

# Student Handbook

*Fall 2017*



## WELCOME TO MIDSTATE COLLEGE

Students:

*“Yet no man ever wetted clay and left it, as if there would be bricks by chance and fortune.” – Plutarch*

I share these words because, as an educator, they resonate with me, and I hope they will provide you with inspiration and encouragement in the long journey ahead. A college education is not a passive experience, nor is it something to be undertaken lightly. But by being here, by choosing to walk down the difficult road to enlightenment, you have already discovered a great truth. You understand that a better life will not be the result of good luck, but will instead come from your dedication, hard work, and perseverance. I am, however, extremely proud to say that as long as you are a member of our family you will not have to make this journey alone. We are here to help you every step of the way. That’s one of the many reasons our College is so special. We care about you, as a person. We care about your dreams. We care about your future. You are here because you are ready to build a richer life. We are here because we take great joy in giving you the tools. Our goals are now the same. We are a family. We are ready to make our own fortunes, and together we will succeed.

Sincerely,



Meredith N. Bunch  
President and Chief Executive Officer



## ACADEMIC CALENDAR / 2017 - 2019

### Fall Term 2017

Term Begins – Orientation	August 21
Evening Classes Begin (Monday at 7:30 PM)	August 21
Day & Online Classes Begin	August 22
Labor Day - Campus Closed	September 4
Midterm Week	September 25-October 1
Last Withdrawal Date “W” grade	September 30
Last Withdrawal Date Pass/Fail “WP/WF” grade	October 21
Term Ends	November 12

### Winter Term 2017/2018

Term Begins - Orientation	November 13
Evening Classes Begin (Monday at 7:30 PM)	November 13
Day & Online Classes Begin	November 14
Thanksgiving Break	November 22-26
Thanksgiving Break - Campus Closed (noon on 22nd)	November 23-26
Midterm Week	December 18-24
Last Withdrawal Date “W” grade	December 23
Christmas Break – Campus Closed	December 23 - January 7, 2018
Classes Resume	January 8, 2018
Martin Luther King Jr. Day - Campus Closed	January 15
Last Withdrawal Date Pass/Fail “WP/WF” grade	January 27
Term Ends	February 18
Spring Break	February 19-25

### Spring Term 2018

Term Begins - Orientation	February 26
Evening Classes Begin (Monday at 7:30 PM)	February 26
Day & Online Classes Begin	February 27
Easter Break	March 29-April 1
Easter Break – Campus Closed	March 30-April 1
Midterm Week	April 2-8
Last Withdrawal Date for “W” grade	April 7
Last Withdrawal Date Pass/Fail for “WP/WF” grade	April 28
Term Ends	May 20
Commencement Ceremony - Campus Closed	June 30

## Summer Term 2018

Term Begins - Orientation	May 21
Evening Classes Begin (Monday at 7:30 PM)	May 21
Day & Online Classes Begin	May 22
Memorial Day - Campus Closed	May 28
Midterm Week	June 25-July 1
Last Withdrawal Date "W" grade	June 30
Independence Day - Campus Closed	July 4
Last Withdrawal Date Pass/Fail "WP/WF" grade	July 21
Term Ends	August 12
Fall Break	August 13-19

## Fall Term 2018

Term Begins – Orientation	August 20
Evening Classes Begin (Monday at 7:30 PM)	August 20
Day & Online Classes Begin	August 21
Labor Day - Campus Closed	September 3
Midterm Week	September 24-30
Last Withdrawal Date "W" grade	September 29
Last Withdrawal Date Pass/Fail "WP/WF" grade	October 20
Term Ends	November 11

## Winter Term 2018/2019

Term Begins - Orientation	November 12
Evening Classes Begin (Monday at 7:30 PM)	November 12
Day & Online Classes Begin	November 13
Thanksgiving Break	November 21-25
Thanksgiving Break Campus Closed (Noon on 22nd)	November 22-25
Midterm Week	December 17-23
Last Withdrawal Date "W" grade	December 22
Christmas Break - Campus Closed	December 23-January 6, 2019
Classes Resume	January 7, 2019
Martin Luther King Jr. Day - Campus Closed	January 21
Last Withdrawal Date Pass/Fail "WP/WF" grade	January 26
Term Ends	February 17
Spring Break	February 18-24

*Updated: 8/18/2014*

# Student Handbook

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## *Academics*



## COLLEGE DIRECTORY

<b>Address</b>	411 W. Northmoor Road / Peoria, Illinois 61614-3595
<b>Phone</b>	309.692.4092 or 1.800.251.4299
<b>Technical Support</b>	309.692.4883 or 1.888.272.0067 or 309.692.4092 ext. 1400
<b>Website</b>	www.midstate.edu
<b>Email Address</b>	midstate@midstate.edu
<b>Human Resources Fax</b>	309.692.3893
<b>Main Office/Student Records Fax</b>	309.692.4966
<b>President/CEO Fax</b>	309.692.4873
<b>Student Affairs Fax</b>	309.692.4814
<b>Emergency Security</b>	309.258.8979
<b>Emergency Facilities</b>	309.231.8152

Additional and updated faculty and staff directory information can be located on the Midstate College website at <http://www.midstate.edu/academics/directory/employees.php>.

## OPEN DOOR, SUPPORTIVE ENVIRONMENT POLICY

Midstate College supports an atmosphere that facilitates and enhances the social and academic development of students. Communication from the top down and bottom up is fostered. Access to any administrator, faculty member, or staff person is encouraged. Students are valued and are always treated with respect and fairness. Whether students are having difficulty passing tests, problems with specific course work, or difficulty identifying study strategies, the College provides positive support, problem-solving suggestions, and encouragement to assist students in finding the right strategy to help them grow in mastery of their academic life. The “family” environment encouraged by the College makes for a comfortable, enriched setting in which to seek assistance when needed and provides an open invitation to share successes as they occur.

## ACADEMIC ADVISEMENT

Program Directors and Coordinators are readily available to help by:

- ❖ Assisting students in developing long and short range academic plans;
- ❖ Providing information about academic policies and curricula;
- ❖ Helping students who are experiencing academic difficulties;
- ❖ Referring students to the Student Success office at Midstate College to provide appropriate assistance.

## REGISTRATION

New students will schedule classes with an admissions representative; current students will contact the director of their department or academic advisor to schedule for subsequent terms. Each program director is available to counsel students regarding their academic progress. Registration begins in Week 5 of each term. After the term begins, students may drop and add classes until the end of Week 1. Students can purchase textbooks beginning in Week 11. Full-time enrollment is 12 to 19 credit hours per term. Part-time enrollment is less than 12 credit hours.

Midstate College reserves the right at the time of registration to require full payment from students who have failed in the past to pay tuition and fees on time.

## CLASSIFICATION OF STUDENTS

The normal academic year is divided into three quarters containing 12 weeks of study. Full-time enrollment for on-time completion is 16 credit hours per quarter. New students may begin classes at the beginning of any quarter. All credits are expressed in quarter hours. One quarter hour of credit is equivalent to 12 hours of instruction with appropriate homework and study. Students are classified as sophomores when they have completed 44 quarter hours, juniors when they have completed 89 quarter hours, and seniors when they have completed 134 quarter hours. The accumulated hours must be transferable into the designated

program. Students enrolled in diploma programs are classified as freshmen for the length of the program. Students enrolled in an associate degree program are classified as either freshmen or sophomores depending on the number of accumulated hours earned in the specific program.

## ATTENDANCE

Class attendance and participation is important. Not only does regular attendance enhance a student's ability to understand class materials and promote academic success, regulations imposed by the Federal Government require close monitoring of student attendance.

The College has established attendance policies based on course delivery mode. If a student attends an on-campus course, he or she will be counted as present. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial gradable work. Externships, practicums, and internships verify attendance weekly, either through assignments or documentation required by specific programs. Additionally, onsite student participation for externships, practicums, and internships will be tracked for program accreditation records and to ensure that the requirements (i.e. required clock-hours) are met.

A student is considered excessively absent if he or she misses three or more consecutive classes or has been absent more than ten percent of the total scheduled class sessions. In addition, in the event that a student is absent fourteen (14) consecutive days from the last date of attendance in all classes at any time through the term, he or she will be administratively dropped unless the student has indicated a rationale for the absence and expresses the desire not to be dropped.

Students who are excessively absent will be referred to the Office of Student Success. The Office of Student Success will follow up with all student referrals to offer support services (tutoring, study skills, test taking techniques, etc.) to help students become more independent learners and succeed in their respective classes.

Attendance is very important to get the full benefit of the classes necessary to achieve the goals you have set for yourself. Don't let yourself down!

- ❖ **Perfect Attendance:** Perfect attendance requires the student to be present each class period for the entire session. If the student arrives late or leaves early -- perfect attendance is in jeopardy as partial attendance may be counted at the instructor's discretion.
- ❖ **Absences:** If you are unable to attend on-campus classes on a certain day or a certain class, it is advisable to call the College office as soon as possible. Your instructor(s) will be informed.
- ❖ **Scheduling Sequences:** Some of the courses offered on the master schedule are sequential. This means that if you miss a course that you need for graduation while you are on leave, that course may not be offered again before your anticipated graduation date.
- ❖ **Study Habits:** If you take a term off you may lose momentum when you are not at college for three months. You have learned good study habits that need to be maintained by continuous attendance.
- ❖ **Graduation:** If you take a term off you are delaying your career goals and employment objectives by three months. In other words, you are not "Getting in and out as fast as you had planned."

### Stipend Refunds

Many students receive stipend refunds throughout the quarter. These refunds can be held because of lack of attendance. In the event that your check is held, you will need to contact your instructor to establish a plan to catch up on any and all assignments missed. Instructors will sign a release for your refund once you have submitted the work which was outlined.

### Leave of Absence

An approved leave of absence is when school administrators determine that the student cannot reasonably be expected to attend classes due to a serious illness, a serious health condition of an immediate family member, a birth or placement for adoption or foster care of a son or daughter, or a death of an immediate family member. Additional approved leaves of absence may be granted for jury duty, military duty, and other unforeseen special circumstances determined by administration. The student must fill out a written, signed, and dated form obtained from the Student Records office requesting the leave of absence. The leave of absence must be approved by the Director of Student Success.

If the student is a Title IV program loan recipient, the student needs to see a financial aid counselor prior to taking the leave of absence, if possible, to be advised of the effect a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

If the student does not resume attendance at Midstate College on or before the end of a leave of absence, it will be considered as an administrative withdrawal.

### **Standard Period of Non-Enrollment**

Any student wishing to take a quarter off should inform his or her Program Director or the Student Records office of his or her desire during registration. If a student withdraws from all courses during the quarter (see Course Drop/Withdrawal), the student will be placed on a Standard Period of Non-Enrollment (SPNE) status. If a student does not return after two quarters of non-enrollment, the student will be administratively withdrawn from the College. If the student later chooses to continue his or her education at Midstate College, he or she must complete the readmission process.

### **Withdrawal**

**Administrative Drop/Withdrawal** - Any student who has not been in attendance the first two weeks of class may be administratively dropped. The College believes absenteeism to this extent will result in failure or withdrawal in subsequent weeks. Thus, class attendance is monitored closely. Students will be contacted by their instructors and/or the Director of Student Success before they are dropped from course(s). In addition, in compliance with government regulations, students who have been absent for fourteen (14) consecutive days from the last date of attendance in all classes at any time during the term will be administratively dropped unless the student can provide a substantial rationale for the absences and he or she requests to remain in the class.

**Institutional Withdrawal** - Any student desiring to withdraw should officially inform his or her Program Director or the Student Records office. A student who does not officially withdraw will be considered enrolled until he or she misses fourteen (14) consecutive days from the last date of attendance in all classes. [See Tuition, Fees, and Refunds for specific information about tuition refunds.]

**Course Drop/Withdrawal** - Any student desiring to drop a class from the current schedule should inform his or her Program Director or the Student Records office. It is highly recommended that students seek the advice of their Program Director and the Financial Assistance office prior to making a final decision.

Students failing to officially withdraw from a particular class will be considered enrolled in the class(es) indicated on their original schedule, and instructors will grade such students accordingly. Courses dropped during Week 1 of the term will be deleted from the student's record and will incur no tuition charges. Courses dropped Week 2 through Week 6 will receive a grade of W and will follow the tuition refund policy. Course(s) dropped Week 7 through Week 9 will receive a grade of WP or WF depending on student standing in the course(s) on the drop date and will follow the tuition refund policy. [See Tuition, Fees, and Refunds for specific information about tuition refunds.]

## **ADMINISTRATIVE DISMISSAL**

Midstate College reserves the right to dismiss students at the discretion of the administration. Reasons for administrative dismissal may include, but are not limited to, behavior which endangers students (themselves or others), criminal activity, financial issues, excessive absenteeism, academic dishonesty, and the like. A student may appeal an administrative dismissal. All appeals must be submitted in writing to the Director of Student Success within a six-week period following the end of the term in which the student was dismissed.

## **APPEAL PROCESS - SUSPENSION/DISMISSAL**

A student who has been suspended may appeal to the Academic Committee for conditional reinstatement if there exists, exceptional circumstances under which the student was suspended. Some examples of extreme hardship affecting student progress would be serious illness which has abated, extreme family problems which have been solved, or other situations which have improved. Those students for whom an appeal is approved and who have made continued progress will continue to follow a plan of study until the completion rate and/or the GPA are at federal requirements. Students who have been academically suspended may appeal to the Director of Student Success to continue their academic program. If the appeal is accepted, a Satisfactory Academic Progress (SAP) plan must be signed and adhered to. No student may be awarded a degree or diploma from Midstate College without a cumulative grade point average of at least 2.0. [See Satisfactory Academic Progress]



## STUDENT GRIEVANCES

A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student to resolve disputes through open and cooperative dialogue. Students expressing a grievance about the application of college policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not affect an equitable resolution of the matter, the student may submit a formal grievance form (located on the College's website or in the front office). At all levels, all reasonable efforts must be made to maintain confidentiality.

A formal grievance will be submitted in writing to the Director of Student Affairs. Once the written complaint has been received, the student will be immediately contacted by the Director of Student Affairs to secure all information and discuss the concern. The Director of Student Affairs will also contact the staff/faculty member(s) directly involved and attempt to reach a solution. The Director of Student Affairs will treat the complaint as high priority and will follow up with the student within one week. If a suitable remedy for the grievance cannot be reached, the Director of Student Success will be brought in to intervene and seek a resolution. If at those two levels an equitable agreement cannot be reached, a subcommittee consisting of the Director of Student Success, the Dean of Academics, the Department Director, and randomly selected, impartial faculty member(s) will be formed to determine a resolution. The committee decision will be final. The Director of Student Affairs will keep a log of all formal complaints.

## STUDENT CONDUCT

Enrollment at Midstate College includes obligations with regard to conduct both in and out of the classroom. Students are expected to conduct themselves appropriately within the academic community.

When an individual student or group of students fails to observe the general standards of conduct established by the College, the student(s) shall be liable to disciplinary action. Matters which might result in disciplinary action include, but are not necessarily limited to, the following:

- ❖ Violation of College policies and regulations;
- ❖ Failure to comply with directions of College officials acting in performance of their duties;
- ❖ Destruction of property;
- ❖ Intoxication and/or use and possession of alcoholic beverages on College property;
- ❖ Use, distribution, or possession of narcotics or dangerous drugs, except as expressly permitted by law;
- ❖ Obstruction or disruption of College activities and processes and/or infringement of the rights and freedoms of others;
- ❖ Actions endangering life and property;
- ❖ Flagrant disruptiveness in the classroom, on or about College property, or at College-sponsored functions;
- ❖ Engaging in unsafe practices in clinical or laboratory assignments;
- ❖ Plagiarism, cheating, deception, sabotage, computer misuse, copyright violations as stated in handbook;
- ❖ Any criminal offense.

Individuals who are not students and who violate the College's regulations are considered trespassers and treated accordingly. If necessary, the College will request assistance from proper law enforcement agencies. Violations of civil and/or criminal statutes or codes also may be handled directly through appropriate state or local authorities.

Should any student, instructor, staff member, or administrative officer feel a specific situation exists which requires disciplinary action against a student, the matter should be referred initially to the Director of Student Affairs or the Dean of Academics, each of whom has the authority to expedite disciplinary procedures or to institute action as necessary.

## ACADEMIC INTEGRITY

Midstate College believes in providing an educational experience in an open, honest, respectful, and fair manner engendering a mutual trust between all students, faculty, and administrators. Academic integrity is a basic principle of the College's function. Students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will

also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken. The student may appeal the decision to administration, whose decision will be final.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

The following are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook and in each class syllabus.

### **Plagiarism**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against Midstate College's academic policy. Its seriousness requires a measured response which includes consequences for inappropriate and/or no citation.

### **Cheating**

Copying from another's work; using or attempting to use unauthorized assistance, material, study aids, or computer programs in completing academic assignments and examinations; providing unauthorized academic assistance to another student; submitting an assignment as one's own when it was created by others; and submitting work from one course to fulfill an assignment in another are examples of cheating.

### **Deception**

Providing false information to faculty such as requesting an extension of time on an assignment using an untrue reason, claiming to have submitted work that was not submitted, or falsification of data or research results are examples of deceptive practices.

### **Sabotage**

Preventing others from doing or completing an assignment using tactics such as removing or destroying limited library resources needed for an assignment or tampering with another's electronic files are examples.

### **Computer Misuse**

The inappropriate use of campus computers such as violation of the College's usage policy, tampering with another's electronic files, exchanging stolen information, violation of copyrights, and illegal access to other computer systems beyond what is provided to students in the Midstate College network are examples.

### **Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages. Willful copyright infringement can also result in criminal penalties.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). [Reference the Midstate College Consumer Information Handbook for additional information.]

### **Appropriate Usage**

Midstate College computer usage (to include, but not limited to, Internet and email) is a privilege and should be treated as such. All on-campus computer usage should be school related and may be monitored at any time. Reasonable use of computer/network resources for a student's personal use is acceptable. Examples of unreasonable use of computer/network resources include, but are not limited to the following: peer-to-peer file sharing, printing non-school related material, generating excess network traffic (including continuous access to streaming audio or video), downloading files unrelated to school or sending non-school related communication with Midstate email accounts.

Unauthorized transferring of copyrighted materials to or from the Midstate College computer system without expressed consent of the owner is a violation of Federal law. Use of Midstate College equipment for commercial gain, profit, or promotion is not allowed from Midstate College. Users are expected to refrain from using email to harass or annoy other users of the network. Obscene or derogatory material which violates the Midstate College policy of non-discrimination will not be tolerated. Midstate College reserves the right to take whatever action necessary to prevent, correct, or discipline behavior that violates this policy.

Violation of this policy can result in discipline by the administration of Midstate College, civil action, or criminal prosecution. Midstate College reserves the right to immediately suspend user privileges for potential violations of these guidelines to protect the integrity and security of the Midstate College network and computer systems. Apparent abuse of this policy will be reported to the Director of Student Affairs or Dean of Academics to determine any further disciplinary actions.

### Alternatives to Illegal Downloading

Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below are lists of sites that offer free or inexpensive products that can be used without violating copyright law.

#### Clipart:

<http://www.coolarchive.com/>  
<http://www.presentermedial.com>  
<http://www.clipart.com/>

#### Fonts:

<http://www.blambot.com/>  
<http://www.fonts.com/>

#### Photos:

<http://www.freefoto.com/>  
<http://www.photospin.com>

#### Music:

<http://www.download.cnet.com>  
<http://www.epitonic.com/>  
<http://www.betterpropaganda.com/>

## FINAL EXAM SCHEDULE

Final exam week will always be the last week of the quarter. Exams will be held at the discretion of the instructor. Reference the class syllabus for specific dates and times.

## GRADUATION REQUIREMENTS

All candidates for graduation must complete the minimum requirements as stated in their program. Transfer students must earn one-third of their quarter hours from Midstate College. Transfer students must complete their last term in residence to receive a degree from this institution, and all transfer and PLA credit must be applied before a student's final term. Any exceptions to this policy must be approved by the Director of Student Success.

Students enrolled in a degree program must complete the stated number of hours required by the curriculum. To be eligible for graduation, students must have a cumulative grade point average of 2.0 and complete all requirements by the last date of the term. Incomplete grades are not accepted in the last term. Under exceptional circumstances a student may appeal the denial of an incomplete whereupon the Director of Student Success will review documentation and make a decision. That decision will be final. In order to receive degrees and transcripts, tuition, books, and other fees must be paid in full. All borrowed library materials must be returned and outstanding fines paid in full. All graduating students must satisfactorily complete a Petition to Graduate; complete a graduation interview with the Student Affairs, Career Services, and Financial Aid Departments; and complete the Graduate Exit survey.

The commencement ceremony is held annually for those students who have satisfactorily met the requirements of their program and the College. Diplomas are mailed approximately six weeks after the end of the term of completion. Commencement ceremony recognition is presented by the President or the Chairman of the Board of the College.

1. A Petition to Graduate form must be completed during registration of the students' final term.
2. Each tentative graduate must see the Student Affairs department within the first six weeks of the student's final term. At this time the following will be facilitated:
  - ❖ Review of requirement list and deadlines;
  - ❖ Completion of graduation application;
  - ❖ Completion of career services application and contract;
  - ❖ Review of Career Services;
  - ❖ Completion of the Graduate Exit Survey;
  - ❖ Completion of the Financial Assistance Exit process;
  - ❖ Payment of a graduation fee of \$150.00. Double majors pay an additional fee of \$15.00. Payment of cap and gown fee if attending ceremony. All outstanding balances MUST be paid in full or degrees and transcripts are not released until the balance is paid in full;
  - ❖ Make reservations for the commencement ceremony (if attending);
  - ❖ Order cap and gown (if attending ceremony);
  - ❖ Students continuing their education at Midstate will need to complete a readmission application. (see below)

## CONTINUING GRADUATES

Midstate College encourages all graduates with an associate degree or diploma to pursue an advanced degree. Any graduate who wishes to continue at Midstate College must complete an application for readmission. There is a \$10 readmission fee for graduates who take a break of two terms or longer between programs. The fee is waived for graduates who re-apply prior to graduating. (Note: to be admitted to a baccalaureate degree program, the student must have completed at least 92 quarter hours with a 2.5 GPA on a 4.0 scale).

