

# CALVIN

## College



# Academic Calendar 2003-2004

September	3	Faculty Conference
	3	Residence Halls open 9:00 AM
	3-7	QUEST Orientation program
	8	<b>First Day of Fall Semester</b> Classes begin 8:00 AM; Convocation 9:45-10:45 AM
October	24-25	Family Weekend
	21-22	Reading Recess/Advising for Interim and Spring Semester
	22	Registration for Interim and Spring Semester begins
November	26	<b>Thanksgiving Break</b> begins 10:00 PM
December	1	Classes resume 8:00 AM
	11	<b>Last Day of Fall Semester</b> , classes end at 10:00 PM
	12	Reading Recess
	13	<b>Exams begin</b> 9:00 AM
	18	<b>Exams end – Christmas Vacation</b> begins 10:00 PM
	19	On-campus housing closes at 10:00 AM
	19	On-campus housing opens at 10:00 AM
January	7	Interim term begins 8:00 AM
	27	Interim term ends 5:00 PM
February	2	<b>First Day of Spring Semester</b> , classes begin 8:00 AM Homecoming
	19	<b>Spring Break</b> begins 5:00 PM Residence Halls close for Spring Break at 5:00 PM
March	28	Residence Halls re-open at 10:00 AM
	29	Classes resume at 8:00 AM
	9	Good Friday – No Classes
April	20-21	Academic Advising
	21	Registration for Fall 2004 begins
	29	Honors Convocation
May	12	<b>Last Day of Spring Semester</b> , classes end 10:00 PM
	13	Reading Recess
	14	<b>Exams begin</b> 9:00 AM
	19	<b>Exams end</b> 10:00 PM
	20	Residence Halls close for the year at 10:00 AM
	21-22	Commencement Weekend
	22	Commencement 3:00 PM

# Table of Contents

<b>Academic Calendar</b> .....	3
<b>Introduction to Calvin</b>	
Welcome from President Gaylen Byker .....	6
Welcome from Vice-President Shirley Hoogstra .....	7
Mission Statement .....	8
History .....	9
Hopes For First Year Students .....	10
<b>Orientation</b>	
Time Of Transition...For You Too .....	11
How To Be A Parent...Now .....	13
What Parents Can Expect From Calvin .....	18
<b>PASSPORT Orientation</b>	
What Is PASSPORT? .....	20
When Is PASSPORT? .....	21
Costs and Registration .....	22
Schedule .....	22
Accommodations .....	24
Meals .....	25
What To Bring When You Arrive .....	25
Miscellaneous Program Notes .....	26
<b>Academics</b>	
Viewing College As A Job .....	27
Changes In The Academic Arena .....	28
Academic Requirements .....	29
Grading and GPA .....	29
Family Educational Rights .....	30
Academic Resources at Calvin .....	32
Registrar's Office .....	32
Student Academic Services .....	33
Rhetoric Center .....	34
Instructional Resources Center .....	35
Hekman Library .....	36
Information Technology Center .....	36
<b>Student Life Division</b>	
Mission Statement .....	38
Chaplain's Office .....	38
Letter From The Chaplain .....	39
Religious Activities .....	40

Residence Life	40
Housing	41
Student Development	42
Multicultural Student Development	42
Service-Learning Center	42
Student Activities Office	43
Student Organizations	43
Broene Center	44
Career Services	44
Student Employment - Jobshop	45
Health Services	46
Travel Health and Immunizations	46
Student HEALTH INSURANCE: KnightCare	46
Contact Information	47
Campus Safety	47
Job Transportation Services	48

### **Financial Matters**

College Costs	48
Scholarships & Financial Aid	49
Financial Services	49
What Financial Services Expects from Calvin Students	50
Banking Around Calvin	50
ATM	50
Automatic Payroll Deposit	50

### **Other Services**

Bookstore	51
Long Distance Calling	51
Mail Services/Fax Information	51
Travel Services	52
Travel Advice	52
Calvin Lingo	52
Important Dates for Parents	54
Publications for Parents	55
Parent Council Student Treats	56
Hospitality Guide	58
Campus Map	61
Directory	62

## *Greeting from the President!*



Thank you for giving us the opportunity to join in this wonderful new journey with your son or daughter. We are now partners in a most significant way as we at Calvin seek to offer an education to your son or daughter in a way that opens and enriches minds, nurtures and strengthens faith and affirms and develops gifts.

You have played a significant role in shaping them into who they are today. During their time at Calvin, they will continue to develop their minds, hearts and lives in ways that will enable them to be future leaders in business, industry, education, and in vocations of professional and Christian service, as have thousands of Calvin alumni who have gone before them.

I believe that Calvin is an unusual treasure in the world of education. We rank high in the external measurements for colleges and universities, yet we maintain a Christ-centered approach to education that lies at the core of Calvin's vision and mission. Encourage your son or daughter to work diligently toward this educational goal, but also to participate fully in the unique opportunities for growth that abound in the residence halls, the classrooms, the Grand Rapids community and around the globe. This is a vibrant and active place—a place with many choices. Encourage your student to seek out the counsel and friendship of our faculty and staff and to become involved broadly in the life of this community.

I look forward to meeting you at some time during this journey, and I join with you in prayer that the growth and changes that occur in your student—and in you—will be for the glory of God and the furtherance of His Kingdom.

Yours sincerely,

A handwritten signature in black ink that reads "Gaylen J. Byker". The signature is written in a cursive style with a large, stylized initial "G".

Gaylen J. Byker  
President

## *Welcome to the Calvin College Community!*



Dear Parents:

We are pleased to present this Parent Resource Guide as part of your welcome and orientation to the community of Calvin College. We have designed a wonderful orientation program for your son or daughter during which they will receive a plethora of information. Students don't always share all the information they receive with their parents, so we thought it would be great for parents to have their own handbook. That way, if you have questions regarding the mission of the college, services available to your son or daughter and the Calvin College calendar, you can go directly to your own resource. The more you get to know about Calvin College, the more you can be engaged with your student and trust us to educate your son or daughter.

Included in this Resource Guide is an excellent article by Dr. Randy Wolthuis, director of our Broene Counseling Center. This question and answer article may be helpful for those unexpected phone calls from your son or daughter. Most students and parents find the college experience to be a wonderful gateway into adult life, and this article provides excellent insight and advice for parents as they support their student through this transition.

One final suggestion. Please pray for the college and for your son or daughter. This is a wonderful adventure for your child and Calvin is pleased to be a part of this experience. On page 10, you will find Calvin's hopes for your first-year student. Each student will embrace these goals at their own pace and in their own way. Calvin College hopes to be the place where your son or daughter continues in a lifelong love for the Lord Jesus Christ and service to His kingdom.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shirley V. Hoogstra', with a long horizontal flourish extending to the right.

Shirley V. Hoogstra  
Vice President for Student Life

## *The Mission of the College*

### **Vision**

Calvin College is a comprehensive liberal arts college in the Reformed tradition of historic Christianity. Through our learning, we seek to be agents of renewal in the academy, church, and society. We pledge fidelity to Jesus Christ, offering our hearts and lives to do Gods work in Gods world.

### **Purpose**

Our primary purpose is to engage in vigorous liberal arts education that promotes lifelong Christian service. We offer education that is shaped by Christian faith, thought, and practice. We study and address a world made good by God, distorted by sin, redeemed in Christ, and awaiting the fullness of Gods reign. We aim to develop knowledge, understanding, and critical inquiry; encourage insightful and creative participation in society and foster thoughtful, passionate Christian commitments. Our curriculum emphasizes the natural, cultural, societal, and spiritual contexts in which we live; our teaching respects diverse levels, gifts, and styles of learning; and our learning proceeds as a shared intellectual task.

Another purpose is to produce substantial and challenging art and scholarship. We pursue intellectual efforts to explore our worlds beauty, speak to its pain, uncover our own faithlessness, and proclaim the healing that God offers in Jesus Christ. We strive to embrace the best insights of Christian life and reflection; engage issues in the intellectual and public spheres; and enrich faith by the heritage of the past and the discoveries of today. Our faculty and staff are committed to keen and lively work in their chosen fields and to sharing its fruits with others.

We are also called to perform all our tasks as a caring and diverse educational community. We undertake our tasks in response to a divine calling. Together we challenge ourselves to excellence as we acquire knowledge, cultivate aspirations, and practice lives of service. We seek to gather diverse people and gifts around a common pledge and purpose; pursue justice, compassion, and discipline; and provide a training ground for the life of Christian virtue. Our classrooms embody a community of faith and learning extending across campus and beyond.

### **Commitment**

We profess the authority of scripture and the witness of the ecumenical creeds. We affirm the confessions and respect the rich traditions of Reformed believers world-wide and, in particular, those of the Christian Reformed Church. We aim to enhance the cultural life about us and to address local needs. In all we say and do, wherever we may be, we hope to follow and further the ways of God on earth.

## History

The founding date of Calvin College and Seminary is 1876. In that year the Christian Reformed Church adopted a six-year curriculum for ministerial training. The first four of these years were spent in the Literary Department and the last two in the Theological Department. In 1894 students who were not pre-theological students were admitted to an expanded curriculum, and thus the school became a type of preparatory school or academy. In 1900 the curriculum was further broadened and made more attractive to students interested in teaching or in preparing for pre-professional courses in the universities. By 1906 the Literary Department, which provided the four years of preparatory and two years of college work, became known officially as the John Calvin Junior College. The two-year college in time became a four-year college, and the preparatory department was discontinued. In 1921 Calvin College awarded its first Bachelor of Arts degree.

The school, which had started with seven students, grew slowly during the early years, but by 1930 it had reached its pre-World War II size of 350-450 students. By 1950 the enrollment had climbed to 1,270 and now is approximately 4,300.

The curriculum has expanded to include professional training in a variety of fields, but the college maintains a strong commitment to its liberal arts curriculum as a means to develop students' understanding of God's world and their place in it.



## Calvin's Hopes For New Students



Engaging students in the pursuit of vigorous liberal arts education that promotes lives of Christian service (from *The Mission of Calvin College*, Van Harn Commemorative Edition, p.33) lies at the heart of Calvin's mission. For first-year students in particular, this overarching goal translates into three important themes: induction, inclusion, and involvement. That is, Calvin aims to foster an understanding of, and commitment to,

Christian higher education (induction); to welcome first-year students to a community of learning in which individuals of diverse gifts and divergent backgrounds can find a place (inclusion); and, to promote active involvement in the learning process, both in and out of the classroom (involvement).

With these three themes as backdrop to Calvin's Christian educational project, we sincerely hope and pray that first-year students will:

- 1) Become familiar with the central affirmations of a Reformed Christian confession, understand how these affirmations can inform a worldview, and experience learning from this confessional perspective in and outside the classroom.
- 2) Involve themselves in the Calvin learning community.
- 3) Improve their ability to listen, think, converse, write, argue, and exercise critical judgment.
- 4) Increase their self-knowledge and explore the questions: What are my gifts, aptitudes, personal limits, interests, tendencies and temperaments? How will they influence my living and learning?
- 5) Explore and develop greater appreciation for differences in people: their cultures, ethnicities, and gender.
- 6) Critically examine and assume more responsibility for their moral and religious commitments.
- 7) Complete a successful transition to learning and living at Calvin College and assume responsibility for their own education.

*(Adapted from First Year At Calvin - Background and Goals, adopted by Calvin's Faculty Senate on May 6, 1996)*

## *Time of Transition For You Too*

*(By Bob Crow, Dean of Student Development)*

This is a significant time in the life of your family. And while most of the attention is rightly directed toward your student and the transition s/he will be making in coming to Calvin College, the primary purpose of this Resource Guide is to equip you with some helpful tools that might come in handy as you adjust to this transition yourself.

Perhaps the most important fact for you to remember is that you are still the parent and your daughter/son still needs you! Moreover, while we will care deeply for your child, in no way can Calvin College assume your role as parent. There is no way that we can. There is no way that we should.

The late 1960s and early 1970s were tumultuous times in American higher education. One of the most significant changes during that time was the loss of *en loco parentis* (Latin for “in the place of parents”) that faculty members and administrators served in the place of parents while students were at college. Increasingly, students demanded their freedom from the oppressive rules of college administrators and finally academia agreed, declaring that students 18 years of age or older were legally considered to be adults. American higher education has never been the same.

Calvin College is a place that supports the notion that colleges cannot take the place of parents in the lives of students. We would fail miserably. No one can love a child as well as a parent.

But Calvin College is also a learning community that is not content to distance itself from students or to allow these young adults to flounder. These are our students. These are image bearers in God’s wonderful creation. And while they may be legally classified as adults, for traditional aged students (18-24 years of age), we more often refer to them as emerging or novice adults. They are making the important transition from youthfulness into adulthood. And we believe they need to do this in a challenging yet supportive environment.

How then might we understand our role as educators for these important students of ours? To be sure, we play many roles: teacher, mentor, scholar, researcher, perhaps even friend. But the image that I have grown to see is that of a loving uncle. Not a parent, but not an uninvolved and distant ivory tower dweller, a loving uncle is someone who can care deeply for your student, while allowing them the necessary space in which to grow.

We will balance our support with appropriate challenge. At times this will mean an embrace, at other times a firm word. At Calvin College, your daughter/son can count on an environment of love, concern, support and

counsel from faculty, staff and administrators seeking with you, the very best for your children.

