

# STUDENT SERVICES

## General Services

### Academic Advising

Academic advising is an interactive process involving the student and his/her academic advisor. During the first term, each student is assigned to an academic advisor that specializes in the program the student is pursuing. The academic advisor serves as a valuable resource to the student in the areas of program requirements, graduation requirements and transfer coursework as well as giving guidance when a student may be experiencing difficulty in a course. It is **required** that the student meets with their advisor prior to registration beginning to review their degree plan and make sure the student is on track with their academic goals. In person, phone or Skype appointments are available.

### Veterans' Advising

The Veterans' advisor works with veterans and members of the Reserve receiving educational benefits. This counselor provides academic and personal counseling to student veterans, regardless of expected benefits.

### Personal Counseling

Short-term counseling services are provided for students facing personal or family problems. Counselors serve as a resource for all students by providing a caring, supportive environment in which students can examine, explore and make decisions about career, personal and academic matters. Students also are assisted in goal clarification, achieving academic success and resolving personal dilemmas.

### Career Counseling

Student Services counselors offer an assortment of individual or group services to assist with the process of making a career decision that is insightful and well informed. A variety of personal inventory and occupational assessments are available through the Student Services Office to assist students in making career decisions. Students can make an appointment with a counselor to take the assessments and then for the follow-up and interpretation of the results. Career Counseling services are available to all residents of the Carl Sandburg College district at no charge and fall into the categories of self-awareness resources and occupational resources.

### Career Development

The Career Development Office assists students and alumni on all Sandburg campuses with career preparation needs. The following resources are available free of charge:

- **Employability Skills Academy:** Provides learning experiences that may effectively improve the success rate in gaining and retaining employment; provides training and assessments to establish and promote an individual's impact in the workplace; and build employable resumes and cover letters.
- **Career Expo:** This annual, free event is held at the Main Campus in Galesburg each spring. This is an excellent way to meet potential employers, learn about their organizational needs, see who is hiring and explore a new career path.

Campus Connection Program:

Your Campus Connection Team can help you...

- Connect with new people
- Network with campus staff

- Guide you through your college experience
- Locate opportunities on campus

If you are in need of a friendly and reliable person on campus, sign up to be part of the Campus Connection Program and be matched with a mentor from the Sandburg team.

**Career Opportunities:** Full-time, part-time, summer and temporary vacancies are posted on the Career Development bulletin boards in the B Building hallway and upper C hallway, the Carl Sandburg College website at <http://sandburg.edu/Services/Career-Development%20/Career%20Opportunities/index.html>, and the Career Development Facebook page at <http://www.facebook.com/sandburgcareerdevelopment>.

General Career Assistance:

- **Resume Writing** - Learn how to make a lasting and positive impression on a prospective employer in a short amount of time by receiving assistance from a certified resume writer. Whether you are in the beginning stages or in need of a final proof, visit the office of career development for a consultation.
- **Mock Interviews** - Receive help in learning how to answer difficult questions, develop interview strategies, improve your communication skills and reduce your stress before an actual job interview.

The Career Development Office is located in Room D207 on the Main Campus in Galesburg. For more information, contact the coordinator of career development at 309.341.5246.

### Career Cruising

Career Cruising is an interactive career resource designed for students of all ages. Career Cruising was designed with one goal in mind: to help students plan their futures. With Career Cruising's exceptional assessment tools, detailed occupational profiles, and comprehensive post-secondary education information, students can move seamlessly through the career exploration and planning process.

The program features:

- Interest Assessment
- Skills Match
- Ability Profile
- Learning Styles Inventory
- Occupational Profiles
- College, University, and
- Financial Aid Information
- Career Portfolio Tool
- Career Advisor Management System
- Printable Lesson Plans, Assignments, and Worksheets

Carl Sandburg College students can link to Career Cruising from their "mySANDBURG" portal. Under the "My Bookmarks" tab, click on "Career Cruising". Students can also access the program by going directly to [www.careercruising.com](http://www.careercruising.com) (<http://www.careercruising.com>) (user name: CSC/password:careers). If you have any questions about the program, please see your counselor or advisor.

