

Union College

Mission Statement

Inspired by faith in Jesus Christ and
dedicated to a personal student-focused community,
Union College empowers students for learning, service and leadership.

Vision Statement

Union College will be recognized as a
passionately Christ-centered community where students
excel in learning, gain professional competence and
prepare to influence the future with faith, confidence and integrity.

Student Services Mission and Vision Statements

Mission: Union College Student Services encourages positive Christ-centered development through building community, and providing opportunities for mentoring, personal growth and servant leadership.

Vision: Union College Student Services will be recognized as a leader in student development through creative programming, clear expectations, redemptive discipline and constant encouragement in a spirit-filled community.



squirrel Predator of the Plains. Originally they roamed in large herds across the great prairies of the United States. Extensive hunting and trading of their valuable furs nearly wiped them out in the late nineteenth century, but bold repopulation programs, such as the one at Union College, have reintroduced large numbers back into their natural habitat.

Legend Bold font information is pretty important stuff to know, Light font is important but doesn't need to be memorized.

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Academic Dean Also known as the vice president for academic administration. This is the office you go to for test-schedule conflicts, etc. The dean advises students on academic questions or problems.

academic divisions There are eight divisions on campus: business and computer science, fine arts, health sciences, human development, humanities, religion, science and mathematics, emergency management and exercise science

academic probation [a.k.a. “So, taking the semester off?”]

academic rank Determined by competence, education, and experience.

lecturer Holds a bachelor’s degree and has less than 10 years of experience.

instructor Holds a bachelor’s degree and has 10 or more years of experience, or holds a master’s degree with less than three years of experience.

assistant professor Holds a master’s degree and seven years of experience or a doctoral degree and less than four years of experience.

associate professor Holds a doctoral degree with four or more years of experience or holds a master’s degree and eight or more years of experience.

professor Holds an earned doctoral degree with nine or more years of sustained excellent recognized experience.

access to student records In the case of a crisis, or a potential crisis that threatens the safety of students, faculty or staff of Union College; the vice president for academic administration and the vice president for student services have full access to all current student information, which includes; student contact information, parent contact information, student schedules, student disability diagnosis as well as treatment, and medication being taken by a given student whose records are on file. Physicians’ names and contact information may also be accessed when that information is needed.

 **accidents** It is the student’s responsibility to report any accident involving personal injuries occurring on campus or at a college-sponsored activity to the college nurse 486-2554. Reports should be turned in within 48 hours of the accident on the college accident report form. ALL accidents must be reported. Accident forms may be obtained from the school nurse.

 **accident coverage** All full-time students (those taking 12 or more hours) are automatically covered by a secondary accident insurance policy provided by Union College. Insurance claims should first be submitted to your personal carrier (primary insurer). Forms for filing claims with the secondary policy are available in Student Health. Students taking 11 hours or less of course work are responsible for their own accident insurance coverage.

accounting office The accounting office takes care of the actual accounting—payroll, student accounts, student loans and loan repayment. The part that you need most is right out front, the **cashier’s window**. DB, 5th floor.

accreditation So. You want accreditation? We have accreditation: AAA–Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities. North Central Association of Colleges and Schools (NCA); Council on Social Work Education (CSWE); National Council for the Accreditation of Teacher Education (NCATE); American Association of Colleges of Nursing (AACN); Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC/PA); Higher Learning commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 312.263.0456, <http://www.ncahlc.org>; Nebraska State Department of Education; Nebraska State Board of Nursing. Not only are we accredited, we're *approved*.

admissions Sort of the same as Enrollment Services. Call x2504 if you have any questions.

administration See **President's Council**.

Advancement This office is the umbrella that includes alumni relations, development, marketing communications, on campus guest rooms, and public relations.

Adventist Book Center Affectionately dubbed the “ABC”, this is the place for all your Adventist reading and veggie food needs. It's right across the street at 4745 Prescott Ave. 488-3395.

Adventist Colleges Abroad Known as ACA, this program encourages a college experience in conjunction with Adventist colleges overseas. Academic-year programs are available at schools in Valencia, Spain; Braunau, Austria; Entre Rios, Argentina; Collonges-sous-Salève, France; Florence, Italy. Summer programs are available in Valencia, Spain; São Paulo, Brazil; Athens, Greece; Florence, Italy; Collonges-sous-Salève, France; Braunau, Austria; Hong Kong; Jerusalem, Israel; and Kiev, Ukraine. Definitely worth the effort and money (and not that much money, either). Other Adventist colleges, not a part of ACA, include Newbold College in England; Avondale College in Australia; and Helderberg College in South Africa. See the Division of Humanities for more information.

AdventSource *AdventSource* produces and distributes Sabbath School and other church supplies. They pack and ship to every state as well as internationally. *AdventSource* occupies the south end of the Don Love Building.

advisors A good advisor is a great thing. They can help you choose the right classes for your major, or they can even help you decide on the right major. They also approve your classes for online registration.

airports Lincoln has only one airport. It is northwest of town and is approximately 20 minutes from campus. The Omaha airport, Eppley Airfield, is larger but is an hour away.

Alumni Association Part of the Advancement office, the Alumni Association sponsors Homecoming in April, holds alumni chapter meetings, and provides funds for the college to use in operations and for major capital improvements.

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amphitheater Located in the basement of the Dick Building. The amphitheater is used for classes, seminars and special events. To reserve this space go to the academic dean's office.

announcements See **signs**.

approved by Board of Regents of the General Conference of Seventh-day Adventists; Nebraska State Department of Education; Nebraska State Board of Nursing; President of the United States.

art galleries Lincoln may be small, but it's full of opportunities for cultural enrichment. Spend an afternoon visiting some nearby galleries and appreciate some art. Come on. It'll do you good. Here are a few ideas. But, hey, this isn't a phone book, so look up the addresses and call for hours.

Elder Art Gallery

Hayden Art Gallery

Noyes Art Gallery

University Place Art Center

Gallery 9 Professional Artist Affiliation

The Venue

Sheldon Memorial Art Gallery

This is some serious art. On the campus of UNL.

Joslyn Art Museum

More serious art. World-class stuff right next door in Omaha.

art supplies and materials

Hobby Lobby Creative Center (the craft king)

Suite-19 2600 S 48th

Nebraska Bookstore

1300 Q St.

Michaels

3010 Pine Lake Rd

ASAP A structured program designed to assist students in achieving their academic goals.

ASB Abbreviation for *Associated Student Body*, Union's student association. ASB is responsible for student publications, social activities, spiritual leadership and planning and initiating changes on campus. ASB gives students opportunities for leadership and student government. There are four elected officers. These four and the ASB advisor appoint ten other officers. Elections are held each year in the spring.

ASB elected offices are

president oversees other officers and coordinates ASB efforts, sits on the Union

College Board, and serves as student representative to administration

executive vice president chairs the Student Senate

financial vice president oversees the ASB budget

social vice president is responsible for ASB social activities

ASB appointed offices are

academic coordinator facilitates academic experiences for students

public relations coordinator advertises all of the events for ASB

publication editors: Clocktower, Golden Cords, Peanut Gallery, Webmaster
ad manager generates advertising income for ASB publications
secretary takes minutes for Senate and executive meetings
Union For Christ coordinates campus vespers
International Club Liaison coordinates joint activities with ASB and the International Club

athletics You wanna be active? Move and shake with the college men's and women's basketball teams, women's volleyball team, men's golf team, or men's and women's intramurals in floor hockey, flag football, slow-pitch softball, volleyball, basketball; or try swimming, jogging, gymnastics, weight training, wind surfing, tennis, badminton, or golf. Call the Larson Lifestyle Center for details, x2525.

Atrium What some people mistakenly call the Don Love Building, which *houses* the Atrium. The Atrium is simply the area covered by the arched glass roof between the two halves of the building. See **reservations**.

automobiles policy See **motor vehicle regulations**.

 **babysitting** Students requesting to babysit after evening room check must make arrangements to do so with the dean. The dean may wish to visit the home of the family requesting the babysitter. Evening babysitting hours for freshmen terminate at curfew. Exceptions to these stipulations must be arranged with the dean on duty.

bakeries

Conroy's Bakery Shop 4725 Prescott

Yummy donuts within a four-minute walk.

The Cookie Company 138 N 12

Monster cookies!

Eileen's Colossal Cookies 5500 Old Cheney Rd, Suite 19

Great Harvest 4815 Old Cheney Rd.

LaMars Donuts 48th and Pioneers Blvd.

The Grain Bin Bread Co So. 48th & Hwy 2, Briarhurst Shopping Center

The best bread you'll ever eat (promise).

Wheatberries Ortner Center

banks Too many to list! But Union Bank, right across the street on 48th and Bancroft, is where Union College banks. If you want to establish your own checking account, this is a good place to do business.

baseball Lincoln has its own professional baseball team, the Lincoln Saltdogs. Want to know why they are called the Saltdogs? Go to www.saltdogs.com and learn all about 'em!

Best of Both Worlds Stay here, go there. If you want a major that Union does not offer, this program allows you to remain in the dorm while taking classes off campus. Keep the friends, experiences, and opportunities Union offers and get the specialized degree you need. See Dr. Russell, and then Dr. Becker to arrange this.

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bicycles If your bike follows you to Union, you're welcome to bring them but storage is very limited. On the other hand, if it costs more than your sister's braces, you might want to keep it in your room.

bicycle shops (at least a few of them)

Bike Pedalers 1353 S 33rd

Cycle Works 27th & Vine

Lincoln Bicycle Company 14th & Pine Lake

bike paths Lincoln has well over 75 miles of bike trails, and lots of off-trail paths. Wilderness Park has a nasty dirt trail (well, it's dirty anyhow). If you like dirt in tooth, check it out.

Board of Trustees Union's governing body, made up of 36 board members. More than fifty percent of the members are not employed by the Adventist church. They guide and support the operations of Union College by discussing issues, making major program and philosophical decisions, and by delegating duties/responsibilities to the officers of the college. A very influential bunch.

bookstore, campus The bookstore carries books, music, cards and gifts, clothing, personal items, food, office supplies, and more. It is open from 8 a.m. to 5 p.m. (M–Th) and from 8 a.m. to 3 p.m. (F). Purchases can be paid for with cash, check, credit card, or a staff/student i.d. card. The bookstore is also the campus mailroom *see mailroom* pickup and delivery center. It is served by US Mail, UPS, DHL and FedEx.

bookstores

Barnes & Nobles Booksellers 5150 O St & 2910 Pine Lake Rd

All that and a cup of coffee.

Family Christian Stores 5308 South 56th Street

Nebraska Bookstore 1300 Q St

This is way more than just books. Red shirts, sweats and Herbies galore.

Bluestem Books 712 O St.

More used books.

Brass Union See **music**.

 **bulletin boards** Materials to be posted on campus bulletin boards are to be approved by the Advancement office, Campus Ministries, or Student Services. In the residence halls, notices are to be approved by the deans.

bulletin, academic You're holding one now. Oooh. Actually, you are holding a student handbook. The bulletin is where you find class descriptions, graduation requirements and other important information that guides the classes you take for graduation.

burial vaults

Josten-Wilbert Vault Company 5001 Superior

Oh wait, what is this doing here?...

 **business activities on campus** As a tax-exempt educational institution, the college is prohibited from allowing commercial activities on the college premises without special permission from the vice president for financial administration.

business office The place that pays the college's bills. Located on the 5th floor of the Dick Building.

bus terminal *Greyhound* (402) 474-1071 or 1-800-231-2222

cafeteria See **Union Market** and **Cooper's Corner**.

calendars An academic calendar is included with this handbook. If you need another for your parents, additional copies are available in the President's office.

camping Rustle up an approved sponsor, check with the dean, and bust out your sleeping bag. Here are a few suggestions. See a map for directions.

Woodland Acres

This private camp area belongs to our very own **College View Church**. It's free to you and private to boot. Follow your nose to plenty of pre-cut fire wood and s'mores. Twenty minutes northwest of Lincoln.

Mahoney State Park

Okay, so it's not Yosemite but it's our pride and joy just the same. Mahoney is one of the top parks in the country. Camp, swim, hike; you name it, they got it. Take your park pass.

Wagon Train

This state park is 20 minutes south of Lincoln near Hickman. You can swim in the lake but no waterskiing is allowed. You do need a state park pass to get in. Get one at Target and head for the hills.

Branched Oak

Thirty minutes west and get your canoeing and water-skiing all in one week end. Don't forget your park pass.

Indian Caves

No, there aren't really caves here but it's pretty cool anyway. Great hiking trails.

 **campus leaves** See **leaves**.

Campus Ministries Located on the first floor of the Dick Building. Campus Ministries is responsible for coordinating non-academic religious activities such as student missionary and taskforce appointments, chapel, vespers, Sabbath Experience, and Spiritual Journey Program, CABL, and SOS (Something on Sabbath). They also plan outreach and service opportunities to the community. Have a great idea for a new ministry? See Pastor Rich.

campus tours Guided tours can be arranged by calling the good folks in Enrollment Services. x2504.

candles Romantic, yes. Allowed in Union dorms, no. A \$50 cash fine will be levied.

C

capitol building One of the modern architectural wonders of the world, it's a great place to explore on Sabbath afternoons. Oh yeah, Lincoln is the capital of Nebraska. Did we say that?

