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# Services for Students

## The Fine Arts

Many sorts of fine arts activities thrive at Calvin, both as part of the academic life and as the result of spontaneous student interest. Bands, orchestras, choral groups, and chamber ensembles are part of the program of the Department of Communication Arts and Sciences. Students from all departments participate. The long, Calvin tradition of creative writing for publication and for private reading is encouraged by the members of the Department of English. Dialogue, a student literary magazine, and Chimes, the campus newspaper, provide opportunities for student publication.

The Department of Art seeks to arouse interest in the various visual arts. It sponsors workshops, visiting artists, and speakers. Regular educational exhibitions in the Center Art Gallery and a visible permanent art collection provide visual stimulation, aesthetic quality, and an enhancement of the total Calvin environment through the celebration of a rich cultural heritage and support of the art activities of students, faculty, alumni, and other Christians. The student-organized Fine Arts Guild and its sub guilds in Dance, Visual Arts, Music, and Writing provide independent expression and dialogue regarding the arts among all the students.

## Intercollegiate and Intramural Athletics and Recreation

Intercollegiate athletics play an important role in student life at Calvin. Calvin is a member of the Michigan Intercollegiate Athletic Association (MIAA) and the National Collegiate Athletic Association (NCAA). Calvin men compete in cross-country, golf, basketball, soccer, swimming, baseball, track, and tennis. Calvin women compete in cross-country, golf, volleyball, basketball, swimming, track, softball, tennis, and soccer. We also have club teams in men's hockey, volleyball, and men's and women's lacrosse. To be eligible to participate in intercollegiate athletics, a student-athlete must be enrolled in a minimum of 12 semester hours each semester, be in academic and disciplinary good standing, and be making normal progress toward graduation. Academic good standing is defined in the table and notes found on page 28 of this catalog and the disciplinary standards are listed in the Student Handbook. Students on disciplinary probation are ineligible to participate in intercollegiate athletics. For the purposes of athletic eligibility, normal progress toward a degree is defined as accumulating at least 12 semester hours of credit each semester plus the completion of 3 interim courses in a 4-year program.

Intramurals are also an important phase of the physical education program and provide all students with the opportunity to participate throughout the year in a variety of programs.

Both indoor and outdoor facilities are available for recreation whenever classes or scheduled contests are not being conducted.

## Student Senate and Other Organizations

The Student Senate serves as an advocate for student issues. It also allocates the budget of student organizations and concerns itself with student publications, homecoming, film arts, the campus radio station, and similar groups.

Over fifty-five student organizations exist on campus, some of which are related to particular academic departments. All organized clubs have a faculty advisor and receive formal approval through the Student Life Committee.

## Student Conduct

Admission to Calvin College is a privilege that may be withdrawn from any student who does not meet the academic and conduct standards of the college. In addition, the college not only expects students to conduct themselves both on and off campus in ac-

cord with the Christian goals and standards of the college, but also may refuse admission to, may discipline, may suspend, or may expel any student who, in its judgment, displays conduct or attitudes, whether on or off campus, unworthy of the standards of the college. The Student Handbook and Residence Hall Living booklets describe the regulations and their implementation.

The Discipline Code, approved by the Faculty, the Student Senate, and the Board of Trustees, is the official document, which spells out college regulations and judicial processes. A copy of this code, included in the Student Handbook, is also available at the Student Life Office.

While the Code does not seek to develop a detailed and exhaustive summary of what a student may or may not do, it does contain, in addition to Christian principles of behavior, a list of proscribed conduct for so long as a student is enrolled at Calvin College. Among those actions prohibited are all kinds of dishonesty, acts of violence, disruption of institutional activities, theft, unauthorized entry, sexual misconduct or harassment, use of alcoholic beverages on and off campus and at extended campus events, drunkenness, profane and obscene language, and use of illegal substances. Sanctions for misconduct range from verbal warning to expulsion.

The judicial processes require a hearing before the designated college administrators or before the Student Discipline Committee. The judicial process provides for appeal to the College Appeals Committee.

