

**LIFE  
KNOX  
2011**

**From the Office of Student Development**

**KNOX COLLEGE**

# Welcome To Knox College!

We are excited that you have chosen Knox College! We are eagerly planning for and awaiting your arrival on campus in September.

Over the summer, you will be receiving a variety of information from the Office of Student Development. The purpose of these mailings is to help answer your questions and acquaint you with some of the important aspects of Knox College. This mailing, *Life Knox*, will answer questions about campus life, residential learning, and billing and health issues, and also include some important forms to return to Knox.

We ask the following of you when you receive this mailing:

- **Read the information thoroughly.**
- **Return the important forms by the dates noted on each form.**
- **Refer to the information throughout the summer.**

We look forward to meeting you and welcoming you to the Knox College Community!

— The Student Development Staff

## Future Mailings

### July

- Billing Statement
- Housing Assignment and Roommate Information
- Academic Life Newsletter (*Class Knox*)
- Fall Course Schedule
- Second Language Placement Exam
- Honor Code Information
- Health Services & Supplemental Insurance Information

### August

- E-Newsletter about Campus News (*Community Knox*)

### September

- Family and Friends Weekend Information (*Family Knox*)

## Office of Student Development

Phone: 309-341-7222

Fax: 309-341-7077

[www.knox.edu/newstudent](http://www.knox.edu/newstudent)

## The following offices comprise the Office of Student Development led by Deb Southern, Dean of Students.

- Campus Life (Residential Learning and Student Activities)
- Center for Career & Pre-Professional Development
- Center for Community Service
- Center for Intercultural Life
- Center for Teaching and Learning
- Health & Counseling Services
- TRIO Achievement Program (TAP)

# Important Dates — Fall 2011

<b>Thursday, September 1</b>	International Student Orientation begins
<b>Thursday, September 1</b>	Multicultural Student Orientation begins
<b>Saturday, September 3</b>	New students arrive Check-in begins at 9:00 a.m.
<b>Tuesday, September 6</b>	Residence halls open for returning students at noon
<b>Wednesday, September 7</b>	Pumphandle
<b>Thursday, September 8</b>	Classes begin/Opening Convocation
<b>Friday–Sunday, October 14–16</b>	Homecoming
<b>Saturday–Sunday, October 22–23</b>	Family & Friends Weekend
<b>Friday, November 18</b>	Classes end
<b>Sunday–Tuesday, November 20–22</b>	Finals
<b>Wednesday, November 23</b>	Winter Break begins Residence halls close at noon

## New Student Orientation Program Overview 2011

### Day 1

Check-in  
Suite Meeting  
Orientation Group Meeting  
Dinner with Faculty Advisor  
Playfair

### Day 2

ID Pictures  
Academic Life  
History and Traditions

### Day 3

Faculty Advisory Meetings  
Computer Setup  
Campus Safety

### Day 4

Introduction to FP  
(First-Year Preceptorial)  
Library Orientation  
Talent Show

### Day 5

Payroll Signup  
Campus Job Fair  
Registration  
Pumphandle

### Shuttle Service

Knox College offers shuttle service at the beginning and end of each academic term for students flying into or out of the Quad Cities (Moline) or Peoria airports (each about an hour from campus) or arriving or departing by bus into the Peoria Charter Terminal (located at Bradley University in Peoria). For more information, to view the shuttle schedule, or to make a shuttle reservation, contact the Office of Student Development at 309-341-7863 or visit [www.knox.edu/shuttle](http://www.knox.edu/shuttle).

# Residential Learning

Student residence halls at Knox College offer a dynamic living and learning environment. First-year students live in suite/floor arrangements with 10–29 of their peers and a resident advisor—an upperclass student trained to provide living and learning support. The housing selection process is held every spring. Learn more about the residence halls at [www.knox.edu/residences](http://www.knox.edu/residences).

## Room Assignments

Most first-year students will receive their room assignment and information about their new roommate in July. Transfer students will be housed on August 1.

## Room and Suite Measurements

HALL	DOUBLE ROOM	SINGLE ROOM	LOUNGE SIZE	SUITE COMPOSITION
Campbell	11x16 ft	10x7.5 ft	17.5x14.5 ft	4 doubles, 2 singles
Elder	11x16 ft	10x7.5 ft	17.5x14.5 ft	4 doubles, 2 singles
Neifert	11x16 ft	10x7.5 ft	17.5x14.5 ft	4 doubles, 2 singles
Post	12x15 ft	9x12 ft	22x16 ft	8 doubles, 2 singles
Raub	12x16 ft	N/A	24x19 ft	6 doubles
Sellew	12x16 ft	N/A	24x19 ft	6 doubles
Seymour	12x15 ft	N/A	12x30 ft	12 doubles
Sherwin	11x16 ft	10x7.5 ft	17.5x14.5 ft	4 doubles, 2 singles

Additionally, there are two residence hall rooms located in the basement of Raub-Sellew, a double and a quad. The double room measures 11x19 ft and the quad measures 24x14 ft.

## What to Bring...Or Not

Every room is furnished with a bed, mattress, desk, chair, dresser, and closet space for each occupant. Your room also comes with blinds or drapes, carpeting, telephone, and TV cable jack.

### What to Bring

**Bedding:** Your bed will be “extra-long” style so extra-long single twin sheets are a must. Also bring your pillow, pillowcases, blankets, and your bedspread.

**Personal items:** Towels, iron, mini ironing board, laundry basket or bag, hair dryer, alarm clock, clothes hangers, toiletries and carrying case for easy trips to the bathroom. You may also want to consider bringing a set of dishes (plate, bowl, silverware, and cup).

**Furnishings:** Desk lamps and room lamps (halogen lamps are not permitted), a refrigerator (must be small, energy-efficient “cube” type, maximum 4.5 cu. ft.) and a telephone are great things to have in your room. You also may want to think about bringing a fan, an electric coffee pot, and a UL-approved surge protector.

