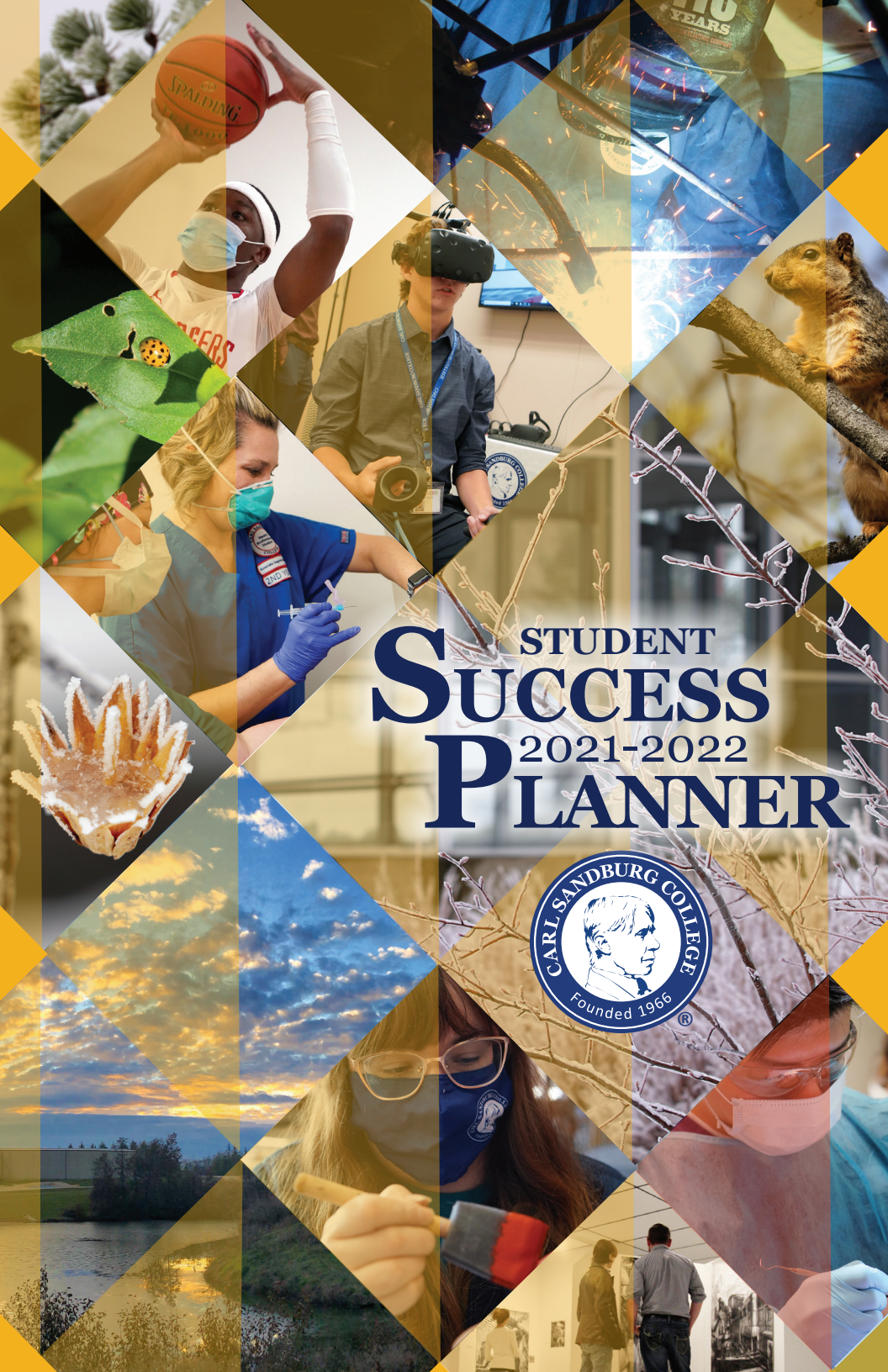


STUDENT SUCCESS 2021-2022 PLANNER





Greetings and welcome to Carl Sandburg College,

We understand that attending college can be intimidating for many students, which is why we created this Student Success Planner specifically with you in mind. We wanted to provide you with a resource where you can find the most important information to help you be successful here at Sandburg.

When is my tuition due? Does it cost anything to use the Fitness Center? How do I check out books from the Library? The answer to those questions — and many more — can be found in this Student Success Planner. Using this will not only help you become more familiar with the College and comfortable during your time here but also provide tips to help you achieve the ultimate objective of obtaining a certificate or degree from Sandburg.

If there's a question you have that can't be answered here, we want you to know that the members of our College faculty, staff and administration are here to help you as well. Our mission is to help you succeed in whatever way possible.

Lastly, we encourage you to be involved in as much as possible on campus, whether it be through one of our several clubs or organizations or taking part in the many student life activities available to you. Being an active member of the Sandburg student body will only enhance your college experience!

**BEST WISHES FOR A SUCCESSFUL
AND PRODUCTIVE YEAR!**

— Dr. Seamus Reilly, President



Mission Statement

The mission of Carl Sandburg College is to provide all students with opportunities for success.

Vision Statement

Where dreams come to life, and lives come to change.

The College, an equal opportunity/affirmative action employer and educator, complies with all applicable federal, state, and/or local laws prohibiting discrimination. It is the policy of the College that no person shall be discriminated against in employment, educational programs and activities, or in admissions on the basis of race, color, religious affiliation, gender (sex), sexual orientation, gender identity or expression, national orientation, ancestry, genetic information, disability, age, arrest record status, marital or family status, citizenship status (with regard to employment), military status, unfavorable military discharge, sexual harassment, order of protection status and status in any group protected by applicable federal, state and/or local laws. The College will direct individuals to resources for English language proficiency so that the lack of English proficiency will not be a barrier to future employment, admissions and participation in CTE programs. Career and technical education courses/program offerings and admission criteria are on our web site, www.sandburg.edu, or by calling 309.341.5234.

Title IX Coordinator
Rick Eddy, 309.341.5234

ADA/Section 504 Coordinator
Jacob Runge, 309.341.5262

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In addition to the information appearing in this Success Planner, students are expected to inform themselves and comply with the College regulations and policies appearing in the College Catalog and all other official publications. Changes may be forthcoming affecting services, policies and regulations that appear in this guide, and such changes will have precedence over prior policies or regulations; therefore, policies and services contained herein should not be considered contractual covenants between the College and the student.

This Success Planner serves as the official **Carl Sandburg College Student Handbook** for the **2021-2022** school year.



STAY CONNECTED



sandburg.edu



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carlsandburgcollege](https://fb.me/carlsandburgcollege)



[@sandburg](https://twitter.com/sandburg)



[youtube.com/
carlsandburgcollege](https://youtube.com/carlsandburgcollege)



[@carlsandburgcollege](https://tiktok.com/@carlsandburgcollege)



[@carlsandburgcollege](https://instagram.com/@carlsandburgcollege)

Fall Semester 2021

NOTE: This calendar is for 16-week session. Dates vary for 12-week, 8-week & 4-week courses. For complete calendar visit:

www.sandburg.edu/Academics/Academic-Calendar

16-Week Session — Monday, Aug. 23-Thursday, Dec. 16, 2021

- 2021 Fall Registration Begins Monday, April 5**
- Tuition Due..... Tuesday, August 10**
- Registration Ends..... Friday, August 20**
- Classes Begin Monday, August 23**
- Labor Day-No Classes/Offices ClosedMonday, September 6**
- Midterm..... Thursday, October 14**
- Fall Break (No Classes).....Friday, October 15**
- Winter, Spring & Summer Registration Begins Monday, November 1**
- Last Day to Withdraw (16-Week Courses)Tuesday, November 23**
- Thanksgiving Vacation (No Classes/Offices Closed)November 25 & 26**
- 16-Week Session EndsThursday, December 16**
- Emergency Day (No Classes Unless Necessary) Friday, December 10**
- Final Exams December 13-16**
- Students Start Winter Break Friday, December 17**
- Grades Due..... Monday, December 20**
- College Offices Closed..... December 24-January 3**

WINTER SESSION - 4 WeeksDecember 20, 2021-January 13, 2022

- TUTION DUE Tuesday, December 14, 2021**
- Registration Ends..... Friday, December 17, 2021**
- Classes Begin Monday, December 20, 2021**
- MIDTERMS Thursday, December 30, 2021**
- Last Day to WithdrawTuesday, January 11, 2022**
- 4-Week Winter Session Ends Thursday, January 13, 2022**
- Grades Due to AdmissionsFriday, January 14, 2022**

Spring Semester 2022

NOTE: This calendar is for 16-week session. Dates vary for 12-week, 8-week & 4-week courses. For complete calendar visit:

www.sandburg.edu/Academics/Academic-Calendar

16-Week Session — Tuesday, January 18-Wednesday, May 18, 2022

- 2022 Spring Registration Begins..... Monday, November 1, 2021**
- Spring Tuition Due Tuesday, December 14, 2021**
- Spring Registration Ends Friday, January 14**
- Martin Luther King Jr. (No Classes/Offices Closed)Monday, January 17**
- Classes Begin Tuesday, January 18**
- MidtermThursday, March 10**
- Spring Break (No Classes)March 11-20**
- Classes Resume Monday, March 21**
- Fall 2022 Registration Begins Monday, April 4**
- No Classes/Offices Closed..... Friday, April 15**
- Last Day to Withdraw (16-Week Courses) Tuesday, April 26**
- Emergency Day (No Classes Unless Necessary) Thursday, May 12**
- 16-Week Session Ends Wednesday, May 18**
- Final ExamsMay 13 & 16-18**
- Graduation Wednesday, May 18 and Thursday, May 19**
- Grades Due..... Monday, May 23**





MAIN CAMPUS IN GALESBURG

	Building/Room	Phone
2400 Tom L. Wilson Blvd., Galesburg, IL 61401		309.344.2518
The Annex, 209 E. Main St., Galesburg, IL 61401		309.344.2595
Academic Advising & Counseling	E100	309.341.5237
Academic Support Services	B64	309.341.5262
Welcome Center/Recruitment <i>(Located in the Welcome Center)</i>	B09	309.345.3500
Athletics	E107	309.341.5225
Bookstore	B57	309.341.5259
Business Office	E100A	309.341.5210
Career Development	C200	309.341.5246
Computer Tech Help	E233	309.341.5446
Corporate & Leisure College	CME	309.345.3501
Disability Support Services	B64	309.341.5262
Financial Aid	E101	309.341.5283
Fitness Center	F142	309.341.5460
Library	E230	309.341.5257
Graduation	E100	309.341.5260
Honors Program	C116	309.341.5219
Makerspace	E230A	309.341.5257
Marketing & Public Relations Dept.	A09	309.345.8513
Office of Diversity	B01	309.341.5439

One Button Studio	E246	309.341.5257
Public Safety	D201	309.341.5304
Resource Room	B117	309.341.5332
Scholarships	E201A	309.341.5349
Student Life	B56	309.341.5332
Tech Help	E230	309.341.5446
Testing Center	B06	309.341.5323
Transcripts	E100	309.341.5260
TRIO Student Support Services	E136	309.341.5362
Tutoring Center	B72	309.341.5454
Veterans Benefits	E102	309.341.5321

For the most up-to-date contact information, please visit www.sandburg.edu/directory.



