Olney Central College

2015-2016 Student Handbook
Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.
Programs

OCC offers a wide variety of programs, some of which are listed below.

Transfer Programs

Our two-year transfer associate degree programs can be tailored to the major you select. Credits may be transferred to a senior university, toward completion of a bachelor’s degree. Some examples are:

- Agriculture
- Art
- Athletic Training
- Biological Science
- Business
- Chemistry
- Communications
- Computer Science
- Criminal Justice
- Early Childhood Education
- Elementary Education
- Engineering
- English
- Environmental Sciences
- Geography
- Health Occupations
- History
- Journalism
- Liberal Arts
- Mathematics
- Medicine
- Music
- Physical Education
- Physics
- Political Science
- Pre-Dentistry
- Pre-Medicine
- Pre-Pharmacy
- Psychology
- Secondary Education
- Social Work
- Sociology
- Special Education
- Speech Communications
- Speech Pathology
- Theatre

Career and Technical Education

One- or two-year Certificates or two-year Associate in Applied Science Degrees can be earned in these programs:

- Accounting
- Administration of Justice
- Administration of Justice Corrections
- Associate Degree Nursing
- Automotive Service Technology
- Basic Nurse Assistant Training
- Collision Repair Technology
- Cosmetology
- Cosmetology Teacher
- Culinary Arts
- Cosmetology Teacher
- Entrepreneurship
- Health Careers
- Human Resource Management
- Industrial Maintenance Technology
- Industrial Maintenance HVAC
- Information Systems Technology
- Light Vehicle Diesel Service
- Massage Therapy
- Medical Coding Associate
- Medical Office Assistant
- Medical Transcription
- MS Office Specialist
- Nail Technology
- Office Administration
- Paraprofessional Educator
- Phlebotomy
- Practical Nursing
- Professional Bookkeeper
- QuickBooks
- Radiography
- Security and Loss Prevention
- Sport Management
- Welding and Cutting

Franklin University Alliance

Illinois Eastern Community Colleges and Franklin University have established the Alliance Program, which allows individuals to earn a bachelor’s or Master of Business Administration degree online. Students receive an associate’s degree at Olney Central College and can then take junior- and senior-year course work which includes 24 credits of IECC courses integrated with 40 credit hours via an accredited online bachelor’s degree program through Franklin University. Majors include: Accounting, Applied Management, Business Administration, Business Forensics, Computer Science, eMarketing, Financial Management, Forensic Accounting, Healthcare Management, Human Resources Management, Information Technology, Management, Management Information Sciences, Marketing and Public Safety Management.

For additional programs or more information, contact program advisor Libby McVicker at 618-395-7777, ext. 2016, or visit www.alliance.franklin.edu.

Admission & Advisement

International Students

For information on admission requirements and procedures, contact the Student Services Office at Olney Central College. OCC is approved by the United States Department of Justice for the training of international students.

Academic Advisement

Academic advisement is facilitated by OCC faculty and staff members. Advisors will register students by major, each term. It is highly advisable that currently enrolled students register as early as possible.

However, the student is responsible for contacting the advisor to arrange a registration appointment. Part-time students may register with personnel in the Student Services Office. Students electing to change their majors should see the Student Services personnel for reassignment to the appropriate advisor.

Students can request an advisement appointment online at www.iecc.edu/rqst_occ.php.

Faculty Offices

To find an instructor’s office in the main building (Wattleworth Hall), check the directory posted on the first floor.

Instructor’s offices are numbered corresponding to the classrooms across the hall. For example, you will find 100A directly across from classroom 100. Offices in other buildings are easily located. You should find the instructor’s schedule of office hours posted outside the office. Each instructor schedules five office hours per week, in order to be available to students.
Terms You May Need to Know

**Admission:** the process of filling out forms, filing documents and taking any required tests, prior to registration.

**Chargeback:** a charge made to the college district or high school district to cover per capita costs of attending OCC, when a student comes from outside of the IECC boundaries. When applicable, it allows the student to attend at the same cost as an in-district student.

**Course load:** the number of credit hours the student schedules in a given term. Permission of the Dean of Instruction is required to carry in excess of 20 credit hours per semester.

**Course prerequisite:** a requirement which must be met, before a certain course can be taken.

**Credit/credit hours:** the academic value of a course. A class meeting one hour a week carries one hour of credit; a class meeting four hours a week carries four hours of credit. Activity and lab courses require some additional time.

**Curriculum:** the body of courses required for a certificate or degree or constituting a field of study.

**Developmental studies courses:** courses or studies designed to give the student a good foundation for college work. Developmental courses begin with an ABE, PRE or REM prefix and do not count toward degree or certificate requirements.

**Electives:** courses not specifically required for a degree. Electives may be chosen by the student, or may come from a specific group of courses, in which credit must be earned.

**Entrata:** is the online information system at Illinois Eastern Community Colleges which is accessible by students, faculty and employees. Entrata provides a portal to information, course listings, e-mail, rosters, grades, transcripts and more. To access Entrata, you will need to obtain a PIN from Student Services. Once you have done this, you can login by going to the Entrata link on the IECC homepage at www.iecc.edu.

**Full-time student:** a person enrolled in at least 12 credit hours.

**General studies:** a vague term, usually referring to a program of study in which the student has not chosen a career, but is pursuing a general course of study. It is sometimes called Liberal Arts.

**IAI:** a group of general education courses which meet general education requirements at most Illinois colleges and universities. See an advisor in the Student Services Office for more information.

**LSC:** stands for Learning Skills Center, a study center located in the back of the Anderson Library. Here, students can pursue developmental studies, receive tutoring in a course and learn study skills.

**Part-time student:** a person enrolled in fewer than 12 credit hours.

**Program outline:** a specified or chosen group of courses selected for a chosen field of study. OCC advisors will assist in preparing this outline.

**Registration:** the actual process of meeting with an advisor, selecting courses, completing a registration form, and submitting the form to the Student Services Office or online through Entrata.

**Semester/term:** a semester is a 16-week term. A term is a period of time over which a course or courses is typically taught.

**TBA:** to be arranged. This is information that will be announced at a later date.

**Tuition:** charges for courses and for use of college facilities and laboratories.
Student Information

Financial Aid

Though the in-district tuition cost to attend Olney Central College is relatively low, there are other expenses that will be encountered while pursuing your college degree, such as purchasing textbooks, supplies and lab fees. Other types of expenses that may be incurred while attending school are housing, transportation and personal items. Financial aid can help to offset some of these expenses. Contact the OCC Financial Aid Office at 618-395-7777 to learn more about applying for financial assistance through the Free Application for Federal Student Aid (FAFSA). The 2015-2016 FAFSA can be accessed on the IECC homepage (www.iecc.edu) under Financial Aid.

Transition Center

Single Parents/Displaced Homemakers

The Transition Center (Single Parents/Displaced Homemakers) is funded by the Carl D. Perkins Career & Technical Education Improvement Act of 2006, which is a federally funded initiative. The primary focus of Perkins is to develop the academic and technical skills of those students who elect to enroll in career and technical education programs. Participants in Single Parents/Displaced Homemakers must be enrolled in a career and technical education certificate or degree program; be unmarried or legally separated from a spouse; have custody or joint custody of his or her minor child or children; or be a displaced homemaker. Services provided include educational guidance, career exploration, financial assistance with tuition, fees, transportation and books, and other supportive services. To learn more about this program, please contact the Director Kathy Swinson at 618-395-7777, ext. 2238.

