

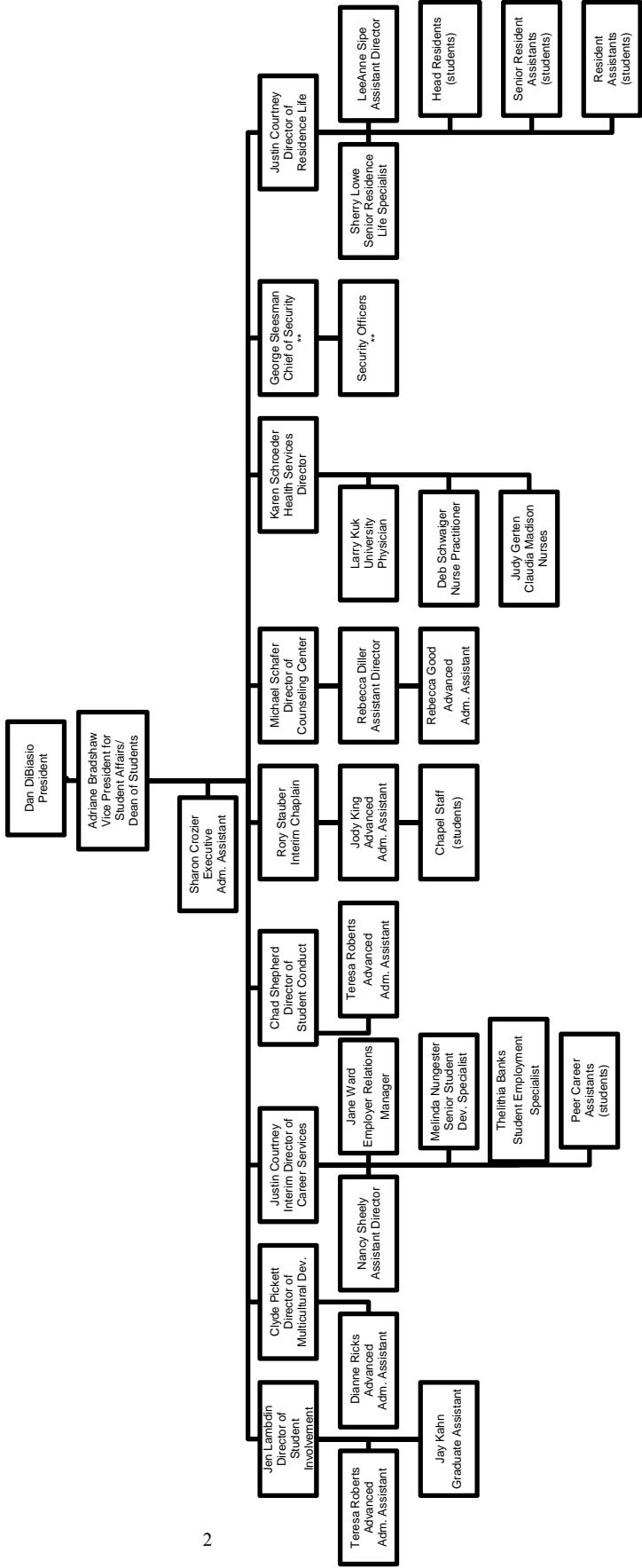


Offices of Student Affairs Resource Handbook

The Student Affairs staff is committed to creating and sustaining a nurturing learning community vital to holistic student development.

2011 - 2012

Organizational Chart for Student Affairs 2011-12



** Reports directly to Lee Ann Hall within the Vice President for Financial Affairs' division, but student matters are coordinated with the Vice President for Student Affairs.



Row 1: Jody King, Melinda Nungester, Jane Ward, Judy Gerten, Sharon Crozier, LeeAnne Sipe, Jen Lambdin, Dianne Ricks. Row 2: Adriane Bradshaw, Clyde Pickett, Rory Stauber, Chad Shepherd, Sherry Lowe, Jay Kahn, Justin Courtney. Row 3: Teresa Roberts, Claudia Madison, Becky Good, Thelithia Banks, Rebecca Diller, Nancy Sheely. Absent: Larry Kuk, Mike Schafer, Karen Schroeder, Deb Schwaiger