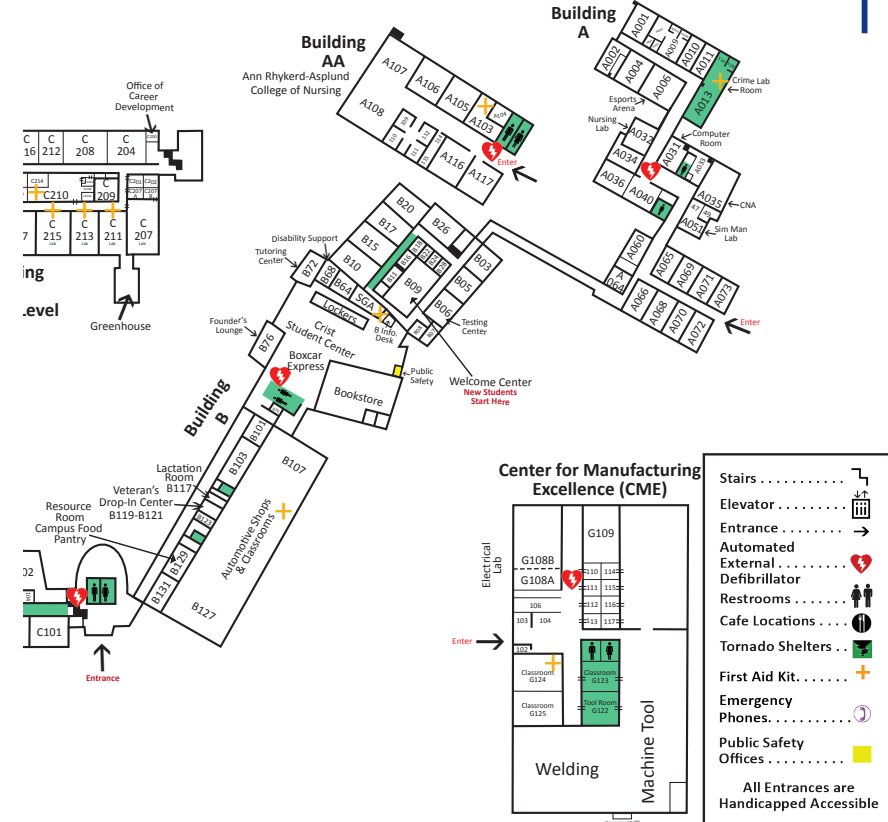
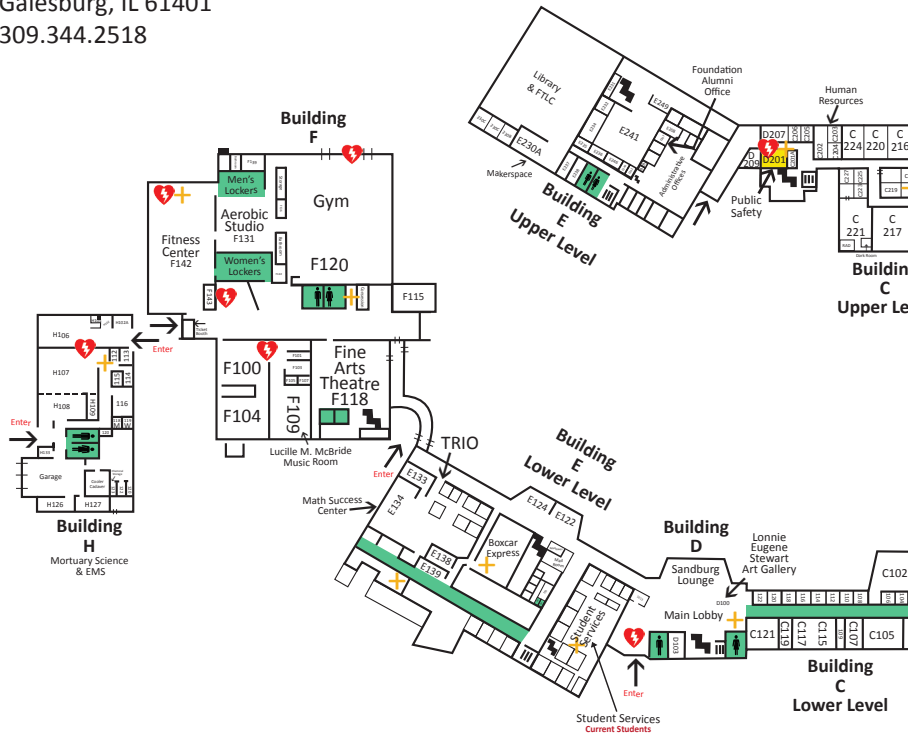
BRANCH CAMPUS IN CARTHAGE

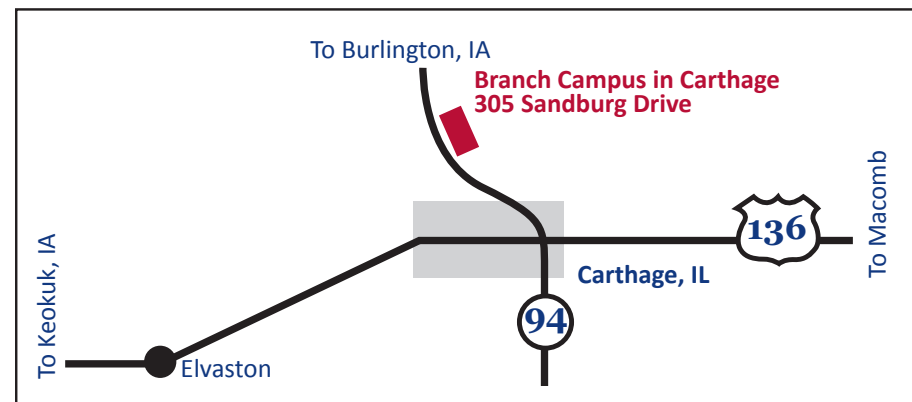
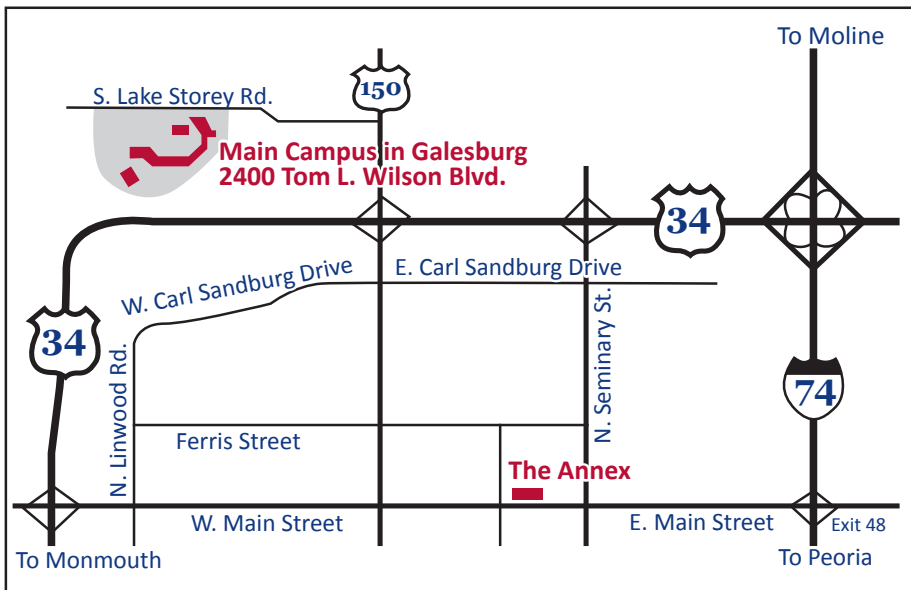
	Room	Phone
305 Sandburg Dr., Carthage, IL 62321		217.357.3129
Academic Advising/Admissions	1	ext. 7243
Academic Support Services <i>(Tutoring & Placement Testing)</i>	6	ext. 7258
Bookstore		309.341.5259
One Button Studio	4	
Resource Room	15	
Tech Help	4A	ext. 7246
Library/Testing Center	4	ext. 7244
Main Office	24	ext. 0



Main Campus Building Map

2400 Tom L. Wilson Blvd.
Galesburg, IL 61401
309.344.2518





Main Campus in Galesburg

CARL SANDBURG COLLEGE

2400 Tom L. Wilson Blvd.
Galesburg, IL 61401
Ph: 309.344.2518

DIRECTIONS TO MAIN CAMPUS FROM I-74

- I-74 West to Hwy. 34
- Hwy. 34 West (toward Monmouth) to Hwy. 150
- Hwy. 150 West (Sandburg Exit toward Alpha)
- Left at stoplight onto S. Lake Storey Road
- 1 mile to Sandburg entrance on left

DIRECTIONS TO CAMPUS FROM THE WEST

- Hwy. 34 East to Hwy. 150
- Hwy. 150 West (Sandburg Exit toward Alpha)
- Left at stoplight onto S. Lake Storey Road
- 1 mile to Sandburg entrance on left

THE ANNEX

209 East Main
Galesburg, IL 61401
Ph: 309.344.2595 Dental Hygiene



Branch Campus in Carthage

The Branch Campus is located on the north edge of Carthage, just off state Highway 94. This satellite location provides baccalaureate, career, community education and general study programs. It also serves eight unit school districts in Fulton, Hancock, Henderson and McDonough Counties. Students can expect individual attention for academic advising, career counseling and financial aid planning in a relaxed, friendly educational atmosphere. Tutoring and support services are also available.



Meet with an Academic Advisor

Each term, prior to registration, you will meet with your academic advisor to discuss courses for the upcoming semester. Academic advisors are assigned to students according to degree or program. Your advisor is a valuable information resource and will keep you up to date on program requirements, college graduation requirements, and transfer coursework.



Sandburg uses a tool called Student Planner that allows advisors to help students plan classes to meet their degree requirements. You must meet with an advisor to register for classes; it is your responsibility to schedule an advising appointment before registration begins. Early advising will give you more scheduling options. Your instructors can also help with course suggestions. Watch for registration notices and make your appointment early to avoid significant wait times. Appointments are available face-to-face, over the phone, or via Zoom. **Galesburg 309.341.5237, Carthage 217.357.3129.**

Registering for Classes

All Sandburg students are required to meet with an academic advisor to register for classes. Appointments are available face-to-face, over the phone, or via Zoom. New students must complete the Steps to Enroll prior to meeting with their assigned advisor. Current students can meet with their academic advisor prior to registration to complete Student Planner, which allows for online registration with the advisor's approval. Please call to make a registration appointment:

Main Campus in Galesburg.....309.341.5237

Branch Campus Carthage.....217.357.3129

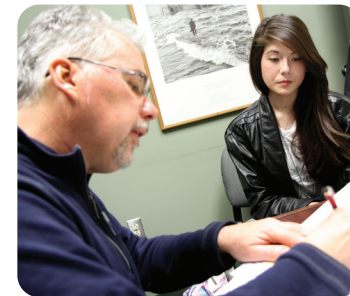
Paying Your Bill

The College accepts Visa, MasterCard, Discover, or American Express for tuition and fees payment. Tuition deadlines will be posted on our website and around campus. We will send out postcards, bills, or phone calls at least two weeks prior to the tuition deadline. You can make one or multiple payments to the Business Office as long as you have arranged to pay your tuition in full by the deadline. Failure to pay your tuition balance in full by the deadline may result in being dropped from your classes. Payment for classes added after the tuition deadline is due at the time of enrollment. Carl Sandburg College accepts tuition payments online, by phone, by mail, in person and by certain third-party entities. The College also offers a monthly payment plan. Students can view their current tuition balance and tuition deadlines via mySandburg. View your bill and payment plan options by contacting the Business Office at **309.341.5210** or online at **sandburg.edu/Services/Business-Office.**

OTHER TIMES TO MEET WITH AN ADVISOR

In addition to meeting with an advisor to plan your schedule for the coming semester, you should schedule an advising appointment to discuss:

