

Graceland University
Global Campus

STUDENT HANDBOOK

Dear Student,

Welcome to Graceland University's Global Campus. We congratulate you on making this decision to further your career through Graceland University online or campus-based studies! We hope you will enjoy your Graceland Community online, and we will be with you every step of the way, as you complete your degree.

This handbook is intended to assist you in understanding the policies and procedures that affect you as a distance education student. We hope that many of your questions will be answered as you read through the policies, procedures, and suggestions contained within this handbook. If you have additional questions, please contact your Program Advisor.

Again, welcome to Graceland.

Sincerely,

*Lee Graham, Ph.D.
Director of Continuing Education
Graceland University
Global Campus*

All Global Campus personnel may be reached at 800.833.0524

GLOBAL CAMPUS DIRECTORY

Admissions

Linda Marvell marvell@graceland.edu 4513
Nancy White nwhite@graceland.edu 4501

Bookstore

Nancy White nwhite@graceland.edu 4501

Counselors

Jessica Crossley jcrossle@graceland.edu 4803
Terry Kinney tkinney@graceland.edu 4801
Cathy Porter cgporter@graceland.edu 4516
Emily Penrose-McLaughlin penrose@graceland.edu 4805

Recruiting

John Koehler jkoehler@graceland.edu 4804
Barbara Garwood bgarwood@graceland.edu 4802
Elizabeth Eimer eimer@graceland.edu 4808

Site Directors

Amy Goretska goretska@graceland.edu 1.800.444.1921
Jeanie Gibson cjgibson@graceland.edu 1.660.359.3948 Ext 288
Ivy Ward iward@graceland.edu 1.641.856.8120

Helpdesk

eCollege helpdesk helpdesk@gracelandonline.com 1-866-893-6963
Graceland helpdesk helptech@graceland.edu 5167

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Nine-Week Term Dates

2006-2007

Term One	August 7, 2006 – October 7, 2006
Term Two	October 9, 2006 – December 16, 2006
Term Three	January 2, 2007 – March 3, 2007
Term Four	March 5, 2007 – May 12, 2007
Term Five	May 21, 2007 – July 21, 2007

2007-2008

Term One	August 6, 2007 – October 6, 2007
Term Two	October 8, 2007 – December 15, 2007
Term Three	January 7, 2008 – March 8, 2008
Term Four	March 10, 2008 – May 10, 2008
Term Five	May 12, 2008 – June 12, 2008

2008-2009

Term One	August 4, 2008 – October 4, 2008
Term Two	October 6, 2008 – December 13, 2008
Term Three	January 5, 2009 – March 7, 2009
Term Four	March 9, 2009 – May 9, 2009
Term Five	May 18, 2009 – July 18, 2009

School of Nursing Term Dates

2006 – 2007

Fall	8 Week One	August 28, 2006 – October 20, 2006
	8 Week Two	October 23, 2006 – December 15, 2006
	16 Week	August 28, 2006 – December 15, 2006
Winter	8 Week One	January 1, 2007 – February 23, 2007
	8 Week Two	February 26, 2007 – April 20, 2007
	16 Week	January 1, 2007 – April 20, 2007
Summer	8 Week One	April 30, 2007 – June 22, 2007
	8 Week Two	June 25, 2007 – August 17, 2007
	16 Week	April 30, 2007 – August 17, 2008

2007 – 2008

Fall	8 Week One	August 27, 2007 – October 19, 2007
	8 Week Two	October 22, 2007 – December 14, 2007
	16 Week	August 27, 2007 – December 14, 2007
Winter	8 Week One	January 7, 2008 – February 29, 2008
	8 Week Two	March 3, 2008 – April 25, 2008
	16 Week	January 7, 2008 – April 25, 2008
Summer	8 Week One	May 5, 2008 – June 27, 2008
	8 Week Two	June 30, 2008 – August 22, 2008
	16 Week	May 5, 2008 – August 22, 2008

STUDENT SUPPORT SERVICES

Student ID Number

As a Graceland Student, you will be assigned a Student ID number. Your student ID number will be mailed to you shortly after you register with Graceland.

You must have your student ID number to:

- Receive assistance from the Graceland Helpdesk
- Access MyInfo
- Access the online Library Databases

If you cannot locate your student ID number, your counselor will be happy to provide it to you.

Graceland Username and Password

Your Graceland Username and Password will be extremely important to you as you move through your program. In order to access the eCollege interface or MyInfo, you must have your Graceland Username and Password.

Your actual Graceland username and password will be emailed to you when you register for your first course. You will use the Graceland username and password to log into the eCollege interface. **If you change your eCollege password, your Graceland password does not change.** Therefore, please keep your initial username and password so that you can access MyInfo at the end of each course.

If you cannot locate your Graceland Username and Password, please contact the Graceland Helpdesk. You must have your Student ID number available for verification.

MyInfo

MyInfo is a service offered to all Graceland University Students. Through MyInfo you can:

- View your grades in a recent course
- View and print your academic transcript (many institutions view this as an official transcript)
- View and print your program of study
- Apply for graduation

To access MyInfo go to <http://myinfo.graceland.edu>

You must use your Graceland Username and Password to access MyInfo.

ExamGuard

Students enrolled in the Nursing program will be assessed a \$5 per course fee for courses which utilize the ExamGuard testing program. ExamGuard ensures academic integrity in the online nursing courses.

The ExamGuard Course, in the Special Courses section of the eCollege interface, assists Nursing students in downloading and installing this software. Before beginning coursework, students are advised to sign in to the ExamGuard Course, download and test their software. This insures that a minimum number of technological problems will occur during testing.

If you have any problems with ExamGuard, please call the eCollege helpdesk.

Academic Advising

Most students will eventually have two advisors. You have probably already spoken with your program advisor, who is your primary contact for any needs you may have as you go through the program. You will meet your academic advisor when you begin your major coursework. Your academic advisor will help you make sure that graduation requirements are met.

Textbooks

Textbooks for most Global Campus courses are provided through the Distance Learning Bookstore*. When you make arrangements for your class, you will also make arrangements for your texts. Your books will be shipped to you within two weeks of your course start date.

**Some programs require students to purchase texts from online textbook providers, such as BarnesandNoble.com.*

Virtual Frederick Madison Smith Library

In addition to the host campus libraries, the Frederick Madison Smith Library in Lamoni may be accessed electronically. It holds a collection of over 116,840 book volumes and 582 periodical subscriptions, and 2,845 audiovisual materials. The library houses both Iowa and United States government publications. These two collections make an additional 76,350 items available for research.

