

# Welcome to Capital University!

Capital University is an academic community that prizes intellectual excellence and moral integrity. By drawing upon our Lutheran heritage of free inquiry, we provide a stimulating environment in which the undergraduate and graduate student bodies are encouraged and challenged to engage in both curricular and co-curricular programs and services geared toward lifelong learning. Our faculty are deeply devoted to teaching, and actively engages students to maximize their undergraduate and graduate experiences.

Capital University regards its students as moral, free agents who are capable of assuming primary responsibility for their lives and the decision-making process. Central to the mission of the university is the continual development of community that values and respects each other, and a community in which the principles of human dignity and ethical integrity are paramount.

We value the richness of diversity here at Capital. As an academic community, we expect all members to embrace a practice in which respect and appreciation for our different ethnic, racial, cultural, religious, economic and sexual orientation backgrounds, as well as our various ability levels, are the rule rather than the exception.

The Student Handbook is designed to serve as a resource for student life. You will find university resources and policies and procedures that encourage the development of a positive academic community. You are responsible for knowing the policies and regulations that govern the university and the academic and co-curricular experience.

We are pleased that you are a member of this community, and we encourage you to take full advantage of the many academic and co-curricular opportunities that are available to you.

Betty M. Lovelace, Ed.D.  
Vice President & Dean of Student Affairs

## **EQUAL OPPORTUNITY POLICY**

Capital University does not discriminate on the basis of race, color, religion, gender, age, disability, national or ethnic origin in admission, employment, activities, events, programs and/or services.

**What Every Student Should Know....**  
**A Guide to Policies, Procedures & Resources**  
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# Campus Phone Numbers

<i><b>Resource Department</b></i>	<i><b>Location</b></i>	<i><b>Phone</b></i>
Athletic Department	Capital Center	236-6791
Bookstore	Campus Center, First Floor	236-6116
Campus Information	Campus Center, First Floor	236-6011
Capital Center Information Desk (Athletics)	Capital Center	236-6911
Career Services	Campus Center, Lower Level	236-6606
Center for Excellence in Learning & Teaching	Learning Center, Room 100	236-6327
Community Services	Campus Center, First Floor	236-6904
Counseling Services (Mount Carmel Behavioral Healthcare)		1-800-277-3256 or 337-7001
Commuter Student Hotline	Campus Center, First Floor	236-6611
Dining Services	Campus Center, Second Floor	236-7100
Facilities Management	Otto Meyers Service Center	236-6211
Information Technology Help Desk	Blackmore Library, Lower Level	236-6508
Financial Aid	Yochum Hall, Lower Level	236-6511
Health Services	Kline Clinic, First Floor	236-6114
International Education	Renner Hall, Room 345	236-7102
Judicial Affairs	Campus Center, First Floor	236-6611
Library	Blackmore Library	236-6351
Mail Services	Campus Center, First Floor	236-6700
Meeting & Event Services	Campus Center, First Floor	236-6200
Multicultural Affairs	Kerns Religious Life Center	236-6181
Public Safety (8:30 a.m. to 5 p.m.)	Public Safety	236-6504
Public Safety (After 5 p.m.)	Public Safety	236-6333
Recreation Center	Campus Center, Lower Level	236-6802
Registrar	Yochum Hall, First Floor	236-6150
Residence Life & Housing	Campus Center, First Floor	236-6811
Cotterman Residence Hall	Residence Hall Desk	236-7980
Lohman Complex Residence Hall	Residence Hall Desk	236-7900
Saylor-Ackermann Residence Hall	Residence Hall Desk	236-7710
Schaaf Residence Hall	Residence Hall Desk	236-7595
Student Accounts	Yochum Hall, First Floor	236-6091
Student Affairs	Campus Center, First Floor	236-6611
Student Government	Campus Center, First Floor	236-6802
Student Payroll	Yochum Hall, First Floor	236-6575
Tutoring Services	Learning Center/Ruff Hall	236-6327
University Pastor	Kerns Religious Life Center	236-6214
VISTA Volunteerism Initiative	Campus Center, First Floor	236-6881

## ACADEMIC ADMINISTRATION

Vice President & Provost	Yochum Hall, Room 206	236-6108
Dean, College of Arts & Sciences	Renner Hall, Second Floor	236-6204
Dean, School of Management	Troutman Hall	236-6532
Dean, School of Nursing	Battelle Hall, Third Floor	236-6703
Dean, Conservatory of Music	Conservatory of Music	236-6411

## ACADEMIC DEPARTMENTS

Art Department	Huber-Spielman Hall	236-6201
Art History	Huber-Spielman Hall	236-7108
Behavioral Sciences (Psychology, Sociology, Criminology)	Ruff Learning Center	236-6305
Biological Sciences	Battelle Hall	236-6520
Center for Lifelong Learning-Columbus	Learning Center	236-6996
Chemistry	Battelle Hall	236-6520
Communication	Huber-Spielman Hall	236-6201
Conservatory of Music	Conservatory of Music	236-6411
Education	Learning Center	236-6301
English	Renner Hall 230A	236-6620
Health & Sports Sciences	The Capital Center	236-6911
History	Renner Hall	236-6447
Liberal & Professional Studies	Learning Center	236-6374
Math/Computer Science/Physics	Battelle Hall	236-6520
Military Science & Leadership (Army ROTC)	Saylor-Ackermann, B-1	236-7114
Modern Languages	Ruff Learning Center	236-6305
Political Science	Renner Hall, Room 320	236-6620
Religion & Philosophy	Kerns Religious Life Center	236-6307
School of Management	Troutman Hall	236-6532
School of Nursing	Battelle Hall, Third Floor	236-6703
Traditional Undergraduate Program (TUP)		236-6705
BSN-Completion	Columbus	236-6378
BSN-Completion	Dayton	(937) 228-5006
Master of Science in Nursing Program (MSN)		236-6345
Social Work	Ruff Learning Center	236-6315
Theatre	Huber-Spielman Hall	236-6497

## OFF-CAMPUS EMERGENCY NUMBERS

Bexley Police	239-8881
Mt. Carmel-Bexley	235-6358
Mt. Carmel-24 hr.	251-8242
NETCARE Access	276-2273
Emergency Squad	9-911

# Student Services

The following is a list of office and other services available to Capital University students\*. For a more comprehensive outline of each office and/or service, please go to the Capital University website for current students at [www.inside.capital.edu](http://www.inside.capital.edu) and select the "SERVICES" link. You will be able to obtain a variety of information on the available student services.

\*Some services may be available to traditional undergraduate students *only*.

## ALCOHOL & DRUG EDUCATION

<b>Location</b>	Campus Center, 1 <sup>st</sup> Floor
<b>Hours of Operation</b>	Monday- Friday 8:30 a.m. to 5 p.m. ***Other hours by appointment
<b>Phone</b>	614-236-6611

Alcohol and drug violations and arrests are on the rise on college and university campuses across the nation. National trends also indicate that the demand/need for counseling services also is increasing. Capital University is not immune to this national trend as we also have experienced an increase in alcohol and drug violations on our campus.

Use, possession, sale or distribution of alcoholic beverages, drugs, drug paraphernalia, narcotic or other controlled substances except as expressly permitted by law. Capital University enforces all state and local laws pertaining to the use of alcohol. Those choosing to consume alcohol must be 21 years of age. Open containers are not permitted in any public place, and all forms of identification must be accurate and valid. Drinking and driving is, of course, strictly prohibited.

Students found in violation of the university alcohol and drug policies will be required to participate in an on-line alcohol and/or drug education workshop or be referred for assessment via a licensed clinician through the Counseling and Assistance Program for Students (CAPS) supported by Mount Carmel Behavioral Healthcare Services.