**Decorations:** We encourage decorating your room; it will be your new “home away from home.” Please keep in mind that while decorations are permitted, they must not cause damage or create safety hazards. We require using hanging materials which do not leave residue or damage the walls. Thumbtacks may be used only on bulletin boards/strips.

**School supplies:** Don't forget your backpack or book bag, notebooks, pens and other supplies. The Knox Bookstore stocks everything you might need.

**Transportation:** If you bring a car, please note that parking is limited and that a (free) Knox College vehicle permit is required. If you love riding your bike, then bring it with you. We recommend registering it with the Galesburg Police Department. Your bike can be stored in your room, in specific storage areas on campus designated for bikes, or locked to outdoor racks (the metal U-shaped lock is encouraged). Bikes cannot be stored in stairwells or suite areas.

**Insurance for personal property:** Knox College is not responsible for personal belongings. Some homeowners' policies cover student belongings in the residence halls. Ask your insurance provider about policies and/or separate coverage.

### **What Not to Bring**

No firearms or weapons of any kind. This includes air rifles, swords, BB guns, sling shots, etc.

No appliances such as air conditioners, space heaters, electric skillets, or any appliances with exposed heating coils or wires (including toasters and toaster ovens) are permitted. Halogen lamps are prohibited.

**A note on the pet policy:** Fish and small caged animals (guinea pigs, hamsters, etc.) are allowed in your personal living unit (but not in the suite areas). Your pet must be approved by your roommate, kept in a cage or terrarium, and be well cared for. Dogs, cats, ferrets, and wild animals are not permitted in college residence halls.

For more complete information on rules, regulations, policies, and procedures, view the Student Handbook at [www.knox.edu/studenthandbook](http://www.knox.edu/studenthandbook).

## **Laundry Facilities**

You will find coin-operated washers and dryers in the basement of Sherwin-Neifert, Raub-Sellew, Griffith-Longden, Conger-Neal, Hamblin, Post, 240 W. Tompkins, 284 W. Tompkins, 251 S. West Street, Williston Hall, and on the second and third floors of Seymour Hall. Residents of Campbell-Elder use the washers and dryers in the basement of Sherwin-Neifert. Costs are 75 cents to wash and 75 cents to dry, so bring your quarters!

## **Kitchen Facilities**

Cooking is not allowed in student rooms. However, many of our first-year residence halls have kitchens. You will find facilities in the basement of Post and in the basement of Sherwin which is utilized by all students living in “5-Name,” which includes Campbell-Elder, Furrow and Sherwin-Neifert. Knox encourages students to take advantage of the kitchen facilities, whether it be cooking for yourself or a group of hungry friends.

## Student Activities

There's always something fun going on at Knox, and it's the students who really make the fun things happen. Knox has nearly 100 student clubs and organizations, and almost all of them plan activities that are open to the entire campus. Make sure to stop by the Carnival of Clubs during Orientation, where you'll get the chance to talk to club leaders and learn about the many different ways you can get involved.

The Campus Life Office at Knox provides guidance, materials, and resources to help with starting a new club, planning a club budget, organizing a large-scale event, or reserving a space. For more information about getting involved and making fun things happen on campus, check out [www.knox.edu/clubsorganizations](http://www.knox.edu/clubsorganizations).

## Center for Career & Pre-Professional Development

The Center for Career and Pre-Professional Development helps students and alumni determine educational and career goals, develop strategies, and implement plans to reach those goals. Individual advising sessions, group workshops and seminars, and speakers help students make informed choices.

The Center maintains a library of career information that includes directories of summer job and internship opportunities, company profiles, and full-time employment opportunities. Graduate study information and information for graduate and professional school exams is also available. The Center coordinates recruiting visits from graduate schools and employer representatives and provides a credential service to students and alumni. Contact the Center at 309-341-7494 or [careers@knox.edu](mailto:careers@knox.edu).

## Center for Community Service

The Center for Community Service coordinates volunteer opportunities for students, faculty and staff at Knox College. Our goal is to connect volunteers with local, regional, national and international organizations. Students volunteer to achieve personal, social, academic and professional goals. Our Center works with individuals, clubs and organizations, Greek life, and some academic programs to design and implement new programs each year. A record of our service projects is available at the [www.knox.edu/volunteer](http://www.knox.edu/volunteer). Contact the CCS at 309-341-7085 or [volunteer@knox.edu](mailto:volunteer@knox.edu).

### New Student Interest Inventory

Please go to [www.knox.edu/newstudent](http://www.knox.edu/newstudent) and click on "Student Activity Interest Survey" to complete the inventory.

Knox College offers a wide range of academic and co-curricular programs which you may wish to participate in while you are a student. We encourage you to include some of these great programs into your educational plan. Knox has designed an online survey for our new students to complete. We will relay your survey information to those persons on campus who are responsible for various activities. Please take a few moments to complete the online survey and jump start your involvement on campus.

## Counseling Services

A licensed counselor is available, free of charge, for professional counseling for a variety of personal issues, including anxiety, depression, unresolved conflicts, social concerns, sexual problems, eating disorders, or other concerns. Special assistance to individuals with alcohol or drug-abuse problems is also available. Referrals can be made to other counseling services in Galesburg.

A student's right to privacy is fully protected and counseling is strictly confidential. If a student wants personal information supplied to a psychologist or College official, the student signs a release form. Counseling Services records are not part of the student's permanent record. For more information, contact Counseling Services at 309-341-7492 or [counseling@knox.edu](mailto:counseling@knox.edu).

## Center for Intercultural Life

The Center for Intercultural Life (CIL) plays an important role in creating and maintaining an engaged community by promoting respect, civility, cultural awareness, and a successful transition to Knox. The CIL also serves as an additional student meeting and relaxation space.