To access library materials:

- ✓ Log on to <http://www.graceland.edu/show.cfm?durki=443>

You must have your Student ID number to access library materials.

Withdrawal from the University

Students withdrawing during a term or who will not be attending the following terms must initiate the withdrawal process through their program advisor. Withdrawal must be requested before 60% of the course has been completed. Failure to complete the withdrawal process may result in grades of "F" when classes are incomplete.

Administrative Withdrawal

A Graceland University student enrolled in any online course must log in, make his or her presence known to the instructor, and begin work on course assignments during the first week. A Graceland University student enrolled in any online course who does not log in and begin completion of course assignments in the online course during the first week of the course will be

referred to the Program Advisor, who will contact the student. If the student elects to not continue the course, the Program Advisor will administratively withdraw the student.

Graceland University students enrolled in any online course must demonstrate an ongoing presence in their online course. Ordinarily, this participation is assessed by the Participation Tool; however, if a student who has been previously participating in course assignments ceases all participation regardless of communication with the instructor, explaining the reason for this lack of participation, and does not participate in any course discussion or course assignments for two consecutive sessions, that student will be referred to the Program Advisor for counseling and withdrawal.

Student Disability Services

Graceland is committed to full compliance with Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA). The university will provide reasonable accommodations for students with diagnosed disabilities. Students may request accommodations by providing documentation of disability to their counselor advisor or site coordinator.

Non-Discrimination Policy

It is the policy of Graceland University to extend equal opportunities to all applicants for employment, to all employees seeking advancement, and to all students applying for enrollment who meet the basic criteria established. It is further the policy of Graceland University not to discriminate against any employee, prospective employee, student, or prospective student, on the basis of race, color, religion, age, sex, national origin, sexual orientation, or disability.

Graceland University is committed to elimination of those conditions and attitudes from which discrimination is spawned and desires to give leadership in solving those problems that impede the broad application of justice and equity in all human relationships. A university with a Christian commission has a mandate to search for and apply these principles of fairness in all aspects of its operation over and above its legal obligation to comply with the tenants of Equal Opportunity requirements.

Completion Rates

Eighty-four percent of students who entered the Business program at AIB in May, 2001 graduated within two years. Eighty one percent of students who entered the Business and Education courses at Indian Hills Community College in May, 2001 graduated within two years. Ninety-seven percent of students who entered the Business and Education programs at North Central Missouri College in May, 2001, graduated within two years. Ninety-three percent of students who entered the Education program on the Independence Campus in May, 2001, graduated within two years.

Ninety-six percent of M.Ed. students who entered Graceland in January, 2003, graduated by May, 2005. Fifty-five percent of MSN students who entered Graceland in Fall, 2002, graduated by Fall, 2005.

*It is not in the still calm of life . . . that great characters are formed . . .
The habits of a vigorous mind are formed in contending with difficulties.
All history will convince you of this,
& that wisdom and penetration are the fruit of experience,
not the lessons of retirement & leisure.
Great necessities call out great virtues.*

Abigail Adams, letter to her son, John Quincy Adams

STUDENT FINANCES

With questions regarding your bill or payment plan, please contact your program advisor.

Paying Your Bill

Graceland University requires financial aid disbursement, or an authorized payment plan before students may be registered for courses.

Financial Aid

Each year, in order to receive federal or state financial aid, students must file a Free Application for Federal Student Aid (FAFSA) and maintain satisfactory academic progress. There are several ways of filing the FAFSA. Students can obtain a paper FAFSA from the financial aid office or file on the Internet at www.fafsa.ed.gov. Graceland's code is #001866. Financial assistance is awarded without regard to race color, sex, religion, sexual orientation, or politics. To ensure availability, the FAFSA should be submitted as soon as possible after January 1.

Note: Financial aid information is subject to change when federal regulations change.

Evaluating Financial Need

FAFSA information is used to determine financial need. When all required documents are received, all factors are considered, a determination is made, and an award letter is mailed to the student. If a student believes the award is unreasonable or a mistake has been made an appeal may be made by contacting the Director of Financial Aid Services (800-850-5175). If still unsatisfied, a second appeal may be made to the Director of Continuing Education (816-833-0524 #4850) who will review the case with the Financial Aid Committee.

Types of Financial Aid

- ❖ *Federal Pell Grant:* The federal government determines the student's eligibility for this award. Satisfactory academic progress must be maintained. Grants need not be repaid.
- ❖ *Federal Supplemental Educational Opportunity Grant (FSEOG):* Students must be eligible for the Federal Pell Grant, maintain satisfactory progress, and be enrolled full-time. Grants need not be repaid.
- ❖ *William D. Ford Direct Student Loan:* In order to qualify, a student must be registered and attending courses during the academic year. The variable interest rate is capped at 8.25% and is determined on July 1 for the succeeding academic year. A 3% fee is charged at the time of disbursement of the loan proceeds.
 - Federal Direct Subsidized Loan: No payments are due from the student and the government pays all interest until six months after the student leaves school or drops below half-time status.
 - Federal Direct Unsubsidized Loan: Repayment does not begin until six months after the student leaves school or drops below half-time status. Interest may be paid monthly or quarterly or may be deferred during school and the six-month grace period. Payment arrangements are made by the student with the federal government.
- ❖ *Iowa Tuition Grant:* Iowa residents are eligible to apply for the Iowa Tuition Grant. The FAFSA must be filed on or before the June deadline.
- ❖ Loans are also available from outside private lenders. Contact your financial institution.

Refund Policy

A student who completes the official withdrawal process will have institutional charges for tuition and fees refunded based on the percentage of the session that has not been completed, if withdrawal is prior to the 60% point of the session. In addition, a \$100 withdrawal fee will be processed. Federal loans not yet disbursed will be returned to the federal government based on the same percentage, with the balance to be disbursed to the student if the student so chooses. Federal loans already disbursed may be returned or retained, as the student chooses.

After the 60% point in the session, no refund will be granted nor will federal loans be reduced for any withdrawal. The portion of the session completed is based on calendar days from the first day of the session through the last scheduled day of the session, including weekends and mid-semester breaks of less than five days.