And finally, here is some quick wisdom-in-a-nutshell (6 easily remembered points) for you to consider as you think of your daughter/son and their smooth transition into Calvin College:

- C** - Communicate regularly. As in every relationship, communication is key. And what we hear from students is that written communication is most valuable to them. Write a letter or e-mail them regularly with the news from the homefront.
- A** - Always pray. You have invested yourselves into the lives of your children. Never forget your most important role now is to pray for them.
- L** - Listen. More than your advice, your child needs to have your ear when they talk with you and need to know that you hear what they are saying (not what you want to hear them saying!).
- V** - Voice your support and encouragement. Instead of telling them what to do, bite your lip, hold the majority of your opinions and assure them that you believe in them and are confident that they will make the right choices.
- I** - Inspire your child. Demonstrate interest in what they are learning, perhaps by borrowing their books after the semester is over and reading what they have studied. Be a role model that learning is life-long and a joyful quest.
- N** - Never forget that life is a marathon, not a sprint. Remember when they first learned to walk? They fell a few times, right? So too with their college experience they will make some mistakes. Allow them the grace and the room to fall.

# Parenting a College Student: What's That?

(By Dr. Randy Wolthuis, Director of the Broene Counseling Center)



Can you believe it? Your son or daughter is about to be a college student! You've gone through other milestones before: the first steps taken, the first day of kindergarten, the first soccer game, the first time they felt betrayed or hurt by a friend, the first date, etc. But this milestone – this thing called college – well, this is different. It seems huge. If you are like most parents, you are

experiencing a hodgepodge of feelings. You are excited, but apprehensive. You are proud, but nervous. You may feel both ready for this stage in your life, but also somewhat sad in how fast the time has passed.

Like many parents of soon-to-be college students, you've actually been going through the slow process of "letting go" for quite some time. You don't kiss and bandage skinned knees anymore. You aren't as much of a taxi driver as you were a couple of years ago. You don't always know where your son or daughter is or what they are doing. Maybe you've noticed that your son or daughter doesn't seem to need you as much when they are troubled or struggling.

Day after day you've invested enormous emotional, physical, and financial energy into your child. You've done all the things that come with being a parent. You've hugged them, cried with them, lectured them, prayed for them, grounded them, and loved them. But NOW WHAT? How do you parent a college student? What does this college student need from you? What do you need?

It is my belief that your parenting is definitely NOT over. It's just changing. Your son or daughter still needs you, just in a different way. What follows are common questions parents have about this time of transition. The questions that the parents of Josh and Sarah ask might sound familiar to you. Josh is a quiet kid who doesn't say much. What is he likely to be thinking or feeling about coming to Calvin?

Like most soon-to-be college students, Josh is probably experiencing feelings that are similar to what his parents are experiencing. There is excitement about a new adventure. There may also be considerable apprehension

about all the unknowns and new challenges that are before him, both academic challenges and social challenges. There may be some anxiety about how Josh will adjust to being solely responsible for his life and his responsibilities. There may also be some normal sadness about separating from friends and family. It's likely to be a real "mixed bag" for both student and parents alike.

Be aware, however, that talking with Josh about these issues may not be all that productive and most likely will require a significant amount of initiative on your part. In other words, don't expect Josh to verbalize many of his pre-college feelings. To be sure, he will have them...getting him to talk about them will be something else.

### **Will Sarah change while at Calvin and if so, how?**

We hope and pray that Sarah indeed will change! For most Calvin students, college initiates a new "growth spurt" of sorts. Calvin is a dynamic and rich environment ripe with opportunities to meet interesting people and engage in new activities. It is "fertile soil" which often encourages the formation of strong "roots". Sarah will be challenged to take ownership of her faith – making it both personal and genuine. She will likely develop a clearer sense of who she is. She may very well develop a passion for a career and/or a major. Like most growth, it usually comes with some tension and struggle. College students are likely to struggle with many questions central to identity and purpose. These might include:

Who really am I?

What do I really value?

Do I have my own Christian faith or is it just my parents'?

What do I want from my life?

How does God call me to serve Him?

Do my values and beliefs make sense?

What career fits me?

Although the separation between Sarah and people important to her is sometimes painful, it is only through this process that she can begin to know herself more clearly and establish her own sense of identity. These changes are slow, but it is truly gratifying for parents to witness over time their children forge their own way and become their own person.

### **How can I make sure Josh gets to class or goes to church?**

Well, you really can't. At this point, we parents rest on the assurance that despite our mistakes and imperfections, we've provided them the right foundation to do the right things based upon solid values. Although parents wonder about that sometimes, our experience is that the vast majority of Calvin students have been blessed with very good parents. As parents, we also pray that God will guide, direct, and sustain. Josh will be challenged by many choices while at Calvin. Do I get to class or just skip it? Can I afford to put off studying for my Biology test and go out with my friends? What

about that party I keep hearing about? How important is getting up Sunday morning to go to church? If Josh is like most students, he'll "rise to the occasion". He'll learn how to manage his time. He'll also grow in his own Christian faith and will critically examine the faith of his parents. While this may be anxiety provoking for some parents, it is a necessary step for the cultivation of a personal and vibrant Christian life.

**I'm worried that Sarah won't fit in at Calvin. She not Dutch or CRC.**

Sarah's fitting in at Calvin will probably have more to do with how willing she is to make friends and get involved with college activities than anything else. Calvin's cultural tradition is certainly present and it has much to offer. However, Calvin is increasingly becoming more diverse. For example, slightly more than half of our students now do not come from CRC backgrounds. Calvin values diversity. However, the key question is how Sarah can fit in. Students tell us that they felt more like they "fit" or belonged when they took action. Most start with their residence hall activities. There are dorm activities, retreats, Late Nights, lots of things. Sarah will need to make that happen and she can. Residence assistants (RA's) are a great resource to help students new to Calvin. Or, if Sarah resides off-campus, she should get involved with the commuter student organization and spend time around the Student Development Office, another great resource especially for students who live off-campus.

**How often should I call, visit, or e-mail Josh?**

There is really no standard "rule" for this. You might want to talk with Josh in advance about this and see if he has any sense of what he would like. In general, call once or twice a week the first couple of weeks, less frequently perhaps later. If you live reasonably close, do not visit frequently. Our experience is that giving Josh "space" is important at this point, while also assuring him that you are still available to him. Use care packages – those boxes full of goodies and "stuff" – to help him feel like you are thinking about him. Students love 'em. Be careful about e-mail. It's wonderful technology, but because it is so easy to do, it's sometimes overused. Students sometimes feel that there is too much "communication" from parents because of the ease with which e-mail can be used. Don't be surprised (or offended) if Josh doesn't respond to all of your writing or e-mails. He may need his distance. Keep visits to a minimum and do not drop in unannounced.

**When we do talk or e-mail Sarah, are there general tips about what should be discussed and what not?**

Good question. It's best to respect the process that Sarah is undergoing. She is slowly separating from her parents and becoming her own person. She is likely to feel somewhat nervous about that, but she also takes some pride in "forging her own way". To that end, resist the time-honored parental urge to ask if she is getting enough rest. Don't ask if she is eating properly. Don't give advice unless Sarah asks for it. Try to do more listening than talking. Tell Sarah about

what has been going on with family members. If you know she would like to hear some juicy hometown news, tell her about it. Try not to inquire too much about grades. You will most likely be somewhat anxious about how Sarah will handle the academic demands, but appreciate the fact that she will most likely become quickly aware of what it takes to succeed academically at Calvin.

### **Is Josh likely to be homesick?**

Maybe, maybe not. For all freshmen, the adjustment to Calvin and college life is stressful. There are new people to meet, new routines to learn, new academic demands, new roommates, and new pressures. It's a real challenge! Thankfully, most new students get through it and begin to thrive in this community relatively quickly. If you hear from Josh and he sounds homesick, we'd suggest you simply listen. Resist the urge to label what he's feeling as "homesick". Tell him that you understand that this adjustment is not an easy one. Promise to pray for him. Suggest he talk with an RA or a friend. Remind him again that you believe in him. Encourage him to try to take the initiative to seek out people and activities, even if he is not really feeling like it yet.

### **What if Sarah calls in a panic and sounds really upset?**

Listen and don't allow yourself to panic. Adjusting to college life creates some level of self-doubt in just about all first-year students. We in the counseling office hear students talk out loud about wondering if they have "what it takes" socially and/or academically to make it at Calvin. First-year students are most likely to feel overwhelmed the first couple of weeks as they adjust and then again at the time of mid-term examinations around early October. Mid-terms are anxiety provoking for students because they're not sure about how they will do. It resurrects or exacerbates the normal self-doubt or insecurity which is already present. Thankfully, this soon passes and they do too!

### **I keep reading articles about college "life" and how so many students are using alcohol or other drugs. This frightens me. Will Josh be exposed to this at Calvin? How can we minimize this in his life?**

It is safe to say that no college campus is immune from some problems with alcohol. Calvin is no exception. Although our data suggests that Calvin students are significantly less likely to drink and use other drugs than students at other colleges and universities, it still happens here too. Josh will certainly hear about parties and may even be invited to some. He will hear about students drinking. Those temptations will be present and he will be faced with choices. You won't be able to monitor his behavior or make those choices for him. It's time to rest in the assurance that you have imparted to Josh the kind of values that are best. You must trust his judgment and have faith that he will make the right decisions. Calvin does have clear policies regarding substance use and other dangerous behaviors and enforces those policies. Although the majority of students do not use drugs or alcohol, when we become aware of an alcohol violation, for example, the discipline process affords another opportunity for growth for the student.

**Sometimes Sarah seems so irresponsible. I'm afraid she's not ready for college. How can I know that she'll be OK?**

It may comfort you to know that many parents have the same concern. They have seen their children fail to pick up after themselves, forget doctor's appointments, arrive late for school, or not turn in college forms on time. It's natural to wonder (and fret!) how in the world their child will be ready to get up on time, complete homework on time, get to class, budget their time, etc. It should also be comforting to you that many parents see remarkable changes quite early in their children. It seems that most students "wake up" right away and realize that it is up to them. It is likely that the same thing will happen for Sarah. When she is confronted by the reality that responsibility comes with freedom, she will probably "step up to the plate" and surprise you! This is all about growth and maturing!

**What do I do if I have any other questions or concerns?**

Contact us. Included in this Parent Resource Guide are the names and phone numbers of key offices and personnel that can assist you, as we partner together to make this an exhilarating educational experience for your new Calvin student.

## *What Parents Can Expect From Calvin*

As parents of a new student at Calvin, you know that whether your son or daughter lives on campus or continues to live at home, your relationship with them will change. In either case, your student will enlarge his or her community of family by being part of residence hall, classroom, and student organization communities within the larger community of this educational institution. This represents one of the biggest steps for parents in the natural process of letting go. For many parents, it carries a healthy dose of trepidation, even though they know it is an essential step in a student's maturation and transition into adulthood. We at Calvin College want to highlight some key factors to ease your concerns and balance your expectations.

**First of all**, there have been eighteen years of preparation for this transition. Even though you may at times be unsure of your effectiveness as a parent, the vast majority of you have done very well at modeling what it means to live responsibly in relationship with one another and with God. The lessons have been learned, for the most part, better than you think. Now is the time for you to trust God and to trust your son or daughter.

**Second**, we work hard at Calvin to develop Christian community within classrooms, organizations, and residence halls. We take seriously our responsibility to model, teach, and encourage responsible Christian behavior. When students fall short, we will use a variety of means to challenge them to do better, sometimes through the use of consequences. We will try to be their wise friends but we will not assume the role of a parent. Since most new students live on campus, this assumption frames the introduction given. For parents of students who commute, we believe the seven points addressed here are still relevant.

**Third**, the main link of communication between college and parents is the students. We will communicate directly to them on a wide variety of issues; we encourage you to do the same. For example, if a student receives a minor disciplinary sanction (e.g., a warning or personal probation) for some form of open house violation, we will not normally contact parents. If parents learn about this incident, it will occur at the discretion and initiative of their son or daughter rather than a phone call or letter from Calvin. We believe that if students are to be successful in their transition into adulthood, we need to increasingly treat them as adults. This means we will respect their right to privacy on matters they entrust to our knowing... but not necessarily to yours.

**Fourth**, even though such communication through students to parents is the operative principle, its not an absolute principle. There are some exceptions. For example, when a student receives a serious disciplinary sanction (e.g., most cases resulting in disciplinary probation and cases of suspension) for a violation of our conduct code, we will ensure that parents are notified. Our preferred method is to give the student a short but reasonable time frame in which to make the first contact with parents. Parents are then asked by a son or daughter to contact the college for further discussion with the resident director or dean. Other exceptions include suicide attempts and hospitalizations. (Typically, the hospital that admits the student contacts the parents. College officials would make a follow-up call or provide assistance directly to parents at the hospital.)

**Fifth**, even though our primary relationship is with the students, Calvin's Student Life staff wants to consult with parents about their concerns regarding their son or daughter. A few students will experience some bumps in the road during their first year. Sometimes students come to Calvin already having experienced bumps in the road during High School. Student Life wants to help that student maintain the gains made prior to coming to Calvin. We would encourage the student or parent to let us know of the previous struggles and victories so that together we can plan a strategy to support the student successes in lifestyle choices.

**Sixth**, parents and Calvin College share the same hopes and offer similar prayers for our students and your sons and daughters: that they would offer their hearts and lives to God in loving service to his kingdom. We want to see the formation of Christian virtues and exercise of Christian character. We want to see enthusiasm develop and deepen for the life of the mind. We want students to be successful in their endeavors and assume the responsibilities of adulthood with integrity. In short, we want them to mature in wisdom and understanding. And, both college and parents must rely on God for patience in the process and trust in his covenant promises.