OFFICE OF STUDENT AFFAIRS

Alphabetical Listing by Name

Name	Title	Ext.	E-mail
Banks, Thelithia	Student Employment Specialist	3049	o-banks@onu.edu
Bradshaw, Adriane	Vice President for Student Affairs/ Dean of Students	2433	a-thompson@onu.edu
Courtney, Justin	Director of Residence Life/ Interim Director of Career Services	2401 2621	j-courtney@onu.edu
Crozier, Sharon	Executive Administrative Assistant	2431	s-crozier@onu.edu
Diller, Rebecca	Assistant Director of Counseling Center	3541	r-diller@onu.edu
Gerten, Judy	Nurse	2086	j-gerten@onu.edu
Good, Rebecca	Advanced Administrative Assistant	2190	r-good@onu.edu
Kahn, Jay	Graduate Assistant	3556	j-kahl@onu.edu
King, Jody	Advanced Administrative Assistant	2200	j-king@onu.edu
Kuk, Larry	Medical Director	2086	l-kuk@onu.edu
Lambdin, Jennifer	Director of Student Involvement	3968	j-lambdin@onu.edu
Lowe, Sherry	Senior Residence Life Specialist	2430	s-lowe.1@onu.edu
Madison, Claudia	Nurse	2086	c-madison@onu.edu
Nungester, Mindy	Senior Career Services Specialist	2760	m-nungester.1@onu.edu
Pickett, Clyde	Director of Multicultural Development	3145	c-pickett@onu.edu
Ricks, Dianne	Advanced Administrative Assistant	2697	d-ricks@onu.edu
Roberts, Teresa	Advanced Administrative Assistant	3557	t-roberts@onu.edu
Schafer, Michael	Director of Counseling Center	2190	m-schafer@onu.edu
Schroeder, Karen	Director of Health Services	2086	k-schroeder@onu.edu
Schwaiger, Deb	Nurse Practitioner	2086	d-schwaiger@onu.edu
Sheely, Nancy	Assistant Director of Career Services	2147	n-sheely@onu.edu
Shepherd, Chad	Director of Student Conduct	2434	c-shpeherd.2@onu.edu
Sipe, LeeAnne	Assistant Director of Residence Life/ Programming Coordinator	2403	l-sipe@onu.edu
Stauber, Rory	Interim Chaplain	2200	r-stauber@onu.edu
Ward, Jane	Employer Relations Manager	3050	j-ward.2@onu.edu

OFFICES OF STUDENT AFFAIRS

Alphabetical by Office

CAREER SERVICES

Justin Courtney	Interim Director	2621	j-courtney@onu.edu
Nancy Sheely	Assistant Director	2147	n-sheely@onu.edu
Jane Ward	Employer Relations Manager	3050	j-ward.2@onu.edu
Mindy Nungester	Senior Career Services Specialist	2760	m-nungester.1@onu.edu
Thelithia Banks	Student Employment Specialist	3049	o-banks@onu.edu

CHAPEL

Rory Stauber	Interim Chaplain	2200	r-stauber@onu.edu
Jody King	Advanced Administrative Assistant	2200	j-king@onu.edu

COUNSELING CENTER

Michael Schafer	Director	2190	m-schafer@onu.edu
Rebecca Diller	Assistant Director	3541	r-diller@onu.edu
Rebecca Good	Advanced Administrative Assistant	2190	r-good@onu.edu

HEALTH CENTER

Karen Schroeder	Director	2086	k-schroeder@onu.edu
Larry Kuk	University Physician	2086	l-kuk@onu.edu
Judy Gerten	Nurse	2086	j-gerten@onu.edu
Claudia Madison	Nurse	2086	c-madison@onu.edu
Deb Schwaiger	Nurse Practitioner	2086	d-schwaiger@onu.edu

MULTICULTURAL DEVELOPMENT

Clyde Pickett	Director	3145	c-pickett@onu.edu
Dianne Ricks	Advanced Administrative Assistant	2697	d-ricks@onu.edu

RESIDENCE LIFE

Justin Courtney	Director	2401	j-courtney@onu.edu
LeeAnne Sipe	Assistant Director	2403	l-sipe@onu.edu
Sherry Lowe	Senior Residence Life Specialist	2430	s-lowe.1@onu.edu

STUDENT AFFAIRS

Adriane Bradshaw	Vice President for Student Affairs/ Dean of Students	2433	a-thompson@onu.edu
Sharon Crozier	Executive Administrative Assistant	2431	s-crozier@onu.edu

STUDENT CONDUCT

Chad Shepherd	Director	2434	c-shepherd.2@onu.edu
Teresa Roberts	Advanced Administrative Assistant	3557	t-roberts@onu.edu

STUDENT INVOLVEMENT

Jennifer Lambdin	Director	3968	j-lambdin@onu.edu
Jay Kahn	Graduate Assistant	2403	j-kahn@onu.edu
Teresa Roberts	Advanced Administrative Assistant	3557	t-roberts@onu.edu

OHIO NORTHERN UNIVERSITY
Responders to Needs

ACTIVITIES/PROGRAMS

LeeAnne Sipe772-2403
Justin Courtney772-2401

CAREER SERVICES

Justin Courtney772-2621
Nancy Sheely772-2147
Jane Ward772-3050
Melinda Nungester772-2760