The CIL staff oversees student organizations that use the following cultural centers on campus for their activities: ABLE Center, International House, Casa Latina, Asian Cultural House, and the Human Rights Center. Many of these cultural centers are residential areas open to sophomores and above. The student groups use these spaces to promote cultural awareness and healthy intercultural relations among students.

In addition to supporting the interests of the cultural centers, the CIL staff advise and counsel students on academic and personal concerns, conduct pre-orientation for multicultural and international students, and facilitate informed cultural exchange. All students are welcome to present their ideas or questions by contacting the Center at 309-341-7230 or 309-341-7231

## Postal Services

You will be assigned a campus mailbox over the summer. Your box number will be included with your housing assignment. Letters and packages should be addressed as follows:

Student Name  
Knox College Box K-\_\_\_\_\_  
2 East South Street  
Galesburg, IL 61401-4999.

All mail (including packages, Certified and Express Mail, Registered Mail, UPS, Fed Ex, DHL, etc.) is delivered to the student's assigned mailbox. No mail or parcels are delivered directly to students' residence hall rooms. All outgoing mail and parcels also are handled through the mailroom. Carriers such as UPS or Federal Express are not able to deliver to or pick up from the student residence halls.

## Telephone Services

All students in residential housing are provided a phone number for personal telephone service including voice mail at no charge. Students must provide their own telephone equipment. Suite and/or hallway phones are provided in common areas for added convenience and security.

Additionally, public phones are located in the following buildings: Ford Center for Fine Arts, T. Fleming Fieldhouse, and the Umbeck Science-Mathematics Center.

Questions should be directed to the Telecommunications Office, 309-341-7171.

## Emergency Information

Campus Safety can be reached at 309-341-7979, 24 hours a day, 7 days a week.

## Computer Information

### E-mail

You will be assigned a Knox e-mail account that will be yours throughout your academic career at Knox. First-year students will receive their e-mail account and login information with your housing assignment. Detailed information regarding computer setup will be sent to this e-mail address prior to your arrival (early August). You will be able to access your account from anywhere with Internet connectivity by going to *mail.knox.edu*. Your account will tie you into a campus directory, and will also subscribe you to e-mail lists that update you on campus events and other information. Since all official College communication will transact through this account, we strongly recommend that you actively use your Knox e-mail account rather than an off-campus e-mail service.

Your e-mail account also offers a calendaring application which you may want to take advantage of. The Registrar uses the calendaring system to note important dates during the academic year.

### Network Accounts

Each student receives a “home account” on the network which may be used to store and/or backup your document files. Your home account is backed up each night. Backups are available for 30 days. You will be able to access your home account from anywhere on campus. Off-campus access to your home account is available through a clientless SSL VPN (Virtual Private Network).

### Supported Computers/Operating Systems

To send and receive e-mail, access software and printers across campus, search the Knox library catalog, and connect to the Internet—from anywhere on campus—all that is required is a computer that meets the specifications listed below.

Windows-based computers must be running Windows XP, Windows Vista, or Windows 7. **You must have the latest service packs and critical updates applied.**

Macintosh computers should be running Mac OS X version 10.5 or greater. **You must have the latest Apple Updates applied.**

## Current Student Gateway

The current student gateway is your one-stop shop for news, campus events, menus, Webmail, and much more. Go to [www.knox.edu/currentstudents](http://www.knox.edu/currentstudents). You may want to make it your own home page.

Note: While Knox supports both Windows and Macintosh computers, a significant amount of software is only available for the Windows PC platform. If you don't have a strong preference or an existing computer, you should at least consider bringing a Windows PC to guarantee access to the widest array of software.

Machines running LINUX, BeOS or any other UNIX based operating system may connect to the network provided they have the correct hardware and software. Knox does not support these operating systems in any way nor does it maintain any network applications for them.

Recommended hardware specifications are:

- Intel Core 2 Duo machine running at 2.0 GHz or better,
- At least 2 GB of RAM is recommended,
- A minimum of an 80-gigabyte hard drive,
- A CD/DVD drive,
- An external USB hard drive for backup,
- An on-board or external wireless card is required. This card must support the 802.11 a/g/n standards. Most new Windows computers and all newer Macintosh computers already meet the requirements for full support on the College's network. If you want to be sure you can visit [www.knox.edu/wirelessconnectivity](http://www.knox.edu/wirelessconnectivity) to see if your card is listed.

Complete documentation for configuring your computer to work on the Knox network is available at [www.knox.edu/computing](http://www.knox.edu/computing) in the "Computer and Phone Services" section. If you experience problems connecting to the network after following all the instructions, please contact the Computer Center Help Desk at 309-341-7700.

Note that a number of computer companies offer online educational discounts—check for them! Knox does not recommend or endorse specific vendors, however any vendors that have specific agreements with Knox will be listed on the bookstore's Web page at [www.knox.edu/bookstore](http://www.knox.edu/bookstore).

## Anti-Virus Software and Operating System Updates

The Computer Center provides anti-virus and anti-spyware software for all students using Windows PCs or Macintoshes—and it **is required** that you have this installed before connecting to the campus network. Once you have your username and password, you may download this software, free of charge, by going to [sophos.knox.edu/studentinstaller](http://sophos.knox.edu/studentinstaller) and following the instructions.

1. Install the anti-virus and be sure it is updating frequently (new viruses appear constantly!)
2. Install updates to your operating system from Microsoft and Apple. Run Windows Update and check with Apple for updates. The patches and service packs fix known vulnerabilities. Remember that a Mac running Windows is

exposed to all the Windows viruses! And while Mac viruses are far less common than those for Windows, they are out there.

3. Your computer will be scanned once it is connected to the campus network to ensure steps 1 and 2 have been followed and your computer is compliance.
4. Don't set up an "open share." If you need to share a folder put a password on it. If we find an open share we will disable your connection (if we can write to it so can a virus.)