**Finally**, in spite of the best efforts and unconditional love of parents, reinforced with the challenge and support of Calvin College, some students will exercise their will and rebel in serious ways. They cause their parents tremendous pain, loss, and even some shame. While we must never lose hope or stop praying for the return of these prodigals, we need to remember the families broken by such actions. Parents need to offer one another, family to family, mutual love and concern during such dark days. As a community in which many faculty and staff are parents themselves, Calvin College holds itself to the command that we bear one another's burdens. So remember, we're in this together.

## PASSPORT Orientation

Coming to college is a significant change in the life of your daughter or son. We also recognize that in the life of your family this will be a significant change. Whether this is your first, last or somewhere in-between, the dynamics of your family will never be the same. Because of the significance of this change, Calvin has put together two orientation programs. Calvin's summer orientation program, called PASSPORT, is designed for students and their parents, and a fall orientation program, called QUEST, is designed for students, just prior to the beginning of first semester.

As the parents of a soon-to-be college student, you are probably as interested in the first year of college as your son or daughter. So, we want to invite you to attend one of the PASSPORT summer programs, too! From our perspective, you perform a vital role in making the transition to college life smooth and successful. As a result, becoming familiar with what Calvin is all about may be an invaluable asset. And, as the tentative parent schedule for PASSPORT (included in this brochure) indicates, we will certainly have plenty to keep you busy!

Parents who have attended PASSPORT in years past whether they live in Grand Rapids or in Los Angeles, whether they are quite familiar with Calvin or have little or no history with the college overwhelmingly and enthusiastically endorse this innovative program. We hope that you will seriously consider accompanying your son or daughter to one of the PASSPORT programs this summer and we look forward to welcoming you!

### **What is PASSPORT?**

PASSPORT is a summer orientation program for all first-year Calvin students and their families. All first-year students must register to attend one of four PASSPORT programs offered prior to the beginning of fall classes. During the day and a half PASSPORT program of your choice, you will have the opportunity to meet other parents of first-year students, attend workshops, attend a college class, hear from the many different offices about the services they offer, become more familiar with the mission of the college, and support your daughter or son during this time of transition.

### **What are the goals of PASSPORT?**

The PASSPORT program has three specific goals. First, we want to introduce you and your student to Calvin's purpose, people, and programs. We assume that you don't know everything there is to know about Calvin. We also assume that you'd like to know what's going on at Calvin. So, at PASSPORT you'll hear about all of the following and more: curricular requirements, advising strategies, residence life programs, commuter student opportunities, health services, career and personal counseling options, tutoring programs,

study skills programs, financial aid procedures, intramurals, service-learning opportunities, campus employment possibilities, computer technologies, library resources, student organizations, and student activities. Plus, the PASSPORT program offers your student a great chance to greet some of his/her new classmates.

Second, we want to assist you and your student in making the transition to college. It almost goes without saying that going to high school and going to college are quite different. Similarly, living at home and living in a residence hall are substantially different. Although your son or daughter may eagerly welcome these transitions, they don't always occur smoothly. From our perspective, the PASSPORT program constitutes a useful stepping-stone along the journey between his/her pre-college experience and the college years that await him/her at Calvin.

And third, we want to prepare your student academically for his/her first semester at Calvin. We realize that you and your student may have some anxiety about making the grade at Calvin; clearly, its going to require some hard work on his/her part. It also necessitates developing a feel for Calvin's intentions for Christian higher education. To help your student get a good start academically, the PASSPORT program provides the opportunity to complete placement testing, discuss the curriculum, consider advising strategies, consult with a faculty advisor, and outline some appropriate courses for the first semester.

### Which PASSPORT should you attend?

Well, you have four choices: June 30-July 1, July 17-18, July 31-August 1, or September 1-3 (reserved for those students and families who must travel long distances to attend Calvin). If you live within a reasonable distance of Calvin, we certainly expect that you'll attend one of the first three PASSPORT programs. For example, if you live within a six-hour driving distance, PASSPORT I, II, or III is clearly for you. You'll probably notice, however, that PASSPORT IV (September 1-3) occurs immediately prior to the time when all new students must report to Calvin (September 3). We did that intentionally to accommo-



date new students who live a considerable distance from Grand Rapids and perhaps can't afford to make two trips. Attending PASSPORT IV and then going right into QUEST can be very demanding on a student and their family. We advise that, if it is possible, you attend one of the first three PASSPORTS.

### **PASSPORT Costs**

At Calvin, we realize that the costs of higher education aren't going down. As a result, we have worked hard to keep the cost of the PASSPORT program low. Students and families are not required to send in any fees with their PASSPORT registration form. Each student will be charged \$75 to attend PASSPORT, but this sum is part of their enrollment deposit of \$300 that is paid through the Admissions Office. This charge will cover the cost of the program.

The cost of the program for family members is \$40 per person. This includes the program, five meals, and accommodations in the residence halls. Sorry, but if you choose not to reside on campus for PASSPORT, there is no reduction in cost. The cost for family members can be charged to the student's tuition statements. Simply have your student initial the specified space on the registration form. Your student can also register for the PASSPORT program online by filling out the registration forms through e-Enroll at [knightvision.calvin.edu](http://knightvision.calvin.edu).

### **Tentative Schedule**

#### **Day 1**

7:00-8:30 AM	Check-In
7:30-8:45 AM	Breakfast
8:00-8:45 AM	Campus Tours
9:00-9:30 AM	Opening Session
9:30-10:15 AM	Student Life Informational Meeting <i>This session will provide you with an overview of all the services of the Student Life Division, including the numerous ways resident and commuter students have to become involved in co-curricular opportunities.</i>
10:15-10:45 AM	Refreshments
10:45-11:15 AM	Parent Council Presentation <i>Learn what services are provided by our Parents' Council, as well as ways Calvin partners with parents in the educational endeavor.</i>
11:15-11:45 AM	Information Grab Bag <i>An informative workshop where parents will hear from many College offices concerning important information.</i>
12:00-1:00 PM	Lunch

1:30-2:15 PM	Model classes <i>Have the opportunity to attend a college class taught by a Calvin professor.</i>
2:30-3:15 PM	Navigating Calvin's Curriculum <i>Come and find out about the academic requirements that your student must complete to graduate.</i>
3:15-3:45 PM	Refreshments
3:45-4:45 PM	For Parents Only <i>A discussion-based workshop focusing on the important transition that your family is making.</i>
5:00-6:15 PM	Supper
6:30-7:20 PM	Residence Life Informational Meeting <i>This session is devoted to an introduction to living in Calvin's residence halls.</i>
7:30 PM	Vespers: Evening Worship Service
8:30 PM	Entertainment

## Day 2

7:30-8:45 AM	Breakfast
8:00-8:45 AM	Campus Tour
9:00-9:15 AM	Opening Session
9:30-10:30 AM	Your Student Can Succeed <i>An informative, multimedia workshop that will provide parents the opportunity to ask any of their questions to a panel of experts.</i>
10:30-11:00 AM	Refreshments by Region <i>Meet and get to know parents from your area of the country or world. This might be a great time to work out carpooling for those vacation breaks.</i>
11:00-11:30 AM	Who Are We? <i>In this session, two members of our staff will provide an informative overview of the composition of Calvin's student body and faculty.</i>
11:30-12:00 PM	Words from the President <i>During this session, President Byker will share his vision for Calvin College and respond to any questions you may have.</i>
12:00-1:00 PM	Lunch
1:00-2:30 PM	Information Fair <i>The Fair provides an informal way of obtaining any information you might need from the various offices at Calvin College and local banks.</i>

## Accommodations

PASSPORT registration includes one night in the residence halls (except for those families attending PASSPORT IV for which no housing will be available). Staying overnight on campus offers a great opportunity to experience the facilities first-hand. We typically house an individual parent with another individual parent of the same gender in a two-bedroom suite; and we house a parent couple (i.e., mom and dad) in their own two-bedroom suite. Sheets, blankets, towels, and a pillow are all provided. If you register to stay on campus, simply check-in at the PASSPORT registration area when you arrive to receive your on-campus housing assignment.

If you plan to stay on campus an extra night(s), either before and/or after PASSPORT I-III, just let us know on the enclosed registration form. Check-in time for early arrivals begins at 4:00 PM. The check-in desk will be open until 10:30 PM. Check-out time for late departures is no later than 9:00 AM.

Because the PASSPORT IV program (September 1-3) occurs simultaneously with new student move-in, we will be unable to provide accommodations to parent(s) who accompany their son or daughter to this program. You will have to make your own arrangements at your own expense. A list of area hotels and their phone numbers can be found in the back of this Resource Guide.

## PASSPORT IV

Please note that PASSPORT IV begins just prior to QUEST, Calvin's fall orientation program. We have provided this PASSPORT session especially for those students and parents who live long distances away from Calvin and are thus unable to make two trips during the summer. Because of the timing of PASSPORT IV, the schedule is a little different than the first three sessions.

Although PASSPORT IV officially begins on Tuesday morning, September 2, all of the placement tests will be given on Monday, September 1, which is also Labor Day, a U.S. holiday. The first of these tests will be the SAS English test at 1:00PM. All other tests (SAS Math, Calculus, Spanish, French, and German) will also be given that afternoon. The residence halls will open at 10:00AM on Monday, September 1 to accommodate PASSPORT IV attendees taking placement tests.

## Placement Tests

To ensure that students are placed in the proper courses, most students will have to take placement tests. The necessity of placement testing for a vast majority of new students and academic advising for all new students requires that PASSPORT extend over a day and a half period. After all, tests take time to complete, grade, analyze, and distribute to the appropriate advisors.

Placement tests are important tools because they help faculty advisors and the Registrar's Office in scheduling the appropriate courses for each student. Calvin gives tests for placement in foreign language and calculus classes. The Student Academic Services (SAS) Office administers tests for placement in two Academic Services Courses (ASC), pre-college English and pre-college math. When your student completes his/her PASSPORT Registration form, he/she will have a better idea whether he/she needs to take a foreign language or calculus test. Otherwise, when your student arrives for PASSPORT he/she will receive a personal schedule, which will list any tests that he/she will need to take. If your student is required to take an SAS placement test, the Student Academic Services Office will notify your student. Please note that all placement tests for PASSPORT IV will be given on Monday, September 1 (which happens to be Labor Day, a U.S. holiday).

### **Advising**

Advising is an essential component of your student's Calvin experience because it is designed to promote the achievement of his/her educational goals. While at PASSPORT your student will attend a seminar to discuss Calvin's general education program, specific majors, the core curriculum, and ways to prepare for your individual advising meetings. Your student will also meet one-on-one with a faculty advisor to construct a list of courses that specifically suit your student's interests, needs, and style of learning. Since advising appointments are scheduled at 20-minute intervals until 3:45 P.M. on the second day of each PASSPORT session (except for PASSPORT IV where they occur on Tuesday, September 2), your student should plan to be at Calvin until late afternoon.

### **Registration**

The Registrar's Office will finalize registration for the fall semester and interim. After your student has finished his/her advising appointment, his/her advisor will bring your student's completed information to the Registrar's Office to be processed. The Registrar will then place your student in the classes that he/she needs.

Attending an earlier PASSPORT program rather than a later one will not give your student a registration advantage. Spaces are reserved in classes so that all students are ensured to get the classes they need, regardless of the PASSPORT program that they attend.

We suggest reading the College Catalog for helpful information on Calvin's curriculum and academic procedures. If, after consulting the Catalog, you still have questions about placement testing, advising, or registration, please call the Advising Office at 616-526-6063 or 526-6040.

**Meals**

Your registration includes breakfast, lunch and supper on the first day of the PASSPORT program, and breakfast and lunch on the second day. In addition, several snacks/coffee breaks are sprinkled throughout the program.

**Special Concerns**

If you have any concerns related to physical disabilities, dietary needs, and the like, please feel free to contact the Student Development Office at 616-526-6165. Likewise, if your son or daughter has any similar concerns, please encourage them to contact the Student Academic Services Office at 616-526-6113 (he or she is encouraged to do this as explained in their PASSPORT brochure).

**When You Arrive**

When you arrive for PASSPORT, simply follow the posted signs to the PASSPORT registration area. We have a complete packet of information for both you and your son or daughter and, if you're staying on campus, information about your overnight accommodations on campus as well.

**A Word About September**

Fall classes will begin on Monday, September 8. Prior to this time, however, much is happening for new students and their parents. Move-in day is Wednesday, September 3 beginning at 9:00 AM. Later that day, from 3:00-4:00 PM, the Admissions Office will have an informal reception for the parents of new students. Then, at 4:00 PM, the parents of new students are cordially invited to attend a Parent's convocation in the chapel.

Immediately following the Convocation, a cookout for BOTH new students AND their parents marks the official beginning of the fall orientation program called QUEST. After the cookout, parents will have an opportunity for official farewells with their sons and daughters. During the QUEST program, which extends through the weekend, new students will meet classmates, participate in a service project called StreetFest, complete group-building exercises, attend several educational workshops, take in some great entertainment, and garner a plethora of useful information. It's a great time, to say the least!