## BLACKMORE LIBRARY

<b>Location</b>	Josiah H. Blackmore Library
<b>Hours of Operation</b>	Monday- Thursday 7:45 a.m. to 11 p.m. Friday 7:45 a.m. to 6 p.m. Saturday 9:00 a.m. to 5 p.m. Sunday 1 p.m. to 11 p.m.
<b>Phone</b>	614-236-6614
<b>E-mail</b>	<a href="mailto:refdesk@capital.edu">refdesk@capital.edu</a>

The Blackmore Library, named for Capital's 12th president, Josiah H. Blackmore, supports classroom activities and independent learning by Capital University students.

### Library Collection

- Books
- Periodicals
- Microfilms
- CDs
- Government documents
- Musical scores
- Videos
- Curriculum materials

### Electronic Materials

- One hundred electronic databases
- More than 13,000 electronic texts available through CHARLI, the library's online catalog
- Online library guides geared to specific courses to help students locate information

The Blackmore Library is a member of OhioLINK, a statewide network of academic libraries whose students and faculty can request most books online from other member libraries and expect to have them delivered in two or three days. Most

materials placed on reserve by faculty are available at the circulation desk. Non-reserve materials may be checked out for three weeks, with fines for most overdue items at 50 cents per day. Consult a librarian for information about any of the library's collections or services.

## BOOKSTORE

### Capital University Bookstore

**Location** Campus Center, First Floor  
**Hours of Operation** Monday-Friday 8:30 a.m. to 5 p.m.  
Saturday As posted for special events

#### Summer hours

Monday-Friday 8 a.m.- 4:30 p.m.

**\*\*\*There are extended hours at the beginning of each semester.**

**Phone** (614) 236-6116

The Capital University Bookstore provides a convenient location for students to purchase required textbooks and course materials and academic supplies. The bookstore is also your source for official Capital University apparel and merchandise, in addition to offering an inventory of items including, but not limited to the following:

- Capital clothing and other items
- Gift items
- Greeting cards
- Snacks
- Personal care products
- Technology supplies

Textbooks and other items also can be purchased at [www.capitalbookstore.com](http://www.capitalbookstore.com). Visa and MasterCard are accepted.

### Return Policy

Books may be returned during the first 5 days of the semester with a cash register receipt and up to 10 days with a signed Add/Drop slip and cash register receipt. All other materials may be returned up to 30 days with a register cash receipt.

## CAMPUS MINISTRIES

**Location** Kerns Religious Life Center  
**Hours of Operation** Monday-Friday 8:30 a.m. to 5 p.m.  
**Phone** (614) 236-6307

As an institution of the Evangelical Lutheran Church in America, Capital University welcomes students of all religious backgrounds, as well as those with no religious affiliation. Kerns Religious Life Center is the hub of Christian life and ministry on campus, with Kable Chapel, the office of the university pastor, and several rooms used for meetings all located in the building. The university pastor provides leadership and support for Campus Ministries, which provides many opportunities for students who wish to pursue their spiritual development. Campus Ministries endeavors to foster community grounded in the Gospel of Jesus Christ through worship, study, critical thinking, service, fellowship and mutual support. Worship services, fellowship opportunities, study groups, social outreach projects, Bible studies and off-campus retreats are all a part of campus life. There are a variety of Christian organizations, as well as organizations with a strong spiritual and/or service component, each with its own mission and ministry.

### Get Involved

Capital University students are involved in a number of student organizations that promote fellowship and spiritual development. You have the opportunity to become involved in one or several of these student organizations, or you can start one of your own. Become a part of Capital University religious student life!

- Amnesty International
- Catholic Student Organization
- Circle K
- Campus Crusade for Christ
- FISCh
- Gospel Choir
- Habitat for Humanity
- Lutheran Student Movement
- Koinonia Campus Congregation

### Student Services

There are many other fellowship and program opportunities on campus, including the following:

- Sunday worship
- Tuesday evening prayer
- Wednesday chapel
- Thursday evening worship
- Bible studies
- Retreats
- Immersion experiences
- Discussion groups
- Study groups
- Fellowship opportunities
- Service projects
- Mission trips
- Pastoral care

All services are offered in a truly cooperative, ecumenical way. At the same time, there are also opportunities for distinctive experiences such as Lutheran Eucharist and Catholic mass. Capital is committed to the holistic development of students in relationship to the campus and community.

### Campus Worship Opportunities

Sunday	10:45 a.m.	Kerns Religious Life Center
Tuesday	9:40 p.m.	Kerns Religious Life Center
Wednesday Chapel	10 a.m.	Kerns Religious Life Center
Thursday	9:30 p.m.	Kerns Religious Life Center
Mass	monthly (Sunday eve.)	Kerns Religious Life Center

### Off-Campus Worship Opportunities

A directory of local congregations is available in the office of the university pastor, located in the Kerns Religious Life Center. Local congregations welcome all students.

## CAPITAL CENTER

<b>Hours of Operation</b>	Monday-Thursday	6 a.m. to 11 p.m.
	Friday	6 a.m. to 9 p.m.
	Saturday	9 a.m. to 8 p.m.
	Sunday	1 p.m. to 8 p.m.
	<b>Phone</b>	(614) 236-6911

\*\*\*Bexley residents use the facilities: Monday - Friday 6 - 8 a.m., and Saturday & Sunday 6 - 8 p.m.

The Capital Center is a state-of-the-art multipurpose showcase facility for academic, recreational and intercollegiate programming and events, and is open to students, faculty and staff, alumni, special friends of Capital and Bexley residents. The Capital Center offers a variety of opportunities to promote your general health and well-being, and provides a venue for exciting NCAA Division III athletic competitions.

## Student Services

This 126,000-square-foot facility features:

- Indoor track
- Intramural & recreational sports
- Fitness Center with bikes, steppers, treadmills, ellipticals and a multi-station gym
- Monitored weight room with Hammer Strength equipment
- A 2,100 seat arena for intercollegiate basketball and volleyball games
- Bernlohr Stadium, which seats 2,500 guests for intercollegiate football and soccer games
- Outdoor track for running or walking
- Locker rooms
- Classrooms
- Sport science lab

The Capital Center multipurpose field house hosts athletic events, commencement activities, convocations, rallies, concerts and other gatherings of the Cap Family and the Bexley community. It provides opportunities for intramural activities and athletics, including a track and field program for men and women.

## CAREER SERVICES

<b>Location</b>	Campus Center, Lower Level
<b>Hours of Operation</b>	Monday-Friday 8:30 a.m. to 5 p.m. <i>***The office is closed daily from noon-1 p.m.</i>
<b>Phone</b>	(614) 236-6606
<b>E-mail</b>	<a href="mailto:CareerServices@capital.edu">CareerServices@capital.edu</a>

The Career Services Office, located in the lower level of the Campus Center, assists Capital students (first-year students through seniors) and Capital alumni in the development and implementation of career goals.

Students can make appointments to see the career counselor, the assistant director, or the director of Career Services. They also can meet with peer career advisers (PCAs). PCAs are current students who, after completing Career Services training sequence, assist peers with writing resumes and cover letters.

### Student Services

- Selecting a major
- Assessing interests and career values
- Developing professional career goals
- Locating and applying for internships, part-time jobs and summer positions
- Researching career and employment options
- Writing résumés and cover letters
- Finding a job
- Interviewing
- Applying to graduate and professional schools

### Career Counseling

- The director of Career Services, the assistant director, and the career counselor/recruitment coordinator are available for individual career counseling, and assistance with any aspect of the career development process.