### Library

The Library supplies a wide variety of traditional and innovative materials and services necessary to support our patrons' educational and recreational needs. The Library subscribes to research databases accessible through the Internet at all three campuses. The collection of

books, DVDs, CDs, and print periodicals totals over 39,500 volumes. In addition, the Library has an extensive Inter-library Loan program through which materials may be borrowed from other libraries. Members of the community-at-large may check materials out of the Library after presenting appropriate identification.

The Library staff offers orientation and information literacy sessions to teach students about library resources. The Main Campus Library is open from 7:45 a.m. to 8:00 p.m. Monday through Thursday and from 7:45 a.m. to 4:00 p.m. Friday. The Carthage Campus Library is open from 7:30 a.m. to 9:00 p.m. Monday through Thursday and from 7:30 a.m. to 4:30 p.m. on Friday. Holiday and summer hours are posted.

## Welcome Center

The Welcome Center is the first stop for new students at the Main Campus in Galesburg. Learn more about what Sandburg has to offer and how to get started as a student. Take a tour of campus and explore the various educational programs. For more information, contact the Welcome Center at [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu) or 309.345.3500.

## Technology Resources

Computer labs and classrooms are located throughout all campuses to help students do research and complete their assignments. The Tech Help Desk, located in the Galesburg library, provides technical assistance and support to students. The Tech Help Desk is open 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. on Friday, and can be reached at 309.341.5446 or [support@sandburg.edu](mailto:support@sandburg.edu).

For answers to frequently asked questions and a searchable Knowledgebase, students may visit <http://support.sandburg.edu/>

## Testing Center

The Carl Sandburg College Testing Center administers the following tests: COMPASS (placement testing for incoming students); TEAS (pre-admissions tests for Nursing); extension and correspondence tests; online Internet tests; telecourse tests, and make-up tests for Sandburg faculty. The College is also a testing site for the ACT (American College Test), CLEP (College Level Examination Program), and GED (General Education Development) tests. Registration information and test schedules are available from the Office of Student Services or the Testing Center Coordinator. Special testing procedures to accommodate persons with documented disabilities are provided in compliance with Section 504 and ADA. Contact the Testing Center Coordinator, Room B07, or call 309.341.5323 for further information.

## TRIO Student Support Services

The TRIO SSS program offers support services to students who are planning to transfer to a four-year university and who are either first-generation college students or who are eligible according to the federal income guidelines. The goal of the program is to help participants to stay in school, graduate from Sandburg, and transfer to a four-year college or university. Services include: academic advising, transfer advising, orientation to college, intensive mentoring and support during the first year of college, financial aid and scholarship advising, planning for four-year college expenses, assistance with study skills, career research and planning, and support with other college-related or personal issues.

To apply for this program, stop by the office in the Student Success Center in E136 or call 309.341.5362 for more information. This program is available on the Galesburg campus only. The TRIO SSS program is

funded 100% by the U.S. Department of Education. In 2016-2017, the funded amount was \$226,600.

## TRIO Upward Bound

TRIO Upward Bound is a federal program designed to help low-income, first-generation high school students excel in secondary and post-secondary education. Carl Sandburg College was awarded the TRIO Upward Bound grant in the Fall of 1999. Upward Bound serves students who attend Abingdon-Avon, Galesburg, Knoxville, and ROWVA high schools. The grant is 100% funded in the amount of \$270,375 annually through the U.S. Department of Education.

Upward Bound provides educational, cultural, and social services to program participants throughout the year. Students are provided information and advising in various academic skills, as well as in the areas of postsecondary education and career exploration. During the summer, students are provided instruction in math, lab science, foreign language, and composition and literature. Students have available resources such as laptops, calculators, and stipends, and have the opportunity to participate in various program trips and activities. For more information on the program, application, and/or selection process call 309.341.5268.

## Academic Support Services

Located in the Crist Center, B68, on the Galesburg campus, Academic Support Services offers tutoring services for all students and support services for students with disabilities.

## Disability Support Services

Carl Sandburg College makes it a priority to be an environment in which students of all backgrounds can come to pursue their academic and professional goals. As such, we strive to be a campus that is disability-friendly, both in terms of physical accessibility of our facilities and equal opportunity of access to learning materials and classroom experience. We seek to enable students with any history of disability, from physical disabilities to intellectual disabilities, anxiety, and attention deficits.

In compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Disability Support at Carl Sandburg College seeks to make the classroom equally accessible to students with disabilities by providing students with tools and accommodations intended to remove barriers imposed by their unique disabilities.

Current or prospective students or visitors to campus who have questions about disability access to campus resources or who would like to request accommodations for a disability while on campus should contact the Coordinator of Academic Support Services at 309-341-5262, or [jrunge@sandburg.edu](mailto:jrunge@sandburg.edu).

Carl Sandburg College does not discriminate on the basis of the student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, sexual identity or other protected group status.

## Tutoring Services

The Carl Sandburg College Tutoring Program is a fantastic, free resource for all Carl Sandburg College students. Through tutoring, our goal is to provide friendly, accessible academic assistance in all subject areas. Students on the Galesburg campus interested in any of the resources listed below should visit the Tutoring Center in room B72 for more information.

## Face-to-Face Tutoring

The Tutoring Center, located in B72, is the place to go for help with all of your core classes, from math and science to writing, Spanish, and general study skills. Tutoring is available primarily on a walk-in basis, though students can call ahead to schedule an appointment. Additionally, students may attend study sessions for CTE (Career and Technical Education) courses, arranged on an as-needed basis, by asking their instructor or contacting the Coordinator of Academic Support Services. Students in Carthage should contact the Student Services specialist on their campus for information about tutoring availability. Online students or those who attend the Carthage campus can schedule tutoring sessions via Skype by calling 309-341-5262.

Tutoring sessions are casual interactions that are student-initiated, student-centered, and student-driven. Students get the most out of tutoring services when they come well before an assignment is due and prepared to work. Students often come for clarification, extra practice, brainstorming and planning, or guidance on their homework. Tutoring is not a homework correction service; rather it should be seen as an educational opportunity, additional instructions that enables students to work on their own with more confidence.

## Online Tutoring

Students have access to tutoring any day, any time with Brainfuse. If you have internet access and a Carl Sandburg College student email account, you can take advantage of this resource.

Online tutoring is free, one-on-one, real-time tutoring via your computer, tablet, or smart phone. Brainfuse records your documents and tutoring sessions, so they are easily accessible as study notes later, or sent to your instructor. Best of all, it's a tutoring service that conforms to your schedule—even if that means you're getting tutored at 3AM! Brainfuse also offers skillbuilding exercises, video tutorials, practice tests, and much more.

Head over to your mySandburg page to get started. Click on the Brainfuse link to be automatically logged in from your mySandburg page or if your instructor has enabled it, your Moodle course page.

## Student Life

Student learning expands well past the walls of the classroom! The Offices of Student Life offers meaningful co-curricular experiences that complement the academic curriculum and in turn, provide an active and engaging campus environment. Take advantage of all the opportunities at Sandburg to enjoy college and make your experience great! Visit our website to learn more about Student Life at Carl Sandburg College <http://sandburg.edu/Campus-Life/index.html>.

## Athletics

Carl Sandburg College is a member of the National Junior College Athletic Association (NJCAA) and the Arrowhead Athletic Conference. Student athletes compete in the sports of men's baseball, basketball, cross country, golf, and soccer; and women's basketball, cross country, golf, softball, and volleyball.

Each home game is a chance to come out and cheer on your Sandburg Chargers. All students receive free admission to home sporting events. There is a student section to cheer on the Chargers to victory, along with frequent interactive activities. Check out your Chargers' schedules and meet the athletes at <http://sandburg.edu/Athletics/index.html>

or [facebook.com/sandburgathletics](http://facebook.com/sandburgathletics). (<http://www.facebook.com/sandburgathletics>)

## Phi Theta Kappa

The Chi Kappa chapter of Phi Theta Kappa, the international honor society for two-year colleges, is committed to recognizing outstanding scholarship and to assisting its members in obtaining academic scholarships and job opportunities, while fostering leadership and personal achievement. The organization offers several national scholarships, as well as opportunities to be nominated for additional honors, such as membership on the society's Academic All-American Team. To become a member, students must be currently enrolled and must have a grade point average of at least 3.5 after a minimum of 12 hours of course work leading to an associate's degree. Contact 309.341.5219.