 **Career Center** The Career Center is located in the lower level of the Atrium of the Don Love Building. It offers students assistance in career planning, internship information and help with the job search after graduation. Need help with resumes? Want to do a CLEP test for academic credit? Need alternate Sabbath testing for the MCAT, LSAT or other testing? Drop by to make arrangements or call x 2540.

carillon Where does the music in the clock tower come from? The carillon is connected to a small keyboard in Advancement and is played manually. That's why you hear mistakes sometimes. (Oops!) Unusual ideas: calling Advancement and reserving the carillon to play Pachelbel's *Canon in D* after a wedding, or to play *Happy Birthday* on a friend's birthday.

cars/motorcycles See **motor vehicle registration**

cashier's window Services available:

cashing checks Any check less than \$150 may be cashed at the cashier's window on fifth floor. It's the place to go for *check requisitions*, *cash vouchers*, and *student draws*. M-Th 9:30 a.m. – 12:30 p.m. and 1 p.m. – 2:30 p.m., Friday 10 a.m. – 12 p.m.

chapel Tuesday morning at 10:30 a chapel service is held in CVC for all students and faculty/staff. A different speaker or organization is chosen to present topics related to students. Recommended by a student near you.

 **check out procedure and room changes** Upon leaving or when changing rooms it is necessary that rooms be properly checked out by a residence hall dean or someone designated by the dean. This will require a thorough cleaning of your share of the room. The deans have a list of necessary cleaning tasks.

Failure to be checked out may result in loss of the \$100 room deposit. Additional charges will be made for room damage or lack of cleanliness that has occurred during your occupancy.

churches Lincoln has a surprising number of Adventist churches for its size. These include:

Allon Chapel 2301 Y
Capitol View 1640 A
CVC (College View Church) 4015 S 49th
Holland 22315 S 96th
Piedmont Park 4801 A
New Creation 5900 S 58th Street, Suite K
Northside 1800 N
Lincoln Spanish 5701 SW 12th

cities Downtown Lincoln is seven minutes away, eight during rush hour. Isn't it always that way? Western Omaha is only 45 minutes away.

citizenship probation See pg. 16.

clock tower The 100-foot tall campus landmark.

Clocktower Your student newspaper. (*Your*, get it? Get involved!)

clubs See **student organizations**.

coffee houses Of course there are a million coffee houses in Lincoln. It's a college town, remember? Here's a few of our favorites.

The Mill 800 P & 4736 Prescott Ave

Good atmosphere and really great hot drinks.

Go Tanzania. You won't regret it.

Barnes & Noble 5150 O & 2910 Pine Lake Rd.

Grab an Irish cream cappuccino and peruse their endless aisles of books. They've got it all.

Mo Java 2647 N 48th

Best vanilla steamed milk in the city. Guaranteed.

Starbucks at Southpointe Mall and downtown at 12th and P

college seal On official documents, such as your much-coveted diploma, Union uses the college seal. Here is the scoop on the symbolism of the insignia. The flaming torch, burning with the enlightenment of knowledge, is centered on the Bible. The Latin words, translated "all thy children shall be taught into the Lord," mirror the essence of the reason Union was founded in 1891. The two hemispheres symbolize Union's mission to help take the gospel to the world. The four gospels are represented by four stars in the outer circle. For more than 100 years, Union's insignia has been a reflection of the college's focus on Christian education. If you can't wait until graduation to ponder Union's seal, check out the engraved version under the clock tower.



college tagline "Experience the Spirit" was introduced as a culmination of a research and branding process directed by Union College's Integrated Marketing Team.

Sometimes used adjacent to the college logo, the phrase's key words indicate that an experience at Union college is active and filled with spirit—most importantly the Spirit of God, but also the contagious enthusiasm of the spirited individuals who learn and work here.

Collegiate Adventists for Better Living (CABL) CABL works in conjunction with Campus Ministries. CABL Cafe is a popular after-vespers treat with munchies and a place to visit with friends.

Community Service Center for Volunteers This is Union College's center for good deeds and volunteer service. If you want to be involved with service, please call x2567.

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community students Any student living off-campus, including residents of apartments owned by Union College. Mail boxes for community students are located in room #208 of the Dick Building.

complaints In seeking to do what is right, Union College values student complaints as evidence of potential difficulties to be addressed. Most complaints are addressed informally, orally or electronically with the division chair, residence hall dean, work supervisor, or other responsible campus employee. However, if a student seeks further resolution of the problem and discussion with the appropriate vice president likewise fails to satisfy the student, a formal complaint should be filed with the appropriate vice president.

Formal complaints are defined as non-trivial complaints submitted in writing, dated, signed by the student, and submitted to the vice president with the responsibility to handle the complaint. Formal complaints are kept on file, and each vice president maintains a record of each complaint filed and its resolution.

It is the responsibility of the vice president to document evidence related to the case, and to propose a resolution of the case within three weeks of receipt of the complaint. Unless the complaint is merely informative, and the student does not desire any corrective action, the student will be informed of the resolution of the case either orally or formally in writing.

Filing a formal complaint does not preclude use of the grievance procedures, but once a grievance is filed, that process will replace the resolution of the written complaint.

computers Students are welcome to bring their own computers to Union College. The college provides two hard wired 100 megabit Ethernet connections in each dorm room as well as wireless connections. A LaserJet printer is available in each dorm for students to print to from their personal computers.

Computer Services See **Information Systems**.

 **computer usage** Union College operates a private computer system/network with access granted to users for a very specific use. Users are expected to maintain a high level of computer conduct.

It is NOT acceptable to:

- Login/access the UC system using anything but your assigned user.
- Add, examine, copy, modify or delete any files/data except to the areas assigned to you or to areas specifically indicated as public.
- Load/download any software on a UC computer without proper permission.
- Waste any resource such as using excessive disk space, creating unnecessary processes, printing unneeded printer output, sending junk e-mail, excessive Internet use, etc.
- Possess or use any software for the purpose of breaking security/passwords, snooping, monitoring any computer/network.
- Knowingly attempt to distribute a virus, Trojan horse, monitoring software, etc.
- Attach a wireless access point or DHCP server.
- Modify or configure any UC computer or network hardware/software.

- Violate any lab guidelines.
- Use language or engage in conduct inconsistent with Union's policies and standards.
- Use UC computers/network to violate rules of non-UC computers/net works.
- Run any program that allows computers off campus to connect to your computer.
- Harass, threaten or otherwise cause harm to specific individuals.
- Engage in any activity that is illegal by local, state or federal law.

All infractions will be reported to the vice president for student services.

Unacceptable conduct will result in disciplinary actions such as but not limited to:

- Temporary or permanent loss of computer privileges.
- Temporary or permanent suspension from college.
- Fees covering expenses incurred by the college.
- Involvement of local civil authorities.

Please contact Information Systems if there is any doubt concerning proper conduct. Students needing help or documentation should contact Information Systems at ext. 2511 or E-mail cshelp@ucollege.edu.

concerts Both Pershing Auditorium and the Lied Center host nationally known performers every year. Stop by Student Services for a coupon which will entitle you to the student discount at the Lied Center. This is available once per semester. The Lincoln Symphony offers \$10 tickets to anyone between 19 and 39

Concert Winds See music.

Cooper's Corner Located in the student center with a selection of snacks and drinks. Cooper's Corner will be closed during all school breaks and during the summer. Pay in cash, plastic, or student ID.

copy machines Copy service is available at the Copy Center located in the Dick Building, Room 502. The cost is 5 cents per copy payable by cash, check or credit card. Resume paper, cardstock and many colors of regular paper are available. Other services include cutting, 3-hole punching, folding and binding. The library also has a copier that is available for student use.

counseling We have our own counselors, right here on campus. The office is located in the Career Center. The first session is free, and after that there is a \$5 charge for each visit (can't beat that). You can make an appointment by calling x2540.

Crisis Response Plan Union College is committed to supporting the safety and welfare of all its students, faculty, staff and visitors. Preparing and maintaining an effective Incident Response Plan, as well as allocating the required resources to implement it, are among the ways the College maintains this commitment and mission.

This College will continue to support planning which does the following:

- Maximizes safety, health and environmental initiatives.
- Minimizes risk of injury and property loss.

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- Cooperates with all external partners and agencies.
- Develops resilient pre-planning activities.
- Provides for a prompt and effective response to applicable incidents.
- Supports strategies for continuity of operations and restoration of normal activities promptly following an incident.
- Ensures appropriate communications and notifications within the College, the community and beyond.
- Supports Incident Management Planning internally and with external partners.

The Federal Emergency Management Agency (FEMA) and the State of Nebraska have both adopted this approach. The plan is consistent with this approach and is structured to integrate well with external authorities and their planning.

Copies of the Crisis Response plan may be found in the offices of all administrators, deans, and department heads. The plan is also posted on the College website.

culture Lincoln's Lied Center is acclaimed as one of the top United States performing arts centers, hosting symphonies, ballets, plays, and more. There are several museums and art galleries, including the Sheldon Art Gallery. The Sheldon houses a strong collection of 20th century American art, with more than 12,000 pieces in the collection. Edward Hopper, anyone? If you want some ethnic diversity, stop by the Lentz Asian Cultural Center. The center has 500 pieces in its permanent collection, and the changing exhibition brings you different displays of art and photography. Community playhouses round out the list of activities. For those of you demanding true variety, we also have the United States Roller Skating Hall of Fame. No kidding. See **museums** and **art galleries**.

Culver Hall Culver is one of the two men's residence halls, and its lobby is part of the Ortner Center. You enter Culver Hall through the Ortner Center lobby.

 **curfew** Union College values the safety and well-being of each student. In an effort to ensure student safety and to encourage good study habits, curfew guidelines have been established. These guidelines are included below and vary according to class standing. In the event that a student misses their curfew the following delineates the consequences of that late entry.

If you miss curfew and are late without any communication with the Dean, and if you have accumulated a series of late entries, you will be placed on restriction. The Dean will send you a notice of your restriction.

- 1. If this is your first restriction, you will be required to be in at your curfew time for one week, there will be no grace time, and no signing out after your curfew.**
- 2. If it is your second restriction, you will be placed on a 10 day restriction with no grace time and no signing out.**
- 3. At the third restriction you will be required to check in at the residence hall one hour earlier than your published curfew for two weeks. You must check in with either a Dean or the Resident Assistant that is on duty.**

4. Any subsequent curfew violations may result in your name going before Deans' Council and may result in suspension.

Residence hall closing hours are:

Weeknights:

Freshman	11 p.m.
Sophomore	11:30 p.m.
Junior	midnight
Senior	1 a.m.
Friday (everyone)	11 p.m.
22+	sign in - no curfew*

*If staying out all night prior arrangements must be made with a dean.

Failure to comply will jeopardize the no curfew privilege.

Saturday:

Freshman/Sophomore	1 a.m.
Junior/Senior & 21 or over	2 a.m.

Students who are 21 or older will have junior curfew status. With safety as a primary concern, the privilege of leaving the residence hall after room check is limited to one trip of 30 minutes or less with a sign-out/in at the desk. After 1 a.m. students must be in groups of two or more. Failure to comply will result in a restriction. Failure to be in the dorm by 4:00 a.m. is considered being out all night and will result in suspension.

CVA College View Academy. Not to be confused with **CVC**.

CVC College View Church. To say "CVC Church" is redundant. Get it?

dead day(s) The last two days of the week before finals. Professors are not supposed to give tests on these days so students have time to study for their final exams or major assignments.

 **desk service** at residence hall desks includes: contacting a dean, general information, telephone book, faculty phone list, and in Rees Hall morning wake-up service.

Development The area of Advancement that deals with fundraising. Development solicits and receipts all gift incomes to the college. They process more than a million dollars each fiscal school year. Wow.

Dick building The administration building. Designated DB for short, it was named in honor of Everett Dick, longtime Union College supporter, teacher and Midwest historian.

 **directory information** Union College has designated the following items as "directory information:" name, local address, e-mail address, local telephone number, birthday (month and day), class level and major, dates of attendance at Union College, degrees and awards received at Union College, photograph, institutions attended prior to admission to Union College, participation in recognized activities and sports

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at Union College. Those who choose to restrict the dissemination of this information for themselves must inform the records office.

 **disabilities act** Union College honors section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which forbids discrimination against all individuals on the basis of handicap. Students with disabilities requesting any accommodations must submit a letter to the Department of Disabilities Services (see Teaching Learning Center) verifying the student's disability. Students with disabilities requesting dorm accommodations should also send their request in writing to the respective dean along with an explanation of the need for the request.

Reasonable accommodations are determined by examining:

1. The barriers from the interaction between the documented disability and the campus environment.
2. The possible accommodations that might remove the barriers.
3. Whether or not essential elements of the program, service, or activity are compromised by the accommodations.

Grievance Procedure: (see page 22)

 **disciplinary procedures** Union College prefers preventative measures which will help students avoid serious disciplinary problems. When possible, counsel, advice and minor restriction are given by administrators, residence hall deans, and/or Deans' Council before the need arises for more formal measures. Restrictions may be imposed which include, but are not limited to, the following:

- public appearances that represent the college,
- working late night off-campus,
- possessing and operating stereo, TV or video equipment,
- living off campus (when such arrangements have been approved),
- obtaining weekend leaves except to one's own home, and/or
- leaving campus without specific arrangements.

When a student violates the rules and regulations of the college and/or civil law, a student may be:

- counseled,
- disciplined,
- or separated from the college for a definite or indefinite time.

