

INTRODUCTION

This **Handbook for Parents** is designed to provide parents of Concordia students with helpful information about the University and the services that are made available to our students, your sons and daughters. It is, basically, an abbreviated version of the **Student Handbook** that all students have access to on our campus intranet at <http://intranet.cuchicago.edu> In order for you to gain an understanding of and hopefully an appreciation for the presuppositions we hold and the approach we take to student services at Concordia, I have included here the message that I also share with the students:

Scripture reminds us that of those to whom much has been given, much will be expected. The goal for all who work and study at Concordia, therefore, should be to strive to develop every gift that God has given them. Certainly it is appropriate that academic performance be emphasized, and the Office of Student Services supports this priority with all of the resources available to it. We are also well aware of the fact, however, that scholarly pursuits and intellectual accomplishments are enhanced and complemented by a strong support system of student services. Consequently, personal counseling, a variety of student activities, and a quality living experience in the residence halls are made available to all students. In short, we believe that a total education consists of more than just course work, and as a result, have attempted to create an environment in all facets of campus life, which will contribute to the spiritual and social development of our students, as well as a life-long commitment to the satisfaction of their intellectual curiosity.

The motto of the University, "You shall know the truth and the truth shall make you free," sets the tone for the way members of the Concordia community will interact as they live their lives in this place. We are a people who have been set free by the saving acts of a gracious God. But our freedom is not license. Rather, it is the freedom to serve one another in love; to treat others as we would be treated. This high calling is the responsibility of all who work and study here. Freedom and responsibility, then, might appropriately be seen as the gift and the goal of the people of Concordia.

The **Handbook** has been designed to not only acquaint students with the services available to them, but also to inform them of the specific rights and responsibilities that are theirs as members of the Concordia community. It is expected that every student will become completely familiar with all of its sections. Any questions concerning its content or meaning can be directed to the Office of the Dean of Students. We are here to serve our students and will do everything in our power to make their college experience a rewarding and fulfilling one.

May the days spent at Concordia be blessed with both a vision of the truth and the strength and courage to live as responsible individuals under the grace of a loving and forgiving God.

Jeff C. Hynes
Dean of Students

NON-DISCRIMINATORY STATEMENT - Concordia will consider for admission any man or woman of character who is in sympathy with the objectives of the University and who shows evidence of ability to benefit generally from college educational experience and life. It is the policy of Concordia University not to exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, and privileges of Concordia because of age, sex, race, color, creed, ethnic or national origin, or handicap.

RESIDENTIAL LIFE - The operation of the residence halls is supervised by the Dean of Students and his staff, composed of the Director of Residence Life, Resident Directors (RD), and Resident Assistants (RA). We believe that residence halls are not merely places to sleep, but communities, which offer each student the opportunity to experience positive group living and to develop meaningful friendships.

GUESTS - Concordia University students who live in the residence halls may be allowed to have same-gender overnight guests in their rooms for limited periods under the following conditions:

1. The Concordia student-host must have the express written permission of his or her roommate(s) before a guest may stay in the room.
2. The Concordia student-host must register his or her guest with their RA and RD by 4:00 p.m. on the day the guest arrives.
3. No individual may be an overnight guest on the campus for more than three nights in a given calendar month regardless of the number of hosts he or she may have. In other words, a guest may not stay with one host for three nights and then another host for three more nights in the same month. Each visit is to be separated by at least one week.
4. The Concordia student-host may not have more than two guests at the same time.
5. No more than two guests may be in a given residence hall room at the same time. In other words, if one roommate has two guests, the other roommate may not have a guest at the same time. However, two roommates could have one guest each at the same time.
6. The Concordia student-host may not have more than two individual guests in a given calendar month. If two guests stay at the same time, those are the only guests that they may have for that month.
7. Guests may only stay in the room of the host with whom they are registered.
8. No linens, pillows, or blankets will be issued to the guest.
9. No keys will be issued to the guest, and no guest will be admitted to the host's room without a registration card on file with the RD.
10. Guests who eat at any campus food service facility must pay cash on a per meal basis.
11. The Concordia student-host is responsible for informing his or her guest of all pertinent campus policies and is ultimately responsible for the behavior of the guest. Violation of campus policies by a guest could result in disciplinary action against the student-host.
12. When University courses are not in session, such as during a holiday break or the period between terms, only those students residing in their own rooms will be allowed to have guests under this policy.
13. Guests need to be escorted by a resident at all times while in the residence hall. Guests are liable to be asked to show valid legal identification to any authorized Concordia University personnel. Non-residents who are creating disruption or have no purpose in the building may be asked to leave the residence halls at any time by a residence hall staff member. Their noncompliance may result in referral to the Campus Security Department.
14. No one under the age of five is to be allowed in a residence hall after intervisitation hours.
15. Overnight guests are not permitted for a seven-day period prior to the last day of finals in a given academic period.