## RELEASE OF EDUCATIONAL RECORDS

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the following constitutes the college's policy regarding the disclosure of a student's personally identifiable information and educational records. In brief, FERPA protects the privacy of students at postsecondary institutions by describing exactly how and when school officials may disclose personally identifiable information from their educational records, while also guaranteeing these students the right to inspect and review these records for accuracy. As a rule, school officials will not disclose any personally identifiable information from a student's educational record to any third party, without the student's written consent, unless the disclosure is an exception provided for by federal law.

### A. Terms and Definitions

Certain definitions and principles contained in the FERPA guidelines have been adopted for the College's disclosure policy:

1. At Midstate College an applicant becomes a "student" on the first day of their first term, after they have been accepted for admission. This change in designation from applicant to student occurs immediately upon the start of the term and cannot be reversed.
2. "Education records" are those records directly related to a student and maintained by the College or a party acting on behalf of the College. Students may have one or more of the following records: admissions, academic, health, accounting/financial, financial aid, credentials/placement, and disciplinary. Education records do not include the following:
  - ❖ Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
  - ❖ Law enforcement records maintained by campus security.
3. "Public or directory information" is information that may be shared freely, without written consent, unless a student submits the appropriate form requesting that this information not be released. This form is available in the Registrar's office. The College has designated the following items as directory information:
  - ❖ Student's full name
  - ❖ Major area of study
  - ❖ Enrollment status
  - ❖ Dates of attendance
  - ❖ Date of graduation

- ❖ Degrees and honors received
  - ❖ Midstate email address
  - ❖ Pertinent information relating to officially recognized activities
4. "School officials" refers to anyone employed by the College and acting in the student's educational interest within the limitations of a "legitimate need to know." These officials include faculty, administration, staff, and other persons who manage student educational record information including student employees or agents. It may also include contractors, volunteers, and others performing institutional functions.
  5. "Legitimate educational interest or need to know" means any authorized activity for the College for which access to an educational record is necessary.

#### **B. Student Right to Inspect, Review, and Request Revision to Educational Records**

FERPA affords students certain rights for accessing and amending their educational records.

1. Students may request to inspect and review their education records according to the following process:
  - ❖ The student must provide photo identification, along with a written, signed request, that clearly identifies which records they would like to view, to the Registrar's office.
  - ❖ The Registrar or other College official will meet with the student, and provide access to the specified record(s) no more than 45 days from the date of request. If circumstances effectively prevent the student from exercising the right to inspect and review their education records, the College shall either:
    - a. make other arrangements for the student to inspect and review the requested records at an institution located closer to them, or
    - b. provide the student with a copy of the requested records.
2. A student's record is open to the student, with the following exceptions:
  - ❖ Confidential letters of recommendation.
  - ❖ Confidential references or other documents subject to waivers signed by the student relinquishing the right of access to the document.
  - ❖ Record of parents' financial status.
  - ❖ Employment records kept in the normal course of business which relate exclusively to persons as employees and are not used for any other purpose.
  - ❖ Medical, psychiatric, or similar records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in such capacity and in connection with the treatment of the student provided, however, that such records may be personally reviewed by a physician or other appropriate professional of the student's choice or as otherwise provided by Illinois law.
3. Students have the right to request corrections to information they believe to be inaccurate, misleading, or in violation of their privacy rights. This provision applies only to correcting an inaccurate record, and cannot be used to alter an underlying decision, such as an undesirable grade, or any action upon which the record is based; the normal student petition process should be used to resolve disputes regarding underlying actions or decisions. Students who feel they have found inaccuracies in their records should submit a written statement to the Registrar that clearly identifies the information they believe is in error, as well as why they believe it is inaccurate or misleading.

#### **C. Student Right to Opt-Out of Directory Information Disclosure**

Students who wish to request that their directory information not be released may do so by completing a Request for Non-Disclosure of Directory Information form, which is available from the Student Records office. A student should be aware of the following when opting out of directory information disclosure:

1. The College receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media, and honor societies. Opting out of directory information disclosure will prevent release of such information, even to those people. As an example, the College would not be able to verify to prospective employers that a student has received a degree without the student's signed consent.
2. Opting out of directory information disclosure applies to all elements of directory information in the student's record. The College does not apply this release differentially to the various directory information elements.

#### **D. Third Party Access to Records**

Under most circumstances a student's education records may only be released to third parties (i.e., anyone not the student or a school official) upon the written request of the student. However, personally identifiable information from records of students may be released without the consent of the student:

- ❖ To parents or guardians of dependent students, as currently defined in section 152 of the Internal Revenue Code of 1986.
- ❖ To those representatives of the federal government and the state who are identified in FERPA.\*

- ❖ To state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.\*
- ❖ To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer required for the purpose for which it is conducted.
- ❖ To accrediting organizations in order to carry out their accrediting functions.
- ❖ In compliance with a judicial order, or pursuant to any lawfully-issued-subpoena, provided the College makes a reasonable attempt to notify the student of compliance.
- ❖ In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount, or conditions of financial aid or to enforce the terms and conditions of financial aid for which the student has applied or received.
- ❖ To officials of another institution where the student seeks or intends to enroll.
- ❖ To an alleged victim of any crime of violence (limited to the results of any disciplinary proceeding conducted by the institution pertaining to that crime).
- ❖ To the victim of a violent crime or non-forcible sex offense, regardless of the outcome of the disciplinary proceeding, and to any person when the accused was found to have violated the campus rules and policies and the proceeding involved a violent crime or non-forcible sex offense. (The name of the accused may be disclosed but the name of the victim or witness will not be disclosed without prior written consent).
- ❖ To the parent or legal guardian of a student, provided the student is under the age of 21, if the College has determined that the student has violated any federal, state, or local law, or any campus rule or policy governing the use or possession of alcohol or a controlled substance.

#### **E. Health and Safety Exemption**

Prior consent to disclosure of information from student education records will not be required when notice is made to appropriate parties in connection to an emergency, where knowledge of the information is necessary to protect the health or safety of the student or individuals involved.

Any release will be narrowly-tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. Such an exception is limited to the period of the emergency and generally will not allow for a blanket release of personally identifiable information from a student's education records.

#### **F. Filing a Complaint**

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Below is the name and address of the office that administers FERPA:

Family Policy Compliance Office U. S. Department of Education / 400 Maryland Avenue SW / Washington, DC 20202

Questions related to the interpretation or implementation of this policy, as well as any request for release of educational record information, should be directed to the Registrar at [registrar@midstate.edu](mailto:registrar@midstate.edu) or (309) 692-4092 Ext. 1010.

\* As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information contained in such records - including Social Security Numbers, grades, or other private information - may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to student records and personally identifiable information without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and personally identifiable information without consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's personally identifiable information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student's consent personally identifiable information from education records, and they may track participation in education and other programs by linking such personally identifiable information to other personal information about a student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

# Student Handbook

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## *Student Services*



## **BOOKSTORE SERVICES**

Rooms 400 & 402 / [bookstore@midstate.edu](mailto:bookstore@midstate.edu)

Mike Bunch, Business Manager (Title IX Investigator)

### **Bookstore Hours**

Monday - Thursday: 8:00 AM to 6:00 PM

Friday: 8:00 AM to 4:30 PM

Saturday: 9:00 AM to 12:00 PM (Saturday prior to the start of each term only).

### **Credit Cards**

The Bookstore accepts Mastercard, Discover Card, American Express, and Visa.

### **ATM**

The ATM machine is located in the R. Dale Bunch Student Center next to the Bookstore.

### **Bus Passes**

Student 30-Day City Link Bus passes are sold in the Bookstore.

### **Class Rings**

If you are interested in ordering a class ring, see the Bookstore for a Josten's Ring information.

### **General Policies**

- ❖ Supplies and materials charged to a student's account must be in amounts larger than \$5.
- ❖ Midstate logo items except, bookbags and portfolios, cannot be charged to a student's account.
- ❖ Students will not be able to charge anything to their account after excess financial aid is released.
- ❖ Books, materials, and supplies are non-refundable and non-exchangeable unless authorized by administrative personnel.

### **Textbooks**

A listing of textbooks, ISBNs, and prices are available at the beginning of each new term to allow students to purchase textbooks and/or materials from other sources such as other college bookstores or Internet booksellers. Financial Assistance may be available to make these purchases. The quarterly schedule and textbook information is posted on the Midstate College website at <http://www.midstate.edu/academics/directory/schedule.php>.

### **Book Return Policy**

Books may be returned during the first three weeks from the start of the term with a copy of the receipt. Books in new condition will be given full credit. Workbooks or paper cover books acceptance will be determined by the condition of the book.

### **Book Buy Back Policy**

Book Buy Back dates will be posted in the College calendar and online event calendar. Book Buy Back starts on Monday of week 11 and ends on Friday of week 1. In order to return books:

- ❖ The books must be in VERY GOOD CONDITION AND COMPLETE so that other students may use them. Any CD's that may accompany the book must be included and no pages may be torn out.
- ❖ Book buyback purchases will be applied to your student account. If you have a zero balance on your account, a check will be released the following Monday provided the book buyback was completed by noon on Thursday.



**CAFE`****Room 401 / mbbunch@midstate.edu**

Mickie Cox, Cafe` Cashier

Located in the R. Dale Bunch Student Center, the Cafe` provides a friendly atmosphere to take a break. You will always be warmly and sincerely greeted which will keep you coming back. Breakfast, lunch, and dinner are served Monday through Thursday. You can stop by for a variety of coffee, espresso, smoothies, lattes, sandwiches, salads, baked goods, soups, snacks, and more.

**Cafe` Hours**

Monday - Thursday: 8:00 AM to 6:00 PM

**CAREER SERVICES****Room 216-217 / careerservices@midstate.edu**

Jennie Greenan, Director of Career Services

The Career Services Center provides students and graduates with information about part-time and full-time employment opportunities. The Midstate College Career Services Center also provides résumé writing assistance, interview preparation, career counseling, employment-related correspondence, employment referral processing, and employment-search skills.

Employment counseling is geared toward developing highly marketable individuals capable of securing degree-related positions. Midstate graduates are offered free placement assistance. Although the College does not guarantee job placement, every endeavor is made to partner with the student/graduate to achieve the best possible result.

Midstate College is recognized as a leader by community, industry, and other training institutions for quality education, quality placement strategy, and quality employment standards. To contact the Career Services Center: careerservices@midstate.edu or 309.692.4092 ext. 2170.

Students and graduates are encouraged to set an appointment to meet with the Director of Career Services (692-4092 x2170) for assistance in their employment search. The Career Services Center provides comprehensive services to empower students to make informed choices as they seek employment and finally obtain a good job and a great career. Services include provision of employment resource materials as well as counseling and/or exchange of information in the following: setting professional goals; utilizing social media in a positive manner; and maintaining a positive attitude and outlook during the job search process. Information and referrals to agencies for assistance with smoking cessation, credit counseling, and drug/alcohol dependence are also provided. These are all important considerations when presenting as a professional and embarking on a job search.

**ELEARNING SUPPORT AND TRAINING SERVICES****Room 134 / elearning@midstate.edu**

Kaitlin Seaman, eLearning Coordinator

eLearning support is available to any student taking an online course or program. In order for students to be successful at completing online courses, the College provides an eLearning orientation session on how to utilize the online courseware systems such as Moodlerooms.

All first-time online students are required to take an eLearning orientation session. If the courseware system(s) are upgraded or changed, all online students are required to take an additional training session. The eLearning staff is always available for additional training and assistance to guide you through your eLearning experience.

eLearning students that are considering moving out-of-state should contact the eLearning department or their department director to determine if they will be able to continue their education with Midstate College. Midstate does not operate its online services in all states.

**eLearning Assistance**

If you need assistance accessing your eLearning courses or submitting work, or if you want to go through an eLearning training, you can contact eLearning Support. For assistance a technical support ticket (see the section titled Technical Support Services), call 309.692.4092, ext. 1340, send an email to elearning@midstate.edu, or stop by room 134 to meet with Kaitlin Seaman.

## **FINANCIAL ASSISTANCE & STUDENT ACCOUNTS**

Room 121 / [financialassistance@midstate.edu](mailto:financialassistance@midstate.edu)

Room 104 / [studentaccounts@midstate.edu](mailto:studentaccounts@midstate.edu)

Eric Johnson, Director of Financial Assistance (Assistant Deputy Title IX Coordinator) (Room 121)

Terri Levin, Student Accounts (Room 104)

The Financial Assistance office makes every effort to assist students who need financial help while attending college. Students and their families are encouraged to visit the Financial Assistance office to determine eligibility for state and federal programs.

Midstate College offers a payment plan to students who are unable to pay the full amount by the due date. Questions concerning this payment plan should be directed to the Student Accounts department.

### **Direct Deposit**

Students have the option to choose direct deposit for their excess funds. Direct deposit can be made to the student's checking or saving's account. Contact Student Accounts for questions regarding Direct Deposit and/or to obtain the Authorization Agreement form.

## **LIBRARY SERVICES**

**Barbara Fields Memorial Library**

Room 403 / [library@midstate.edu](mailto:library@midstate.edu)

Jane Bradbury, Director of Library Resources

Monica Broomfield, Library Assistant

### **Library Hours**

Monday - Thursday: 8:00 AM to 8:00 PM

Friday: 8:00 AM to 4:30 PM

Saturday: 9:00 AM to 12:00 PM

The Barbara Fields Memorial Library is a living memorial to Barbara Bunch-Fields, the only daughter of Mr. A. B. and Mrs. Arline H. Bunch. The library offers both print and online materials to meet the needs of students on and off campus. With a Midstate username and password, students can access the online library resources from anywhere with an Internet connection.

To fulfill its mission the library has entered into a combination of agreements and reciprocal borrowing relationships with other institutions that provide access to materials otherwise unavailable on the College's campus.

### **Items of Interest within the Library**

The beautiful stained glass window, located behind the circulation desk, was donated by Zelma Shoemaker and Donna Domnick Goff in memory of A. B. Bunch. It depicts a rural scene and was made by the artist craftworker Julie Zipp. Another fine piece of art, a statue of Horse and Rider, designed by Remington, was a gift of Jeanne and Don Domnick. The busts of Johann Sebastian Bach, a German composer, and Franz Liszt, a Hungarian composer, were also donated by Jeanne and Don Domnick.

### **Hammond Reference Collection**

The Hammond Reference Collection is named for the family of Arline H. Bunch, former Executive Vice President, and her sister, Zelma Hammond Shoemaker, former Librarian of the College. The collection consists of legal research materials utilized for instructional purposes only. It is located in the Hammond Reference Room behind the circulation desk.

### **Periodicals**

#### **Print Collection**

Print newspapers, magazines, and journals are located in the main room and are arranged alphabetically by title. These items cannot be checked-out from the library, but photocopies can be made at no charge. Students are asked to comply with copyright law when copying library material.

**Online Collection**

The library subscribes to 14 databases with access to tens of thousands of academic journals, trade journals, magazines, and newspapers, as well as legal research materials. Students may access the databases through the online subject-specific research guides (LibGuides) or on the library resources webpage.

**Books****Fiction and Non-Fiction**

Print books are located in the main room of the library and check-out for three weeks. A book may be renewed several times unless another patron places a hold on the item(s). Students may renew books by visiting the library, by calling (309-692-4092), or by emailing the staff at [library@midstate.edu](mailto:library@midstate.edu).

**Interlibrary Loan**

Midstate College is a member of the Resource Sharing Alliance (a cooperative network of libraries in Central Illinois), which allows students access to materials in the collections of over 200 libraries in Illinois. Students may request material through the book catalog or by contacting library staff. Materials available at other member libraries are visible under the "All RSA Libraries" tab in the catalog. Requested material normally arrives within 7-10 days. Students are notified of the arrival through their Midstate email account.

**Reference**

Reference books include encyclopedias, almanacs, dictionaries, law reference books, etc. and are located in the middle section of the main room stacks. Reference materials are intended for use within the library and cannot be checked-out.

**Nonfiction eBooks**

eBook Central, a database of almost 90,000 academic eBooks, is updated annually and accessible on the library resources page or through the online research guides.

**Fiction eBooks**

Students may participate in eRead Illinois with a Midstate library card and access public library electronic books on their tablet, computer, or other device. Interested students should see, or email, library staff for more information.

**Reserves**

Reserves are materials that an instructor has requested for a class or assignment. Reserve material can include articles, books, or DVDs. Articles and DVDs must be used within the library. Books can be checked-out but the length of time varies according to the number of students and the number of copies available. These items are not housed in the general collection; students should inquire at the circulation desk.

**Library Card/Student ID**

The Midstate library card and student photo ID are combined into one card, which is processed on orientation day. A library card must be shown to check out materials from the library.

**Replacement Cards**

If a card is lost or expired, see Student Affairs in Room 212 to have a new card issued.

**Warning Notice**

Students with outstanding books or fines, will not be able to obtain a transcript and their library privileges throughout the RSA will be revoked. This includes revoking public library card privileges. However, once all books are returned, fines are paid (or arrangements have been made and approved) a student's library privileges will be reinstated. Students are responsible for all materials borrowed from any library.

**Testing**

Instructors may request that the library proctor a student's make-up test or quiz. Students arriving in the library for an exam must present a photo I.D., no exceptions. Students are encouraged to contact the library and make an appointment in advance to avoid any wait time.

Library staff strictly observes faculty testing directions and students must contact their instructor if they need additional time or do not complete the test by the date indicated, etc. Library staff does not make exceptions to the directions provided by the instructor. Students who have concerns must contact their instructor.

### Midstate Library System

The books are shelved according to the Dewey Decimal system and are cataloged as follows:

#### 000 - GENERAL WORKS

- 001 Computer Science
- 010 Bibliography
- 020 Library Economy
- 030 General Encyclopedias
- 040 General Collections
- 050 General Periodicals
- 060 General Societies, Museums
- 070 Newspapers
- 080 Special Libraries
- 090 Book Rarities

#### 100 - PHILOSOPHY

- 110 Metaphysics
- 120 Special Metaphysical Topics
- 130 Mind and Body
- 140 Philosophic Systems
- 150 Mental Faculties, Psychology
- 160 Logic, Dialectics
- 170 Ethics
- 180 Ancient Philosophers
- 190 Modern Philosophers

#### 200 - RELIGION

- 210 Natural Theology
- 220 Bible
- 230 Theology
- 240 Devotional, Practical
- 250 Homiletics
- 260 Church, Institutions, Work
- 270 Religious History
- 280 Christian Churches and Sects
- 290 Ethnic, Non-Christian

#### 300 - SOCIOLOGY

- 320 Political Science
- 330 Political Economy
- 340 Law
- 350 Administration
- 360 Associations and Institutions
- 370 Education
- 380 Commerce, Communications
- 390 Customs, Costume, Folklore

#### 400 - LANGUAGE

- 410 Comparative
- 420 English
- 430 German
- 440 French
- 450 Italian
- 460 Spanish
- 470 Latin
- 480 Greek
- 490 Minor Languages

#### 500 - NATURAL SCIENCE

- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Geology
- 560 Paleontology
- 570 Biology
- 580 Botany
- 590 Zoology

#### 600 - TECHNOLOGY (Applied Sciences)

- 610 Medicine
- 620 Engineering
- 630 Agriculture
- 640 Domestic Economy
- 650 Communication, Business
- 660 Chemical Technology
- 670 Manufacturing
- 680 Mechanic Trades
- 690 Building

#### 700 - FINE ARTS

- 710 Landscape Gardening
- 720 Architecture
- 730 Sculpture
- 750 Painting
- 760 Engraving
- 770 Photography
- 780 Music
- 790 Amusements

#### 800 - LITERATURE

- 810 American
- 820 English
- 830 German
- 840 French
- 850 Italian
- 860 Spanish
- 870 Latin
- 880 Greek
- 890 Minor Languages

#### 900 - HISTORY

- 910 Geography and Travel
- 920 Biography
- 930 Ancient History
- 940 Modern Europe
- 950 Modern Asia
- 960 Modern Africa
- 970 Modern North America
- 980 Modern South America
- 990 Oceania and Polar Regions

**SECURITY****Room 118 / [security@midstate.edu](mailto:security@midstate.edu)**

Security Officers, Pinnacle Security Innovations  
 Rhonda Urban, Director of Student Affairs (Co-Director Security & Title IX Coordinator)  
 Mike Bunch, Business Manager (Co-Director Security & Title IX Investigator)

**Security Hours**

Monday - Thursday: 8:00 AM to 9:30 PM  
 Friday: 8:00 AM to 4:30 PM  
 Saturday: 9:00 AM to 12:00 PM

**Contact Information**

Students, personnel, and others should contact the below personnel to report a criminal action or other emergency occurring on campus. Immediate notification provides for timely warnings and annual statistical disclosure. Details regarding campus security and safety policies can be located in the Health & Safety section of this handbook.

**Sexual Assault Response Team (SART)****Security (Pinnacle Security Innovations)**

Main Building - Room 118  
[security@midstate.edu](mailto:security@midstate.edu)  
 309.692.4092 ext. 1180

**Director of Student Affairs (Co-Director of Security, Title IX Coordinator)**

Main Building - Room 212  
[security@midstate.edu](mailto:security@midstate.edu)  
 309.692.4092 ext. 2120

**Director of Financial Assistance (Deputy Title IX Coordinator)**

Main Building - Room 121  
[financialassistance@midstate.edu](mailto:financialassistance@midstate.edu)  
 309.692.4092 ext. 1210

**Business Manager (Co-Director of Security, Title IX Investigator)**

RDB Student Center - Room 402  
[security@midstate.edu](mailto:security@midstate.edu)  
 309.692.4092 ext. 4020

**Director of Human Resources**

Main Building - Room 117  
[hr@midstate.edu](mailto:hr@midstate.edu)  
 309.692.4092 ext. 1170

**Director of Student Success**

Main Building - Room 110  
[studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu)  
 309.692.4092 ext. 1100

**Center for Prevention of Abuse Coordinator**

Confidential Advisor(s)  
 309.691.0551  
[www.centerforpreventionofabuse.org](http://www.centerforpreventionofabuse.org)

**Midstate Electronic Reporting**

[www.midstate.edu/admissions/consumer.php](http://www.midstate.edu/admissions/consumer.php)

**Emergency Number**

9-1-1 Police / Fire / Ambulance

**Non-Emergency Numbers**

Peoria Police Department	309.673.4521
Peoria Fire Department	309.674.3131

## MIDSTATE COLLEGE SOCIAL MEDIA

marketing@midstate.edu or admissions@midstate.edu



Midstate's Facebook page provides information on campus hours, events, course schedules, and, of course, the latest Midstate news. To Like the Midstate College pages:

- ❖ Log in to Facebook with your account / Create one if you don't have an account ([www.facebook.com](http://www.facebook.com));
- ❖ Type Midstate College in the search box at the top of the screen and hit enter;
- ❖ Choose Midstate College;
- ❖ Click the Like button located at the top right of the screen.