## Wireless Computer Network

Knox has wireless access everywhere on our campus. You are still able to connect directly to the wired network in your room for a fee, and there are ethernet ports available in the library. Requirements for using the network can be found at [www.knox.edu/wirelessconnectivity](http://www.knox.edu/wirelessconnectivity) (and you can call the Computer Center Help Desk at 309-341-7700 if you have questions.)

DO NOT BRING a personal wireless access point/router. Personal wireless access points/routers are not permitted since they will interfere with the College's system and prevent others from gaining access. Wireless access points/routers that are not operated by the College and are attached to the Knox network will be disabled.

## Network Applications (Free MS Office!)

Knox College maintains a campus agreement with Microsoft that allows all students to install the Microsoft Office Suite on their personal computers—free of charge! The College supports many other software applications and makes them available for student use via network servers or through CD/DVDs available for check-out from the library. It is not necessary for students to purchase the software available on the servers since it is accessible from the public labs and generally from student rooms.

## Printing

Students may print to network-based printers located throughout the campus. There is a fee for printing in excess of 300 pages per term. Instructions for connecting to networked printers may be found at [www.knox.edu/printing](http://www.knox.edu/printing).

## Summary

Check out our Web page at [www.knox.edu/computing](http://www.knox.edu/computing) for:

- A more complete list of software available to the students;
- Documentation on connecting to our network;
- Documentation for printing to network printers.

If you have any questions regarding the Knox network or connecting computers in the College residence halls, please call the Computer Center at 309-341-7700 or e-mail your inquiry to [helpdesk@knox.edu](mailto:helpdesk@knox.edu).

# Dining Services

Knox Dining Services provides many meal options for our students, faculty, staff, and guests. The Hard Knox Café is an all-you-can-eat venue; the Oak Room has a quiet atmosphere; the Gizmo, our campus snack bar, has an extensive sandwich and burger menu; and the Out Post, our campus convenience store, has a wide assortment of products. For times when you are in a hurry, Grab-N-Go locations in Post Hall and Seymour Union serve, Monday through Friday, quick breakfasts and lunches.

**All students are expected to participate in a Board Plan.** The meal plan contract is for the current academic year only and each student is required to complete a new meal plan contract each academic year. If you find your meal plan doesn't quite fit, you can change it through the second Friday at the start of each term by simply completing a new contract in the Dining Services office. Meal plans are not available during winter and spring breaks or summer vacations.

## Meal Plans

Knox meal plans are designed with an emphasis on flexibility. Each plan consists of a specific number of meals which are for personal use and for the times when there is a need to entertain visiting family or friends. Dining Dollars, included in each plan, can be spent just like cash at any Dining Services location and can be used whenever and however you like each term. **Unused meals and Dining Dollars are nontransferable and do not “roll over” from term to term.** With five different plans at varying levels of meals as well as Dining Dollars, we are sure to have a plan that fits your lifestyle. Additional spending power may be added with the purchase of Flex Dollars at any time. (Refer to “Optional Flex Dollars” section below.)

	Meals/Term	Dining Dollars
Premier 200	200	\$75
Premier 150	150	\$165
Premier 125	125	\$210
Premier 100	100	\$270
Premier 75	75	\$350

## Optional Flex Dollars

Flex Dollars may be purchased at any time during the term, with cash or check, by going to the Dining Services Office located in Seymour Union. It is also possible to have Flex Dollars billed to student accounts during the first two weeks of each term (through the second Friday at the start of the term). Flex Dollars can also be purchased by currently enrolled students who have been granted off-board permission as a convenient “cash-less” method of utilizing campus dining facilities. Funds are deposited to student accounts in \$25 increments. **All funds deposited may be spent throughout the academic year, but must be spent before the end of the current academic year. Flex Dollars are not refundable and do not “roll over” from year to year.** This program allows students to use their ID cards to access the funds deposited versus carrying cash to make purchases in all dining locations, the Bookstore, and to make copies at many copy machines throughout the campus.

## Eating Area Options

### The Hard Knox Café

The Hard Knox Café offers a wide variety of menu options in an all-you-can-eat cafeteria setting. Depending on the meal, choices may include: cereals and home-style breakfast selections; vegetarian and vegan options; ethnic entrees; traditional American favorites; a variety of freshly-baked pizzas; cook-to-order stir-fry station; deli station with an extensive variety of sandwich makings; choice of soups; a well-stocked salad bar; pasta, sauces, and accompaniments; a variety of desserts, puddings, ice cream, frozen yogurt, cookies, and more. Soda, juice, coffee, milk and other assorted beverages are available at every meal. The Hard Knox Café is open for breakfast, lunch, and dinner Monday through Saturday and for brunch and dinner on Sunday.

### Oak Room

The Oak Room, in Seymour Union, with its high ceilings and oak paneling, offers a quiet, relaxed atmosphere. The menu offers Grab-N-Go options for breakfast and themed menus for lunch, Monday through Friday and for dinner, Monday through Thursday. Themes are ever evolving and frequently change and may range from breakfast night to an Asian noodle bowl.

### The Gizmo

The Gizmo, our campus snack bar, offers a variety of hot food from the grill, bagel pizzas, made-to-order sub sandwiches, combo meals, fresh salads, desserts, beverages, gourmet coffee, and snacks. Luncheon specials are offered Monday through Friday when classes are in session. Dining Dollars, Flex Dollars, cash, and Visa and MasterCard are all accepted forms of payment. The Gizmo is open seven days a week when classes are in session.

### The Out Post

The Out Post, our campus convenience store, open seven days a week when classes are in session, is located in Post Hall lobby. It offers a wide variety of beverages, snack items, grocery staples, toiletries, and general merchandise. The Out Post breakfast and lunch express, located in the Post Lobby, is open Monday through Friday and serves Grab-N-Go selections ranging from assorted beverages, fresh fruit, soups and side dishes to sandwiches and desserts. Dining Dollars, Flex Dollars, cash, and Visa and MasterCard are all accepted forms of payment.