## Miscellaneous Program Notes

- 1) Please note that the deadline for submitting all PASSPORT registration materials is May 1! Also, if you plan to attend PASSPORT with your son or daughter, please remember to fill out the Parent Registration portion of the PASSPORT Registration form and send in the enclosed envelope.
- 2) If your son or daughter has not already done so, please encourage him/her to submit high school transcripts, complete with final semester grades. In addition, please encourage him/her to submit the required \$300 enrollment deposit if he/she hasn't already done so. We will be unable to process his/her PASSPORT registration without receipt of this deposit. Finally, it may also be helpful for you to know that the absolute deadline for letting Calvin's Admissions Office know that your son/daughter plans to attend Calvin and for receipt of his/her enrollment deposit is August 15.
- 3) Like most colleges and universities in the country, Calvin requires entering students to provide current, physician-documented immunization status for polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and tuberculin skin testing. Later this spring, your son or daughter will receive the appropriate immunization forms. We urge you to send this information in as soon as possible. It may also be helpful to know that if your physician is not licensed in Michigan, your son or daughter should plan to bring any necessary prescriptions along with him/her when beginning studies at Calvin in the fall. During each PASSPORT session, Calvin's Health Services personnel will be available to answer any questions you may have.

# Academics

## Viewing College As Your Student's Job

While it would be convenient to provide a description of exactly what your student needs from you during this transition from home to school, the fact is that each person has different needs and a different relationship with his/her parents. Consistent with the mission of Calvin's Student Life Division to challenge and support students as they seek meaning in their college experiences, it is important that they have the freedom to learn on their own through a variety of experiences, but have as much support as possible from a variety of resources. One of these resources is you, the parent.

Becoming a student in higher education is a huge life change involving learning to make decisions for oneself without the need for parental permission or supervision. Prior to entering college, students have been guided in their home situations and begun to learn through other life experiences about how to make wise decisions. Most likely, college is a continuation of this learning and is an individual journey. Developmentally, this is a time when students test limits.

As a parent, one of the hardest transitions may be that you are no longer involved in every decision being made. You won't get to know many of the events of your student's day (depending on how much he/she decides to tell you). The best thing you can do, in terms of your student building confidence in his/her decision-making abilities, is to trust him/her to handle things. Just as you once had to learn things on your own, your student will need to go through this same process (which may be one of trial and error). College is like a job and being a full-time student is equivalent to having full-time employment. Like beginning a new job, there are details about this new life and place that one learns as he/she goes and expectations that require personal accountability and personal responsibility. Parents don't typically get involved in their children's work place (by calling his/her boss, checking up on his/her work habits). Likewise, it is understood that when a student begins college, he/she is given a number of personal responsibilities that parents may not be involved in. While your student may request your involvement on a variety of levels, it is important that you encourage their development in independent decision-making. Answer questions and point him/her in the right direction to find the resources he/she needs, but emphasize the importance of learning self-reliance. Learning to solve problems independently is a life skill critical for their development as a student and as a person.

While this may be difficult as a parent, it is important that you resist the urge to intervene. Remember, the student needs to learn to handle things on his/her own, and you need to take this step in letting go. Going to college is your student's job, not yours.

## Changes in Academic Arenas

As a parent, you will have minimal contact with professors (e.g. no parent-teacher conferences). Your son/daughter will take personal responsibility for his/her questions and concerns with professors. Unlike high school teachers, college professors are usually focused and specialized in one area of academics. Eager students may find opportunities to work closely with professors on research projects or learn about other opportunities in their field of interest. Professors are generally willing to help formulate ideas, and are available in their offices (which are conveniently located in the various departments throughout the buildings). Calvin professors welcome student questions and interaction.

## Credit Hours

At the college level, students accumulate credit hours, not just classes. The two work together because each class is worth a specific number of credit hours. Some classes are worth one credit where others are worth four or more. The credit hours are generally reflected on the amount of time spent in class and the amount of work required in the class. Generally, most interdisciplinary courses are worth three credit hours. Full-time students take from 12 to 16 credit hours per semester (four or five classes, with exception of some programs), so if you multiply that by eight semesters and three interim classes, a student takes about 40 classes or more, and the requirement for graduation is 124 credit hours.

## Books

College students are required to purchase their own textbooks. These are available at the Calvin Bookstore and often students can find used books through the Student Senate Used Book Sale at the beginning of each semester, and through students' signs on bulletin boards. At the end of the semester, students can sell back their unwanted used books to the bookstore (if the professor plans to use the book again) and/or sell to other students.

## Student Responsibility in Learning

At Calvin, students are expected to choose their own schedules, get themselves to class (and up in the morning!) and get their own textbooks, among other things. Students must learn the value of their education through the choices they make. This means that there are consequences for poor decisions, whether inflicted on oneself or by administrative staff. A student may choose a major that has a lot of required classes and therefore his/her time is used in those classes with not a lot of room for other electives (classes of interest that aren't specifically in a student's program). Another student may choose a program with minimal core and therefore will have much more freedom in choosing what classes he/she takes and when to take them. Of course, Calvin faculty members are available for questions and guidance along the way.

## Academic Requirements

Calvin is a Liberal Arts College, which means that in order to earn a degree at Calvin a student is required to take a variety of courses, not just the courses that apply to his/her specific major/minor. Certain programs will have some variation in core requirements because of the demands of certain majors or minors (for example, Engineering students are exempt from a foreign language requirement).

The academic requirements for the core curriculum include courses within the Contextual Disciplines (History, Philosophy, Religion), Mathematics, Natural Sciences (Biology, Chemistry, Physics, Astronomy, Geology), Social Sciences (Sociology, Psychology, Economics, Political Science), Literature, Fine Arts (Art, Music, Drama, Classics, Communications), and Competencies (Written Rhetoric, Spoken Rhetoric, Physical Education, Foreign Language). All together, these courses provide Calvin students with a very widespread and rich education.

If you are interested in more information regarding the core curriculum please refer to the Course Catalog.



## Making the Grade

Students will be evaluated each semester and interim by their professors. First-year students will also receive a mid-term grade half way through first semester. This can be a wake up call for many students as they find out that higher education is much more challenging than high school academics.

Classes at Calvin are not typically graded on a curve. Students, during their first class session, are given a syllabus, which lays out the responsibilities in the class, and how that class will be graded. Most class tests and exams will make up the largest proportion of the grade but participation, projects, journals, and attendance can also factor into a student's grade.

There are twelve passing grades that a student could receive: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and S (Satisfactory is given if it's a non-graded class). The two failing grades are F and US (Unsatisfactory). Most majors and minors require a student to get above a C- in their course. Here is a listing of Calvin's four point grading scale.

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

D- = 0.7

F = 0.0

Calculating GPA is done by multiplying the number of credit hours the course has with the grade the student received in each class, adding all of these up, and then dividing that sum by the total number of credit hours the student has. The following is an example that demonstrates this more clearly:

The students has five classes:	Each of these classes has a certain number of credit hours:	The student receives the following grades:	Multiply the number of credit hours by the grade:
ENGL 101	3	B+ = 3.3	3 X 3.3 = 9.9
BIOL 110	4	B- = 2.7	4 X 2.7 = 10.8
PHIL 153	3	A- = 3.7	3 X 3.7 = 11.1
REL 201	3	C+ = 2.3	3 X 2.3 = 6.9
PE 153	1	A- = 3.7	1 X 3.7 = 3.7
		<b>Total 14</b>	<b>Total 42.4</b>

Take the sum of all the grades and divide it by the total number of credit hours ( $42.4 / 14 = 3.03$  GPA) This student's average grade or GPA was 3.03, which is about a B average.

### The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student records. The act provides for the right of the student to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records.

Students who are currently enrolled at Calvin College or formerly enrolled students, regardless of their age or status in regard to parental dependency are protected under FERPA. Parents of students termed 'dependent' for income tax purposes may have access to the student's educational records. With certain exceptions, a student has rights of access to those records which are directly related to him/her and which are maintained by Calvin College. 'Educational Records' include any records in the possession of an employee which are shared with or accessible to another individual. The records may be handwritten or in the form of print, magnetic tape, film, or some other medium. This would include transcripts or other records obtained from a school in which a student was previously enrolled.

Official Calvin College transcripts are released only when requested in writing by the students. The fee is \$5 per copy. Transcripts will not be released for students who have failed to meet their financial obligations to the college.

Calvin may disclose information on a student without violating FERPA through what is known as 'directory information.' This generally includes a

student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletes, dates of attendance, degrees and awards received, and other similar information. A student may restrict the release of his/her directory information by making a request in writing to the registrar.

In certain other situations, a student's consent is not required to disclose educational information.

Thirteen Exceptions are:

- 1) to school officials who have 'legitimate educational interests';
- 2) to schools in which a student seeks to enroll;
- 3) to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs;
- 4) in connection with financial aid;
- 5) to State and local authorities pursuant to a State law adopted before November 1974 requiring the disclosure;
- 6) to organizations conducting studies for or on behalf of educational institutions;
- 7) to accrediting organizations;
- 8) to parents of a dependent student;
- 9) to comply with judicial order of subpoena;
- 10) health or safety emergency;
- 11) directory information;
- 12) to the student; and
- 13) results of disciplinary hearing to an alleged victim of a crime of violence.

Requests to disclose educational information will always be handled with caution and approached on a case-by-case basis.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy, should discuss their problems informally with the person in charge of the records involved. If the problems cannot be resolved, the student may request a formal hearing by the registrar. The request must be made in writing to the registrar who, within seven days after receiving the request, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised. The hearing officer who will adjudicate such challenges will be the registrar, or a person designated by the registrar who does not have a direct interest in the outcome of the hearing. The educational records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing officer. The statements will be placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed.

## *Academic Resources*

### **Registrar 526-6155**

The Registrar's Office provides a variety of services and information primarily related to the academic requirements at Calvin. This office is responsible for registering students for classes, issuing grades, checking Declaration of Major forms, performing graduation audits, processing requests for transcripts and enrollment verifications, and ensuring that the academic requirements of the college are met.

The staff in the Registrar's Office is available to meet with students who wish to discuss academic issues including exceptions to graduation requirements, advising and registration concerns, and questions regarding their academic standing.

The Registrar's Office is located on the third floor of the Spoelhof College Center and the staff is available and willing to help with your student's concerns.

### **Advisors 526-6040**

All students are assigned to an individual advisor from the faculty. The faculty advisor is generally a member of the department in which the student wishes to major. All faculty members keep office hours during which time they are available to assist students in making decisions about courses and programs.

Academic Advising Days are set aside just prior to registration. This is a designated time for students to meet individually with advisors to review plans for the coming semester. Students are also encouraged to seek the advice of their advisors throughout the year. Students are expected to assume responsibility for obtaining academic advising and must keep themselves informed about curriculum requirements, both in the core curriculum and in their programs of interest. Students are expected to take initiative both in scheduling advising times and changing to an appropriate advisor before or upon declaring a major. Students should be prepared for their advising sessions with up-to-date information about the courses they have completed and must remain aware of academic deadlines and regulations.

The Office of Academic Advising is located in the Registrar's Office on the second floor of the Spoelhof College Center.

### **The Office of Student Academic Services 526-6113**

The Student Academic Services (SAS) Office is located in Room 446 of Hiemenga Hall. The staff members of SAS offer a variety of programs and services designed to help students become more efficient and effective in their college learning. Review courses in English and mathematics, a college thinking and learning course, tutoring, academic performance counseling, diagnostic screening, English as a Second Language course work, services to minority students, services to international students, and services to students with disabilities are provided to Calvin students through this office. Please visit our website at <http://www.calvin.edu/academic/sas/> for more information.

### **Tutoring**

Tutoring by trained upperclass students is available in many courses. This service is free of charge for any student whose professor agrees that it could be helpful. The tutor and student meet once a week throughout the semester. In addition to individual tutoring, calculus, statistics, chemistry, and biology drop-in programs operate through cooperative efforts of SAS and each respective department. Jan Heerspink, Coordinator of Tutoring, oversees this program.

### **Academic Counseling and Testing**

The instructors of SAS provide academic counseling for students who need special help with course load, time management, study habits, or other aspects of the academic process. Sometimes this counseling leads to assessment of special learning difficulties. For those who simply need a few tips on adapting to college academic life, the resource area in the SAS office has free literature on topics such as time management, writing and reading skills, test-taking and note-taking methods, and techniques for studying for specific courses.

### **Academic Probation Services**

Students who, at any time during their program, fall below certain academic standards set by the college may be subject to dismissal or probation by the Academic Review Committee. For those students on probation and assigned to SAS, special assistance and counseling is provided to help them recover good standing status.

### **Access Program**

This program is an alternative entry into Calvin College for those students who do not meet admission standards but whose records suggest that they could develop into successful college students. The Access Program helps students develop new approaches, strategies, and skills for learning by means of placement testing, academic advising, and review courses. All students admitted to Calvin through this program must take ASC 006 (College Thinking and Learning) concurrently with a reading-lecture course in which they apply what is taught in ASC 006.

### **Students with Disabilities**

Calvin College has made a concerted effort to make the campus physically accessible and provide accommodations that enable students with disabilities to obtain a Christian liberal arts education. All of the services described elsewhere in this handbook are available to students with disabilities. Our disability coordinators work directly with students to assess needs and develop individual plans for support. Such plans may include the utilization of auxiliary aids (i.e. books on tape, note-taking, interpreters, brailing), testing accommodation, academic advising, priority registration, diagnostic screening, and a coaching program (please see <http://www.calvin.edu/academic/sas/ttchg.htm>).

### **AHANA Student Services**

AHANA (African-American, Hispanic, Asian, and Native American) students

represent 4.3% of the total student population. Andrea Granderson, Academic Counselor/Instructor is available to meet with students individually as they adjust to the demands of college level thinking and learning. The goal is to challenge AHANA students to reach their potential academically, socially, vocationally and spiritually. SAS partners with offices across the college to create a seamless network of opportunity and support.