Follow Midstate College:

- ❖ Log in to Twitter with your account (Create one if you don't have an account);
- ❖ Type Midstate College in the search box;
- ❖ Click "Follow" under the Midstate College image.



- ❖ Subscribe to Midstate College Channel;
- ❖ Go to Midstate College website;
- ❖ Click the YouTube icon located at the top right of the page;
- ❖ Click Subscribe button.



### Midstate Mobile Updates

Stay connected to Midstate with information delivered right to your phone.

## REGISTRAR / STUDENT RECORDS

Rooms 100 & 102 / registrar@midstate.edu

Angela Kepler, Registrar (Room 100)  
Teri Paterkiewicz, Student Records Assistant (Room 102)  
Elic Fisher, Student Records Assistant (Room 102)

### Main Office Hours

Monday - Thursday: 8:00 AM to 9:30 PM  
Friday: 8:00 AM to 4:30 PM  
Saturday: 9:00 AM to 12:00 PM

The Registrar and Student Records office assists students with all student records related requests, including, but not limited to registration, scheduling, grades, transcripts, and FERPA.

## STUDENT AFFAIRS SERVICES

Room 212 / [studentaffairs@midstate.edu](mailto:studentaffairs@midstate.edu)

Rhonda Urban, Director of Student Affairs

The Student Affairs office has different activities planned for the students throughout the year. Students have opportunities to participate in community and career-related organizations, volunteer programs, and more. Organizations and volunteer opportunities are listed below.

### How to Get Involved

Getting involved in student activities can be the difference between merely attending Midstate College and being a vital part of the College. Some of the advantages of involvement in extra-curricular activities are learning more about your field of study, establishing new friendships, and just having a good time. Make the most out of your life at Midstate College - Get Involved!

### Selecting a Student Organization

Student organizations are an excellent way to meet new people and learn more about the campus. In addition, student organizations are a place where you can try out new interests and gain new skills. They are also a good place to enhance the education you receive in the classroom. They can provide you with valuable leadership experience. As you make your choice, you should think carefully about what you hope to gain from the experience and how much time you have to devote to the organization.

### Scheduling Events

Requests for scheduling of events or activities are initiated with the Student Affairs Director, who will assist in planning the activity and arranging services and facilities as necessary. Requests, which must be sponsored by officially recognized student organizations, must be submitted at least two weeks prior to the scheduled activity or event.

### Fundraising

The College permits controlled sales campaigns and solicitations. Recognized student organizations are encouraged to raise funds to support their activities; however, such fundraising efforts are prohibited unless prior authorization has been obtained from the Student Affairs Director. Raffles must be approved not only by the Student Affairs Director but also approved and properly licensed by the City of Peoria.

Sales campaigns and collections are restricted to specific on-campus locations and times designated by the Student Affairs Director. Fundraising campaigns related to off-campus charities and benefits are prohibited unless sponsored by a campus organization and cleared through the Student Affairs Director.

### Clubs and Organizations

**Alpha Iota Sorority - Alpha Beta Chapter and Peoria Alumnae Chapter**

Room 212 / Rhonda Urban / [studentaffairs@midstate.edu](mailto:studentaffairs@midstate.edu) / [www.alphaiota.org](http://www.alphaiota.org)

This organization is an international honorary business sorority for women of high scholastic achievement. Its purpose is to make each member a better businesswoman through the development of self-confidence, leadership skills, and awareness of responsibility to herself and her community. The spirit of loyalty, friendship, cooperation, and education fostered during college years continues for life. Annual International, District, and Local dues of \$76.00 can be incorporated into the student's financial aid package. The membership application is completed with the Director of Student Affairs. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged to retain their membership as a professional member.

Heartspring was adopted as the Alpha Iota International Service Project in 1949. Located in Wichita, Kansas, it is one of the few residential speech and hearing rehabilitation facilities in the United States. The Sorority has contributed over \$100,000.00 towards the cost of training individual children at Heartspring, and in 1994 was one of the several patron organizations honored at the 60th Anniversary Celebration of Heartspring.

The Peoria Alumnae Chapter volunteers locally at the Center for Prevention of Abuse. The Center for Prevention of Abuse has been a statewide leader to end abuse and make our homes, schools, and communities safer. They provide confidential and compassionate service in a safe environment with one goal in mind, empowering people in our community to live free from violence and abuse. The Center provides housing services, intervention and support, advocacy, and education and prevention.

**American Association of Medical Assistants (AAMA) - Central Illinois Chapter & Midstate Medics**

Room 205 / Dr. Amber Schappaugh, DM-HCML, AHI, RMA / [aschappaugh@midstate.edu](mailto:aschappaugh@midstate.edu) / [www.aama-ntl.org](http://www.aama-ntl.org)

All Medical Assistant A.A.S. Degree students are encouraged to enroll as a student member in the American Association of Medical Assistants (AAMA). As a member of AHIMA students are enrolled as members of the chapter of their choice. This membership is important to the development of professionalism and leadership in students attending our accredited (CAAHEP and AAMA) Medical Assistant program. Student membership is approximately \$38.50 per year, and dues can be incorporated into the student's financial aid package. Students should see their department director for information on how to enroll in the organization. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged retain their membership as a professional member.

*Midstate Medics:* All Allied Health students are encouraged to attend the meetings and other activities of this club. Goals of the club are to promote better understanding of health care professions, provide networking, and promote unification throughout the healthcare professions.

**American Health Information Management Association (AHIMA)**

Room 236 / Dr. Leah Grebner / [lgrebner@midstate.edu](mailto:lgrebner@midstate.edu)

All Health Information Technology A.A.S. Degree students are encouraged to enroll as a student member in the American Health Information Management Association (AHIMA). Students are enrolled as members of the Illinois Component State Association, and Illinois Health Information Management Association (ILHIMA). Student membership is \$45.00 per year, and dues can be incorporated into the student's financial aid package. Students should see their department director for information on how to enroll in the organization. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged retain their membership as a professional member.

This membership provides the students with access to:

- ❖ Valuable peer networking opportunities through the AHIMA Communities of Practice (CoP)
- ❖ Subscription to the peer-reviewed *Journal of the American Health Information Management Association*
- ❖ Eligibility for scholarships through the AHIMA Foundation
- ❖ Access to Library and HIM Body of Knowledge
- ❖ Access to the AHIMA Job Bank
- ❖ Discounts to AHIMA books and products

Standards of the Commission on Accreditation for Health Informatics and Information Management Education require exposing students to the professional organization.

- ❖ American Health Information Management Association / [www.ahima.org](http://www.ahima.org)
- ❖ Illinois Health Information Management Association / [www.ilhima.org](http://www.ilhima.org)

**Central Illinois Health Information Management Association (CIHIMA)**

Room 236 / Dr. Leah Grebner / [lgrebner@midstate.edu](mailto:lgrebner@midstate.edu)

CIHIMA is a regional association, which is separate from AHIMA and ILHIMA. Annual membership dues for CIHIMA are \$10. CIHIMA provides quarterly educational meetings in Peoria, Normal, and other locations in Central Illinois. The student price to attend CIHIMA quarterly meetings is \$12.50 for the full day of education.

- ❖ Central Illinois Health Information Management Association / [www.ilhima.org/regional-associations/cihima-central/](http://www.ilhima.org/regional-associations/cihima-central/).html

**Central Illinois Paralegal Association (CIPA) - Affiliate of the National Association of Legal Assistants (NALA)**

Room 219 / Mark Wiltse / [mwiltse@midstate.edu](mailto:mwiltse@midstate.edu)

CIPA is the local association for Paralegals. Student membership dues are \$35 per year, and dues can be incorporated into the student's financial aid package. Membership provides opportunities for networking in the legal field and much more. The CIPA application for membership must be completed through the Legal Studies Department and the Student Affairs office.



**Illinois Court Reporters Association (ILCRA)**

Room 220 / Kathryn Dittmeier/ kadittmeier@midstate.edu

All Realtime Reporting students are encouraged to enroll as student members in the Illinois Court Reporters Association. Student membership is available at [www.ilcra.org](http://www.ilcra.org) and is approximately \$40 per year. To incorporate the dues into your student financial aid package, please see the Realtime Reporting Coordinator for details.

Benefits of student membership in ILCRA:

- ❖ A subscription to *Ad Infinitum*, a quarterly online newsletter containing up-to-the-minute reporting developments throughout the state, highlights of board meetings, and advertisements.
- ❖ Access to the ILCRA Online Mentors Program.
- ❖ Significantly reduced rates for state conventions and seminars.
- ❖ Opportunity to compete for annual student scholarships.
- ❖ Access to resources on the ILCRA website.

**Midstate Jurists**

Room 219 / Mark Wiltse / mwiltse@midstate.edu

The Midstate Jurists represent the Legal Studies department at Midstate College. All current students of the Paralegal Studies degree program and all graduates of the Paralegal Studies degree program that are currently enrolled in other programs are eligible to join and attend the Midstate Jurists' meeting's and events. All students in the Paralegal Studies degree program are encouraged to attend the meetings and other activities of this group.

The purpose/goals of the Midstate Jurists include:

- ❖ To promote the paralegal profession;
- ❖ To encourage and provide for the continuing education for paralegals;
- ❖ To act as a communications network among members of the Midstate College Paralegal Studies degree program, the paralegal profession, the legal community, and civic and professional organizations;
- ❖ To participate in and conduct research, seminars, studies or other works relative to the paralegal profession;
- ❖ To monitor activities and inform members of the developments in the paralegal profession;
- ❖ To recognize the importance of ethical standards in the paralegal profession;
- ❖ To offer understanding and support for program peers and professionals.

Paralegal Studies' students are also encouraged to join the Central Illinois Paralegal Association ([www.ciparalegal.org](http://www.ciparalegal.org)) and at least one of the national associations which include:

- ❖ National Association of Legal Assistants / [www.nala.org](http://www.nala.org)
- ❖ National Federation of Paralegal Associations / [www.paralegals.org](http://www.paralegals.org)
- ❖ National Paralegal Association / [www.nationalparalegal.org](http://www.nationalparalegal.org)

These organizations promote fellowship among the paralegal students and expand the student's horizons through networking and continuing education opportunities in the legal field.

**National Court Reporters Association (NCRA)**

Room 220 / Kathryn Dittmeier/ kadittmeier@midstate.edu

All Realtime Reporting students are encouraged to enroll as a student member in the National Court Reporters Association. This membership is important to the development of professionalism and leadership in students attending our NCRA-approved Realtime Reporting program. Student membership is approximately \$65.00 per year, and dues can be incorporated into the student's financial aid package. Please see the Program Coordinator for information. [www.ncra.org](http://www.ncra.org)

Benefits of student membership:

- ❖ Mentors and resources that support completion of school.
- ❖ Two introductory certification programs that you can start while still in school. Significant savings when signing up for these while a student member.
- ❖ Subscription to the JCR magazine and the JCR Weekly.

- ❖ Members-only discounts on office supplies.
- ❖ Members-only discounted group insurance programs through Mercer.
- ❖ Special student pricing to networking and educational events at the NCRA Convention & Expo.
- ❖ Connection to the largest court reporting and captioning network in the world.
- ❖ First-year and second-year membership rates for students who roll over their membership to participating or registered status.

#### **Midstate College Rotaract (Central Illinois Division)**

Room 234 / Nick Fowler / [njfowler@midstate.edu](mailto:njfowler@midstate.edu)

Rotaract is a community service-oriented club for college students that meets monthly. Nationally, Rotaract has over 184,000 members in more than 8,000 clubs worldwide. The meetings include a variety of speakers, planning activities for community service projects, and networking. As part of the dedication to the motto, "Service above self," Rotaract clubs are considered to be "partners in service" to the sponsoring Rotary club. Midstate Rotaract is a component organization of Central Illinois Rotaract sponsored by Rotary Peoria-North. Annual dues are \$25 and can be incorporated into the student's financial aid package. Contact the organization advisor for an application. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged obtain their membership as a professional member in Rotary.

#### **Wellness & Health Initiative Program (WHIP)**

Room 212 / Rhonda Urban / [rpurban@midstate.edu](mailto:rpurban@midstate.edu)

The framework for the Wellness & Health Initiative Program (WHIP) is based on the Six Dimensions of Wellness Model created by the National Wellness Institute, which addresses individuals' emotional, occupational, physical, spiritual, intellectual, and social well-being. Currently, the WHIP offers a Rock Island Trail cleanup program, discounts at area health clubs, and calorie information for select Café items.

#### **Alumni Association**

Room 212 / Rhonda Urban / [alumni@midstate.edu](mailto:alumni@midstate.edu) / like us on Facebook at Midstate College Alumni Association

The Midstate College Alumni Association fosters and strengthens relationships between the alumni and the College. The alumni actively support the educational leadership of Midstate College. Midstate College is proud of its rich history and successful alumni since its inception in 1888. Alumni are encouraged to visit the campus, attend activities, and send information about themselves to the Alumni Association. The benefits of membership include networking, making and keeping business contacts and receiving updated newsletters. The Alumni Association supports current students and the community through scholarships and special projects.

#### **Volunteering**

Students can volunteer for on- and off-campus activities such as donation collections, service organizations, and any other campus-sponsored volunteer program.

#### **Student Volunteer/Achievement Program (SVAP)**

The SVAP is a program designed to allow students to obtain points for becoming involved in extra-curricular activities and achievements. Students involved with the program turn in activity sheets to the Student Affairs department, which keeps a tally on each student's accomplishments. Activities range from community service, volunteer work, sports, tutoring, clubs and organizations to helping out with school-sponsored events. There are four different levels of awards based on points obtained. An award is given at the commencement ceremony to the most outstanding student. SVAP forms are located in the information racks located throughout the campus. Forms are to be turned into the Student Affairs department.

#### **Illinois Commission on Volunteerism and Community Service**

To receive information on programs through the Illinois Commission on Volunteerism and Community Service (ICVCS), please contact them at 618 E. Washington Street, 1st floor, Springfield, IL 62701 or by phone at 217.558.2663 (voice), 217.558.6247 (TTY), 1.800.592.9896 (toll-free in Illinois), or by visiting their website at [www.state.il.us/volunteer](http://www.state.il.us/volunteer).

**Bulletin Board Policies**

- ❖ Posters, notices, and flyers may be placed only on unrestricted/general use bulletin boards located throughout the campus. When an event is over, all related information must be discarded.
  - Items to be displayed must be:
    - ❖ Posted only with approval of the Student Affairs Director;
    - ❖ Stapled or tacked to bulletin boards by the Student Affairs office;
    - ❖ May not be placed in or on any vehicle.
- ❖ Unapproved posters and materials placed in unauthorized locations will be removed.

**Calendars****Campus Calendar**

The College calendars are located on the bulletin boards around the campus. They provide information on all of the Midstate College events and dates to remember. Do not take calendars off of bulletin boards. An electronic copy is available in the publications section of the Midstate website.

**Online Event Calendar**

The College provides an up-to-date electronic calendar on the main page of the website. College activities and events, flyers, term dates, holidays, and much more can be found on the Event Calendar. Go to [www.midstate.edu](http://www.midstate.edu) and click on Event Calendar at the bottom of the page.

**Midstate News**

The *Midstate Voice* Newsletter and flyers are online publications that publicize current events and information.

The bulletin boards, email, and website are the best way of communicating information on a daily basis. Please take the time to read the boards, emails, and website. These media will inform students about events that will be coming up, scholarships that are available, new schedules, grades, and much more. Take a few minutes each day to glance over the boards and check your Midstate email for anything new.

**School Colors**

The school colors are blue and silver/gray.

**STUDENT SUCCESS SERVICES**

Room 110 / [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu)

Whitney Jones, Director of Student Success  
Student Success Tutors (Room 210)

The faculty and staff at Midstate College are dedicated to helping you succeed, not only as a student at the College, but through a lifetime of additional challenges. The Student Success office can help you coordinate resources which will assist in making your college experience positive, memorable, and successful. Contact the Student Success office for information and assistance with the following: tutoring, vocational counseling, study skills, test taking techniques, note taking, getting organized and managing time, researching and research writing, essay writing, preparing for oral presentations, and more.

**Services for Students with Disabilities**

Midstate College makes a concerted effort to help our students with disabilities. Facilities such as the computer lab, restrooms and classrooms are located in areas that are accessible to persons with disabilities. Midstate College provides special equipment needs and special services for persons with disabilities through the Federal Work Study program. Funds through Federal Work Study are available to hire students to assist individuals with disabilities with access to facilities, carrying textbooks, and running errands. Students with special needs should meet with the Director of Student Success to address concerns and make arrangements for assistance.

The Student Success office promotes Midstate College's commitment to student-centered education within an environment that affirms the uniqueness and diversity of each individual. This office provides advocacy for and services to students with all types of documented disabilities such as: deaf, mobility, learning disability, blind/visual, psychological, chronic health, etc. The following services are provided, when appropriate, to students with disabilities:

- ❖ Faculty notification (when appropriate)
- ❖ Alternative testing arrangements, including extended time
- ❖ Readers and scribes
- ❖ Note takers
- ❖ Informal counseling
- ❖ ebooks, taped books, Braille or large print books
- ❖ Large print materials
- ❖ Tutoring
- ❖ Interpreters for the Deaf
- ❖ Permission for tape recording of lectures
- ❖ Academic advising
- ❖ Campus orientation
- ❖ Referrals for community services as warranted

### Study Skills

You have come to Midstate College to learn and will soon find out that learning requires study and hard work. Because of this, it is important to develop good study habits. Although your curriculum will determine the amount of study time required, we have compiled some general study tips to help improve the quality of your study time.

Why is it important to attain a good academic record?

- ❖ Your future job
- ❖ Competing successfully
- ❖ Developing skills
- ❖ Building confidence

What is the formula for success?

- ❖ Practice self-discipline
- ❖ Use good study skills
- ❖ Resist distractions
- ❖ Maintain good health

How do I practice self-discipline?

- ❖ Keep a positive attitude. Realize that obstacles can be overcome by keeping your mind on them.
- ❖ Know yourself, your strengths and your weaknesses. Take advantage of strengths and work to overcome weaknesses.
- ❖ Reach your goals. No one is going to remind you to study in college. You must study on your own.
- ❖ Learn to avoid distractions. If avoidance is not possible, learn to block out distractions.

How do I achieve good study techniques?

- ❖ **Manage your time:** Find a daily schedule you can live with. A general rule is planning to spend two hours studying for every hour spent in class. A typical schedule might include:
  - ❖ Classes
  - ❖ Meals
  - ❖ Assignments
  - ❖ Exercise
  - ❖ Studying for tests
  - ❖ Social activities/family
  - ❖ A job
- ❖ **Study every day:** Establish a daily study routine. It just makes sense - the more often you look at the material the more information you will retain. Frequent studying makes it easier to keep up with your course load, and you aren't as inclined to end up cramming when test time rolls around.

- ❖ **Choose a study place:** A description of an ideal study place would be:
  - ❖ Free of distractions (NO -TV, stereo, telephone, and conversation)
  - ❖ Close to needed resources
  - ❖ Free of clutter
  - ❖ Well-lit
  - ❖ Set up a comfortable environment. Although a quiet, well-lit environment is usually the best, establish a study environment which is most comfortable for you. Make sure you have adequate lighting and a cozy chair to sit in for a couple of hours (avoid being too comfortable; you can't study while you're sleeping).
- ❖ **Concentrate:** When studying, make it your number one priority. Avoid places where distractions may interfere with your studying.
- ❖ **Use the library effectively. Be acquainted with:**
  - ❖ The classification system
  - ❖ Online academic services databases
  - ❖ Location of references
- ❖ **Listen actively:** Consciously "tune in" to what you are hearing. Be alert to special techniques the instructor may be presenting. Weigh the importance of the information in your own words. Listen for cues, such as "The main point is ..." or "Remember this..." Think of possible exam questions.
- ❖ **Take good notes:** Take notes in outline form. This forces you to listen for main points. If you use a tape recorder, always make sure you have the instructor's permission, and then transcribe notes after class. Review your notes after class, then daily.
- ❖ **Make your class notes work for you:** Be as brief as possible without sacrificing accuracy, leave plenty of white space and margins for additions; review your notes as soon after the lecture as possible. Use key words and headings to organize your notes, break up the pages with lists; create indentations and paragraphs to make your notes more readable and easy on the eye. Before the next session of a class, review the notes from the previous session. If there are any questions, communicate with your instructor.
- ❖ **Take a break:** You'll find it's important to get up every once in a while and take a break from studying. You'll also find that the quality of your studying improves. A ten minute break every hour or two will help clear your mind and ease the strain of writing, reading, and sitting for long periods of time.
- ❖ **Read your assignments:** Before each class period make sure to read the material to be covered that day. First do a quick overview of headings, titles, maps, and charts. Then read the assignments, taking notes or highlighting as you read. After you have read the material thoroughly, skim over it once again. Take some time out to analyze and apply the information you have just learned by creating problems and hypothetical situations.
- ❖ **Go to class:** How well can you know the information if you weren't there to hear it, question it, and discuss it? Participation helps you to understand and remember the material more clearly. You'll also be able to comprehend your own notes more clearly than those copied from a classmate.
- ❖ **Ask for help:** If you are uncertain about something, ask questions of your instructors and classmates. Go to the people who have the answers. Asking questions will also enable you to see difficult material in a different way. Others who can help are your advisors, the Library staff, and the office of Student Success.
- ❖ How do I maintain good health? Good health is essential for your success. When you feel your best, you are more likely to do your best.
  - ❖ Eat a balanced diet
  - ❖ Exercise regularly
  - ❖ Get enough sleep
  - ❖ Plan time for recreation
- ❖ Reading Strategies:
  - ❖ Skim when looking for one idea
  - ❖ Read carefully when locating main ideas
  - ❖ Read intensively for total understanding
  - ❖ Highlight main ideas

- ❖ Preparing for Tests: Achieving good grades at college is well worth the effort when you get a rewarding job and climb the ladder of success.
  - ❖ Review all notes
  - ❖ Make flash cards and fact sheets - writing reinforces memory
  - ❖ Say facts out loud to see if you remember
  - ❖ Keep re-reading text to a minimum
  - ❖ Don't cram - It's unhealthy, and studies prove it doesn't lead to positive results
  
- ❖ Just remember:
  - ❖ Practice self-discipline
  - ❖ Sharpen study skills
  - ❖ Learn to deal effectively with the college environment
  
- ❖ Social Activities: Obviously, you have to maintain a social life. It is important to your personal growth. It also provides breaks from studying which everyone needs, but be aware of the harmful effects of the following:
  - ❖ Alcohol Consumption - If you plan to drink, do so after studying is complete.
  - ❖ Other Drugs - Many students choose not to do drugs. Seriously consider the academic and legal risks of drug use.
  - ❖ Too Much Socializing - Spending time with friends is great for relieving tension. However, spending too much time with friends can mean less time for studying, lower grades, and increased stress.
  