Any questions regarding this policy, or any requests for variations to the conditions stated above, should be directed to the Director of Residence Life, the RDs, or to the Dean of Students.

RESIDENCE HALL VISITATION - Human fulfillment requires the establishment of relationships between people. The need for such interaction is normal among young men and women in Christ and is salutary. They require interaction with others to grow into wholeness as persons who reflect the perfect humanity of our Lord. Maturing into the image of Jesus Christ should be the goal of young Christians as they search for and develop friendships.

Those who are charged with administering the life of the University can facilitate the search for and development of friendships among students on a college campus, like Concordia, River Forest. Above all, they ought to be committed to help the good things to happen that serve the purposes of the student as well as the purposes of the University and its sponsoring church body. In respect to facilitating social interaction, the administration has been most helpful in providing recreation areas, the community center, and lounges in residence halls. Most of these facilities are public by design and intent, and rightly so.

At the same time, there is also a desire expressed by students for the opportunity to interact socially in small groups and in a greater degree of privacy than is afforded by the public facilities, which already exist. One way in which this can happen is to permit students to use their rooms in the residence halls for purposes of intervisitation during specified and restricted times of the week. It is for this purpose that the following policy exists.

Persons of the opposite sex should visit by invitation only. It is the responsibility of the resident who admits the guest to the floor to verify that individual as being a guest of a resident of that floor. The following hours are reserved for residence hall visitation:

Sunday through Thursday – 10:00 a.m.-12:00 a.m.

Friday and Saturday – 10:00 a.m.- 2:00 a.m.

SECURITY AND HOURS - Security precautions for individual safety and the protection of personal and University property have required that the various units within the residence halls be locked 24-hours-a-day. The University has attempted to keep the inconvenience factor at a minimum by keeping public lounges accessible and by providing keys, which give entry to both the student's living unit and the student's room. Residence hall doors are locked 24 hours a day.

LAUNDRY FACILITIES - Coin- and campus card- operated automatic laundry facilities are provided in all residences.

COMMUTING STUDENTS - Students living off-campus will observe the general rules of the institution as they apply to all members of the student body. Lockers are available on the lower level of the Koehneke Community Center. A meal plan is available to commuting students and can be purchased in the Sodexo Food Service office located on the main floor of KCC. In addition, a la carte purchases may be made at the Cougar Den Snack Bar in the lower level of KCC.

Any questions, please do not hesitate to call Joe Wojtowicz in the Sodexo Food Service Office at (708)209-3339.

Housing Staff

Dean of Students: Jeffrey C. Hynes (708) 209-3444

Director of Residence Life: Andrew Pollom (708) 209-3248

Gross Hall Resident Director
(708) 488-4500

Mary Martha Hall Resident Director
(708) 209-3500

David Jonathan Hall Resident Director
(708) 209-3700

Brohm, Krauss, Kohn and Lindemann Halls
Resident Director
(708) 209-3735

FOOD SERVICE - Access to dining areas requires presenting a valid **CAMPUS CARD**. Replacement cards can be obtained at CougarNet (x3131). There is a fee for card replacement. Your board meals and Cougar Cash accounts are maintained through this non-transferable card.

Students can utilize the main dining hall, Charlie T's, the Library Café, or the Christopher Center Lobby by using their board meals or Cougar Cash. Meal hours are subject to change during the break periods. Hours will be posted in the dining areas and residence halls.

Guest meal prices apply to all who are not under a board contract and choose to eat in the cafeteria. Commuting students have a choice of purchasing Cougar Cash or paying cash for food in any of the dining areas.

MAIL SERVICE - Substation No. 2 of the Oak Park Post Office is located on the lower level of Koehneke Community Center. Mailboxes are provided for the distribution of mail to students. **Letters to students from family and friends should include their box number.** This facility includes the handling of money orders, registered mail, certified mail, express mail (U.S. only), standard mail, and the sale of stamps and post cards.