## Student Government Association

The Student Government Association (SGA) is the officially recognized student governance body for Carl Sandburg College. SGA is composed of five executive officers and up to 15 student representatives who serve as the liaison between the student body and the College, govern student organizations, and assist with campus events. Elections are held in the fall semester. To learn how you can get involved, contact the SGA Advisor at 309.341.5332 or [sga@sandburg.edu](mailto:sga@sandburg.edu).

## Benefits of Becoming a Student Leader:

- Gain professional and personal skills (social, organizational, leadership, etc.)
- Build your resume with experience
- Leave your mark on Sandburg
- Network with professionals and peers
- Attend conferences and workshops
- Enrich your college experience!

## Student Life

The Office of Student Life provides out-of-classroom experiences that compliment your academic program. Student Life oversees student events, organizations, and the Student Government Association. Don't see what you're looking for? Contact the Student Life Coordinator today to see about starting your own movement. Call 309.341.5332 or visit our website at <http://sandburg.edu/Campus-Life/index.html>. (<http://sandburg.edu/life/student-life>)

## Student Organizations

Student organizations are a great way to get involved on campus, meet new people, give back to our community, and enhance your college experience! Student organizations may focus on academics, community services, entertainment, and campus improvement. For a complete listing of student organizations please visit our website at <http://sandburg.edu/Campus-Life/index.html>.

## Student Publications

The College provides students with opportunities for writing, editing, and print production through the literary magazine, *Phizzogs*. Interested students may contact the Humanities & Fine Arts Department for more information about joining or contributing towards the publication.

## Theater, Music, and Art

Carl Sandburg College's fine arts facility consists of well-equipped studios, rehearsal and recital rooms, and an intimate 180-seat theater.

Sandburg Theatre produces main stage productions, student-led productions and ancillary performance activities like Talent Shows, Improv Theatre and student acted and directed scenes. Drama Club provides leadership opportunities, social and educational experiences such as viewing area college and professional productions, service learning, and performing for area schools. Participation in all theatre activities is open to all Sandburg students. Actors are chosen through auditions and Drama Club officers are elected by its student members. Classes like Acting and Theatre History provide students opportunities to showcase their skills in public performance or presentation. Whether you have an interest in working on or off stage, there is a place for you at Sandburg Theatre.

The music department offers many opportunities for students from all majors. Large and small choirs present multiple concerts each semester for both campus and community, and the Sandburg Jazz Combo performs regularly each semester. Music groups regularly attend area concerts, shows, and often take longer performance and cultural trips. Participation in music ensembles is open to all students, staff, faculty, and community members.

The fine arts department at Carl Sandburg College offers classes that are accessible for all levels of experience. Events like the Art Institute of Chicago field trip and the student art show are open to any interested student. Art majors are encouraged to become involved in gallery or collection conservation work through the department. Every art student is given opportunities to exhibit work in a variety of venues, on- and off-campus, including our new Lonnie Eugene Stewart Art Gallery. Sales of student art work are always encouraged. Additionally, the department sponsors exhibits of the work of professional artists from across the region; often these artists will give gallery talks or studio demonstrations, providing additional resources for students.

## Bookstore

The Carl Sandburg College Bookstore is located in the Crist Center in building B. The Sandburg Bookstore is a friendly place where the student may purchase textbooks for classes. Textbooks may also be purchased online or reserved at [www.bkstr.com/carlsandburgcollegestore/home](http://www.bkstr.com/carlsandburgcollegestore/home) (<http://www.bkstr.com/carlsandburgcollegestore/home>). Textbooks are available for sale online and in the store three weeks prior to the start of classes. The bookstore offers a textbook rental program in which selected titles are rented for the semester. The bookstore also sells e-books as selected by the instructors. The bookstore's normal hours of operation are Monday through Thursday, 8:30 a.m. to 4:30 p.m., and Friday, 8:30 a.m. to 3:30 p.m. The bookstore offers extended hours during each semester rush and buyback; these hours will be posted throughout the campus and on our Web site. The bookstore will be closed as the College dictates due to severe weather conditions, etc., and any College-observed holidays.