- ❖ Extracurricular Activities: Extracurricular activities are beneficial if they do not interfere with study time. Activities can help you to develop leadership and organizational skills that can help you after you graduate. Find out more about:
  - ❖ Clubs
  - ❖ Service Organizations
  - ❖ Other activities
  
- ❖ Stress makes concentration difficult. Students most often worry about:
  - ❖ **Career Decisions:** Career Services assistance is available. Because of Midstate's size, individual appointments are available, and the Career Services office can assist you in finding a position in your field of study.
  - ❖ **Finances:** The Financial Assistance office can help you with financial concerns for college.
  - ❖ **Grades:** Your instructor will be glad to help you with academic problems. It is possible that a tutor could be assigned to help with specific areas of study.
  - ❖ **Tutoring:** The Student Success office can assist in tutoring and other assistance to help improve your course work.
  - ❖ **Personal Problems:** The Director of Student Success and/or your department director can serve as a resource you concerning any personal problem that might affect your performance in school.

Help is available. You don't have to face these problems on your own.

## **TECHNICAL SUPPORT SERVICES**

Room 140 / support@midstate.edu

Mike Hart, Computing Services Manager

### **Questions, Comments, or Concerns Regarding Technical Support**

Contact Mike Bunch, Business Manager

Room 402 / 309.692.4092 ext. 4020 / mbbunch@midstate.edu

### **Technical Support On-Campus Hours**

Monday - Thursday: 8:00 AM to 6:00 PM

**On-Campus Assistance**

The Technical Support Help Desk is located in Room 140. If the support technicians are away from the desk, go to the main office to have them paged.

**Off-Campus and After Hours Assistance**

Technical Support can be contacted through the following methods:

**Online Technical Support**

To request technical support online, go to [www.midstate.edu](http://www.midstate.edu) and click on the Technical Support link at the left side of the home page. Next, click the Online: File a support ticket link and fill out the form.

**Phone Support**

Direct Line: 309.692.4883

Toll Free: 1.888.272.0067

Main Campus: 309.692.4092 ext.1400

During or after hours or if no one immediately answers the Technical Support line, leave a message on the answering service. Leaving a message will page all the members of the technical support team, and they will promptly respond to your message.

**Computer Repair and Upgrades**

The Technical Support department will assist students and personnel in repairing or upgrading computer systems at no charge. If repair or upgrade requires the purchase of parts, the student or personnel will be responsible for the cost and purchase of the parts. Contact Technical Support to make arrangements for any repair needs.

**Software Policy**

Midstate College has a campus-wide licensing agreement with Microsoft. This allows Midstate to give a copy of Microsoft software utilized on-campus to students for installation on their home computers. Software is distributed through Technical Support upon request. For upgrades of software you have already had issued, you will need to see Technical Support.

**On-Campus Student Log-on Procedures**

Step 1: Press Ctrl – Alt – Delete to log on to Windows

Step 2: Enter your user name and password as follows:

**User name**

Your user name will consist of your first initial, middle initial, followed by your last name. Example: Jane Renee Smith = jrsmith

**Password**

Your password is your first and last initials and the last four digits of your student number. Your student number can be found on your schedule. Your password should be changed. The new password must be a minimum of six (6) characters. Example: Jane Smith & js9912345 = js2345

**On-Campus Student Log-off Procedures**

Step 1: Click Start button

Step 2: Click Log Off

**Security**

Logging off of the computer ensures the security of your personal files and/or email. If you fail to log-off, someone else can get into your files. If the computer is left unattended for ten (10) minutes the computer will lock automatically.

**Home H: Drive**

Students may store files on their H: drive which will provide accessibility from any computer on campus or from home. It is a good idea to save your files to both your thumb drive and to your H: drive. Midstate has taken precautions to ensure that student data is safe. The student will be the only one allowed to view or change files on his or her H: drive. Always make sure that you regularly back up your work by saving to both the H: drive and your external thumb drive.

To save on your H: drive, follow the below steps:

- Step 1: Click - File
- Step 2: Click - Save as
- Step 3: Click the down arrow on - Save In:
- Step 4: Click on - your user name on (H:)  
Example: jrsmith on (H:)
- Step 5: Enter - File name
- Step 6: Click – Save

### Public P: Drive

The P: drive is a public access drive that provides folders and files for course work, Microsoft training, and the like. The P: drive is also available from home.

### File System Browser

To access the H: and P: drives from off campus, go to [www.midstate.edu](http://www.midstate.edu) and click on the File System Browser link at the bottom of the page. You will be required to log on with your Midstate username and password. Make sure to “save” the file to your home computer instead of “open,” then to save back to the H or P drives, upload the file.

### Gateway

The Gateway (<https://gateway.midstate.edu>) is an interactive, user-based website designed specifically for Midstate College students. As a student at Midstate, you now have the opportunity to access a number of college services from anywhere, anytime, as often as you’d like! We hope you will use the Gateway frequently and find it to be very useful during your educational journey at Midstate!

To access the Gateway, simply click the “Gateway” link in the upper right corner of the Midstate College home page (<http://www.midstate.edu>) and enter your username and password.

### Sync Your Midstate College Email to iOS Device

What you will need:

- ❖ Apple device running a current version of iOS
- ❖ Your Midstate College username (e.g. jqpublic), email address (e.g. [jqpublic@midstate.edu](mailto:jqpublic@midstate.edu)) and password

- Step 1: Navigate to your home screen on your iOS device
- Step 2: Open your settings
- Step 3: Select Mail, Contacts, and Calendars
- Step 4: Select Add Account...
- Step 5: Choose Exchange
- Step 6: Enter your Midstate College email address and an optional description
- Step 7: Select “Next”
- Step 8: Enter the following information:
  - ❖ Email: (already filled in)
  - ❖ Server: mail.midstate.edu
  - ❖ Domain: midstate
  - ❖ Username: (your Midstate College username)
  - ❖ Password: (your Midstate College password)
  - ❖ Description: (already filled in)

Step 9: Select “Next”

Step 10: Choose what you would like to sync from your Midstate account (mail, contacts, calendar, and reminders) Step 11: You can set additional settings if you wish by going back to Mail, Contacts, and Calendars

### Additional settings explained:

- ❖ Fetch New Data: This setting allows you to set when you wish to receive an email. Push means that as soon as it comes into the server it will go to your phone.
- ❖ Default Account: This will be the account emails will be sent from by default.



### Sync Your Midstate College Email to Android Device

What you will need:

- ❖ Android device running a current version of Android
- ❖ Your Midstate College username (e.g. jqpublic), email address (e.g. jqpublic@midstate.edu) and password

Disclaimer: Android OS is a wide spread and open source OS that can be modified by manufacturers. As such, Midstate College cannot guarantee that your device will be able to sync with our email or it is not done the same way. It is dependent on the vendor and their modifications.

Step 1: Navigate to your home screen on your Android device

Step 2: Open your apps or settings

Step 3: Select the email app

Step 4: If you went through settings, go to Accounts and choose “add account”

Step 5: Select Add Account...

Step 6: Enter your full email address (example@midstate.edu) and your password and select manual setup

Step 7: Select Exchange for the account type

Step 8: Enter the Server and domain information: mail.midstate.edu and Midstate respectively. Depending on your version of Android, you may have to put the domain name in front of your username

Step 9: Make sure to check the “Use secure connection (SSL)” and “Accept all SSL certificates” checkboxes. If it asks for a port number leave it at what it is by default

Step 10: You will get a permissions dialog box pop up next. It will ask that you allow Midstate’s servers to remotely control some features. Tell it OK.

Step 11: Set the settings at your discretion.

Settings Explained:

- ❖ Inbox checking frequency: By default this is set to Push. This means that as soon as the emails come in on the mail server it will be pushed to your phone. You can set this to check at time intervals if you prefer.
- ❖ Days to Sync: This is the amount of mail saved on your phone. If you choose a week for example, only 1 week prior to the current day will be saved on your phone.
- ❖ Automatically download attachments when connected to WiFi: If you have any emails with attachments, this setting will automatically download the attachment when you are connected to a wireless network. This does not include 3G or 4G for data limit reasons.
- ❖ Additional Settings: The additional settings are fairly self-explanatory but if you have any questions please feel free to contact Technical Support.

Step 12: Your Midstate email should now be synced. The last thing that you should have to do is allow permissions. Most of the permissions your Midstate email will not use but you still need to accept them. These permissions are for companies that are strict on their security policies. Please note that Midstate email will not use features such as “Erase all data”, “Set password rules”, “Monitor screen lock attempts”, etc. Again these features are for companies that use advance security policies to keep potentially sensitive information safe. After you accept the permissions you will be finished and your email synced.

### Acceptable Use Policy

#### Conditions for Student Use of Midstate College Computer Systems and Equipment

It is the responsibility of each user to use the computer resources provided by Midstate College in an efficient, ethical, and legal manner. Users show their acceptance of this policy by using their Midstate College computer account to access their email or other network resources. This policy is intended to preserve the security of the network and computers and protect the work of students, staff, and faculty.

#### Appropriate Usage

Midstate College computer usage (to include, but not limited to, Internet and email) is a privilege and should be treated as such. All on-campus computer usage should be school related and may be monitored at any time. Reasonable use of computer/network resources for a student’s personal use is acceptable. Examples of unreasonable use of computer/network resources include, but are not limited to: peer-to-peer file sharing, printing non-school related material, generating excess network traffic (including continuous access to streaming audio or video), downloading files unrelated to school or sending non-school related communication with Midstate email accounts.

Unauthorized transferring of copyrighted materials to or from the Midstate College computer system without expressed consent of the owner is a violation of Federal law. Use of Midstate College equipment for commercial gain, profit, or promotion is not allowed from Midstate College. Users are expected to refrain from using email to harass or annoy other users of the network.

Obscene or derogatory material which violates the Midstate College policy of non-discrimination will not be tolerated. Midstate College reserves the right to take whatever action necessary to prevent, correct, or discipline behavior that violates this policy.

Violation of this policy can result in discipline by the administration of Midstate College, civil action, or criminal prosecution. Midstate College reserves the right to immediately suspend user privileges for potential violations of these guidelines to protect the integrity and security of the Midstate College network and computer systems. Apparent abuse of this policy will be reported to the Director of Student Affairs or Dean of Academics to determine any further disciplinary actions.

#### **Equipment Responsibility**

Users are expected to take proper care of the equipment in Midstate College facilities. No food or open drink containers are allowed in Midstate College computer labs or computer areas.

#### **Computer Malfunctions**

Report any computer malfunctions to Technical Support (ext. 1400 or [www.midstate.edu](http://www.midstate.edu) and click on Technical Support). Do not attempt to repair, reconfigure, or attach external devices to the systems, with the exception of course related equipment (USB thumb/flash drives, realtime reporting equipment, etc). Do not attempt to install software on any Midstate College computer. Do not open printers. For paper, ink replacement, or software requests, contact Technical Support.

#### **Data Responsibility**

All users will accept responsibility for any work related data that is not saved on network drives. This includes local hard disks, flash drives, and CD/DVD disks. Midstate College is not responsible for loss of data that is not properly backed up. Midstate College is not responsible for personal data lost as a result of poor password security. Any compromise of sensitive institutional data and/or materials will be the responsibility of the individual whose account was used to gain access, and may result in disciplinary action.

#### **Questions Regarding Policies / Reporting Suspicious Activity**

Midstate College Technical Support ([support@midstate.edu](mailto:support@midstate.edu)) or any of the methods above

#### **Computer and Network Access**

All users will be assigned a Midstate College computer account to access computer and network resources. An individual's password will allow access only to his or her own account. Users should not allow any other person, including family members, to access their account for any reason. Users must protect their accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Network passwords should be changed every 90 days. All Midstate College electronic communication will take place via Midstate College email addresses. Midstate College reserves the right to monitor network use or access your account and applicable computer resources if it becomes necessary to investigate security breaches or other infractions of this policy.

#### **Changing User Names and Passwords**

Midstate College maintains a variety of systems that require a username and password to gain access. Usernames can only be changed by the Computing Services department and only in cases where the user's legal name has changed (e.g. marriage). Passwords can be changed at any time by the user; however, it is strongly recommended that if a user changes his or her password in one system, he or she changes their password in all other systems as well.

#### **Student Password Policy**

All users will be assigned a Midstate College computer account to access computer and network resources. An individual's password will allow access only to his or her own account. Users should not allow any other person, including family members, to access their account for any reason. Users must protect their accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.

To ensure a high level of password security, all Midstate College network users should:

- ❖ Never give out a password (verbally or through any electronic communication);
- ❖ Never share a password or account;
- ❖ Never write down a password;
- ❖ Never store a password in a file on any computer;
- ❖ Never leave a logged on computer unattended;
- ❖ Immediately change the default password;

- ❖ Immediately contact technical support with problems;
- ❖ Immediately change the password and contact Technical Support if there is reason to believe a password has been compromised;
- ❖ Always use strong passwords (for more information, see the Creating a Strong Password section in this guide);
- ❖ Always log off.

### Choosing a Strong Password

Midstate College provides all users with a default password when they are entered into the system (generally the user's first and last initials followed by the last four digits of their student ID number). Since the default password contains information that can be obtained from unwanted third parties, it is strongly suggested that all users change this default password once they have successfully gained access to the system(s).

When choosing a new password, users should adhere to the following guidelines:

- ❖ Passwords should not contain significant portions of a username or full name;
- ❖ Passwords should not be based on a word in the dictionary;
- ❖ Passwords should be at least six characters in length;
- ❖ Passwords should contain characters from at least three of the following four categories:
  - ❖ Uppercase characters (A through Z)
  - ❖ Lowercase characters (a through z)
  - ❖ Numbers (0 through 9)
  - ❖ Non-alphabetic characters (!, #, \$, %, etc.)

TIP: To create a password that is both secure and that can be easily remembered: Take the first letter of each word of a quote, song or phrase. Then, capitalize something (first letter is easy), and change some letter to a special character (change an s to a \$ for example). Then, add a number on the end that can be incremented each time the password is changed.

For example: "Hush little baby, don't say a word." The password becomes: Hlbd\$aw4 (capital H, s turns into \$, add a number 4 on the end). Simply recite the phrase while entering the password.

Once a new password has been chosen, the user can check the strength of the password at <http://www.microsoft.com/protect/yourself/password/checker.aspx>

### Midstate College Network and Email

The Midstate College Network and Midstate College email use the same username and password. This password can be changed using one of two methods: the first, for those logged in on-campus, allows the user to change his or her password through the local computer; the second, for those off-campus, allows the user to change his or her password through Web Access email ([www.midstate.edu](http://www.midstate.edu), click on Midstate email).

#### On-Campus

The Midstate College network and Midstate College email password can be changed from any computer on-campus. To change the Midstate College network/email password, complete the following steps:

1. While logged in to any computer on the Midstate College network, press CTRL + ALT + DEL on the keyboard. This will open the Windows Security dialog box.
2. Click on the "Change Password..." button. This will open the Change Password dialog box.
3. Enter the current password in the "Old Password" text box.
4. Enter a new password in the "New Password" and "Confirm New Password" text boxes. Both text boxes must contain an identical password. Leave the "User name" and "Log on to" fields as they are.
5. Click on the "OK" button in the Change Password dialog box.
6. Click on the "OK" button when notified that 'Your password has been changed'.
7. Click on the "Cancel" button in the Windows Security dialog box.

### **Off-Campus**

The Midstate College network and Midstate College email password can be changed from any computer off-campus with Internet access. To change the Midstate College network/email password, complete the following steps:

1. While logged in to Midstate Web Access email, click on the “Options” icon.
2. Click on the “Change Password” button near the bottom of the Options page.
3. Enter the word “midstate” in the “Domain” text box.
4. Enter the current password into the “Old Password” text box.
5. Enter a new password into the “New Password” and “Confirm New Password” text boxes. Both text boxes must contain an identical password.
6. Click on the “OK” button.

### **Midstate eLearning**

Access to Midstate eLearning is only available to those currently enrolled in one or more eLearning classes. The Midstate eLearning password can be changed from any computer with Internet access both on- and off-campus. To change the Midstate eLearning password, complete the following steps:

#### **Moodlerooms**

1. While logged in to Midstate eLearning, click on your name at the top of the screen. If you do not see your name at the top of the screen, first click the “My Courses” link in the upper-right corner.
2. Click on “Preferences” under “User details.”
3. Click “Change Password” under “User account.”
4. Enter the current password into the “Current password” text box.
5. Enter a new password into the “New password” and “New password (again)” text boxes. Both text boxes must contain an identical password.
6. Click on the “Save Changes” button.

# Student Handbook

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## *General Policies*



## CELL PHONE AND OTHER ELECTRONIC DEVICE ETIQUETTE

All cell phones, beepers, and other electronic devices are to be silenced before entering classrooms, study areas, and the library. Usage of these devices in classrooms are to be used for instructional purposes only, i.e., taking notes, research, and the like. Follow the syllabus and faculty instructions for usage in specific classes.

### Using Your Wireless Wisely - Seven Steps for Cellular Etiquette

Cellular phones have gone from being an item used only by business people to an indispensable tool for anyone who wants to stay in touch with friends, family, and associates. As the number of cellular users skyrockets, it's important to remember the proper way to use your phone.

U.S. Cellular recommends the following seven tips for cellular etiquette:

- ❖ **Silence is Golden:** Be aware of wireless-free quiet zones such as theaters, restaurants, courtrooms, movies, classrooms, and meetings. It is inappropriate to use your phone in these places.
- ❖ **Make Amends Gracefully:** If you forget to turn your phone off in a quiet zone and it begins to ring, don't be tempted to take the call. Simply turn off your ringer or let the call go to voice mail - and apologize to those around you for the mistake.
- ❖ **R-E-S-P-E-C-T:** If you are in a crowded place, please respect the rights of others around you. Turn your ringer down, keep your voice low and step away from the crowd if you need to take or make a call.
- ❖ **Focus on Safety First:** Do not use your phone if it will impede your ability to drive. Keep focused and wait until you reach a stoplight or pull over to the side of the road to place or take a call. You can also use features such as speed dial and automatic redial. Get a hands-free kit or phone cradle holder for your vehicle.
- ❖ **No Need to Shout:** Despite the smaller handsets now available, your callers can hear you just as well on a wireless phone as on a regular phone. Keep your voice low or to a conversational tone.
- ❖ **Use Available Technology:** All the great add-ons for your phone like voice mail, caller ID, and vibration mode are designed to help you be a more courteous wireless user. Use them frequently and wisely.
- ❖ **Put People First:** Always think of the person sitting near you, not the person calling you on your wireless. If you absolutely have to take a call, make it brief or ask the caller if you can speak at a later time.

## ELEARNING COMMUNICATION ETIQUETTE

Midstate College expects students to follow basic etiquette in online interaction. Please follow the guidelines listed below for eLearning communication etiquette:

- ❖ Avoid sending course mail and discussion forum posts with incorrect spelling and grammar;
- ❖ Use the "Check Spelling" feature where available;
- ❖ Avoid using abbreviations and acronyms that may confuse the instructor and/or classmates;
- ❖ Avoid using emoticons. Emoticons (a.k.a. "smiles") are a series of letters, numbers, and/or punctuation which can be used to convey an emotion. Emoticons can clutter a message and make it difficult to read;
- ❖ Avoid using sarcasm. Written text can easily be misinterpreted;
- ❖ Avoid using all capital letters in a message. Using all capital letters can make messages difficult to read;
- ❖ Avoid posting irrelevant information in discussion forums. Discussions should be relevant to the topic assigned by the instructor. Students can utilize tools under the Communications tab for casual conversation;
- ❖ Avoid sending course mail or assignments without a clearly defined subject. Messages which are vague or unspecific are easy to overlook;
- ❖ Avoid sending attachments that others may not be able to open. Instructors should specify which applications are to be used. For example, research papers and writing assignments will generally be composed using Microsoft Word.

## LOST AND FOUND

The Lost and Found is located in the main office, Room 102.

## CHILDREN ON-CAMPUS AND IN THE CLASSROOM

No children are allowed in the classrooms, library, or study areas. It is distracting to students and personnel. Also, children are not to be left anywhere on College property without parental supervision. Students and/or personnel will be asked to leave campus if he or she brings children to the campus.

## DRESS CODE

Midstate College values freedom of expression and recognizes that standards of dress and/or grooming are appropriate in certain specific circumstances and in certain programs. The expectation is that college students are mature enough to make wise and appropriate decisions on the type of apparel suitable for a college campus. Dress which disrupts the learning process is not allowed. Dress that includes any words or images that are obscene, offensive, or tend to promote violence, drugs, or disrespect is inappropriate. Common sense and good judgement should prevail.

## PARKING

Please observe any handicapped or reserved parking notices. A parking sticker or proper license is required in order to park in the designated handicap parking spaces. On the first offense you will be issued a warning. The second offense will result in a \$350.00 fine by the City of Peoria and the third or subsequent offenses will result in a \$350.00 fine by the City of Peoria and your vehicle being towed at the owner's expense.

## SMOKING

All of Midstate College's inside facilities are smoke free. As of January 2008 smoking is not permitted within 15 feet of any building entrance way or window. Electronic smoking devices must also be used in designated outside areas.

## SNOW DAY PROCEDURES

Please DO NOT ASSUME that classes will be canceled. If classes are canceled, your instructors may schedule a make-up session or offer special assignments to cover the material. Follow your syllabus for your class assignments in order to keep up with the course work.

Listen to radio and TV stations for cancellations, check your Midstate email account, Facebook, Mobile Updates, Website Event Calendar, or call Midstate College at 309.692.4092 or 1.800.251.4299.