### Grab-N-Go Cart

The Grab-N-Go Cart, located in the main lobby of Seymour Hall and in Post Hall, is open Monday through Friday for lunch and may be your answer for those days when time is in short supply. You will find a number of selections—soups, freshly made sandwiches and salads, snacks, and beverages—all offered in a way that will have you off and running in no time.

## Identification Cards

All students are provided a Knox College student Identification Card. Your ID card is as important to campus life as a driver's license would be to off-campus life. Your card is coded to allow you to access your particular meal plan privileges, to check out books and other items in Seymour Library, to be used as a personal identification card for Campus Safety and other College officials, as well as to access your Flex Dollars account for use with campus copy machines and in the

Knox College Bookstore. The use of your identification card is nontransferable and carries a penalty for misuse. If your student ID is damaged so that it does not consistently work in the card reader, you will need to replace it. For more information, contact Dining Services at *knoxfood@knox.edu*.

## Down to Business

### Paying Tuition and Fees

To accommodate the range of financial situations of our families, the College offers two options to pay tuition, room and board, and other fees. Payment arrangements for the year **MUST be made in advance of the due date – August 8, 2011.**

If you choose an installment payment plan, arrangements should be made immediately with Tuition Management System (TMS).

#### Payment in Full by Term

The student pays Knox College a term's total charges, less financial aid, approximately three weeks prior to the beginning of each term.

Please note that delinquent payments may result in a \$50 late payment fee. A student whose account is delinquent is not entitled to board, room, admission to classes, issue of a transcript, or diploma.

Delinquent accounts may be assessed late payment fees, collection costs, and reasonable attorney fees necessary to recover such delinquencies. Delay in the receipt of either a loan or outside scholarship will not result in a late payment fee or collection costs.

In establishing your student account, Knox College, a nonprofit institution of higher learning, extends credit to you solely for the purpose of financing your education. Therefore, any balance due is a student loan and will not be considered a dischargeable debt pursuant to the Bankruptcy Abuse and Consumer Act of 2005 effective October 17, 2005.

#### Tuition Management System (TMS) Payment Options

The student may select one of these plans. TMS charges an enrollment fee based on the type of plan chosen.

- A) Monthly Payment Plan.** Plans ranging from 9 months to 12 months are available. Please contact an Education Payment Counselor at TMS (888-722-4867) for information. A \$65 fee for this service is payable to TMS.
- B) Term Plan.** A plan consisting of three equal payments within a term with a fee of \$35/term payable to TMS. Please contact an Education Payment Counselor at TMS (888-722-4867) for information.
- C) Credit Card Plan.** Payment by credit card is available by calling an Education Payment Counselor of TMS at 1-888-722-4867. There will be a convenience and enrollment fee for this service payable to TMS. (Visa not accepted.)

#### Payment due dates:

Fall Term – August 8, 2011

Winter Term – December 16, 2011

Spring Term – March 5, 2012

## E-Billing and Payment Gateway

Knox College offers two ways to manage and pay your student charges online using the College's convenient and secure E-Bill or Payment Gateway. Go to [www.knox.edu/tuition-gateway](http://www.knox.edu/tuition-gateway) to enroll and receive electronic notification when payments are due or to make fast, easy payments online.

### E-Bill

Setup for the Knox College E-bill is simple. Just follow the enrollment instructions and include the e-mail address where you would like to receive notification for future bills. You may even choose to "opt out" of paper billing entirely and make all future Knox College payments using your online account. Notification of payment due will come to the e-mail address you provided during enrollment. Your notification e-mails will include a link to Knox's secure billing site where you will enter username and password to log in, view, and pay your bill. You can also review past bills and payment history on the site.

### Payment Gateway

Knox's convenient payment gateway allows you to make full or partial payments to your account anytime. One click on the website takes you to the gateway where you can view other payment options like Tuition Management Systems Monthly Payment Plan or click "Pay in Full" to make a payment using a checking or savings account, or a credit card. Follow the simple steps, enter name, address and student ID, and your payment will be credited to your account.

Feel free to contact the Business Office at 309-341-7313 if you have any questions.

## Financial Aid and Billing Statements

For students who are financial aid recipients, the pending financial aid credits shown on your fall term billing statement are based on the best information we have in the Financial Aid Office as of the billing date. If you reduce or increase your loan(s), or if any other changes come to our attention, your aid credits will be revised during the next billing period and you will receive an updated statement.

Unless your package was revised, the balance due on your billing statement should be approximately the same as the per term amount due reported on the Cost/Payment Worksheet that accompanied your financial aid package (U.S. students only), with the exception of:

- 1)** the one-time charge of \$210 for Plan A (\$326 for Plan B) for the College's optional medical insurance plan. The charge will be removed if you decline the insurance on a waiver card, which must be returned to the Office of Student Development.
- 2)** for returning students, any previous statement balance (top of the bill) or miscellaneous charges added since your last statement.
- 3)** any deviation from standard room and board charges or recent changes in off-board and/or off-room status.

For new international students, there is a one-time orientation fee of \$300.

Here are some further explanations of the financial aid credits:

**Outside Scholarships:** Some students may have scholarships from outside sources, such as the Mellinger Foundation, National Merit Scholarship Corp., etc. You are required to notify the Financial Aid Office of any outside scholarships you expect to receive. If our office knows the amount of your outside scholarship(s) and the scholarship checks are being sent to Knox, 1/3 of the total you will receive for the year appears as a pending credit on your fall term bill. The actual credit will be posted to your account once we have received payment from the donor of your scholarship. At this time, you are not responsible for the amount due from the scholarship donor, but if a check is not received by the first day of classes, you should contact the donor to see why it has not been disbursed.

**Federal Direct Loan (sub and unsub):** The pending loan credit is 1/3 of your total loan, less 0.5% in loan fees. This amount may be different from the actual credit by \$1–\$3 because of rounding differences.