In addition to standard school supplies, the bookstore also carries required supplies for art and photography courses. For the student in the medical field, the bookstore offers a selection of quality clothing, accessories, and supplies at an affordable student price. The bookstore also stocks a variety of non-textbook merchandise for other classes, such as jump drives, headphones and goggles, and a variety of imprinted Sandburg clothing and gifts.

Students who have applied for and have been awarded financial aid and who have Pell, SEOG, IIA, and some scholarships may be able to charge their purchases in the bookstore, using the balance of these funds after

all tuition and fees are charged off the account. Book charge dates are posted at the bookstore and on our Web site.

## Full Refund Policy

Textbook returns will follow in accordance with Carl Sandburg College refund policies for tuition refunds. The textbook must be returned with a receipt in the same condition as purchased for a full refund. Textbooks that are shrink-wrapped must be returned with the shrink-wrap intact for a full refund. Textbooks that have been unwrapped will be refunded at a used textbook price. If the textbook is defective, it is the student's responsibility to return it immediately to the bookstore for an exchange.

Computer software and electronics may NOT be returned or exchanged if the package is opened.

Please note: It is the student's responsibility to provide a receipt. All returns and exchanges must be accompanied by a receipt regardless of the form of payment (cash, check, credit card, or financial aid).

## Buyback Policy

At the end of each semester, during Finals Week, the bookstore will hold a buyback session in which textbooks in good saleable condition, i.e., no water-damaged books, books must have covers and pages intact, and any CDs or diskettes must accompany the textbook if they were purchased with it. The exact dates and times of the buyback will be posted a week prior to finals.

## Special Orders

The bookstore offers special ordering for any textbooks, trade books, and other items that may not be in stock. Please ask the staff about special ordering an item that is not on the shelf.

## Academic Dishonesty

Students enrolling at Carl Sandburg College are responsible for learning what constitutes academic dishonesty. Carl Sandburg College defines the first three acts of academic dishonesty as proposed by Gary Pavela\* (Kibler, et al, 1988, p. 1), the fourth is from Stony Brook University Library Research Guide\*\* (SBU Library Research Guide, 2004).

*Cheating* – Intentionally using or attempting to use work that is not your own, unauthorized materials, information or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.

*Fabrication* – The intentional and unauthorized falsification or invention of any information for citation in an academic exercise.

*Facilitating academic dishonesty* – Intentionally or knowingly helping or attempting to help another violate a provision of the institutional code of academic integrity.

*Plagiarism* – Presenting the words or ideas of someone else as your own without proper acknowledgement of the source.

The penalties for academic dishonesty may be severe. Students are advised to contact their instructors for policy clarification for a specific class.

\* Kibler, et al, (1988) *Academic Integrity and Student Development: Legal Issues and Policy Perspectives*. North Carolina: College Administrative Publications, Inc.

\*\* *SBU Library Research Guide*, (2004). Stony Brook University Libraries, 11 February 2008.

## Procedure for Addressing Student Concerns

Should the student have a concern or a complaint — an issue believed to have an adverse effect upon the student, someone else, or a group of students — the student may work to address that problem by first bringing the issue to the attention of the person(s) against whom the complaint is directed. Should resolution not be reached at that level, the issue must be presented, within ten school days of the issue in question, to the immediate supervisor of the person against whom the complaint is directed or to a Student Services Counselor who will, in a timely fashion, direct the student to the appropriate supervisor and then to the appropriate dean. If no resolution is reached at the dean's level, the student may appeal to the proper vice president. All decisions, notification of decisions and reasons for decisions shall be in writing. This procedure shall not apply to complaints filed on the basis of discrimination and/or sexual harassment.

### Policy on Anti-Discrimination/EEO

Carl Sandburg College, an equal opportunity/affirmative action employer and educator, complies with all applicable federal, state and/or local laws prohibiting discrimination. It is the policy of the College that no person shall be discriminated against in employment, educational programs and activities, or in admissions on the basis of race, color, religious affiliation, gender (sex), sexual orientation, gender identity or expression, national orientation, ancestry, genetic information, disability, age, arrest record status, marital or family status, citizenship status (*with regard to employment*), military status, unfavorable military discharge, sexual harassment, order of protection status and status in any group protected by applicable federal, state and/or local laws.