### Day School - Before 8:00 AM:

- ❖ In general if Peoria School District 150 closes for a snow day, so will Midstate College. The decision to cancel will be made at approximately 7:00 AM or earlier.

### Night School - After 2:30 PM:

- ❖ The decision to cancel will not be made until approximately 2:30 PM.

At all times we implore you to use your common sense about the safety of driving conditions. If you are unable to attend classes due to weather conditions, it is your responsibility to obtain any work you may have missed.

## VENDING MACHINES

The vending machines on-campus are not operated by the college. Please report any difficulties to the Bookstore or Student Affairs Offices.

# Student Handbook

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## *Health & Safety*





## CAMPUS CRIME AWARENESS & SECURITY

### Contact Information

Students, personnel, and others should contact the below personnel to report a criminal action or other emergency occurring on campus. Immediate notification provides for timely warnings and annual statistical disclosure.

### Sexual Assault Response Team (SART)

#### Security (Pinnacle Security Innovations)

Main Building - Room 118

security@midstate.edu

309.692.4092 ext. 1180

### Director of Student Affairs (Co-Director of Security, Title IX Coordinator)

Main Building - Room 212

security@midstate.edu

309.692.4092 ext. 2120

### Director of Financial Assistance (Deputy Title IX Coordinator)

Main Building - Room 121

financialassistance@midstate.edu

309.692.4092 ext. 1210

### Business Manager (Co-Director of Security, Title IX Investigator)

RDB Student Center - Room 402

security@midstate.edu

309.692.4092 ext. 4020

### Director of Human Resources

Main Building - Room 117

hr@midstate.edu

309.692.4092 ext. 1170

### Director of Student Success

Main Building - Room 110

studentsuccess@midstate.edu

309.692.4092 ext. 1100

### Center for Prevention of Abuse Coordinator

Confidential Advisor(s)

309.691.0551

[www.centerforpreventionofabuse.org](http://www.centerforpreventionofabuse.org)

### Midstate Electronic Reporting

[www.midstate.edu/admissions/consumer.php](http://www.midstate.edu/admissions/consumer.php)

### Emergency Number

9-1-1 Police / Fire / Ambulance

### Non-Emergency Numbers

Peoria Police Department 309.673.4521

Peoria Fire Department 309.674.3131

### Other Important Numbers

Peoria County Victim Witness Services 309.672.6094

State's Attorney 309.672.6900

Prairie State Legal Services (Peoria) 309.674.9831

FBI (Peoria) 309.676.1922

Peoria County Sheriff 309.697.8515

Tazewell County Sheriff (Pekin) 309.346.4141

State Police (Peoria) 309.676.2116

If no answer (Springfield) 1.217.522.9675

State Police (Germantown Hills)	309.383.2131
U.S. Coast Guard	309.671.7295
U.S. Marshall Service (Peoria)	309.671.7053
If no answer (Springfield)	1.217.492.4430

**Confidential Resources for Sexual Assault****Local Resources**

Center for Prevention of Abuse www.centerforpreventionofabuse.org Peoria Office 720 Joan Court / Peoria, IL 61614	309.691.0551 / 1.800.559.SAFE (7233) or 309.691.4111 (Crisis Line)
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East Peoria Office 2500 N. Main Street/Suite C/East Peoria, IL 61611	309.698.2874
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Carol House of Hope Adult Protective Services Family Violence Intervention & Safe from the Start	309.353.7512 309.637.3905 309.686.5229
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**Orders of Protection**

Peoria County	309.672.6074
Tazewell County	309.346.6645
Woodford County	309.467.7345

**Local Hospitals**

OSF St. Francis Hospital 530 NE Glen Oak Ave/Peoria, IL 61637 www.osfhealthcare.org/saint-francis	309.655.2000 / 309.655.2109 (24hr Emergency Services)
UnityPoint Methodist 221 NE Glen Oak Ave/Peoria, IL 61636 www.unitypoint.org/peoria/default.aspx	309.672.4848 / 309.672.5500 (24hr Emergency Services)
UnityPoint Proctor 5409 N. Knoxville Ave/Peoria, IL 61614 www.unitypoint.org/peoria/default.aspx	309.691.1062 / 309.691.1000

**State Resources**

Illinois Coalition Against Domestic Violence	1.217.789.2830 / 1.877.863.6338 / www.ilcadv.org
Illinois Coalition Against Sexual Assault	1.217.753.4117 / www.icasa.org
Rape Victim Emergency Assistance	1.312.744.8418 (24hr Hotline)
Department of Children & Family Services	1.800.25A.BUSE (24hr Hotline)

**National Resources**

Rape, Abuse, & Incest National Network	1.800.656.HOPE(4673) / www.rainn.org/get-help/national-sexual-assault-hotline
National Child Abuse Hotline	1.800.422.4453 / www.childhelp.org
National Domestic Violence Hotline	1.800.799.7233 / 1.800.787.3224 (TTY) / www.thehotline.org
National Teen Dating Abuse Lifeline	1.800.273.8255 / 1.866.331.8453 (TTY) / www.suicidepreventionlifeline.org
Crime Victim Compensation Program	1.800.228.3368

**Online Resources**

Victims of Sexual Assault	www.victimsofcrime.org
Not Alone	www.notalone.gov

**Awareness Programs**

Campus safety and security are the shared responsibility of both students and staff. To enhance student and staff awareness of their responsibilities for personal safety, various information and services are provided throughout the year. This includes but is not limited to the following: pamphlets on personal safety, emergency safety information, speaker presentations, health fairs, and Wellness & Health Initiative Program (WHIP). The College partners with the Center for Prevention of Abuse in providing support, information, and displays on services available in our community.

## SECURITY REPORTING

Midstate College is required to report any incidents and provide a timely warning to the campus community of any occurrences of the following crimes that are considered to represent a threat to our students and employees.

### Criminal Offenses

- ❖ Criminal Homicide: Murder and Non-negligent Manslaughter; Negligent Manslaughter
- ❖ Rape and Sex Offenses
- ❖ Robbery
- ❖ Aggravated Assault
- ❖ Burglary
- ❖ Motor Vehicle Theft
- ❖ Arson

### Hate Crimes

- ❖ Any of the above mentioned offenses
- ❖ Larceny-Theft
- ❖ Simple Assault
- ❖ Intimidation
- ❖ Destruction/Damage/Vandalism of property that were motivated by bias

### Arrests and Referrals for Disciplinary Actions

- ❖ Weapons (carrying, possessing, etc.)
- ❖ Drug Abuse Violations
- ❖ Liquor Law Violations

### Violence Against Women Act (VAWA) and Preventing Sexual Violence in Higher Education Act (Illinois)

- ❖ Sexual Violence
- ❖ Domestic Violence
- ❖ Dating Violence
- ❖ Stalking

### FBI Definitions of Crime Categories

The following definitions are those outlined in the Federal Bureau of Investigation's National Incident-Based Reporting System, which colleges are required to use in reporting their crime statistics.

#### Criminal Offenses

- ❖ **Criminal Homicide:**
  - ❖ **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
  - ❖ **Negligent Manslaughter:** The killing of another person through gross negligence.
- ❖ **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
- ❖ **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - ❖ **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - ❖ **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - ❖ **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

- ❖ **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- ❖ **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- ❖ **Burglary:** The unlawful entry of a structure to commit a felony or theft including: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- ❖ **Motor-Vehicle Theft:** The theft or attempted theft of a motor vehicle including automobiles taken by persons not having lawful access even though the vehicle is later abandoned, including joyriding.
- ❖ **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

#### Hate Crimes

A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion of attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin. There are six categories of bias reported under the Clery Act.

- ❖ **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites, etc.).
- ❖ **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- ❖ **Religion:** A preformed negative attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- ❖ **Sexual Orientation:** A preformed negative attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- ❖ **Ethnicity/National Origin:** A preformed negative attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).
- ❖ **Disability:** A preformed negative attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

#### Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property

(These offenses are only included in the Clery statistics if they are Hate Crimes.)

- ❖ **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- ❖ **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- ❖ **Intimidation:** Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- ❖ **Destruction/Damage/Vandalism of Property:** Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

#### Arrests and Disciplinary Referrals for Violation of Weapons, Drug and Liquor Laws

- ❖ **Arrest:** Persons processed by arrest, citation, or summons.
- ❖ **Referred for Disciplinary Action:** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction
- ❖ **Weapons: Carrying, Possessing, etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapon offenses that are regulatory in nature.
- ❖ **Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. This includes arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs

- ❖ **Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

#### Violence Against Women

- ❖ **Sexual Assault:** See Rape and Sex Offenses under the Criminal Offenses section above.
- ❖ **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- ❖ **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ❖ **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress.

#### State of Illinois Definitions of Crime Categories

The following definitions are those outlined under Illinois Law.

#### Preventing Sexual Violence in Higher Education

- ❖ **Criminal Sexual Assault:** In Illinois, a person commits "criminal sexual assault" if "that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a positions of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.
- ❖ **Criminal Sexual Abuse:** Under Illinois law, a person commits "criminal sexual abuse" by sexual touching (short of penetration), by force or threat of force, or by knowing that the victim is unable to consent to or understand the act. A person also commits sexual abuse by engaging in any sexual activity (including sexual penetration): (A) with a person over the age of nine but under 17 years old when the defendant is under the age of 17, or (B) with a person over the age of 13 but under 17 years old when the defendant is at least five years older.
- ❖ **Aggravated Criminal Sexual Assault and Sexual Abuse:** Sexual assault and sexual abuse may be punished more severely in Illinois if (A) the defendant: uses, threatens, displays, or is armed with a weapon; causes bodily harm or injury; endangers or threatens the victim's or someone else's life; gives the victim a controlled substance without the victim's consent; (B) the crime is committed during the course of another felony; or (C) the victim is over 60 years old, physically handicapped, or severely mentally disabled. Depending on the age of the defendant and the victim, the relationship between the victim and the defendant, and whether the defendant uses forces, sexual abuse and sexual assault may also be aggravated if the victim is a child under the age of 18.
- ❖ **Domestic Violence:** The complete Illinois Domestic Violence Act can be found at 750 ILCS § 60/101, et seq. Under that law, "domestic violence" is defined as "physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis." Prohibited domestic violence directed at a "family or household member" includes "spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship."
- ❖ **Dating Violence:** In Illinois, the Illinois Domestic Violence Act prohibits "physical abuse, harassment, interference with personal liberty or willful deprivation" directed toward "persons who have or have had a dating or engagement relationship." "Neither a casual acquaintanceship nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship."
- ❖ **Stalking:** In Illinois, a person commits the criminal offense of "stalking" when "he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to: (1) fear for his or her safety or the safety of a third person or (2) suffer other emotional distress." The term "stalking" is further defined in subsections 720 ILCS § 5/12-7.3(a-3) and (a-5); the definition for "aggravated stalking" can be found at 720 ILCS § 5/12-7.4; and the definition of "cyberstalking" can be found at 720 ILCS § 5/12-7.5.

**Definitions of Consent****Consent**

Consent is present when clearly understandable words or actions manifest a freely given agreement to engage in specific sexual or intimate conduct.

- ❖ Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- ❖ Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity.
- ❖ Consent must be freely given and cannot be the result of force.

**Non-Consent**

A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. If there is any doubt as to another person’s capacity to give consent, community members should assume that the other person does not have the capacity to give consent.

Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual violence.

Consent is not present when:

- ❖ A person’s lack of verbal or physical resistance does not constitute consent. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent.
- ❖ Submission resulting from the use or threat of force does not constitute consent. This means that violence, physical restraint, or the presence of a weapon, threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity) should not be understood as consent.
- ❖ Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.
- ❖ Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time – provided the person withdrawing consent makes that known in clearly understandable words or actions.
- ❖ A person’s consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- ❖ Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, and/or is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
  - ❖ The person is underage (generally 17 in Illinois)
  - ❖ Physical condition or mental disability that impairs the individual’s ability to give consent
  - ❖ Consumption of drugs or alcohol (voluntarily or involuntarily), being in a state of unconsciousness, asleep, or any other state in which the person is unaware that sexual activity is occurring

**Signs of Incapacitation**

Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:

- ❖ When an individual demonstrates that he/she is unaware of where they are, how he/she got there, or why or how he/she became engaged in a sexual interaction
- ❖ Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance)
- ❖ Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words)

**Sexual Exploitation**

Sexual exploitation is taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods, or devices):

- ❖ Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person’s consent

- ❖ Indecent or lewd exposure or inducing others to expose themselves when consent is not present
- ❖ Recording any person engaged in sexual or intimate activity in a private space without that person's consent
- ❖ Distributing sexual information, images, or recordings about another person without that person's consent;
- ❖ Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation
- ❖ Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs

## VIOLENCE AGAINST WOMEN & PREVENTING SEXUAL VIOLENCE

### Federal Violence Against Women Act (VAWA)

Midstate College complies with the federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act and the accompanying regulations which become effective on July 1, 2015. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled.

### State of Illinois Preventing Sexual Violence in Higher Education Act (Title IX)

Midstate College complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Title IX also provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, recruitment, consideration, or selection thereof whether full-time or part-time, under any education program or activity operated by the College.

The College's Title IX Coordinator and Deputy Title IX Coordinator respond to reports of violations to Title IX compliance. A complainant has the right to contact the Illinois Department of Human Rights (IDHR), Equal Employment Opportunity Commission (EEOC) or the United States Department of Education – Office of Civil Rights (OCR) about filing a formal complaint. An IDHR complaint must be filed within one hundred eighty (180) days of the alleged incident. A complaint with the EEOC must be filed within three hundred (300) days of the alleged incident. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after the IDHR has completed its investigation of the complaint.

### Administrative Contacts

#### Illinois Department of Human Rights (IDHR)

Chicago 312.814.6200 or 800.662.3942 / TTY: 866.740.3953  
 Springfield 217.785.5100 / TTY: 866.740.3953

#### Illinois Human Rights Commission (IHRC)

Chicago 312.814.6269 / TY: 312.814.4760  
 Springfield 217.785-.350 / TTY: 217.557.1500

#### United States Equal Employment Opportunity Commission (EEOC)

Chicago 800.669.4000 / TTY: 800.869.8001

#### United States Department of Education – Office of Civil Rights (OCR)

400 Maryland Avenue, SW  
 Washington D.C., 20202-1100  
 Customer Service Hotline 800.421.3481 / TDD: 877.521.2172  
 Facsimile 202.453.6012  
[www.2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www.2.ed.gov/about/offices/list/ocr/complaintintro.html)

### Sexual Misconduct Policy

Midstate College is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct of any form, including but not limited to, sexual assault, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff and other community members. In furtherance of this policy, Midstate College has adopted the following standards of conduct for all members of our community – students, faculty, and staff, as well as College vendors, contractors, visitors, guests, and third parties – with respect to sexual misconduct. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

Midstate College provides information regarding the institution's campus sexual assault programs to prevent sex offenses and outlines procedures to follow when a sex offense occurs. Being aware of your surroundings and behavior can go a long way in the prevention of sex offenses. The Crime Prevention Security and Safety section of this report provides information on how to prevent crimes and how to keep you safe.

Midstate College has jurisdiction to investigate any alleged violations of this policy that occur in the context of a College program or activity or that otherwise affect the College's working or learning environments, regardless of whether that conduct occurred on or off campus. In situations where the alleged sexual misconduct occurred outside of the context of a College program or activity or off-campus, and where one or more of the parties are not members of the College community, the College's ability to investigate and/or impose disciplinary sanctions may be limited. In such instances, the College reserves the right to take any steps it deems appropriate to address the situation and provide appropriate resources to those individual(s) impacted and, where appropriate, the broader College community.

### **Campus Sex Crimes Prevention Act**

The Campus Sex Crime Prevention Act requires sex offenders already required to register in a state to provide notice, as required under State law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The act requires that state procedures ensure this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes became effective two years after enactment of the law (2002).

This act amends the Higher Education Act of 1965 to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. This change takes effect two years after enactment (2002).

This act amends the Family Education Rights and Privacy Act of 1974 to clarify that nothing in the Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Convicted sex offenders or sexual predators attending or employed at an institution of higher education in Illinois are required to comply with the Illinois Sex Offender Registration Act. The act requires the sex offender/predator to register in person with the public safety or security director of the institution of higher education at which he or she is employed or attends.

### **Sex Offender Registration Policy**

Midstate College requires registered sex offenders to register with the Title IX Coordinator. Failure by persons to comply within ten (10) days of enrollment or conviction may result in denial of enrollment or expulsion. Campus Security will work closely with the Director of Student Success to determine appropriate restrictions on a case-by-case basis. For additional information regarding sex offenders in Illinois, visit <http://www.isp.state.il.us/sor/>. Law enforcement agency information provided by the state concerning registered sex offenders may be obtained through the Director of Student Affairs office and is located on the bulletin boards in the main office lobby and the Student Affairs office.

Specific to higher education institutions, the Sex Offender Registration Act states, "If the sex offender or sexual predator is employed at or attends an institution of higher education, he or she shall also register with:

1. The chief of police in the municipality iwhere he or she is employed or attends an institution of higher education, unless the municipality is the City of Chicago, in which case he or she shall register at the Chicago Police Department Headquarters;
2. or the sheriff in the county in which he or she is employed or attends an institution of higher education located in an unincorporated area, or if incorporated, no police chief exists; and with the public safety or security director of the institution of higher education where he or she is employed or attends."

A registered sex offender is not allowed to attend class with a minor. The Registrar tracks his or her schedule, and the sex offender will be required to make schedule adaptations when necessary. In addition to this, the sex offender's class schedule is obtained by campus security each term for monitoring.

The State of Illinois Sexual Offender Registry List can be located at: <http://www.isp.stae.il.us/sor/> or by contacting 217.785.0653. The Registry list is also sent to the College annually and is placed on the main office and Student Affairs bulletin boards.



### **Harassment Policy**

Midstate College will not condone or accept harassment, discrimination and/or suppression of any person or group of any kind and will investigate all allegations of harassment. Harassment can be:

- ❖ Verbal, non-verbal, or physical;
- ❖ Exclusion based upon personal or group differences;
- ❖ Intimidation or humiliation based on personal or group differences;
- ❖ Abusive language, threats, or similar acts of bigotry, racism, sexism, or discrimination;
- ❖ Jokes, comments, gossip or graffiti that perpetuate personal or group myths, fallacies, prejudices, or stereotypes;
- ❖ Any subtle or direct references based on race, sex, age, disability, sexual orientation, national origin, or religion which demean, exclude, intimidate, or adversely affects an individual(s).

### **Sexual Harassment Policy**

The College is committed to providing an educational facility that is free from all forms of discrimination including sexual harassment. This is defined as anyone's behavior that fits the definition of sexual harassment. Sexual harassment may result in disciplinary action up to and including dismissal or expulsion. In some cases, sexual harassment could subject individuals to substantial civil penalties.

The College's policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion and national origin, unfavorable discharge from the military, marital status, disability, and gender. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

Each individual in the College bears the responsibility to refrain from sexual harassment in the educational facility. No one, male or female, should be subjected to unsolicited or unwelcome sexual overtures or conduct in the educational environment. Furthermore, it is the responsibility of everyone to make sure that the educational environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment, must be eliminated. Instances of sexual harassment will be investigated.

### **Reporting Obligation**

All College employees (including student employees), as well as non-employees with teaching or supervisory authority, are obligated to promptly report sexual misconduct of which they become aware to any SART team member unless they have a recognized confidentiality privilege.

Bystanders additionally have the responsibility to report crimes of sexual assault. Survivors of sexual assault are not to blame regardless of whether they were drinking, walking alone, or wearing certain clothing. None of these behaviors gives anyone the right to act violently towards another individual.

### **Retaliation**

Midstate College strictly prohibits any material adverse action against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual misconduct. Therefore, retaliatory actions such as intimidation, threats, or coercion against any such individual for having engaged in the above activities will be addressed in the most serious way by Midstate. Individuals who engage in such actions are subject to disciplinary action that may include, but is not limited to, exclusion, expulsion, or dismissal from the College, and termination of employment, including revocation of rank. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to a Deputy Title IX Coordinator, who shall investigate the matter and make findings so the College can take appropriate actions to address such conduct in a fair and impartial manner.

### **Amnesty for Sexual Misconduct Complainants and Witnesses**

Midstate College encourages reporting of sexual misconduct and seeks to remove any barriers to an individual/group making a report. The College recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for his or her own conduct. An individual(s) who reports sexual misconduct that was directed at them or another person, either as a complainant, bystander, or a third party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and does not place the health or safety of any other person at risk.

The College may, however, initiate an educational discussion or pursue other educational interventions regarding alcohol or other drugs. These interventions do not include involuntary leaves for students from the College. Amnesty will not be extended for any violations of College policy other than alcohol/drug use. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

### Free Expression and Academic Freedom

Midstate College is firmly committed to free expression and academic freedom. We are equally committed to creating and maintaining a safe, healthy, and harassment-free environment for all members of our community. We firmly believe that these two legitimate interests can coexist. Discrimination, harassment, and retaliation against members of the Midstate community are not protected expression or the proper exercise of academic freedom. The College will consider academic freedom in the investigation of reports of sexual misconduct or retaliation that involve an individual's statements or speech.

### Reporting Procedures

All crime victims and witnesses are strongly encouraged to report incidents to both local law enforcement and campus security. Prompt reporting will ensure timely warning notices to the campus community and timely disclosure of crime statistics.

- ❖ Security or reporting personnel will fill out an incident report.
  - ❖ When reporting an incident, provide the following information: description of the incident; date, time, and location of the incident; description of persons or vehicles involved; and any additional details that can be provided.
- ❖ Incident reports are maintained in the Daily Crime Log and copied to the Title IX Coordinator for documentation in the Annual Security Report and are kept confidential.
- ❖ The student(s) will be informed about the importance of preserving evidence which may be necessary under criminal investigation. (Do not shower, bathe, or douche, and save the clothing worn).
- ❖ The student(s) will be informed of the option to go to the hospital for medical care. Injuries should be treated and an examination completed to document and collect physical evidence of the assault. The student has the option to be assisted in getting medical attention.
- ❖ The student(s) will be informed of the option to notify proper law enforcement authorities and of the option to be assisted in notifying these authorities if the student chooses.
- ❖ The student(s) will be notified of existing counseling and mental health services for victims.
- ❖ The student(s) will be notified of the option for available assistance in changing academic and living situations if requested by the victim and if these changes are reasonably available.
- ❖ Security or the above personnel will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system (paging, email, website, or mobile updates) unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### Medical Assistance

Experiencing any form of sexual misconduct, especially acts of violence, is difficult and overwhelming. Survivors often experience a range of emotions, including fear, anxiety, and confusion, and may be unsure of what they want to, or should do, next. Regardless of whether the individual chooses to report the incident, the College strongly encourages survivors of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained. Medical assistance providers can treat visible physical injuries and identify injuries that may not be visible and, where appropriate, also test for and treat sexually transmitted infections, test for pregnancy, and provide emergency contraception (if requested). In addition, a hospital can test for the presence of alcohol or drugs (e.g., "date rape" drugs) and perform a rape evidence collection procedure, which are also strongly recommended to maintain all legal options.