**Federal Direct PLUS Loan:** The pending loan credit is 1/3 of your parents' total loan, less 2.5% in loan fees. This amount may be different from the actual credit by \$1–\$3 because of rounding differences.

**Private Education Loans (i.e. Wells Fargo Collegiate, US Bank No Fee Loan, etc.):** If our office has certified one of these loans for you, we have included 1/3 of the loan as an **estimated** credit, pending loan approval and receipt of funds via EFT. If the loan program requires an origination fee, the fee has been deducted from the estimated disbursement.

If you have further questions about the pending financial aid, scholarship or loan credits on your account, you may call the Financial Aid Office at 309-341-7149 or e-mail [financialaid@knox.edu](mailto:financialaid@knox.edu).

## PLUS (Parent) and Private Education Loans

If a student's family plans to use a Federal PLUS and/or a private education loan to pay charges, applications must be submitted by the payment arrangement due date, to the Knox College Office of Financial Aid. Delay in the receipt of either a loan or outside scholarship will not result in any penalty.

## Campus Jobs

Jobs are available for students who have received campus work awards or federal work study. If you will be applying for a job when you come, please follow these steps.

**Step 1.** Bring with you a state-issued driver's license or a state-issued photo ID and an original social security card or a birth certificate.

**Step 2.** Attend the Campus Job Session scheduled during New Student Orientation to learn more about the student employment process.

**Step 3.** Attend the "Job Fair" during New Student Orientation to apply for campus employment. If you have any special skills, bring a resume and sample of things you have done in the past, such as writing, art, design, publications or photography. Students can seek and apply for campus jobs by visiting the Job Bank at [www.knox.edu/jobbank](http://www.knox.edu/jobbank).

## Student Health Services

All students who are regularly enrolled for two or more courses each term are covered by the Knox College Student Health Services. Student Health Services provides on-campus primary care treatment throughout the academic year.

Health Services is located at 175 W. Knox St. and is open Monday through Friday on a walk-in basis. Medical staff includes physicians and physician assistants, who will diagnose, prescribe medication, and/or refer students to appropriate specialists in the community as warranted. There are both male and female practitioners on staff.

Cost for the Health Services is covered by tuition (see exceptions below), so there is no out-of-pocket expense per visit, and there is no limit regarding number of visits throughout the academic year. Student Health Services does not cover dental, vision, pharmacy, hospital, surgery, ambulance, emergency room, lab (whether done on campus or off site), radiology, or intercollegiate sport services. This is the point at which optional student health insurance coverage, the student's family insurance coverage, or private funds are necessary.

Services provided through the Student Health Services are confidential and not part of the student's academic record.

If you have any questions, or need assistance, visit the Health Service Web page at [www.knox.edu/healthservices](http://www.knox.edu/healthservices).

## Health Insurance Programs

**Every student must be covered by a personal health insurance plan**, either a private plan or one of the two Student Accident and Sickness Insurance Plans offered by Knox. Of the two plans offered, Plan B is more comprehensive and we recommend that domestic students with no other health insurance purchase Plan B. International students must purchase Plan B unless they can prove they have comparable coverage acceptable to the College. Both plans are secondary to any health insurance policies your family might carry; their cost is modest.

If you waive the College insurance option, you must provide evidence of valid and adequate health insurance. If you fail to provide this information, the Health Services Coordinator/Secretary will be contacting you to determine what you plan to do in case of illness or injury. If you receive a call, please understand that we are trying to provide for your welfare, not invade your privacy.

**All students must fill out and return the Insurance Application/Waiver card which will be sent to you in July. Students not returning a waiver card by the enrollment deadline will automatically be enrolled in Plan A (domestic students) or Plan B (international students), and their student account will be charged. This charge is nonrefundable. The deadline for student insurance enrollment is September 26, 2011.**

Students experiencing a change in personal insurance coverage through no fault of their own (i.e. loss of parental coverage) may enroll in a Knox insurance plan at the beginning of the next term; insurance premiums will be prorated.

The Knox College insurance plans are intended to supplement primary insurance policies and complement services available through Student Health Services. You need not purchase one of these supplementary twelve-month health insurance plans in order to take advantage of Student Health Services.

Questions about student health insurance should be directed to the Health Services Coordinator/Secretary (309-341-7863).

## Law Requiring Immunizations

State law requires all new students enrolling in the College after July 1, 1989, to provide proof of immunity to certain vaccine-preventable diseases. You must submit a copy of your immunization records to the Office of Student Development, Knox College, Galesburg, IL 61401 by the end of July.

Should you fail to submit adequate immunization verification, your registration for Fall 2011 will be encumbered. In this event, you will be required to report to the Office of Student Development during registration to receive instructions on how to comply with this State law.

If you have difficulty locating your physician or your immunization records, you may find it helpful to contact your high school. Many high school immunization records satisfy the Illinois Public Law requirements. You may have your high school forward your records to us. Should we require additional verification, we will contact you.

To avoid the inconvenience of delaying fall registration, please be certain that we receive your verified immunization records by the end of July. You should be aware of the fact that State law prohibits any student who fails to supply satisfactory proof of immunity from being enrolled at the College.

**Please note the following immunization requirements:**

**A) Two vaccines against Measles, the first on or after your first birthday. The second vaccine should be received no less than one month later.**

**B) In addition, you must have received vaccinations against Mumps and Rubella on or after your first birthday.**

**C) You must also be protected against Tetanus/Diphtheria. The last dose of Tetanus/Diphtheria vaccine must have been received within the last ten years. International Students must show evidence of three Tetanus and Diphtheria vaccines, one of which must be in the last ten years.**

Religious and medical exemptions require proper documentation. Contact the Health Services Coordinator/Secretary, 309-341-7863, for more information.