- Your progress toward meeting your degree requirements
- Difficulties you are having with your current courses
- Adding or dropping a course
- How to plan for transferring to another college or university
- What you need to do to graduate
- Balancing school with the other demands on your time



New Student Orientation

All first-year Sandburg students participate in Charge Up! New Student Orientation prior to the start of their first semester. Orientation is a 3.5-hour session that covers a comprehensive technology check of the student portal, an interactive tour to locate classrooms and key areas of campus, an in-depth discussion about classroom expectations, and other important information to know before classes begin. Students will also receive their student ID. For more information, contact the Office of Student Life at **309.341.5332**. Branch campus, **217.357.3129, ext. 0.**

Financial Aid

Sandburg offers a variety of resources to help you fund your education. For more information, we invite you to review our website **sandburg.edu/finaid**, or contact us at **309.341.5283**. We encourage all students to complete the Free Application for Federal Student Aid (FAFSA) by going to **www.fafsa.ed.gov.**

Student Planner

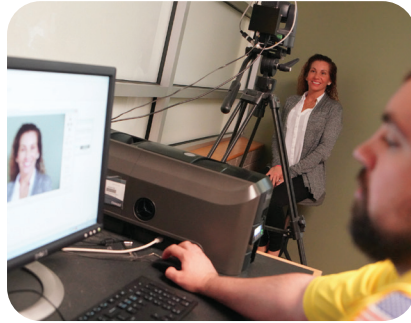
Student Planner software keeps students on track to complete their degree or certificate. Advisors and students meet to select classes and assign them to semesters on the Timeline. Before registration, advisors and students finalize and approve class sections in the Course Plan Calendar. Once advisors approve the sections, students may register themselves when registration opens.

The screenshot shows the Student Planner interface for an Associate in Science program. The top navigation bar includes links for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, and Unofficial Transcript. The main header displays 'Associate in Science (1 of 2 programs)' and a 'View a New Program' button. Below this, there is a 'Load Sample Course Plan' button. The 'At a Glance' section provides a summary of requirements: Cumulative GPA: 3.765 (2,000 required); Institution GPA: 3.765 (2,000 required); Degree: Associate in Science; Majors: Associate in Science; Minors: Associate in Science; Departments: Academic Services; Catalog: 14-15. A progress bar indicates 'Program Completion must be verified by the Registrar'. The 'Progress' section shows 'Total Credits (47 of 64)' with a bar chart showing 30 credits completed and 17 credits remaining. Below this, it shows 'Total Credits from this School (34 of 15)' with a bar chart showing 17 credits completed and 17 credits remaining.

Student ID Card

HOW DO I GET MY SANDBURG ID CARD?

Bring your student schedule with your ID number printed on the page to the Public Safety Office at the Main Campus or the Branch Campus Library in Carthage. Your ID number will be entered to verify that you are enrolled in classes. Your picture will be taken and your card printed within five minutes.



WHERE DO I GET MY SANDBURG ID CARD?

Students can pick up their student ID in the Public Safety Office in the Student Center at the Main Campus. Branch campus students can get their student ID in the library.

WHY DO I NEED A SANDBURG ID CARD?

Your ID card provides proof of your status as a student or employee at the College.

WHAT DO I USE MY SANDBURG ID CARD FOR?

- Library card
- Free admittance to athletic and theater events
- Any transactions in Student Services (Financial Aid, Business Office)
- Admittance to the Fitness Center
- Food Service – add money to your card to use at Boxcar Express
- Ride the bus for FREE
- Bookstore – present ID to purchase books
- Admittance to the Tutoring Center

HOW DO I PUT MONEY ON MY SANDBURG ID CARD TO USE FOR FOOD SERVICE?

Bring your Sandburg ID and your money to either Boxcar Express location. The money will be added to your Sandburg ID at the cash register. You may also add money to your Sandburg ID for Boxcar Express in the Business Office.



Parking on Campus

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

The Risk Management Committee of the College serves as the appeals board for persons issued a parking violation. This committee meets each month, and its membership is comprised of students, faculty, and staff. Parking violation fines must be paid within 10 days. Appeals may be made only AFTER the fine has been paid. Appeal forms may be picked up in the Business Office.

Bus Schedules

STUDENTS WITH ID CAN RIDE FOR FREE

Sandburg students enrolled in credit classes can ride the Galesburg Transit city bus service for free by showing a current Sandburg ID. For more information about how to ride for free, contact the coordinator of student life at 309.341.5332. Galesburg Transit's bus service includes Sandburg on its daily route Monday-Thursday and on Fridays and Saturdays by request. The route comes through the College approximately 30 minutes past each hour from 7:30 a.m.-5:40 p.m. and stops at the bus shelter outside Building A and the circle drive outside Building D. All routes start and stop downtown at the corner of Main and Prairie. For more information, visit https://www.ci.galesburg.il.us/services/galesburg_bus or call 309.342.4242.





1. Read Your Syllabus and Attend Class

Every instructor will provide you with a syllabus, which is an outline of your class. The syllabus will contain important dates, instructor expectations, and instructor contact information. Attendance policies may differ for each class. Your instructor will expect you to be familiar with the syllabus, so please ask if you have any questions! It is critical to attend class. Your instructor will notice and you will be graded for participation



2. College Success vs. High School Success

Expect your study time to double or even triple in college. You will have labs, group projects, research papers, and final exams. You will need to balance your academic responsibilities with work, friends, and family. At Sandburg, you have many resources, including instructors, academic advisors, personal counselors, and our Tutoring Center. Take advantage of your support systems...everyone needs help sometimes in college!



3. Get to Know Your Advisor

Your advisor will help you with course selection and completion of your degree or certificate. You must see your advisor to register and when you need to change your schedule. Your advisor is available by phone, email or Zoom to answer questions about transfer schools, programs, and careers.



4. Learn How to Learn

Time management is key for college students. "Last minute" is never a good idea and will raise your anxiety level. College-level work requires you to develop your critical thinking skills; be prepared to try new study techniques and visit the Tutoring Center to learn new strategies.

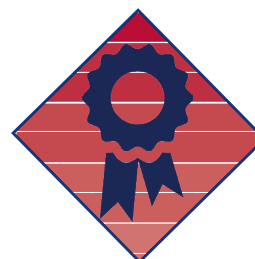
5. Ask Questions

Successful students ask questions. Everyone at Sandburg is committed to helping students succeed. Instructors, advisors, and staff welcome and encourage questions.



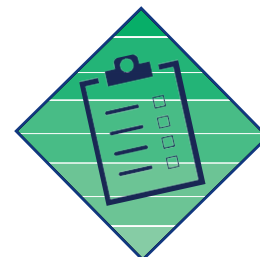
6. Get to Know Our Library

The Library offers many resources in addition to books and scholarly articles. It is also home to the Tech Help Center on the Galesburg campus. Get help with Moodle, email and online classes. Librarians can help you with test prep materials and career information. They can also reserve study rooms for you or your study group.



7. Academic Support = Better Grades

Academic Support benefits all students at Sandburg. Check in with the Academic Support office if you are a student with a disability or if you want to use our free Tutoring Center. Twenty-four hour online tutoring is available through Brainfuse on your mySandburg page.



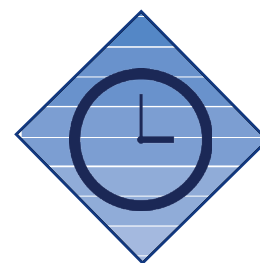
8. Get Familiar with Campus Policies

Look for notices and be aware of important campus policies that affect your success at Sandburg. For example, the "No Show, You Go" policy applies to all students at the start of each semester. This policy states that students who fail to attend class for the first four days of the semester will be dropped from classes. Ask an advisor, instructor, or staff member if you have questions regarding campus policies.



9. Financial Aid is Your Friend

Most students rely on financial aid to get through college. The Financial Aid office will keep you up to date on eligibility requirements and deadlines. Did you know financial aid-eligible students are required to keep a 2.0 grade point average, complete 67% of credit hours attempted, and complete their degree or program within a maximum timeframe? The staff in the Financial Aid office will help you stay on track.



10. Dropping a Class?

During the course of your college career, you will have questions about dropping/withdrawing from a class. Always speak with your instructor before dropping a class. Your instructor may have ideas about how you can be successful in the class. If you want to pursue dropping a class, you must speak with your advisor. Please see Page 20 for procedures and FAQs on withdrawing from a class.



11. Petition to Graduate

Finally, after checking in with your advisor, you will be ready to petition to graduate. If you will have enough credit hours to graduate at the end of the semester, contact assistant registrar Angela Snow at **309.341.5233** or **asnow@sandburg.edu**.

Building Your Class Schedule

Here are some tips to make sure you get the most out of your classes:

- Study the course schedule on the website, which lists each class being offered, the time, the format, location and instructor (if available).
- Meet with your advisor for valuable assistance and information unique to your degree plan.
- Take classes in the correct sequence.
- Check the course descriptions for any prerequisite courses/important information.
- During registration, classes fill on a first-come, first-served basis. Have some alternative classes in mind in case your first choices are full.
- Students who plan to transfer to a four-year university should follow the degree plan from their anticipated transfer institution. To gather the best information, contact your transfer school as early as possible for advice on what courses will transfer toward your degree and to become familiar with any transfer equivalency guides, articulation agreements, and Sandburg’s core curriculum guide.

Starfish Early Alert

Sandburg uses Starfish to communicate with students regarding their academic progress. The purpose of Starfish is to communicate with students EARLY in the semester and to keep you informed of your progress in your class. The system is not intended to punish you for poor performance. Starfish promotes success in the classroom.

WHY DO WE USE STARFISH?

We want all Sandburg students to successfully complete their degrees or certificates. The Starfish software allows faculty to easily communicate their concerns and progress notes to you as well as the staff in your Success Network. This is a group of people at Sandburg concerned with your success. This includes all of the current faculty members, your advisor, student success coach and, if you are an athlete, your coach.

- You need to check your Sandburg email routinely.
- Your instructor will send you a flag or a kudo through the Starfish program.
- You can also set up text alerts to go to your mobile phone notifying you when you receive a flag or kudo.

REQUEST HELP THROUGH STARFISH

Starfish has a feature called “Request Help” that allows students to be proactive in seeking assistance. Login to your Starfish account, click on the menu button, and then select “Request Help” on the left side navigation.

Strategies for Academic Success

At Carl Sandburg College, we want you to achieve your goal of graduating with a college degree or certificate. Here are a few steps you may take to help make your path to success easier:

- Go to class prepared for the discussion and ask questions to clarify the information.

- Meet with your instructors after class or during their office hours for additional help.
- Go to the Tutoring Center or use our online tutoring through Brainfuse for assistance with course material. You can find a Brainfuse link in mySandburg.
- Meet with your academic advisor to discuss your concerns and update them on your academic progress.
- Form a study group with other students in the class to prepare for tests.
- Check your Sandburg email every week for Champ the Charger emails and the Starfish emails from your instructor.
- At the first indication you might have a problem with a class, speak with your instructor; they are your best resource! If you have a personal problem, contact Student Services to speak with a counselor.

Calculate Your Study Time

Use the following form to calculate the number of hours you will need to attend class and study. Use this to help you decide the number of credit hours you will take and meet with an advisor or counselor for additional help.