## Student Protest and Appeals Procedure

At Calvin College the goal to become a model Christian academic community should direct the attempts to resolve conflicts, which may occur between students and faculty members. We would expect that members will all 'accept one another' (Romans 15:7) and that student protest and appeal will occur infrequently and only over matters of significance to the calling as Christian faculty members. Moreover the process of protest should be one which should lead to restoration of Christian community in which the members are affirmed and express love for one another.

1. On occasion, a student may have criticism of a professor for which he or she requests some action. Criticisms may regard the requirements of a course, the nature of a test, a grade received, teaching effectiveness, personal life-style, general performance, or sanctions given for academic dishonesty. The student should present such criticism directly to the faculty member. The student criticism should be heard and given serious attention by the faculty member.
2. If the faculty member's response does not satisfy the student, or if the student, for good reason, does not feel free to approach the faculty member, the student should bring the criticism to the department chairman or the academic dean. The chairman or the academic dean should work for resolution.
3. If the student or faculty member does not accept the advice of the chairman or academic dean, the academic dean will suggest one of the following procedures:
  - a. If the complaint regards a sanction given by a faculty member for academic dishonesty, the student must follow the procedure outlined in 'The Student Conduct Code and Disciplinary Procedures' found in Section 4.2.8 of the Faculty Handbook.
  - b. If the protest is on matters other than sanctions given by a faculty member for academic dishonesty, the academic dean will refer the issue to an ad hoc committee of two faculty members, a student, and the academic dean. The ad hoc committee should hear the student protest and hear the professor's response, as well as collect appropriate material evidence. The student, if he or she so chooses, may ask a student, faculty member, or a Student Life Division dean to give counsel at this hearing. The committee should work for resolution of the differences and prepare a written recommendation to the provost, a copy of which will be sent to the student and faculty member.

4. The decision of the ad hoc committee may be appealed to the provost by either the student or the faculty member. In cases where the student protest involves the academic standards, i.e., course requirements or grades, the decision may be appealed to the Academic Standards Committee. Cases where the protest involves teaching effectiveness, professional standards, religious commitment, or personal life-style may be appealed to the Professional Status Committee.
5. The report of either of these committees will be advisory to the provost, who will prepare a recommendation for the president.
6. Further appeals by the student or faculty member would be to the president and by way of the president to the board of trustees. Correspondence addressed to a member of the board of trustees should be sent to the Board of Trustees office, Spoelhof Center. Such correspondence is routinely opened by a member of the board staff and forwarded to the person to whom it is addressed and to the president. If the correspondence is marked 'confidential', it will be forwarded unopened to the trustee to whom it is addressed.
7. Students who wish to appeal a decision of another nature should contact the registrar or vice president for student life to determine the appropriate process.

## Use of Motor Vehicles

Motor vehicles owned or operated by Calvin students must be properly registered with the Campus Safety Department and must carry an official college vehicle permit. Motor vehicles may be parked only in approved student parking areas, and the drivers will be fined if they park elsewhere. Because parking areas are limited, parking regulations are strictly enforced. The driving regulations and requirements of the Michigan Motor Vehicle Code apply to all driving when on the campus.

## Orientation and Advising

All first-year students are required to participate in PASSPORT, a program of orientation held during the summer and/or just prior to QUEST, the fall orientation program. Throughout orientation, students will meet key faculty members and administrators, receive information about college academics, activities and facilities, obtain registration materials, and meet with a faculty advisor to plan for the fall semester. Transfer student orientation takes place during a special PASSPORT session or just prior to the beginning of the fall semester. All students are assigned individual advisors from the faculty. These faculty members keep office hours during which time they are available to assist students in making decisions about courses and programs.

Students are expected to assume responsibility for obtaining academic advising. They must keep themselves informed about curriculum requirements, both in the core curriculum and in their programs of interest; they are expected to initiate conferences with their advisors and to come prepared with up-to-date information about the courses they have completed; and they must be aware of academic deadlines and regulations.

By the end of the sophomore year, each student must work out with a faculty advisor the declaration of a major. The associate registrar for advising and other staff in the registrar's office are available to help students with advising problems.