### Self-Assessment

- The Campbell Interest and Skill Survey and the Myers-Briggs Type Indicator are used to assist with major and career decisions.

### Career Workshops

- “Exploring Capital Majors” workshops help students learn about the majors at Capital and which majors best fit them. It is offered twice a semester, and is most relevant for first-year students and sophomores.

### The Career Booklets

- How to Choose a Major & Career
- How to Write a Résumé
- How to Write a Cover Letter
- How to Get Your Foot in the Door
- The Senior Job Search Handbook
- How to Interview
- How to Get Into Graduate & Professional School

### Job Listings

Current full-time jobs, part-time and summer jobs, and internships are listed through [www.CUcareers.com](http://www.CUcareers.com), a Web-based job posting and resume service that is free to Capital students and alumni. For instructions on using CUcareers.com, visit the Job and Internship Listings section of our website, or call the office for assistance.

## CENTER FOR EXCELLENCE IN LEARNING AND TEACHING (CELT)

Location	Learning Center, Room 100		
Office Hours of Operation	Monday-Thursday	8:00 a.m. to 9 p.m.	*** <i>Appointments are encouraged</i>
	Friday	8:00 a.m. to 5 p.m.	
Tutorial Hours of Operation	Monday-Thursday	9 a.m. to 9 p.m.	
	Friday	9 a.m. – 1 p.m.	
Phone	(614) 236-6327		
Email	<a href="mailto:celt@capital.edu">celt@capital.edu</a>		

The Center for Excellence in Learning and Teaching (CELT) offers a wide variety of academic enrichment services designed to assist all students in becoming more effective learners.

### Academic Support Centers

- Disability services
- Writing Center
- Math Center

### Support Services

- Academic coaching in a wide range of subject areas
- CLEP exams and General Education waivers
- Supplemental Instruction for selected courses
- Test-taking & study strategies
- Testing services
- Time management
- Tutorial assistance
- Weekly Study and Review sessions for selected courses
- Writing workshops

### Tutorial Assistance

Peer (student) tutoring in a variety of subject areas is provided by and coordinated through the Center for Excellence in Learning and Teaching (Learning Center 100). Tutoring assistance is provided free of charge to all currently enrolled Capital students. The tutoring staff is comprised of students who have already demonstrated academic success, possess strong communication skills, are recommended by faculty, and have completed hours of training to enhance their effectiveness as tutors. The Center’s tutoring services are not just remedial in nature, which means that any student can benefit from learning with a Peer Tutor.

**Tutoring is available as follows:**

1. Appointment(s)
2. Walk-in/Drop-in during regularly scheduled hours in the Writing Center and/or the Math Center
3. Through independently arranged sessions with individual tutors
4. Weekly drop-in Study & Review sessions for selected courses (these sessions are pre-arranged)
5. Supplemental Instruction sessions for selected courses
6. Other specialized workshops offered according to student and/or faculty interest and demand

Stop by the Center (LC 100) to pick up a current copy of the *Tutor Yellow Pages* (a complete list of tutors) or to schedule an appointment. You may also contact the Center at 236-6327 or [celt@capital.edu](mailto:celt@capital.edu) for more information. Students are also encouraged to visit the Center's Web site via [www.inside.capital.edu](http://www.inside.capital.edu) for additional information and resources.

## COMMUNITY SERVICE & LEADERSHIP DEVELOPMENT

<b>Location</b>	1st Floor, Campus Center (near the Mail Room/Post Office Lobby)	
<b>Hours of Operation</b>	Monday-Friday	8:30 a.m. to 5 pm
	Saturday	As posted for special events
<b>Phone</b>	(614) 236-SERV (7378)	
<b>Email</b>	<a href="mailto:csldoffice@capital.edu">csldoffice@capital.edu</a>	

The mission of the Community Service and Leadership Development Office is to help students grow as active citizens and foster a lifelong commitment to community engagement through involvement in activities that develop a civic imagination, strengthen university-community relations, and provide educational and leadership opportunities for active learning through collaboration with students, faculty, staff at Capital University.

### Student Services

The CSLD Office can provide students, student organizations, faculty, staff and even alumni with the following services and resources:

- Assist with identifying, developing, implementing, and evaluating community service projects
- Service-learning resources
- Conduct, host, and develop leadership workshops, programs and conferences
- Provide information about volunteer experiences in Ohio, as well as national and international volunteer opportunities
- Collect data on community service activities and leadership development.
- Bi-weekly electronic newsletter
- Coordinates the Service Organization Council meetings
- Maintains an electronic and other mailing list of all service organizations

To receive the Community Service and Leadership Development (CSLD) newsletter, and/or to be added to the CSLD listserv mailing list, please send an email to [csldoffice@capital.edu](mailto:csldoffice@capital.edu). You will receive a reply within 24 hours.

We hope that you remember that the Community Service and Leadership Development exists to help you get involved in service and leadership development opportunities. Be creative in your quest for leadership and service opportunities and GET INVOLVED!

## COUNSELING & ASSISTANCE PROGRAM FOR STUDENTS (CAPS)

*\*\*\*Supported by Mount Carmel Behavioral Healthcare Services*

<b>Location</b>	Kline Health Center, 2nd Floor (on campus)
<b>Hours of Operation</b>	<b>***Appointments are required</b>
<b>Phone</b>	(614) 337-7001 or 1-800-227-3256.

Confidential counseling services are available to all Capital University students free of charge. Students may speak with a professional licensed clinician about issues causing academic, personal or emotional distress and explore ways to understand and resolve concerns.

Some examples of counseling concerns that can be addressed with our professional staff:

- Academic issues
- Friends/peer relationships
- Career/vocation issues
- Alcohol/drug issues
- Math/test anxiety
- Interpersonal conflicts
- Family relationships
- Transition issues
- Balancing life as a single parent
- Managing family and school
- Coping with the ambiguity of the future

Remember to take your Capital University student identification card to confirm your enrollment should you visit an off-campus location. If you do not have a Capital University identification card, please visit the Information Technology Office in Blackmore Library, lower level.

## DINING SERVICES

<b>Location</b>	Harry C. Moores Campus Center, 2 <sup>nd</sup> Floor
<b>Hours of Operation</b>	8:30 a.m. to 5:00 p.m.
<b>Phone</b>	(614) 236-6424
<b>E-mail</b>	<a href="mailto:dspds@capital.edu">dspds@capital.edu</a>

FOOD-- It's how we relax, relate, and reconnect - with ourselves, and with others. Parkhurst Dining Services provides a quality food service program designed to meet your needs. Our experienced dining services team is here to provide you with a pleasurable dining experience. We are committed to offering nutritionally balanced, high quality and skillfully prepared meals in a manner developed to ensure convenience, flexibility and satisfaction.

The meal plans offer some exciting options, including flex dollars that can be used a la carte style in the Crusader Club. You'll enjoy a wide range of choices that include:

- Traditional grill selections and comfort foods
- Made-to order deli foods
- Fresh salads & hearty homemade soups
- Pizza and pasta from our woodstone oven
- Mongolian stir fry
- Weekend brunches

You will find your favorite delicious foods, prepared with the freshest ingredients and served just when you want them.

### RESIDENTIAL STUDENT MEAL PLANS

#### 225 Block Plan + \$50 in Flex Dollars

This is the best value of all our meal plan options. With this plan, you get 225 meals per semester that you can use anytime in the Capital Court as well as in the Crusader Club during hours when the Capital Court is not open.