Union College takes the position that students need to assume responsibility for their actions, thus illegal activities may be reported to local authorities. The vice president for student services is responsible for the administration and evaluation of student discipline procedures. Deans' Council serves in an advisory capacity to the vice president for student services. Recommendations for disciplinary actions may be made by:

- Any residence hall dean or
- Any college vice president.

Such disciplinary actions may become part of the student's record at the college. When college regulations are disregarded, disciplinary procedures will result. This discipline

may involve suspension, withdrawal (college request), dismissal, or other serious measures and may be referred to the Deans' Council, the vice president for student services, or college president. At the student's request, he/she may attend a Deans' Council and may be accompanied by parents, a faculty/staff member, or a fellow student. The Deans' Council members are the vice president for student services, deans, faculty representatives, and head resident assistants.

A letter of warning indicates that a student has been involved in a major violation of college policy. It automatically places the recipient on citizenship probation for a designated period of time.

Citizenship probation is a serious matter. During the probationary period, (or a specified period), any or all of the following conditions may apply:

- The student's status in the college shall be tentative.
- The student shall be disqualified from holding and/or seeking office in any college or student organization for a period equivalent to one semester.
- Public appearances may be limited.
- It is the student's responsibility to report one's limited status to individuals who request one's participation in activities not permitted by one's probationary status.
- Certain privileges may be forfeited including: working late night off campus, living off campus, obtaining weekend leaves except to one's own home, and leaving campus without specific arrangements.
- Consultations with a counselor/staff member may be required.
- Other restrictions as specified.

When citizenship probation is necessary and after its implications have been explained to a student, he/she may be asked to sign an agreement to faithfully carry out the terms of the probation or withdraw from the college upon failure to do so.

Letter of Suspension Suspension is of three types: separation from the college for (a) a definite time, (b) an indefinite time, or (c) until a specified condition is met, after which the student may apply for reinstatement. If a student whose home is not in Lincoln is suspended and stays in the Lincoln area without permission during the suspension period, the student may be asked to withdraw from the college.

Letter of Withdrawal Serious misconduct, accumulated series of violations, or insubordination to the authority of the college may result in the student being asked by the president, vice president for student services, or Deans' Council to withdraw from the college. Students who withdraw under counsel for disciplinary reasons will not be considered for readmission to the college for at least one full semester following the semester of withdrawal. A student who has been asked to withdraw is no longer eligible for college housing.

Letter of Dismissal Serious misconduct, accumulated series of violations, or insubordination to the authority of the college may result in the student being dismissed from the college by the president, vice president for student services, or Deans' Council. Letters listed above are not always sent in the order in which they have been listed. Copies of these letters may be sent to parents, guardians, and/or the person to whom the student's financial statement is sent.

d

Cancellation of Readmission Suspension, citizenship probation, or a letter of withdrawal or dismissal cancel admission for the following semester. To be reconsidered, a student may reapply at the end of the semester during which the suspension occurred, but the admission decision may be deferred until the beginning of the next semester.

For appeal, see grievance policy

division chair To avoid chauvinism, feminism, and androgyny, the division chairwomen, chairmen, and chairpersons are referred to as the division chair (*singular*) or the division chairs (*plural*).

Division of Business and Computer Science The academic division that deals with the knowledge of business principles and practices and computer programming. You'll find the Division of Business and Computer Science on the third floor of the Dick Building.

dormitories See **Rees Hall, Prescott Hall, or Culver Hall**

 **dress** Dress and appearance expectations at Union College are based upon Biblical standards of morality, modesty, good taste, and Seventh-day Adventist social convention. The college defines modestly dressed students as those who wear clothing which is not revealing, tight fitting, transparent, or too brief. Dresses, skirts, slacks, and Bermuda/walking shorts should be in good taste. Shirts are to be worn on campus. For water sports, it is expected that women wear one-piece swimsuits and men wear boxer-style swimming trunks.

Tank tops and/or shorts are not appropriate in the church for any meeting (e.g. Chapel, Week of Prayer, etc.) or in the Union Market during Sabbath hours. Sabbath dress for church includes dresses or skirts or suit ensembles for women; suits or sport coats, slacks, and shirts for men. Casual hats (baseball, etc.) are also not appropriate in church.

Appropriate grooming at Union may include natural looking make-up and nail polish for women. Men's beards and hair should be well groomed.

Med alert tags and simple wedding bands and engagement rings are acceptable. Conspicuous jewelry such as hoops or dangling earrings is not appropriate. This includes body piercing and nose rings as well as ear rings for men.

Interpretations of personal appearance standards for Union College are made by Deans' Council and the vice president for student services.

While working or representing the college students must dress appropriately.

Drop a Class go to the records office – it's your job, not your advisor's.

 **Drug Testing** Union College retains the right, in the furtherance of its drug, alcohol and tobacco policy, to perform drug testing. Failure to submit to such test-

ing may subject the student to disciplinary actions, including, but not limited to, expulsion.

electronic bulletin board A bulletin board, accessible through the campus computer network. Any staff or student can post messages on this bulletin board. For more info, contact the Advancement office (x2503).

Ella J. Crandall Memorial Library The Union College Library enhances Christian values and academic achievement by preparing students to think critically, pursue knowledge, and continue learning beyond their undergraduate experiences. The library's collection includes over 175,000 print, electronic, and media items. All electronic books, databases, and articles are accessible from any computer on campus including dorm rooms. Most databases may be accessed from off campus by logging in with a UC ID and password. Other services include interlibrary loan, photocopy machine, microform readers and printer, laminator, and a small computer room. Librarians and staff are available to assist with reference questions on a walk-in basis as well as by scheduled appointment. For other city library listings, see **library**.

e-mail instructions for forwarding Snoopy e-mail Your email will be forwarded to the email address specified in your Profile in Self-Service. Changes to your email address will take affect the following day.

emergency plan - see Crisis Response Plan.

emergency care

St. Elizabeth Hospital 555 South 70th Street

Bryan LGH Medical Center 1600 S 48th Street

Bryan Medical Center West Campus South 16th Street

Urgent Care Clinic of Lincoln, 4210 Pioneer Woods Drive

Linc Care 3910 Village Drive

employment Stop by the Business Office to find out about on-campus or off-campus employment opportunities. On-campus employment applications are available on the Union College Web site. Call x2502 for more information.

Engel Hall The fine arts building. It houses both the music and art departments. At one time Engel Hall was also home to the library, which now resides in the Love Building.

Enrollment Services Avoid calling this department "admissions." Admissions is only a small part of Enrollment Services which recruits students, works with financial aid, mails college information to current and prospective students, enrolls students, and answers lots of questions.

 **entertainment equipment** Entertainment equipment (DVD players, TVs. ect.) are to be played so others outside the room are not disturbed. Judgment will be made on music/programming heard outside the room by a dean or resident assis-

e-f

tant as to appropriateness in a Christian setting. Music/programming deemed inappropriate or too loud may result in restriction or loss of privilege to have or operate it. When practicing a musical instrument, please use the music building. If inappropriate music/programming is heard on Sabbath, use of that equipment will be lost for a period of time as specified by a dean.

ESL English as a Second Language. This is a program for international students who are attending Union but don't speak English well (yet!). The office is located on the 4th floor of the Dick Building, Rm. 401. Please give these new friends a warm Union welcome.

exam week If you don't know what exam week is, you're in for a delightful surprise. Mark your calendars, it could possibly be the most exciting week of your life...or not.

extension cords Extension cords are not allowed in the dorms and will be confiscated. Please use appropriate GFI power strips.

faculty What's the difference between faculty and staff? Faculty are librarians and teachers, everyone else is **staff**. At Union, there is a student/teacher ratio of 1 teacher to 12 students.

financial aid Not sure how to pay for college? You may be eligible for scholarships, grants and loans, which could significantly reduce your cost of attendance. Your Financial Aid Advisor has the answers to all of your questions. To speak with your Financial Aid Advisor today, go to Student Financial Services, located on the 6th floor of the Dick Building or call x2505.

firearms and weapons All rifles, handguns, pellet guns or explosive devices are forbidden on campus. See **guns and weapons**.

 **fire drill and equipment** Students should acquaint themselves with the fire exit route chart posted in each dorm room. When a fire alarm sounds, residence halls are to be vacated immediately. Close all windows, leaving the room door unlocked allowing the resident assistant to be certain that rooms are not occupied. If it is safe to do so, assist any fellow student needing help to the nearest exit. Follow the posted exit charts to designated meeting areas that will be announced for each wing/floor. Remain in your designated area until the alarm ceases to sound or until an "all clear" announcement is made. Any student refusing to leave the dorm during a fire drill is subject to discipline and a \$100 fine.

Charges will be made for removal of fire escape signs posted in the student rooms or hallways. Fines may be levied for use of, or tampering with, fire protection equipment, this includes removing batteries from smoke detectors. Such activity is a violation of campus, city, and state fire ordinances, and may be handled by the city authorities.

fireworks You can't play with fireworks at Union, but every Fourth of July Lincoln puts on a tremendous display. Don't plan your summer around it, but if you're stuck here anyway, you might as well check it out.

florists So, you got yourself in trouble again, huh? Okay, so maybe you're just thoughtful. We'll give you the benefit of the doubt. Here are some quick ideas.

Field's Floral & Gifts 3907 S. 48th St.

In emergency situations, Field's is right across the street. They can have a dozen apologetic roses in your hands faster than you can say, "Please forgive me."

Petal Creations 5310 S. 56th Street, Suite 2A

Home of the \$5 Friday Petal bouquet!

Super Saver Floral 56th & Highway 2

Good stuff, good price. Call ahead for banquets and special occasions. Your date may or may not be forgiving when you show up in Rees Hall lobby on banquet day *without* a corsage.

 **food service** (see *Union Market*) Union College serves many people from varied backgrounds. Mom's cooking is the greatest, but people's tastes differ from family to family. That's why we offer a wide assortment of foods, flavors and fixings. Union's meal charge minimum is designed to supply students one meal each day per school calendar day. The minimum provides a hot entree, mashed potatoes and gravy, a vegetable, and a salad serving or something to drink. With many restaurants and snack options in Lincoln, Union Market and Cooper's Corner serve as a home base, a place to meet with friends, enjoy quick services, and relish nourishing, tasty food. There's no place faster or friendlier than Union Market and Cooper's Corner!

Some student schedules require off-campus labs or classes, and these can cause problems in on-campus meal participation. If you need to make an adjustment in your cafe minimum, write a request for special consideration to the vice president for student services at the beginning of the semester.

A few find at semester's end that they are not able to fully use the cafeteria minimum. Please feel free to contact the dining service director to help you arrange desired purchases to fulfill the minimum requirements.

Serving hours are for school-in-session only. Special events, holidays, registration, breaks, and vacation schedules will be posted.

49ers Field Union's athletic field where students play softball, football, and other games. The field was originally given to the school as a class gift by the class of 1949 (hence the name), and used to be where the Love Building is now. When Harris Pine built a furniture factory there (which has long since been defunct), the 49ers Field moved down the street to 56th and Calvert. It has recently been renovated and now has a beautiful set of lights, bathrooms, and a nifty concession stand.

freshmen A politically incorrect but highly traditional way of defining students wandering around campus looking lost and homesick. Avoid this disingenuous label by attending freshmen orientation. It could save your life...ok, so maybe just your reputation.

f-g

freshman orientation New students are required to attend the week long freshmen orientation at the beginning of each school year. One hour of academic credit will be given for this important event.

furniture All you get when you come here is a desk, chair, bed, and shelves. It's up to you to remove it at the end of the year or receive a fine of \$50.

golden cords Look at the sculpture in the Dick Building lobby. Each cord reaching from the clock tower to a point on the globe represents one Union College student missionary or full-time missionary. This is where we get our nickname, "College of the Golden Cords!"

Golden Cords Union College's yearbook, published and edited by ASB. Not *Golden Chords*. See **publications**.

golf courses Holmes Park, Pioneers, and Highlands Golf Course are the most-frequented Lincoln courses by Unionites. Or so we've been told by an avid Union golfer.

Grades Yep, everybody gets 'em. You can also sign up on Self Service giving the name and address of either parent (s) or guardians(s) who should have access to your grades.

Graphic Arts Computer Lab Engel Hall. Art, communication, and graphic design majors have priority; all students are welcome. The lab has 20 Macintosh G-4 and G-5 computers with 19" and 20" monitors, a black and white laser printer, color laser printer, two color printers, CD writers, digital card readers, and flatbed and film scanners. Software includes Adobe Illustrator (drawing), Adobe Photoshop (images), QuarkXPress and Adobe InDesign (page layout), and Macromedia Dreamweaver (web design). The Graphic Arts Computer Lab is not the place to work on term papers or for general use of e-mail or the internet.

grants/loans See **financial aid office**.

 **grievance policy** Union College attempts to follow Biblical principles when wrong is perceived by a student or employee. A student who feels treated unfairly or unjustly has the right to appeal according to approved procedures.

informal complaint procedure The following steps of the Informal Complaint Procedure must be followed in the correct order by the student desiring to utilize the grievance process:

1. Most misunderstandings and difficulties are settled to mutual satisfaction when the student discusses the issue with the course instructor, residence hall dean, or staff member.
2. A student who is not satisfied by discussion at this direct level, should appeal to the instructor's program director, division chair, head residence hall dean, or staff supervisor.
3. If the student is not satisfied with the result of the discussion of the complaint at the supervisor level, the next step should be to take the complaint to the Vice President for the appropriate area.

formal complaint procedure If not satisfied with the decision of the appropriate vice president, within seven working days the student should file a formal written complaint with the president of Union College requesting a grievance hearing. Filing a formal grievance is a serious matter and should be done thoughtfully. The Grievance Committee's recommendation will provide the underlying context of the president's decision, which will constitute final action by the college.

grievance committee The Grievance Committee, selected by the president, shall be composed of two students and the three faculty or staff members, as appropriate. Either party may suggest one member of the committee. The chair and secretary of the committee shall be elected by the committee members at the first meeting.