Under Illinois law, medical personnel are required to alert police when it reasonably appears that the person requesting treatment has sustained an injury as a victim of a criminal offense, including sexual assault or violence, but individuals have the right to refuse to speak to police.

### Preserving Evidence

Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For that reason, survivors of sexual misconduct often have legal options that they can pursue. These options are available solely at the discretion of survivors, who may change their minds about pursuing them at any time. For example, a survivor may seek a protective order from a court against the perpetrator(s); pursue a civil action against the perpetrator(s); and/or participate in a law enforcement

investigation and criminal prosecution of the perpetrator(s). Regardless of whether an incident of sexual misconduct is reported to the police or the College, Midstate strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible as this will best maintain all legal options for them in the future.

Additionally, such evidence may be helpful in pursuing a complaint with the College. While the College does not conduct forensic tests for parties involved in a complaint of sexual misconduct, the results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that may be considered in a College investigation or proceeding, provided they are available at the time of the investigation or proceeding.

Suggestions for preserving evidence related to an incident of sexual misconduct are suggested below. It is important to keep in mind that each suggestion may not apply in every incident.

#### **General Evidence Preservation Suggestions**

- ❖ Do not alter, dispose of, or destroy any physical evidence.
- ❖ If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample).
- ❖ Preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.
- ❖ Even if survivors choose not to make a complaint regarding sexual misconduct, they should nevertheless consider speaking with Campus Security or other law enforcement to preserve evidence in the event that they change their mind at a later date.

#### **Evidence Preservation Suggestions Specific to Sexual Assault**

- ❖ Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection. Under Illinois law, any cost for an emergency medical or forensic examination for a victim of sexual violence that is not covered by private insurance or Illinois Public Aid will be covered by the Illinois Department of Healthcare and Family Services and should not be billed to the patient.
- ❖ An individual who has been sexually assaulted should not shower, bathe, douche, smoke, brush teeth, eat, drink, or change clothes or bedding before going to the hospital or seeking medical attention.
- ❖ If the individual who has been sexually assaulted decides to change clothes or bedding, he or she should not wash the clothes worn or bedding used during the assault and should bring them to a hospital, medical facility or the police in a non-plastic bag (e.g., paper bag).
- ❖ In Illinois, individuals who have been sexually assaulted may allow the collection of evidence even if they choose not to make a report to law enforcement. After the evidence is collected, Illinois law requires hospital staff to store it for two weeks. A sexual assault evidence collection kit may not be released by an Illinois hospital without written consent from the survivor.

#### **Confidential Support, Advocacy, and Counseling**

Confidential support, advocacy, and counseling are provided by the Center for Prevention of Abuse. The Center provides resources for individuals to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement or the College, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where state law requires a report be made. Confidential resources can provide survivors with information about support services and their options. Because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential counselor does not constitute a report or complaint to the College and will not result in a response or intervention by the College.

A complainant may report sexual misconduct to the College yet request confidentiality. If the complainant requests confidentiality or asks that the report not be pursued, the College shall take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue the investigation, as long as doing so does not prevent the College from fulfilling its responsibility to provide a safe and non-discriminatory environment to all individuals. Upon a request for confidentiality, the College shall inform the complainant: (1) if the College cannot ensure confidentiality; (2) that a confidentiality request may limit the College's ability to respond to the report, including pursuing disciplinary action against the alleged respondent; and (3) that the College prohibits retaliation and that such retaliation is subject to disciplinary action under this policy. The College's Title IX Coordinator is the responsible party for making determinations as to requests for confidentiality.

**Reporting Anonymously**

A complainant has the right to disclose a history or incident of sexual violence without revealing any identifying information such as name, address, etc. Reporting anonymously can prohibit the College from being able to properly investigate an allegation to a satisfactory outcome.

**Reporting to Law Enforcement**

Midstate College encourages individuals to report incidents of sexual misconduct to Campus Security or local law enforcement officials. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence crimes, and may lead to the arrest of an offender or aid in the investigation of other incidents.

An individual who has experienced sexual misconduct has the right to choose whether to file a police report. Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of those crimes against a perpetrator. It is important to know that reporting the incident to police or Campus Security does not mean an individual is obligated to testify in court.

Reports of sexual misconduct made to Campus Security will automatically be reported to the Title IX Coordinator or a Deputy Title IX Coordinator regardless of whether the individual who experienced the sexual misconduct chooses to pursue criminal charges.

**Reporting to the College**

An individual who has experienced sexual misconduct has the right to choose whether to report the incident to any member of the SART team for investigation. As stated in the Reporting Obligation section, all College employees (including student employees) are obligated to promptly report incidents of sexual misconduct of which they become aware unless they have a recognized confidentiality privilege. Further, the College encourages students and third parties who have observed or been made aware of sexual misconduct to report the incident to the SART Team for investigation.

The SART team is trained to work with individuals who report sexual misconduct and have knowledge about on- and off-campus resources, services, and options – including the availability of interim protective measures and accommodations. The College has generally designated the Director of Human Resources to oversee complaints of sexual misconduct involving staff, faculty and third parties, and the Title IX Coordinator to oversee complaints of sexual misconduct against students.

**Reporting Incidents Involving Minors**

The Illinois Abused and Neglected Child Reporting Act (ANCRA) includes “personnel of institutions of higher education.” Accordingly, all individuals employed and/or appointed by the College, including but not limited to faculty, staff, student employees, and volunteers are considered Mandated Reporters of child abuse and neglect. This means that all employees have a duty to immediately report or cause a report to be made whenever they have “reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.” Midstate employees have a legal obligation to immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) at 800.25.ABUSE/800.252.2873. Midstate College is committed to the safety and welfare of all members and visitors of our campus.

Some examples of instances in which this would apply:

- ❖ Someone beating a child or hitting a child with an object.
- ❖ Marks on a child’s body that do not appear to have been caused by accident.
- ❖ A child tells you that he or she has been harmed by someone.
- ❖ A young child is left alone (or left alone in a vehicle), appears to be undernourished, or is dressed inappropriately for the weather.

**Malicious, False Accusations**

It is a violation of this policy to make a report of sexual misconduct that is known to be false. Such conduct is in violation of this policy and will be investigated and adjudicated accordingly.

**On-Campus Disciplinary Action**

- ❖ The complainant and the respondent are both entitled to the same opportunities to have others present during a campus disciplinary proceeding.

- ❖ Both the complainant and the respondent shall be informed of the outcome of any campus disciplinary proceedings brought alleging a sexual assault or any other criminal offense.
- ❖ Possible sanctions for crimes including, but not limited to, rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure are as follows:

#### **Employee Sanctions**

The below sanctions are in addition to any criminal sanctions that may be imposed. Student workers are subject to both employee and student sanctions.

- ❖ Verbal or written warning
- ❖ Employee Performance Progress Review
- ❖ Required counseling, therapy, training, and/or education
- ❖ Campus access restrictions
- ❖ Loss of oversight, teaching or supervisory responsibility
- ❖ Termination of employment
- ❖ No trespass order
- ❖ No contact directive (with respect to an individual)
- ❖ Revocation of rank

#### **Student Sanctions**

These sanctions are in addition to any criminal sanctions that may be imposed.

- ❖ Verbal or written warning
- ❖ Disciplinary hold on academic and/or financial records
- ❖ Required counseling, therapy, training, and/or education
- ❖ Campus access restrictions
- ❖ No trespass order
- ❖ No contact directive (with respect to an individual)
- ❖ Expulsion

#### **Third-Party Sanctions**

These sanctions are in addition to any criminal sanctions that may be imposed.

- ❖ Termination of contract and services

The College may assign other sanctions as appropriate in each particular situation. Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Faculty & Staff Handbook, Student Handbook, other policies or handbooks that may be developed over time, or contracts. In addition, the College may take steps to remediate the effects of a violation on victims and others.

Following an investigation, the College may extend interim protective measures and accommodations and/or take other measures to eliminate any hostile environment caused by the sexual misconduct, prevent the recurrence of any sexual misconduct, and remedy the effects of the sexual misconduct on the complainant and the College community. Such measures may include, but are not limited to, the interim measures and accommodations referenced below as well as counseling, training, and other preventative measures.

#### **Interim Protective Measures and Accommodations**

Interim protective measures and accommodations are reasonable measures the College can put in place to provide immediate support and added protection to an individual who reports having experienced sexual misconduct or retaliation, at no cost to that individual. These measures can be temporary in duration pending the results of an investigation but can become permanent. Interim protective measures and accommodations include, but are not limited to:

- ❖ A no-contact directive issued by the Title IX Coordinator, Director of Human Resources, or their designee.
- ❖ Adjustment of course schedules or employment schedules.
- ❖ Time off from class or work or a leave of absence.
- ❖ Safety planning - Center for Prevention of Abuse.
- ❖ Housing (Center for Prevention of Abuse) or work space relocation.

Interim protective measures and accommodations can be made available regardless of whether an individual chooses to report an incident to Campus Security or local law enforcement or pursue a complaint with the College. The Title IX Coordinator, Director of Human Resources, or their designee will determine whether interim protective measures or accommodations are reasonable and should be implemented and, if so, will work to ensure that interim protective measures or accommodations are implemented as soon as possible. The College will keep confidential any accommodations or protective measures provided to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the protective measures or accommodations.

Violations of directives related to interim protective measures or accommodations may lead to an investigation and disciplinary actions which may include exclusion, expulsion, or dismissal from the College and termination of employment, including revocation of rank.

### **Investigation and Resolution of Alleged Violations of the Sexual Misconduct**

Reporting an incident of sexual misconduct or retaliation to the College can result in the investigation of whether a violation of this policy occurred and can also result in disciplinary action against any student, staff or faculty member, or outside party who is determined to have violated this policy. The College has generally designated the Director of Human Resources to oversee complaints of sexual misconduct and retaliation involving staff, faculty and third parties, and the Title IX Coordinator to oversee reports of sexual misconduct and retaliation against students. The College may also rely upon any Deputy Title IX Coordinator, Title IX Investigator, and outside investigators to conduct investigations as needed. Further, a report of sexual misconduct or retaliation will be routed to the appropriate office for investigation, regardless of where it is initially directed.

The College's investigative and resolution processes of reports of violations of this policy will be prompt, fair and impartial. The procedures set forth below are intended to afford a prompt response to reports of sexual misconduct, to maintain privacy and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

Complaints of sexual misconduct and retaliation will be investigated and resolved in accordance with this policy. Because such allegations can sometimes raise novel issues and involve competing interests, the College reserves discretion to take reasonable actions to address those issues in a manner consistent with the spirit of this policy and which preserves fairness for both parties and maintains the integrity in the investigation and resolution processes. The College uses the preponderance of the evidence standard to determine responsibility of violations of this policy.

### **Advisor/Legal Counsel**

Complainants and respondents may be accompanied by one advisor throughout the investigation and any hearing process. An advisor is a support person who is present to provide support to a complainant or respondent throughout an investigation and/or hearing. An advisor may not speak, write, or otherwise communicate with an investigator, hearing officer or panel on behalf of the complainant or respondent and, because these are internal College proceedings, may not function as legal counsel.

To enhance the integrity of the investigation process and help ensure fairness for all parties, advisors cannot be a witness or party in the matter or a related matter, a family member of the complainant or respondent, or an attorney. In matters in the Director of Student Success' office, advisors must also be members of the Midstate community.

However, in any matter involving a complaint of sexual assault, stalking, or dating or domestic violence, the advisor may be any person of the party's choosing, including an attorney. In this case, the advisor is still limited to the supportive and not participatory role described above. Advisors who do not abide by these guidelines may be excluded from the process.

### **Privacy and Sharing of Information**

The College considers complaints and investigations conducted under this policy to be private matters for the parties involved. For that reason, the College will protect the identity of persons involved in reports of sexual misconduct to the best of its ability. The College will only share personally identifiable information with persons with a need-to-know in order for the College to investigate and respond or to deliver resources or support services. The College does not publish the names nor post identifiable information about persons involved in a report of sexual misconduct in the College Daily Crime Log or elsewhere online. The College does not confirm to outside parties the identity of an individual who may be involved in a report of sexual misconduct without that individual's consent. However, the College cannot promise complete confidentiality or privacy in the handling of sexual misconduct reports or complaints.

Most situations require the disclosure of the complainant's identity to those involved in the investigation in order to fully investigate the matter and/or to enable the respondent to fully respond to the allegations. When individuals report allegations of sexual misconduct to the College and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged

offenders or identifiable information about the alleged offenders, the College's ability to respond to the complaints may be limited. In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, the College, will attempt to honor that request but, in some cases, the Title IX Coordinator or Director of Human Resources may determine that the Colleges needs to proceed with an investigation based on concern for the safety or well-being of the broader College community (e.g., risk of future acts of sexual violence or a pattern of sexual misconduct). Midstate reserves the right to take appropriate action in such circumstances, including in cases when the individual reporting the misconduct is reluctant to proceed.

All participants in an investigation of sexual misconduct will be informed that confidentiality helps enhance the integrity of the investigation, protect the privacy interests of the parties and protect the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, the complainant and respondent will be asked to keep the information related to the investigation private to the extent consistent with applicable law. Witnesses and advisors will be directed to maintain complete confidentiality.

Upon the conclusion of an investigation, the complainant and respondent will be notified in writing, at the same time, of the outcome of the investigation, including whether the alleged conduct was found to have occurred and any sanctions imposed on the respondent that directly relate to the complainant. For the same reasons noted above, the College encourages the parties to maintain the confidentiality of this communication.

### **Investigations and Resolution of Complaints against Faculty, Staff and Third Parties**

The College's Title IX Coordinator, Title IX Investigator, or designee, investigates complaints of sexual misconduct, including complaints of sexual harassment and sexual assault, brought against faculty, staff and third parties.

When a complaint is received, the Title IX Coordinator, Title IX Investigator, or designee interviews parties and witnesses and reviews any relevant documents and evidence. Once an investigation is completed, the investigator makes findings on whether the preponderance of the evidence indicates that the respondent violated the College's Sexual Misconduct Policy. The investigator advises the parties of the findings in writing and communicates findings and recommendations to other College offices as needed for resolution and determination of sanctions or corrective actions. Most investigations are completed within 60 days. Parties may file an appeal of an investigator's findings.

### **Investigations and Resolution of Reports against Students**

The College's Director of Student Success, Title IX Investigator, or designee, investigates reports of alleged violations of this policy by Midstate students.

When a report is received, the Title IX Coordinator, Director of Student Success, or designee will conduct an initial inquiry to determine the resolution plan. If action is required to remediate the impact of the alleged policy violation, the Title IX Coordinator, Director of Student Success, or designee will take interim actions or make accommodations as appropriate. If the report has not been resolved informally, the matter will then be assigned to an investigator who will gather full details related to the report. The investigator will interview the parties and relevant witnesses and review relevant documents and evidence.

Resolution of these reports is determined through the Student Affairs' and Dean's offices. If it is determined by the the Title IX Coordinator, Director of Student Success, or designee that the alleged policy violation has the potential to result in a separation from the College (e.g., suspension, exclusion, expulsion, degree revocation), the investigator will complete an investigative report that includes details of the investigation and the investigator's findings of fact. The report will be provided to the complainant reporting the misconduct, the respondent, and the College's hearing panel. A panel hearing will be held, in which the parties will have the opportunity to meet with the panel individually. The panel will determine responsibility for policy violations and, if applicable, sanctions. If it is determined by the Title IX Coordinator, Director of Student Success, or designee that the alleged policy violation does not have the potential to result in separation from the College, it will be resolved through an Administrative hearing.

Most investigations are completed within 60 days. There is a review/appeals process available to both complainants and respondents in all cases.

### **Complaints Regarding the Specific Allegations of Sexual Assault, Stalking, Dating or Domestic Violence**

Individuals who report to any member of the SART Team that they have experienced sexual assault, stalking, or dating or domestic violence, whether the offense occurred on- or off-campus, will be provided with a written explanation of their rights, options, and resources, including a link to this policy. Specifically, this notice will include information about:

- ❖ Services and resources related to counseling, health and mental health, legal, and student financial aid.
- ❖ Interim protective measures and accommodations and how to request them during the course of the investigation.
- ❖ The procedures for institutional disciplinary action in cases of sexual assault, dating or domestic violence and stalking.
- ❖ Preserving evidence, reporting to law enforcement, being assisted by College officials in reporting to law enforcement, seeking a protective order, and confidentiality.

### **Educational Training Awareness**

The Center for Prevention of Abuse provides annual training to the SART Team on issues related to sexual misconduct, investigation, and resolution.

## **SECURITY AND SAFETY NOTIFICATION PROCEDURES**

Campus safety can only be achieved through the cooperation of students, faculty, and staff. As a member of the Midstate College family and community, it is your responsibility to report a crime, suspicious activity, or other emergencies on campus to the appropriate college official(s). Should you become a witness to or a victim of a crime, immediately report the incident to local law enforcement officials, campus security, student affairs, or the dean's office. All crimes will be investigated and when appropriate, brought to the disciplinary committee for review and possible sanctions. Please note that your identity may not be confidential when reporting an incident.

### **Emergency Notification**

Notifications for medical emergencies, accidents, fire, threats, or other emergencies are to be reported to Emergency Services and/or the previously mentioned contacts for immediate action.

- ❖ Call 9-1-1 if it is an emergent situation in which immediate attention is needed.
- ❖ In case of fire, pull the fire alarms located at any exit, as you are leaving the building. Fire alarms should only be used in the event of an emergency. If an emergency requires evacuation, there are signs clearly posted throughout the buildings indicating the best routes for evacuation.
- ❖ Contact Security or one of the previously mentioned personnel to report an incident/emergency.
  - ❖ When reporting an incident, provide the following information: description of the incident; date, time, and location of the incident; description of persons or vehicles involved; and any additional details that can be provided.
- ❖ Security or the above personnel will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system (paging, email, website, or mobile updates) unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
- ❖ Once the incident has been resolved and normal activities are able to resume, incident reports will be completed, reviewed, and copied to the Director of Student Affairs/Title IX Coordinator for documentation.
- ❖ Procedures will be evaluated for quality of processes and to gauge future improvement.

Midstate College tests emergency response and evacuation procedures on an annual basis and documents each test, including the date, time, and whether it was announced or unannounced. The College publicizes emergency response and evacuation procedures in conjunction with at least one test per calendar year.

## **CONCEALED CARRY PROHIBITED ON-CAMPUS**

In accordance with Section 65(d) of the Firearm Concealed Carry Act for the State of Illinois, licensed citizens may carry concealed weapons; however, the same law also lists numerous prohibited areas in which licensed citizens may NOT carry a concealed weapon, and colleges and universities are among those.

## **CRIME PREVENTION SECURITY AND SAFETY**

Midstate personnel and students should feel safe on the College campus at all times. Security personnel are available to assist during campus hours. Contact the Security office if you have any questions or concerns regarding your safety.



Report any of the following issues or concerns:

1. Threats made by email, phone, letter, or in person.
2. Emergencies or any criminal incident or suspicion.
3. Sexual Harassment is not to be tolerated on any level. Report any issues to the Director of Student Affairs or the Human Resource Manager. (See Student or Personnel Handbook for full copy of Sexual Harassment Policy) Flyers from the Illinois Department of Human Resources (IDHR) are also provided on campus bulletin boards.

### **Building Security**

1. Contact the Director of Student Affairs for special events or building access requests. Requests must be made prior to the event so that security can be properly notified. If proper permission is not received, you will be asked to leave the premises. Contact Information: Room 212, studentaffairs@midstate.edu, or ext. 2120
2. All classrooms, sections, or buildings will be locked on Fridays, weekends, or during break weeks when there are no classes, meetings, or functions in session. Security will open areas for special needs and requests.

### **Weekend Security**

The Midstate College facilities are open on Saturdays only during class hours. This will fluctuate throughout the year based on the number of Saturday classes and their length. The times will also vary during finals and break weeks. For confirmation of campus hours, check with the main office or Student Affairs office.

### **Computer Security**

Midstate College has an advanced network system that enables us to connect to each other's computers, share files, and use the Internet. Security is a very important part of this system. Any workstation that has been logged into by a student, a faculty member, or a staff member should never be left unattended.

All students and employees should be aware that it is unacceptable to give out your password to anyone for any reason. Every Midstate student and employee must maintain the security and integrity of our computer systems by following these simple procedures:

1. Keep your office locked when you are not in it or you are gone for the day.
2. Always log off or lock your computer when leaving it unattended.
3. Do not store your password in a visible location.
4. If you are using a temporary password assigned by the administration, you need to have it changed by the Network Administrator or Computing Services Manager.
5. Do not give your password to anyone. Exception: If Technical Support needs to enter your computer for maintenance purposes, you can enter the password for them or, if you give them the password, immediately change your password once the work has been completed.
6. Any student that has trouble logging into the system should contact Technical Support immediately for assistance.
7. Always fill out a Technical Assistance form whenever there is a problem that should be brought to Computing Service's attention.
8. IT assistance is available in the Technical Support office during regular campus hours.

### **Campus and Public Safety Tips**

Your efforts, individually and collectively, can contribute to a campus environment that is as safe and secure as possible. Campus safety requires continued active support of the entire College community, so please be responsible. Report all crimes, actual, attempted, or suspected. If you have any suggestions which might be useful, please send them to the Student Affairs office.

#### **Protect Yourself:**

- ❖ Stay alert and trust your instincts. If you feel uncomfortable in a place or situation, leave.
- ❖ Communicate that you are calm, confident, and know where you are going.
- ❖ Try not to walk alone. Ask a friend to walk with you. If you must walk alone, walk with confidence and avoid dark, remote areas.
- ❖ Stay on the part of sidewalks furthest away from shrubs, dark doorways, and alleys.
- ❖ Don't overload yourself with packages or wear shoes or clothing that restricts movement.
- ❖ Avoid displaying large amounts of cash or jewelry.
- ❖ Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.