You also get \$50 in Flex Dollars, which you can use at any time to:

- Stock your room with beverages and snacks from the Crusader Club
- Eat in the Capital Court when you've used up all your regular meals
- Treat a guest to a meal in the Capital Court

All first year students are required to be on the 225 Block Meal Plan for the first semester. Students have the option of changing their meal plans after the first semester.

### **175 Block Plan + \$75 in Flex Dollars**

With this plan, you get 175 meals per semester that you can use anytime in the Capital Court as well as in the Crusader Club during hours when the Capital Court is not open. You also get \$75 in Flex Dollars, which you can use at any time to:

- Stock your room with beverages and snacks from the Crusader Club
- Eat in the Capital Court when you've used up all your regular meals
- Treat a guest to a meal in the Capital Court

### **125 Block Plan + \$100 in Flex Dollars**

With this plan, you get 125 meals per semester that you can use anytime in the Capital Court as well as in the Crusader Club during hours when the Capital Court is not open. You also get \$100 in Flex Dollars, which you can use at any time to:

- Stock your room with beverages and snacks from the Crusader Club
- Eat in the Capital Court when you've used up all your regular meals
- Treat a guest to a meal in the Capital Court

## **COMMUTER STUDENT MEAL PLANS**

### **100/50 Plan**

When you're a commuter student with a busy schedule, it can be hard to find time to eat off-campus. If you plan to dine on-campus you can save time and money by purchasing one of Capital's commuter meal plans. Meal plans are stored on your student ID card, which means you can buy meals and snacks without the hassle of carrying cash. Your new balance will appear on the cash register display every time you make a purchase.

The commuter block meal plans offer the Capital University community a great deal at a great price. The plans with blocks meals are designed to offer block meals plus Capital Bucks. The block meals can be used in both Capital Court Dining Room and Crusader Club through the meal exchange option. The Capital Bucks can be used for snacks, beverages, and full meals in both locations.

Capital Bucks provide the ultimate flexibility and value. This allows you to use your bucks at any time in both the Capital Court and Crusader Club. Capital Bucks are held in an account that acts like a debit card. This is convenient for purchasing meals and snacks without the hassle and worry of carrying cash. The balance will appear each time a purchase is made.

The following chart shows all options and pricing information for all of Capital's commuter meal plans:

<b>Plan Name</b>	<b>What You Get</b>	<b>Cost</b>
100/\$100 Plan	100 block meals + \$100 in Capital Bucks	\$525*
50/\$100 Plan	50 Block Meals + \$100 in Capital Bucks	\$320*
50 Block Plan	50 Block Meals	\$220*
200 Capital Plan	\$200 in Capital Bucks	\$180*
100 Capital Plan	\$100 in Capital Bucks	\$92.50*
50 Capital Plan	\$50 in Capital Bucks	\$47.50*
25 Capital Plan	\$25 in Capital Bucks	\$25.00

\* Per semester.

All unused meals and Capital Bucks expire at the end of each semester, so be sure to renew your meal plan before the next semester begins. To purchase a Commuter Meal Plan or Capital Bucks please choose one of the following options:

- Call us at 614.236.7100 and have your ID number and credit card handy

- Stop by our office located off the Capital Court Dining Room in the southwest corner, Monday-Friday, 8:30am – 5:00pm.

**The Capital Court**

You'll find fresh-dough pizza, stir-fry stirred and fried before your eyes, freshly-sliced deli meats and cheeses, and home-cooked traditional style favorites in our main dining hall.

**The Main Dining Plaza**

**Harry C. Moores Campus Center**

**2nd Floor**

**DINING HOURS**

**Monday – Friday**

Breakfast	7:00 a.m. to 10:30 a.m.
Continental Breakfast	10:30 a.m. to 11:00 a.m.
Lunch	1:00 a.m. to 2:00 p.m.
Lite Lunch	2:00 p.m. to 4:45 p.m.
Dinner	4:45 p.m. to 7:00 p.m.

**Saturday**

Continental Breakfast	8:00 a.m. to 9:00 a.m.
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**Saturday-Sunday**

Brunch	11:30 a.m. to 1:15 p.m.
Dinner	4:45 p.m. to 6:00 p.m.

**The Crusader Club**

**Harry C. Moores Campus Center**

**1st Floor**

**Barista Café/ Wheatcroft's**

Monday – Friday	8:00 a.m. to 10:30 p.m.
Sunday	6:00 p.m. to 10:30 p.m.

**\*\*\*Closed on Saturday**

**Sequoia Grill and East Street Deli**

Monday-Thursday	10:30 a.m. to 10:30 p.m.
Friday	10:30 a.m. to 10:30 p.m.
Sunday	6:00 p.m. to 10:30 p.m.

**\*\*\*Closed on Saturday**

**Meal Exchange Hours\***

Monday-Thursday	7:00 p.m. to 10:30 p.m.
Friday	7:00 p.m. to 10:30 p.m.
Sunday	6:00 p.m. to 10:30 p.m.

\*The Meal Exchange Hours provide students with the option of using their meal plan to pay for food in the food court when the Main Dining Plaza is not open.

# DISABILITY SERVICES

**Location** Learning Center, Room 100  
**Phone** (614) 236-6327  
**\*\*\*Appointments are encouraged**

The Office of Disability Services regularly consults with students with disabilities about academic, social and personal issues. Students are encouraged to take an active role in their experiences at Capital. Students may confidentially request accommodations by providing documentation of their disability to the Coordinator of Disability Services. Such documentation often involves recent IEP information and information from licensed practitioners such as Psychologists, Counselors, Social Workers, etc. Working as a team, students, faculty and the Coordinator of Disability Services can determine the most appropriate initial accommodations, and any subsequent modifications.

Students have a choice of how they would like to inform new instructors of their accommodations. They may tell their instructors they are registered with Disability Services, and then mention the accommodations they have. Or the Coordinator of Disability Services can write a memo to each instructor with the same information. In any event, students are expected to make timely and appropriate disclosures and requests at least six weeks in advance of a course, workshop, program, or activity for which accommodation is requested or as soon as realistically possible.

## Accessibility

University programs or activities are accessible to qualified persons with disabilities via clearly marked entries, exits, and bathroom facilities. Accessibility may also be enhanced for qualified individuals as follows:

- Relocation of classes or services to more accessible buildings
- Delivery of health, advisory, and/or support services at alternative sites
- Temporary modification of equipment/facility

Capital University maintains a regular program of facilities evaluation and upgrading to better serve all members of the university community.

## Academic Requirements

Academic requirements are modified, as necessary, to ensure that they do not discriminate against students with disabilities so long as accreditation of the classes will not be at risk. These modifications cannot affect the substance of the educational programs or compromise educational standards, nor shall they intrude upon legitimate academic freedom.

Modifications often include:

- Changes in length of time permitted for the completion of degree requirements, including credit load
- Substitution of specific courses required for the completion of degrees
- Adaptation of the manner in which specific courses are conducted

## Examinations and Evaluations

Examinations or other procedures for evaluating students' academic achievement can be modified to better evaluate the achievement of students with disabilities. The results of the evaluation should represent the student's achievement in the program or activity, rather than reflecting the student's disability. It is the student's responsibility to request test accommodations at the time of enrollment or at the beginning of the program/course.