Additional specialized advising is offered through Student Academic Services. The Broene Counseling Center offers career testing and counseling for helping students to select a major and/or career.

## Hekman Library

Calvin's Hekman Library is one of the finest libraries in West Michigan. Its collection consists of nearly one million items (books, journals, microforms, government documents, recordings, etc.) available to students more than 100 hours a week. Its large, growing, digital library ([www.calvin.edu/library/](http://www.calvin.edu/library/)) includes nearly ninety subject-specific databases

that access journal articles and millions of full-text articles. A friendly, professional public service staff is eager to assist students and is readily available at posts just inside the main entrance on the second floor. The quiet, comfortable environment provides great places to study with ample carrels, tables, and lounge furniture. It is just one floor away from more than 200 computers in the Information Technology Center, providing seamless access to research material and the tools needed to complete assignments.

Several special collections are housed in the library. The H. H. Meeter Calvinism Research Collection, located on the fourth floor of the library, is one of the most extensive collections of books and articles on John Calvin and Calvinism available anywhere. The Colonial Origins Collection, which consists of manuscripts, archives, and other records of the Christian Reformed Church, its leaders, its Dutch origins, and closely related institutions, is located on the second floor of the library. The Calvin Library is a partial depository of government documents, holding approximately 125,000 items. Cayvan Services with its many recordings and tapes is available for both the study and enjoyment of music.

## Information Technology

Calvin Information Technology (CIT) provides computing, printing, and telecommunication services to students, faculty, administrators, and staff of the college. Our vision is to promote and support information technologies at Calvin College that are appropriate to the academic and administrative needs of the college. The CIT offices, the Information Technology Center (the main student computer lab), and the Teaching and Learning Digital Studio, are located on the first floor of the Hekman Library.

The Teaching and Learning Digital Studio provides faculty a place where they can make use of high-end hardware, software, reference materials, and consulting services as they develop digital media to support their teaching or research.

The Information Technology Center (ITC) is available to all current students, faculty, and staff. This lab offers Windows and Macintosh computers attached to the college network and the internet, several computer classrooms, multi-media stations, CD/DVD burners, scanners, and laser and color printing. Each residence hall complex has a computer lab that is open 24x7 and many departments have student computer labs as well. Most computer labs provide access to MS Office, student email, library research tools, software for web browsing and web-page development, and a wide variety of academic software. Classrooms on campus are equipped with technology for teaching and student presentations.

Students have access to black and white printing in all computer labs on campus and to color printing in the ITC. Each student is allotted a \$25 printing quota per semester which is the equivalent of 500 black and white pages. Any printing over the pre-defined quota is included in the student's Miscellaneous Charges Statement at the end of the semester.

Calvin provides a Novell account to each Calvin student as a location to store academic documents and personal files. A student can access his or her Novell account by logging into Novell on-campus or via the internet off-campus. Students are also given a Calvin email account and a KnightVision account. Through KnightVision students have access to student discussion boards, student organizations, course registration, course grades, course material, social activities, and more in an easy-to-use, on-line format. KnightVision is accessible from any internet browser. All student accounts remain active as long as a student is registered for classes and until October 1st following graduation.

Students residing in Calvin residence halls owning personal computers have access to the college network and the internet from their dorm room through ResNet. Students who bring laptop computers with wireless capabilities to campus are able to take advantage of airCalvin, Calvin's wireless network. Calvin provides Symantec Antivirus software free of charge to all students. This software is required along with maintaining up-to-date definition files in order to connect to ResNet or airCalvin. Additional requirements for ResNet and airCalvin can be found at <http://www.calvin.edu/it/services/studentnetworkservices>. Support for connecting to ResNet and airCalvin is available from the CIT HelpDesk.

There is one telephone and multiple phone jacks in each dorm room. Local calling is provided at no charge. Students needing to make long distance calls should make other arrangements. Calling cards may be purchased at the Campus Store.