### ***International Student Services***

Calvin College has approximately 185 students who are citizens of other countries and 50 American or Canadian students who have spent much of their lives overseas. The fall semester begins with a four-day orientation for these students and is followed by monthly dinners, field trips, a retreat, and other social activities. In February, these students demonstrate aspects of their cultures to the Calvin community when they perform in “Rangeela,” a show of songs, dances, and skits from around the world. Jo Cooper advises the students on immigration issues and helps with Compass, the International Student Orientation program. Linda Bosch, International Student Advisor, teaches Written English as a Second Language, directs the International Student Orientation, coordinates programming, and helps students with adjustment issues.

### **Rhetoric Center 526-7088**

The Rhetoric Center, located in Hiemenga Hall Room 322, offers free tutoring in writing. Instructors will 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. Students from all disciplines and at all levels of experience are welcome. The Rhetoric Center is open Monday through Friday from 9:00 AM to 5:00 PM and Monday through Thursday from 7:00-9:00 PM.

### **Instructional Resources Center 526-6334**

The purpose of the Instructional Resources Center, located on the second floor of Hiemenga Hall, is to provide multi-media instructional support for Calvin’s educational activities. It consists of the following departments:

***The Audio-Visual Department*** provides equipment, services, and facilities to produce and display a variety of media. Its facilities include a “paint & 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, and provides a wide variety of equipment for classroom support.

***Instructional Graphics*** assists students, faculty, and administration in preparing visual aids and presentation materials, such as slides, research posters and overhead transparencies. It has facilities to copy images from books, photos, and slides, and to transfer them to slides, computer files, large format posters and overhead transparencies.

***Video Productions***, Calvin’s in-house media production department, is a pro-

essional video production facility, which develops documentary and instructional video and other forms of multimedia. It also operates a video studio and student video-editing lab.

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

**Curriculum Center** is a multi-media educational materials library, which supports the Teacher Education Program. It is also available for use by other departments and individuals.



### **The Hekman Library 526-7197**

Calvin's Hekman Library is one of the finest libraries in West Michigan. Its collection consists of nearly 1.2 million items (books, journals, microforms, government documents, recordings, etc.), and the theological collection is one of the largest in the Midwest. The entire library building was renovated between 1993 and 1997, so a visit to the library is a pleasant and relaxing experience. Carrels, tables and lounge chairs will accommodate nearly a thousand people at any one time. And students are only one floor away from more than two hundred computers in the Information Technology Center, which provides access to the tools needed to complete assignments. The library is open more than one hundred hours a week. A professional public service staff is eager to assist library users, and reference assistance is available most hours the library is open.

**The Hekman Digital Library** (<http://www.calvin.edu/library/>) is expanding rapidly. 150 research databases, 12,000 e-journals, 2,000,000 full-text articles, and 150,000 e-books are only a small portion of what students will find in the Hekman Digital Library. The library staff is committed to creating a digital library that rivals Calvin's traditional library.

### **Library Hours**

Always check the "Library Hours" web page for the most accurate library hours. (<http://www.calvin.edu/library/infoserv/hours/libhours.stm>)

Academic Year (Library hours are extended during the last few weeks of both semesters)

- 8 AM - 12 midnight (Monday - Thursday)
- 8 AM - 8 PM (Friday)
- 9 AM - 8 PM (Saturday)

Summer Hours (mid-May through mid-August)

- 8 AM - 9 PM (Monday-Thursday)
- 8 AM - 4:30 PM (Friday)
- 9 AM - 1 PM (Saturday)

## Information Technology 526-6144

**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 Digital Studio, are located on the first floor of the Hekman Library.

**The 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 students, faculty, and staff showing a current Calvin-ID. This lab offers Windows and Macintosh computers attached to the college network and the internet, several computer classrooms, multi-media and multi-user stations, zip drives, cd burners, scanners, and laser and color printing. There are other student computer labs on campus located in residence halls, as well as many department-specific labs. Most student labs provide access to MS Office, student email, library research tools, software for web browsing and web development, and a wide variety of academic software.



Calvin provides each student with an email account. This account remains active for all registered students until graduation. Access to the Internet and email is available from all lab computers and many stand-up infoXpress stations around campus.

Students residing in Calvin residence halls may be part of the Residential Network (ResNet) for a small fee each semester. ResNet allows students Internet and email access from their rooms. Trained personnel are available to answer ResNet connection questions. For more information on ResNet, please see <http://www.calvin.edu/it/students>.

**Questions regarding computers 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/>.**

# Student Life Division

## Student Life Mission Statement

As servants of God and partners in education,  
we **challenge and support** students as  
they seek meaning in their college experiences.

With delight and anticipation,  
we present them to the world as people  
who are learning to love the things that God loves,  
so that the world is blessed by their leadership.

Traditional education often reduces learning to what takes place inside the four walls of a classroom and from pages in textbooks. An institution that is interested in the “holistic” education of its students will seek to educate the whole student (body, mind and spirit). The Student Life Division actively facilitates co-curricular seamless education. Through student involvement in their Residence Halls, choirs, chapels, intramurals, student organizations, Bible studies, and service projects, students learn from others, they learn about themselves and God, and develop skills that will enable them to be faithful to their calling.

### The Student Life Division has seven units that serve students.

- Broene Center** – Campus Counseling
- Campus Safety** – Safety, Job Transportation Services
- Chaplain’s Office** – Chapels, Mentoring, LOFT
- Career Services** – Career Testing, Job Preparedness, Internships,  
Job Shop – Job Placement Services
- Health Services** – Personal Health Care
- Residence Life** – Residence Hall Living and Learning
- Student Development** – Orientation, Student Leadership Development,  
Commuter Students
  - *Service-Learning* – Service Projects,  
Academic Service Learning
  - *Student Activities* – Concerts, Movies,  
Cultural Discernment
  - *Multicultural Student Development* –  
Leadership Opportunities, Anti-  
Racism Training, Support Groups

## A Word from Chaplain Cooper



Jesus' compelling question keeps ringing in my ears: "When the Son of Man returns, will He find faith on the earth?" (Luke 18:8) It shapes my calling as Calvin's pastor. It challenges me to try to help them to become Jesus' followers – his thoughtful, passionate, difference-making followers. During my years of living and working with Calvin students, I have become a very

rich man. So many of them have warmed and "refreshed my heart". (Phil. 1:7) About them I continually say (with Paul): "How can I thank God in return for all the joy He has given in the presence of our God and Father because of you." (1 Thess. 3:9)

I join you in praying for your children as they enter Calvin. All four of my own children have come to live and study here, and each of them has been shaped spiritually by some very special people. These teachers have encouraged and challenged my children to become more fully human, more fully alive before God's face. I'm quite confident, therefore, that your child too is in for a rare adventure – for God's sake and the sake of His kingdom. So welcome. I look forward to meeting your daughter or son. If there is anything I can do to help you or them, I'd be so pleased to try.

We serve our Lord together,

Dale Cooper

*Chaplain Cooper is the consultant for the majority of religious activities that occur on campus. The following is a general look at what is offered, keeping in mind that students also initiate activities such as Bible Study and Prayer Groups throughout the year.*

### **Religious Activities**

Calvin College seeks to develop in its students a sense of genuine piety, of personal integrity, and of social responsibility. It wishes to have its students educated not only in Christian thinking but also in Christian living.

### **Chapel**

Every morning from 10:00-10:20 AM, students, faculty, and staff gather in the College Chapel for worship. Communal worship is a vital part of the rhythm of our daily life as a Christian educational community, for in it we

bring before God our delights and needs, and receive regular nourishment for a life of obedience and service.

The daily chapel program is diverse - as diverse as our community itself. Prayer and teaching, music and drama, art and testimony - these, and much more, are part of our worship as we renew our devotion to God and hear, again and again, his promises and commands. Weekly chapel services are also held in the French, German, Spanish, and Dutch languages. All-campus evening hymnsings and nights of prayer occur occasionally throughout the year.

### ***Sunday Observance***

Every Sunday evening starting at 8:00 PM, an overflow crowd fills the College Chapel for the LOFT (Living Our Faith Together), which is an informal, contemporary worship service specially geared to a college population. Lively singing, group and individual prayer, and a spirited homily comprise this weekly evening service. In addition to the LOFT, Calvin has partnerships with many local congregations and many students regularly attend their respective morning and evening worship services.

### ***Mentoring***

For any student who requests one, the college pledges to help him or her identify and secure a mentor, a wise Christian friend, from among the ranks of the faculty, staff, alumni and friends of Calvin College.

### ***Other Activities***

Many Bible studies and prayer groups meet regularly during the week. Usually these are comprised of 5-8 students who join together for mutual help and growth. A large number of students also join college or local church programs dedicated to Christian witness in the community.

In addition, organizations such as Young Life and InterVarsity serve to encourage Christian discipleship, witness and service.

Finally, in the residence halls numerous opportunities exist for fellowship and worship, including frequent devotionals called "Late Nights," weekly hymnsings, and monthly outreach activities.

### **Residence Life 526-6116**

A residential environment is an important component of the learning experience at Calvin. As the author and creator of relationships and communities, God calls us to establish friendships, to exercise responsible citizenship, and to encourage one another in faith and good works. Calvin's Residence Life program exists to help students pursue this calling.

Each residence hall and Knollcrest East apartment complex supports a leadership team of staff and students who sponsor educational programming, social activities, Bible studies, retreats, and outreach opportunities. Their ultimate goal is to work with other residents towards developing commitments to last-



ing friendships, community responsibility, conflict resolution, and mutual respect. The Residence Life Department is responsible for the hiring, supervision, and programmatic efforts of all the professional and student staff members who make up these teams.

The Residence Life Department also plays a large role in the student disciplinary process for violations of the student conduct code by on-campus residents. Our goal is the development of “responsible freedom” for all residents, where a “Godly conscience” develops through accountability for lifestyle choices and community standards.

### **Housing Office 526-6120**

Calvin's Housing Office is a service of the Residence Life Department. Contact this office for information on housing contracts, roommate matching, move-in and move-out dates, maintenance issues, meal plans, and monetary charges. Some basic information which you may find helpful is provided below:

First and second-year students not living with their parent(s) or legal guardian are required to reside in the Calvin College residence halls or apartments. Students at least 21 years of age, married students, or students who are 2 full years removed from their high school graduation date are permitted to reside off-campus. Resident students are encouraged to participate in the various co-curricular programs and activities that are available in their halls. It is the responsibility of the student to protect and insure his/her personal property while living in the residence halls.

Housing contracts for first year students are sent in late July or early August. The contracts will include their hall assignment and roommate information. Specific room assignments will be given when your son or daughter arrives at Calvin. A “Moving In” brochure and “Residence Hall Living” booklet will also be sent to your home. Both of these will provide helpful information about Residence Life staff and services, rules and regulations for on-campus living, and what your student will need to bring to campus.

All students commuting from home or living off-campus (when eligible) are responsible for keeping the Registrar's Office informed at all times of their current address. Forms for this purpose are available in the Registrar's Office, which is located in the Spoelhof Center.

### **Student Development 526-6165**

The Student Development Office strives to reach the educational goals of the college and the Student Life Division by coordinating a wide range of

programs and services. More specifically, the Dean and Assistant Dean of Student Development, and the student committees with whom they work, develop and implement effective strategies for new student orientation, student leadership, and student organizations.

The Student Development Office also maintains a listing of available off-campus housing for the convenience of those seeking such accommodations. Students are solely responsible for investigating off-campus housing options and determining their appropriateness.

### **Multicultural Student Development 526-6081**

Calvin College is striving to become a multicultural, anti-racist Christian academic community which produces students willing to serve as change agents in a global society. The Multicultural Student Development Office provides opportunities for students from all cultural backgrounds to examine the sin of racism through classroom presentations, workshops and retreats. Additionally, it is the goal of the MSDO to create a supportive and mentoring campus climate in which AHANA (African, Hispanic, Asian, Native American) students reach their full potential. Students with questions, ideas, or concerns are encouraged to contact the Assistant Dean whose office is in the Commons Annex, Room 108.

### **The Service-Learning Center 526-6455**

“Learning to Serve—Serving to Learn” is the motto of the Calvin College Service-Learning Center (S-LC). The S-LC is located on the main floor of the Commons Annex. It has adopted the following goals for service-learning: 1) to participate in the teaching and learning mission of the College by equipping faculty with opportunities to use the pedagogy of service-learning in their classes; 2) to assist students and faculty as they develop a personal vision and capacity for service in a broken world; 3) to develop strong community partnerships where, in mutual relationship, movement is made toward shalom; 4) to provide an environment where students learn to relate to all others as bearers of God’s image, including the poor, the sick, the old and the marginalized; and where students aspire to bridge social and economic barriers between people, and to understand the broader context and causes of the needs which exist.

The S-LC provides a wide array of opportunities for service-learning. In addition to service-learning opportunities presented in a wide range of college courses, each semester over 1200 students participate in service-learning activities such as friendships with at-risk youth, assisting in hospital labs and emergency rooms, tutoring children and helping people who have immigrated to the U.S. learn the language and culture. The S-LC maintains a database of opportunities in the local community. We also maintain a web site at [www.calvin.edu/admin/slc](http://www.calvin.edu/admin/slc).

Though most see participation in service-learning as a way to express their faith and Christian love, each person has individual reasons and goals for

service-learning. Calvin students enjoy getting to know people of other cultural and ethnic backgrounds. They also use service-learning to explore career options or get valuable experience in their prospective fields. There has been a growing trend at Calvin for academically-based service in which service-learning is infused into the curriculum. More than 40 faculty in over 17 departments are using service-learning each semester as an integral part of their course requirements with over 1000 students involved.