Testing accommodations, if requested in a timely manner, may include

- Large printed material
- Preferential seating (front, etc.)
- Oral tests
- Alternate format
- Taped tests
- Transcribers
- Extended test time
- Readers
- Environment free of distractions

## Academic Support Services

Qualified persons may request educational support services through the University. Some services such as academic coaching and tutoring are available to all students through the **Center for Excellence in Learning and Teaching (CELT)**. Other services to qualified students with disabilities may include:

- Handicapped parking
- Registration assistance
- Referral to appropriate on/off-campus resources, services, or agencies
- Note-taking services
- Books on CD's
- Large print Books
- Real Time Captioning
- Interpreters

**IT IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT TO REQUEST ACCOMMODATION OR AUXILIARY AIDS AT LEAST SIX (6) WEEKS BEFORE CLASSES, PROGRAMS, OR ACTIVITIES BEGIN.**

The use of tape recorders, brailers, dog guides or other adaptive devices in the classrooms or campus buildings is permitted. Policies/procedures that have the effect of limiting the participation of qualified students in educational programs or activities will not be adopted unless the program or activity is directly related to licensing requirements.

## FINANCIAL AID & STUDENT EMPLOYMENT

<b>Location</b>	Yochum Hall, Lower Level
<b>Hours of Operation</b>	8:30 a.m. to 5 p.m.
<b>Phone</b>	(614) 236-6511

Capital University administers many types of financial aid to help students and their parents manage expenses incurred by the student's costs for higher education. Financial assistance is determined annually.

All requests for financial aid are processed through the Financial Aid Office. Students may expect to receive their financial assistance in subsequent years of undergraduate study, if they continue to meet the following criteria:

- Remain in good academic and community standing
- The computed financial need does not change

### Application Process

Each student must reapply for financial aid administered by Capital University by completing the **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** with the federal government. Students will receive notification of their financial assistance award in the late spring.

### Standards of Progress (SAP)

Federal regulations require an institution to establish, publish and apply reasonable standards of measuring whether an otherwise eligible student is maintaining satisfactory progress in their course of study. The standards must include both a qualitative and quantitative measure. Capital's qualitative measure includes grades, while quantitative standards measure a time frame in which students must complete their educational objective. This timeframe is based upon enrollment status, divided into increments, and includes a schedule designing the minimum amount of work to be completed at the end of each increment. The maximum timeframe for an undergraduate program cannot exceed 150 percent of the published length of the Capital University educational program for full-time students.

**The maximum timeframe permitted for Capital University students to receive federal financial assistance is 186 credit hours.** Any full-time student applying for federal aid beyond 186 credit hours automatically will be ineligible to continue receiving assistance.

Capital’s qualitative requirements are based on the individual college and/or school’s academic requirements for continued academic enrollment. Quantitative requirements are as follows:

<b>Attempted Credit Hours</b>	1-29.99	30-59.99	60-89.99	90-186
<b>% Hours to be Completed</b>	65%	70%	75%	80%

Formal dismissal from the university automatically cancels any eligibility for financial aid. See “**Academic Dismissal**” in the “*Undergraduate Academics Policies, Regulations and General Information*” section of the Undergraduate Bulletin for additional information, as well as information on the appeal process for reinstatement.

Students who fail to meet standards of progress automatically will be notified about their eligibility for continued financial assistance each semester after grades are released. The first two notifications will result in warnings; however, further failures result in automatic cancellation of federal aid. If a student has experienced mitigating circumstances, he/she may submit a written appeal of any cancellation of aid. Students must provide documentation of all mitigating circumstances with any appeals process.

Most Capital University financial aid and scholarship programs have cumulative grade point average requirements, and are indicated in the “Terms of Award” that can be found on Capital’s Web site at <http://oldsite.capital.edu/cc/finaid/termsofaward.htm>.

### **Student Employment**

Student employment opportunities are available through several programs.

### **Federal College Work-Study**

This federally funded program provides employment opportunities for students with the “greatest need” after considering all grant and loan aid received. Students should go to the work study/regular student employment Web site for a list of jobs by department <http://oldsite.capital.edu/cc/finaid/awards/workstudyschool.html>.

### **General Student Employment**

Capital University funds a limited number of student jobs on campus that are available to students who do not qualify for work study. Interested students should go to Capital’s work study/regular student employment Web site to contact departments directly regarding available positions under student employment. Students are paid on the regular payroll schedule.

### **Off-Campus Jobs**

The Student Employment Office serves as a clearinghouse for people in the community who wish to hire Capital students on a one-time only or part-time basis. Examples include babysitting, yard work, house cleaning, store inventories, maid service and sales clerk positions. Capital students are in great demand in the Columbus community, and part-time requests usually exceed available students who are willing to work.

## **HEALTH SERVICES**

<b>Location</b>	Kline Building, 1st Floor (between Battelle Hall and the Library)	
<b>Hours of Operation</b>	Monday-Friday	8 a.m. to 4 p.m. ( <i>when classes are in session</i> )
	Summer	Limited hours available over the summer
<b>Phone</b>	(614) 236-6114	<i>Appointments are required except in cases of emergency</i>

The Campus Health Center offers confidential services delivered by qualified, licensed health professionals. Services are provided by Life Wise, Inc. and are available to traditional Capital undergraduates, Capital Law School students and Trinity Lutheran Seminary students.

### **Mission**

To enhance the educational process by: modifying or removing health-related barriers to learning, promoting optimal wellness, enabling individuals to make informed decisions about health-related concerns, and empowering students to be self-directed and well-informed consumers of health care.

## Philosophy

We believe that college men and women need information upon which to make informed, intelligent decisions about their bodies, their health and their illness care. We believe that everyone deserves to be treated with respect and given the opportunity to be an active participant in their health care. We believe that today's college men and women are dealing with multiple roles, responsibilities and stressors and may need our help to achieve their goals.

## Student Services

- Sickness care for common illnesses
- Women's health services, including pap/pelvic exams, breast exams, birth control, etc.
- Men's health services, including testicular exams, prostate exams, breast exams, etc.
- Physicals for travel, work and nursing major physicals
- Testing, including STDs, pregnancy, blood sugar, tuberculosis, strep, mono, urine, etc.
- Treatments for allergies, plantar warts, ear irrigations, etc.
- Health resources
- Immunizations
- Depression screening
- Capital University student health insurance claim processing
- Health Alerts
- Referrals for diagnostic tests
- Referral for x-ray
- Referral to specialists
- Educational programs

## Student Health Advocacy Coalition (SHAC)

Any student who is interested in the health of the campus community is welcome to apply to become a member of SHAC. SHAC acts in an advisory capacity to the Campus Health Center and also offers health programming to the campus community. Interested students should contact the Health Center.

## Accident/Hospitalization Plan

Capital University provides an accident/hospitalization plan for all full-time undergraduate students. The cost of this coverage is included in the student's tuition. The policy is a secondary insurance and is non-optional. A detailed explanation of the scope of coverage, benefits and exclusions is included in a brochure provided to students each year prior to the beginning of the first semester. Additional copies of this brochure are available in the Finance Office. **All student health insurance claims are to be processed through the Campus Health Center.** Additional primary health insurance is available for students to purchase. Information may be obtained at the Campus Health Center.

## Fees

Office visits are free of charge, but students are charged at cost for medications, tests and treatments. Payment is required in the Finance Office within a week or an additional fee is assessed. Health insurances are not used in the Campus Health Center

*"Wellness must be a prerequisite to all else. Students cannot be intellectually proficient if they are physically and psychologically unwell." Ernest Boyer*

## INFORMATION TECHNOLOGY

<b>Location</b>	Blackmore Library, Lower Level	
<b>Hours of Operation</b>	Monday-Thursday	7:45 a.m. to 11 p.m.
	Friday	7:45 a.m. to 6 p.m.
	Saturday	9 a.m. to 5 p.m.
	Sunday	1 p.m. to 11 p.m.
<b>Help Desk Phone</b>	(614) 236-6508	

The Information Technology (IT) Office provides services in computer hardware, software, telephones, e-mail, voice mail, networking and audio/visual equipment.