Veterans’ Assistance

Veterans are encouraged to visit the OCC Student Services Office to meet with the Veterans Counselor on staff. The Veterans Counselor is available to give assistance to veterans in applying for VA benefits and to certify enrollment for continuation of VA benefits.

OCC Fees and Tuition

Most students will find their tuition and fees to be about $1,800 per semester. This does not include textbooks. Fees for 2015-2016 are as follows:

- Course drop/add fee: $1
- Graduation fee: $30
- Second diploma charge: $10
- Lab fees: may be charged for some courses
- Facility usage fee: $5 per semester if enrolled in six semester hours or more
- Technology fee: $5 per semester hour
- Late registration fee: $5
- Music (applied) course fee: $60
- Nursing and Radiography tuition: $124.50 per semester hour (in-district)
- Physical education courses requiring rental of non-college facilities: at cost
- Proficiency examination fee (per exam): $70
- Refund Policy: A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 days of a 16-week class period. No refund will be given after the 10th day of the semester for regular 16-week courses. For courses which are offered outside the regular 16-week schedule, contact the Records Office to determine the refund period.

Student ID Cards

All students are required to obtain a Student ID Card in the Anderson Library. Students should bring their student course schedules and be prepared to have their photos taken.

Refund Policy

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 days of a 16-week class period. No refunds will be given after the 10th day of the semester for regular 16-week courses. For courses which are offered outside the
regular 16-week schedule, contact the Records Office to determine the refund period. All students registered for a 24, 32, or 40 hour Workforce Education New Hire Mining class must cancel 48 hours prior to the start date of the class to receive a refund.

Parking & Vehicle Regulations

All student-operated vehicles must be registered and a permit obtained. Registration of motor vehicles and the issuance of parking permits are conducted by the Student Services Office. All students must obtain a permit by the beginning of the fall semester. The permit will remain valid until the end of the spring semester. No permits are required for the summer semester. Each semester, all on-campus students enrolled in six semester hours or more pay a Facility Usage Fee at registration time.

Parking facilities are available to all students, but the use of certain lots is restricted to those having special permits. Students who have completed 30 or more semester hours will be issued blue stickers permitting them to park in the North Lot. Students who have completed less than 30 hours will be issued green stickers permitting them to park in the South Lot, which may be accessed from Ill. 130.

Student permits are not transferable to any other student. If your permit is lost or stolen, report to Student Services. A copy of your permit card will be given to you as a replacement for your lost or stolen permit. Permits must be displayed in the front window on the lower left-hand side. Open parking is available after 2 p.m. in the student parking lots.

Spaces identified as handicapped are reserved for students or staff with a handicapped permit issued by the State of Illinois or OCC. To obtain a handicapped space, please bring a signed statement from your doctor to the business office in Student Services.

No student parking is permitted in the faculty/staff areas or visitor parking at any time. OCC reserves the right to immobilize or tow cars that are in violation of the vehicle regulations. All towing and immobilizing are at the expense of the vehicle owner.

Note: All No Parking Zones apply to both day and evening students. There is absolutely no parking in the circle drive or in fire lanes at any time of the day or evening. Violators will be towed at their own expense. All parking regulations will be strictly enforced! For more details on parking at OCC, see the brochure on vehicle regulations.

Entrata

Entrata is the online information system at Illinois Eastern Community Colleges and is accessible by students, faculty and employees. Entrata provides a portal to information, course listings, e-mail, rosters, grades, transcripts and more.

To access Entrata, you will need to obtain a PIN from Student Services. Once you have done this, you can login by going to the Entrata link on the IECC homepage at www.iecc.edu. Please follow the login directions to create your account. Students can access their grades via Entrata and the Banner Web Products.

Academic Integrity Policy

Illinois Eastern Community Colleges is committed to Academic Integrity and believes in responsibility, honor/truth, fairness, respect/self-respect, and compassion free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precaution to prevent the opportunity for academic dishonesty. See the IECC District Catalog Appendix I Academic Integrity Policy (500.25) for additional information.

Academic Policies and Procedures

All degree- and certificate-seeking students are expected to make satisfactory progress toward their declared objectives. During the full-time student’s first term in college, the student is expected to maintain a minimum grade-point average of 2.0 or C average. Part-time students are expected to have maintained a grade point average of 2.0 after attempting 12 credit hours.
Regular class attendance is necessary if a student is to receive maximum benefit from college enrollment. The student must make arrangements for makeup work and absences with the instructor, who will determine whether an absence can be excused. If absences or tardiness affect the quality of work, the instructor may recommend dropping the student from the course. Instructors will permit students to make up work missed because of field trips and activities approved by the college.

**Academic Probation**

Any degree- or certificate-seeking student whose cumulative grade-point average falls below a C (2.0), after attempting 12 credit hours, will automatically be placed on academic probation.

A student on academic probation must earn at least a C average in the term immediately following placement on academic probation or the student will be dismissed from the degree program. A student then must maintain a C average in the term following such dismissal from the degree program to remain in the college.

A student on academic probation will remain on academic probation until such time as the student’s cumulative grade-point average returns to C. When the student achieves a cumulative GPA of C, then he or she will be returned to academic good standing. Notice of academic deficiency will appear on the student’s transcript by semester and be noted in his or her Entrata records.

**Course Withdrawal**

To withdraw from a course, a student must complete a withdrawal form in the Student Services Office. Failure to follow the official withdrawal procedures will result in a grade of "F" for the course.

1. A student may withdraw from a class prior to completion of the class with a grade of "W." A grade of "W" will be recorded on the student’s permanent record, but will not be included in the student’s grade-point average.

2. Withdrawals must be accomplished seven calendar days prior to the official semester closing date of the regular 16-week semester. For courses offered outside of the regular 16-week semester, contact the Student Services Office for withdrawal dates.

3. Students receiving financial aid should check with the financial aid office to determine if the withdrawal will affect their financial aid status.

**Repeating Courses**

Students are allowed to repeat courses under specific circumstances. Please check with the Student Services Office for current Repeat Policy guidelines.