Both the student and the college employees involved in the case are invited to appear before the committee or to present a verbal statement of the case. The student shall also be allowed to present additional written statements about the case. At the student's request, one advisor (a parent, spouse, student, or college employee) may accompany the student to the meeting. However, the presence of legal counsel is not appropriate for the student or the college. The presence of the student's advisor is for the purpose for moral support. The advisor may speak when recognized by the chair and for the time allocated by the chair. The advisor may make requests of the committee but throughout the proceedings the committee will determine its own actions. The student and the student's advisor may attend the committee presentation of all evidence and any related matter considered by the Grievance Committee. They also have the right to present rebuttal to all evidence and reasoning. However, they may not attend the committee's final deliberation and vote.

The Grievance Committee may recommend that either the action taken should stand, that the matter should be reconsidered by the original deciding body, or a new action is warranted. The recommendations of the Grievance Committee shall be presented as a recommendation in writing to the President of Union college, who will determine final recommendation and will notify the student of the decision.

withdrawal of grievance At any time during the grievance procedure, the student may withdraw the complaint in writing to the president. In addition, a failure by the student to appear for a requested hearing, without prior notification or evidence of extenuating circumstances, shall constitute withdrawal of the grievance or appeal.

matters not grievable College policies and regulations adopted by the college and/or the Board of Trustees are not subject to the grievance process. Students may request discussion and recommend changes to such policies but this dialogue is advisory and not grievable. In addition, the College may be substantially limited to act in matters involving patient and public safety, state requirements, hospital policies, and similar off-campus situations.

grocery stores Super Saver 56th & Highway 2. It's close; it's cheap. What more could you ask for in a grocery store? Fringe benefit: it's open 24 hours for those late-night Ben & Jerry's cravings. There are other stores in the area, such as: HyVee 70th and Pioneer Blvd., SunMart 48th and Van Dorn and Wal-Mart on NE Hwy 2. Just check the phone book for more.

g-h

☞ guests Each residence hall is a private campus home where guests are welcome to visit. All guests of the opposite sex who are not members of the immediate family may visit only in the residence hall lobbies. Residents must arrange with a residence hall dean for guests to reside overnight in student rooms. Guests are to register at the service desk and will be expected to abide by general campus and residence hall regulations. Visits should be limited to one or two nights. Otherwise, arrangements must be made with the dean and a charge of \$5/night may be placed on the resident's account. If a student fails to register his/her guest, a \$10 charge per night may be assigned. Guests are not to smoke while on campus or bring/consume alcohol/drugs while on campus. Students ARE responsible for the conduct of their guests.

☞ guest rooms Parents are welcome at Union College and may reserve guest room facilities at discounted rates when rooms are available. Reservations may be made by calling the Ortner Center at 402-486-2545 between the hours of 7:30 a.m. and 5:30 p.m. Students whose parents are staying in the guest rooms of residence halls of the opposite sex are to be escorted to and from the guest room by their parent/s. Parents are to be present in the guest room when students are visiting. Other relatives, brothers, sisters, grandparents, and friends should request the alumni discount, if applicable. Pets are not allowed in the guest rooms.

guns No way, no how. Concealed weapons of any type are not allowed on campus. We're not that far west. See **firearms** and **weapons**.

hair care Hair care is a matter of personal taste. Here are a few good places within walking distance.

Hair Depot Barber Shop

Hair Nouveau

Opulence

And for those of you with a flair for adventure,
drive on down to the *College of Hair Design*

Haymarket A unique renovated historical area filled with shops and restaurants, old railway station included. There are tons of eateries, art galleries, and shops. Go there. It's fun.

health clubs Of course the best is right here on campus, the **Larson Lifestyle Center**. Admittedly, there are others.

Racquet Club 5300 Old Cheney

Downtown YMCA 1039 P St.

Snap Fitness 1777 N 86th Street and 4010 N 27th Street

Jazzercise Suite-5 3120 Pine Lake Rd.

Sports Courts of Lincoln 222 N 44th St.

Willows 48th and Pioneers Blvd.

hockey Formerly an unknown in the Star City, it is now a home-town sport. The Lincoln Stars, a team in a league for top junior players, will play a 54-game schedule against teams such as the Green Bay Gamblers, Sioux City Musketeers, Omaha Mavericks, Twin Cities Vulcans and Rochester Mustangs. For tickets, call 438-5555.

honors program See **Union Scholars**

hospitals Bryan-LGH East (formerly Bryan Memorial Hospital) is the closest at 1600 S. 48th St. 489-0200. Others include Madonna Rehabilitation Hospital, 489-7102, Saint Elizabeth Regional Medical Center, 219-8000, and Bryan-LGH West (formerly Lincoln General Hospital), 475-1011.

 **house sitting** requests are governed by the following policies:

- Submit requests to deans' for approval.
- Students should be at least 21 years of age, or a junior.
- House sitting may be approved for:
 - Union College faculty/staff members,
 - Close blood relatives of the student, and
 - Others as approved by the college.
- Parents may be consulted concerning house sitting requests.
- The student's citizenship and academic standing will guide in decisions regarding approval/denial of house sitting requests.
- Single persons of the opposite sex may not be entertained in the home. Parties involving men and women may not be held in the home.
- Room rent at the college is continued while the student house sits if personal items are left in the residence hall and/or the student wishes to reserve his/her same room.
- House sitting is a privilege that can be suspended or removed.

 **housing** Union College is primarily a residential college requiring residence hall housing of its students. Exceptions are:

- Students who are 22 years of age at the beginning of a semester.
- Students taking five semester credit hours or less (other than first-year freshmen).
- Students living with parents whose primary residence, as verified by their income tax statement, is Lincoln.
- Students living with close relatives who are 25 or older, having established homes.
- Students who are married, divorced, separated or widowed.
- Students who are 21, have senior standing, a 3.0 GPA, and three consecutive semesters of meeting worship credits, excellent citizenship, and have been approved by Deans' Council.
- Student living with an approved, non-related family.

Arrangements for moving off campus must be approved by Deans' Council before signing any rental/lease agreement.

Students showing financial need who are offered free room and board with a family in exchange for labor may request approval to live with that family. Questions or requests regarding the housing policy should be directed to the vice president for student services or residence hall dean.

Separate residence halls for men and women are maintained at Union. When visiting the residence hall of students of the opposite sex, use only the front entrance and con-

h-i

fine visits to the lobby areas, not the living areas. Entering the living areas is not allowed.
Housing for non Union students Under certain conditions, students taking classes at a local college/university may apply to the vice president for student services for on-campus housing.

Housing for Union students For info on residence halls, contact the vice president for student services at x 2507. For off-campus housing information, call the business office at x2502.

Human Development This includes more than the education department. This academic division of Human Development also includes psychology and social work. Offices can be found on the fourth floor of the Dick Building.

Humanities The Division of Humanities is on the fourth floor of the Dick Building and includes English, history, communication, journalism and foreign languages.

Huskies These Nebraskans get *way* excited about their Big Red Football. If you like the Buffs, run hard. Memorial Stadium, located between 10th St. and Stadium Drive, holds 80,000 red-clad screaming fanatics and becomes Nebraska's third largest "city" on game days. Dead serious.

ice cream Here are the best places in Lincoln:

The Dairy Store UNL East Campus

Dairy Queen 4130 S 48th

You can't beat on-sale Blizzards, and they are Union's neighbors.

Goodrich Dairy 48th & Pioneer, and 1417 N Holdrege

Real ice-cream, big scoops.

Culver's Frozen Custard 70th & Pioneer

Rich and creamy frozen custards made fresh with toppings galore.

Ivanna Cone 701 P Haymarket Square

All homemade on the spot with flavors to die for.

Cold Stone Creamery Suite P, 2910 Pine Lake Rd., and Suite 3, 232 N 13.

I.D. card Use it at the U, Cooper's Corner, Larson Lifestyle Center, bookstore, and for student I.D. at movies. Oops, did we say that? This nifty plastic card is issued to all faculty, staff and students. Purchases go on automatic payroll deduction.

ignorance What happens when students don't study for exams or read the textbooks. It's what happens when one refuses to learn.

Information Systems Located on the fifth floor of the Dick Building. Responsible for academic computing facilities, internet service, phone and television systems. Through Information Systems you can send a fax or report problems with your UC-ID.

Inky's Looking for a place to chill or watch a little television (actually, it's a fairly big screen)? Inky's, located inside Union Market, is a favorite place for Unionites needing a break from "slingin' de ink."

insurance Students attending Union College are responsible for obtaining personal health insurance. The college requires that full-time students (those taking 12 or more hours) be covered by health insurance. Upon registration students must furnish documentation verifying insurance coverage that is comparable to the school's insurance coverage, or they may elect to purchase a health insurance plan available through the college. Though health insurance is not required for students taking 11 hours or less, it is highly recommended. International students are required, by law, to purchase the optional major medical insurance. Contact Student Services if you have questions regarding health insurance.

intramurals What students participate in for exercise and recreation. Union offers a variety of activities and sports including flagball, football, basketball, volleyball, softball and hockey, just to name a few. See Athletics, or call 2165 for more information.

international club It is often one of the largest clubs on campus. It's a great way to learn about other cultures.

international students See ESL.

Internet Union has full access to the Internet. Union's e-mail address is xxxxxxxx@ucollege.edu. Usually the pattern is the first two letters of your first name and the first six letters of your last name.

internships Through the Career Center, students can get hooked up with a business or company that gives them practical job experience and teaches them new skills. Internships help increase students' chances in the post-graduation work world. In fact, some employers will not hire a new grad without intern experience.

Jazz in June A series of jazz concerts held only in June in the Sculpture Garden of Sheldon Memorial Art Gallery. Starts at 7 p.m. and ends before 9 p.m. It's free and picnics are encouraged. Great Date Rating: 9.2.

jobs You gotta pay for school somehow right? Contact the Business Office x2502 for an on-campus job during the school year or summer. You must be a full-time student or obtain special permission to have an on-campus job during the school year. For summer employment you must be pre-registered for full time for the fall semester. Guaranteed Ed and Baccalaureate Bonus students are not eligible for on-campus employment except by special permission.

Jorgensen Hall The science and math building. Commonly misspelled *Jorgenson*. Or *Jorgansen*. Or *Jorganson*, *Georgonson*, *Georgeiansson*, etc.

Joshua C. Turner Arboretum Union College's campus is one of eleven Nebraska Statewide Arboretums. See **trees**.

juice bars Juice Stop - 1217 Q St; Suite 1, 5900 Old Cheney Rd; 6900 O Street, Suite 109

k-l

🔑 **keys** to residence hall rooms are property of Union College. There is a \$5 deposit for your key that will be billed to your account when you receive your key and refunded to your account when you return your key. If you lose your room key you need to go to the cashier's window, pay \$5, and bring the receipt to the dean for a new key.

🔑 **kitchenettes** are provided for your use. Locations are:

- Rees Hall 1st floor West
 2nd and 4th floor East
 Club Room with reservations

Kitchens are to be cleaned after each use in order to maintain availability.

lake Just in case its reputation didn't precede it, Holmes Lake is a popular Union hang out. It's only a half mile away, and even though you can't swim in it, it's nice to look at. There are other lakes around Lincoln, too, but mostly you need a state park pass to access them. See a map for locations.

Larson Lifestyle Center The campus athletic center. You can swim, hike the Stairmaster, lift weights or participate in a variety of other life-prolonging activities. The Larson Lifestyle Center houses an Olympic-sized indoor swimming pool, weight room and jacuzzi. It also sports outside tennis courts and a sandlot volleyball court. The LLC even offers classes like golf, tennis, aerobics, scuba diving, and windsurfing. Union College faculty, staff, and students use the facilities free.

Operating hours:

Weight room	Sunday 7 a.m. - 9 a.m. and 3 p.m. - 10 p.m. Mon -Thurs - 5:45 a.m. - 10 p.m. Friday - 5:45 a.m. - 4:30 p.m. (Nov-Mar) 5:45 a.m. - 5:30 p.m. (Apr-Oct) Saturday - 7:15 p.m. - 10 p.m. (Nov-Mar)
Lap Swim	Sunday - 7 a.m. - 9 p.m. Mon - Fri - 5:45 a.m. - 9 a.m. & 11:30 a.m. - 1:30 p.m. Mon - Thurs - 4 p.m. - 7:15 p.m. There are 1 or 2 lap lanes available during open swim
Open Swim	Sunday - 3 p.m. - 9:50 p.m. Mon - Thurs - 7:15 p.m. 9:50 p.m. Saturday 7:15 p.m. - 9:50 p.m. (Nov - Mar)

late night gym policy Students may play after 11:00 p.m. in the gym if they have a GPA higher than 2.0. GPA's will be calculated at mid-term and the semester. Semester grades will determine the ability to play the first half of the semester and mid-term grades will determine the ability to play the second half of the semester. This policy was established with the academic performance of the student in mind.