SWITCHBOARD - The University switchboard (708) 771-8300 operates 24 hours a day, 7 days a week.

VACATIONS - The University limits all activities during vacation/break periods of one week or more. It is the University policy at these times to close the residence halls and dining facilities. Any exceptions must have prior approval by the Director of Residence Life.

The vacation schedule for the school year is as follows:

Beginning of Fall Semester	Residence halls open for new students on Wednesday, Aug. 20 , and for returning students on Friday, Aug. 22 .
Labor Day	No classes on Monday, Sept. 1 .
Fall Midterm Break	No classes will be held from Fri, Oct. 10 through Sun, Oct. 12 .
Thanksgiving	No classes will be held on Wed, Nov. 26 through Sun, Nov. 30 .
Christmas/Semester Break	Fall semester ends on Fri, Dec. 12 . Residence halls will be closed at this time. Spring semester resumes on Mon, Jan. 9, 2006 .
Martin Luther King Day	No classes on Monday, Jan. 5 .
Spring Break	Begins Sat, February 28 and ends Sun, March 8 . Residence halls will be closed at this time.
Easter Break	No classes will be held on Thu, April 9 through Mon, April 13 .
End of Spring Semester	Spring semester ends on Friday, May 1 .

CAMPUS SECURITY DEPARTMENT (CSD) - Staff and student security officers constantly patrol the campus. It is their duty to watch for and guard against fire, vandalism, property damage, and trespassers. In addition, officers enforce campus vehicle regulations, operate the University switchboard, open and secure buildings, and assist the community wherever possible.

BUSINESS SERVICES COURSES ADD/DROP POLICY

Contact the Business Services Office with any questions, (708) 209-3241. For your convenience, you can also visit our website at www.cuchicago.edu (click on Current Students, then Business Services).

VEHICLES - All students (resident and commuter) are required to register their motor vehicles with Campus Security. Parking on Concordia's campus is **BY PERMIT ONLY**. Because River Forest and Oak Park village ordinances prohibit overnight parking on village streets, all resident students **MUST** obtain a permit. Commuter students are encouraged to obtain a permit to park on campus, as they are free of charge for them.

STUDENT HEALTH SERVICE – The continued good health and high quality of life for its students is of great importance to Concordia University, River Forest. Concordia recognizes the unique needs of its students and their families. Because everyone's circumstances vary, the University has worked with its insurance provider to offer quality, flexible, cost-effective options. **ALL** full-time undergraduates will be enrolled in a Basic Sickness and Accident group policy during their academic years. This insurance can only be secondary to any insurance that may already be effective for the student. The University is paying the premium for this coverage for each student. In addition, the following requirements apply:

- **IF the student currently does not have health insurance coverage**, purchase of the University's Major Medical Plan (separate from the Basic Sickness and Accident group policy) is **MANDATORY**. This Plan has a \$25,000 benefit for each accident and each sickness. It is provided through First Agency, Inc. of Kalamazoo, Michigan and underwritten by Guarantee Trust Life Insurance Company. The plan starts on **August 15** and is effective for a year. The premium for this insurance is automatically charges to each full-time undergraduate's account and can only be waived if the student can provide proof of current health insurance by the deadline. Dates and amounts are subject to change from year to year.
- **IF the student has current health insurance coverage for Major Medical Accident and Sickness**, and can provide proof of that coverage by the deadline, purchase of the University's plan is **NOT MANDATORY AND CAN BE WAIVED**.

Contact Student Services at (708) 209-3005 or student.services@cuchicago.edu for more information on these issues.

COUNSELING SERVICES:

Residence Hall Counseling - The residence halls are the general responsibility of the Dean of Students who works closely with the Director of Residence Life and the Resident Directors. Each residence hall floor has a Resident Assistant; these experienced and trained individuals can answer any questions regarding campus life. Each student also has a responsibility to do his/her part in maintaining a good living atmosphere on his/her floor.

Schmieding Counseling Center - The Schmieding Center serves as a supplement to the other counseling services on campus, not as a duplication. Professional counselors are available to all Concordia students who may desire or need help in the understanding of personal, vocational, or certain types of educational problems and their solutions.

Academic Counseling - Every student is assigned to an academic advisor who counsels and guides the student to the curricular requirements of all academic programs. All problems concerning the academic program requirements, planning, or changes can be discussed with the academic advisor.