- ❖ If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant, or lighted home.
- ❖ Avoid isolated bus stops at times when few other people are around.
- ❖ Do not reveal your name, phone number, or address to strangers.
- ❖ Never admit that you are alone or that you will be away from home.
- ❖ Keep an eye on neighbors' homes or apartments while they are away and have them do the same for you.
- ❖ Keep your local police department's phone number next to your phone.
- ❖ Keep your personal and college keys safe, and don't lend them to anyone. At night, have your keys ready before you get to your door or car. If your keys are lost or stolen, report it immediately and replace your locks.
- ❖ Lock your doors every time you leave, and don't leave your belongings unattended in the library, lounges, or classrooms. Engrave your valuables with an ID number.
- ❖ Take a self-defense course.

#### **If You Are Attacked:**

- ❖ SCREAM!
- ❖ Scratch, bite, jab, stamp, but act fast.
- ❖ Run toward the nearest lighted area or group of people and keep screaming.
- ❖ Rely on your nails, fists, feet, and teeth. Do not carry a weapon; it can be turned against you.
- ❖ If the assailant has a weapon, passive resistance (vomiting, urination, telling a possible rapist that you're diseased or menstruating) may be your best defense.
- ❖ Every attack and attacker is different. Try to evaluate the situation and the assailant, and act accordingly.
- ❖ If you're held up, don't resist. You can never tell if a robber is armed, and no amount of money is worth your life.
- ❖ Report the incident and try to give as detailed a description as possible: approximate age, height, weight, details on hair, clothing, scars, and tattoos. You won't have to decide until later whether to press charges.

#### **Protect Your Residence:**

- ❖ Keep doors locked at all times.
- ❖ Draw shades and curtains whether or not you are at home.
- ❖ Keep money and jewelry locked in a safe place.
- ❖ Leave a light on while you are away, or use a timer.
- ❖ Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track.
- ❖ Don't hide spare keys in mailboxes, planters, or under doormats.
- ❖ Make a record of your valuables, and keep it in a safe spot.
- ❖ Don't leave a note that says you are not home.
- ❖ Never prop doors open.
- ❖ Keep ladders and tools in a locked area.
- ❖ Have someone cut your lawn while you're on vacation.
- ❖ Never study or sleep alone in your residence with the doors unlocked. If you expect friends or roommates later, make them knock; don't leave the door open for them.

#### **Protect Your Office**

- ❖ Keep your purse, wallet, and other valuable items with you at all times or locked in a drawer or closet.
- ❖ Never leave keys lying out and never leave them in the lock.
- ❖ Never leave change or cash on the desk or in a top drawer.
- ❖ Notify security personnel of any suspicious persons or vehicles.
- ❖ Lock doors when working after normal hours.
- ❖ Report any broken or flickering lights and doors that don't lock properly

#### **In Your Vehicle:**

- ❖ In a car, keep doors locked while driving, park in well-lighted areas and always check the back seat before getting into a car.
- ❖ Do not leave your car running even if you are going to just "run in" for a few minutes. An unattended car with the motor running is an open invitation for it to be stolen.

- ❖ Make sure you turn your steering wheel so it locks in place.
- ❖ Always put valuables in the trunk or hidden compartments. Do not leave loose change or CD's in the center tray.
- ❖ Always lock your car and remove the keys. Make sure the windows are closed.
- ❖ Never leave an ID tag on your key ring.
- ❖ Keep your vehicle registration on your person, not in the glove compartment.
- ❖ Leave only the ignition key with parking attendants.
- ❖ Never pick up hitchhikers.
- ❖ If you have car trouble, raise the hood and remain in the car with your doors locked. If a stranger approaches your car, ask them to find the closest police station but do not encourage their help.

#### **At A Party:**

- ❖ Be aware of your alcohol consumption. Alcohol impairs your judgement.
- ❖ Before you leave, make your friends aware of whom you are leaving with.
- ❖ Be alert to your surroundings. Know the address of the party just in case.
- ❖ Avoid isolated areas within the apartment, house, or fraternity.
- ❖ Always pour or open your own drink. Do not accept beverages from people you do not know.

#### **Nuisance/Obscene/Threatening Phone Calls:**

In Illinois, it is a violation of law to use your telephone, or knowingly allow your telephone to be used, for placing indecent, threatening, or harassing calls. Nuisance and obscene phone calls are classified in the Illinois criminal code as Class B Misdemeanors (720 ILCS 135/1-2). Threatening calls are classified as a Class 3 Felony (720 ILCS 135/12-16). If you receive harassing or threatening calls:

- ❖ Hang up immediately on obscene callers or strangers who ask questions about personal matters.
- ❖ Do not engage the caller in conversation.
- ❖ Pay attention to background noise and the caller's voice (gender, etc.) that may assist in identifying the caller.
- ❖ If the call is recorded on the answering machine, save the tape.
- ❖ Keep a log or record of the call(s) that includes date, time, and comments.
- ❖ Do not volunteer your name or other personal data to any caller you do not know. If you have an interest, ask the caller for his/her phone number and say you will get back to them.
- ❖ Do not tell others about your calls. Many disturbing calls are made by people you know.
- ❖ If the caller keeps calling, contact your phone carrier and/or the local police.
- ❖ If the call is a threat to your safety, contact your phone carrier and/or the local police.
- ❖ List only first initials and last name in telephone directories.
- ❖ Be suspicious of wrong number calls; do not divulge your name or address.
- ❖ Never reveal that you are home alone.

#### **Credit Card Tips:**

- ❖ Check to see if you've been given back your card once you've paid for what you bought.
- ❖ Watch your credit slip being filled out, and make sure it is not being passed through the machine more than once.
- ❖ Destroy a credit card that is out of date. Cut it in several pieces and throw it away.
- ❖ Destroy the carbons, but keep the receipts.

#### **Identity Theft**

Identity theft occurs when someone uses your personal information, such as your name, Social Security number, credit card number, or other identifying information without your permission, to commit fraud or other crimes.

How identity theft occurs: Skilled identity thieves use a variety of methods to gain access to your personal information. They get information by stealing records from their employer; hacking into the organization's computers; rummaging through your trash; stealing credit and debit card numbers as your card is processed by using a special information device in a practice known as "skimming"; stealing wallets or bank and credit card statements; or completing a "change of address form" to divert your mail to another location.

“Phishing” is a kind of credit and debit card fraud. By pretending to be an email from a bank or similar site, scammers “fish” for account numbers, passwords, Social Security numbers and other personal information. Phishing email schemes change frequently and often have links or attachments with links. Users who click on the links are taken to look-alike sites where they are asked to enter personal data.

Once identity thieves have your personal information, they may: go on spending sprees, open new credit card accounts, take out auto loans, establish phone or wireless service in your name, file for bankruptcy under your name, or give your name to the police during an arrest.

If you are a victim of ID theft, or if you suspect that your personal information has been used to commit fraud or theft, take the following four steps immediately:

1. Contact the fraud departments of one of the three major credit bureaus (Equifax 1-800-525-6285; Experian 1-888-397-3742; or TransUnion 1-800-680-7289) to place a fraud alert on your credit report. The fraud alert requests creditors to contact you before opening any new accounts or making any changes to your existing accounts. As soon as the credit bureau confirms your fraud alert, the other two credit bureaus will be automatically notified to place fraud alerts, and all three credit reports will be sent to you free of charge.
2. Close the accounts that you know or believe have been tampered with or opened fraudulently. Use the ID Theft Affidavit (available at <https://www.consumer.ftc.gov/articles/pd-0094-identity-theft-affidavit.pdf>) when disputing new, unauthorized accounts.
3. File a police report. Get a copy of the report to submit to your creditors and others who may require proof of the crime.
4. File your complaint with the Federal Trade Commission (FTC). The FTC maintains a database of identity theft cases used by law enforcement agencies for investigations. Filing a complaint also helps the FTC to learn more about identity theft and the problems victims are having so that they can better assist you.

For more in-depth information on ID Theft, check out <http://www.criminal-justice-careers.com/crime/id-theft.html>

### Consumer Fraud

It can be hard to resist a phone call from a charity seeking desperately needed funds for flood victims, endangered species, or the homeless; a postcard claiming you’ve won an amazing sweepstakes prize if you just call and send an “administrative fee”; or an investment offer giving you an “exclusive” chance to earn potentially enormous profits; but such phone calls may make you a victim of telemarketing fraud. Here is what you can do:

- ❖ If a caller asks for your credit card, bank account, or Social Security Number to verify a free vacation, a prize, or a gift, say, “No,” and hang up.
- ❖ If you are calling a 900 number in response to an advertisement or something you receive in the mail, make sure you know all the charges up front.
- ❖ Before you agree to support a charity that calls seeking money, ask for written information about its finances and programs, and feel free to hang up if you do not feel comfortable. It is your choice.

If you feel that you have been conned, call the police and/or the Better Business Bureau.

### To Protect Yourself And Others In An Emergency:

- ❖ Be aware of policies regarding fire and tornado safety. Know fire escape/exit procedures.
- ❖ If you discover a fire, use the fire exits and leave the area immediately; do not use the elevator; pull fire alarms as you exit the building.
- ❖ If you are involved in or witness a car accident or any other medical emergency, contact 9-1-1 or campus security immediately.

## EMERGENCY RESPONSE AND EVACUATION

The cooperation and involvement of students and staff in a campus safety program are essential. Students and staff must assume responsibility for their personal safety and the security of their personal belongings by taking simple, common-sense precautions. The following notification procedure is to be used in case of accident, outbreaks, fire, tornado, bomb, or other emergencies.

1. Immediately notify local law enforcement, Campus Security, Student Affairs, or the Business Manager (as listed above).
2. All phones in classrooms and hallways can access internal extensions and 9-1-1 without a passcode.
3. Identify yourself and give the location you are calling from.
4. State the emergency.
5. Start the evacuation process (evacuation maps are located in all classrooms, lobbies, and common areas).
6. In the case of an accident where a person is injured, remain with the victim and make the person as comfortable as possible until help arrives.
7. Campus-wide notifications will be made in order to provide the safety and security of all students and employees. Notifications will be made through the campus-wide paging system, network email system, mobile updates (texts), and website notifications depending on the situation. The Director of Student Affairs in conjunction with administration will initiate the notification process providing email and website notifications, announcements on the paging system, and prompting the mobile update notification.
8. Timely warnings will be issued as soon as pertinent information is available in regards to crimes on campus.

### Tornadoes

In the event of a tornado, all instructors/department directors are instructed to secure their classrooms/offices and escort all students/staff to the lower level of the main building. Keep everyone calm and move to the main building lower level as quickly as possible. Stay away from windows. Everyone should sit on the floor in a tucked position with their hands over their heads. Remain on campus in the shelter areas. When the warnings are lifted, everyone may return to normal routines. All personnel/students should familiarize themselves with the following: location of evacuation routes, storm shelter areas, fire exits, fire extinguishers, etc. In case of an emergency, notify the main office to call 911, and start evacuation.

A continuous steady blast of the Civil Defense Siren indicates a confirmed tornado sighting in proximity of the campus. Midstate College also has three weather alert radio systems provided by the National Weather Service to keep us informed of sightings and possible conditions in Peoria County. In the event of a weather emergency, announcements will be made over the paging system. To report seeing a tornado, call Lincoln National Weather Service or call local police, sheriff, or state police.

Announcements will be made over the paging system in the event of a tornado.

1. Even if no Tornado Warning is announced but you hear Civil Defense sirens;  
(other than at 10:00 AM on the first Tuesday of each month)
2. Stop what you are doing immediately;
3. DO NOT GO OUTSIDE TO LOOK!
4. Remain on campus and proceed to the shelter areas in the main building in an orderly manner;
5. Do not use the elevator;
6. Stay away from windows; protect yourself from being struck by falling objects, injured by flying debris or being blown away;
7. Remain in the hallway or shelter areas until authorized personnel advise "all clear."

The instructor/department director is responsible for the following:

1. Knowing locations of storm shelters and evacuation routes;
2. Enlisting assistance from others to aid in the evacuation of any persons with disabilities;
3. Making sure that all electrical apparatus is off;
4. Evacuating the classrooms/offices;
5. Directing students/staff to the shelter areas in the main building;
6. Closing windows, turning off lights, and shutting doors;
7. Assembling students/staff in the shelter areas and take attendance.

### Fire

**STAY CALM.** Instructors/department directors escort students/staff out of the building(s). Have all students/staff meet in the back parking lot by the tower. Do not go back into the building for any reason. All personnel/students should familiarize themselves with the following: location of fire exits, evacuation routes, fire extinguishers, etc. In case of an emergency, notify the main office to call 911 and start evacuation. When a fire alarm sounds or there are other warnings that there is a fire, all persons are required under state law to exit the building immediately. Failure to evacuate is a criminal offense. Persons in charge of a facility (including faculty teaching classes) are responsible for evacuating their area and may be held personally liable for a failure to evacuate.

Announcements will be made over the paging system and/or fire alarms will sound.

1. Stop what you are doing immediately;
2. DO NOT GO INVESTIGATE!
3. All persons must evacuate the building(s) in an orderly manner;
4. Do not use the elevator;
5. During adverse weather, don't forget your personal weather apparel;
6. Immediately after exiting the building, proceed directly to the back parking lot by the tower;
7. Do not leave campus as it will interfere with entering emergency units;
8. Do not enter building until an "all clear" is given.

The instructor/department director is responsible for the following:

1. Knowing locations of fire extinguishers and evacuation routes;
2. Assigning students or other personnel to assist all persons with disabilities;
3. Making sure that all electrical apparatus is off;
4. Evacuating the classroom or offices;
5. Directing students/staff to exits;
6. Closing windows, turning off lights, and shutting doors;
7. Assembling their students/staff in the back parking lot by the tower and taking attendance.

### Earthquake

Federal, State, and local emergency management experts and other official preparedness organizations all agree that "Drop, Cover, and Hold On" is the appropriate action to reduce injury and death during earthquakes. Midstate College participates in the annual Great ShakeOut earthquake drills ([www.shakeout.org](http://www.shakeout.org)) each October. The drill provides opportunities to practice how to protect ourselves during earthquakes.

You cannot tell from the initial shaking if an earthquake will suddenly become intense...so always Drop, Cover, and Hold On immediately!

- DROP to the ground (before the earthquake drops you!),
- Take COVER by getting under a sturdy desk or table, and
- HOLD ON to your shelter and be prepared to move with it until the shaking stops.

If there is no table or desk near you, drop to the ground and then, if possible, move to an inside corner of the room. Be in a crawling position to protect your vital organs, and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be the start of a big one...and that's why you should always Drop, Cover, and Hold On immediately!

**If you are unable to Drop, Cover, and Hold On:** If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck, and move away from windows or other items that can fall on you.

**In a Wheelchair:** Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available.

**In Bed:** If you are in bed, hold on and stay there, protecting your head with a pillow. You are less likely to be injured staying where you are. Broken glass on the floor has caused injury to those who have rolled to the floor or tried to get to doorways.

**In a High-Rise:** Drop, Cover, and Hold On. Avoid windows and other hazards. Do not use elevators. Do not be surprised if sprinkler systems or fire alarms activate.

**In a Store:** When shaking starts, Drop Cover and Hold On. A shopping cart or getting inside clothing racks can provide some protection. If you must move to get away from heavy items on high shelves, drop to the ground first and crawl only the shortest distance necessary. Whenever you enter any retail store, take a moment to look around: What is above and around you that could move or fall during an earthquake? Then use your best judgment to stay safe.

**Outdoors:** Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.

**Driving:** Pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person removes the wire.

**In a Stadium or Theater:** Stay at your seat or drop to the floor between rows and protect your head and neck with your arms. Don't try to leave until the shaking is over. Then walk out slowly watching for anything that could fall in the aftershocks.

**Near the Shore:** Drop, Cover, and Hold On until the shaking stops. If severe shaking lasts twenty seconds or more, immediately evacuate to high ground as a Tsunami might have been generated by the earthquake. Move inland two miles or to land that is at least 100 feet above sea level immediately. Don't wait for officials to issue a warning. Walk quickly, rather than drive, to avoid traffic, debris and other hazards.

**Below a Dam:** Dams can fail during a major earthquake. Catastrophic failure is unlikely, but if you live downstream from a dam, you should know flood zone information and have prepared an evacuation plan.

**MYTH – Head for the Doorway:** An enduring earthquake image of California is a collapsed adobe home with the doorframe as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. True – if you live in an old, unreinforced adobe house. In modern houses, doorways are no stronger than any other part of the house. You are safer under a table.

**More information:**

[www.shakeout.org/dropcoverholdon](http://www.shakeout.org/dropcoverholdon)

[www.dropcoverholdon.org](http://www.dropcoverholdon.org)

[www.earthquakecountry.org/dropcoverholdon](http://www.earthquakecountry.org/dropcoverholdon)

**Bomb Threats & Suspicious Packages**

If you receive a bomb threat, you should remain calm and follow these guidelines:

- ❖ If possible, pay attention to our telephone display and record the information shown in the display window.
- ❖ The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible.
- ❖ Try not to anger the caller at any time.
- ❖ While engaging the caller, pay attention to any background noise and distinctive sounds like machinery, traffic, other voices, music, television, etc.
- ❖ Note any characteristics of the caller's voice such as gender, age, education, accent, etc.
- ❖ Attempt to obtain information on the location of the device, i.e., building, floor, room, etc.
- ❖ Attempt to obtain information on the time of detonation and type of detonator.
- ❖ Immediately after the caller has ended the call, notify local law enforcement and campus security.
- ❖ If the threat was left on your voice mail, do not erase.

If you receive a suspicious package or locate a suspicious item:

- ❖ Do not move or open the item.
- ❖ Clear employees and students away from the immediate area.
- ❖ Lock the area.
- ❖ Contact local law enforcement and campus security.
- ❖ Meet responding police officers outside.

**Active Shooter Response**

In the event of an Active Shooter, below is information provided by the Department of Homeland Security and can be viewed at: <http://www.youtube.com/watch?v=5VcSwejU2D0>

Run – When an Active Shooter is in your vicinity:

- ❖ If there is an escape path, attempt to evacuate;
- ❖ Evacuate whether others agree to or not;
- ❖ Leave your belongings behind;
- ❖ Help others escape if possible;
- ❖ Prevent others from entering the area;
- ❖ Call 911 when you are safe.

Hide – If evacuation is not possible, find a place to hide  
Your hiding place should:

- ❖ Be out of the shooter’s view;
- ❖ Provide protection if shots are fired in your direction;
- ❖ Not trap or restrict your options for movement;
- ❖ and be sure to, lock doors, turn off lights, turn off cell phones.

Fight – As a last resort, and only if your life is in danger:

- ❖ Attempt to incapacitate the shooter;
- ❖ Act with physical aggression;
- ❖ Improvise weapons;
- ❖ Commit to your actions.

911 – When law enforcement arrives:

- ❖ Remain calm and follow instructions;
- ❖ Keep your hands visible at all times;
- ❖ Avoid pointing or yelling;
- ❖ Know that help for the injured is on its way.

#### **Soft Lockdown**

A Soft Lockdown occurs when there is a potential danger in the area that has been determined by the Peoria Police Department. Once the College is notified by the PPD or the Code Red system, the College will proceed to announce the Soft Lockdown and place the campus in Lockdown as follows:

- ❖ Announcement will be made through campus-wide paging system;
- ❖ External doors to each building will be locked until notification is received by the PPD or Code Red that the area is clear;
- ❖ During the Lockdown, everyone is free to walk around freely within the building they are in and proceed with classes and normal operation;
- ❖ Everyone must stay in the building they are in until the all-clear has been given;
- ❖ Once the all-clear is received, an announcement will be made through the campus-wide system;
- ❖ External doors will be unlocked, occurrence is over.

#### **Code Red**

Code Red is provided by the Peoria Police Department and is an Emergency Response System. Participating in the Code Red system provides notification by your local emergency response team in the event of emergency situations or critical community alerts. Examples include: evacuation notices, bio-terrorism alerts, boil water notices, and missing child reports.

By adding your phone number you agree to receive telephone calls that deliver messages from your local municipality or employer that are pre-recorded and sent by the Emergency Communications Network. To participate in this program, go to the PPD website at: <http://www.peoriagov.org/peoria-police-department/>; go to the bottom right of the PPD homepage and click on “Code Red.”



## DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The College participates in the FSA programs and must provide to its students, faculty, and employees information to prevent drug and alcohol abuse, and it must also have a drug and alcohol prevention program.

### POLICY REGARDING DRUGS AND ALCOHOL

Midstate College has adopted the following standard of conduct effective October 1, 1990, for all students and employees in accordance with the Department of Education, the Final Regulations: Drug-Free Schools and Campuses.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of College activities is prohibited.

Any violation of this standard of conduct will result in disciplinary actions being taken, such actions being expulsion from College, termination of employment, referral for prosecution, if applicable, and/or requiring completion of an appropriate rehabilitation program.

- ❖ All students sign a statement verifying they understand the above statement during the application process through Admissions, and the form is placed in their student file.
- ❖ All employees sign a statement verifying they understand the above statement during the hiring process through Human Resources, and the form is placed in their personnel file.

### AWARENESS PROGRAMS AND RESOURCES

Awareness programs are provided through speaker presentations, health fairs, Wellness & Health Initiative Program (WHIP), State of Illinois DUI display, and a partnership with the Peoria Addiction Recovery Center.

#### UnityPoint Health - Methodist|Proctor

Illinois Institute for Addiction Recovery (Peoria Addiction Recovery Center)

5409 N. Knoxville Avenue

Peoria, IL 61614

[www.unitypoint.org](http://www.unitypoint.org)

Office: 309.691.1055

Toll-free: 800.522.3784

Fax: 309.689.8604

Brittany Ott, MS, CADC

Cell: 309.212.8349

[brittany.ott@unitypoint.org](mailto:brittany.ott@unitypoint.org)

Anyone that needs assistance with addiction may contact Brittany Ott directly. Brittany is the College's direct contact and will assist anyone that needs help. If you do not feel comfortable going into the Center, she will meet you on-campus. The Center not only assists those with drug and alcohol addiction but other addictions as well, such as gambling, food, sex, Internet, video gaming, shopping/spending, and chronic pain w/addiction. Brittany provides student and personnel seminars annually.