- ❖ *Withdrawal:* Students withdrawing during a term or who will not attend the following terms must initiate the withdrawal process through their program advisor. Failure to complete the withdrawal process may result in grades of “F” when classes are incomplete.
- ❖ *Dismissal or Removal:* The University may dismiss or remove a student whose mental or physical condition constitutes a threat or undue burden to self or others. A student may also be expelled for cause if his or her actions are found to be detrimental to the university community.

Loan Deferment

Loan deferment forms can only be certified by the registrar’s office. Mail forms to:

Registrar’s Office
Graceland University
1 University Place
Lamoni, IA 50140

REGISTRATION AND STUDENT RECORDS

Registration

Site coordinators are available to register students at Global Campus physical sites. Online students are automatically registered for courses one full academic year in advance.

Registration is not official until payment arrangements have been made.

Withdrawal Process

Please contact your program advisor if you are not planning to return for the next term. Failure to complete the withdrawal process will result in grades of “F” when classes are incomplete.

Students who have not completed the withdrawal process and have not enrolled for two consecutive terms will be automatically withdrawn. A withdrawal form will be initiated by your program advisor. You may reapply; a reactivation fee will be assessed.

Dismissal or Removal

The University may dismiss or remove a student whose mental or physical condition constitutes a threat or undue burden to himself/herself or others. A student may also be expelled for cause if his or her actions are found to be detrimental to the university community. In case of expulsion for cause, the student will receive failing grades for the semester. Re-enrollment requires permission from the Dean of the Academic Unit.

“My Info”

Once grades are submitted by the instructor and are processed by the Registrar’s office, (approximately 10 – 12 days after the term ends), you may check your own grades online. From “My Info” on the Graceland University website you can print a copy of your grades and your academic record, use the grade predictor to see what your GPA would be if you earned certain grades in classes for that term, and see the classes for which you have registered.

During the first term of enrollment at Graceland University, you will receive a letter from the Registrar giving a login name and password for access to your academic records. Once you have this information you may log onto <http://myinfo.graceland.edu>. Follow the directions in your letter to access your information.

Experiential Learning Credit

Graceland University may award up to 30 semester hours of undergraduate credit for college-level learning that has occurred from prior work and life experiences. Prior learning is evaluated by appropriate department faculty for degree-seeking students who have been admitted to the university. Students are assessed a recording fee for each 3 semester hour block recorded.

Students requesting experiential learning credit must submit, at least one year prior to graduation, a completed Request for Experiential Learning Credit form for each 3 semester hour block and supporting documentation that verifies learning. Credit is generally awarded for learning that:

- ✓ Will apply toward the student’s undergraduate degree program
- ✓ Is measurable
- ✓ Demonstrates a level of achievement defined by department faculty, i.e., course objectives are understood at the same level of understanding achieved through enrollment in the course
- ✓ Has a knowledge base; and
- ✓ Is conceptual as well as practical

Credit awarded to students is recorded on the academic record as experiential learning credit with a grade of “P” (Pass) after payment of the recording fee has been made.

College Level Examination Program (CLEP)

CLEP exams may be taken either before or during enrollment at the university. CLEP exams are designed to award university credit to those students who have met a satisfactory level of proficiency in a subject area without having had formal college classwork. Recommendations for credit made by the American Council on Education are followed. A list of examinations acceptable for credit is available from your advisor.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) grants college students the right to inspect, to challenge and, to a degree, control information contained in educational records or printed in directories, etc. Graceland University is in compliance with this law.

Directory information may be disclosed without prior consent, unless notification in writing to the contrary is received by the Global Campus Student Support office prior to the start of classes each period of enrollment.* Directory information includes: name, local and home address, local and home telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards earned, most recent previous school attended, and photograph.

Academic information about a student is not released unless written authorization is given by the student.*

If a student believes Graceland University does not adhere to the law regarding student records and right to privacy, the student may write to: Department of Education, 330 Independent Avenue S.W., Washington, DC 20201.

Transcripts

No official statement of the record of any student will be released until all fees, dues, loans, fines, and tuition assessed by the university or any department have been settled. The Registrar’s Office will issue transcripts as soon as possible upon written request by the person whose record is to be sent. Transcripts should be requested at least two weeks in advance of the date required. Transcripts will be furnished at a charge of ten dollars each.

How to Access Your Student Records

All students have the right to review their records. For more information, contact Joyce Lighthill, Registrar, Graceland University, One University Place, Lamoni, IA 50140, 641-784-5222.

Records of Academic Student Complaints

In compliance with Federal Title IV regulations, the North Central Association Commission for accreditation expects an affiliated institution to maintain records of the formal, written academic student complaints. Records of Graceland University Global Campus student complaints will be filed in the office of Global Campus Student Support. These records will include information about the disposition of the complaints, including those referred to external agencies for final resolution and will be available for review by NCA evaluation teams.

It's kind of fun to do the impossible.

Walt Disney

ACADEMIC INTEGRITY

Global Campus Online Students

Plagiarism

Plagiarism is representing someone else's work as your own. The following list describes ways to avoid the most common forms of plagiarism.

- ❖ Set off all direct quotations within quotation marks or within the text in a block quote form. To fail to indicate direct quotations by one of these two methods is to commit plagiarism even if the failure is accidental and even if you give the source of the quotation. In a speech, you must also indicate the beginning, ending and source of all direct quotations to the audience.
- ❖ If you derive an idea from another source, cite the source unless the idea is common knowledge, that is, unless people familiar with the subject you are discussing are aware of the idea.
- ❖ Cite the source of paraphrased material and avoid excessive paraphrasing. Too much paraphrasing minimizes your contribution.
- ❖ Submit papers that consist substantially of your own work. Do not buy, borrow or use complete, or nearly complete, papers from any source, electronic or otherwise.

An instructor may assign a grade of "F" for the course in cases of plagiarism. The faculty member will report all cases of plagiarism to the Dean of Faculty.

Cheating

The following list describes ways to avoid the most common forms of cheating.

- ❖ Do not give assistance to, or receive assistance from, another person, or use-unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
- ❖ Do not falsify research results or violate codes for the treatment of human or animal subjects.
- ❖ Do not violate the policies of proctors, preceptors or supervisors.
- ❖ Do not use an electronic copy of another person's work as the starting point of your own work without the instructor's permission.
- ❖ On collaborative works, include the names of all participants on any copies that are submitted for evaluation.