**Grading System**

A semester hour is the unit used to measure credit. One semester credit hour is awarded for the successful completion of one hour per week, per semester of lecture activity, or two hours per week, per semester of lab activity. While credit is awarded to recognize that the student has accomplished all course requirements, the following grades and symbols are awarded to reflect the quality of that performance:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 times the hrs. of credit</td>
</tr>
<tr>
<td>B</td>
<td>3 times the hrs. of credit</td>
</tr>
<tr>
<td>C</td>
<td>2 times the hrs. of credit</td>
</tr>
<tr>
<td>D</td>
<td>1 times the hrs. of credit</td>
</tr>
<tr>
<td>F</td>
<td>0 times the hrs. of credit</td>
</tr>
<tr>
<td>I</td>
<td>Determined by final grade</td>
</tr>
<tr>
<td>N</td>
<td>Not computed</td>
</tr>
<tr>
<td>W</td>
<td>Not computed</td>
</tr>
<tr>
<td>WP</td>
<td>Not computed</td>
</tr>
<tr>
<td>WF</td>
<td>0 times the hrs. of credit</td>
</tr>
<tr>
<td>AU</td>
<td>Not computed</td>
</tr>
<tr>
<td>P</td>
<td>Not computed</td>
</tr>
<tr>
<td>F*</td>
<td>Not computed</td>
</tr>
</tbody>
</table>

**Grade Suffix**

<table>
<thead>
<tr>
<th>Suffix</th>
<th>Grade Notations</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>By Proficiency</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
</tr>
<tr>
<td>E</td>
<td>Escrow Credit</td>
</tr>
<tr>
<td>N</td>
<td>Competency-based course</td>
</tr>
<tr>
<td>Q</td>
<td>Grade not calculated in GPA</td>
</tr>
<tr>
<td>G</td>
<td>Grade</td>
</tr>
<tr>
<td>F</td>
<td>Forgiveness</td>
</tr>
<tr>
<td>S</td>
<td>Set Aside</td>
</tr>
<tr>
<td>Z</td>
<td>Administrative</td>
</tr>
</tbody>
</table>

To obtain a numerical measure of the quality of a student’s work, grade points are assigned to the various passing marks, as indicated above. A grade-point average is then found by dividing the number of grade points earned by the total number of credit hours for which grades "A", "B", "C", "D", "F", or "WF" have been received. For example, if a student earned 100 grade points and has attempted 40 semester hours of work, the grade point average is 100 divided by 40 or 2.5.

**Incomplete Coursework**

Instructors may, at their option, allow students to complete their coursework after the end of the semester. The student must have a valid reason for not having completed work on time and must make arrangements with the instructor, at the earliest possible date.

An incomplete grade (I) may be given if the student does not complete the work in a given subject by the
end of the semester. For 16-week courses, the incomplete grade must be removed within four weeks into the next semester, or it will be changed to an F. For courses less than 16 weeks, the incomplete grade must be removed within four weeks from the end of the class or it will be changed to an F.

**Student Conduct**

Illinois Eastern Community Colleges students are considered to have reached an age of responsible citizenship, and are expected to conduct themselves in a responsible manner, both on and off campus.

Students, through the act of registration, obligate themselves to obey all rules and regulations, which the IECC formulates and publishes in the IECC catalog or the OCC student handbook. Copies of the IECC catalog may be obtained in the Student Services Office or online at www.iecc.edu. These documents contain specific disciplinary rules and regulations, as well as procedures followed in case of infractions.

The Student Senate(s), faculty and administration of IECC will share in developing and implementing specific regulations, as may be needed to foster desirable conduct on the part of all students. It is the responsibility of students to obtain publications which are the result of these efforts, and it is the responsibility of students to be thoroughly familiar with the standard of conduct.

The following general policies shall apply to student conduct throughout the IECC District:

- Students shall maintain standards of conduct which are in accordance with the policies noted above and the specific rules and regulations developed at OCC, Frontier Community College, Lincoln Trail College and Wabash Valley College.
- The Student Senate(s) shall accept primary responsibility for governing student conduct at social activities and functions.
- IECC reserves the right to request, for good cause, physical, psychological or psychiatric examination from a student at any time that such course of action would appear to be unsafe in the clinical area or to compromise client safety may be required to submit to a psychiatric or psychological examination at any time.
- Allied Health students who may for any reason appear to be unsafe in the clinical area or to compromise client safety may be required to submit to a psychiatric or psychological examination at any time.

Illinois Eastern Community Colleges District 529 complies with all federal and state laws regarding equal opportunity of education and services in admitting students without barriers of race, color, religion, gender, age, national origin or veteran status.

**Appropriate Use of Information Technology & Resources**

In pursuit of its mission to provide educational opportunities and public services to the colleges of Southeastern Illinois, the Board of Trustees of Illinois Eastern Community Colleges provides access to “information technology and resources” (as defined in IECC Policies and Procedures 200.2) for students, faculty and staff members and other authorized users within institutional priorities and financial capabilities.

IECC information technology and resources are to be used for the district-related activities for which they are intended and authorized. District information technology and resources are not to be used for commercial purposes or non-college related activities without written authorization from the district. In these cases, the district will require payment of appropriate fees. This policy applies equally to all district-owned or district-leased computers and peripherals.

All members of the college community who use IECC’s information technology and resources must act responsibly in their use of the resources. All users of district-owned or district-leased information technology and resources must respect the rights of other users and comply with all pertinent licenses and contractual agreements. IECC’s policy requires that all students, faculty and staff members and other authorized users act in accordance with the responsibilities, relevant laws and contractual obligations and the highest standard of ethics. Each user must remember that his or her freedom to access, display or publish information is constrained by the rights of others who have the right not to be subjected to material that they find offensive. Information posted and/or published on the Internet may be accessible by any computer on the Internet.

Authorized users and system administrators must all guard against abuses that disrupt or threaten the viability of any and all systems, including those at the college campuses and those on networks to which the district’s systems are connected. Access to information technology and resources without proper authorization from the data owner(s), unauthorized use of district computing
facilities and intentional or negligent corruption or misuse of information technology and resources are direct violations of the district’s standards for conduct as outlined in IECC Policies and Procedures, district collective bargaining agreement and the Faculty Handbook and may also be considered civil or criminal offenses.

**Enforcement**

Alleged violations of this policy will be processed according to the processes outlined in the IECC Policies and Procedures Manual, the IECC collective bargaining agreement and the college’s catalog. IECC treats access and use violations of information technology and resources seriously. IECC will pursue criminal and civil prosecution of perpetrators as it deems necessary.

See IECC District Catalog Appendix D Appropriate Use of Information Technology Resources Policy (200.2) for additional information.

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### Student Organizations

Students may form organizations according to student needs and interests. The number and types of organizations may vary from year to year.

New organizations are to be formed through the office of the Dean of Instruction, and they are to be compatible with the philosophy and mission of OCC. All organizations should annually inform the Dean’s office of the name of the organization, the purpose, names of officers, and the method of handling monies. Organizations properly chartered may have one member representing each of the organizations on the OCC Student Senate.

#### Accounting Club

The OCC Accounting Club is available online to accommodate the needs of students enrolled in both the online and face-to-face degree and certificate programs.

The club helps accounting students achieve their goals, whether they wish to continue their education at a university or to pursue employment upon completion of their coursework at Olney Central College. Club discussions focus on internship, scholarship, employment, professional certification and networking opportunities.

#### Alpha Delta Nu Nursing Honor Society

The National Organization for Associate Degree Nursing (N-OADN) Alpha Delta Nu recognizes top associate degree nursing students. To be considered for membership, students must have completed their first year of nursing, have attained a 3.0 overall GPA and earned a B or better in the core nursing courses. Students also must have demonstrated conduct on campus and in the clinical areas that reflects both integrity and professionalism. To be awarded full membership, students must finish their third semester of nursing and complete a group capstone project, which focuses on either recruitment or educational activities.

#### Automotive Technicians of Tomorrow

Automotive Technicians of Tomorrow is a club for students enrolled in the Automotive Service Technology and Collision Repair Technology programs at Olney Central College. Students have the opportunity to participate in a number of activities including field trips to Toyota, Mid America Corvette and the Chicago Auto Show. The club also conducts fund-raisers and participates in the Olney Christmas Parade.