For over 30 years, Calvin has had a strong intentional presence in the Grand Rapids community through service-learning and volunteering. As this effort has grown, we have tended to place a greater emphasis on the reciprocal nature of service, recognizing that in partnership with members of the community, both service and learning are accomplished effectively. The S-LC champions this idea and is Calvin's hub for local schools, non-profit agencies, and faculty involvement.

### **Student Activities Office 526-6064**

College is a time in which students will change more than perhaps any other period of their lives. This change happens seamlessly as students move from classrooms to all-night talks in a residence hall to attending a concert or movie on campus. Because college is meant to be a time in which students learn and take ownership of a Christian worldview, what they see and hear in that “popular culture” part of their lives is very important. The desire of the Student Activities Office is to offer the best possible concerts, movies, comedy, and theater, and to help students make sense out of these events in light of their faith. The Student Activities Office works with the Student Activities Board to plan a season of programs that can range from a concert by Jars of Clay, a lecture by Bruce Cockburn, a movie such as *The Road to Perdition*, or a major event such as a Dave Matthews concert. Students are encouraged to become a part of the Student Activities Board, which meets weekly. Ken Heffner is the Director of Student Activities. The Student Activities Office is located in the Commons Annex, Room 110.

### **Student Organizations**

Student organizations are an integral part of campus life at Calvin. Students who involve themselves in their education through co-curricular activities enrich their own education. Involvement in student organizations is a great opportunity for students to develop their leadership skills, expand their interests, and build relationships. Students are encouraged to create new student organizations that reflect their interests, and to get involved with

existing organizations that suit their interests and fit their schedules. All student organizations must have a faculty advisor but are run by the students. The Student Life Committee, the Dean and Assistant Dean of Student Development, and the Student Senate oversee and support the activities of student organizations.

There are about 57 different existing student organizations, ranging from Chimes – the student newspaper, to Environmental Stewardship Coalition and IMPROV team. An updated list can be found on Calvin's Homepage under Student Organizations at [www.calvin.edu/resource/student.htm](http://www.calvin.edu/resource/student.htm). Students have the opportunity to learn about and sign up with different organizations at "Cokes and Clubs", an evening when student organizational representatives sit at booths spread around the Common's Lawn at the beginning of fall semester. This is a great opportunity to see what is available and perhaps spark ideas for improvement and new development.

### **Broene Counseling Center 526-6123**

The staff of the Broene Counseling Center offers support and counseling within a Christian framework to any current student. Common issues for counseling include depression, anxiety, relationship problems, eating disorders, family difficulties, and many more. Individual and group counseling options are available as are workshops or special programs. Students can also be referred to literature in the form of books or pamphlets on a host of relevant topics such as relationships, anger, alcohol, anxiety, depression, stress and much more.

Counselors are generally available by appointment. In addition, there are daily walk-in times when students can meet with a counselor without a previously arranged appointment. The Broene Counseling Center hours are weekdays from 8:00 a.m. to 5:00 p.m. Counseling services are available throughout the entire calendar year. Appointments can be made by stopping in at the Center, which is located on the third floor of the Spoelhof College Center, or by calling 526-6123. Students are also encouraged to visit the website at [www.calvin.edu/admin/broene/](http://www.calvin.edu/admin/broene/). All student concerns are kept confidential.

### **Office of Career Services 526-6485**

The mission of the Office of Career Services is to assist Calvin students in their vocational planning. Although not a placement service, this office helps students discover and explore the variety of careers available to them. The office uses the Myers-Briggs and Strong Interest Inventory to assist students in selecting a major. Personal guidance is also given in job search techniques such as resume writing, networking, and interviewing skills. Students are encouraged to learn about internship opportunities available through our office. These work-learning experiences provide students with the opportunity to explore, hands-on, different careers.

The Office of Career Services uses *eRecruiting.com* to coordinate the on-

campus job posting and interview process. This program enables students to easily register personal and academic information with the career center, upload resumes and cover letters, search for jobs, and select on-campus interview times. Students are encouraged to register and participate in the *eRecruiting.com* program. Seniors seeking job search assistance are asked to register for services early in their final year at Calvin. A one time \$40 career services fee is charged to freshman students which covers all career services throughout their Calvin career. Fifteen dollars will be refunded via a bookstore gift certificate to students who report their employment status within six months of graduation.



Besides the office space in the Spoelhof College Center, the Career Resource Center on the second floor of the Heckman Library offers an expanded variety of print and computerized resources, including updated information on occupations, employers, and employment opportunities throughout the world. This state-of-the-art facility is indispensable for students needing help during any stage of their career-planning journey. The Career Resource Center also houses materials for students interested in graduate school programs.

Career Counselors are available by appointment or during “walk-in” times, which are posted daily time slots available to students without an appointment. The Office of Career Services is open from 8:00 AM to 5:00 PM weekdays. The Career Resources Center is open during library hours. Career services, including the library career resource area, are available year-round.

### **Student Employment**

The Calvin College JOBSHOP coordinates student employment both off and on campus. Students interested in working while they are at Calvin should explore the options offered in the JOBSHOP on KNIGHTVISION. Complete listings from area businesses, individuals and on-campus employers are displayed there. Occasional weekend work or childcare is also a listed option. Students should peruse this area for up to the minute information related to area positions.

Questions regarding availability of on-campus employment can be answered in one stop at the JOBSHOP. Tax forms are distributed and collected at the JOBSHOP, located on the second floor of the Heckman Library, for those students deciding to work for Calvin College. Information and advice on obtaining social security numbers are available for interested students. This

valuable service helps students focus on the best options for each individual and offers advice in obtaining part-time employment.

### **Health Services 526-6187**

Outpatient medical services are provided on campus to all registered students during the regular school year. Health Services, located in the lower level of Heyns Hall, is open weekdays with limited evening and Saturday hours available. Visits are scheduled by appointment only, unless immediate care is deemed necessary. Nurse practitioners and registered nurses staff our facility, with physician appointments available on a limited basis. When necessary, students are referred to area providers for additional care.

**Primary care services** include but are not limited to:

- evaluation and treatment of common illnesses and injuries
- allergy injections
- physical therapy
- women's health ( including routine pap and pelvic examinations)
- STD testing and treatment
- pregnancy testing and counseling
- smoking cessation counseling and treatment
- nutrition counseling with referral to on-campus dietitian
- mental health evaluation and treatment with on/off-campus referral options
- physical exams for sports, travel, and employment
- self-care kits and over-the-counter medications at dormitory front desks
- lab and pharmacy

### **Travel Health and Immunization Services:**

Our Travel Health Clinic provides comprehensive pre- and post-travel consultation, personal medical evaluations, immunizations, prescriptions, and tips for staying healthy while abroad.

**Immunization Policy:** Calvin requires all incoming students to show provider-documented immunization status for the following: polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, varicella (chicken pox), and hepatitis B as well as tuberculosis screening. All vaccines for general health and off-campus travel opportunities are available at Health Services. Call our Immunization Hotline for further information.

**Student Health Insurance:** To ensure that students are able to obtain necessary medical care, Calvin College requires minimum health insurance coverage. KnightCare, a plan designed specifically for Calvin students, provides year round coverage at a reasonable cost. All students taking more than 6 credit hours will be automatically enrolled in KnightCare unless they provide proof of comparable coverage and sign a waiver form by the specified date. Detailed up-to-date information is available by calling our Insurance Hotline or checking on the Health Services WebPages.

**Confidentiality:** Calvin College Health Services, by law and moral obligation, protects patient's rights to privacy and confidentiality. Except in serious emergencies, students are responsible for notifying family members or guardians about any personal health problems. No information pertaining to the student's health can be released to anyone, including family members, faculty, or staff, without the student's written consent. In the rare instance when law or policy requires divulging of information, the student is informed of such.

**Contact Information:**

**On-campus Emergencies: x3333 (Campus Safety)**

Front Desk/Appointments: 616-526-6187  
Immunization Hotline: 616-526-6568  
Travel Health: 616-526-6659  
email: health@calvin.edu  
Director: 616-526-6678  
Insurance Hotline: 616-526-6698  
Fax: 616-526-6548  
email: knightcare@calvin.edu

**Campus Safety Office 526-6451**

Campus Safety is a 24-hour security service that patrols the campus and parking lots. Campus Safety also offers an escort service for those walking alone during the hours of darkness (dusk to dawn), seven days a week. Questions regarding vehicle registration or parking tickets should be directed to the Campus Safety Front Office during business hours. The office is open from 7:30 AM to 9:00 PM Monday through Friday and from 9:00 AM to 4:00 PM Saturdays. In an emergency, Campus Safety can be reached 24 hours a day at x33333. The college has installed a campus-wide card-access system that will provide students entry to their respective residence halls, as well as facilitate dining hall charges, retrieving books from the library, and so on. A comprehensive safety brochure is available on request from the Student Life or Campus Safety Offices.

In compliance with the Drug-Free Schools and Communities Act of 1989, the Crime Awareness and Campus Security Act of 1990, and the Higher Education Amendments of 1992, Calvin College has published a guide to campus safety and substance abuse. This document is available at [www.calvin.edu/admin/student\\_life/units/publicat/safety.htm](http://www.calvin.edu/admin/student_life/units/publicat/safety.htm). Crime statistics for the previous three years are available at [www.calvin.edu/admin/campus\\_safety](http://www.calvin.edu/admin/campus_safety). These documents can be accessed by any student or employee, through any terminal on campus. Students are urged to peruse this information at their convenience. Any student desiring a printed copy of this publication may secure one from either the Campus Safety Office or the Vice President for Student Life.

### ***Lost and Found***

All found articles should be taken to the Campus Safety Office in a timely manner. Lost articles should be reported to the Campus Safety Office.

### ***Use of Motor Vehicles***

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

### ***Job Transportation Service (JTS) 526-6009***

Students who have local off-campus jobs may schedule rides, for a fee, to and from work with Calvin's Job Transportation Service. JTS operates Monday – Thursday from 8:00 AM to 9:00 PM and Friday from 8:00 AM to 5:00 PM (no weekends or holidays). Rides are scheduled in advance on a first-come first-served basis at the JTS desk in the Campus Safety Office, Commons Annex lobby. Complete information regarding boundaries of the service, costs, and cancellation policy can also be found at the JTS desk.



### ***Financial Matters***

#### **College Costs 2003-2004**

Costs for the 2003-2004 Academic Year are still under review. This information will be passed on to you some time in March. Looking at last year's costs will give you, the parent, a good idea about how much money is needed. Tuition costs for the 2002-2003 academic year were \$15,750. Room and board costs for the year were an additional \$5,485. In addition, we estimate that many students spend approximately \$400-\$700 for books and supplies during the year. It is important to figure into your budget and the budget of your son or daughter other outside costs, such as clothing, personal items, entertainment, and the cost to travel home.

## **Office of Scholarships and Financial Aid 526-6134**

Financial Aid at Calvin is available through the Office of Scholarships and Financial Aid located in the Spoelhof Center. Many forms of aid are available to students such as scholarships, grants, loans, and employment. Scholarships are generally awarded on the basis of academic achievement, character, and potential; grants and some types of loans are awarded on the basis of financial need; and employment opportunities are provided on the basis of financial need and/or job qualifications. There are also loans available that are not based on financial need.

Students who are unable to meet their college expenses and wish to apply for financial aid are invited to discuss their situation with the Office of Scholarships and Financial Aid. With the many avenues of assistance available, a student should not be denied a Calvin education because of costs. Students' eligibility for financial aid based on need is determined by an analysis of their ability to meet college costs through their own resources and that of their families. Students who apply for financial aid based on need are required to have their parents or spouse submit a financial statement to support their application. Forms for a given academic year are available in the Office of Scholarships and Financial Aid in December of the preceding year.

The financial assistance a student receives often comes from a variety of sources. A complete description of these programs can be found in the college catalog or website. The Office of Scholarships and Financial Aid is happy to provide additional information or counseling upon request.

## **Financial Services 526-6127 [finserv@calvin.edu](mailto:finserv@calvin.edu)**

The Financial Services Office processes all business transactions for Calvin College. The office is open from 8:00 AM to 4:00 PM Monday through Friday. The Financial Services Office is located on the top floor of the Spoelhof College Center, Room 379.

The Financial Services Office produces the Tuition, Room, and Board Statement which includes charges for tuition, room, board, course-related fees, and off-campus semester charges. These charges are divided into three payments per semester. A copy of the Tuition, Room, and Board Statement will automatically be sent to each student approximately 3 weeks prior to each due date. The Financial Services Office will also send a courtesy copy of the statement to the parent or guardian upon request of the student. Requests can be made in person at the Financial Services Office or by returning the form provided with the first tuition statement of the year.

This office also produces the Miscellaneous Charges Statement which includes charges for bookstore purchases, telephone service, student activity fees, parking violations, career services, health services, off-campus interim trips, and all other charges that do not appear on the Tuition, Room, and Board Statement.

The Miscellaneous Charges Statement will be mailed around the 20th of each month. Payments are due on the 1st of each month. Miscellaneous expenses are expected to be paid in full each month. This statement will only be sent to the student at his or her local or campus address.

Students may cash personal and payroll checks at the Financial Services Office upon presentation of a valid Calvin ID card. Checks may not exceed \$200 and must be made payable to “CASH” or to the person cashing the check. Cashing of third party checks is not permitted. Students who present a Canadian funds check for cash will be charged a \$5.00 service fee per check.

### ***What Financial Services Expects from Calvin Students:***

Calvin places the primary financial responsibility on the students. This means that it is the student’s responsibility to:

- File financial aid forms prior to the start of the academic year and follow up on any necessary items that need to be handled in relation to financial aid throughout the school year.
- Contact their families about each bill if they have agreed to pay the tuition costs.
- Contact the Financial Services Office if they are having difficulties meeting a due date.