An instructor may assign a grade of "F" for the course in cases of cheating. The faculty member will report all cases of cheating to the Dean of Faculty.

Harassment

Harassment of students is not tolerated at Graceland University. Harassment undermines the mission of the university through its insidious and detrimental impact on individual students, faculty, staff, and on the community as a whole.

Obscene or Profane Materials

Faculty, students and all other persons associated with Graceland University are prohibited from distributing in any manner, including but not limited to the mail, computer transmission or posting, of any material that is obscene or profane. This is not intended to prohibit the use of materials that may have an obscene or profane content for demonstrable educational purposes.

The determination that material is inappropriate is at the sole discretion of the university and will be made based on the university's understanding of prevailing community standards.

Technology Ethics and Use Policy

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. The privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided for use by students and employees to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501 (c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives. Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes which are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for other purposes.

Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g. Microlabs, classrooms, etc.)

Inappropriate uses of technology include, but are not limited to those specifically prohibited by local, state or federal law. Without limitation, examples of inappropriate uses of technology include:

- ✓ sending of harassing, threatening or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives;
- ✓ random or unauthorized bulk sending or mailing of messages;
- ✓ unauthorized release of information and viewing of Graceland's data outside of institutional objectives;
- ✓ any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources including possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- ✓ failure to comply with software license restrictions - all licenses for software that are licensed by Graceland will be filed by ITS.;
- ✓ damaging any resource in such a way that it creates a disruption of the normally expected service from that resource;
- ✓ cheating;
- ✓ copyright infringement;
- ✓ forgery;
- ✓ malicious transmission of a computer virus;
- ✓ malicious alteration of system files or configuration;
- ✓ abuse of established storage space limitations;
- ✓ use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501 (c)(3).

Consequences: Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology which may include but not be limited to the following:

Cases involving misuse of technology by Global Campus students will be referred to the Director of Continuing Education. The Director may refer the case to the Dean of Students or to an Academic Dean of the university. The Director or Academic Dean may recommend revocation of privacy or access privileges as part of an official investigation and determination of the case. A determination of serious misuse may result in expulsion from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the President.

Grievance Procedure

Graceland will handle complaints or concerns with sensitivity, confidentiality, and with respect to the Graceland community. This procedure is designed to handle situations expediently to the satisfaction of the student(s) involved. Any member of the Graceland student body, who has a complaint or concern, may initiate informal or formal actions for complaint resolution.

An important aspect of the university involves learning to deal with other people in a professional manner. Students are encouraged to mediate personal problems with other students and instructors on an informal level but in a professional manner. When an attempt to resolve a conflict has been rebuffed or dismissed without an agreement, your advisor should be the next point of contact. The advisor will work with the complainant to decide what course of action is needed to resolve the conflict.

A formal, written complaint will be referred to the Program Counselor, who will work within the policies of Graceland University to resolve the matter. If necessary, the complaint will then go to the appropriate Dean or Division Chair, who will rule on the complaint.

Policies for Global Campus Classroom-based Students

Academic Integrity Policy

Academic integrity is a highly valued principle that undergirds all facets of academic life at Graceland University. We believe adherence to principles of honesty is a requisite for preparing students as competent responsible persons. Graceland students are expected to refrain from:

- ❖ Plagiarism or cheating
- ❖ Acts that humiliate, harass, and/or abuse;
- ❖ Theft or damage of property;
- ❖ Use or possession of firearms, ammunition, fireworks, explosives, incendiary devices, weapons, dangerous substances, drug paraphernalia and/or materials prohibited by law;
- ❖ Possession of or use of alcoholic beverages or their containers;
- ❖ Disruptive behavior due to the influence of alcohol;
- ❖ Use, or evidence of use, of tobacco in any form;
- ❖ Substance abuse including illegal manufacture, distribution, possession, or use of a controlled substance;
- ❖ Sexual behavior that is offensive or fails to respect other's rights.

We believe that violation of these regulations impinges directly on the rights of others. Violators are referred to either the Dean of the Academic Division or the Dean for Student Life for appropriate disciplinary action.

Plagiarism

Plagiarism is representing someone else's work as your own. The following list describes ways to avoid the most common forms of plagiarism.

- ❖ Set off all direct quotations within quotation marks or within the text in a block quote form. To fail to indicate direct quotations by one of these two methods is to commit plagiarism even if the failure is accidental and even if you give the source of the quotation. In a speech, you must also indicate the beginning, ending and source of all direct quotations to the audience.
- ❖ If you derive an idea from another source, cite the source unless the idea is common knowledge, that is, unless people familiar with the subject you are discussing are aware of the idea.
- ❖ Cite the source of paraphrased material and avoid excessive paraphrasing. Too much paraphrasing minimizes your contribution.
- ❖ Submit papers that consist substantially of your own work. Do not buy, borrow or use complete, or nearly complete, papers from any source, electronic or otherwise.

An instructor may assign a grade of "F" for the course in cases of plagiarism. The faculty member will report all cases of plagiarism to the Dean of Faculty.

Cheating

The following list describes ways to avoid the most common forms of cheating.

- ❖ Do not give assistance to, or receive assistance from, another person, or use-unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
- ❖ Do not falsify research results or violate codes for the treatment of human or animal subjects.
- ❖ Do not violate the policies of proctors, preceptors or supervisors.
- ❖ Do not use an electronic copy of another person's work as the starting point of your own work without the instructor's permission.
- ❖ On collaborative works, include the names of all participants on any copies that are submitted for evaluation.

An instructor may assign a grade of "F" for the course in cases of cheating. The faculty member will report all cases of cheating to the Dean of Faculty.

Harassment

Harassment of students is not tolerated at Graceland University. Harassment undermines the mission of the university through its insidious and detrimental impact on individual students, faculty, staff, and on the community as a whole.

Theft

Any student who has his/her belongings stolen is encouraged to file a report with local law enforcement, contact your Advisor, and the instructor of the class in which the materials were stolen. Report stolen books as soon as possible.

Firearms, dangerous weapons, and threats

Firearms, fireworks, darts, dartboards, bows and arrows, knives, martial arts equipment, or other dangerous weapons are prohibited on all campuses where Graceland University holds classes. If such items are found, they will be confiscated. Persons making threats to the colleges such as

malicious or threatening phone calls will be faced with suspension or expulsion. Persons involved could also be subject to arrest and prosecution by local law enforcement.