#### Cosmetology Club

The Cosmetology Club meets once a month to plan for upcoming events. Members participate in community projects such as providing services to the disabled as well as longterm care residents. Fund-raisers are planned throughout the year to help finance educational trips. Members attend events such as hair shows, where they learn about the latest industry advances in products and services.

#### Fusion Christian Club

The Fusion Christian Club is a non-denominational group whose members are united by their common faith in God and His gospel. Members believe that Jesus is the Son of God and that, through His death, they are saved. Fusion meets from 12:15 to 1 p.m. every Tuesday. Students fellowship, share joys and struggles. A guest youth pastor often prepares a lesson, but the meetings are flexible. Fusion has undertaken service projects, such as offering free pizza to fellow students as an outreach program.

#### Future Teachers’ Club

The Future Teachers’ Club provides support to those students who are planning to enter the education field. Members will have the opportunity to discuss topics regarding education and to obtain knowledge from guest speakers. Students also gain hands-on experience in educational situations.
**IECC Student Nurses Association**

The Illinois Eastern Community Colleges-Student Nurses Association members are enrolled in NUR 1208 or NUR 2208 Independent Study in Nursing. Members of the IECC-SNA must be enrolled in the IECC Associate Degree in Nursing Program.

Within the semester in which the student is enrolled in NUR 1208 or NUR 2208, the members shall:

1. Understand and follow the mission of the National Student Nurses Association (NSNA) and the Student Nurses Association of Illinois (SNAI).
2. Understand the IECC-SNA Bylaws.
3. Attend IECC-SNA campus meetings and one IECC-SNA meeting per semester.
4. Maintain a mentor-mentoree relationship with another student enrolled in the core IECC-OCC ADN nursing program.
5. Complete the 15 hours of contact for 1 credit. There is no tuition fee for this course. This is a Pass/Fail course.

The IECC-OCC SNA completes several community service projects during the year. Members participate in the Health Fair sponsored by OCC and Richland Memorial Hospital and the Big Brother/Big Sister Bowl for Kids Sake. The club also conducts recruitment projects and holds several fund-raising projects.

**LGBT Club**

The LGBT Club exists to create a sense of community amongst students regardless of their sexual preferences. The group hosts regular meetings, which are open to all students.

**Massage Therapy Club**

The Massage Therapy Club hosts educational programs, which include speakers and trips, for students enrolled in the program. Members also participate in community service projects. The group meets once a month.

**Oath Keepers Club**

The Oath Keepers Club provides an opportunity for student veterans to share their experiences and assist one another as they successfully transition to college.

For more information about the Veterans Club, contact Advisor Allan Alldredge at 618-395-7777, ext. 2019.

**Phi Beta Lambda (OCC Business Club)**

Phi Beta Lambda is the collegiate affiliate of Future Business Leaders of America. The organization is open to students of any major enrolled in at least one business course. The purpose of the organization is to train future business leaders to become contributing members of society. Members benefit from leadership and training, contact made through networking and guest speakers, and opportunities to apply their knowledge through business-related activities including competitive events, programs and activities and conferences.

**Phi Theta Kappa**

Phi Theta Kappa is the international honor society for the two-year college. Membership in this club is by invitation only. In order to qualify for membership, students must have completed at least 12 credit hours, have a cumulative GPA of 3.5 or higher, and be seeking a degree. Once in PTK, students can take part in various service projects and fund-raisers. PTK members usher and offer refreshments at the yearly plays and musicals on campus. In the fall, they collect small toys and hygiene items to assemble special shoe boxes for needy kids, for Operation Christmas Child. At the end of each school year, members also collect old textbooks that ultimately are sent to college students in Africa. PTK members also have access to special transfer scholarships and other scholarship opportunities. PTK meets from 12:15 to 1 p.m. on the first and third Thursdays of each month.

**Radiography Club**

The primary purpose of the Radiography Club is to advance the science of Radiography and assist in establishing and maintaining high standards in all academic and professional goals. These are achieved through participation in club meetings, fund-raising activities, community service projects, formation of study groups and attendance at state and national seminars.

Students in the Radiography Club raise funds to facilitate attendance at seminars. The Radiography Club promotes health, professionalism, scholarship, leadership, education and social responsibility through school and community involvement. Club activities are instrumental in providing opportunities for students to network with professionals and peers as well as providing an opportunity to socialize.

The Radiography Club serves to promote education and high scholarship within the field of Radiography and to provide opportunities for students to extend their education beyond the classroom.

**Science Club**

The Science Club is designed to help students who are currently enrolled in a science class at OCC. However, members do not have to be taking a science class to participate. All students who have an interest in science are welcome. During the science club meetings, students receive tutoring and advising for current classes and future classes. The goal is to provide a supportive environment for learning and sharing ideas as they relate to science education. Students also have the opportunity to organize and give presentations on science topics. Field trips are optional and depend on students’ schedules and interests.
Student Senate

Student Senate is the student government body of Olney Central College. The Student Senate meets twice a month and works on issues related to student activities, volunteer work and student policy. Student Senate members have an opportunity to receive leadership training at the annual American Student Government Association conference in Orlando, Fla. Other annual events hosted by the Student Senate include: American Red Cross blood drives, the OCC Haunted Trail and Spring Fling. Student Senators also serve on college committees providing valuable input regarding college policy and improvement.

Tutor Club

The OCC Tutor Club educates and trains tutors to assist them in instilling students with the skills needed to be self-sufficient and successful. Tutors hold fundraisers throughout the academic year with all proceeds given back to the tutors in scholarships.

Student Activities

Intercollegiate Athletics

OCC maintains an annual membership in the National Junior College Athletic Association for both men and women. Competitive intercollegiate athletics are an integral part of student life. The men participate in intercollegiate baseball and basketball. The women participate in intercollegiate basketball and softball.

Services for Students

Anderson Library

The Anderson Library has resources that support the academic and technical programs at OCC and the pleasure reading and browsing interests of students and the public. Assistive technology devices and software are available to help persons with vision or hearing challenges use computers and complete assignments easily. Fall and spring library hours are 7:30 a.m. to 6:30 p.m. Monday, Tuesday and Thursday and 7:30 a.m. to 4:30 p.m. Wednesday and Friday when classes are in session. Summer hours are 7:30 a.m. to 4 p.m. Monday through Friday. Visit the Anderson Library in person or online to acquire an OCC library card, free to students and residents of the Illinois Eastern Community Colleges District 529, that gives you access to computers, print resources and online databases.

Find books, videos and more in the online catalog at http://vufind.carli.illinois.edu/vf-iec where students have access to the resources of 86 I-Share academic libraries in Illinois and can request books and other materials online from member libraries that will be delivered to OCC for free, convenient pickup. OCC students may also visit any I-Share libraries, such as EIU, SIUE, UIC, and check books out in person at those locations with a current OCC library card. (Books may be brought to OCC to be returned to the owning library.)