# Student-Athlete Information

## Physical Exams

ALL student-athletes must have a yearly physical examination on file in the Athletic Training Office before participating in inter-collegiate athletics, practice and/or competition. Student-athletes have the opportunity to obtain this required exam when they arrive on campus. Physical exams for fall teams will be at 5:00 p.m. for football and 6:00 p.m. for all other fall athletes on the evening of their return date. Physical exams for winter and spring sports teams are September 12, 2011 at 6:30 p.m. in the Athletic Department. The charge for the exam is \$25, which will be billed to your student account.

### Return Date for football players:

Monday, August 15, 2011

### Return Date other fall athletes:

Monday, August 22, 2011

Student-athletes interested in obtaining a physical exam from their own physician prior to coming to campus should contact Scott Sunderland, head athletic trainer, (309-341-7378 or [ssunderl@knox.edu](mailto:ssunderl@knox.edu)) for the necessary form. The form is available on the new student page at [www.knox.edu/newstudent](http://www.knox.edu/newstudent). All physical forms should be returned **directly** to Scott Sunderland at Knox College, K-226, 2 E. South St. Galesburg, IL 61401 **upon their completion and not returned with the other forms to campus.**

## Athlete Insurance Information

Knox College will provide a group accidental insurance policy for all Knox student-athletes. The group accidental insurance plan will allow the College to satisfy an NCAA requirement stipulating that the College must certify that all students who participate in intercollegiate athletics have insurance coverage up to the NCAA Catastrophic Insurance Plan, which starts at \$90,000. This group policy, which has a \$1,000 deductible and pays secondary to any other insurance a family may have, will cover Knox student-athletes from the first day of practice until the end of the season and any organized/supervised off-season conditioning program. This policy will cover costs incurred within 52 weeks from the date of the athletic accident up to \$15,000 and for 104 weeks up to \$90,000 when the NCAA's coverage begins. If you are a member of an HMO, permission from them for non-emergency treatment must be granted, otherwise the athletic insurance will not apply. Coverage is subject to the terms and conditions of the master policy. Neither Knox College nor the athletic insurance company assumes responsibility for costs not covered by the contract including, but not limited to, pre-existing injuries or health conditions, chronic injuries, and/or stress fractures.

To pay for the cost of this plan, each student-athlete will be billed \$200 annually (regardless of the number of sports in which he/she participates) to their student account once it has been determined that the student-athlete has used a year of eligibility. According to NCAA legislation, a year of eligibility is used if a student-athlete is on a team roster for the first practice after the first regular season game. A student-athlete who does not use a year of eligibility will be billed only if they have a claim towards the athletic insurance policy from an injury that occurred during preseason practice prior to using a year of eligibility. This plan ensures that every Knox student-athlete has adequate insurance coverage up to the NCAA catastrophic plan.

The Athletic Insurance policy has a \$1,000 deductible and pays secondary to any other insurance a student athlete or their family may have. The responsibility for this initial \$1,000 rests with the individual participant. Any student who participates in intercollegiate athletics, is strongly encouraged to enroll in one of the supplemental Student Accident and Sickness Insurance Plans offered by the College that will cover the first \$1,000 of the medical costs.

**Athletic injuries are not covered through the Student Health Service. It is important that the student-athlete and parent/guardian have a clear understanding of how their personal insurance, student insurance, and the athletic insurance will cover an athletic claim.**

Questions about athletic insurance should be directed to Scott Sunderland, Head Athletic Trainer (309-341-7378 or [ssunderl@knox.edu](mailto:ssunderl@knox.edu)), or Beth Deuel, Claims Processor for First Agency, Inc. at 269-381-6630.

Remember, those participating in intercollegiate sports will not be allowed to start practice or competition without having returned the Emergency/Medical Form and Student Athlete Physical Form which are available at [www.knox.edu/newstudent](http://www.knox.edu/newstudent).

# Information for Parents and Family

## Who to Call in Emergencies

### During the day

The Office of Student Development welcomes your phone calls and will do its best to respond promptly to any needs. Staff can be reached at 309-341-7222.

### After 4:30 p.m.

Please call the Campus Safety Officers at 309-341-7979. They can respond to a number of emergencies, and also can connect with the other staff who are on call in the evenings.

## Seeing your Student during Breaks

We know that parents and families will be looking forward to holidays and the College breaks. The complete academic calendar for 2011–2012 can be found on Knox's Parent Web site at [www.knox.edu/parents](http://www.knox.edu/parents). Under "Important Dates," the following information will give you some guidance for making travel plans.

Listed below are the dates that each term ends. Immediately following classes is a day we call "Reading Day" at Knox, where no classes or activities are planned so students can prepare for final examinations. When making travel plans, you should consult with your student to find out specifically when their final exams will be completed. However, at the end of each finals week there is a residence hall closing date by which students should vacate the campus unless they've received special permission. International students are not asked to vacate the residence halls during Winter or Spring Break. Details about housing during the College breaks are also listed below.

### Fall Term

Classes Begin: Thursday, September 8

Classes End: Friday, November 18

Reading Day: Saturday, November 19

Final Examination Period: Sunday, November 20 – Tuesday, November 22

Residence Halls Close: Wednesday, November 23, at noon

### Winter Break

The halls will be closed throughout December, and only a select few students are approved to stay for part of Winter Break (i.e. winter athletes, international students). Nearly all students should plan on being away from campus during the six weeks of Winter Break.

### Winter Term

Residence Halls Open: Monday, January 2, 2012 at 10:00 am

Classes Begin: Tuesday, January 3

Classes End: Tuesday, March 6

Reading Day: Wednesday, March 7

Final Examination Period: Thursday, March 8 – Saturday, March 10

Residence Halls Close: Sunday, March 11, at noon

## Spring Break

The residence halls are available for no charge if students choose to stay on campus over Spring Break, but they must sign up in the Campus Life office.