🔑 **laundry rooms** Coin-operated washers and dryers are available in each residence hall. They are located as follows:

- Prescott Hall basement
- Culver Hall 2nd and 3rd floors
- Rees Hall all floors

Each separate load costs 75 cents.

📄 leaves Requests for campus leaves must be approved before residents leave the campus. Falsification of a campus leave is considered a matter of serious discipline and is likely to be referred to the Deans' Council. Notification of campus leaves may be sent to parents or persons to whom financial statements are sent. Failure to complete a leave may result in a leave restriction and a call to parents. [Also the brown crunchy things all over the sidewalks in November; leaves. Get it?]

Overnight and weekend leaves are for the purpose of visiting your home, the home of a friend, or to attend college-approved activities. Union College promotes weekend activities on campus and for that reason encourages students to remain on campus to build community. Overnight leaves to the Lincoln area may occasionally be granted to the home of parents, grandparents, faculty/staff, and other approved adults. Leaves should be submitted by noon on Friday and will be processed by the Dean on duty as soon as possible. Leaving campus without having your overnight leave approved will result in a seven day restriction.

When students return from weekend leaves and arrive in the Lincoln area their leaves terminate. Leave requests should be filed with a residence hall dean at least 24 hours before the leave begins. Both the destination and the time of return must be clearly and specifically stated on the late leave before approval can be granted. Students (both men and women) visiting homes other than their own should make prior arrangements with the host or hostess.

Residents returning from weekend leaves are expected to be in the residence hall by midnight Sunday or as otherwise arranged. A residence hall dean should be contacted in the event of an emergency. When returning from a weekend or overnight leave after closing hours, students will be asked to sign in at the desk.

libraries Besides the one on campus (see **Ella J. Crandall Memorial Library**), Lincoln is home to lots of other libraries.

- Arnold Heights Library* 3815 N W 54
- Anderson Branch* Fremont & Touzalin
- Bennett Martin Public Library* 14th and N
- Bethany* 1810 N Cotner Blvd
- the Cochrane- Woods Library* at Nebraska Wesleyan University
- Charles H. Gere* 2400 S 56 (the closest to Union)
- Eiseley* 1530 Superior
- Love Library* on the UNL campus
- South* 27th & South
- Walt* 6701 S 14th

Union College students need to present their Union College ID card at these city libraries in order to obtain borrowing privileges. The UC card will usually be used to verify their status and they will then be issued a library card specific to that library.

LIFESavers Each semester the **Student Alumni Association** provides parents, staff and faculty with an opportunity to send a care package to you just before final exams. The package includes snacks and is distributed prior to exam week.

l-m

Lincoln Where you are. Lincoln is a city of about 260,000 friendly folk, about 29,000 are college students. It is the state capitol of Nebraska and home to Big Red football. Was there anything else you needed to know? Call the Chamber of Commerce. They know all kinds of stuff about the place.

loans See **financial aid**

lost and found Located in the Advancement office. Occasionally there will be a table placed outside the office with all of the lost and found stuff on it. If you've lost something, this is the place to look.

Love Building The complex that contains the **Campus Bookstore, Career Center, Cooper's Corner, Ella J. Crandall Memorial Library, the Student Center, Senate Room, Woods Auditorium, the Teaching Learning Center (TLC), ASB** offices. Not to be confused with the *Love Library*, which is the main branch of the UNL library and is downtown on R Street.

 **mail** Boxes are located in the lobby area of Prescott and Rees and on second floor of Culver. Mail is delivered Monday through Saturday. A resident's mailing address is: Student's name, the name of the residence hall followed by the student's room number, 3800 S 48th St, Lincoln, NE 68506. Mailing address for packages is: Student's name, College Bookstore, 3800 S 48th St, Lincoln, NE 68506. Deans have the right to refuse to distribute any material which has no postmark. Mailboxes for village students are located in DB 208 and are primarily used for intercampus communications. Students are asked to check their mail boxes on a regular basis.

mailroom Located in the Campus Bookstore on the lower level of the Don Love Building. Various services are available through the mailroom:

- **UPS** Next-day, 2nd-day, and UPS Ground. Just bring your package by.
- **intracampus mail** To send a letter via this system, drop it in your department's intracampus mail holder or drop it in the appropriate slot in the mailroom.
- **US Mail Service** You can purchase postage stamps and send letters/packages by 1st class, parcel post, or international mail. Cash only.
* *DHL and FedEx Services are also available.*

majors A great conversation piece. If you really want to throw someone off, tell them you're majoring in pillow-fluffing technology or househusbandry. It can also be an area of confusion for students who switch majors every time they have an identity crisis. Hey, it happens to the best of us. You want a list of majors Union offers? Look no further than the Union Web site!

malls and shopping centers

Westfield Shoppingtown Gateway 6100 O St - No Gap. Nobody's perfect.

East Park Plaza 220 N 66th St

Meridian Park 70th & O St

Southpointe Pavilions Mall 27th & Pine Lake Rd - Gap here, though.

Van Dorn Plaza 48th & Van Dorn St.

Marketing Communications This department is home to the creative souls responsible for publications, public relations, advertising, photography and videography. Their tal-

ents support Advancement and Enrollment Services. This lovely book is our gift to you. Aren't you special? This department also polishes Union's reputation with the community, parents, potential students and alumni, and spreads good news about Union College.

☞ marriage To allow adequate planning and preparation for marriage, marriages during the academic year are not encouraged. Students who plan to marry during the school year should bring evidence of completed counseling to the vice president of student services previous to the marriage. Verification of pastoral marriage counseling is expected and should be submitted to the VP of Student Services six weeks prior to the wedding date. Campus Ministries offers an engaged encounter weekend in the spring.

menu The menu for the week is posted on the Union Market bulletin board and on the academic system. Imagine that.

microlab Short for Microcomputer Laboratory. Rooms 305 and 306 in the Dick Building contain 41 Hewlett Packard Pentium PCs that operate in the Windows environment. It is managed by the Division of Business and Computer Science.

☞ motor vehicle regulations All residence hall and community students are to register vehicles within five days of arrival of the vehicle in Lincoln. Vehicles not displaying a Union College parking tag will be fined and registered automatically. A tag is not transferable between students. Campus parking regulations are intended to make parking as convenient for students and staff as possible. It is understood, however, that not everyone can park immediately outside his/her room or office.

Should you choose to park your registered vehicle on public streets, please be aware that there is a city ordinance concerning cars parked longer than 24 hours without moving. Those cars are subject to ticketing and/or towing by the Lincoln Police Department. During the winter, snow parking bans are announced on local radio stations and published in local newspapers.

Motor vehicle regulations have been minimized. Four basic regulations apply:

1. Do not obstruct traffic or parking. Any car parked in such a way as to obstruct, either partially or completely, the normal flow of traffic, any car parked in an area assigned to others (\$20 fine); blocking access to fire lanes/sidewalks, posted visitor spaces or handicap spaces (\$30 fine), driveways, loading zones, "no parking" areas (\$20 fine); any car parked along a curved curb in the oval in front of Prescott Hall, the west side of the drive or the oval, the south end of Rees Hall lot, handicap or visitor stall or other tow-away zone may be ticketed (\$20 fine or tow away fee), towed away, or immobilized.
2. The motor vehicle must be in operating condition with current licensing, insurance and on campus registration. Vehicles not meeting the conditions listed below will be considered abandoned and will be towed at the owner's expense. Vehicles parked on campus must:
 - a. have current license plates and current Union College registration tag properly attached and proof of insurance.
 - b. be used regularly and be kept in operating condition.
 - c. be registered even if the vehicle is owned by an employer.

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3. No driving is allowed on lawns/sidewalks. (\$30 fine)
4. Drive safely, avoiding reckless driving and speeds over 10 miles/hour on campus (\$30 fine). Be aware of pedestrian and vehicular traffic.

Tickets may be paid in cash, or charged to the student's account. The college reserves the right to enter, remove or immobilize vehicles parked in violation of college motor vehicle regulation.

The college permits all licensed students to operate a motor vehicle providing the student is in good and regular standing. In permitting campus parking, the college assumes no liability in the event of damage to or loss of the vehicle or its contents. Keep vehicles locked for safety. Each driver agrees to absolve the college from all responsibility in connection with the vehicle or its use and to adequately insure his vehicle. Students may park in campus lots except areas indicated for faculty or guests only. Rees Hall parking is yellow permit only, Prescott Hall/Culver Hall parking is green permit only, faculty and staff parking is red permit only, and village parking is blue permit only. If you have questions regarding parking please stop by Student Services and pick up a parking brochure.

Motorcycle parking is allowed only on the cement slab east of Prescott Hall. \$20 fine for parking in other areas.

Prescott Hall roundabout has four stalls in front of the dorm for loading/unloading only.

Faculty parking lot The second lot east of Rees Hall is reserved for the faculty and staff 24 hours a day, Monday through Friday. However, the line of parking spaces on the west side of the lot (from the pump house North to the drive) is reserved for short-term Rees Hall parking. The spaces around the island and on the east side are exclusively for faculty and visitor parking. The spaces north of the Love Building are considered 24-hour parking.

Rees Hall parking The spaces directly behind Rees Hall are for Rees Hall residents' only. The south end of the parking lot directly behind Rees Hall is a no-parking area. Please be respectful and allow women who work late at night to park in this lot.

museums (See **art galleries**) Here are just a few. Check the phone book for hours and a broader selection.

University State Museum 14th and U St

National Museum of Roller Skating 4730 South St

Lentz Center for Asian Culture Morrill Hall, 14th and U, Room 329

International Quilt Study Center and Museum 1523 N 33rd St

Music

Chamber Chorale A vocal ensemble designed to just have fun and sing a wide variety of quality choral music. Open to all the Union College community without audition.

Concert Winds Union's resident wind ensemble, provides the opportunity to make

music through the use of individual talents in a large ensemble situation. They have had the opportunity to travel and have been to such places as South America and Thailand as well as extensive travel within the mid-America region. Membership in the Concert Winds is open to all students and its members through participation in performances of the highest level.

Brass Union Five smooth people with five shiny horns. Sort of like the Canadian Brass, only you know 'em. They released a CD a few years back.

The Twelve A super-select chamber vocal ensemble that sings advanced repertoire at a high-level expertise.

Unionaires A 50-voice auditioned touring choir that sings classics to contemporary choral literature at a collegiate level. A 50-year tradition at Union College

Other Groups include Symphonic Winds, Woodwind Octet, Chamber Orchestra, and the Golden Cords Quartet.

newspapers The *Lincoln Journal-Star* is the most circulated local newspaper in town. The *Omaha World-Herald* is also a local favorite. If you can't spare a laundry quarter to buy your own, you can find copies of local papers in the library and at the Culver and Prescott Hall desks. (No, you may not take the sports section up to your room. That's final.) Student subscriptions to the *Wall Street Journal* may be ordered at the beginning of each semester through the Division of Business, located on DB 3rd floor.

news release form Whether you know it or not, you signed one when you applied to Union. This form allows us to use your name in college and outside publications. Nothing to worry about. We'll make sure you look good.

Nondiscrimination Policy Union College was established by the Seventh-day Adventist church as an integral part of its teaching ministry. It is committed to equal education and employment opportunities for men and women of all races and does not discriminate on the basis of handicap, age, sex, race, color, or national origin in its educational and admissions policies, financial affairs, employment programs, student life and services or any College-administered programs.

To this end, the College is in compliance with Titles VI and VII of the Civil Rights Act of 1964 as amended and in substantial compliance with Title IX of the Education Amendments of 1972 (34 CFR 106 et seq.), and does not discriminate against any employees or applicants for employment because they are disabled veterans or veterans of the Vietnam era. The College reserves constitutional and statutory rights as a religious institution and employer to give preference to Seventh-day Adventists in admissions and employment, including but not limited to 42 USC Secs. 2000e-1, 2000e-2; Sec. 6-15 of Federal Executive Order 11246; 41 DFR Sec. 60-1.5(5); 20 USC Sec. 1681 (a)(3); 106.21, 106.31, 106.39, 106.40, 106.51, and 106.57; and the First Amendment to the United States Constitution. The College believes that Title IX regulations are subject to constitutional guarantees against unreasonable entanglement without infringements on the religious teachings and practices of the Seventh-day Adventist church. The College expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-day Adventist church. The College claims exemptions from the provisions of Title IX set forth in 34 CFR Secs. 106.21, 106.31, 106.39, 106.40, 106.51 and 106.57.

n-p

notary service To have a document notarized, take it to Amy Watson in the Human Development office on 4th floor or to Sherri Gregory in the Nursing Department. There is no fee for this service.

nursing Union's nursing program is highly acclaimed. Rotations in three area hospitals give broad nursing experience.

nursing student organization The Union College and Nebraska Wesleyan University nursing programs have a joint chapter of Sigma Theta Tau Nursing Honor Society. The Nu Rho Chapter is open by invitation to students with a high academic achievement.

off-campus housing All students eligible to live off campus must complete the off-campus housing form, which can be picked up at the Student Services office. Student will qualify to live off campus if they are 22 at the beginning of the semester. Students who are 21 may apply to live off campus if they have senior status (92 credit hours) with good residence hall citizenship, three consecutive semesters of fulfilled religious service credits, and a 3.0 G.P.A. Union College endorses the Biblical principal of morality. For this reason, requests to live with a person of the opposite gender will not be granted. Off-campus housing requests will only be granted to students to live with their parents, if their parent is present and if their parent's primary residence is in Lincoln, as stated on their state tax return.