## Computer Labs

The IT Department maintains several computer labs on campus: the main computer lab in the lower level of Blackmore Library; the campus center lab located in the lower level of the campus center; and a lab located on the second floor of Battelle Hall. There are also satellites labs located in each of the four residence halls, which are opened 24 hours per day. The computer equipment located in the computer labs is networked and uses integrated software. This allows students direct access to e-mail, the Internet and various software applications such as word processing, spreadsheets and presentation.

## E-mail Accounts

E-mail accounts automatically are created for all incoming freshmen. E-mail account information for freshmen will be distributed to students before or during their orientation. Other students may request an e-mail account by filling out an online web form at <http://oldsite.capital.edu/cc/it/emailsetup.html>. For more information about e-mail accounts, please contact the IT Help Desk at (614) 236-6508 or go to this Web site at: <http://oldsite.capital.edu/cc/it/itemail.htm>.

## MS Outlook Web Access

Web mail is a web-based mail system that will allow you to check your e-mail messages via the Internet. To access your e-mail messages, open any web browser (ex: Internet Explorer, Entourage) and type "[webmail.capital.edu](http://webmail.capital.edu)" Put in your e-mail username and password in the appropriate text boxes and press "enter." For more documentation on Web mail functionality, please go to this web page at: <http://oldsite.capital.edu/cc/it/pdf/bwebmailout.pdf>.

## Telephones

Beginning in the fall of 2005, all students living in the residence halls will be required to bring their own telephones. Most household phones and answering machines are acceptable. A telephone number automatically will be assigned to each residence hall room that will be shared by room mates. For more information regarding telephone services, please contact the IT Help Desk at (614) 236-6508 or Residence Life at (614) 236-6811.

## Voice Mail Accounts

Voice mail accounts for students are created by request only. Commuter and residence hall students may request a voice mail account by filling out the online form at <http://oldsite.capital.edu/cc/it/vmailsetup.html>. More information about voice mail accounts can be obtained from this Web site at: <http://oldsite.capital.edu/cc/it/voicemail.html>.

Detailed information about the Information Technology Office can be found at [www.capital.edu/it](http://www.capital.edu/it).

## INTERNATIONAL STUDENT SERVICES

<b>Location</b>	Renner Hall, Room 339	
<b>Hours of Operation</b>	Monday- Friday	8:30 a.m. to 5 p.m.
<b>Phone</b>	(614) 236-7102	

The International Education Office works with both international students coming into the U.S. to study and Capital University students who wish to study overseas.

Capital University welcomes students from approximately 30 countries. The International Education Office coordinates international undergraduate and ESL admission to the university. The International Education Office coordinates orientation to the U.S. and local community, immigration, cross-cultural advising and hospitality with American hosts for all international students at the university and law school. International Education is housed in Renner Hall on the Bexley campus.

## ESL Program

The Capital University English-as-a-Second Language (ESL) program is designed for students who already have studied beginning English, but who need additional basic, intermediate or advanced language instruction. Students study in the ESL program for a variety of reasons: to qualify for admission to higher education in the U.S., to improve English for business purposes, or to achieve other personal and professional goals. Students who achieve the necessary language proficiency in the ESL program may choose to apply to Capital University. The ESL program also coordinates a Conversation Partner Program that matches ESL students with U.S. students to practice conversational English.

## International Student Health Insurance

International students and their dependents that have an immigration document issued by Capital University are required to have comprehensive medical insurance made available through the Lewer Agency. Insurance brochures are available through the International Education Office. Assistance in filing insurance claims is available through the Campus Health Center.

## The International Student Association

This recognized university organization is open to both international and U.S. students who are interested in learning and interacting with different cultural groups. The International Student Association coordinates social programs and educational programs that are open to the entire university community.

# JUDICIAL AFFAIRS

<b>Location</b>	Campus Center, 1st Floor
<b>Hours of Operation</b>	Monday-Friday 8:30 a.m. to 5 p.m. ***Other hours by appointment
<b>Phone</b>	(614) 236-6611

The mission of Judicial Affairs at Capital University is one of education, focusing on student learning through individual growth and accountability for responsible community behavior. The Student Code of Conduct is the governing document that outlines the policies and procedures for academic and student conduct on our campus.

The core mission of the university is to prepare students for vocational service to society. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions. The Student Code of Conduct is established to foster and protect the core missions of the university, to encourage the scholarly and civic development of students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions.

For a more comprehensive understanding of university policies and procedures, please review the Student Code of Conduct and other selected policies and procedures in the *What Every Student Should Know ... Policies, Procedures and Resources* publication. You are encouraged to read this document to understand the university academic and student life policies and procedures as you will be held accountable for community standards and expectations for responsible behavior.

Students who have questions about policy violations or the judicial process are encouraged to visit the associate dean of students & director of Judicial Affairs in the Student Affairs Office on the first floor of the Campus Center.

## Student Services

- **Mediation** Students always are encouraged to settle disagreements through civil discourse and honest disclosure. Mediation services are provided by the Judicial Affairs Office to assist students with conflict resolution.
- **Judicial Advising** The director of Judicial Affairs serves as an adviser when students are in need of information on how to address specific conduct issues, concerns and/or the judicial process. By providing an environment for non-threatening disclosure, the director of Judicial Affairs serves as an information source and as a liaison between the student, organization or club and other campus entities.
- **Referral Services** The director of Judicial Affairs helps to coordinate interventions for addressing student behavior with other offices throughout the campus community, in addition to referring to off campus agencies that can better address the needs of a particular student or situation.

## Faculty & Staff Services

- Addressing issues related to academic integrity
- Workshops on Classroom Etiquette and Establishing Positive Relationships with Faculty
- Addressing other student behavioral issues in and outside the classroom
- Assistance with addressing sexual harassment in the classroom
- Handouts on performance/test anxiety, academic integrity, time management, etc.
- Developing intervention plans for students with academic and other difficulties

## MAIL SERVICES

<b>Location</b>	Campus Center, First Floor	
<b>Hours of Operation</b>	Monday-Friday	8:30 a.m. to 5 p.m.
<b>Phone</b>	(614) 236-6700	

Every full-time student should go to the university mail room in the Campus Center to obtain his/her Capital University post office box. The mail room processes UPS, FedEx, DHL, USPS shipments, weighs envelopes and packages, and sells meter strips for items requiring more than a first class stamp. The mail room sells single postage stamps. Books of stamps only are available at the university bookstore. All incoming mail must be addressed to the student's mailbox, not to the individual's residence hall. An acceptable address is:

Student's Name  
CU # \_\_\_\_\_, Capital University  
1 College and Main  
Columbus, OH 43209-2394

Students are strongly encouraged to lock their mailboxes, and not keep items of value (i.e., cash) in them. Any suspected tampering or theft of mail should be reported immediately to the mailroom supervisor.

When leaving Capital it is recommended that you submit a change of address to the mail room to insure proper handling of your mail to your home or a new address.

## MEETING & EVENT SERVICES

<b>Location</b>	2285 E. Mound Street	
<b>Hours of Operation</b>	Monday -Sunday	8:30 a.m. to 5 p.m.
<b>Phone</b>	(614) 236-6200	

The Meeting and Event Services Office schedules space in campus facilities for events and activities for Capital faculty, staff, students, alumni, and community members throughout the year. The department also coordinates ancillary services such as catering, linens, room set-ups, A/V equipment, etc. Meeting and Events Services also coordinates major campus events such as Commencement, Homecoming and other major university-wide activities. If you would like to schedule a facility space on campus, please contact the Meeting and Event Services Office at least 3-5 days prior to the scheduled event.