## Spring Term

Residence Halls Open: Tuesday, March 20 at 10:00 am

Classes Begin: Wednesday, March 21

Classes End: Friday, May 25

Reading Day: Saturday, May 26

Final Examination Period: Sunday, May 27 – Tuesday, May 29

Residence Halls Close: Wednesday, May 30 at 5:00 pm (except for seniors and others involved in the commencement ceremony)

## Knox College Parents Program

[www.knox.edu/parents](http://www.knox.edu/parents) is your one stop resource for the information parents need about Knox College. This Web site contains frequently asked questions, important dates, Knox events in Galesburg and in your area, information about the Parents Association, links to the parent newsletter and the online community. Bookmark this page today.

## Questions and Answers about the Parents Association

### What is the Knox College Parents Association?

We received a lot of feedback from parents asking us to find a way that parents could participate in supporting the College that are meaningful to them and beneficial to the College. Parents told us they would like to be more involved in the College and feel they are an important part of the Knox Community. The College has created the Knox College Parents Association. As parents of Knox College students, you become members of the Parents Association at the time your son or daughter enrolls at Knox.

### How can I get involved?

There are a host of activities and projects in which parents can get involved. These include:

- Orientation: Assisting with the family networking and resource session that is held each year during New Student Orientation.
- Family & Friends Weekend: Helping plan Family & Friends Weekend by recommending topics, programs, and speakers that parents would find of interest.
- Student Recruiting: Identifying potential students and serving as a resource for parents of prospective students.
- Mentoring: Serving as a resource to current students and alumni in areas of shared interest including career information, internships, and community service.
- Communication: Suggesting material that should be available for parents on the Knox Web site and content for *The Knox Parent*.
- Fundraising: Assisting with parent and special gift fundraising initiatives.

## Where can I get more information?

Contact the parent program coordinator at [knoxparents@knox.edu](mailto:knoxparents@knox.edu) or call 309-341-7957.

## FERPA Information for Parents

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), provides educational institutions and students certain rights and protections concerning access to student educational records, as well as the content of those records. A brief unofficial summary of these rights and protections follows.

Within the Knox community, only those persons acting on College business are allowed access to student education records. These persons include personnel in the Office of the President and Administrative Services to Vice President for Finance, Office of Advancement, Registrar, Counseling Services, Financial Aid, Admission, Dean of Students, Dean of the College, the Business Office, Career Services, members (including student members) of faculty committees, academic advisors, and academic personnel, within the limitations of their need to know.

The College may disclose "Directory Information" to the public unless a student specifically requests, in writing, that some or all of the information not be released. Directory information includes: student's name, ID picture, e-mail address, home and campus addresses, home and campus telephone numbers, date and place of birth, citizenship, parents' or guardians' name, address and phone number, name of faculty advisor, major(s), concentration, academic course and program enrollment (including participation in off-campus study programs), dates of attendance at Knox, class year, degrees and awards received, previous educational institutions, participation in extracurricular activities, and weight and height of members of athletic teams. Students may withhold all or categories of directory information by submitting a Federal Educational Rights Privacy Act Form to the Office of the Registrar. A withholding request is only valid for the remainder of the academic year after the date of submittal. The College reserves the right to release directory information in campus directories prepared for publication prior to the receipt of a withholding request. Students must submit a withholding request for every academic year they attend Knox.

No other information in the student's educational records will be released to the public without the student's written authorization to do so, unless the student has previously waived his or her right to access and release of the information.

Students must complete and submit a "grade release" form to the Office of the Registrar providing permission for grades to be released to parents.

The College may disclose educational record information to parents of a student who is treated as a dependent for income tax purposes. If the student does not qualify as a dependent, a formal release must be submitted by the student to permit a parent to have access to the student's educational record.

This Act also provides that the student has the right of access to his or her own records, the right to challenge the contents of those records if the student believes the information contained in the record is inaccurate or misleading, and the right to have explanatory statements included in the records. Students who wish to review materials which are part of their record should make a request to the Dean of Students.

# Information about Galesburg

Knox College's Web site ([www.knox.edu/gettingtoknox](http://www.knox.edu/gettingtoknox)) provides a wealth of information about the Galesburg community. For more specific visitor information, we invite you to visit the following sites on the web:

Galesburg Area Convention & Visitors Bureau: [www.visitgalesburg.com](http://www.visitgalesburg.com)

Galesburg Commerce Center: [www.galesburg.org](http://www.galesburg.org).

## Select Phone Numbers (Area Code 309)

Academic Affairs .....	341-7214
Business Office .....	341-7343
Campus Life (Residential Learning & Student Activities) .....	341-7527
Campus Safety .....	341-7979
City Bus, Inc. ....	342-4242
Financial Aid.....	341-7149
Health and Insurance .....	341-7863
Hospitals & Clinics	
Galesburg Cottage Hospital .....	343-8131
OSF Galesburg Clinic .....	344-1000
OSF St. Mary Medical Center.....	344-3161
Prompt Care .....	343-1000
Intercultural Life .....	341-7230
Parents Program .....	341-7957
Postal Services.....	341-7152
Switchboard .....	341-7000
United American Cab Service.....	341-6161

**Before you arrive,  
be sure to submit:**

- Housing Application
- Dining Services Contract
- Emergency/Medical History Form
- Immunization Form
- Online Activity Interest Survey
- Online Placement Tests
- Course Preference Form
- Insurance Waiver Card

**When you receive it:**

- After deposit
- With Life Knox publication
- With Life Knox publication
- With Life Knox publication
- Online (info with Life Knox)
- Online (info with Class Knox)
- With Class Knox publication
- With Health Knox publication

**Lose something? Download forms at [www.knox.edu/newstudent](http://www.knox.edu/newstudent)**



**KNOX  
COLLEGE**

OFFICE OF STUDENT DEVELOPMENT  
2 East South Street  
Galesburg, Illinois 61401-4999  
[www.knox.edu](http://www.knox.edu)  
309-341-7222