Office of Academic Administration The services in this office include directing the academic council, giving raises to faculty (hmm...), recommending new faculty, preparing class and exam schedules, and dealing with any student or faculty academic problems. The **academic dean** (a.k.a. **vice president for academic administration**) is also located in this office.

official state bird The do-do. We were going to look that up, but would it really make a difference? Further research reveals that it is the Western Meadowlark.

OmaLink OmaLink is a shuttle service available from Lincoln to the Omaha airport. You can go to their website www.omalink.com for more information or stop by Student Services.

Ombudsperson You may contact Dr. Trudy Holmes-Caines if you have concerns regarding multi-cultural or gender equity issues.

Ortner Center Conveniently located at the center of campus is Union's newest facility—the Ortner Center. Although the external construction of the Ortner Center may have looked like an addition to the old Culver Hall, the project involved much more than new entry area. The Ortner Center includes a 24-hour campus information center, Union Market, Inky's lounge, guest rooms, conference facilities, McClelland Art Gallery, student lounge, Culver Hall men's residence and a few other goodies you can discover for yourself.

PDA See **social conduct**.

Parental Notification Policy In an effort to foster the well-being of the student and in compliance with the Family Educational Rights and Privacy Act (FERPA), Union College reserves the right to notify a parent/guardian when a student has been admitted to the

hospital, has a serious health condition, has violated any Federal, State, or local law or campus rule or policy governing the use or possession of alcohol or a controlled substance, or for any conduct that poses a significant risk to the safety or well being of that student, other students, or other members of the college community.

parks Some of Lincoln's most precious quiet spots can be found in these small-to-expansive stretches of grass and trees. The city lists more than 80 parks in Lincoln. Good luck finding all of them. Here are a few of the editors' favorites:

Antelope Park (Sunken Gardens is a beautiful flower sanctuary. Also site of Lincoln Zoo.) 23rd and N to 33rd and Sheridan Blvd

Holmes Park & Lake 70th and Normal, walking entrance at the end of Bancroft.

Hazel Abel Park (A true gem. A must see.) 18th and E

Pioneers Park Nature Center (The official Sabbath afternoon Adventist hangout. Four miles of walking trails and some wild turkeys and bison. What more is there to nature?) South Coddington and West Van Dorn

Wilderness Park (Lincoln's largest park, covers 1,445 acres and features 22-mile round trip bike- or bridle-trail. First and Van Dorn to 27th and Saltillo Road

password To receive a password for your UC-ID or for your UC email, contact Information Systems.

Peanut Gallery The student, staff, and faculty picture directory that can be used to discreetly find out who you've been saying "Hi" to in the elevator for the past three weeks. It's also invaluable in the fine art of date-picking. The PG is available on-line and in hard copy.

Peanut Hill The old name for the **Peanut Gallery**. Some history on the *peanut* part of it: Lincoln residents would often ride open excursion cars to College View on Sundays and use Union's lawn as a park. During their visits many of these residents bought peanuts from David Weiss, a former Union College Student. Over time College View got the nickname Peanut Hill.

 **pets** will be limited to fish in 10 gallon or smaller tanks. A \$50 fine will be levied for any other wildlife found in the dorms.

phone books This isn't one. Phone books will be distributed to each dorm in December.

phone numbers Understanding the campus phone directory can be confusing without knowing a few facts.

campus extensions 2000 – 2499 can only be dialed on-campus or off-campus by dialing 486-2600 and then dialing 1 plus the extension number 2000-2499 followed by the pound key

campus extensions 2500-2999 can be dialed on-campus or from off-campus by dialing 486-2500 through 486-2999

outside lines dial 9 plus your off-campus number

Dial 911 to reach an emergency operator, *dial 2911* to report a non-emergency problem

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pizza Alright, this is a tough one. There are way too many pizza places in Lincoln to list, so we'll give you our personal opinions of the best:

Piezano's Excellent thin-crust, tangy sauce, pineapple pizza. And the regular stuff.

Valentino's Must be Union's official food. Great, traditional stuff.

Yiyia's Zillions of toppings. Custom-made slice, a drink, and bread for \$3.50.

plant services Renaissance men and women of maintenance. Some of the services they provide include making keys, keeping up with maintenance needs, and maintaining grounds.

pool See **Larson Lifestyle Center**.

population Approximately 900 students are currently enrolled at Union College. So we're not outrageously large. Use it to your advantage. Our size makes it easy to find friends and be involved.

post office The nearest post office (besides the bookstore) is on Van Dorn St between 48th and 56th.

Prescott Hall One of the two men's residence halls. The first floor has guest rooms for campus visitors. See **guests**.

president David Smith is Union's president. Visit him on the first floor of the Dick Building anytime. He's glad to see you.

president's council The college faculty and staff are directed by the President's Council. It consists of:

David Smith, *president*

Malcolm Russell, *vice president for academic administration*

Gary Bollinger, *vice president for financial administration*

LuAnn Davis, *vice president for advancement*

Nadine Nelson, *vice president for enrollment and student financial services*

Linda Becker, *vice president for student services*

Rich Carlson, *vice president for spiritual life*

Current chair of faculty senate rotates yearly

preprofessional Preprofessional programs are those which prepare you for careers in medicine, dentistry, law, optometry and other professions that require education beyond a degree offered at Union. An academic advisor is often able to design a program for you if you wish to study for a program not on the list.

🔓 **privileges** recognizing varied levels of maturity and development, there are differences in residence hall expectations based on age, class standing, and years of college attendance. Curfew may vary (see closing hours) as well as religious service expectations (see religious service expectations). Students must sign in and fill out weekend leaves as a safety measure.

🔓 **privacy of student records** Union College complies with the Family Educational Rights and Privacy Act of 1974. See directory information, look in the *College Bulletin*, or go to the records office for details.

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For the financially dependent student, grade reports will be available to parents or guardians. Students depending upon aid from sources other than parents or guardians may request grade reports to be sent to their financial aid sponsor, or the sponsor, upon request, can receive a copy of the grade report. Financially independent students may request their grade reports to be sent to parents. The college will share information with parents that is deemed, by college officials, to be necessary for good communication and in the interest of student progress.

 **protection of personal property** is the responsibility of the student. Theft of personal items should be reported to city police, as well as to a residence hall dean. Student rooms, automobiles, bicycles and motorcycles, should be kept locked at all times. The college cannot accept responsibility for items stolen (including money), damaged or vandalized.

College insurance does not cover personal property brought to the campus. Family household insurance may cover any possible loss.

publications

Around-the-Clock News For major donors, trustees, parents, pastors and educators
Clocktower College newspaper, written and edited by Union students
CORDmagazine The biannual publication of Union College
Golden Cords College yearbook
Campus Conversations A bi-weekly newsbrief on what's happening around campus intended for faculty and staff but you are welcome to read it too.

Public Relations See **Marketing Communications**

 **quiet hours** From 11 p.m. to 7 a.m. During these hours, music should be played at a level that will not disturb or be heard by others. All activities should be planned with consideration for the needs of others. Loud and boisterous behavior will not be tolerated.

railroad You don't have to be a hobo to ride the train. It's an alternative to flying or driving all night. See the phone book under Amtrak.

records office On the fifth floor of the Dick Building, they keep records of grades, GPA, transcript info, and all that stuff you need to be enrolled at Union. If you need to drop a class, add a class, or anything like that, go up there and they can take care of that, too.

Rees Hall The women's dorm. Does not end in "e" as in *Reese*. Pronounced *Rees* as in *peace*, not *Rees* as in *please*.

 **refrigerators** Students may have one refrigerator per room. Refrigerators are not to exceed a capacity of 5.5 cubic feet.

 **religious service expectations** Students are expected to participate in the religious services provided on campus and are encouraged to take advantage of the outreach

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programs that are offered. Attendance at a specified number of services may be a condition of continued enrollment. Reminders will be sent to those who get behind in their religious service attendance. Religious services are not intended to replace private devotions, but enhance devotions by providing a forum for Christian interaction and a positive focus for students. Due to the many options that are being offered, please plan your semester to meet your religious service expectations. Attendance totals may be called up on your computer. After logging onto the computer, select the "Student Information" option. Another menu screen will appear from which you should select "Worships." Religious service credit will be given when a student attends a service. The following services or programs are planned with your spiritual growth in mind.

Chapel, Tuesday 10:30 am	1 pt (6 chapels will be worth 2 pts)
Vespers, Friday 7:30 pm	1 pt
Power Pac/V2	1 pt
Wednesday dorm worship	1 pt (6 worships will be worth 2 pts)
Other dorm/hall worships or approved services	1 pt
Regular attendance at approved small groups	1 for each session attended

Expectations for each class is as follows:

	Residence hall students	Community Students
Freshmen	35	25
Sophomores	30	20
Juniors	25	15
Seniors	20	10

Record will not be kept for married students, students with children, single community students 25 or older, community students taking five hours or less, students with a baccalaureate degree, and seniors in the final semester of a baccalaureate degree.

When groups travel on weekends representing the college, members will receive vesper credit (assuming lists of those traveling are provided). Students may request one worship credit from an approved leave upon return from that leave and if requested from the deans.

All residence hall religious services are open to non-residence hall students. Students who do not attend religious services regularly will be sent gentle reminders. Failure to meet these requirements may result in restriction of privileges and a registration hold.

rental units There are rental units available for faculty/staff or students, ranging from houses to one-bedroom apartments. Contact the Business Office on fifth floor or call x2502 for more information. Students must be 22, or 21 with Deans Council approval to live in these units.

 **repairs** Report any needed room repairs to plant services via the Union College Web site.

 **resident assistants** are chosen to aid the deans in the administration of the resi-

dence halls. Resident assistants take nightly checks by entering each student's room. The RA is available to assist students in making the best use of social, spiritual and academic opportunities at Union College.

RAs are available to discuss personal concerns of students, campus life and activities, and to create an atmosphere conducive to Christian growth and development. RAs are responsible for maintaining quiet in their areas by speaking to noisy/disruptive students and by referring such persons to the deans. RAs may recommend appropriate action such as removal of inappropriately used sound equipment. RAs are available for tutoring or for making referrals to those better able to provide assistance. Resident assistants also help provide social activities.

 **residence hall care** Residents are responsible for keeping their rooms clean. Residence hall deans reserve the right to check rooms for cleanliness and expect residents to clean their room as directed by the dean. Artwork or posters on walls may also be evaluated as to its appropriateness and the dean may ask that it be removed or replaced. Rooms are not to be painted. Furniture is not to be painted, built in, moved out of or between rooms or lounges in residence halls unless authorized by a dean (see lofts). Roller blades, bicycles, and skateboards cause floor/carpet damage and should not be used inside the residence hall. Nails, tacks, duct tape and/or carpet tape are not to be used in rooms. The college is responsible for maintaining facilities and furnishings including painting, electrical and plumbing repairs, installation of drapery rods, hooks, etc. All repair issues need to be reported to the dean.

reservations Did you know that you can rent the Atrium for a family reunion? Or that you can have the Dining Services cater a meal? Union offers comprehensive guest/convention services. You may be far from a guest, but you can still take advantage Union's special services. See below for information.

equipment Rent all the risers, folding chairs and tables you will ever need.

Call plant services x2536.

guest rooms These are available for those who need to stay overnight or longer, when available. Parents and alumni receive a discount. To make a reservation or for more information contact the Ortner Center at x2545.

meals Dining Services caters meals from breakfasts and buffets to picnics. Call x2516.

space for rent

Atrium, Woods Auditorium, the Dick Building Lobby, and Christianson Board Room. Call Advancement at x2503.

Ampitheater and classrooms. Call the Academic Dean's Office at x2501.

Ortner Center and conference rooms. Call the Ortner Center at 2545.

Gymnasium. Call the Larson Lifestyle Center at x2525.

Student Center. Call Student Services at x2507

transportation In a pinch? If you schedule 24 hours in advance, service is usually available to both Lincoln and Omaha airports and the bus or train depot. There is a charge for this service. Call Student Services x2507.

restaurants More than 60 restaurants await you within ten minutes of campus. We'll let you check the phone book for that.

r-S

restricted areas As a student you are granted the privilege of utilizing Union College facilities to the full extent of its capabilities. However, there are certain areas on campus that are to remain restricted to authorized personnel only. Such areas include, but are not limited to, the following locations: rooftops, locked buildings, opposite sex dormitories (excluding lobbies), Plant Services, and the steam tunnel systems. These areas are to remain off-limits to students due to safety and security reasons. Violations by entrance, or intent to enter these areas, will be viewed as a violation of this policy and are subject to review and discipline from dean's council, which may include a fine. Dean's council reserves the right to designate additional restricted areas as deemed appropriate.

résumés The **Career Center** has many resources for résumé writing. Pay them a visit and they'll give you a hand.

Rieger The real name of the state-of-the-art organ in College View Church.

 **right of entry** The college reserves the right for residence hall deans or their representatives to enter and inspect student rooms and automobiles when necessary. Inappropriate items may be collected and held until the student leaves campus for the year. Individuals may be searched with probable cause.

rockpile The pile of rocks in front of the Dick Building was a gift from the class of 1898. For generations, the rockpile has been a campus landmark and favorite picture-taking spot.

room check See curfew.

 **room possession process** When a disagreement arises as to right of possession of a room, the following prioritized factors may determine room possession:

1. Person who chose the room first
2. Length of occupancy
3. Number of semesters at Union
4. Class standing
5. Single occupancy

Should these factors not be adequate in determining right of possession, a "toss of the coin" may determine future occupancy.