Class Attendance Policy

Students are expected to attend classes regularly, be punctual, and complete all work whether present or not. Whenever possible, the opportunity for making up class work missed as a result of an excused absence is to be worked out between the instructor and the student upon the student's initiative.

Garments and Paraphernalia

Graceland reserves the right to approve designs to be printed on any garment and/or paraphernalia that uses or infers the universities name, mascot, house, club/organization, or any other person/group otherwise affiliated with the university.

Pagers and Cellular Phones

We do understand the need to carry cellular phones for emergencies and ask that you turn them down during class. If you do need to take a call please step outside as to not disrupt the class.

Photograph and Videotape Policy

Graceland University takes photographs and videotapes of students throughout the year. These images often include students in classrooms, residence halls, microlabs, at athletic events and other campus activities. Graceland University reserves the right to use these photographs and videotapes as part of its publicity and marketing efforts. Students who enroll at Graceland do so with the understanding that these photographs might include them and might be used in university publications, newspapers and other media, and for publicity purposes.

Obscene or Profane Materials

Faculty, students and all other persons associated with Graceland University are prohibited from distributing in any manner, including but not limited to the mail, computer transmission or posting, of any material that is obscene or profane. This is not intended to prohibit the use of materials that may have an obscene or profane content for demonstrable educational purposes. The determination that material is inappropriate is at the sole discretion of the university and will be made based on the university's understanding of prevailing community standards.

Tampering with Safety Devices

Fire extinguishers, fire alarms, smoke detectors, and water hoses are placed in the halls for your safety. Misuse or damage to any of this equipment is a serious violation. Individuals responsible for damage will also be subject to the laws of the city and state.

Technology Ethics and Use Policy

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. The privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided for use by students and employees to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501 (c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives. Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes which are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for other purposes.

Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g. Microlabs, classrooms, etc.)

Inappropriate uses of technology include, but are not limited to those specifically prohibited by local, state or federal law. Without limitation, examples of inappropriate uses of technology include:

- ✓ sending of harassing, threatening or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives;
- ✓ random or unauthorized bulk sending or mailing of messages;
- ✓ unauthorized release of information and viewing of Graceland's data outside of institutional objectives;
- ✓ any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources including possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- ✓ failure to comply with software license restrictions - all licenses for software that are licensed by Graceland will be filed by ITS.;
- ✓ damaging any resource in such a way that it creates a disruption of the normally expected service from that resource;
- ✓ cheating;
- ✓ copyright infringement;
- ✓ forgery;
- ✓ malicious transmission of a computer virus;
- ✓ malicious alteration of system files or configuration;
- ✓ abuse of established storage space limitations;
- ✓ use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501 (c)(3).

Consequences: Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology which may include but not be limited to the following:

Cases involving misuse of technology by Global Campus students will be referred to the Director of Continuing Education. The Director may refer the case to the Dean of Students or to an Academic Dean of the university. The Director or Academic Dean may recommend revocation of privacy or access privileges as part of an official investigation and determination of the case. A determination of serious misuse may result in expulsion from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the President.

Grievance Procedure

Graceland will handle complaints or concerns with sensitivity, confidentiality, and with respect to the Graceland community. This procedure is designed to handle situations expediently to the

satisfaction of the student(s) involved. Any member of the Graceland student body, who has a complaint or concern, may initiate informal or formal actions for complaint resolution.

An important aspect of the university involves learning to deal with other people in a professional manner. Students are encouraged to mediate personal problems with other students and instructors on an informal level but in a professional manner. When an attempt to resolve a conflict has been rebuffed or dismissed without an agreement, your advisor should be the next point of contact. The advisor will work with the complainant to decide what course of action is needed to resolve the conflict.

A formal, written complaint will be referred to the Program Counselor, who will work within the policies of Graceland University to resolve the matter. If necessary, the complaint will then go to the appropriate Dean or Division Chair, who will rule on the complaint.

SAFETY AND SECURITY

Crime Awareness & Campus Security Act

You may access the most recent Crime Awareness and Campus Security report of any college campus in the United States at: <http://ope.ed.gov/security>. You may also receive a free copy of Graceland University's Crime Awareness and Campus Security report by making a request to the Student Life Office at 800-850-5175.

On each campus at which Graceland University Courses are offered, the following safety regulations apply:

- ❖ *Children on Campus:* Children of enrolled students are not permitted in the classroom and should not be left on campus unsupervised.
- ❖ *Emergencies:* In an emergency call 911 for assistance.
- ❖ *Fire alarms* and smoke detectors are required by state law for your safety and protection. If an alarm is sounded, you must vacate the building immediately. It is required by law that you exit the building during a fire alarm.
- ❖ *Weather Alerts:* Under threatening conditions you should proceed to lower level hallways away from windows and glass doors.
- ❖ *Insurance:* Graceland University DOES NOT carry insurance on personal property. Liability is similar to the Iowa statutes governing personal effects in rented apartments or hotel/motel rooms. Students are encouraged to check their homeowner's policy or purchase a renter's policy.

*The soul is dyed the color of its thoughts.
Think only on those things that are in line with your principles
and can bear the full light of day.
The content of your character is your choice.
Day by day, what you choose, what you think, and what you do
is who you become.
Heraclitus, Greek Poet and Philosopher*

Global Campus
Online Programs
Lee Graham, Director of Continuing Education
(816) 833-0524
lgraham@graceland.edu
(816) 833-2990 fax

Contact Information/Building Hours

- ❖ Office Hours are 8:00 AM – 5:00 PM CST Monday-Friday.
- ❖ E-mails to program counselors will be answered within one working day.

Program Counselors

<i>Counselor</i>	<i>Program</i>	<i>Email</i>
<i>Terry Kinney</i>	<i>RN-MSN/Counseling Manager</i>	tkinney@graceland.edu
<i>Emily Penrose-McLaughlin</i>	<i>BSN</i>	penrose@graceland.edu
<i>Cathy Porter</i>	<i>M.Ed.</i>	cgporter@graceland.edu
<i>Jessica Crossley</i>	<i>MSN</i>	jcrossle@graceland.edu

Paying Your Bill

Graceland University requires an authorized payment plan, or verification of Financial Aid benefit 10 days before the program begins. Please contact your counselor to arrange a payment plan, or to inquire into Financial Aid options. No transcripts will be granted to any student who has a delinquent account. Students with delinquent accounts will not be registered for subsequent courses.