Number of hours in a week	168
Number of hours a night you sleep ____ x 7 = ____	- ____
Number of hours per week you work	- ____
Number of hours per week you are in class	- ____
Number of hours per week spent commuting to school/work	- ____
Number of hours per week spent preparing and eating meals	- ____
Number of hours per week spent on personal hygiene	- ____
Number of hours per week spent with your family/providing childcare	- ____
Number of hours per week spent doing household chores or errands such as grocery shopping	- ____
Number of hours per week spent exercising or going out	- ____
Miscellaneous weekly activities such as visits to the doctor’s office	- ____
Total potential time left for study	

Planning Your Study Time

Students should study between two and four hours a week for every credit hour they are taking. Most classes are three or four credit hours. Around midterms and finals, you will likely study a minimum of four hours per week for every credit hour you are taking. Calculate a high and low range of study time.

Number of credit hours taken this semester ____ x 2 hours = ____ low range
 Number of credit hours taken this semester ____ x 4 hours = ____ high range

EXAMPLE

MAT 109	3 credits	
ENG 101	3 credits	
SOC 101	3 credit	
ART 111	3 credits	
PHL 100	3 credits	
Total	15 credits	

Low range of study time 15 x 2 = 30 hours per week
 High range of study time 15 x 4 = 60 hours per week

Technology Resources for Students

Carl Sandburg College is pleased to provide the latest technology for its students.

TECH HELP

The Tech Help desk is located in the Library. Normal hours are posted on the College website and outside of the library entrance. If you have any questions regarding technology or need support, please visit the Tech Help website at www.sandburg.edu/techhelp, call **309.341.5446** or email support@sandburg.edu.

Self Service Student

mySandburg is your link to your student account information such as billing, financial aid and planning your schedule. It is also your source for College news and announcements and your starting point for access to on-line tools such as email, Office365, your Moodle courses, WebAdvisor, calendar and other resources.

mySandburg Login:

- Go to: www.sandburg.edu
- Click on the mySandburg link in the upper-right corner
- Click "Login"

Example: Login: jrsmith0105

- If you do not know your password, use the link provided below the "Login" button. For assistance contact the Help Desk at **309.341.5446**

Student Email Account

Students access their student email by logging into mySandburg and using the link provided at the top of the page. Every Sandburg student will be assigned their own student email account using the following format: username@student.sandburg.edu. It is very important for students to monitor and check their Sandburg email account. This is where the College sends important information about your grades, schedule, mid-term warnings, if you were dropped, and financial aid, etc. It is also where your instructors send you important messages and reminders about their course.

OFFICE365

All students have Microsoft Office365 and OneDrive. Clicking on the email link in the mySandburg portal will open your student Office365 email account. The menu bar at the top of the screen gives students access to OneDrive. Clicking OneDrive will give students access to 7GB of cloud-based storage and web-based Microsoft Office applications.



WIRELESS ACCESS & PRINTING

All Sandburg campus locations are wireless-enabled. Connect to "Student Wireless" network on your device. Open a browser and navigate to the College webpage. You will be prompted to enter your login credentials for access to the network. Wireless printing can be accessed by clicking the icon in the upper right-hand corner of the mySandburg page. You will be required to login again. Click the "Print" button and follow the on-screen prompts.

DELL PREMIER PARTNERSHIP

The College has partnered with Dell Computer Corporation to offer PCs, laptops, printers and other technology equipment at discounted prices. Go to www.Dell.com/CarlSandburgCollege. Discount is already applied; no need for coupon code or member number.

Technology and Assignments

1. Plan for glitches in technology. You never know when problems will occur.
2. Avoid missing deadlines by not waiting until the last minute to hand in assignments. There are computers available for student use throughout the campus and in the Library. Public libraries also have computers available for use.
3. Refer to the "Technology Resources" page for information on how to login to the mySandburg portal and access your courses.

Need Assistance?

Contact Tech Help for all of your technology questions by calling **309.341.5446**, emailing support@sandburg.edu or go to the Tech Help webpage at www.sandburg.edu/techhelp.



Did you know?

Carl Sandburg College has been ranked as one of the top colleges of its size in the country for digital technology in the Digital Community Colleges Survey by e.Republic's Center for Digital Education.

WITHDRAWING FROM CLASS?

If it appears that you will not be successful in a class, it is often better to withdraw from the class than receive a poor grade that will be part of your permanent record. You should meet with your instructor and advisor to discuss your options prior to officially withdrawing. Withdrawing from a class may protect your GPA; however, these actions can have other serious consequences that might affect your enrollment, financial aid, or student employment status. If you are on financial aid, you should speak with someone in the Financial Aid Office before you withdraw from a class to find out whether there will be an impact on your financial aid.

ARE ALL WITHDRAWALS THE SAME?

No. When you drop a class before the 100% refund period, the class is completely removed from your academic record and you're eligible for a full tuition refund. If the 100% refund period has passed, you may still withdraw from a class up to the last date to withdraw, as indicated on the academic calendar. If you withdraw, a "W" will be recorded on your transcript. It will have no effect on your grade point average. Tuition refunds will be issued to eligible students based upon effective date of withdrawals. Please see the "Refund Schedule" in the "Sandburg Glossary" on page 31.

IF I QUIT ATTENDING CLASS, WILL MY INSTRUCTOR AUTOMATICALLY WITHDRAW ME?

No. Instructors may administratively withdraw students from their classes up to midterm, but they are not required to do so. You are not automatically withdrawn from a class for non-attendance. If you wish to withdraw from a class, you must follow the official process. If you do not withdraw from a class and your instructor doesn't administratively withdraw you by midterm, you most likely will receive a failing letter grade for the class.

ISSUES WITH INSTRUCTORS

Students who have concerns or complaints about the course instructor should follow a specific process. We encourage you to first speak with the instructor. While most issues are resolved at this level, if a problem continues, the next step is to speak to the dean or associate dean of the program area. On the rare occasion that the issue is not resolved at the dean/associate dean level, students may contact the vice president of academic services.

HOW WILL NOT ATTENDING AND/OR WITHDRAWING FROM ALL OF MY CLASSES AFFECT ME?

Students who quit attending all of their classes prior to completing 60 percent of the term may have to pay back financial aid money received for the term. This can result from administrative withdrawals, as well as student withdrawals. The Financial Aid Office reviews a list of students with grades of "W" and "F" at the end of the term and adjusts financial aid when required. Please check with the Financial Aid Office for more information. Carl Sandburg College offers the following

services on the Main Campus in Galesburg. For services available on the Carthage and Bushnell campuses, please contact the main office at each site. To see all campus services, visit www.sandburg.edu/services.

Career Development

The Career Development Office, located in Room C200 on the Main Campus and Room G112 on Wednesdays at the CME, assists with career preparation essentials such as resume/cover letter writing and mock interviews, etiquette consultations, the annual Career Expo, the Employability Skills Academy, and off-campus employment opportunities. On campus career opportunities through the Federal Work Study are also available for eligible students. Assistance is given to students entering an internship for specific CTE programs as well. Career services are available to students and alumni of all Sandburg campuses at www.sandburg.edu/career-development.

Counseling Services

Being successful in college isn't just a matter of performing well in the classroom. Sandburg students routinely balance the conflicting demands of family, work, and life events with the demands of college. These challenges can quickly become overwhelming. The counseling staff at Sandburg offers students confidential support and guidance from an approachable staff of trained professionals. In most cases, students get the help they need in one or two visits, but more time is available if needed. The counseling staff is also experienced with the process of referring students when help from an outside agency is needed.

Sandburg counselors are available to discuss issues including anxiety, depression, sexual assault, domestic violence, drug and alcohol abuse, eating disorders, gender identity issues, and more. No matter the concern, the Sandburg counseling staff is there for you. To make an appointment with a counselor, call or stop by Student Services: **Galesburg 309.341.5237, Carthage 217.357.3129.**

CAREER COUNSELING SERVICES

Choosing a career and an appropriate college major can be daunting. Recent high school graduates are sometimes reluctant to commit to a major (and a career) for which they have little or no practical experience to support their decision. Some prefer to delay their decision because they're confident that better options will surface over time, while others worry whether their career choice will result in employment in their profession after they graduate.

These concerns are valid and relatively common. The good news is that help is available to Sandburg students. The Sandburg career counseling staff can address your concerns and help you to feel confident about the career path that you choose. Individual career counseling appointments are available by appointment. **Galesburg 309.341.5237, Carthage 217.357.3129.**

Fitness Center

The Carl Sandburg College Fitness Center offers a relaxed atmosphere with a strong educational foundation. If you are a newcomer to exercise or a seasoned athlete, you will appreciate the one-on-one service we offer. We are dedicated to providing health enhancement services to the college community. Goals of the Sandburg Fitness Center include developing positive lifestyle habits, learning the principles of fitness, and acquiring the skills of lifetime activities that lead to continued participation. We offer a comprehensive fitness program at an affordable cost. You may choose to use the facilities as a community member as non-credit, or as a student and receive credit toward your college career. The Fitness Center is open to the public, serving a diverse population from 16 years of age to senior citizens. Access to the Fitness Center is free use for students enrolled in three or more credit hours. Supervisors are in the Fitness Center at all times to offer assistance. Fitness equipment at the Carthage Campus is located in Room 10. For more information, visit sandburg.edu/Services/Fitness-Center.



Health Services

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

Services for Students with Disabilities

In compliance with the Rehabilitation Act of 1973 and the amended Americans with Disabilities Act, Carl Sandburg College disability support offers students with a disability accommodations deemed reasonable in relation to the proven impact of the disability. Sandburg strives to provide a process for accessing disability support that is not burdensome to individuals seeking assistance.

IN ORDER TO GAIN DISABILITY SUPPORT: Contact the coordinator of academic support services, **309.341.5262**, Main Campus Office room B68. The coordinator of academic support services and the student will work together to determine the nature of the disability, whether it limits access to the classroom, and what accommodations could potentially be offered. For more information visit: sandburg.edu/Services/Disability-Support.

Student Records

Student records are in Student Services, Room E100 on the Main Campus in Galesburg. For more information, please call **309.341.5260**.

Testing Center

In an effort to assist students as they pursue their academic goals, the Testing Center provides the following services: Accuplacer Placement testing, TEAS (Test of Essential Academic Skills), CLEP (College Level Examination Program), HiSet (High School Equivalency Test), CNA (Certified Nurse Aide), online proctored exams, and make-up exams. Please note that some of these services are not offered at both campus locations. Due to the variety and volume of testing conducted in the center, students are encouraged to make appointments at least 24 hours in advance.

Main Campus, Galesburg Room B07 **309.341.5323**
Branch Campus, Carthage Library **217.357.3129 ext. 7244 (Proctoring)**
 Room 6 **217.357.3129 ext. 0 (Accuplacer Test)**

Tutoring Center

Carl Sandburg College offers free tutoring services for all students. Through tutoring, our goal is to provide friendly, accessible academic assistance in all subject areas. Galesburg students benefit from a walk-in and appointment-based Tutoring Center offering assistance in any core subject area (including English, math, science and basic computer use). Tutoring in professional programs like nursing is arranged by class, by semester; students can contact their instructor or the coordinator of academic support, **309.341.5262** or visit sandburg.edu/tutoring for more information about these services.

Students near the Branch Campus in Carthage should contact the coordinator of Branch campus support services, **217.357.3129 ext. 7243**, or an academic advisor, **217.357.3129 ext. 7258**. Online tutoring is available to all students in all locations 24 hours a day via Brainfuse.

Transfer Advising

Our academic advisors help prepare you to transfer to a four-year college or university to earn your bachelor's degree. We work with public and private universities and have established articulation agreements for seamless transfer of credits. Associate in of Arts (AA) and Associate in Science (AS) degree programs are specifically designed for students to transfer to a four-year college or university. No matter where you want to go, our academic advisors can help you get there. Visit our transfer advising site at www.sandburg.edu/transfer.