### **Banking Around Calvin**

Local banking services can be obtained from any of the several financial institutions in the Grand Rapids area. Lake Michigan Credit Union (LMCU), however, may provide the best overall value for students. LMCU offers no-fee checking accounts, free PC home banking services, free telephone access services, and, with appropriate approval, free check/debit card, and VISA card services. Please note that Calvin will not solicit, nor permit others on campus to solicit its students to acquire credit cards. Nonetheless, should it be your desire that your son/daughter have a credit card, this service is also available through LMCU. Further information regarding LMCU services is available by calling 1-800-242-9790.

The LMCU package also includes fee-free automated teller machine (ATM) services. LMCU has placed two ATMs on campus: a full service machine in the lobby of the Commons Annex, and a cash dispensing only machine in the lobby of the Noordewier-VanderWerp dormitory. These ATM machines are fee free for anyone who uses them, not simply LMCU customers. While non-LMCU customers may be assessed a fee from their own banks for using the ATMs, these individuals will not be assessed a fee by LMCU. There are also LMCU ATMs located throughout the Grand Rapids area.

If your student will be having an on-campus job, you may also want to consider **automatic payroll deposit**. Each pay period Calvin’s payroll office

will, free of charge, deposit your student's paycheck into an account of any financial institution that accepts such transfers. Further information about this service can be obtained from Calvin's payroll office.

## *Other Services*

### **Bookstore 526-6376**

The college operates a non-profit bookstore in the Commons Building. The bookstore is open Monday through Friday from 8:30 AM to 4:30 PM, and Tuesday evenings until 8:00 PM. We are also usually open one Saturday a month to coincide with activities on campus. Saturday hours will be advertised.

The store carries a number of items including: new and used textbooks, computers, trade books, clothing and other insignia items, office supplies, and many items to meet students' personal needs. The bookstore is also the place to go to purchase a college ring, nursing pin, or graduate announcements. Some of the services we offer include textbook buyback at the end of the semesters, special educational pricing on computers and software, film developing, and special ordering for everything from books to office supplies.

There are various payments options available at the campus bookstore, including a student debit account and the ability to put your textbooks directly on your tuition account. These are available along with the usual options of cash, check, Mastercard, Visa, or Discover cards.

### **Long Distance Calling Plan**

Calvin has worked hard to cut Long Distance calling costs for its on campus residents. Calvin offers no monthly fees and free local calling. Domestic Long Distance calls are 10 cents a minute – all day, every day. Calls to Canada are 15 cents a minute – all day, every day, and International calls are discounted by 40% from AT&T business rates. Your student also has the option of using calling cards, but discount call programs such as "10-10-321" cannot be used within the residence halls because of Calvin's system.

### **Mail Services 526-6154**

Mail Services, located on the ground floor of the Spoelhof Center, provides window service Monday through Friday from 8:15 AM to 4:30 PM. Students may purchase stamps, send packages via U.S. Mail or United Parcel Service (UPS). Various overnight services are also available through this office.

#### ***How to address mail to your son or daughter:***

Full name of student (avoid nicknames)  
Residence Hall name and room number  
Calvin College  
3201 Burton Street SE  
Grand Rapids MI 49546-4388

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 may put their on-campus address on the cover page of your fax and it will be sent to them.

### **Travel Services 526-6810**

Calvin College contracts the services of Navigant International, a travel management company, to provide travel services to Calvin faculty, staff and students. A Travel Services office is located in the lobby of Hekman Library and is staffed with travel professionals experienced in domestic, international and leisure travel. The Travel Services office is open during regular college business hours. You can reach Travel Services by calling (616) 526-6810 or toll free 1-888-534-6810.

The Travel Services office provides airline, car rental, hotel and rail travel reservations for students. Once an airline ticket is purchased, Navigant will monitor the reservation 24 hours per day, up until departure, to check for lower airfares. If a fare decreases enough to provide a savings, after first covering the costs of making the change, Navigant will notify the student and reissue the ticket. The savings realized will be credited back to the student (or the parent!) on a voucher to be used toward future airline travel (airline rules apply and may change/vary).

As you may have already experienced, nominal service fees are becoming commonplace when doing business with a travel agency. These fees are due to significant reductions in commissions paid to travel agencies from airline carriers. Therefore, a one time only fee will apply when an airline ticket is purchased. This service fee will ensure uncompromised service and will guarantee the reservation is continuously monitored for a lower fare.

### **Travel Advice**

Calvin schedules several short breaks in our academic calendar, such as a two-day Reading Recess or Interim break. Some of these breaks occur during months of potentially hazardous weather. These breaks, unlike Christmas and Spring Breaks, are not intended to accommodate significant travel for our students, yet some persist in driving long distances to reach their destinations. Such trips tax the physical endurance of students and put them at the mercy of weather that can turn hazardous quite suddenly. In the past years, several serious car accidents have resulted. We urge parents to discourage long road trips during these short breaks.

## Miscellaneous

### Calvin Lingo

Calvin is a school full of acronyms. Here are just some of the common ones along with a few other commonly used words in the Calvin Community, to help you translate what your student says to you.

AC:	Activity Coordinator- a students who assists the RA in planning social activities for the residents
Bluebook:	Booklet used for exams, can be purchased in the bookstore or at the front desks of Residence Halls
CLC:	Community Life Council- entire student leadership within the dorms
CD:	Cultural Discerner student within the dorms who plans student activities in cooperation with Ken Heffner in the Student Activities Office.
Core Curriculum:	Classes that every student takes at Calvin, regardless of his/her major.
Course Catalog:	A book which lists the classes offered by each department and the requirements for all the available majors/minors at Calvin.
CPC:	Community Partnership Coordinator- student within the dorms who plans service projects in cooperation with the SLC.
CRC:	Common abbreviation for the Christian Reformed Church
Credit Hour:	An hour of class; for example, a class that meets three times a week for an hour will earn a student three credit hours for that semester.
CTC:	Calvin Theatre Company
FAC:	Fine Arts Center
Interim:	During the month of January, students take up to 4 credit hours only, focusing on one course and have the opportunity to participate in a variety of off-campus programs as well.
ITC:	Information Technology Center- a computer lab on the lower level of the Hekman Library
JTS:	Job Transportation Service- transports students from campus to work for a fee.
LOFT:	Living Our Faith Together- Sunday night student led worship service on campus
Major:	Primary area of study
MAC:	Multicultural Activities Coordinator- student within dorms who plans activities in cooperation with the Multicultural Development Office.

- Minor: Secondary area of study (often not required)
- RA: Resident Assistant- assists new and returning students however possible, one per floor in the Residence Halls
- RD: Resident Director- overseer of the dorm, one per Residence Hall
- Reading Recess: A day when there are no classes, giving students an opportunity to catch up on reading and assignments that are incomplete.
- SLC: Service-Learning Center
- Syllabus: Course outline presented to class by faculty at the beginning of the semester including all policies and important dates/deadlines.

## *Important Dates for Parents*

There are four dates in the Calvin College calendar that most directly affect parents. Call (616) 526-6142 for further information on any of these events.

### **Family Weekend - Friday and Saturday, October 24 & 25, 2003**

Please join us in celebrating the opportunities and experiences of Calvin College. Our Family Weekend is an opportunity to share in your students' life at Calvin College. *Family Weekend 2003 is centered on three main areas of student life: academic, spiritual and social. Attend a mock class or join a discussion group led by a faculty member to get a feel for academic life at Calvin. Make a point to attend our Saturday morning chapel service that incorporates elements of the LOFT services, the Sunday evening worship at Calvin. Experience the Fall Music Festival, a Christian Contemporary Music concert, student performance groups, Midnight Madness and more for a sampling of extra-curricular opportunities at Calvin College.*

A brochure with complete details regarding the weekend schedule will be mailed to all families of Calvin students in early September 2003. For updated details check our website at [www.calvin.edu/celebrate](http://www.calvin.edu/celebrate).

NOTE: Donations of used books are welcome for the used book sale on Saturday, October 25. To donate books please contact Bob Meyering at [meyr@calvin.edu](mailto:meyr@calvin.edu) or call (616) 526-6556.

### **Homecoming Weekend – Friday and Saturday, February 6 & 7, 2004**

If you enjoy basketball, meeting old and new friends, and an evening of fine entertainment, Homecoming weekend is for you. Alumni, parents and friends of Calvin are urged to join us for the many activities on campus during this weekend. Make reservations for professional and special interest luncheons and receptions, the men's and women's basketball games, or the Friday and Saturday night "Family Knights at the Movies" concert with the

Calvin College Alumni Choir and guests of all ages. You may wish to attend special chapel services, a music department Alumni Recital or, for the really brave parents, Calvin's very untraditional tradition—Airband! Take a mid-winter break and enjoy a time of socializing and relaxation at Calvin. Other events will be announced in the Fall.

### **Siblings Weekend – February (TBA)**

This is a weekend packed with events for younger siblings (or relatives) of current students. Siblings can stay on campus, eat in the dining halls, and participate in any of the events. Transportation (shuttle vans) is provided for activities off campus during the day. Your Calvin student will receive an informational brochure later in the year with a registration form and schedule of events. Contact the Residence Life Office for more information (616) 526-6116.

### **Commencement Weekend - Friday and Saturday, May 21 & 22, 2004**

Parents of seniors should plan in advance for the many activities which add to the celebrative nature of Commencement Weekend. The weekend begins at 5:00 PM on Friday evening with a Commencement Worship Service in the College Chapel led by several graduating seniors. After the chapel, seniors and their families are invited to a FREE cookout on the Commons Lawn served by Calvin faculty and staff as a way of saying “thank you” for your years of commitment through your prayers and tuition dollars. Special ceremonies and events by the Education Department and the Music Department will also be held on Friday evening. On Saturday morning the seniors are busy with the Senior Celebration Breakfast and Commencement rehearsal. The Calvin College Parent Council will hold the annual Commencement Day Rose Sale from 1-3 PM on the Fieldhouse lawn. They are joined by their families at 3 PM for the Commencement Ceremony in the Fieldhouse and the Fine Arts Center, which is followed with outdoor receptions hosted by various academic departments.

## *Publications for Parents*

You may be interested in the following publications, which are produced by the Office of Alumni and Public Relations:

***The Calvin Connection*** is published four times a year with two of the special editions especially for Calvin parents. This publication contains an overview of news, calendars, and information about campus life. The parent editions contain important dates and information as well as articles of interest.

***The Calvin Spark***, published quarterly in magazine format for Alumni and friends of the college, contains detailed feature stories about life at Calvin and beyond, and is an avenue for communication of alumni and campus news.

***Knightfile*** is an award-winning, eight-page newsletter published three times a year as an informative recap of the highlights from each athletic season.

***Mosaic*** is a six-page newsletter published twice a year to chronicle and celebrate multicultural diversity on campus.

If you do not currently receive these publications and are interested in getting your name on the list to receive any of them, please contact the Office of Alumni and Public Relations, Calvin College, 3201 Burton SE, Grand Rapids, MI 49546, (616) 526-6142 or e-mail [parents@calvin.edu](mailto:parents@calvin.edu).

In addition to these publications, President Byker occasionally sends letters to parents during the academic year that give information about specific campus issues. These letters contain a return postcard inviting comments or suggestions from parents. Please take advantage of this communication opportunity as well. Every card is read and, if necessary, a response is made.

We, at Calvin, hope that some of this information gives you a good start in the communication process with the Calvin community. Don't be afraid to call with questions or concerns. The phone number is (616) 526-6800. The Director of College Relations will assist you or refer you to the proper individual.

## ***Calvin College Parent Council Student Treats***

The Calvin College Parent Council Student Treats program is operated by a committee of Calvin staff working with volunteers. The volunteers are parents, family members or friends of current or former Calvin students. Parent Council works to continue relations with parents, alumni, and the college, and its programs raise funds for projects on campus that will benefit the students.

Calvin College Parent Council Student Treats may be sent to any student living in one of the residence halls or in the Knollcrest East apartments. The following six care packages are currently available:

### **Birthday Kit**

A double layer cake (chocolate or yellow) or giant cookie along with a party pack of plates, napkins, forks & birthday candles is delivered on the student's birthday with a birthday card. If the student's birthday falls on the weekend, the cake will be delivered the Friday before the birthday.

### **Welcome Kit**

A water bottle imprinted with Calvin College is filled with a first aid kit, a key chain flashlight, study supplies and sweet treats.

Delivery Date: first day of class

**Fall Treat**

Order your student a gourmet caramel apple for a mid-semester boost!  
Delivery Date: towards the end of October

**Christmas Exam Treat Bag**

This small, handled holiday bag is filled with healthy snacks, hot chocolate, study supplies & sweets. A great treat for students heading into exams!  
Delivery Date: last day of class (first semester)

**Valentine treat**

Send your student this sweet treat for Valentines Day.  
Delivery Date: February 14, 2004

**Spring Exam Cram Kit**

Jump-start exam time with your vote of confidence! A large box filled with healthy snacks, study supplies & sweets would be a treat for any student!  
Delivery Date: last day of class (second semester)

*For more information and photos of the treats check out the Parent Council website: [www.calvin.edu/parents](http://www.calvin.edu/parents), or follow ordering instructions in the Parent Council Voicemail: (616) 526-6874.*

A brochure with ordering information will be mailed to all families of Calvin students in early September. Orders may be placed at our Passport booth, by mail, by telephone (credit card orders only please) or online\*.