Sabbath observance – Sabbath observance is an important part of the culture of Union. Secular games, movies, or other activities should be reserved for other days of the week.

Sabbath School The pre-church service planned by students, where participation is the theme. It is Sabbath mornings at 10:30 in the Woods Auditorium.

 **safety regulations** Fireworks, candles, open-flame lamps, incense, or any other items that produce flames have been designated as "fire hazards" and are not to be used in residence halls. A \$50 fine and/or replacement costs may be assessed for violation of this policy. Residence halls have kitchenettes for cooking. Cooking appliances such as hot plates and electric skillet are to be used in kitchenettes, not in student rooms. Irons should only be used in laundry/ironing rooms. Extension cords and mul-

multiple plug-ins are not to be used. The Fire Marshall recommends a fused multiple-plug safety strip. Due to recent fire hazard warnings, halogen lamps are not allowed.

scholarships In Student Financial Services, there are sheets you can fill out to apply for scholarships in the winter and spring. No long forms, no long lines, just nab one and get signed up for all the free cash you can.

School song "Slinga de Ink," the school pep song, originated in 1924. Louis Niermeyer of Cedar Rapids, Iowa, conceived the idea of taking the song of his home-town college and adapting the words to Union, using the same tune. He and three friends sang it as a quartet, it caught on, and has survived as a typical folk song. "Slinga de Ink" is crooned on assorted occasions and lends itself to being sung very loudly and heartily. Don't worry if you don't know it—you'll catch on quickly.

🔑 screens are part of your room inventory and are not to be removed. A \$50 charge will be assessed for removal of screens. In addition, students will be charged for screen damage or replacement of screen.

🔑 search policy The college reserves the right for residence hall deans, administrators or their representatives to enter and inspect campus student rooms and automobiles. Inappropriate items may be collected. Individuals may be searched with probable cause. In addition to the above, as a drug free and weapon free zone, Union College retains the right to search any of its property for illegal drugs, controlled substances, alcohol or firearms; upon having a reasonable suspicion that such items may be present or that illegal activity is taking place. Union College property includes, but is not limited to, any dormitory rooms on Union College campus, vehicles parked in the parking lots, computers and off-campus housing owned by Union College. Union College may also utilize canines in a search.

🔑 sex offender policy Union College considers the protection of our community from sex offenders to be a matter of significant importance. The Nebraska Sex Offender Registration Act allows the college to provide notice to the campus community concerning sex offenders who are, or will be attending classes or working on the campus, and to assist our community members in developing constructive plans to prepare themselves and their children residing near released sex offenders.

The college is authorized to notify the community when information is received that a registered sex offender may be expected on or near the college campus, including off-site buildings and associated college activities. Information that is relevant and necessary to protect the public and to counteract the danger by a particular offender may be released pursuant to the Nebraska Sex Offender Registration Act.

Any student or employee of Union College that is a sex offender is required, in addition to residency registration, to register with the Lancaster County Sheriff disclosing his or her involvement or relationship with Union College. Such registration shall be completed on a form approved by the Nebraska State Patrol. Any student so registered is subject to the disclosure requirements of the Nebraska Sex

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Offender Registration Act which supersedes any expectation of privacy provided pursuant to The Family Educational Rights and Privacy Act.

The extent and content of the disclosure of relevant and necessary information shall be related to:

- the level of risk posed by the offender to the community;
- the location where the offender resides, expects to reside, or is regularly found; and
- the needs of affected community members for information to enhance their individual and collective safety.

Additionally, further information about any registered sex offender can be found by searching the sex offender registry located at <http://www.nsp.state.ne.us/SOR/>. This policy is intended to comply with the Campus Sex Crimes Prevention Act.

☞ sexual harassment will not be tolerated at Union College. Union College's sexual harassment policy is available at the Student Service's office.

☞ sexual harassment compliance officer You may contact the VP for Student Services if you have concerns regarding sexual harassment issues. If you feel you have encountered a student or staff member who is making unwanted advances toward you, she will listen to your concerns and make recommendations regarding the specific situation.

☞ sexuality Union College endorses Biblical principles of morality. We believe Scripture supports virginity until marriage and outlines appropriate, heterosexual relations within the marriage covenant.

Realizing that one's actions affect the people around us, and given today's societal and health concerns, the college feels a responsibility in furthering a student's understanding of healthy relationships. This goal can be achieved through residence hall worships, chapels, and classroom instruction.

The college may intervene with students whose behavior is out of harmony with Biblical principles of morality. As a result of a student's misconduct, he/she may be asked to seek counseling, education, or spend time away from campus with family/faculty/staff. Type or severity of recommended intervention may vary depending upon individual attitudes and circumstances. The purpose of intervention as it relates to Union College and its students is

- to help students live/ behave in a manner appropriate to Christians,
- to provide an educational setting to disseminate life-changing information,
- to provide a support system both within and outside the school setting to effectively address the problem.

The goal of intervention is to assist students in developing their individual, intellectual, physical, emotional and spiritual capabilities to the fullest extent possible while completing their academic program.

Share the SPIRIT Add to the Union College experience (see **college tagline**) and share a compliment or suggestion through the Share the SPIRIT program.

Share the Spirit

Perceive needs

Include everyone

Respect differences

Inform accurately

Thank often

If you can't find a Share card in a convenient box near you, stop by the Student Services office. Don't let your ideas go unnoticed.

shopping Bored? Several **malls**, shopping centers and a huge factory outlet center are within 30 minutes. Lincoln's **Haymarket** district is a renovated historical site filled with shops and restaurants. Target, Wal-Mart, and a host of smaller stores are just down 56th St & Highway 2. If those aren't enough, there's always downtown Omaha—an hour away.

signs/posters You have a big meeting coming up for the Math Club? Sponsoring CABL Cafe? Go to Advancement or Student Services and have them approve your signs. All signs must be approved with a stamp from Advancement or Student Services before they are posted on campus. Signs are to be posted in approved places only. Signs in the Dick Building are to be posted on the bulletin boards. Any signs found on doors, windows, walls or ceilings will be fed to the trash can. Advancement and Student Services ask all sign-posters remove their signs when they are no longer needed.

 **single occupancy** **Single occupancy is only available as space allows, and students will be charged single occupancy rate.**

skateboarding Skateboarding/ longboarding and rollerblading are not allowed on campus.

sky shows Mueller Planetarium at 14th and U (the west end or Morrill Hall, a pretty cool museum at UNL). They have laser light shows that are synchronized to music in addition to astronomical shows. Call for show times and prices. The Hyde Memorial Observatory has free telescope viewing when the weather permits. Located in Holmes Lake Park; use the south entrance.

squatters rights The rights one has when, after residing in a room for a school year or semester, the time comes to pick or reserve for the next school year.

snack shop See **Cooper's Corner**.

 **social conduct** **Relationships between men and women are very special. Expression of affection is personal and should be kept within the bounds of good taste. Public display of affection does not make your fellow students feel comfortable, please don't!**

stadiums Pershing Auditorium, Devaney Sports Center, Memorial Stadium and the Ice Box. Lots of sports going on here.

S

staff Union College employees who do not teach but play a very important role in the operation of the college.

stamps Get 'em at the bookstore. Same price as any other place. Cash only.

StarTran Lincoln's bus service that accesses much of the city. There are two places to catch the bus on the front campus. Student Services has route maps and time schedule.

State Games, Cornhusker One of the largest state games finals in the nation. More than 19,000 athletes participate each year. Held on the third weekend in July, with 45 competitive and non-competitive events offered throughout the city. The Cornhusker State Winter Games are held in Omaha in April.

 **storage** Space in the residence halls is limited. The college cannot assume responsibility for items lost or stolen while in storage. Items left more than a year may be disposed of.

 **student absence guidelines** Class attendance is a vital part of student academic success. Teachers expect students to attend class unless excused for medical reasons, for a trip for another class or a varsity athletic event. Students should make arrangements with teachers before they miss a class. It is at the teacher's discretion to determine if work that is late as a result of an absence may be submitted for credit. Teachers will outline their attendance policy in their syllabus.

student accounts If you have questions on student statements, contact Student Financial Services on 6th floor of the administration building, or call x2505.

 **student center** The student center is located in the upper level of the atrium, and has been created to provide a casual social setting for students. The lounge is available for study and conversation and other areas are set aside for games, televisions, and DVD use. Hours are posted on the Student Center door. Cooper's Corner offers a variety of food items.

student eligibility to represent Union College Students who represent Union College on trips for recruiting purposes or any activity that represents the college (i.e. AIA and Campus ministries conventions), or are featured in a significant way in promotional materials must meet the following criteria: be registered student, have a 2.5 semester GPA, and have good citizenship. Students who fail to meet these requirements will not be permitted to represent Union College. This policy does not apply to students asked to travel as a part of a class (band, gymnastics, orchestra, and choir). A separate policy governs varsity athletics.

student employment Union's student employment office is at the Business Office on 5th floor. The office coordinates all on-campus student employment. See **jobs**.

 **student health** Union College operates a campus clinic which is directed by Carol Gibson, a registered nurse. There is also a PA available on campus twice a week. Check with the student health nurse for times and appointments. Students who are ill need to contact the nurse during office hours by calling 486-2554. Student health is located in the lower level of the Dick Building. This office is open Monday, Thursday,

and Friday from 8:30 a.m. - noon and on Tuesday and Wednesday from 10 a.m. - noon and 1 p.m. - 4 p.m.

Written excuses or a sick list for class absence due to minor illnesses will not be provided by student health. The student should make individual arrangements with teachers when absent from classes for minor illnesses. When a serious illness occurs and a student is absent three or more days or hospitalization is required, student health will (upon request from the student) help to document that the class absence was medically necessary if the student has a note from a physician or has been in contact with the nurse concerning the illness.

The college may insist that those who need evaluation and/or treatment for emotional or physical health needs or for substance abuse receive necessary attention. College staff and/or consultants will determine need. Care may be a condition of continued enrollment. Since the college does not have the required facilities to care for such situations, parents or guardians will be notified and expenses incurred for treatment will be the responsibility of the student and the immediate family.

student missionary (SM) Union College students who take six months to a year during their college experience to go to another country/culture to serve others. Short-term mission trips are also available. See the call book in Campus Ministries for details. Student missionary positions are similar to *task force* who do their tour in the United States, most often at an academy.

student organizations Associated Student Body, Business and Computer Science Club, Communication Club, Education Club, Health Professions Club, International Club, Ministerial Club, Music Club, Nursing Club, Science and Math Club, Social Work/Psychology Club, Student Alumni Association and CABL (Collegiate Adventists for Better Living). It's easy to be involved.

🔗 student right to know and campus security act Union College complies with the Student Right to Know and Campus Security Act of 1990. Federal law requires the college to issue a yearly report of on-campus incidents of murder, rape, robbery, aggravated assault, burglary and motor vehicle theft, as well as the number of arrests that occurred for liquor law and drug abuse violations and weapons possessions. Statistics reported are those brought to the attention of the vice president for student services. Incidents reported directly to authorities would not necessarily be included in that report. A copy of the policies and procedures followed by the college is available in the Student Services office.

student senate The students' legislative voice to the administration. This body discusses issues and makes recommendations for change/revision to various departments or policies. If you have a concern about an issue on campus please see your senator.

Student Services The director of this office (vice president for student services) deals with all aspects of student life that are not academic. This includes student problems (or solutions), residence halls, Saturday night activities, ASB, etc. See **ASB**. The Student Services office is located on the first floor of the Dick Building. Visit them anytime - they are your advocate.

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student week of prayer Comes twice each year. Go and be inspired by your classmates. It's all student-organized, planned, and executed.

Studio for Writing and Speaking If, while preparing a paper or speech, you need a fellow brainstormer, an extra pair of eyes for punctuation and grammar glitches, or just plain encouragement to hang in there, visit the Studio for Writing and Speaking in room 116 in the library. Our capable student tutors will work with you and your project free of charge. Our goal is to empower you in your writing and speech-giving, so we will help *you* compose and revise your work rather than simply editing it for you. You can schedule an appointment through Moodle or just walk-in for a conference. Whatever your year, whatever your major, you are welcome. For our hours and scheduling information, check us out at <www.ucollege.edu/humanities/thestudio>.

 **study atmosphere** At any given time there is probably someone trying to sleep or study in the residence halls. For this reason, a “study atmosphere” should be maintained in the residence halls at all times. Each resident has the right to a peaceful and quiet atmosphere in his/her living area. Respect this right by keeping the noise level in the residence halls low.

 **substance use/abuse** Union College is committed to a drug/tobacco-free environment for students. The unlawful manufacture, distribution, dispensing, possession or use of alcohol, tobacco or a controlled substance by a student while enrolled in Union College is prohibited and shall be viewed as an act of misconduct and shall be subject to disciplinary action, whether on or off campus. A controlled substance is any drug, except a prescription drug, that is used or possessed in the amount specified by a licensed physician. Alcoholic beverages such as beer, liquor or wine; drug paraphernalia and any substance represented to be a drug are included within the parameter of these guidelines. In addition, when these items are found in a student's room or vehicle, the occupants of the room or the owner of the vehicle will be considered to be in possession, and the substance abuse policy will apply.