TRIO Student Support Services

TRIO Student Support Services (SSS) is a program that helps you graduate and transfer to a 4-year college or university to pursue a bachelor's degree. TRIO SSS provides personalized advising and coaching in the areas of degree planning, academics, transferring, career and major exploration, financial aid, scholarships, and financial literacy. We also offer leadership opportunities, fun events, and personal support. The TRIO SSS program is 100% funded by a grant from the U.S. Department of Education (\$261,888 in 2020-21) and has limited spaces available, so an application is required and students must meet certain eligibility criteria to join. Visit their office in E136 or www.sandburg.edu/trioss to learn more.

Student Life

Student learning expands well past the walls of the classroom. The Office of Student Life offers meaningful co-curricular experiences that complement the academic curriculum and, in turn, provide an active and engaging campus environment. Take advantage of all the opportunities at Sandburg to enjoy college and make your experience great!

CAMPUS EVENTS

Check the events calendar to stay up to date on upcoming events on campus:

www.sandburg.edu/calendar/campus-events

- Welcome Week
- Fall Festival
- Finals Stress Relief Week
- Veteran Recognition Day
- Career Expo
- Spring Fest
- Community involvement opportunities
- Diversity appreciation events
- College fairs
- Student government elections
- Comedians & musicians
- Gaming tournaments

STUDENT GOVERNMENT ASSOCIATION

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

STUDENT ORGANIZATIONS

Carl Sandburg College is home to a number of student organizations that span special interest to academically based and everything in between. Some organizations are unique to Sandburg while others are chapters of state or national organizations. Check out the current list of available organizations below!

- Associate Degree Nursing Club (1st & 2nd Year)
- Art Club
- Black Student Association
- Carl Sandburg Cheer Club
- Criminal Justice Organization
- Drama Club: Delta Psi Omega
- Gay-Straight Alliance
- Hispanic Latino Student Assoc.
- LPN Club
- Medical Assisting Club
- Men of Distinction (MOD)
- Phi Theta Kappa (PTK)
- Quills Writing Club
- Radiologic Technology Club
- Sandburg Forum
- Sigma Phi Sigma Mortuary Science
- Student American Dental Hygiene Association (SADHA)
- Student Nursing Association of Illinois (SNAI)
- Sandburg Tech Squad
- Veterans Club
- Women of Character (WOC)

The College exists to support you throughout your career as a student, and student organizations are no exception. Getting involved encourages academic and personal growth in many ways while creating memories with your peers. To learn how you can get involved with an organization, contact the coordinator of student life at **309.341.5332**.

A

ACADEMIC ADVISING

During the first semester at the College, each student is assigned to an academic advisor. Each semester, prior to registration, it is the student's responsibility to meet with his/her academic advisor to discuss courses for the upcoming semester. The academic advisor serves as a valuable information resource to the student in the areas of program requirements, college graduation requirements and transfer coursework. It is important that students arrange to meet with their academic advisors BEFORE registration begins. **Galesburg 309.341.5237, Carthage 217.357.3129.**

ACADEMIC SUPPORT SERVICES

Academic support services provides a variety of services to all Sandburg students, including disability support, tutoring services and equipment loans. The glossary entries on disability support services and tutoring services provides more detailed information on these services. Questions on any academic support services can be directed to the coordinator of academic support services at **309.341.5262**.

ATHLETICS

The intercollegiate athletic program is designed for students who wish and are able to incorporate the benefits of athletic competition into their educational experience. Sandburg is a member of the National Junior College Athletic Association (NJCAA), Arrowhead Athletic Conference and the National Association of Collegiate eSports (NACE). Sandburg will offer a varsity eSports team for the first time. Esports is available as a coed sport. Intercollegiate competition is offered for men in golf, cross country, basketball, soccer and baseball; and for women in golf, cross country, volleyball, basketball and softball. All Sandburg sporting events are free to students, faculty and staff. www.sandburg.edu/Athletics.

B

BOOKSTORE

The Carl Sandburg College Bookstore is an authorized dealer for textbooks and Carl Sandburg College logo items and apparel. Textbooks may be purchased in store, online or reserved at www.shopsandburg.com. Textbooks are available for sale online and in the store three weeks prior to the start of classes. The bookstore offers a textbook rental program in which selected titles are rented for the semester. Please contact the campus bookstore for hours. The Sandburg Bookstore is located in B57 on the Main Campus in Galesburg.

C

CAREER DEVELOPMENT

The Career Development Office, located in Room C200 on the Main Campus and Room G112 on Wednesdays at the CME, assists with career preparation essentials such as resume/cover letter writing and mock interviews, etiquette consultations, the annual Career Expo, the Employability Skills Academy and off-campus employment opportunities. On campus career opportunities through the Federal Work Study are also available for eligible students. Assistance is given to students entering an internship for specific CTE programs as well. Career services are available to students and alumni of all Sandburg campuses at www.sandburg.edu/career-development.

CLERY CRIME REPORT

The Student Right to Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 10226, mandates that colleges provide specific information to students and prospective students. In compliance with this law, Carl Sandburg College presents the following yearly statistics for 2017, 2018 and 2019 www.sandburg.edu/cleryreport.

CORPORATE & LEISURE COLLEGE

Sandburg's Corporate & Leisure College provides non-credit lifelong learning opportunities with youth programs, workshops, classes, educational day trips, and events to enrich lives. The Corporate College serves as the primary contact for all inquiries from the business and industrial community. The goal is to deliver courses that will enhance employees' skills and abilities to increase business productivity. Training classes may be held at the college or at the company's location depending on their needs. Leisure College offers a variety of non-credit courses, designed to give community members an opportunity to learn new things, explore interesting topics and visit unique places. Youth programs are offered in the summer to give students a chance to challenge themselves, inspire learning, and enhance their life skills while having fun in an environment free from homework and grades. Corporate & Leisure College classes are available through the Galesburg and The Branch Campus in Carthage. Class suggestions and ideas are encouraged and should be directed to Corporate & Leisure College community@sandburg.edu.

D

DISABILITY SUPPORT SERVICES

Academic Support Services provides services and accommodations to students with varying disabilities in compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Documentation of the specific disability is required in order for the Academic support services office to provide accommodations. Interested students should review our disability support procedures on our website at www.sandburg.edu/Services/Disability-Support. Academic support services is located in B64 at the Galesburg campus. Questions can be directed to the coordinator of academic support services at **309.341.5262**.

DIVERSITY STATEMENT

Carl Sandburg College is a community of lifelong learners that welcomes, values and respects diversity. The College fosters a climate of mutual respect that celebrates diversity by embracing our similarities as well as our differences. We demonstrate this commitment by serving students, faculty, staff and community members with fairness and equality.

E

EMERGENCY ALERTS

When Carl Sandburg College closes for inclement weather or other emergency reasons, students will receive notification via email, phone call and text message to the contact information on file for each student. There will also be a banner across the top of the College website announcing the closure, and information will be shared on the College's Facebook page and Twitter feed. The College will also share information about closures with local media. When these closures occur, we ask that no one come to campus for any reason. Sandburg has three campus locations; on occasion, one will close but not others. Please pay close attention to the message to ensure you know what campus is closed. Sandburg also uses the same alert system when a class is cancelled. Please read these messages carefully to know which class is cancelled. It is important to keep your contact information updated with the Student Services Office in E100.

EMERGENCY PHONES

Carl Sandburg College's emergency phone system on the Main Campus consists of 12 emergency telephones located outside in parking lots across campus and 15 emergency telephones located inside buildings across the Main Campus. All emergency telephones are connected to the Security Office.

EXAMS

The final exam schedule is listed at www.sandburg.edu/Academics/Academic-Calendar. Print copies are available at several locations, including the library at each campus.

F

FINANCIAL AID

Carl Sandburg College is committed to helping students complete their college education. The College provides more than 300 scholarships annually and assists students in receiving federal, state and institutional financial aid to help them meet their educational costs. The Financial Aid Office is located in E101 at the Main Campus. Visit www.sandburg.edu/Finaid or call **309.341.5283**.

FITNESS CENTER

The Sandburg Fitness Center is dedicated to providing health enhancement services to the College community and is free for students who remain enrolled in three or more credit hours through the semester. Goals of the Sandburg Fitness Program include developing positive lifestyle habits, learning the principles of fitness and acquiring the skills of lifetime activities that lead to continued participation. The

Fitness Center is open to the public from 16 years of age to senior citizens. Supervisors are in the Fitness Center at all times to offer assistance. The Sandburg Fitness Center is located in F142 at the Main Campus. www.sandburg.edu/Services/Fitness-Center.

FOOD SERVICES

Boxcar Express provides food services for the Main Campus. Students may put money on their student ID to be used for food purchases by presenting their student ID to the cashier on duty. Please check location for hours. Boxcar Express is located in Building B and in Building E of the Main Campus.

G

GRADUATION

Students **MUST** petition to graduate in order to receive their diploma. If you will have enough credit hours to graduate at the end of a semester, contact Angela Snow, assistant registrar, at **309.341.5233** or asnow@sandburg.edu.

H

HEALTH SERVICES

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

HONORS PROGRAM

The Honors Program is designed for exceptional students who excel in college. Honors courses are intellectually challenging and involve considerable interaction among students and instructors. Certification as a Carl Sandburg College Honors Program graduate requires that students participate in two Honors courses and complete an Honors Project.

There are many ways to be eligible to apply for the Honors Program. Students may apply if they meet one of the following criteria: a cumulative high school GPA of 3.5 or higher, top 10% of their high school class, a 25 or above on the ACT, a combined score of 1000 on the SAT, 12 college transfer credits with a minimum 3.25 GPA or a recommendation from a Sandburg instructor or counselor.

Through a new articulation agreement with Western Illinois University, students completing 12 hours of honors coursework at Carl Sandburg College may be eligible to transfer into the Centennial Honors College and graduate as a General Honors Scholar at WIU. For more information, please contact the Honors Program coordinator.

L

LIBRARY

The Library supplies a wide variety of traditional and innovative materials and services necessary to support instructional programs. The Library subscribes to research databases accessible via the web at all campuses. The collection of books, CDs and DVDs totals more than 39,000 volumes. In addition, the Library has an

extensive interlibrary loan program through which materials may be borrowed. Please contact the Library at your location for hours of operation.

- sandburg.edu/library
- facebook.com/sandburglibrary
- twitter.com/sandburglibrary
- instagram.com/sandburglibrary
- pinterest.com/sandburglibrary
- Text the Library at 872.221.0124

LOST/FOUND PROPERTY

Found items can be turned in or lost items can be claimed in the Public Safety Office located in D201. Lost & found is located in the Main Office in Carthage. All unclaimed items are donated to charity at the end of each semester.

M

MAKERSPACE

Located in the Library, the MakerSpace is a room dedicated to creating, building and idea generating through the use of technology. It includes a laser printer and silhouette printer that are free to use as well as a 3D printer that costs \$2 plus an additional 10 cents per gram (students have a \$25 credit each semester for 3D printing). The MakerSpace also has poster and craft supplies, making it an ideal space to do projects or group work.

mySANDBURG

This secure site provides students with Intranet and Internet services. This is where students can check email, check their financial status and register and drop courses.

O

ONE-BUTTON STUDIO

Located near the Library in Room E246, the One-Button Studio is an area for students, faculty and staff to easily record video and/or audio. With the push of a single button, recorded content can be stored on a flash drive in MP3 and MP4 format. Options in the studio include a green screen, Apple TV, projector and teleprompter. The One-Button Studio can be reserved in 30-minute blocks through mySandburg or by calling 309.341.5438.