## MULTICULTURAL AFFAIRS

<b>Location</b>	Kerns Religious Life Center	
<b>Hours of Operation</b>	Monday-Friday	8:30 a.m. to 5 p.m.
<b>Phone</b>	(614) 236-6307	

The mission of the Multicultural Affairs Office is to provide leadership for university initiatives aimed at supporting and developing a diverse and inclusive community. As an advocate for under-represented groups, this office designs, implements and evaluates programs related to the recruitment, retention and success of minority students, faculty and staff.

### GOALS

- To support the overall mission of the university.
- [To provide leadership for implementation of university diversity initiatives.](#)
- To develop, implement and evaluate programs that will result in increased minority retention and graduation.
- To provide to the university community programs that will develop and/or increase awareness and respect for diversity.

### Student Organizations

Capital University students are involved in a number of student organizations that promote diversity and contribute to an inclusive community culture. You have the opportunity to become involved in one or several organizations, or you can start one of your own! Organizations include, but are not limited to the following:

- Asian American Alliance
- Ebony Brotherhood Association
- Hispanic/Latino Student Organization
- Students for the Advancement of Afrikan American Culture (SAAAC)
- Sister Network
- Student Achievement in Research and Scholarship (STARS)

**Historically Black Greek Letter Organizations** (Citywide Chapters)

- Alpha Kappa Alpha Sorority, Inc.
- Alpha Phi Alpha, Inc.
- Delta Sigma Theta Sorority, Inc.

**Programs & Services**

- Cultural celebrations
- Diversity speaker series
- Human Dignity Resource Associate Program
- Martin Luther King, Jr. Day of Learning
- Multicultural Resource Center
- Peer Mentor Program
- Pre-passover seder meal
- Smooth Transitions Pre-Orientation Program
- Support and advocacy services

**PUBLIC SAFETY**

<b>Location</b>	661 College Avenue	
<b>Office Hours</b>	Monday-Sunday	8 a.m. - midnight
<b>Phone</b>	8:30 a.m. - midnight	(614) 236-6504
	24 hour phone line	(614) 236-6666

The mission of the Public Safety Department at Capital University is to provide a safe and secure environment for the university community and all its members, and provide a variety of services which enhance the quality of life on campus. Officers are on duty 24 hours a day, seven days a week.

Nothing we do is as important as what you do, and in some cases, don't do. We strongly encourage you to review the Capital University Student Code of Conduct. The Student Code of Conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions.

Responsibilities of the Public Safety Department include:

1. Providing safety and security for all personnel and students on campus, including providing an escort upon request.
2. Securing all university property.
3. Enforcing all university policies, procedures and regulations, including motor vehicle regulations.
4. Providing security/control of special events on campus.
5. Assisting with the maintenance of a safe and secure learning environment.

Capital University expects all faculty, staff and students to treat public safety officers with courtesy and respect. We are always interested in your comments and suggestions regarding campus safety. Please feel free to share any comments, questions or issues with the dean of students at (614) 236-6611 or with the Pubic Safety Office at (614) 236-6504.

**TRAINING**

All Public Safety officers are certified by the Ohio Police Training Academy, and also participate in professional training and in-service programs.

## **ESCORT SERVICE & PATROL**

The Public Safety Department provides a campus escort service 24 hours per day. This service is available by contacting the Public Safety at least one half hour prior to your designated time or arrival. The services are performed by Public Safety officers via foot or a mobile unit.

## **PARKING**

A vehicle must have a Capital University permit displayed to park on university property. These permits are available at the Public Safety Office. Residential first-year students normally are not eligible to obtain on-campus parking permits, but they are able to buy a pass for an off-campus lot. Officers are continually checking the parking areas, in addition to campus and perimeter patrols being performed by City of Bexley Police Department. For additional information, please visit the Public Safety Office.

## **FIRE EQUIPMENT & EMERGENCY PROCEDURES**

No person shall tamper with fire safety equipment (i.e., fire extinguishers, smoke alarms, hoses, etc.); make or cause to be made a false fire alarm; or set, or cause to be set, any unauthorized fire in or on university property. **If the fire alarm is sounded, each person in the building is required to vacate the building until staff notification to return.**

## **FIREWORKS, FIREARMS, AND OTHER WEAPONS**

No person shall possess or use fireworks on or in university property. (Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation.) No person shall possess or use any type of firearm or other weapon, e.g., crossbow, slingshot, knife, etc., on or in university property.

# **REGISTRAR**

<b>Location</b>	Yochum Hall, Room 115
<b>Hours of Operation</b>	Monday-Friday, 8:30 a.m. to 5 p.m.
<b>Phone</b>	(614) 236-6150

The Registrar's Office serves as the center of Capital University's educational record needs, and is dedicated to providing the best possible services to the Capital University community.

### **Student Services**

- Academic calendars with identified campus breaks and holidays
- Academic records maintenance and upkeep, including grades and transcripts
- Academic regulations, policies and procedures
- Course descriptions and an inventory of course offerings and locations (needs to be same font)
- Degree audits
- Final exam schedules
- Graduation application
- Leave of absences and official withdraws from the university
- Notification of incomplete grades
- Registration services for departments and students
- Transfer credit evaluations
- Verification of enrollment, attendance, and degrees for outside institutions and agencies
- WebAdvisor

### **WebAdvisor**

WebAdvisor is a browser-based application that allows current Capital University students to view their own schedules, grades and unofficial transcripts. Students utilize their Capital University e-mail login and password to access WebAdvisor. WebAdvisor can be accessed at [www.inside.capital.edu](http://www.inside.capital.edu).

### **Steps to Secure Your Records**

- Never give anyone your password and change your password frequently.

- Always log out of WebAdvisor using the logout button. If you hit the ‘X’ button to end your session, you will need to contact I.T. in order to have your account reset. Students utilizing on campus computer labs should also log off the computer.
- Do not save your password on any machine that might possibly be accessed by another person.
- You are responsible for the privacy of your records. When you print in a lab, your name will be printed on your record. Since others may be printing their own records, please watch closely and be sure it is your record that you take from the printer.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 sets forth requirements regarding the privacy of student records. FERPA governs release of records maintained by an educational institution and access to those records. This notice explains the rights of students with respect to their educational records, and outlines the university's procedures to comply with the FERPA. For more information, please access the Capital University FERPA section on the web.

**Veterans Services**

Eligible veterans may be certified to receive educational benefits/assistance by contacting the Veterans Administration coordinator located in the Registrar’s Office. It is the veteran’s responsibility to notify the registrar when certification to the V.A. is desired or when changes occur that affect benefit payments. The Registrar’s Office is obligated to notify the V.A. when a veteran fails to meet the minimum standards of progress set forth by the Veterans Administration. CLL veterans should direct inquiries to their respective CLL Center Veterans Coordinator.

**RESIDENCE LIFE**

<b>Location</b>	Campus Center, 1st Floor	
<b>Hours of Operation</b>	Monday -Friday	8:30 a.m.-5 p.m.
<b>Phone</b>	(614) 236-6811	

Capital University is a residential university that requires first-year and sophomore students to live in university residences unless they are commuting daily from the homes of their parents, guardians or spouse (located in a 50-mile radius of Capital). Living on campus is a big part of your education at Capital. The residence halls provide a safe and healthy living and learning environment for students with a variety of programs and services that support personal, academic and career development.