Use the OCC Anderson Library webpage to find information about how to research topics, write citations, and access online electronic resources. Access the online subscription services of encyclopedias, magazines, journals, legal information, education information and more. EbscoHost, Facts on File, Lexis-Nexis, CINAHL Plus with Fulltext, and CredoReference are a few databases available 24/7 from Internet-ready computers on campus or via Entrata off campus. From home, login to Entrata, click on “Library” in the menu on the left side of the webpage, then click on Find Articles, Journals & More — Off Campus Access under the Olney Central College LRC header to find usernames and logins for remote access.

Join an online book club and receive short excerpts of books in your e-mail weekly or read about new books by clicking on the BookNews icon on the library webpage. Other services include copying, printing, scanning, video viewing for makeup work and individual assistance in searching and citing references. For further information about the Anderson Library programs and services, individual instruction in searching, or for help with a project, contact the Anderson Library at 618-395-7777, ext. 2260.

Richland County Genealogy Society Collection

Genealogists will enjoy the private Richland County Genealogy Society collection housed in the Anderson Library. The statewide resources available in this
collection have provided extensive information for those seeking historical data on their families.

For more information and details about the genealogy collections, contact the Anderson Library at 618-395-7777, ext. 2261.

**Bookstore**

Students will find the Bookstore centrally located on the main floor in Wattleworth Hall. In addition to textbooks and study supplies, they will find clothing, gifts and most items desired by typical college students.

Students may bring books to the Bookstore for possible purchase during buyback. This is a service provided by the Bookstore and Follett Higher Education Group, a national wholesale used book company.

Prices paid are current market value as determined by that company. Buyback is always held during the week of final exams. Students must bring the original receipt for their books with them to participate in buyback.

Textbooks can be ordered online at the IECC website. The procedure is as follows: Click on Students, then select Bookstore on drop-down menu follow the link to the college where you will be attending, make payment by Visa or MasterCard or by going to the comment section and typing in FINANCIAL AID and the name of the college that is responsible for your financial aid.

**Fitness Center**

The Aerobic Super-Circuit Program at OCC may provide the only conditioning program you need to improve and maintain maximum cardiorespiratory efficiency, strength, endurance, flexibility and all-around fitness.

Regular workouts on the Super-Circuit deliver the benefits of both resistance training and aerobic activity in one easy-to-follow program. You warm up on one of the Aerobicycles or the Computerow located in the "Warm-Up Area." From there, you move to the first weight-training station and perform repetitions for 30 seconds, until a recorded voice on the sound system reminds you that it’s time to move to the next station, an exercise bike. This process repeats itself.

The complete Super-Circuit consists of 12 single-weight machines and 11 exercise bikes, two treadmills and a stairstepper. You may work out, at your convenience, at any time the center is open.

Classes are available on either a college credit or membership basis. For more information, call 618-395-7777 and ask for the Fitness Center. To register, request the Student Services Office.

**Career Services**

The ultimate goal of all career services professionals is to help students find employment after graduation in their fields of study. To accomplish this goal, the Career Services professionals will assist students with writing resumes, conducting mock interviews and giving suggestions on how to improve skills in both. Career Services will even assist students in establishing contacts with employers, in some cases making the call to employers on behalf of the student interested in a certain position.

Career Services professionals also can provide valuable job leads, and through their contacts in the community, assist instructors in locating internship opportunities for their students. If you are undecided on a career, a conference with your Career Services Coordinator can be helpful. They have software programs that can assist a student in choosing a career path and they can offer testing, through the National Career Readiness Certificate (NCRC), which will make the student more marketable in today’s job market. For more information, contact OCC Coordinator of Career Services Allan Alldredge at 618-395-7777, ext. 2019.

**Child Care Service**

OCC’s Cozy Corner is a licensed childcare center for OCC students, staff, faculty and the public. The center is licensed by the State of Illinois and is located on the first floor of Wattleworth Hall, just inside the North entrance in Rooms 100 and 101.

OCC’s Cozy Corner provides a preschool program for ages 3-5, a daycare and afterschool program for ages 2 and toilet-trained up to age 12 or fifth grade and a summer program for the same ages.

The center operates only on the college calendar. Summer hours are 7:30 a.m. to 4 p.m. Monday through Friday. Fall hours are 7:30 a.m. to 4:30 p.m. Monday through Friday. Parents must register children in advance, with the director of the center. For information and cost of the programs, contact Director Bev Mathews at 618-395-7777, ext. 2100. Project Child is accepted.

**Housing**

While many students commute to OCC, there are others who prefer to find housing in Olney. The local newspapers and area Realtors are your best source for housing information. Students are encouraged to make housing arrangements early. OCC has no control over private housing. It is recommended that students securing housing take steps to ensure a full understanding of the housing agreement as to price and length of tenure. Some type of contract, wherein all conditions are stipulated, is desirable.

**Learning Skills Center and Tutoring**

The Learning Skills Center Office is located in the back of the Anderson Library in Conference Room 4. The center’s staff provides assistance to all students to help them succeed in their courses. Programs are provided in the following areas:

**Tutoring**

Free tutoring is available for all subjects. Peer tutors, who have completed the course with a grade of A or B,
provide much of the tutoring. Special help such as study guides are available. Basic Math, Beginning and Intermediate Algebra videos and DVDs are available for checkout.

**Developmental Classes**

Developmental classes in Basic Math, Beginning Algebra, Intermediate Algebra, Reading and Developmental English I and II are taught in a flexible option format and held in the back of the library (Room 253). Students are allowed to choose from four to six time periods weekly. Students may proceed at their own pace with direction from instructors and tutors. Further help is available from videos and computer programs. Flex-Op allows busy students to design a schedule that coordinates their other courses, work and family commitments with their developmental classes. Lecture and online developmental classes are also available.

**ABE/GED Classes**

Free classes are available for students who want to earn their GEDs. Both eight-week day and evening classes are offered throughout the school year. Classes in Adult Basic Education are provided in the subject areas of the GED, including English, math, science, social studies, reading and Constitution. These classes are open to any adults who want to increase their skills in these areas. Online GED classes also are available. All ABE/GED books are free of charge.

Free 16-week adult computer classes are offered as well. These classes are designed for students who have had little or no experience on computers. Both day and evening classes are offered.

ESL class is offered to local residents for whom English is a second language. The course helps students improve written and spoken English.

**Testing**

COMPASS testing is offered every two weeks from April to August as well as in November and December. COMPASS testing is for students who have not had a recent ACT or SAT test. This test should be completed before students enroll. Individual tests may be taken by appointment. The results help advisors and students to develop the best individualized education plan.

**Disabilities**

Special accommodations are available for people with physical, emotional or learning disabilities. A computerized Learning Styles Inventory is available for all interested students. Students with the proper documentation may be eligible for extra time for testing, testing in a quiet place, scribes, large print materials, readers, note takers, books on tape, tests read aloud, colored overlays, etc. Accommodations for physical disabilities also are available.

If you have received accommodations in the past, or think you may have a disability, please make an appointment for an assessment in the Learning Skills Center. The LSC staff will help you determine your strengths and weaknesses, and create a plan to help you succeed in your coursework. All students are welcome to stop by and discover what the Learning Skills Center can offer.