OFFICE OF DIVERSITY AND INCLUSION

The Office of Diversity and Inclusion works within the Carl Sandburg College community to cultivate an appreciation and respect for all human differences. At Carl Sandburg College, we strive to create social justice and treat all people with respect while honoring human dignity. We also recognize the importance of inclusion by allowing space for multiple perspectives and narratives as an integral component of appreciating diversity. Through formal and informal educational programs, the Office of Diversity and Inclusion engages students, faculty and staff, as individuals and in community, to reflect on and learn about complex issues that either impede or facilitate social justice. The Office of Diversity and Inclusion coordinator also advises and mentors underrepresented students on an individual and organizational basis. Additionally, the Office collaborates with other programs and departments to ensure that we, as an institution, are engaging diversity and practicing inclusion on a campus-wide level. www.sandburg.edu/Campus-Life/Office-Diversity.

ONLINE LEARNING

Carl Sandburg College offers more than 100 online learning courses each semester. Students enrolled in online classes should visit the College’s website to confirm that their computer meets the minimum technology requirements. Students should also know basic computer skills such as sending emails and attachments, formatting Microsoft Word documents and sending PDF and RTF files before taking an online class. For more information about Sandburg’s online learning options, visit sandburg.edu/onlinelearning.

P

PARKING REGULATIONS

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

PERSONAL COUNSELING

The counseling staff at the College provides short-term counseling services for students facing personal or family problems. The special skills and training of the counseling staff enable them to work with students on an individual basis or in a group setting. Students may schedule an appointment with a counselor in the Student Services Office by calling **309.341.5237**.

PHI THETA KAPPA

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

PUBLIC SAFETY DEPARTMENT

For a Main Campus emergency, dial **5499** from any campus phone; non-emergency dial **0**. In Carthage, students should contact the Main Office. Carl Sandburg College provides safety and security needs of staff, students and visitors through the Public Safety Department with officers who are on site on the Main Campus 24 hours per day, 365 days per year. Any person who witnesses a crime or becomes a victim of a crime should report it as soon as possible to Public Safety. When multiple incidents occur during the same time frame, reports and subsequent action by Public Safety officers are handled in order of priority: 1) personal safety; 2) property crime; 3) services. A phone and safety booklet are in each classroom

for emergency situations. For other services available through the Public Safety Department, contact the director of Public Safety at **309.341.5325**.

R

REFUND SCHEDULE

Tuition refunds will be issued to eligible students based upon effective date of withdrawals. The date that a written request for withdrawal is received by the Admissions and Records Office determines the effective date of withdrawal. Full refund of tuition and fees will be made if the College cancels a course. Refunds will be determined on the basis of the following schedule:

Length of Class	Refund Period*	Percent	Thereafter
9-16 Weeks	1st 9 calendar days of term	100%	0%
5-8 Weeks	1st 5 calendar days of term	100%	0%
4 Weeks	1st 3 calendar days of term	100%	0%
2-3 Weeks	1st 2 calendar days of term	100%	0%
Less than 2 Weeks	Prior to Day 1	100%	0%

*Refund period refers to the number of calendar days beginning with the first day of the Carl Sandburg College term. Courses with shorter terms begin with the appropriate term date. *Note: Corporate and Leisure College courses dropped the day before class starts – 100%; thereafter – 0%*

RESOURCE ROOM CAMPUS FOOD PANTRY

Located in B 129 at the Main Campus. Sandburg students and employees may visit the pantry at no cost to find food items, toiletries (when available), and community service information in the Galesburg area. The pantry is open for regular walk-in hours Monday-Friday or appointments are welcome. Sandburg IDs are required upon check-in. To make an appointment or for more information please contact **309.341.5332** or pantry@sandburg.edu.

S

SCHOLARSHIPS








The Carl Sandburg College Foundation provides academic, general and financial need scholarships to Sandburg students. To obtain a scholarship directory, visit the Foundation website. sandburg.edu/scholarships.

SCHOOL CLOSURES

Carl Sandburg College has a notification service to reach all students and staff with information and updates during weather-related events or emergencies within minutes through phone calls, texts and emails. To ensure notifications, please confirm your contact information is updated in the Student Services Office. Students may be contacted with up to two email addresses and six phone numbers. Information will also be available on the College homepage, Facebook and Twitter.

SOCIAL MEDIA

Stay up to date on the latest news and events taking place at Carl Sandburg College by following the College on social media.

-  **Facebook:** CarlSandburgCollege • SandburgAthletics (Chargers Athletics)
-  **Twitter:** @Sandburg • @SandburgNJCAA (Chargers Athletics)
-  **Instagram:** @CarlSandburgCollege
-  **Snapchat:** Sandburg66
-  **Flickr:** CarlSandburgCollege
-  **Youtube:** CarlSandburgCollege
-  **TikTok:** @Carlsandburgcollege

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the officially recognized student governance body for Carl Sandburg College. SGA is a liaison between students and Sandburg that governs student organizations and promotes events on campus. It is composed of 15 student senators and five executive officers. Elections are held each fall semester. Applications are available at sandburg.edu/Campus-Life/Student-Government-Association or pick one up at the Student Life Office in B56 on the Main Campus.

STUDENT ID CARDS

Student IDs are issued during new student orientation through the Public Safety Office at the Main Campus, or the Branch Campus library in Carthage. Student IDs are used for identification purposes and entry to Sandburg campus events. IDs are also used in the library to check out books, ebooks/audio books and other library materials.

STUDENT LIFE

Carl Sandburg College offers a variety of co-curricular activities to complement the academic curriculum. These activities contribute to your personal and professional development. There are many student organizations and events for students to participate in throughout the school year. Meet new people, get involved, develop skills and have fun! The Office of Student Life is located in B56 on the Main Campus. Student Life events are posted via the campus event calendar on the Sandburg website and the College's Facebook page. www.sandburg.edu/calendar.

STUDENT ORGANIZATIONS

Whether you are looking for an organization that aligns with your academic program, your personal interests or something completely out of the ordinary, we have more than 20 active student organizations to get you involved! Check out the Campus Life tab on the Sandburg website for a complete listing of Student Organizations. sandburg.edu/Campus-Life/Student-Organizations.

If you are interested in creating a new club or organization, contact the coordinator of Student Life for an application and information about the chartering process. 309.341.5332.

T**TECH HELP**

Sandburg Tech Help provides professional, quick and courteous technical and hardware support for students, faculty and staff. Visit in person in the Library on the Main Campus, email support@sandburg.edu or call **309.341.5446**.

TRANSFER SERVICES

The Transfer Services coordinator provides students with information about transferring to four-year colleges and universities and insight on courses that will transfer. Transfer Services also sets up college visits and assists students with the university application process. Office is located in E100, the Student Services office. www.sandburg.edu/Academics/University-Studies.

TRIO STUDENT SUPPORT SERVICES

TRIO Student Support Services (SSS) is a program that helps you graduate and transfer to a 4-year college or university to pursue a bachelor's degree. TRIO SSS provides personalized advising and coaching in the areas of degree planning, academics, transferring, career and major exploration, financial aid, scholarships, and financial literacy. We also offer leadership opportunities, fun events, and personal support. The TRIO SSS program is 100% funded by a grant from the U.S. Department of Education (\$261,888 in 20-21) and has limited spaces available, so an application is required and students must meet certain eligibility criteria to join. Visit their office in E136 or www.sandburg.edu/trioss to learn more.

TUTORING SERVICES

Academic Support Services provides a variety of tutoring services, all free to Carl Sandburg College students. The Tutoring Center offers individualized assistance in many different subject areas, including math, writing and science, to any students on the Galesburg or Branch Campus in Carthage who may need it and via video chat for online students. Sessions for special tutoring topics, such as accounting, nursing and dental hygiene, may be scheduled on an arranged basis; similarly, face-to-face tutoring may be arranged at the Carthage campus as needed. A 24/7 online tutoring option, Brainfuse, is available to all students at all locations. Students can get to Brainfuse by clicking the Brainfuse logo on their mySandburg page. For more information about tutoring options, students who attend the Galesburg campus can contact the Tutoring Center at **309.341.5454** or the coordinator of academic support at **309.341.5262**; students in Carthage should contact their campus's office at **217.357.3129**. For more information visit: sandburg.edu/tutoring.

V**VETERANS ASSISTANCE**

State and federal assistance may be available at Carl Sandburg College for qualified veterans, military personnel, and the children and spouses of veterans who died or are permanently and totally disabled as the result of a service-connected disability. Eligibility is determined by the VA. For on assistance with eligibility and enrollment certification, contact the coordinator of veterans and military services in the Financial Aid Office. Academic programs listed in the catalog as "Pending ICCB Approval" are not eligible for VA Certification until the approval is received from ICCB and approved by the Department of Veterans Affairs. For more information see sandburg.edu/Veterans or call **309.341.5321**.

CERTIFICATION INFORMATION

- Students receive VA educational benefits only for those courses that apply to their declared academic major.
- Students receiving VA must complete all of the semester hours for which they are certified. Students who do not complete their semester hours may be responsible to repay the VA or college for funds received for the course(s).
- Students receiving VA educational benefits must maintain satisfactory academic progress to remain eligible.

W WEATHER-RELATED CLOSURES

See EMERGENCY ALERTS.

Public Safety

Although the vast majority of our students, faculty, staff and visitors do not experience crime at Carl Sandburg College, crime may sometimes occur despite our best efforts. The best protection against campus crime is an aware, informed and alert campus community that reports crime and suspicious behavior in a timely manner while using reason and caution during their daily activities. www.sandburg.edu/Services/Public-Safety



AS PART OF THE OVERALL EFFORT TO PREVENT CRIME, THE COLLEGE UTILIZES THE FOLLOWING RESOURCES:

- A 24/7 campus security personnel presence. The College also has a strong working relationship with the Galesburg Police Department. Officers can be dispatched from city locations to campus within minutes.
- More than two dozen emergency call boxes, which serve as a direct, outdoor link to campus security from almost everywhere on campus (see map for locations).
- State-of-the-art security camera monitoring system consisting of cameras placed in various locations throughout all campuses that are monitored 24 hours a day.

CLERY CRIME REPORT

CLERY CRIME REPORT The Student Right to Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 10226, mandates that colleges provide specific information to students and prospective students. In compliance with this law, Carl Sandburg College presents the following yearly statistics for 2017, 2018 and 2019

www.sandburg.edu/cleryreport.

SERVICES OFFERED:

- 24-hour, 365-days-a-year campus services
- Enforcement of College policies and regulations
- Investigative reports and criminal investigation
- Escorts for students, faculty and staff
- Public Safety will help with car jumps
- Reporting and resolution of environmental safety issues, exterior lighting, signage and other physical hazards
- Monitoring and enforcement of parking regulations on Sandburg property
- Blue light emergency phones located throughout the Main Campus
- Safety and security presentations, including topics such as personal safety and alcohol and drug abuse
- Public Safety will call outside services to help with keys locked in vehicles

Important Phone Numbers

MAIN CAMPUS & ANNEX

Emergency Galesburg Police Department.....	911
Following 911, call to inform Sandburg Public Safety of the situation	*5499
Dispatch (non-emergency)	*5304
<i>*When dialed from any campus phone (309.341.5304 off campus)</i>	
Galesburg Police (non-emergency)	309.343.9151
Galesburg Fire	309.345.3756
Galesburg Hospitals' Ambulance Service	309.342.5144
Animal control	309.345.3680
Poison control.....	800.222.1222

CARTHAGE

Emergency Hancock County Sheriff's Office.....	911
Following 911, inform Sandburg employee in the Main Office of the situation	
Hancock County Sheriff's Office (non-emergency).....	217.357.2115

SUSTAINABLE SECURITY PROGRAM (SSP)

- Provides updated and continual training for faculty, staff and security personnel to ensure that the safety/security policies and procedures in place are best for the College community.
- The development and implementation of a Campus Behavioral Intervention/Threat Assessment Plan (BIT) which will assist in the early detection and reporting of a student, faculty or staff member who may be of harm to themselves, others or a threat to the safe environment of the College.