Questions regarding technology services on campus may be directed to the CIT HelpDesk at 526-8555. Additional information about computer services can be found by visiting the CIT web site at <http://www.calvin.edu/it>

## Campus Store

The Calvin Campus Store is located on the first floor of the Commons Building. Hours of operation throughout the school year are Monday, Wednesday and Friday 8:00 a.m. to 5:00 p.m., Tuesday and Thursday 8:00 a.m. to 7:00 p.m. and Saturday from 10:00 a.m. to 2:00 p.m.

A variety of merchandise is available to accommodate your needs such as textbooks, Calvin logo imprinted items, Calvin clothing, educationally priced computer software, general books, class rings, graduation announcements, health and beauty aids, greeting cards, candy, stamps, school supplies, mailing and shipping services and much more.

The Campus Store carries all of the textbooks required for classes. For complete information on textbook purchasing, please go to [www.calvin.edu/campus-store](http://www.calvin.edu/campus-store).

## Mail Services

Mail Services provides window service Monday through Friday from 8:00 AM to 5:00 PM at both its main building on the north end of campus near Lake Drive and in the Campus Store. Students may purchase stamps, send packages via U.S. Mail of United Parcel Service (UPS). Various overnight services are also available through this office.

*To address mail to your son or daughter living in a residence hall:*

Full name of student (avoid nicknames)  
Room number and Residence Hall name (must include the word Hall)  
Grand Rapids MI 49546- (ask your student for their extended zip code number)

*If your son or daughter lives in a campus apartment please ask them for the complete address.*

For complete details please see: [www.calvin.edu/it/mailservices/addr.htm](http://www.calvin.edu/it/mailservices/addr.htm)

You may also fax information to your son or daughter through Mail Services. The Campus Fax Number is (616) 526-8551. Students can either pick-up faxes at the Mail Services window or you can put their on-campus address on the cover page of your fax and it will be sent to them.

## Printing Services

Offering the same benefits as a commercial printer and located with Mail Services, Printing Services provides fee-based high speed printing services with 24 hour turnaround for Calvin alumni, faculty, staff, students and non-profit organizations at a reduced cost. Printing Services is open Monday through Friday from 8:00 AM to 5:00 PM. For a complete list of services please see: [www.calvin.edu/it/printingservices](http://www.calvin.edu/it/printingservices).

## Instructional Resources Center

The IRC is comprised of the following group of departments and services:

### The Audio-Visual Department

The A-V Department provides equipment, services, and facilities to produce and display a variety of media. Its facilities include a "paint and paper" workroom for students, which has materials for creating posters, banners, overhead transparencies, bulletin boards, labels, sorting slides, and so on. It also offers lamination service, passport and ID photos, video and audio duplication, and provides a wide variety of equipment for classroom support.

### **Instructional Graphics**

Instructional Graphics provides design and production services to faculty and students for classroom or conference needs. These services include: graphic design of large posters, presentations, displays and bulletin boards; preparation of images and graphics for publication, converting slides and prints to digital files, and outputting files to a large-format inkjet printer.

### **Video Productions**

The college's in-house media production department, is a professional video production facility that develops documentary and instructional video, such as *Inner Compass*, a weekly discussion of religious and ethical issues aired on the local PBS television affiliate, and other forms of multimedia. It also operates a video studio and student video-editing lab.

### **The Distance Learning Classroom**

The Distance Learning Classroom is equipped to provide live, two-way video-and-audio conferencing connections to sites throughout the world.

### **The Curriculum Center**

The Curriculum Center is a multimedia educational materials library designed to support the teacher education program. It is also available for use by other departments and programs.

## **Office of Student Academic Services**

The Office of Student Academic Services in Hiemenga Hall 446 provides many forms of student learning assistance. Peer tutors for most core courses and some upper level courses are available to students whose professors agree that tutoring would be helpful. Also, academic counseling and testing are available for students with difficult learning problems. Students with disabilities, international students, and students for whom English is a second language receive services from the office as well. Certain students are required, as a condition of admission or as a requirement of probation, to participate in specified aspects of these services. Please see additional information under The Access Program and Academic Services, or visit our website at [www.calvin.edu/academic/sas](http://www.calvin.edu/academic/sas)

## **Rhetoric Center**

The Rhetoric Center, located in Heckman Library 207, offers free assistance with writing and oral presentations. Instructors often require or encourage their students to seek help at the Rhetoric Center, or students may at any time request an appointment with a tutor (appointments should normally be made ahead of time). Students from all disciplines and at all levels of experience are welcome. The Rhetoric Center is open Monday–Friday from 9:00 a.m. to 5:00 p.m. and from 7:00 p.m. to 9:00 p.m. Monday–Thursday, during fall and spring semesters.