### Student Code of Conduct

Please view the Student Code of Conduct (Procedure on Disciplinary Due Process 3.16.1.1) by following the link: Student Code of Conduct. (<http://sandburg.edu/Services/Public-Safety>)

### Student Rights and Responsibilities

Carl Sandburg College recognizes that students are citizens as well as members of an academic community. As a citizen, each student has the freedom of speech, assembly, association, the press, and the rights of petition and due process which are guaranteed by the state and federal constitutions. As a member of an academic community, students have the right and responsibility for participating in the formulation and review of all-college regulations and policies directly affecting them. Upon enrolling in the College, each student assumes an obligation to conduct himself/herself in a manner that is compatible with the College's function as an educational institution. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function and meeting its total obligations, institute appropriate disciplinary action as outlined in the Carl Sandburg College Policy, Regulation and Procedure Manual.

### Student Harassment and Sexual Harassment

It is the policy of the College to maintain a learning environment that is free from harassment based on a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual

orientation, or other protected group status. The College prohibits any and all forms of the above-mentioned harassment.

It shall be a violation of the College's policy for any "College Representative," "College Personnel," or "Third Parties" as defined by this policy to harass a student as defined herein or to tolerate harassment or sexual harassment because of a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

## Health Services

Students who become ill or need emergency medical treatment may seek help at St. Mary Medical Center and Cottage Hospital, both in Galesburg. The College assumes no responsibility for medical treatment of students and has no facilities or professional staff for emergency treatment of ill students.

## Policy on Tobacco-Free Campus

As of July 1, 2015, smoking is prohibited on all campus property at Carl Sandburg College, both indoors and outdoors, in College-owned vehicles and in privately-owned vehicles parked on campus property. The advertising, sale or free sampling of tobacco products is also prohibited on campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited. (Public Act No. 098-0985)

## Crime Awareness and Public Safety

### Preface

In response to the Crime Awareness and Campus Security Act of 1990 requiring all post-secondary institutions to prepare an annual report detailing crime prevention on policy and campus crime statistics, Carl Sandburg College has issued its Crime Awareness and Campus Security Report showing data for calendar years 2013, 2014, and 2015.

This annual report features Carl Sandburg College policies regarding crime prevention issues, services performed by the college, anti-crime information available through the college, crime statistics and prescribed standards of conduct as set forth by the policies of the Board of Trustees.

### Public Safety

Carl Sandburg College provides for safety and security needs of staff, students and visitors through the public safety officers, who are on site 24 hours per day, 365 days per year.

Any person who witnesses a crime or becomes a victim of a crime should report it as soon as possible to Public Safety. For emergencies, Public Safety can be reached from any on-campus/college phone simply by calling the campus dispatch (Dial - 5499). For non-emergencies, Public Safety may be reached 24 hours a day by dialing 0 from any campus phone or 309.341.5304. Questions about safety, security or law enforcement issues should be referred to the director of public safety, located in the D-201A, or call 309.341.5325.

The director of public safety receives all incident/accident reports filed by any individual of the college community. When multiple incidents occur during the same time frame, reports and subsequent action by public safety officers are handled in order of priority: 1) personal safety; 2) property crime; 3) services.

## Clery Crime Report

Carl Sandburg College provides crime statistics involving murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arrests for liquor, stalking, domestic violence, dating violence, and drug and weapons violations in accordance with the Crime Awareness and Campus Security of 1990. All incidents of a criminal nature occurring at off-campus facilities are reported to that facility's local law enforcement agency.

Written literature on all aspects of the Crime Awareness and Campus Security Act of 1990 is available in the Office of the Director of Public Safety or online at Clery Crime Report (<http://sandburg.edu/Services/Public-Safety>). (<http://sandburg.edu/sites/default/files/files/2013%20Sandburg%20Campus%20Security%20and%20Fire%20Safety%20Report.pdf>)

NOTE: No Residence Halls on or off campus.

Any questions about the Crime Statistics or safety issues on Carl Sandburg College can be directed to the director of public safety at 309.341.5325.

## Emergency Phone System

Carl Sandburg College's Emergency Telephone System consists of twelve (12) outside emergency telephones located in parking lots across campus and fifteen (15) inside emergency telephones located in the College buildings across campus.