Know Your Warnings



Automated External Defibrillator (AED)



Tornado Shelter



Indoor Emergency Phones



Outdoor Emergency Phones

All policies in this Student Success Guide Handbook may be subject to change. Please contact the Office of Student Services for complete policies, regulations, and procedures. www.sandburg.edu/About/Board-of-Trustees.

Student Equal Opportunity Regulation

It is the regulation of Carl Sandburg College that a student’s race, color, religion, sex, national origin, ancestry, age, disability, citizenship, marital status, veteran status, sexual orientation or status in any group protected by applicable federal, state or local law (unless a part of a College affirmative action initiative), shall not be a basis for determining: (1) whether the student will be admitted to the College; (2) the educational performance required or expected of the student; (3) the attendance or assignment requirements applicable to the student; (4) to what courses, fields of study or programs, including honors and graduate programs, the student will be admitted; (5) what placement of course proficiency requirements are applicable to the student; (6) the quality of instruction the student will receive; (7) what tuition or fee requirements are applicable to the student; (8) what scholarship opportunities are available to the student; (9) what extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate; (10) any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled; (11) the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; and (12) what degree, if any, the student will receive. Questions or concerns should be addressed to the vice president of student services during regular business hours.

Students Rights and Responsibilities

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

Student Code of Conduct

The College expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. Students are expected to obey the law, to show respect for properly constituted authority, to perform contractual

obligations, to maintain integrity and a high standard of honor in academic work and to observe a standard of conduct appropriate for the College. The College expects all students to conduct themselves under all circumstances in a responsible manner. This implies thoughtful consideration of College property and members of the College community. Any student or group of students failing to observe either the general standards of conduct or any specific regulation adopted by the College or acting in a manner not in the best interest of other students of the College, shall be subject to disciplinary action. Copies of the Student Code of Conduct Procedure on Disciplinary Due Process are available in the Student Services Office.

Framework for Addressing Student Concerns

Should the student have a complaint an issue believed to have an adverse effect upon the student, someone else or a group of students—the student may work to address that problem by first bringing the issue to the attention of the person(s) against whom the complaint is directed. If resolution is not reached, complaints should be directed to the immediate supervisor or dean of the person against whom the complaint is directed.

If no resolution is reached at this level, the student may submit a formal written appeal to the proper vice president. All decisions, notification of decisions and reasons for decisions shall be in writing.

This procedure shall not apply to complaints filed on the basis of gender-based discrimination and/or sexual harassment.

FORMAL COMPLAINT SUMMARY AND ANNUAL REVIEW PROCEDURES:

- Each vice president will compile a list of formal written complaints received and submit to the senior executive assistant to the president, who aggregates the data into a master document.
- Complaints are reviewed by the president’s cabinet to see if patterns emerge which reveal a need for improvements in programs, activities or services

Academic Dishonesty

Students at Sandburg are responsible for understanding what constitutes academic dishonesty.

Carl Sandburg College defines academic dishonesty as proposed by Gary Pavels [Kibler, et al, (1988, p.1) Academic Integrity and Student Development: Legal Issues and Policy Perspectives. North Carolina: College Administrative Publications, Inc.]:

CHEATING

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

FABRICATION

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

FACILITATING ACADEMIC DISHONESTY

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

PLAGIARISM

The reproduction of ideas or words or statements of another person as one's own without acknowledgement. The penalties for academic dishonesty may be severe. Students are advised to contact their instructors for policy clarification for a specific class.

Academic Progress**ACADEMIC WARNING:**

Students will be placed on Academic Warning if their cumulative GPA falls below a 2.0 or if their cumulative completion rate of courses attempted drops below 67%. Students who are placed on Academic Warning must demonstrate progress toward degree completion during their next semester of enrollment by earning a semester GPA of 2.0 and a semester completion rate of 67%. Students who are placed on Academic Warning may continue to enroll in classes and receive financial aid.

ACADEMIC NOTICE:

Students previously placed on Academic Warning who fail to meet the Standards of Academic Progress will be placed on Academic Notice. Any student placed on Academic Notice must complete the next semester of enrollment with a 2.2 GPA and achieve a 75% semester completion rate to remain on Academic Notice. Students on Academic Notice and who meet the minimum GPA and completion requirements will be permitted to enroll in the upcoming semester even if the student's cumulative GPA and cumulative completion rates remain below the required levels.

Students placed on Academic Notice are strongly encouraged to schedule a meeting with their academic advisor to develop an academic plan that will allow the student to complete his/her program in a timely manner.

Students placed on Academic Notice may be eligible to receive financial aid if they are approved to participate in the Academic Improvement Plan (AIP) through the Office of Financial Aid. Students interested in learning more about the AIP are advised to contact the Office of Financial Aid for specific program details.

Students who have been placed on Academic Notice and who earn a semester GPA below a 2.2 and/or whose completion rate is below 75%, will be placed on Academic Notice II.

ACADEMIC NOTICE II:

Students placed on Academic Notice II are allowed one additional semester to improve their academic standing. Students who fail to make significant improvements may be suspended from the College for the following semester and must appeal to be permitted to enroll for future classes.

Students placed on Academic Notice II are required to schedule a meeting with their academic advisor to re-evaluate and to revise the student's existing academic plan. Students placed on Academic Notice II will be restricted to enrolling in no more than 12 credit hours per semester. A registration restriction will be placed on the student's account so that additional courses may not be added. Students on Academic Notice II must complete the semester with a 2.2 GPA and achieve a 75% semester completion rate to remain on Academic Notice II. Students on Academic Notice II and who meet the minimum GPA and completion requirements will be permitted to enroll in the upcoming semester even if the student's cumulative GPA and cumulative completion rates remain below the required levels.

The performance of students placed on Academic Notice II will be reviewed by the committee at the conclusion of each semester. Students whose performance failed to improve will be placed on Academic Separation. In situations of extenuating circumstances, the review committee may offer an extension of Academic Notice II, which would allow the student to enroll in future classes. However, these options will be reserved for students who have demonstrated significant improvement in their academic performance and who provide appropriate supporting documentation.

ACADEMIC SEPARATION

Students placed on Academic Separation will be suspended from the College for one semester. A registration restriction will be placed on the student's account to prevent any attempt to enroll while on Academic Separation. Students who are placed on Academic Separation at the end of the spring semester, will be suspended for both the upcoming summer and fall semesters.

If there are extenuating circumstances, a student may appeal the Academic Separation decision. The student may complete the Academic Separation Appeal Form to be considered for re-instatement by the committee.

At the conclusion of the separation period, students may complete an appeal for re-enrollment privileges. Students who choose to appeal must meet with their academic advisor in order to review and revise his/her academic plan and to complete the Academic Separation Appeal Form (ASAF). The student's completed ASAF must include a detailed explanation of the changes that the student plans to make in order to satisfy the Standards of Academic Progress. This appeal will be submitted to the Student Services faculty committee for consideration.

If the ASAF appeal is granted, the student will be placed on Academic Notice II and must satisfy the requirements of that policy for the privilege of continued enrollment.

However, if the student's appeal is denied, he/she may re-appeal if additional supporting documentation is available, if extenuating circumstances were a factor or after an appropriate time frame has passed as determined by the Student Services faculty committee.

Students who have been placed on Academic Separation for a second or subsequent semester or their appeal was denied by the Student Services faculty committee, may appeal to the vice president of academic services or the vice president of student services. Students who wish to pursue this option must notify the dean of student success in writing of their intent to appeal. The student has the right to submit any additional supporting documentation if available to add to their previous appeal documentation. The decision of the Vice President is final. Further appeals will not be considered until the student can prove substantial academic progress from another institution. Substantial academic progress is defined as a minimum requirement of at least 12 degree/certificate credit hours completed in two consecutive academic years with a minimum of a 2.25 grade point average.

Classroom Etiquette

We are committed to your success, here at Sandburg and have many resources and services to help you. Your success however, begins with you. Successful students at Sandburg adhere to some general classroom policies such as:

- No mobile phones in the classroom. When you are in the classroom, be engaged in the discussion and activities. You will get much more out of the course if you save your texting and social media for later.
- Attendance is expected and crucial to your success in the course. Avoid getting in the habit of skipping class, showing up late or scheduling other appointments during class. You signed up for the class at that time so make sure you are there.
- Show respect to your instructor and classmates. College is a time to learn and grow as a person and be open to new ideas and acceptance of the differences in all of us.
- Adhere to individual classroom policies. Each instructor has the right to establish policies for their class. Read and understand your syllabus and follow the individual classroom and grading policies.
- Take ownership for your success. You will be expected to do a lot of work outside the classroom. Establish your priorities and plan realistically with your time.

Student Harassment & Sexual Harassment

Students may obtain a complete copy of the sexual harassment policy from the Student Services Office.

STATEMENT OF PURPOSE

Carl Sandburg College will not tolerate sexual harassment and is committed to providing and preserving an atmosphere free from harassment in any form. All employees and students have a right to work and study in an environment free from sexual harassment. Sexual harassment is a violation of professional ethics and impedes the primary function of the College.

DEFINITION

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, race, color, religion, national origin, age, disability, citizenship, marital status, veteran status, sexual orientation, or status in any group protected by applicable federal, state or local law.

Sexual harassment must be of a sexual nature and be perceived as unwelcome. It typically consists of conduct that is either verbal and/or physical but can also take place via text message or social media. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions or advances, sexual innuendo, suggestive comments, sexually oriented kidding, teasing or jokes, jokes about obscene printed or visual material or about gender specific traits, display of printed or visual material of a sexual, foul or obscene nature, foul or obscene language or gestures, and physical contact such as patting, pinching or brushing against another person's body.

REPORTING HARASSMENT

Students who believe they are victims of harassment or have witnessed harassment based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group status, by another student, a College representative, College personnel or a third party must submit a report of harassment to one of the College's two Equal Employment Opportunity Officers (EEO Officers) immediately. The names and numbers of the College's EEO officers can be retrieved at the Student Services Office or Human Resources.

Harassment that would be considered gender-based or of sexual in nature would fall under Title IX, which is a federal law. Students should report such incidents to Rick Eddy, Title IX coordinator, office E113, **309.341.5234** or **reddy@sandburg.edu**.

A report of any form of harassment should ordinarily include the name of the complainant and should always include the name of the alleged harasser, the date(s) of the occurrence(s) and a brief description of this incident.

POLICY TITLE IX, 2.303/1510/18Title IX

Title IX is a portion of the Education Amendments of 1972 with an emphasis on equal opportunities in education. In accordance with this law, Carl Sandburg College prohibits the discrimination of any person from participation or being denied benefits in any educational program or activity receiving federal assistance on the basis of race, color, religious affiliation, gender (sex), sexual orientation, gender identity or expression, national origin, ancestry, genetic information, age, disability, arrest record status, marital or family status, citizenship status, military status, unfavorable military discharge, sexual harassment, order of protection status and status in any group protected by applicable federal, state and/or local law.