## **The Calvin Alumni Association**

The Calvin Alumni Association is committed to building community among Calvin College alumni and friends, providing opportunities for service to alma mater and inspiring alumni to answer God's call in life and vocation.

The Calvin Alumni Association, founded in 1907, is composed of all persons who have attended Calvin College for at least one year or who have completed eight courses. Persons who have graduated from Calvin Theological Seminary are also considered members of the Association. There are currently more than 35,000 Calvin graduates and 54,000 Association members around the world, many of whom are part of 35 local alumni chapters.

The Calvin Alumni Association is governed by a board of 24 alumni from all over North America, each serving three-year terms. The board meets three times each year—during Family Weekend (October), Homecoming (February), and Commencement (May). The work of the Association is facilitated by the Director of Alumni and Public Relations.

The Association sponsors *Spark*, the alumni magazine; services to alumni chapters; career networking systems; numerous educational and social programs, including “MBA@Calvin” (“Meeting Business Alumni”) and alumni class reunions; and contributes to faculty research projects. The alumni-financed program of grants and scholarships is of special interest to students. Information concerning all of these may be obtained from the Alumni and Public Relations Office, (616) 526-6142; on the web at [www.calvin.edu/alumni](http://www.calvin.edu/alumni); or via email at [alumni@calvin.edu](mailto:alumni@calvin.edu).

## Calvin Centers and Institutes

### The Calvin Institute of Christian Worship

The Calvin Institute of Christian Worship at Calvin College and Calvin Theological Seminary promotes the study of the theology, history, and practice of Christian worship and the renewal of worship in congregations. The Worship Institute provides courses on worship at the college and seminary, offers an extensive website of resources ([www.calvin.edu/worship](http://www.calvin.edu/worship)), hosts an annual conference on worship, offers regional workshops at sites across North America, sponsors both scholarly and practical books on worship, and furnishes grants and consulting services to congregations that seek to promote worship renewal, offering Calvin students opportunities to participate as interns, student staff members, and conference and research team participants.

### The Nagel Institute for the Study of World Christianity

The Nagel Institute was founded in 2006 as a research and educational agency of Calvin College. The Institute aims to do three things: 1) promote a deeper understanding of Christian movements from the global South and East; 2) partner with Christian scholars and support Christian thought and cultural engagement in the global South and East; and 3) provoke a reorientation of Christian thought and cultural expression in the global north toward the concerns of world Christianity. The Nagel Institute serves students with support for courses on world Christianity, frequent lectures by scholars from Africa, Asia and Latin America, and support for student-led initiatives in this field.

### The January Series

*The January Series of Calvin College* is a month-long lecture/cultural enrichment series given each year during Interim. It is the premiere series of its kind in the United States. The *Series* has been awarded the prestigious Silver Bowl Award for ‘The Best College and University Lecture series in the USA’ three times and the award has since been retired. Presentations during the past few years were transmitted live over the World Wide Web allowing listeners to tune in all over the world. Many of the presentations are archived and can be accessed at [www.calvin.edu/january](http://www.calvin.edu/january).

The award winning *Series* takes place for fifteen consecutive weekdays during the month of January in the Fine Arts Center Auditorium from 12:30 p.m. to 1:30 p.m., and is offered as a free gift to the students, staff and faculty of Calvin College as well as to all of West Michigan.

Each presenter is widely recognized as a credible and articulate authority in his or her field of expertise. Scheduled to date for the 2008 Series are: Douglas Diekema, Sonia Nazario, Bill McKibben, Michael Griffin, Ishmael Beah, Margaret Lowman, Timothy George, William Garvelink, Sigval Berg, Eleanor Clift, and James Abbingdon.