Bookmark the [Global Campus web page](#) for quick and easy access to

- Graceland Library
- MyInfo
- eCollege
- Graceland Email

**Bill Armstrong, Dean
School of Education
Campus-Based Master of Education Programs
Graceland University
One University Place
Lamoni, IA 50140**

641.784.5254

billa@graceland.edu

The Master of Education in Collaborative Teaching and Learning campus-based programs are offered in the following locations:

- Des Moines, IA
- Cedar Rapids, IA
- Independence, MO

Regardless of the location, the M.Ed. campus-based program provides those who enroll with authentic professional development experiences that align with the National Board for Professional Teaching Standards (NBPTS).

Contact Information

- ❖ In the M.Ed. campus-based program, your instructor is your primary contact. Please contact your instructor with any questions/concerns you may have.

Libraries

- ❖ You may access all Graceland library materials by logging on to www.graceland.edu.

Your Safety and Security

- ❖ *Children on Campus:* Children of enrolled students are not permitted in the classroom and should not be left on campus unsupervised.
- ❖ *Fire alarms* and smoke detectors are required by state law for your safety and protection. If an alarm is sounded, you must vacate the building immediately. It is required by law that you exit the building during a fire alarm.
- ❖ *Weather Alerts:* Periodically the weather service alerts Iowa and Missouri residents of inclement weather conditions. Under threatening conditions you should proceed to lower level hallways away from windows and glass doors.

Drug and Alcohol Policies

The use of drugs and alcohol during Graceland classes and sponsored events is prohibited. Any violation of this policy may result in disciplinary action by the colleges and/or prosecution under Iowa law.

Class Cancellations

Unexpected class cancellations due to severe weather will be announced several ways:

- ❖ An e-mail will be sent to the entire student listserv.
- ❖ Voicemail will be changed to reflect the cancellation.
- ❖ Website will have cancellation notice posted.
- ❖ Announcements will be made to local TV and radio stations when possible.
- ❖ Read and listen carefully to messages to make sure that Graceland University campus-based classes are cancelled.

Paying Your Bill

Graceland University requires an authorized payment plan by the first day of classes. Please contact Terry Kinney at 800.833.0524 #4801 to arrange a payment plan. No transcripts will be granted to any student who has a delinquent account. Students with delinquent accounts will not be registered for subsequent courses.

Students who attend courses for which they are not registered will not be provided the option to petition for a grade, regardless of their academic achievement.

AIB College of Business
2500 Fleur Drive
Des Moines, IA 50321
Amy Goretska, Site Director
(515) 246-5387
goretska@graceland.edu

(515) 246-5392 fax

Contact Information/Building Hours

- ❖ Office Hours are 10:00 am – 7:00 pm Monday – Thursday and 9:00 am – 2:00 pm Friday.
- ❖ Weekend and evening appointments are available.
- ❖ E-mails to goretska@graceland.edu will be answered within one working day.
- ❖ Classroom buildings are open 7:00 am – 9:00 pm Monday – Thursday and 7:00 am - 4:15 pm Friday.
- ❖ Hungry? *City View Cafeteria*, operated by Hy-Vee Foods, is located on the first floor of the Keith Fenton Administration Building. The cafeteria is open Monday through Friday for breakfast and lunch.

Libraries

- ❖ The AIB Library is located on the first floor of the Academic Center.
Monday 7:30 am - 9:30 pm
Tuesday, Wednesday, Thursday 7:00 am - 9:30 pm
Friday 7:30 am - 4:00 pm (close at 3:00 pm during summer quarter)
Saturday Closed
Sunday 5:00 pm - 8:00 pm
- ❖ You may access all Graceland library materials by logging on to www.graceland.edu.

Computer Labs

- ❖ Graceland University has a dedicated computer lab on the AIB College of Business campus for your use. Hours: 7:00 am – 9:00 pm Monday through Thursday and 7:00 am until 4:15 pm on Friday (when the lab is not in use for a scheduled class).
- ❖ The Fenton Hall computer lab is open 24 hours a day, 7 days a week. Hours of other AIB computer labs vary. Ask your advisor for details.
- ❖ All computers are password protected. Your advisor will help you apply for a password-protected account. If your account is not used in 30 days, it will automatically be deleted.

Your Safety and Security

- ❖ *Campus Security Act*: AIB College of Business, in compliance with the "Student Right To Know and Campus Security Act of 1990" (Public Law 101-542), has prepared for distribution of an annual report of campus crimes and statistics for students and employees as well as to applicants for enrollment or employment. The report can be accessed at www.aib.edu. Click on the admissions link and scroll to crime report and crime statistics.
- ❖ *Children on Campus*: Children of enrolled students are not permitted in the classroom and should not be left on campus unsupervised.

- ❖ *Emergencies:* In an emergency call 911 for assistance. If calling from a campus phone first dial 9 to get an outside line. This will connect your phone with the Polk County Emergency Control Center and they may connect you with the Des Moines/Polk County police, fire, ambulance, or other emergency assistance. The computerized control center will identify the location of the telephone if the caller is unable to speak.
- ❖ *Fire alarms* and smoke detectors are required by state law for your safety and protection. If an alarm is sounded, you must vacate the building immediately. It is required by law that you exit the building during a fire alarm.
- ❖ *Weather Alerts:* Periodically the weather service alerts Des Moines residents of inclement weather conditions. Under threatening conditions you should proceed to lower level hallways away from windows and glass doors.

Smoking

Smoking is not permitted in any of the classroom or administrative buildings on campus. Ashtrays are located outside of the buildings for smokers' use.

Drug and Alcohol Policies

The use of drugs and alcohol on or around AIB property or during Graceland classes and sponsored events is prohibited. Any violation of this policy may result in disciplinary action by the colleges and/or prosecution under Iowa law.

Parking

- ❖ All students attending Graceland University classes on the AIB campus are entitled to a free parking permit. Your advisor will provide you with a permit and a copy of AIB parking regulations.
- ❖ If you plan to visit the Lamoni campus your advisor can also provide a free permit for that campus.