The Campus Sexual Violence Act (Campus SAVE) was signed into law in March 2013 as a new amendment to the Violence Against Women Act of 1994. This act requires college campuses to provide information, training and ongoing prevention and awareness programs to combat sexual violence. The State of Illinois passed a new law, Preventing Sexual Violence in Higher Education Act (110 ILCS 155) effective August 1, 2016, that amends other Illinois campus safety laws to address the critical issues of sexual violence, domestic violence, dating violence and stalking in higher education. www.sandburg.edu/About/Board-of-Trustees/Assets/policy-2.28.pdf For questions, contact Title IX coordinator Rick Eddy, Office E113, 309.341.5234 or reddy@sandburg.edu.

DISCRIMINATION GRIEVANCES

Carl Sandburg College has adopted an internal grievance procedure providing prompt, equitable and confidential resolution of complaints alleging discrimination on the basis of race, color, religion, gender (sex), sexual orientation, national origin, age, disability, or veteran's status or status in any group protected by applicable federal and state laws. (www.sandburg.edu/About/Board-of-Trustees/Assets/proc-2.10.0.1-discrimination-grievance_0.pdf)

Posters and Other Advertising

All posters and advertising must have the approval of the director of marketing & public relations. Posters and advertisements must be brought to the Marketing & Public Relations Office in Room A009 on the Main Campus for posting in any campus building.

Access to & Release of Student Information

It is Carl Sandburg College's policy to comply fully with the Family Educational Rights and Privacy Act of 1974 as amended. Guidelines and regulations for discharge of the College's obligation under this act are contained in the College's *Policy, Regulation and Procedure Manual*, available to students in the President's Office, the Admissions and Records Office or on the Carl Sandburg College website at www.sandburg.edu/About/Board-of-Trustees.

UNDER THESE GUIDELINES:

- Students have the right to inspect their educational records.
- Certain student records may be released only with prior consent of the student.

- Under certain conditions, parents may be granted access to a student's record with or without the student's consent.
- Procedures exist for students to challenge the contents of their educational records.
- The College may release, without the student's consent, information that appears in student directories and publications that are available to the public except when requested by a student to suppress this information. Written requests to suppress this information must be completed within the first five days of classes of the following semester.
- Students have a right to file a complaint with the U.S. Department of Education if they believe the privacy of their education records has been violated.

Drug and Alcohol Abuse**REGULATION ON SUBSTANCE ABUSE**

It is the mission of Carl Sandburg College to provide an environment conducive to learning. The illegal use of controlled substances is harmful to the health of the individual and may hinder learning; therefore, the illegal use of controlled substances, as well as their manufacture, distribution, dispensation or possession is prohibited on Carl Sandburg College property or as any part of College activities, events, classes, programs or services.

Students who feel they have a drug abuse problem are encouraged to ask for assistance so as to be referred to an appropriate drug rehabilitation and treatment program. Students with such problems should notify the vice president of student services or a counselor. Behavior that is inappropriate, disruptive and/or dangerous as a result of the use of illegal drugs will not be tolerated. Students should report such behavior to the vice president of student services. Pending or subsequent to any legal penalties that may be imposed upon the student, the vice president may require the student to participate satisfactorily in a recognized substance abuse program approved by the College. If the student refuses, disciplinary action may be taken and could include:

1. **A verbal warning**
2. **A written reprimand**
3. **Suspension**
4. **Expulsion from school**
5. **Reporting such person to local, state or federal law enforcement agencies**

Visitors using, in possession of or under the influence of a controlled substance will be prohibited from using College facilities and/or reported to appropriate law enforcement agencies.

If the student finds the disciplinary action unjustified, he/she may elect to file a complaint according to the existing complaint procedures of the College catalog or College policy manual.

REGULATION ON ALCOHOL ABUSE

The illegal use or abuse of alcohol by students, visitors or employees is prohibited on Carl Sandburg College property or activities. Behavior that is disruptive or dangerous as a result of the consumption of alcohol will not be tolerated and such behavior should be reported to the vice president of student services.

If a student feels that they have a problem with alcohol, the College will assist in a program that helps with this type of problem. Students with such a problem should notify the vice president of student services or a counselor.

Pending or subsequent to any legal penalties that could be imposed, the vice president may require participation in a recognized alcohol rehabilitation program approved by the College.

If the student refuses, disciplinary action may be taken and could include:

1. A verbal warning
2. A written reprimand to employees
3. Suspension
4. Expulsion from school

Visitors using alcohol or who are intoxicated from alcohol will be prohibited from using College facilities. If the student finds the disciplinary action unjustified, he/she may elect to file a complaint according to existing complaint procedures in the College catalog or College policy manual.

Academic Risks

- Poor academic performance
- Impact on future career prospects
- Memory loss
- Impaired judgment
- Poor hand and eye coordination
- Poor concentration

Mental Health Risks

- May exacerbate pre-existing conditions
- Psychological dependence
- Increased risk of suicide

May cause

- Depression
- Paranoia
- Anxiety
- Anger

Physical Risks

- Physical dependence and/or drug tolerance
- Violent behavior and aggressive acts
- Headaches
- Nausea and/or vomiting
- Muscle weakness
- Liver, lung, and kidney problems
- Brain damage

- Hallucinations, tremors, and convulsions
- Hyperactivity or sluggish behavior
- High blood pressure
- Seizures
- Strokes
- Heart attacks, cardiac arrest and/or respiratory arrest
- Sleep disturbances
- Unwanted sexual activity
- Sexually transmitted diseases
- Painful withdrawal symptoms (tremors, panic attacks, chills, sweating, muscle cramps, etc.).

Personal/Social Risks

- Financial difficulties
- Domestic violence
- Deterioration of close relationships
- Motor vehicle accident injuries
- Inability to secure employment due to failed drug tests
- Reduced job performance or loss of employment

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUGS

Helpful Informational Resources

Health effects: drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects

Emerging trends with great health risk:

drugabuse.gov/drugs-abuse/emerging-trends

Understanding use vs. addiction:

helpguide.org/mental/drug_substance_abuse_addiction_signs_effects_treatment.htm

Information summarized from the following sources:

american.edu/ocl/studentguide/upload/health-risks-associated-with-alcohol-and-drugs.pdf

ncadd.org/for-youth/prevention-tips

hartwick.edu/campus-life/health-promotion/health-risks-of-alcohol-and-drug-abuse

For more information on health risks with alcohol and drugs please see the Clery Crime Report for Carl Sandburg College at: www.sandburg.edu/Services/Public-Safety.

Tobacco-Free Campus Policy

As of July 1, 2015, tobacco use is prohibited on all campus property at Carl Sandburg College, both indoors and outdoors, in College-owned vehicles and in privately owned vehicles parked on campus property. The advertising, sale or free sampling of tobacco products is also prohibited on campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.

Right to Privacy

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at a minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

FERPA and Student Consumer Information

Colleges are required to make available certain information to students, prospective students and employees. Below you will find a brief description of the required disclosures. Additional information is available on the Sandburg webpages at www.sandburg.edu.

- | | | |
|--|---|---|
| • Accreditation | • Drug and Alcohol Policy | • Plans for Academic Program Improvements |
| • Access and Release Student Information | • Disability Support | • Student Complaints |
| • Campus Crime Report | • Equity Athletic Disclosure Act | • Sexual Assault Prevention |
| • Code of Conduct for Loans | • Family Education Rights and Privacy Act | • Vaccination Policy |
| • Copyright Infringement Policies | • Financial Aid Contact Information | • Veterans Support |
| • College Score Card | • Notice of Institutional & Financial Aid Information | • Voter Registration |

FERPA

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. For more information on FERPA please visit our website at: www.sandburg.edu/Services/Registrar/FERPA.html

STUDENT CONSUMER INFORMATION

Carl Sandburg College provides students with consumer information on our website at: www.sandburg.edu/consumer.

From this location you will find links to the following information:

A paper copy of the Campus Security Report is available at the Public Safety office in D201 or at the Information Desk in B Building on the Galesburg campus. At the Carthage campus, a paper copy is available in the Main Office.

If you need additional assistance in obtaining information please contact:

Welcome Center..... 309.345.3500

Financial Aid Office.... 309.341.5283

Public Safety Office.... 309.341.5304

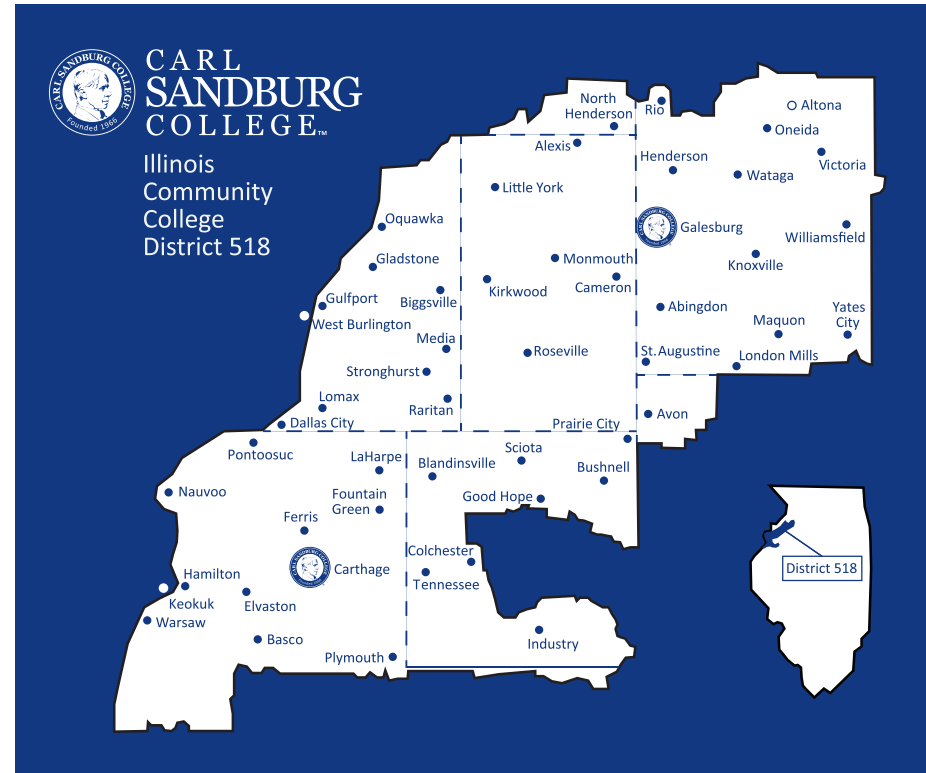
Disclaimer

The College makes no warranties of any kind, expressed or implied, for the service it is providing. The College will not be responsible for any damages you suffer. This includes the loss of data resulting from delays, non-deliveries or your errors or omissions. Use of any information you obtain over the Internet through the College's computer system is at your own risk. The College specifically denies any responsibility for the accuracy, quality or content of information obtained through the Internet accessed through the College's computer system.

All individuals using the institution's computer system will sign a statement indicating he/she has read, is aware of and will adhere to the College's Acceptable Use Policy for its computer system.

DIVERSITY STATEMENT

Carl Sandburg College is a community of lifelong learners that welcomes, values and respects diversity. The College fosters a climate of mutual respect that celebrates diversity by embracing our similarities as well as our differences. We demonstrate this commitment by serving students, faculty, staff and community members with fairness and equality.



Illinois Community College District 518

Main Campus

2400 Tom L. Wilson Blvd., Galesburg, IL 61401

Ph: 309.344.2518 | Fax: 309.344.1395

Branch Campus

305 Sandburg Dr., Carthage, IL 62321

Ph: 217.357.3129 | Fax: 217.357.3512

Sandburg.edu

Where dreams come to life, and lives come to change.

EXCELLENCE | COLLABORATION | INTEGRITY | RESPECT