The Illinois Institute for Addiction Recovery provides several programs through its Peoria center including: Adult Program, Adolescent and Young Adult Program, Inpatient Treatment, Addiction Day Treatment, Outpatient Rehabilitation, Continuing Care, Extended Care, Early Intervention, Family Programs, and Alternative Therapies.

#### Addiction Information & Treatment Centers

Emergency Response Service	671.8084
Lifeway Adolescent Chemical	800.543.3929
Drug Abuse Help Line	800.662.HELP
Alcoholics Anonymous	676.2145
IL Alcohol & Drug Evaluation Services	692.6277
White Oaks Center/Chemical Dependence	692.6900

Peoria Area Intergroup Association	673-1456
Cocaine Alcohol Abuse	1.800.888.9383 (24hr Hotline)
Illinois Drug & Alcohol Rehab	1.888.565.6401 (24/7 Hotline)

#### National Hotline Numbers

800.COCAINE  
 800.662.HELP (cocaine abuse treatment ctrs)  
 800.241.9746 (National Drug Abuse Hotline)  
 800.SAY.NO.TO (National Clearinghouse for Alcohol and Drug Abuse)

## ALCOHOL AND OTHER DRUGS - ABUSE AND EFFECTS

### Physical

- ❖ Increased heart rate and skin temperature
- ❖ Loss of muscle control leading to slurred speech
- ❖ Hangover miseries: fatigue, nausea, headache
- ❖ Falls, cuts and bruises are common results of alcohol abuse
- ❖ Automobile accidents are one of the most common causes of death and serious injury for young people. Victims may include bystanders as well as the drinkers themselves. Even a single binge can have long-lasting consequences.

### Psychological

- ❖ Impaired judgment (of space, time, etc.)
- ❖ Impaired thinking and reasoning processes; poor concentration
- ❖ Loss of inhibitions: exaggerated feelings of anger, fear, anxiety, etc.
- ❖ Heavy Drinking (frequent drinking to intoxication over an extended period) can have serious consequences. For example:
  - ❖ Alcoholism
  - ❖ Damage to brain cells
  - ❖ Malnutrition
  - ❖ Increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach
  - ❖ Degeneration of muscle and bone
  - ❖ Blackouts and memory loss
  - ❖ Hallucinations
  - ❖ Poor concentration
  - ❖ Personality disorders, increased tension, anger, and isolation
  - ❖ "DTs" (delirium tremens) - shaking, hallucinations, etc., - due to withdrawal from alcohol

### Additional signs of an alcohol or other drug abuse problem in various aspects of your life:

- ❖ Physical: Your eating habits become poor, memory loss and/or blackouts will occur, and you become more susceptible to illness.
- ❖ Emotional: You will develop moody and aggressive behavior towards others and experience relationship problems.
- ❖ Intellectual: Reality will become distorted; all your difficulties become someone else's fault, and you try to rationalize that your alcohol and other drug usage is not part of the problem. Paranoia may develop with prolonged use of alcohol and other drugs.
- ❖ Social: You profess that the only "good party" offers ample amounts of your drug of choice, and you will not attend a non-alcoholic/drug free function without using beforehand.
- ❖ Occupational: You are willing to risk job loss by using at work or coming to work under the influence.

**Warning signs of a drinking problem:**

- ❖ Denial: Lies about drinking, minimizing number of drinks, avoids reference to drinking.
- ❖ Loss of Control: Repeated promises “to be more careful” or “to cut down.” Gets drunk when intending to stay sober.
- ❖ Drinking to feel normal, drinking to cope, escape, solve problems, or to feel better.
- ❖ Increased Tolerance or Frequency: Begins drinking earlier in the week and can drink a large amount before visible signs occur.
- ❖ Decreased Tolerance: Drinking capacity drops. Now takes less alcohol to achieve drunkenness.
- ❖ Neglects Responsibilities: Absenteeism, late for class, work, meetings, or appointments. Fails to meet financial and personal responsibilities (academic, job, interpersonal, extra-curricular, etc.).
- ❖ Susceptible to Accidents & Illness: Alcohol lowers immune system resistance so more likely to catch cold and/or other viral and bacterial infections, especially STD’s.
- ❖ Gulps or Sneaks Drinks: Drinks alone, or drinks quickly to achieve desired effect.
- ❖ Reliance on a Drink to Start the Day: Shakes in the morning after drinking.
- ❖ Drinking Causes Problems: Repeated use despite negative consequences; hangovers, relationship problems, financial/legal problems.
- ❖ Preoccupation with Drinking: Won’t go to a party unless alcohol is there, leaves when alcohol is gone.
- ❖ Personality Changes when Drinking: Likely to become aggressive and potential for violence increases. If down or depressed, a person may become suicidal.

## CAMPUS HEALTH POLICY

Midstate College’s health policy states that anyone that has a fever, has been vomiting, or has any contagious illness such as flu, chicken pox, meningitis or pertussis, etc. is to stay at home. Anyone who is diagnosed with MRSA or has been recently treated for MRSA may not attend functions or classes on the Midstate College campus until he or she brings in a note from his/her doctor on letterhead stating that he or she is not likely to infect peers in a classroom or the workplace. The Dean of Academics will notify instructors when the student will be returning to class. While on-campus, the individual must keep the skin area and drainage covered with a dressing and clothing. Anyone who is in contact with any person who has MRSA should practice good hand washing techniques.

The College has disposable thermometers and facemasks available to all students and employees; they are available in the main office (102), Student Affairs office (212), Allied Health department (204), Business Directors office (302), and the Maintenance/Security department.

Midstate College campus provides hand sanitizer dispensers by the doors in every classroom, restroom, and several common areas. Kleenex is also provided in the classrooms. Please consider some basic courtesy for the students and Midstate personnel by utilizing these items. Cover your mouth in your elbow when coughing, and wash your hands to prevent the spread of viruses. College personnel may request that anyone wear a facemask if coughing and may request anyone have their temperature taken. These methods are in place in order to assist in ensuring campus health and safety. Anyone that comes to campus and has a fever or is contagious will be asked to leave until they are better.

The maintenance and cleaning staff have a regular routine in place for disinfecting the facilities; however, it is the responsibility of everyone to ensure a healthy environment.

**Severe Illness / Influenza Epidemic**

If there is an unusual incidence of illness or an epidemic or pandemic are declared.

1. Stay home if you are ill. Notify your supervisor or instructor immediately, and check in every day that you are ill and unable to come to work or class.
2. See your doctor for vaccination and medication information.
3. Cover your mouth when sneezing or coughing.
4. Wash your hands frequently.
5. Drink plenty of fluids, take vitamins, and get plenty of rest.
6. If able, be prepared to work from home for several consecutive days.

**Medical Emergencies / Accidents**

Complete an incident report form with the main office should you observe an action which results in injury or emergency on College property or during a College-sponsored function. Use the following guidelines in an emergency situation:

**Midstate Personnel**

- Step 1: Have someone call 911;
- Step 2: Stay Calm;
- Step 3: DO NOT Move the ill/injured person;
- Step 4: Notify Security (1180), Student Affairs office (2120), or main office (1020);
- Step 5: Midstate personnel stay with ill/injured person;
- Step 6: Dismiss other students from class and clear room;
- Step 7: Go to the ill/injured person and check: breathing, heartbeat, bleeding, consciousness, feel for pulse
- Step 8: If ill/injured person can respond:  
What happened? Do you have diabetes, epilepsy, or low blood pressure?  
Is there pain? Has this happened before? How do you feel now? Does the person need to be covered?
- Step 9: Wait for emergency services.

**Person #2 – (a student or additional personnel)**

- Step 1: Call 911;
- Step 2: Stay Calm;
- Step 3: Notify Security (1180), Student Affairs office (2120), or main office (1020);
- Step 4: Return to personnel and ill/injured person.;
- Step 5: Make simple quick notes: i.e. Ill/injured person is breathing; pulse is fast/slow; skin is dry or clammy, flushed or pale; is speech slurred, etc., while personnel tend to the ill/Injured person;
- Step 6: Run errands: i.e. get cool damp towels for the forehead; towels for pressure if there is bleeding; cool drink of water (do not suggest a drink);
- Step 7: Get a coat/blanket to cover ill/injured person;
- Step 8: Wait for emergency services.

**Sexually Transmitted Diseases**

STD's are spread primarily through the exchange of body fluids such as blood, semen, and vaginal secretions during anal, oral, and vaginal sex. Some STD's, such as genital warts and herpes, can be transmitted through skin-to-skin contact. Persons with a cold sore can transmit the herpes virus if they kiss their partners on the mouth or have oral sex. Other conditions such as trichomoniasis and scabies can be passed on by sharing infected sheets, wet towels, or swimsuits.

Bacterial STD's, such as chlamydia and gonorrhea, can be treated and cured with antibiotics. Viral STD's such as HIV, which is the virus that causes AIDS; hepatitis B, which is more infectious than HIV; genital warts; and herpes cannot be cured but can be treated to reduce the severity of the symptoms they cause.

Quite often an STD shows no signs or symptoms, symptoms are initially hard to detect, or symptoms eventually go away. Genital warts and herpes can remain dormant for years after a person is infected. Even though symptoms may not be present or may disappear, an STD doesn't go away on its own and can still be transmitted. If left untreated, an STD can lead to more serious complications, such as bladder infections, infertility, cervical cancer, brain damage, and DEATH. The earlier you seek treatment, the more effective it can be. The longer you wait, the more severe the problem can become. Anyone who has unprotected sex with an infected partner can become infected. If you are unsure, rather than wait and wonder, call a doctor to make an appointment to be tested.

**Protect Yourself & Others Against STD's**

- ❖ Abstinence is the most effective way to prevent the transmission of STD's. Many college students do not engage in sex, but not everyone accepts abstinence as a life-style choice. For those who are sexually active, there are things they can do to reduce the risk for and protect others against STD's.
- ❖ Use a latex condom! Using a latex condom for anal, vaginal, or oral sex can help reduce the risk of an STD. Some condoms are lubricated with spermicide which provides extra protection, or you can apply spermicide to the inside rim and outside tip of the condom. Inserting spermicide into the vagina also reduces the risk. For oral sex, cover the penis with an un-lubricated condom or cut the ends and down the length of the condom to make a latex square, which is used to cover the vagina/anus.
- ❖ Use a female condom. A female condom looks like a larger male condom but with a flexible inner ring which is inserted into the vagina to hold it in place. An outer ring helps the condom from being pushed inside. It is made of polyurethane which is a type of plastic that is stronger than latex and is thinner. It covers the outside of the vagina to provide extra protection against STD's. It takes some practice to learn to use it properly, but it offers some advantages for those who are allergic to latex or don't like the tight fit of the male condom.

- ❖ **Your Partners:** Being in a monogamous relationship in which you have sex only with an uninfected partner, and your partner only has sex with you, reduces your risk for STD's. If you're unsure whether you or your partner may have put yourselves at risk, contact your doctor to determine if you should be tested.
- ❖ **Safer Sex Tips:** Giving each other massages, kissing, hugging, and showering together are activities you can do for fun while reducing your risk for STD's. Alcohol impairment can cloud a person's judgment making that person less likely to use a condom and more likely to have sex. In addition, the immune system is lowered making one more susceptible to STD's. Condoms are most effective when used consistently and correctly along with a spermicide. Oral contraception (the pill), the diaphragm, depo provera, and other forms of contraception are effective methods of birth control but are not effective methods of protection against STD's. Using a condom with another form of contraception provides better protection against STD's and pregnancy, but it's still not 100%. Genital warts and herpes can be transmitted to and from areas that are not covered by a condom. Abstinence is the best barrier.

### Most Common Danger Signs of STD's

If you should notice any of the following signs or symptoms, contact your health care provider to be tested for STD's: Abnormal discharge of fluid from the vagina/penis; painful or burning urination; any kind of sore, bump or blister which may or may not be painful on or near the genitals or mouth; itching in the genital or rectal area; abnormal bleeding or unusually severe menstrual cramps in women; pain in the lower abdomen in women or pain during intercourse; various skin rashes; or frequent urination.

## HEALTH AND SAFETY CONTACT INFORMATION

### Crisis Hotlines

If you have difficulty with: peer relationships, lonely, broken relationships, drugs, depression, suicidal feelings, family problems, need information, pregnancy, and helping a friend.

Crisis Intervention Service	309.673.7373 (Long Distance - Call Collect)
Center for Prevention of Abuse	309.691-0551 / 1.800.559.7233 (Crisis Line)
Poison Control Center	1.800.543.2022
Regional Poison Resource Center	309.347.1151
Peoria	309.676.8791 / 1.800.322.5330
TNT - Teens Need Teens	309.637.8336 (Long Distance - Call Collect)
Planned Parenthood	309.673.6911
Counseling and Family Service	309.682.4621
Peoria City/County Health Dept.	309.679.6000
Parents Anonymous	309.673.7373
Human Service Center (24-hour info)	309.671.8000
Tazwood Center for Human Services	309.347.5522 (24-hours emergency service)

### Addiction Information & Treatment Centers

Emergency Response Service	309.671.8084
Lifeway Adolescent Chemical	1.800.543.3929
Drug Abuse Help Line	1.800.662.HELP
Alcoholics Anonymous	309.676.2145
IL Alcohol & Drug Evaluation Ser.	309.692.6277
UnityPoint   Proctor Hospital	309.691.0155 / 1.800.522.3784 (Chemical Dependency Center)
White Oaks Center/Chemical Dependence	309.692.6900

### National Hotline Numbers

- 1.800.COCAINE
- 1.800.662.HELP (cocaine abuse treatment ctrs)
- 1.800.342.AIDS
- 1.800.241.9746 (National Drug Abuse Hotline)
- 1.800.SAY.NO.TO (National Clearinghouse for Alcohol and Drug Abuse)
- 1.800.227.8922 (STD National Hotline)
- 1.800.252.1646 (American Cancer Society)

### Hospitals

UnityPoint Center   Methodist	309.672.5522
UnityPoint Center   Proctor	309.691.1000
OSF Saint Francis Medical Center	309.655.2000
Poison Center	309.655.2109

**Clinics**

Family Physician's Center	309.672.4977
U of I College of Medicine at Peoria:	
Family Practice Center	309.671.8415
Proctor First Care:	
East Peoria	309.694.6464
Prospect Road	309.685.4411
War Memorial Drive	309.685.0100

**Heart of Illinois 2-1-1 / Get Connected, Get Answers.**

Services provided by Advanced Medical Transport and United Way

2-1-1 is a confidential help line that can be reached by dialing 211 from both landlines and cell phones. If a caller has trouble connecting, help can also be reached by dialing 309.999.4029 or visiting [www.211hoi.org](http://www.211hoi.org). Services are provided for Peoria, Tazewell, Woodford, Marshall, Stark, and Putnam counties. Services include: food, shelter, and utility assistance; physical and mental services; job training and financial assistance; home-delivered meals; childcare and after school programs, and more. It is available 24/7 and is free. Need Help? Call 211.

**PROCEDURES FOR DISTRIBUTION OF CONSUMER INFORMATION**

The Midstate College Consumer Information, Campus Security Report, and Drug and Alcohol Prevention Program annual disclosures are provided through the following methods:

- ❖ The Director of Student Affairs will maintain and facilitate the distribution of consumer information to all students and all employees in cooperation with the Executive Director of Marketing and Enrollment and the Human Resource Manager.
- ❖ Current students and employees receive an email notification each fall with a link to the updated Consumer Information and Campus Security Handbook and the Student Handbook. The email notification includes the option to have a copy of the Handbook(s) mailed to them directly.
- ❖ Each term new students are informed during orientation of the availability of the Consumer Information and Campus Security Handbook and Student Handbook. The information includes the option to have a copy of the Handbook(s) mailed to them directly.
- ❖ Prospective students receive a Consumer Information and Campus Security notice as part of their meeting with an Admissions Representative. The notice supplies information on how to obtain a copy of the Consumer Information and Campus Security Handbook.
- ❖ Prospective employees receive a Consumer Information and Campus Security notice as part of their interview with the Human Resources department. The notice supplies information on how to obtain a copy of the Consumer Information and Campus Security Handbook.
- ❖ Additional notifications for obtaining information on the Consumer Information and Campus Security Reports are found in the College catalog, College website at: <http://midstate.edu/admissions/consumer.php>, and the display racks throughout the campus.
- ❖ Information on how to request and/or view consumer information and security is located and maintained in the following locations:
  - ❖ The Midstate College Student Handbook
  - ❖ The Midstate College Catalog
  - ❖ The publications and consumer disclosures sections of Midstate College's website
  - ❖ Notices are placed in the display racks throughout the campus

**CONSUMER INFORMATION & CAMPUS SECURITY REQUEST**

College personnel are available during regular business hours to provide information on financial assistance, the college, graduation and completion rates, and security policies and crime statistics. In addition, for information about our graduation rates, the median debt of students who completed their programs, and other important information, please visit our Consumer Information and Campus Security page on the Midstate College website at <http://www.midstate.edu/admissions/consumer.php>. A complete comprehensive policy is located in the Consumer Information and Campus Security Handbook.

A summary of the most recent audited financial statement is available upon request from the Midstate College Business office.

Midstate College encourages students and parents to comment on the contents of this report. These comments will be of use in improving the content of future reports and in responding to student interests. Please mail your comments or suggestions to: Consumer Report Division of the Student Affairs office / 411 W. Northmoor Road / Peoria, IL 61614.

# Student Handbook

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*Our Community*





## OUR COMMUNITY

People are always surprised to learn that Peoria was the first European settlement in Illinois and one of the earliest in the middle of America. When you stand atop Peoria's world-famous Grandview Drive and look out upon the beautiful river valley, it is easy to see why the Native Americans lived here for over 12,000 years.

The waters of Peoria Lake provide one of the world's richest freshwater fish and game areas. The Native Americans called their beloved river valley Pimiteoui (Pee-Mee-Twee), which translates to the "land of great abundance" or "fat lake." It was known among the native cultures as one of the great winter hunting grounds.

But in 1673, French fur trader Louis Joliet and French missionary Fr. Jacques Marquette would canoe into the Peoria River Valley and report back to France of the riches that her new colonial territory possessed.

In January 1680, French explorer LaSalle, along with 30 men, adventured down the Illinois River to establish forts and trading posts to strengthen France's hold on the middle of America. Being winter, LaSalle built a small fort on the east bluff of the Peoria River Valley and christened it Fort Crevecoeur (broken heart). The fort was the very first European building ever built in the middle of America. It was mysteriously abandoned after four months, and these words were found burned into the side of an unfinished boat: "Nous sommes tous sauvages" (We are all savages!).

With the help of the tribes of the Illini nation in 1691, the French military, under the charge of Henri De Tonti, built a massive fortification on Peoria's shores, commonly called Fort Pimiteoui. It was located around our present-day Detweiller Marina on the popular Pimiteoui Trail that winds along the river front. Outside the walls of the fort, a French settlement grew among the Illini villages, becoming the first European settlement in the state of Illinois.

By 1763, the British flag was being flown over Illinois, but the French Peorians persevered and enjoyed life much like one would find in the quiet rural countryside of France. One of the villagers, Jean-Baptiste Maillet, relocated the core of the French village to the site of present-day Downtown Riverfront Park in 1778. Another villager, Jean Baptiste Du Sable, left in 1784 and relocated up-state to become the founder of Chicago.

After the American Revolutionary War ended in 1783, the Americans were grateful for the generous support the French Peorians had given them, and a number of Peorians received land grants by an act of the U.S. Congress. But in October 1812, with pressures from thousands of incoming American settlers, the remaining Native American Pimiteoui villages were wiped out by troops led by the Illinois Territory Governor, Ninian Edwards. The next month, the soldiers stormed ashore into the French village and deported all of its inhabitants to a wilderness around Alton, Illinois. After 120 years, French Peoria was gone forever.

The American soldiers immediately built Fort Clark in 1813, which is commemorated today in the riverfront's Liberty Park Pavilion. The first American settlers began farming here in 1819. Soon the small village experienced a great economic and population boom. With such an abundance of natural resources, many early industries arose, including meatpacking, casting foundries, pottery makers, wholesale, warehousing, distilleries, earthmoving and farm machinery manufacturers.

Peoria's Flanagan House Museum (1837) tells the story of the city's founding American pioneers. The post-Civil War era can be enjoyed at the Pettengill-Morrison House Museum (1868).

Ancient Indian trails were turned into solid roads. Canoes were replaced with hundreds of steamboats and ferries. Past "Spirit of Peoria" steamboat museum transported us back to the slow, smooth beauty of river travel. The city became a massive railroad hub, which was evidenced at the converted River Station Restaurant (1891).

Peoria's fresh clear water, abundance of corn, and ease of transportation all contributed to make the city the "Whiskey Capital of the World" by 1900.

Distilleries and their related industries brought tremendous wealth, and Peoria generated one of the largest tax-paying districts in the country. This prosperity enabled Peoria's leaders to strive for a model city.

State-of-the-art municipal buildings like Peoria's red sandstone City Hall (1889) were erected. Models of Peoria's innovative schools, such as Greeley School (1892), were exhibited across the nation. Massive churches such as St. Mary's Cathedral (1889) and the converted Cornerstone Building (1889) still exist. Millions of people have enjoyed the imaginative beauty laid out in Glen Oak Park (1896) and Laura Bradley Park (1897). And the splendor of the High Street-Moss Avenue Historic District, Roanoke-Randolph Street Historic District, and Glen Oak Avenue Historic District still evoke an era that Peoria struggles to preserve.

In the past 50 years, Peoria has garnered the ALL-AMERICA CITY Award four times. As national test marketers have found, Peoria is a microcosm of America herself. To “Play in Peoria” is not only an old term for vaudeville, but a catch-phrase used today inside the thoughts and habits of the typical American. As one can tell from Peoria’s vast historical roots, many surprising things have “Played in Peoria.”



For more information on Peoria and the State of Illinois, visit the following websites:

Illinois  
[www.enjoyillinois.com](http://www.enjoyillinois.com)

City of Peoria  
[www.ci.peoria.il.us](http://www.ci.peoria.il.us)

Explore Peoria  
[www.explorepeoria.com](http://www.explorepeoria.com)

Peoria River Front  
[www.peoriariverfront.com](http://www.peoriariverfront.com)

Peoria Area Community Events (PACE)  
[www.peoriaevents.com](http://www.peoriaevents.com)

Peoria Area Convention & Visitors Bureau (PACVB)  
[www.peoria.org](http://www.peoria.org)