**Job Location and Development**

The Job Location and Development Program at OCC is designed to foster a cooperative partnership among students, employers and private citizens, through part-time and temporary employment of students. The JLD Office operates year-round, to bring employers together with students seeking part-time jobs. Students are typically employed during the academic year on a part-time basis, and often full-time during semester and summer breaks. Duration of employment and rate of pay are determined by each employer. For more information, contact Allan Alldredge at 618-395-7777, ext. 2019.

**Perkins**

OCC has a Special Populations Coordinator who assists and supports the needs of special populations students in career and technical programs. Students who have any of the following should contact the Special Populations Office: students with disabilities; students with limited English proficiency; economically disadvantaged students; nontraditional students; single parents and displaced homemakers.

OCC is committed to the career and technical objectives of special populations’ students and to meeting their CTE academic success. This program is funded by the Carl D. Perkins Career and Technical Education Improvement Act of 2006. For information or assistance, call the OCC Student Services Office at 618-395-7777, ext. 2015.

**Publications**

OCC publications are produced by the Public Information and Marketing Office and include schedules, brochures and the Knightline, the college’s monthly newsletter. The Knightline may be downloaded from the OCC webpage at www.iecc.edu/occ or obtained from Olney Central College on Facebook at www.facebook.com/olneycentralcollege. Past issues of the Knightline are available on the OCC webpage.

**Retention Coordinator**

Did your car break down? Did the babysitter quit? You don’t have your books for class yet? Struggling with classwork? These are just a few of the issues that OCC Retention Coordinator Vicki Thompson, may be able to help you with. Don’t let problems stand in the way of your success. Stop by Student Services or call 618-395-7777, ext. 2014 and speak with Thompson.

**Student Union and Food Service**

The Student Union includes lounge, recreational and food service areas. The lounge area has Ping-Pong and...
pool tables for student enjoyment. Vending machines with food and drinks are also located in the Student Union.

A la carte breakfasts and plate lunches, assorted salads, sandwiches and desserts are served in the Student Union when classes are in session. Food Service also provides meal cards. You can put any amount on a food card. It will be the amount plus 6.75 percent tax with a 10 percent discount taken off of the taxed amount. (Example: $50 + 6.75 percent = $53.38 with a 10 percent discount taken off equals $48.04.) Food Service also offers daily discounted items and specials.

If your club or organization is planning a brunch, banquet, workshop or meeting, contact the Food Service manager at 618-395-7777, ext. 2025. The manager will work with you to select a menu to fit your needs. The Food Service Department must be notified seven to 10 days in advance to prepare for the event. You must contact Student Services to reserve the Banquet Room or Student Union. The Banquet Room can hold groups of up to 70 people and the Union can hold up to 200 people. The facilities are available days or evenings.

TRIO Student Support Services

TRIO Student Support Services provides a welcoming and supportive environment for students to begin their college careers.

The mission of this federally funded project is to help participants stay in college, graduate and successfully transfer to a four-year college or university.

TRIO Student Support Services offers a full range of services to students including academic assessment, personalized academic advisement, transfer assistance, scholarship assistance, tutoring, career counseling, peer mentoring, campus visits and cultural trips. It also assists students with orientation and adjustment to college life, development of effective study skills, personal development and career exploration.

Once eligibility for the project is established, students complete an application and an interview to ensure that the needs of the student match the services the project offers. For more information about the program at OCC, call the TRIO Student Support Services academic counselor at 618-395-7777, ext. 2143. This program is available at all four IECC colleges. Contact your college of interest for more information.

Family Educational Rights and Privacy Act of 1974 (Public Law 93-380)

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, only directory information about students or former students will be disclosed to any person or agency without the written permission of the student except to Illinois Eastern Community Colleges administrators and instructors; certain federal officials specified in the Act; stated educational authorities; accrediting agencies; upon receipt of proper judicial orders; or officials of other schools in which the student seeks to enroll or has enrolled. At the request of the student, even directory information can be withheld.

Upon written request, the student may inspect information in his or her official file and will be given the opportunity to challenge any information which he or she considers inaccurate. Details on confidentiality rules can be obtained from the Student Services Office.

Release of Information

All employees will be given a copy of this policy. Students and eligible parents will be made aware of this policy through freshman orientation, IECC catalogs, bulletin boards, and in handouts distributed by the Records Office. A copy of this policy will be made available on request to any student or eligible parent.

Students who elect to restrict the release of student information must complete the Directory Information Restriction Notification Form, and file it with the Student Records Office. This request will be valid for one academic year and must be renewed annually during the first two weeks of fall semester.

For further information, see IECC District Catalog Appendix C Family Educational Rights and Privacy Act Policy (500.11).

Affirmative Action

IECC, pursuant to the requirements of Titles IV, VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972, does not discriminate against applicants, employees or students on the basis of race, color, religion, gender, age, disability, national origin, or veteran status in its employment policies and/or educational programs or activities, including admission to such. Inquiries concerning this policy should be directed to the Affirmative Action Office.

Americans with Disabilities Act

Illinois Eastern Community Colleges adheres to the Federal regulations of the Americans with Disabilities Act of 1990 and offers appropriate services, programs or activities with reasonable accommodations to any qualified disabled individual upon request.

Campus Security

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment that is safe and free of crime. Programs of crime prevention, college security procedures, and drug and alcohol abuse prevention have been implemented to promote a crime-free environment. Information regarding these programs is available from the OCC Student Services Office. The college environment includes all students, employees, and other persons participating in IECC classes, programs, services, and other activities and
events. Students and employees are encouraged to report all on-campus threats to security to the president or his or her designee, including murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. Similarly, students and employees are encouraged to report on-campus arrests for liquor law violations, drug law violations, and weapons possessions.

Other activities that pose a threat to student and employee security should also be reported to the president or the president's designee, including possible criminal activity that might occur in classes being taught or events occurring at places other than immediate college property.

IECC custodian/maintenance personnel or other college personnel are responsible for the security, access, and maintenance of all buildings and grounds and will be present on campus during all times that classes are in session. The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by law enforcement officials or used for approved coursework, is strictly prohibited on campuses and in any Illinois Eastern Community Colleges building. Violators will be reported to local law enforcement agencies and face immediate expulsion or dismissal.

The possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in IECC classes, programs, services, and other activities and events are strictly prohibited. Violators will be reported to local law enforcement agencies. IECC will monitor and cooperate with law enforcement agencies to apprise students and employees of arrests of students or employees that occur in the community.

Upon request, IECC will provide appropriate disciplinary information to victims of violent crimes. Campus crime statistics will be made available to all students, employees, and the college community, as well as to student applicants and prospective employees, in an annual report that can be accessed on the IECC website at www.iecc.edu.

Information regarding sexual offenders is available online at the Illinois Department of Corrections website at http://www.isp.state.il.us, or from local law enforcement agencies.

Identity Theft

Identity theft is a widespread and growing national problem. Identity theft occurs when someone wrongly gets your personal information, such as your Social Security number or driver's license number and uses that information to obtain credit cards, loans or merchandise and services in your name. In order to control reasonably foreseeable risks to students from identity theft, IECC has an Identity Theft Prevention Program and policy. Identity theft information and steps that you can take which will help you lower your risk of becoming a victim of identity theft are available on IECC's webpage in the Students Right to Know section.

Student Complaint Policy

This policy applies to all formal student complaints at Illinois Eastern Community Colleges District 529, except for complaints regarding sexual harassment or student readmission petitions.