Class Cancellations

Unexpected class cancellations due to severe weather will be announced several ways:

- ❖ An e-mail will be sent to the entire student listserv.
- ❖ Voicemail will be changed to reflect the cancellation.
- ❖ Website will have cancellation notice posted.
- ❖ Announcements will be made to local TV and radio stations when possible.
- ❖ Read and listen carefully to messages to make sure that Graceland University AIB site classes are cancelled.

Paying Your Bill

Graceland University requires an authorized payment plan by the first day of classes of each term. Please contact Reta Ury at 641-784-5288 to arrange a payment plan. No transcripts will be granted to any student who has a delinquent account.

AIB Campus Opportunities

- ❖ *The Activities Center*, located on the northwest corner of the campus attached to Fenton Hall West, includes a multi-court gymnasium, a cardiovascular fitness room, a weight room (with free weights and weight stations), and an indoor running track.
- ❖ *Residence Halls* are available for student living. Call Waneta Haley at 515-246-5100.

Dealing with Professors and tough classes

Go see your professors

Talk to other students

Don't be afraid to ask for help

Make sure your professor knows your name

Keys to College Success

Indian Hills Community College
721 N. First Street
Centerville, IA 52544
Ivy Ward, Advisor
(641) 856-2143 ext. 229
(641) 856-8120 - fax
iward@graceland.edu

Contact Information/Building Hours

- ❖ Office Hours are 8:30 am – 6:15 pm Monday - Thursday.
- ❖ Weekend and evening hours are available by appointment.
- ❖ E-mails to iward@graceland.edu will be answered within one working day.
- ❖ Classroom buildings are open 7:30 am – 10:00 pm Monday – Thursday.
- ❖ Hungry? The *Snack Barn* is open Fall, Winter, & Spring from 7:00 am – 1:30 pm. During the summer the *Snack Barn* is closed for service. The barn building is open all year from 7:00 am – 10:00 pm for the use of vending machines only.

Libraries

- ❖ The IHCC Learning Resources Center (LRC) provides the traditional functions of a library and audio-visual services. College personnel are available to assist users and a User Guide is available at the circulation desk.
Monday - Thursday 7:15 am - 9:00 pm
- ❖ You may access all Graceland library materials 24 hours/day by logging on to www.graceland.edu

Computer Labs

- ❖ Computers are available in the library for student use.
- ❖ All computers are password protected. Your advisor will help you apply for a password-protected account. If your account is not used in 30 days, it will automatically be deleted.

Your Safety and Security

- ❖ *Emergencies:* In an emergency (fire, accident, etc.) students should call 911 for assistance. If calling from a campus phone first dial 9 to get an outside line. The administration building is open in case a phone is needed (August – May, Monday – Thursday 6 am – 9 pm). During the summer months a student may use the phone in the library. Indian Hills Community College has a maintenance person present on the campus at night until 10:30 pm Monday – Thursday.
- ❖ IHCC, in compliance with the “*Student Right to Know and Campus Security Act of 1990*” (Public Law 101-542), has prepared for distribution an annual report of campus crimes and statistics for current and prospective students and employees. You may find this report at <http://ope.ed.gov/security>.
- ❖ *Fire alarms* and smoke detectors are required by state law for your safety and protection. If an alarm is sounded, you must vacate the building immediately. It is required by law that you exit the building during a fire alarm.

- ❖ *Weather Alerts:* Periodically the weather service alerts Des Moines residents of inclement weather conditions. Under threatening conditions you should proceed to the lower level of the Administration Building.

Smoking

Smoking is permitted in designated areas only. Smoking is prohibited in all college classrooms and hallways. Use of tobacco, including smokeless, is prohibited in the Multi-Purpose Building.

Drug and Alcohol Policies

The use of drugs and alcohol on or around Indian Hills property or during classes and Graceland sponsored events is prohibited. Areas where use is prohibited include, but are not limited to, dormitories, student campus activities, classrooms, school parking lots, roadways, and leisure activity areas. Any violation of this policy may result in disciplinary action by the colleges and/or prosecution under Iowa law.

Parking

- ❖ A parking permit is required to park on campus during the day. If you are only on campus for evening classes (after 5:00 pm) a permit is not required. Permits for fall and winter are \$10, spring and summer are \$5. Permits may be purchased from Melissa Neher in the business office located in the administration building.
- ❖ If you plan to visit the Lamoni campus your advisor can provide a free temporary permit for that campus.

Class Cancellations

Unexpected class cancellations due to severe weather will be announced several ways:

- ❖ An e-mail will be sent to the entire student listserv.
- ❖ Voicemail will be changed to reflect the cancellation.
- ❖ Website will have cancellation notice posted.
- ❖ Announcements will be made to local TV and radio stations when possible.
- ❖ Read and listen carefully to messages to make sure that Graceland Centerville, Indian Hills Community College classes are cancelled.

Paying Your Bill

Graceland University requires payments or authorized payment plan by the first day of classes of each term. Please contact Reta Ury at 641-784-5288 to arrange a payment plan. No transcripts will be granted to any student who has a delinquent account.

*Live as if you were to die tomorrow;
Learn as if you were to live forever.*

North Central Missouri College
1301 Main Street
Trenton, MO 64683
Jeanie Gibson, Advisor
(660) 359-3948 ext. 288
800-880-6180 ext. 288
(660) 339-7140 - fax
cjgibson@graceland.edu

Contact Information/Building Hours

- ❖ Office Hours are 8:30 – 4:30 Monday – Friday, evening hours by appointment.
- ❖ Weekend and evening appointments are available.
- ❖ E-mails to cjgibson@graceland.edu will be answered within one working day.
- ❖ Classroom buildings are open 7:00 am – 9:00 pm Monday – Thursday and 7:00 am - 4:15 pm Friday.
- ❖ Hungry? A full service cafeteria is located in the lower level of Selby Hall. Soft drink and snack food machines are also available in the main and third floors of Geyer Hall, ASC lower level and at KCC. There is also a soft drink machine outside of Barnes Hall and inside the Frey Administrative Center.

Bookstore

The North Central Missouri College bookstore is open 7:30 am - 4:30 am Monday - Thursday and 7:30 am - 3:30 am on Friday.

Libraries

- ❖ The information center for students and faculty, the NCMC library is a great place to research, study, or just relax and read a magazine. Library hours are 8am – 9pm Monday - Thursday and 8 am - 4 am Friday. Summer hours may vary.
- ❖ You may access all Graceland library materials by logging on to www.graceland.edu.