**Student Services**

- Student housing
- Meal plan additions and changes
- Vacation/break housing

**STUDENT ACTIVITIES**

<b>Location</b>	Campus Center, 1st Floor	
<b>Hours of Operation</b>	Monday-Friday	8:30 a.m.-5 p.m.
<b>Phone</b>	(614) 236-6901	

The Student Activities Office and Campus Center are the hub of involvement at Capital University. Our vision is to provide an enriching student experience that prepares students to be responsible leaders committed to campus and community engagement. Our staff promotes student leadership and fosters a collaborative environment where individuals from every background may learn from each other through interactive developmental experiences that contribute to academic excellence.

**Student Services**

- Campus Center facilities management
- Capital University Presidential Service Learning Scholars Program
- Community service programs
- Commuter Student Services
- Fraternities, sororities, and other Greek Life resources

- Information Desk
- Leadership training and development
- Movies
- New and Transfer Student Orientation
- Student Government
- Student organizations and advising
- Student organization mailboxes
- Theatre productions
- University major events program development

**Programs**

- Homecoming
- Greek Week/New Member Education
- Make-A-Difference-Day
- New Student Orientation

## STUDENT ACCOUNTS

<b>Location</b>	Yochum Hall, Room 103	
<b>Hours of Operation</b>	Monday-Friday	8:30 a.m.-5 p.m.
	Summer Hours (May 12-August 15)	8 a.m.-4:30 p.m.
<b>Phone</b>	(614) 236-6123	
<b>E-mail</b>	<a href="mailto:studentaccounts@capital.edu">studentaccounts@capital.edu</a>	

The Student Accounts Office is responsible for billing and collecting tuition, room and board charges, and university fees. When your loans are disbursed, the Student Accounts Office is responsible for the application of your student loans funds to the charges in your student account and for refunding any excess funds in your student account to you when you request a refund.

Detailed billing is issued each semester by the Student Accounts Office and mailed to students at their home address. Students must make arrangements needed for prompt payment by the dates specified in the billing.

**Tuition Deadlines**

Fall tuition payment deadline	Aug. 3, 2005
Spring tuition payment deadline	Dec. 2, 2005

**Additional Student Account Information**

1. The Student Accounts Office will mail a statement for the first semester to each student’s home in July of each academic year. Changes in tuition charges, financial aid and other adjustments will be made as received by the Student Accounts Office, however, you may receive only the initial statement. The tuition due date for fall semester is Aug. 3.
2. All financial obligations for each semester must be settled with the Student Accounts Office prior to registration for the subsequent semester. Statements will be mailed to the student’s home address in late November for the second semester. The tuition due date for spring semester is Dec. 2.
3. Students receiving financial aid in the form of grants or loans will have their accounts credited in the amount of 50 percent of the allocated loan amount per semester. The balance of the total semester tuition, plus any unpaid balance from a previous semester, must be paid by the tuition payment deadline as outlined in the aforementioned paragraphs.
4. College work-study and other student employment payments are disbursed through monthly payroll checks rather than being directly credited to the student’s account. Any student receiving an award should contact the Student Employment Office for further details.

## What happens if my account is delinquent?

Accounts not paid within the payment schedule are subject to a late payment processing fee of \$75.00 during the term of enrollment.

Students whose accounts are delinquent will not be permitted to register for courses or receive transcripts or diplomas. A student who wishes to transfer credits to another institution must pay in full all indebtedness to Capital University before a transcript will be released.

Students whose accounts are delinquent after payment due dates will be informed that their course registration and housing could be withdrawn for the upcoming semester. Students whose accounts are brought current after these dates prior to registration day will be permitted to re-register for courses. There is no guarantee that there will be space available in the classes or residence halls that were originally requested.

The University reserves the right to assess collection costs and legal expenses on delinquent accounts.

## STUDENT AFFAIRS

**Location** Campus Center, First Floor  
**Phone** (614) 236-6611

It is the mission of the Division of Student Affairs to provide educational and co-curricular programs and services that complement the academic learning experience and promote student development and academic success.

<b>Dr. Betty M. Lovelace</b>	Vice President and Dean of Students	<a href="mailto:blovelac@capital.edu">blovelac@capital.edu</a>
<b>Kimberly M. Ferguson</b>	Associate Dean of Students & Director of Judicial Affairs	<a href="mailto:kfergus2@capital.edu">kfergus2@capital.edu</a>
<b>Teresa M. Nunley</b>	Executive Administrative Assistant	<a href="mailto:tnunley@capital.edu">tnunley@capital.edu</a>

### Key Responsibilities

- Provide leadership and overall fiscal and personnel management for Student Affairs.
- Support an institutional culture that values all university faculty and staff as educators who promote student learning and success.
- Work to promote a climate that fosters civility, mutual respect and high academic, personal and social standards.
- Provide leadership for student affairs and the university in the ongoing process of strategic planning to ensure institutional effectiveness.

### Division Goals

1. Demonstrate the Lutheran identity in programs and services.
2. Develop collaborative partnerships with Academic Affairs.
3. Provide programs and services that will contribute to a diverse and inclusive campus community.
4. Promote an environment that contributes to the health and wellness of students' living and learning experiences.
5. Create innovative co-curricular programs and services that challenge and support students' developmental stages.
6. Promote staff health, wellness and professional development.

### Departments

[Campus Bookstore](#)  
[Campus Ministries](#)  
[Career Services](#)  
[Community Services](#)  
[Counseling Services](#)  
[Dining Services](#)  
[Disability Services](#)  
[Health Services](#)  
[Judicial Affairs](#)  
[Mail Services](#)  
[Multicultural Affairs](#)  
[Public Safety](#)  
[Residence Life](#)  
[Student Activities](#)

## STUDY ABROAD

**Location** Renner Hall, Room 339  
**Hours of Operation** Monday- Friday 8:30 a.m. to 5 p.m.  
**Phone** (614) 236-7102  
**Web** <http://oldsite.capital.edu/prosp/int/saintro.html>

The International Education Office invites you to explore your opportunities to study abroad through Capital University. Study abroad is a life changing experience. Living and studying in a foreign country provides an extraordinary opportunity for you to learn about another culture from firsthand experience. You will visit new places, make new friends, perhaps learn a new language and experience life in a new environment. Studying overseas offers you a different perspective on global events and prepares you for a lifetime of learning. At the same time, you can impact the lives of those you meet, and build lifelong ties and friendships. We encourage you to consider a study abroad experience as it promotes cross-cultural awareness and understanding, broadens your worldview and prepares you for your future.

Capital University students have many options in selecting a study abroad program appropriate to their academic goals. Students may download the *Goal Statement Worksheet* from the Website or may contact the Office of International Education for this document. After completing the *Goal Statement Worksheet*, students should schedule an appointment with an advisor for consultation on program and course approval. With proper planning, students will receive academic credit and can study abroad for about the same cost (work study programs excluded) as attending Capital University. Students will complete a *budget worksheet* and meet with a Financial Aid adviser to determine financial coverage for study abroad programs. Students going abroad must complete a *Study Abroad Course Approval Form* before participating in a study abroad program. A completed *Study Abroad Course Approval Form* must be submitted to the International Education Office by April 1 for summer and fall participants and by Nov. 1 for spring participants. Students remain registered at Capital University while on an approved study abroad program.

The Conservatory of Music offers a program designed for honors level music students in Hungary and an exchange program in Germany. The School of Nursing offers exchange programs in Sweden and England. Capital University is also a consortium member with several organizations to provide additional options for overseas study. Students should contact an adviser at 236-6170 for more information.

### **Study Abroad Resource Room**

This resource center is located in 346 Renner Hall and provides written information on various programs around the world. The Resource Room is available to all Capital University students, faculty, staff and alumni for research on programs and funding sources. The Study Abroad Resource Room is open during traditional business hours. Students do not need an appointment to use this room.