Union College will periodically provide alcohol and drug-free awareness programs in an effort to keep students informed of the dangers of drug abuse. The college's responsibility in working with students involved in alcohol and drug use involves two areas: help in recognizing the existence of any drug abuse in their lives and help in maintaining an alcohol and drug-free atmosphere in order to enhance the scholastic environment.

When a student has been involved in substance use/abuse, an intervention will take place and an evaluation will be required at the student's expense. The recommendation from the evaluation must be followed for a student to remain at Union College. Educational classes, outpatient or inpatient counseling may be required as part of the follow up process. A variety of counseling and treatment services are available through agencies in Lincoln.

Local, state and federal laws prohibit the possession, sale or distribution of drugs. An obligation exists to report activities of an illegal nature to criminal justice authorities. **SELLING OR GIVING ALCOHOL TO MINORS IS ILLEGAL AND WILL BE REPORTED TO LAW ENFORCEMENT AUTHORITIES.**

 **summer program** regulations of the college, including personal appearance and housing as outlined, apply during the summer except as specifically stated below. All summer residence hall occupants are summer students for the purpose of interpreting the policies of this handbook.

All single students, not eligible for off-campus housing, are required to live in the residence hall during the summer if working on campus or taking any classes, lab or practicum at Union. Students preregistered for fall semester classes at Union College and working off campus may live in a residence hall, providing advanced financial agreements are made. If a student becomes involved in disciplinary procedures, the privilege of living in a residence hall, working on campus, and taking classes may be revoked.

Curfews during the summer months or summer session are Sunday through Thursday:

Junior/Senior:	midnight
Freshman/Sophomore	11 p.m.
Friday (everyone):	11 p.m.
Saturday (everyone):	1 a.m.
22+:	sign in - no curfew

All leaves will be approved at the discretion of the dean. Remaining out of the residence hall all or any part of the night without permission may result in serious discipline or dismissal.

summer sessions/special studies Summer session starts the Monday after graduation. There are three different three-week sessions. Special studies can be queried and applied for with the registrar.

swimming The logical choice, is, of course, the Larson Lifestyle Center. Don't even think about Holmes Lake.

 **Teaching Learning Center (TLC)** The TLC offers assistance to Union College students with disabilities who work to earn an undergraduate degree in a Christian environment. The TLC is happy to be able to offer, free of charge, accommodations to college students as directed by Section 504 of the Rehabilitation Act. Students who participate in this program including students requesting any accommodations must submit a separate TLC application along with current (less than three years) documentation/verification of the disability. In addition to accommodations, students may request regular weekly tutorial, time management and organizational assistance. Applications are available in the TLC along with rate information for tutorial services.

tennis You could drive to Wimbledon for some grass-court action, or...hop on over to the courts south of the Lifestyle Center. Want to get better? Take tennis for credit.

testing See Career Center.

Thunderdome Affectionate and unofficial name for the Union College gymnasium.

t-v

tickets, parking See **motor vehicle regulations**.

transcripts See **records office**.

tours See **campus tours**.

transportation See **reservations**.

trees See **outside**. Uh, I mean, look outside your window.

tutoring See **Teaching Learning Center (TLC)**.

Unicomp Union's computer bulletin board, displayed on monitors all around campus. If you want to put a free message on the Unicom, e-mail kaluke@ucollege.edu or call x2503. Things for sale and for rent are not put on Unicom. They are placed on the east bulletin board on the Dick Building's first floor and on the electronic bulletin board.

Unionaires See **music**.

Union College It's where you are now. Union College is an independent, coeducational four-year college offering degrees in the liberal arts and sciences. Founded in 1891, Union is owned and operated by the Seventh-day Adventist Church and has an enrollment of approximately 900 students. Union College's campus covers 50 acres in southeast Lincoln. With more than 100 species of trees, the campus is a site of the Joshua C. Turner Arboretum. The college faculty and staff are directed by the President's Council (see **president's council**).

Union Market Union Market is the place to find a healthy meal or a quick snack. Features included extended hours, market-style food preparation and Inky's student lounge. See you at "the Market." Hours vary during school breaks and summer.

Weekdays: 7 a.m. - 10 p.m. service, except

Friday the service area closes at 6 p.m.

Sabbath lunch: 1:15 p.m. - 2:00 p.m.

Saturday night: 6 p.m. - 7 p.m.

Sunday: 10 a.m. - 10 p.m.

Union Scholars The Union College honors program. Every division chair and professor should know about this program and encourage students to participate. Call x2560 for more information.

vacuum cleaners In Rees, bring your own vacuum cleaner. Prescott and Culver, see your RA.

 **vandalism** to public areas of residence halls, e.g. holes in the wall, burns in the carpet, may be assessed to residents of the floor where such damage occurred, if individuals responsible for the damage are not discovered and charged.

vegetarian All of the meals provided by Union’s food services are meatless. We call them vegetarian—to be precise. Meals are designed to encompass all areas of vegetarianism, from lacto-ovo (includes eggs and milk) to vegan.

village students See **community students**.

visitors See **guests**.



Warriors Name for the men’s and women’s Union College athletic varsity-level teams. The Warriors have their own logo.

☞ weapons **Weapons such as firearms, explosives, BB or pellet guns, knives or other weapons are not allowed at Union College and are to be left at home. These items will be confiscated when found in a student’s possession, and the local authorities may be involved.**

weather Variability is the only constant in Nebraska when you talk about weather. There is a 148-degree spread between the city’s record high (115 degrees on July 25, 1936) and record low (33 below, January 12, 1974.) The average is 51 degrees. Coldest month is January, where the average daily temp is 21.3, and the hottest is in July, where the average daily is 78.2. Annual snowfall, for all you sunbathers, is 26.4 inches.

summer

Don’t worry, summer days in Lincoln only reach temperatures between 85 and 100 degrees. Add a splash of balmy humidity and it’s 10 degrees hotter. A recommendation: Aussie 12-hour humidity styling spray. See **Shopping**.

winter

Old man winter isn’t kind in Lincoln. But, if you like snow, you’re in luck. Temperatures can drop well below zero during the heart of winter.

Web site Visit the Union College Web site at www.ucollege.edu. You’ll find many features designed especially for current students. For example, under Current Students (second button on the top), you’ll find info about student employment, student health, athletics, computer labs, ASB and other club activities. You can find all your class details under Current Students as well, including course descriptions, class and exam schedules, curriculum guides and contact information for all your teachers. Still want more? The home page has an Event Calendar, which shows all the upcoming events on campus. During the snowy winter months, snow closing information can be found on the home page (under the smiling student picture). And don’t forget to check out Campus Ministries for frequent picture and event updates.

FYI: The Union College Web site is maintained by the different departments and divisions around campus through a content management system, developed by Union’s very own Information Systems and Marketing Communications departments. Some sections will likely stay more current than others. The overall content manager for the campus website is Scott Cushman. He can be reached at x2275 or via e-mail at scushman@ucollege.edu if you have questions or comments about the website.

W-Z

wedding showers bring honeymoon flowers.

 **weekend leaves** See **leaves**.

weight room The heaviest room on campus. In the Larson Lifestyle Center. All you need to get in if you are a student is your student ID card.

Wilderness Park See **parks**.

withdrawal It's the beginning of September, and it seems like you've been taking chemistry for six months already, so you say, "Let's drop this one, alright?" Just go to the records office. They'll help you.

Woods Auditorium Assemblies are held in the auditorium once a month by ASB to let students, faculty and staff know about current campus events. Plays, Sabbath School, and a variety of workshops, concerts and entertainments take place here.

worship expectations See **religious service expectations**.

x Stands for extension. Off-campus, it should be preceded by 486- See **phone numbers**.

yearbook See *Golden Cords*.

zoos

Henry Doorly A world-class zoo, complete with indoor jungle and an indoor aquarium (miniature hippos and penguins included). In Omaha.

Lincoln Children's Zoo 1222 S 27th You're never too old for the zoo.

#'s

College Telephone Directory 2011 - 2012

Area Code: **402**

Emergency Hotline with weather information 486-2555
Switchboard 486-2600

Administration

Academic Administration 486-2501
Advancement 486-2503
Chaplain/Campus Ministry 486-2508
Enrollment and Student Financial Services 486-2504
Financial Administration 486-2502
President 486-2500
Records 486-2529
Student Services 486-2507

Campus Services

Campus Bookstore 486-2517
Dining Services 486-2516
Information Systems 486-2511
Larson Lifestyle Center 486-2525
Library 486-2514
Ortner Center 486-2545
Plant Services 486-2536

Counseling Services

Academic 486-2501
Career 486-2540
Personal 486-2540
Spiritual 486-2508
Student Financial Services 486-2505
Teaching Learning Center 486-2506

Divisions

Business and Computer Science	486-2521
Fine Arts	486-2553
Emergency Management and Exercise Science	486-2980
Health and Human Performance	ext. 2167
International Rescue and Relief	486-2980
Nursing	486-2524
Nursing Annex	ext. 2186
Physician Assistant Program	486-2527
Human Development	486-2522
Humanities	486-2523
English as a Second Language	ext. 2090
Religion	486-2526
Science and Mathematics	486-2515

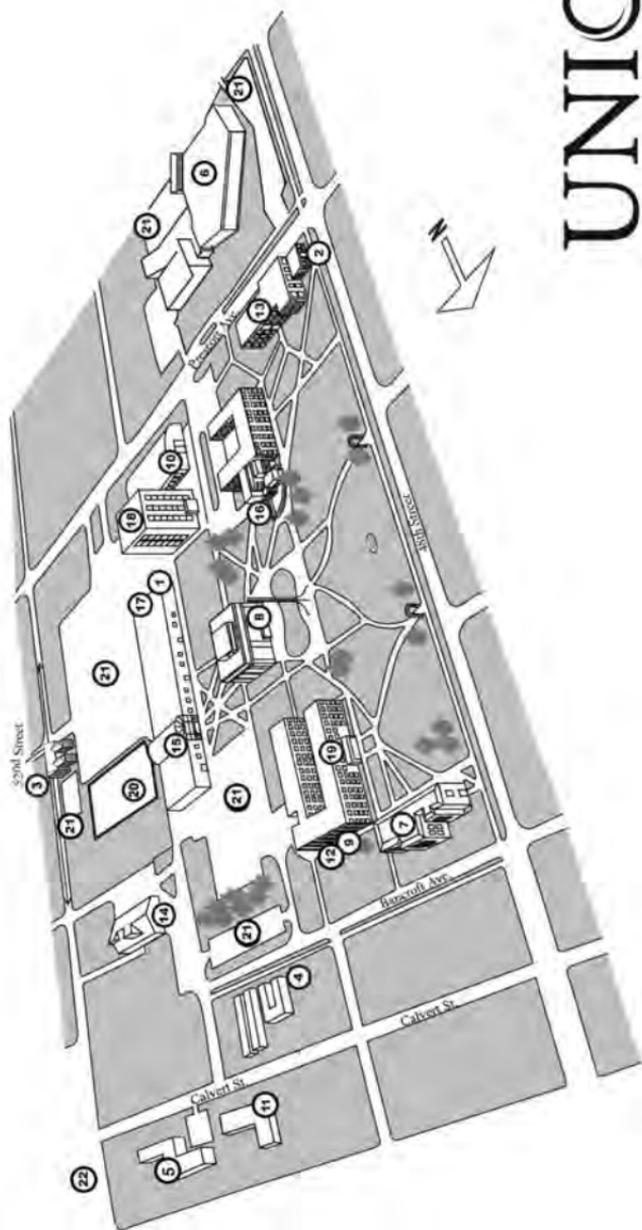
Residence Halls

Culver Hall	486-2532
Prescott Hall	486-2531
Rees Hall	486-2530

ASB Officers List for

2011 - 2012

President	Alex Adams
Executive Vice President	Geoff Doctoroff
Social Vice President	Caleb Colon-Rivera
Financial Vice President	Andrew Morgan
Academic Activities Director	Kaylie Edgerton
Secretary	Helena Howard
Union for Christ (UFC)	Tash Copening
Golden Cords	Evan Ross
Clocktower	Cassie Fitzpatrick
Peanut Gallery	Patrick Torres
Webmaster	Howard Meier
Public Relations Coordinator	Kristen Vogler
International Liaison	Thandani Dube



UNION COLLEGE

1. AdventSource
2. Carnegie Building
Marketing Communications
Public Relations
3. Campus Housing-Cooper Place
4. Campus Housing-Kern Courts
5. College View Academy & Gym
6. College View Church
7. Engel Hall
Division of Fine Arts
8. Everett Dick Administration Building
Administrative Offices
Division of Business and Computer Science
Division of Human Development
Division of Humanities
Division of Religion
English as a Second Language
Enrollment and Student Financial Services
9. George Stone School
10. Gymnasium
11. Helen Hyatt Elementary School
12. International Rescue and Relief Program
13. Jorgensen Hall
Division of Science and Mathematics
14. Larson Lifestyle Center
Health and Human Performance
Division of Nursing
Physician Assistant Program
15. Don Love Building
Atrium
Campus Store and Mailroom
Career Center
Ella Johnson Crandall Memorial Library
Student Center
Woods Auditorium
Nursing Annex
16. Ortner Center
Campus Welcome Center
Union Market Dining Services
Lang Conference and Guest Center
Culver Hall - Men's Residence
McClelland Art Gallery
Tribute Terrace
17. Plant Services
18. Prescott Hall—Men's Residence
19. Rees Hall—Women's Residence
20. Tennis Courts
21. Parking
22. 49ers Field