Students are entitled to due process and have the right to their own legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by an administrative officer to the next higher authority, and through appropriate successive steps, to the chair of the Board of Trustees or his/her designee. Participants in the process shall not be subjected to reprisals or retaliation because of such participation.

Days are defined as days in which the District Office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be observed unless the time limit is extended by mutual agreement of the complainant and the administrator. If the administrator fails to meet the specified time limit, the complainant can proceed to the next step. If the complainant fails to appeal the decision to the next step within the specified time limits, the complaint will be dropped.

Students shall follow the steps defined below for complaints including, but not limited to, academic, grading and institutional decisions that directly affect a student.

1. Within 10 days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally with the instructor or service provider in a meeting. If the matter is not resolved within 10 days from the date of the meeting, the complainant may file a formal written complaint.

2. Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the dean of the college/instruction. If the complaint is against the administrative officer defined in any step, the complainant shall advance to the next step. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.

3. Within five days of receipt of the response under Step 2, the complainant shall file an appeal with the president. The president shall appoint an appeal committee composed of two students, two faculty members and one administrator. The committee's recommendation will be forwarded to the president within 10 days. The president will provide a written decision concerning the appeal within five days from receiving the committee’s recommendations. If the matter is not resolved, then Step 4 shall apply.

4. Within five days of receipt of the response under Step 3, the complainant may file an appeal with the chief executive officer. A written response will be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.
5. Within five days of receipt of the response under Step 4, the complainant may file an appeal with the chair of the Board of Trustees or his/her designee. The chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five days of receipt of the appeal. The chair, or his/her designee, of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges. Inquiries may be directed to the Student Services Office.

**Smoke Free Campus Policy**

The Board of Trustees of Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students, staff, and the general public in compliance with the Illinois Clean Indoor Air Act and the Smoke Free Campus Act. Use of tobacco products is prohibited in any District 529 facility that is open and available to the general public. Use of tobacco products is prohibited in any vehicle owned or leased by District 529.

As of July 1, 2015, smoking is prohibited on all IECC property, both indoors and outdoors, and in District owned vehicles. Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited. See the IECC Catalog Appendix L for complete policy.

**Substance Abuse Policy**

The IECC Board of Trustees recognizes the importance of a college environment which is free of substance abuse.

Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees, and other people participating in District 529-sponsored classes, programs, services and other activities and events.

Substance abuse is defined as unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, hallucinogens, or abuse of drugs in any form. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.

Any illegal substance abuse instance will result in involvement of law enforcement officials. Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

Visit www.iecc.edu for additional information.

**Weather Closing Policy**

It is OCC’s policy to remain open unless the weather makes it too hazardous to do so. When the safety of students and staff is threatened due to inclement weather or other emergencies, OCC will be closed or classes canceled or delayed. Administration will attempt to notify media outlets prior to the 6 a.m. news on the day of the closing.

Don’t assume that if the elementary and high schools close, OCC will be closed as well. If no announcement is made, classes will meet as usual.

Closure of day classes does not necessarily mean that evening classes will be canceled. Announcements regarding evening classes will be made prior to 4 p.m., if at all possible.

The following radio and television stations will be notified of any cancellations or delays:
- WVLN-AM and WSEI-FM in Olney
- WIKK in Newton
- WAKO in Lawrenceville
- WFIW-AM and -FM in Fairfield
- WNOI-FM in Flora
- WSJD in Mt. Carmel
- WCR in Effingham
- WVJC in Mt. Carmel
- WTWO and WTH in Terre Haute, Ind.
- WEHT, WFIE and WTVW in Evansville, Ind.

Closings also will be announced on these websites:
- www.iecc.edu
- www.weatherclosings.com

**IECC Alerts**

Closings also are announced through IECC Alerts. When you create an Entrata account you will be automatically registered for an alerts account. Account creation for alerts will take approximately 24 hours. IECC Alerts will automatically go to your Entrata email account, but you can opt-in for text messages or receive messages at another email account.

To do so, Login to Entrata (entrata.iecc.edu) and select Emergency Alerts. Go to Notifications by Text. Enter your cellular information under the Text and Voice Preferences section. A phone number is required. The Cellular Provider is optional. You also may enter another email address in the Email Preferences area Under Contact Email. Then Save.

While there is no direct cost for signing up for this text message service, you may be charged a text message fee by your cell phone provider. Please check your cell phone plan to understand the costs you may incur using this service.

The system will be used to send text messages related to campus emergencies, weather-related closures and test messages. Students previously signed up with IECC Emergency Alerts should verify contact information and preferences are current. If you do not have an Entrata account, please contact the Records Office at 618-395-7777.

**Reporting Harassment Incidents at OCC**

Any student who believes he or she has been the subject of sexual harassment should immediately report the alleged conduct to the President or his designee. All complaints received will be promptly investigated.
Admissions...Nobody Told Me!
• I can apply for admission online at www.iecc.edu.
• I need proof of Illinois residency.
• I need placement test scores on file prior to registration.
• I must send my high school and college transcripts to OCC.
• I should memorize my Student ID number.

Financial Aid... Nobody Told Me!
• I can apply for financial aid online at www.fafsa.ed.gov.
• I must reapply for financial aid each January.
• The financial aid process takes several weeks to complete.
• I should follow up on my paperwork process with the staff in the Financial Aid Office in Student Services.
• Low interest student loan eligibility is determined by the results of my financial aid application. Loans must be repaid.

My grades and withdrawals from classes will affect my financial aid eligibility. Check with the Financial Aid Office to determine eligibility status.

Tech Talk...Nobody Told Me!
• With Entrata, the online information system, I can get an e-mail account, get an unofficial copy of my transcript and find my grades at the end of each semester.
• The Perkins webpage is a great resource for Special Populations students. (www.iecc.edu/perkins)

Advisement and Registration... Nobody Told Me!
• My advisor can tell me how to read my schedule.
• I need placement test scores on file prior to registration.
• I must request my high school and college transcripts be mailed to the college.
• I should memorize my Student ID number.
• Course schedules are available before registration.
• Call 618-395-7777 to schedule a registration appointment.
• To register early. (Check for registration dates.)
• I can take Internet courses.
• I must make an appointment with my advisor to register each semester.
• Students are responsible for registering for and dropping classes.

Career Information...Nobody Told Me!
• The Internet is a valuable tool in a career search.
• The Crossroads Workforce Center has a career resource room with infinite information on careers and job information. The center is located at 214 E. Main St. in Olney. Call 618-392-7777.

College Information
www.collegeboard.org
www.collegeview.com
www.collegesource.com
www.itransfer.org
www.collegeillinois.org

Other Stuff...Nobody Told Me!
• There is no substitute for studying.
• Class attendance may affect my grades.
• I must get a parking sticker for my vehicle.
• Transcripts can be held if fines or fees are not paid.
• There are clubs and organizations I can join.
• I cannot register for next semester if I owe money.
• Learning aids such as tape recorders, etc., are available for loan through the Learning Skills Center.
• There are free tutors available through the Learning Skills Center.
• There is a Student Senate at OCC that sponsors student activities.
• Freshmen and sophomores park in different places and improperly parked cars are ticketed and fined.
• Students who participate in student activities generally do better in their classes.