\*Our online ordering is not a secured site. Ordering with a credit card online will be the same as emailing us your credit card number. If you are uncomfortable with this, you have the option to print the order form from our web site and send it in the mail with your payment.

## Hospitality Guide

The Student Development Office has prepared this guide to assist you in locating lodging in Grand Rapids. The hotels marked with an asterisk offer special rates to parents of Calvin students. At the end of the listing is a Grand Rapids map with numbers corresponding to the establishments listed here. We hope you have a pleasant stay in our city when you visit us.

\* **Best Western Midway Hotel (4)** - 4104 28th St. SE, (616) 942-2550.

You'll love our fantastic swimming pool, hot tub, saunas, pool tables, game room, exercise room and tropical atrium all under our famous climate controlled Midway Dome. Calvin rate includes breakfast for all adults. In room coffee makers, iron/ironing boards, hair dryers, voice-mail, and HBO. Complimentary airport shuttle. Eat in our renowned Hoffman House Restaurant or unwind in Calis Grille Room. For more info visit our web site at [www.midwayhotels.com](http://www.midwayhotels.com).

**Baymont Inn (15)** - 2873 Kraft Ave. SE, (616) 956-3300. Newly remodeled. Rooms have iron/ironing boards, hair dryer, coffee maker, data port, and voice mail. Continental breakfast is free along with USA Today and local calls. Children with parent stay free. Ten minutes from Calvin College and within walking distance of three restaurants.

\* **Comfort Inn (5)** - 4155 28th St. SE, (616) 957-2080. Exit 43-A (28th Street West) 1 1/2 miles west of I-96. Platinum Award Winner for Hospitality! FREE deluxe gourmet continental breakfast. FREE airport shuttle. In-room coffee makers, iron/ironing board, hairdryers and safes. Internet data port and state of the art fitness center! Fresh baked cookies and milk Monday-Friday. Book us through the Calvin College web site! WE LOVE CALVIN!

**Country Inn and Suites (13)** - 5399 28th Street SE, (616) 977-0909.

Indoor pool, hot tub, complimentary continental breakfast, free local calls, pay-per-view, in-room coffee maker and complimentary coffee.

**Courtyard by Marriott (6)** - 4741 28th Street SE, (616) 954-0500; (877) 600-0500. Indoor pool, exercise room, guest laundry, airport shuttle, and restaurant (breakfast only). In-room coffee, hair dryers, and irons with full boards.

**Days Inn Airport (14)** - 5500 28th St. SE, (616) 949-8400. Large indoor pool, sauna, Jacuzzi. Free local calls, cable TV, free continental breakfast. Airport shuttle, meeting rooms.

\* **Exel Inn (9)** - 4855 28th St., (616) 957-3000; (800)367-3935. In-room coffee makers, irons/ironing boards, and hair dryers. Complimentary fitness room and continental breakfast.

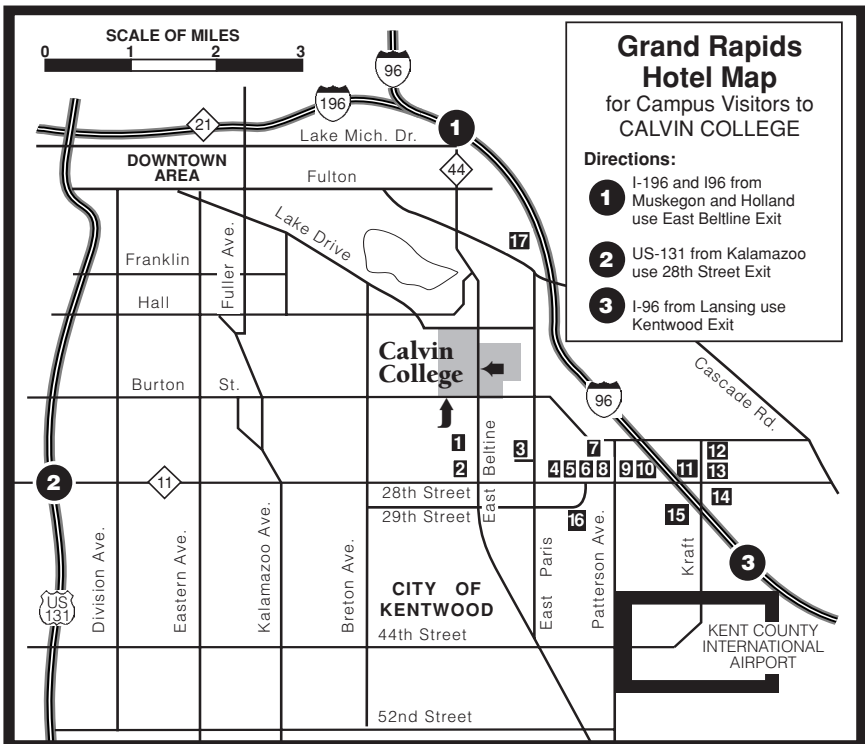
\* **Hampton Inn (10)** - 4981 28th St. SE, (616) 956-9304; (800) 426-7866. Free deluxe continental breakfast, local phone calls, HBO and Disney

Channels. Exercise facility and outdoor heated pool. In-room coffee makers and iron/ironing boards.

\* **Hilton Hotel (8)**- 4747 28th St. SE, (616) 957-0100; (877) 944-5866. Complimentary airport transportation, complimentary coffee in lobby Monday through Friday, indoor swimming pool with outdoor deck, whirlpool, sauna and fitness area. Spinnaker restaurant and lounge. In-room hair dryers, iron/ironing boards, and coffee maker. Each room equipped with 2 lines; one for voice communication and the other for data. 24-hour room service/valet service.

**Homewood Suites (3)** - 3920 Stahl Drive SE, (616) 285-7100; (800) CALL-HOME; FAX: (616) 285-1505. All suite hotel includes expanded continental breakfast, light dinner M-Th, fully equipped kitchens, separate living and sleeping areas, king size beds w/sofa sleepers, indoor pool and hot tub and an outdoor sport court.

\* **Lexington Hotel Suites (12)** - 5401 28th St. Court SE, (616) 940-8100; (800) 441-9628. Each suite has a sitting area and sleeping area. Suites come with 2 full-cable TVs with HBO. Expanded continental breakfast. Microwave, refrigerator and coffee maker. Indoor pool, spa, exercise room.



\* **Prince Conference Center at Calvin College** – 1800 East Beltline SE, 1-866-526-7200.

\* **Quality Inn Terrace Club (7)** - 4495 28th St. SE, (616) 956-8080. Includes full breakfast buffet and complimentary evening hors d'oeuvres. Indoor pool and whirlpool, exercise equipment, free local calls, free week-day newspaper.

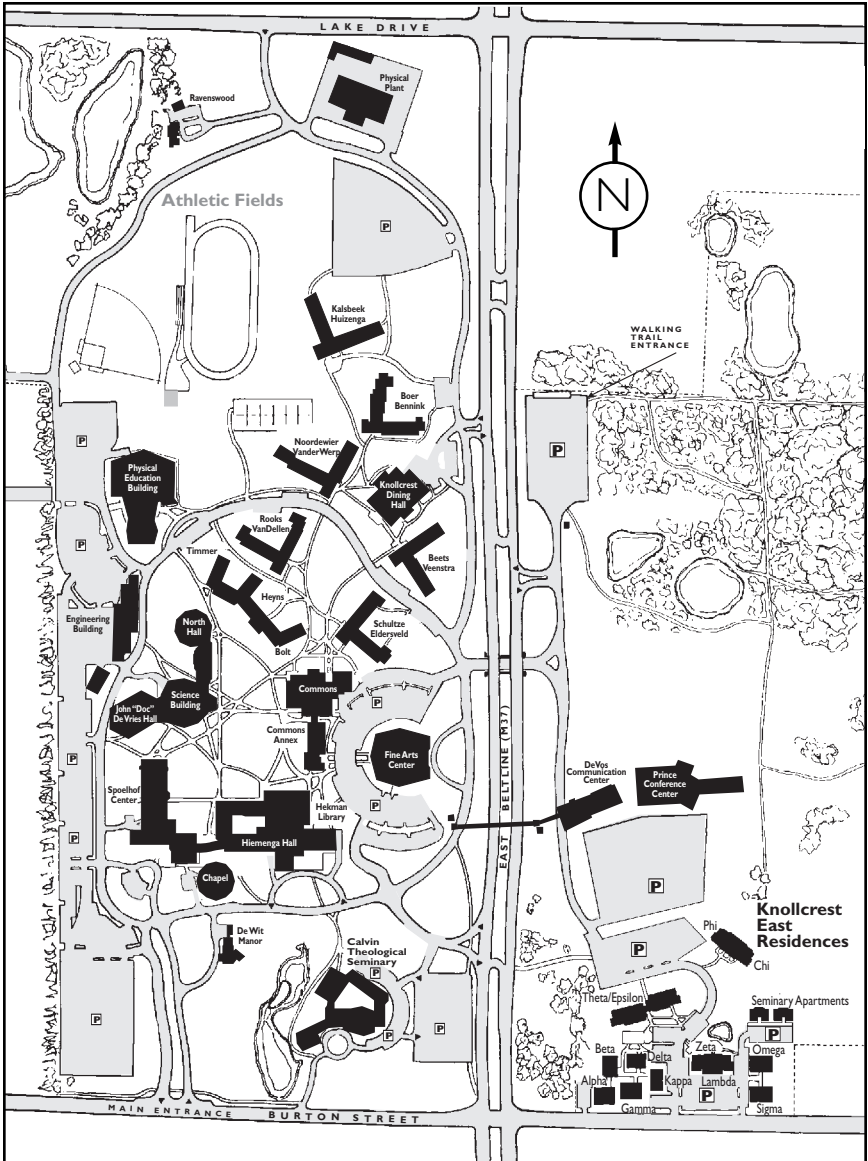
\* **Radisson Inn Airport East (2)** - 3333 - 28th St. SE, (616) 949-9222; FAX: (616) 949-3841; (800) 333-3333. In-room coffee makers, iron/ironing boards, complimentary shuttle service to and from airport, physical fitness room. Holiday recreational area which includes indoor pool, whirlpool, sauna, pool tables, ping pong, shuffleboard, putting green and game room. On site restaurant and lounge. Located in front of Woodland Mall and only 3 miles from the airport.

\* **Red Roof Inn (11)** - 5131 28th St. SE, (616) 942-0800; (800) 733-7663. Free local calls, ESPN, Showtime, CNN, weather channel, extended cable, pay-per-view movies and games. Free coffee and USA Today in lobby. Fax and copy services available. Cots and roll-aways.

**Residence Inn by Marriott (1)** - 2701 E. Beltline SE, (616) 957-8111; (800) 331-3131. Closest all-suite hotel to Calvin. All suite hotel with full kitchens and separate living areas. Breakfast provided 7 days a week and evening social hour Monday through Thursday. Amenities include, but are not limited to, outdoor pool and Jacuzzi, exercise room, sport court, grocery shopping, and business center. Inquire about discounts.

\* **Sleep Inn (16)** - 4284 29th Street SE, (616) 975-9000. Complimentary El Grande buffet breakfast, evening hospitality, indoor swimming pool, whirlpool, exercise room, game room, free local calls, in-room coffee makers, suites with Jacuzzi tub, wet bar, microwave, refrigerator, hair-dryer, iron and board, 67 cable channels including HBO.

# Campus Map



# Contacting Calvin

We'd love to address your questions and welcome your involvement in the Calvin community! For office numbers, allow administrative assistants to forward your call based on its nature. Thank you.

<b>Toll Free Number</b> .....	<b>1-800-688-0122</b>
#1 Admissions	
#2 Housing	
#3 Financial Aid	
#4 Financial Services	
#5 Registrars Office	
#6 Graduate Studies	
#7 Health Services	

If you need a number that is not on the list, please consult the switchboard Switchboard (616) 526-6000

## Academic Work

Office of the Registrar .....	526-6155
Student Academic Services .....	526-6113
Hekman Library .....	526-7197
Admissions Office .....	526-6106
Alumni Relations Office .....	526-6142
Broene Counseling Center .....	526-6123
Campus Fax Number .....	526-8551
Campus Safety .....	526-6451
Career Services .....	526-6485
Chaplain Dale Cooper .....	526-6244
College and Parent Relations .....	526-6142
Conferences, Campus Events and Box Office .....	526-6280
Event Information Line .....	526-8585
Ticket Information and Orders .....	526-6282
Financial Aid (Scholarships, Loans, Grants, Aid) .....	526-6134
Financial Services (Bills, Payments) .....	526-6127

Health Services	526-6187
Housing Office	526-6120
Information Technology Center	526-6144
International Student Advisor	526-6515
Lost and Found	
Campus Safety Office	526-6451
Mail Services	526-6154
Media Relations	526-6475
Multicultural Student Development Office	526-6081
Residence Hall Desks	
Beets-Veenstra	526-6997
Boer-Bennink	526-6931
Bolt-Heyns-Timmer	526-6731
Kalsbeek-Huizenga	526-8400
Noordewier-VanderWerp	526-6863
Rooks-VanDellen	526-6665
Schultze-Eldersveld	526-6797
Knollcrest East	526-7070
Residence Life Office	526-6116
Service-Learning Center	526-6455
Student Academic Services	526-6113
Services to Students with Disabilities	526-6114
Student Activities Office	526-6064
Student Development and Student Organizations Office	526-6165
Student Life Office	526-6453

**ON-CAMPUS EMERGENCIES:  
CALL x3-3333 (Campus Safety) or 911**