Spiritual Counseling - The Campus Pastor and the Dean of Students are available to students and parents whenever concerns or problems of any nature arise during illness or before entering the hospital, when family problems arise, when a crucial decision needs to be made, during contemplation of engagement or marriage, when a friend is in need of counsel, when there is prolonged grief or anxiety over anything, when there is a particular sin that is bothersome, or when there is a special concern about campus life.

Financial Assistance Counseling - The office of Student Financial Planning collects and coordinates all forms for scholarships, loans, grants, and employment. Office hours are 8:00 a.m. to 4:30 p.m. and other hours by appointment. Student Financial Planning staff members are available to help and assist students and their families with questions regarding the financial aid process. Students are encouraged to stop by the office often to meet with their counselor.

STUDENT CONDUCT - A Statement of Philosophy - All students are members of several communities - city, state, country, and the University. As such, each student is subject to the conduct codes prescribed by each of these communities.

Because Concordia University exists for the purpose of providing a Christian education, the Student Code of Conduct is designed to set for students the level of conduct acceptable for young men and women being educated within the framework of Christian freedom and responsibility. By voluntarily joining the Concordia community, a student assumes the obligation of abiding by the standards that the University has instituted relevant to its missions, processes, functions, and goals. The University, at the same time, assumes the task of educating the students in assuming responsibility for their behavior, thus preparing them for responsible citizenship outside of the college community.

GRADE REPORTS, FINANCIAL STATEMENTS - Grade reports at the end of each semester, and financial statements for fees, tuition, etc., are NOT sent to parents/guardians of students, but are sent directly to the student. This is in compliance with the Family Educational Rights and Privacy Act of 1974, which covers the privacy rights of students and provides that the institution maintains the confidentiality of student education records. A form is available which enables a student to waive his or her right and permits the University to share information regarding the student's academic and disciplinary standing. These are mailed to all new students and can also be obtained in the Office of the Dean of Students.

You may refer to the current **Undergraduate Catalog** for Concordia University Chicago for the institutional policy under this federal law.

EARLY-WARNING SYSTEM - The Dean of Students, with the cooperation of the faculty, academic advisors, learning assistance personnel, residence life staff, and coaches, attempts to identify, at the earliest possible moment, those students who may be experiencing some difficulty which the University is able to address.

Whether the problem is academic, social, personal, or spiritual, Concordia is dedicated to providing or directing a student to all help that he or she needs in order to have a fulfilling collegiate experience.

MIDTERM NOTICES - At midterm, faculty members submit to the academic advisors a report that identifies students who are performing below a satisfactory level. This does not become part of the student's record, but is used to assist students in making necessary adjustments in study habits or attendance practices.

LEARNING ASSISTANCE - Learning assistance is available to help students who are having academic difficulty. The director, Mrs. Carol Gilbert, can be reached at (708) 209-3042.

PEER-TUTORING PROGRAM - Arrangements can be made for academic tutoring, provided by student peers. Contact Academic Advising at (708) 209-3042 for more information.

STUDENT FINANCIAL PLANNING - Families interested in obtaining financial assistance must apply each year at the University that their son or daughter attends. **April 15** is the deadline for the receipt of all requested documents. Meet your deadlines by following these steps to apply for assistance:

1. Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the central processor. It is also possible to apply online at www.FAFSA.ed.gov
2. Complete Concordia's Application for Student Financial Assistance and return it to the Office of Student Financial Planning. *To ensure full funding for all programs complete steps 1 and 2 no later than **April 1**.
3. Send a signed photocopy of parents' federal (1040) and student's federal (1040) income tax return to Concordia's Office of Student Financial Planning.
4. Submit to Concordia your processed Student Aid Report (SAR) once you have received it from the federal processor.
5. Apply early (after **January 1**, but no later than **April 1** to ensure meeting the **April 15** deadline) and respond quickly to requests for additional information.
6. Investigate alternate sources of financial assistance (e.g. home congregation and synodical district, civic organizations, etc.).

Contact the Office of Student Financial Planning at (708) 209-3113 or crffa@curf.edu if you have any questions regarding the financial aid process.

SPIRITUAL LIFE - Daily chapel services, morning and evening devotions, as well as several Bible study groups are available to all students. A weekly church service at 10:00 a.m. on Sunday mornings is also held on campus. Students are also invited to attend area churches on Sunday mornings.