Nobody Told Me What These Letters Mean!

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>AAC</td>
<td>Academic Assistance Center</td>
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<tr>
<td>ABE</td>
<td>Adult Basic Education</td>
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<tr>
<td>DH/SP</td>
<td>Displaced Homemakers/Single Parents</td>
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<tr>
<td>FA</td>
<td>Financial Aid (Student Services)</td>
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<tr>
<td>FAFSA</td>
<td>Free Application for Federal Student Aid</td>
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<tr>
<td>FCC</td>
<td>Frontier Community College</td>
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<td>GED</td>
<td>General Educational Development Exam</td>
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<tr>
<td>GERF</td>
<td>Graduation Evaluation Request Form</td>
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<tr>
<td>IECC</td>
<td>Illinois Eastern Community Colleges</td>
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<tr>
<td>LNI</td>
<td>Learning Needs Inventory</td>
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<tr>
<td>LRC</td>
<td>Learning Resource Center (Library)</td>
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<tr>
<td>LSC</td>
<td>Learning Skills Center (located in the Library)</td>
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<tr>
<td>LSI</td>
<td>Learning Styles Inventory</td>
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<tr>
<td>LTC</td>
<td>Lincoln Trail College</td>
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<tr>
<td>MAP</td>
<td>Monetary Award Program (Financial Aid)</td>
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<td>MPE</td>
<td>Math Placement Exam</td>
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<td>NT</td>
<td>Non-Traditional</td>
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<tr>
<td>OCC</td>
<td>Olney Central College</td>
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<tr>
<td>REM</td>
<td>Remedial (Pre-College level classes)</td>
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<tr>
<td>SAR</td>
<td>Student Aid Report (Financial Aid)</td>
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<tr>
<td>TABE</td>
<td>Test of Adult Basic Education</td>
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<tr>
<td>TBA</td>
<td>To Be Arranged or Announced</td>
</tr>
<tr>
<td>TRA</td>
<td>Trade Readjustment Act</td>
</tr>
<tr>
<td>VA</td>
<td>Veterans’ Affairs (Student Services)</td>
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<tr>
<td>WIA</td>
<td>Workforce Investment Act</td>
</tr>
<tr>
<td>WVC</td>
<td>Wabash Valley College</td>
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</tbody>
</table>

Career Research Websites

www.careerkey.org
www.bls.gov
www.worknet20.org
www.careerbuilder.com

Scholarship/Financial Aid Websites

www.isac.org
www.fafsa.ed.gov
www.finaid.org
www.fastweb.com

College Websites

www.iecc.edu Illinois Eastern Community Colleges
www.eiu.edu Eastern Illinois University
www.ilstu.edu Illinois State University
www.siuc.edu Southern Illinois University, Carbondale
www.siue.edu Southern Illinois University, Edwardsville
www.illinois.edu University of Illinois, Urbana Champaign
www.uis.edu University of Illinois, Springfield
www.usi.edu University of Southern Indiana
www.wiu.edu Western Illinois University

Quick Reference — Where Do I Go?

• Academic Problems & Advisement – Instructor, Advisor, Student Services
• Add, Drop, Change Courses – Student Services
• Admission, Registration, Records – Student Services
• Books and Supplies – Bookstore
• Career and Technical Information – Advisor or Instructor
• Change of Address – Student Services
• Change of Major – Advisor or Student Services
• Clubs and Activities – Student Senate
• Graduation Applications – Student Services
• Financial Aid including Loans, Scholarships, Work Study, Grants and Veterans’ Benefits – Financial Aid Office in Student Services
• Lost and Found – Student Services
• Pay Parking Fines – Student Services
• Parking Permits – Student Services
• Payments – Business Office located in Student Services
• Questions no one else can answer – Student Services
• Transcripts – Student Services
• Veterans Information – Student Services Office
• Withdrawals – Student Services
Need Information About:

Academic Advisement
OCC Student Services........395-7777, ext. 2012 or 2013

Activities on Campus
OCC Student Services........395-7777

AIDS Information
Illinois Dept. of Public Health........1-800-243-2437

Career Planning
Learning Resource Center........395-7777

Civil Rights Representative
OCC Student Services........395-7777, ext. 2008

College Work-Study Jobs
OCC Student Services........395-7777, ext. 2008

Counseling — Personal, Career, Educational
S.E. Illinois Mental Health Center........395-4306
  24-hour emergency answering service........395-5026
Children & Family Services........393-2979
Department of Human Services........392-3151
Office of Vocational Rehabilitation........395-2147

Substance Abuse-Related Problems
S.E. Illinois Mental Health Center........395-4306
  24-hour emergency answering service........395-5026

Health or First Aid
Southern Illinois Health Care /
  Weber Medical Clinic........395-5222
  Richland Memorial Hospital........395-2131

Jobs (Part-time for students)
OCC Student Services........395-7777, ext. 2019

Lost and Found Articles
OCC Student Services, Receptionist........395-7777

Parking Stickers
OCC Student Services........395-7777

Proficiency Tests
OCC Student Services........395-7777

Pregnancy
Abortion Affiliates
  Abortion
  Hope Clinic
  for Women Ltd.
  1602 21st Street
  Granite City, IL
  618-451-5722
  1-800-844-3130

  Alternatives
  Birthright
  International
  Olney, IL
  618-395-1611
  Evansville, IN
  812-424-2555

Reading and Study Skills Improvement
Learning Resource Center........395-7777, ext. 2264

Veterans’ Affairs
OCC Student Services, Veterans’ Advisor........395-7777, ext. 2008

Withdrawal from Classes
Contact Student Services........395-7777, ext. 2012 or 2013

Directory of Services
• Note: Extension numbers listed are for the Olney Central College switchboard at 618-395-7777.
Advisement Appointment........395-7777, ext. 2013/2012
Anderson Library Director/Brittany Bass........2261
Athletics/Dennis Conley........395-2131
Bookstore/Cristina Siegel........395-2144
Buildings and Grounds........395-2020
Business Department/Doug Shipman........2006
Career Advisor/Libby McVicker........2016
Career Services/Allan Alldredge........2019
Civil Rights Rep./Veralee Harris........395-2008
Cosmetology/Linda Miller........393-393-7508
Cozy Corner/Bev Mathews........2100
Culinary Arts........395-7777
Dean of Instruction/Dr. Jeffrey Cutchin........2002
Financial Aid/Veralee Harris........395-2008
Food Services/Teresa Beehn........2025/2026
International Students/Pam Madden........2032
Job Location & Development/Allan Alldredge........2019
Learning Skills Center/Dr. Linda Shidler........2264
Massage Therapy/Deb Burnett........618-393-7508
Nursing & Allied Health/
  Tammy Fralicker (IECC/OCC)........2136
Phlebotomy........618-393-7508
President/Rodney Ranes........2001/2003
Public Information/Deanna Ratts........2142
Radiography/Carol Kocher........2139
Clinical Coordinator/Lisa Rauch........2243
Retention Coordinator/Vicki Thompson........2014
Special Populations/Andi Pampe........2017
Student Services/Adam Greathouse........2005
Transition Center
  Single Parents & Displaced Homemakers/
  Kathy Swinson........2238