All emergency telephones on campus are connected to the College dispatch center. The dispatch center is staffed 24 hours a day, Monday through Sunday.

If the caller is unable to respond verbally, the boxes are a one-button system enhanced by location ID. All emergency telephones will ring directly to the Campus Dispatch Center.

This system is for emergencies only or when you need Public Safety assistance. This would include medical emergencies, accidents, reporting a fire, or request for escorting of students. This system is not for general information on campus activities or directions. Every classroom has an in-house telephone that can be used to reach the Galesburg Police Department by dialing 911; any situation that requires a call to the Galesburg Police Department should be reported to Carl Sandburg College's Public Safety at 5499.

Any abuse or violation of the Emergency Telephone System will lead to disciplinary action, arrest, or prosecution.

## Facility Access

The facilities of this college are provided by the State of Illinois and the Carl Sandburg College District to provide a service to this college community. The service includes not only the instructional program, but a public service beyond that normally called instruction. The facilities of the college may be used by other groups and organizations for such purposes that will extend and enhance the general welfare of the total community.

Carl Sandburg College's Galesburg campus is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday and 8:00 a.m. to 6:00 p.m. Friday, excluding declared holidays. During closed periods, all exterior doors are locked to prohibit unauthorized entry. Faculty and staff may enter after hours by making prior arrangements with their supervisor and/or Public Safety. Student access to facilities after hours is prohibited unless they

have the expressed permission of a college employee and Public Safety has been notified.

Public Safety utilizes motor and foot patrol as well as two-way radio/telephone communications to monitor the premises both inside and out. Public Safety also utilizes CCTV across campus, and they are monitored 24/7, 365 days a year.

## Parking Regulations

The College has free large parking lots. No parking is allowed on the sides of the entry roads, in fire lanes, or on lawn areas. Tickets will also be issued for taking up two parking spaces and for parking over the lines taking up two parking spaces. Tickets will be issued for violation of these parking rules. In addition, each parking lot has parking spaces designated for handicapped parking. Unauthorized use of these parking places will result in a \$250 fine in accordance with paragraph 11-1301.3 of the Illinois Vehicle Code.

The Risk Management Committee of the College has been charged with the responsibility of serving as the Appeals Board for persons issued a parking violation. This committee meets each month and its membership is comprised of students, faculty and staff. Parking violation fines must be paid within ten (10) days. Appeals may be made only AFTER the fine has been paid. Appeal forms may be picked up in the Public Safety Office (D201).

## Enforcement Policies

The Board of Trustees of Community College District #518 has employed Public Safety personnel which report to the Director of Public Safety. Their primary purpose is to monitor and maintain the security of college assets and personnel by observing, reporting and then acting within the framework of established procedures.

In this capacity, public safety officers facilitate conservation of the peace by working harmoniously with all local law enforcement agencies. In the event of classroom/student and/or other college-business related emergency, college personnel are instructed to remove themselves from dangerous situations. If the immediacy of the situation requires, college employees will call the proper emergency facility by dialing 911 from the nearest public phone or 911 from the nearest college phone.

Public safety officers do not possess any of the powers of sheriffs in counties or policemen in cities except the Director of Public Safety and the Coordinator of Public Safety. Carl Sandburg College resides within the city limits of the City of Galesburg and, therefore, refers all matters appropriate to their jurisdiction/authority to the Galesburg Police Department. Public safety officers are not authorized to carry or use weapons in the performance of their duties except the Director of Public Safety and the Coordinator of Public Safety.

## Information Programs

Carl Sandburg College endeavors to reduce the likelihood and opportunity for unsafe activity on campus through a proactive risk management program involving all campus constituencies.

The College maintains a substance abuse awareness program to inform students and employees about the dangers of substance/alcohol abuse, college policy of maintaining a substance/alcohol-free environment, available abuse counseling and rehabilitation assistance programs, and the penalties that may be imposed upon students and employees for violations occurring in the college. The College also maintains a sexual assault prevention and awareness program to inform students and employees on resources available to victims, bystander awareness

and reporting, and how a victim can file a report to our Public Safety department and/or local law enforcement.

Students and employees are encouraged to be responsible for their own security.