to the Registrar's Office. This includes students who are on an Academic or Medical Leave of Absence. It also includes students who have been suspended and are eligible to apply for readmission. However, the e-mail account will be terminated 270 days following the effective date of the suspension (per Registrar's Office records) if the student has not been readmitted to the college. When a student's enrollment status changes, the network and e-mail environment will be deactivated based on the following schedule:

- Graduates: The account of any student who graduates will become inactive on June 1, one full calendar year following the degree grant date (not the date when graduation requirements are completed) officially assigned by the Registrar.
- Non-graduates: The account of any non-graduate who withdraws from the college will be terminated 30 days after the effective date, as assigned by the Registrar, of the change in status.

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### **Hardware and Software Discounts**

Centre students are entitled to Microsoft Office free of charge and to other software and hardware discounts through a number of third party resellers. More information regarding downloading/installing Microsoft Office, as well as other participating resellers and the discounts available can be found through the [ITS Help Desk](#) section of the Centre website.

Centre does not endorse any particular vendor, and these discounts are extended to you as a courtesy. All sales, returns, support, and inquiries with these vendors are completely between you and the company, as Centre does not have access to their business sites.

### **Requesting Technology Assistance**

From time to time, students will require assistance with issues concerning the college's network environment or technology. There are several ways to request help:

- Campus community members can visit the ITS Technology Support Center in 726 West Main for assistance. It may be necessary to leave your computer and power supply. All issues are addressed in the order they are received and repair can take several days to complete. For laptop or tablet device systems, you must bring the power supply for us to serve you best.
- The primary method for non-emergency issues is to enter an online helpdesk ticket or email your issue to [helpdesk@centre.edu](mailto:helpdesk@centre.edu). Both are checked regularly by ITS staff.
- Users can also report problems by phone (5575), however, placing such a call does not guarantee that a technician is available to resolve a problem immediately. This process only provides an alternate method. You may be asked to bring your computer and power supply to the ITS offices or to enter an online call, depending on the nature of the issue. To ensure a prompt response when opening a helpdesk ticket, include

as much information as possible. If you receive an error, try to copy the information or provide a screen shot if possible. If you are using a lab machine, please indicate, to the best of your ability, which machine the issue occurred on. The more information you are able to provide, the faster ITS will be able to provide a solution.

#### **Contact Information Technology Services**

ITS is located on the first floor of 726 West Main and is open Monday through Friday, 8 a.m. to noon and 1 to 4:30 p.m.

Call 5575

Email [helpdesk@centre.edu](mailto:helpdesk@centre.edu)

Web <http://helpdesk@centre.edu>



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600 West Walnut Street, Danville, KY 40422  
[www.centre.edu](http://www.centre.edu)