Copier

A copy machine is available in the library. The cost is 10 cents per page. The machine takes quarters, nickels, or dimes. Please come prepared with change.

Computer Labs

- ❖ Computers are available in Barnes Hall labs and the Academic Reinforcement Center. See posted hours in buildings.
- ❖ All computers are password protected. Your advisor will help you apply for a password-protected account. If your account is not used in 30 days, it will automatically be deleted.

Your Safety and Security

- ❖ NCMC, in compliance with the “*Student Right to Know and Campus Security Act of 1990*” (Public Law 101-542), has prepared for distribution an annual report of campus crimes and statistics for current and prospective students and employees. You may access this report at <http://ope.ed.gov/security>.
- ❖ *Emergencies:* In an emergency call 911 for assistance. If calling from a campus phone first dial 9 to get an outside line.
- ❖ *Weather alerts:* In the event of a tornado or fire, students should follow the emergency evacuation procedures outlined for each building. The procedures are prominently posted

in each college facility. It is the obligation of each student to be familiar with these procedures.

- ❖ *Fire alarms* and smoke detectors are required by state law for your safety and protection. If an alarm is sounded, you must vacate the building immediately. It is required by law that you exit the building during a fire alarm.

Smoking

Tobacco usage is prohibited at North Central Missouri College except as follows.

- ❖ Tobacco usage will be routinely permitted outside North Central Missouri College facilities and on grounds with the exception of campus activities and outdoor classes.
- ❖ Tobacco usage may be allowed in outdoor campus activities and outdoor classes at the discretion of the group advisor or instructor.

Drug and Alcohol Policies

The use of drugs and alcohol on or around NCMC property or during Graceland classes and sponsored events is prohibited. Any violation of this policy may result in disciplinary action by the colleges and/or prosecution under Iowa law.

Parking

- ❖ Only vehicles displaying special handicapped status license plates or tags may be parked in areas reserved for handicapped persons.
- ❖ Do not park in driveways or turn rows.
- ❖ Illegally parked vehicles on public property are subject to ticketing and towing. On campus, vehicles found improperly parked or abandoned are subject to towing and restriction from campus, if repeated offenses of safety regulations occur.
- ❖ Parking tickets are to be paid in the Student Accounts Office in the Alexander Student Center.
- ❖ If you plan to visit the Lamoni campus your advisor can also provide a free permit for that campus.

Class Cancellations

Unexpected class cancellations due to severe weather will be announced several ways:

- ❖ An e-mail will be sent to the entire student listserv.
- ❖ Voicemail will be changed to reflect the cancellation.
- ❖ Website will have cancellation notice posted.
- ❖ Announcements will be made to radio stations KTTN in Trenton, KCHI in Chillicothe, and KRES and KZBK in Brookfield.
- ❖ Read and listen carefully to messages to make sure that Graceland, North Central Missouri College site classes are cancelled.
- ❖ During periods of inclement weather please contact your instructor for verification on cancellation of class.

Paying Your Bill

Graceland University requires payments or authorized payment plan by the first day of classes of each term. Please contact Reta Ury at 641-784-5288 to arrange a payment plan. No transcripts will be granted to any student who has a delinquent account.

*He who would learn to fly one day
must first learn to stand and walk and run and climb and dance;
one cannot fly into flying.*

Friedrich Nietzsche, 19th Century German philosopher

SHORTEST STUDY GUIDE ON EARTH

People remember
10% of what they read;
20% of what they hear;
30% of what they see; &
70% of what they say.
Vitality Magazine, 1989

Read out loud!

Experiments have shown that students who study out loud retain 4 times more information than students who study silently

Read out loud & relax . . .

Studying out loud also forces your mind to focus on the material instead of on the nervous voices in your head!

Still nervous?

Visualize all the anxiety draining down from your head to your neck, down past your belly button, down your legs and into your feet. Kick off your shoes, let the anxiety flow out.
Taking the Anxiety out of Taking Tests, S. Johnson

Tell me and I'll forget;
Show me and I may remember;
Involve me and I'll understand.
Chinese Proverb

More on Remembering

It is **twice as easy** to recall facts if you read material before it is presented in class.

After class, skim your own notes.
This, **again doubles ease** of recall.

Asking a question in class will help you remember the concept.

Don't feel guilty about sleeping!
While sleeping, the brain disconnects from the senses and proceeds to revise and store memories. Fatigue can greatly impair concentration and storing of information.

Writing papers:

Just do it! "The first draft is the down draft – you get it down. The second draft is the up draft – you fix it up...the third draft is the dental draft, where you check every tooth, to see if it's loose or cramped or decayed..."
Anne Lamott, Bird by Bird

Write the first draft early enough that you can let the ideas percolate. You will also notice mistakes more easily after setting the paper aside for awhile.

Punctuation:

Period. Indicates full stop (red light)
Semicolon; Slow down (yellow light)
Comma; Pause briefly (flashing yellow light)
(Parenthesis) Set off words & ideas
Colon: Something important is being introduced

By age 70, an American spends:
6 months sitting at stoplights,
1 year looking for misplaced objects,
2 years trying to return phone calls,
4 years doing housework,
5 years waiting in line, &
6 years eating.
Men's Fitness, Jan. '94

. . .SO . . .
NEVER GO ANYWHERE WITHOUT A BOOK OR NOTES!

Use notecards:
Write bits of information on cards during class or while reading. Tape them to your bathroom mirror, above the kitchen sink, at your workstation, on your dashboard. Review at red lights!

Give concepts meaning:

BRAT

helps parents recall what to feed kids with diarrhea:
Bananas, Rice, Applesauce, Toast

GRACELAND UNIVERSITY MISSION

MISSION

Graceland creates learning communities where students develop their potential for meaningful and productive lives.

VISION

Graceland will become a recognized educational leader, inspiring and empowering persons for transformational service and leadership.

VALUES

Graceland values learning, wholeness, and community. Graceland encourages the adoption of these values for the enrichment of lives and the betterment of the world.

LEARNING:

We believe in a life long process of open and free pursuit of truth.

WHOLENESS:

We believe that the development of the intellectual, physical, social and spiritual dimensions of all persons is necessary for healthy and fulfilling lives.

COMMUNITY:

We appreciate and welcome diversity and, as an institution sponsored by the Community of Christ, believe in the inherent worth of all persons expressed through relationships built on the foundation of unconditional love and acceptance.