CONFIDENTIAL CONCERNS

Adriane Bradshaw772-2433
Michael Schafer772-2190
Rebecca Diller772-2190

COUNSELING NEEDS

Michael Schafer772-2190
Rebecca Diller772-2190
Vernon LaSala772-2200
Rebecca Good772-2190

HEALTH CARE/INSURANCE

Karen Schroeder772-2086
Amy Clink (insurance)772-2526

MULTICULTURAL DEVELOPMENT

Clyde Pickett772-3145
Adriane Bradshaw772-2433
Dianne Ricks772-2697

RELIGIOUS/SPIRITUAL

Rory Stauber772-2200
Jody King772-2200

RESIDENCE LIFE/ON CAMPUS HOUSING

Justin Courtney 772-2401
LeeAnne Sipe 772-2403
Sherry Lowe 772-2430

SPECIAL NEEDS/REQUESTS

Adriane Bradshaw 772-2433

STUDENT AFFAIRS

Adriane Bradshaw 772-2433
Sharon Crozier 772-2431

STUDENT CONDUCT (Judicial)

Chad Shepherd 772-2434
Adriane Thompson 772-2433
Teresa Roberts 772-3556

STUDENT EMPLOYMENT

Justin Courtney 772-2621
Telithia Banks 772-3049
Melinda Nungester 772-2760

STUDENT INVOLVEMENT (Greek)

Jennifer Lambdin 772-3968
Jay Kahn 772-3556
Adriane Bradshaw 772-2433
Teresa Roberts 772-3557

STUDENT LEADERSHIP

Jennifer Lambdin 772-3968
Jay Kahn 772-3556

RESIDENCE LIFE OFFICE
772-2430

STUDENT AFFAIRS OFFICE
772-2431

Publications for which Student Affairs is primarily responsible:

- Ohio Northern University Student Handbook and Code of Conduct (Includes Student Organizations and Greek Life Handbook).
Available at http://www-new.onu.edu/administration/student_affairs.
- Ohio Northern University Campus Directory is published by the Registrar's Office. Student Affairs maintains the following on each student: local address, local phone number, campus unit address and University housing address. (Note: all updates in BANNER are in real-time, so when information is made available to the Office of Student Affairs, it becomes available to the campus community via BANNER.)
- Sorority & Fraternity Recruitment Guide
- Chapel Leadership Brochure
- Spiritual Life at Ohio Northern University
- Student Affairs web pages on www.onu.edu

Student Affairs

Adriane Thompson-Bradshaw, Vice President for Student Affairs/Dean of Students
B.A., M.A.

Justin F. Courtney, Director of Residence Life/Interim Director of Career Services
B.A., M.A.

Rebecca J. Diller, Assistant Director of Counseling
B.A., M.S.E.

Jennifer L. Lambdin, Director of Student Involvement
B.S.B.A., M.A.

Clyde W. Pickett, Director of Multicultural Development
B.S., M.A. Ed.

Michael D. Schafer, Director of Counseling
B.S.B.A., M.S.E., Ph.D.

Karen Schroeder, Director of Health Services
R.N., B.S.N., MBA

Nancy Sheely, Assistant Director of Career Services
B.S., M.S.

Chad Shepherd, Director of Student Conduct
B.S., M.S. Ed.

LeeAnne Sipe, Assistant Director of Residence Life/Programming Coordinator
B.A., M.A.

Rory Stauber, Interim Chaplain
B.S. Ed., M.Div. Ph.D

Jane A. Ward, Employer Relations Manager
B.A., M.A.

CAREER SERVICES

Mission Statement: The Office of Career Services is dedicated to enabling ONU students and alumni to develop lifelong career management skills by offering comprehensive services and presentations that prepare undergraduates for internships, and matriculating students and alumni for career and graduate school selection process.

- Strategically cultivate and strengthen long-term relationships with “Employers of Choice” for the purpose of marketing our students in the local, national, and international arenas in order to maximize student employment opportunities and outcomes.
- Through providing best possible resources, our graduates seeking graduate or professional schools will be able to enter into the school of their choice in consideration of demographics and economic scenarios.

Campus Address

McIntosh Center, Second Floor

http://www-new.onu.edu/student_life/career_services
career@onu.edu

Department Personnel	Title	Ext.	E-mail
Justin Courtney	Interim Director	2145	j-courtney@onu.edu
Nancy Sheely	Assistant Director	2147	n-sheely@onu.edu
Jane Ward	Employer Relations Mgr.	3050	j-ward.2@onu.edu
Melinda Nungester	Senior Career Services Specialist	2760	m-nungester.1@onu.edu
Thelithia Banks	Student Employment Specialist	3049	o-banks@onu.edu

Description of Office

The Office Career Services staff offers career, internship, and graduate school advising for both students and alumni. The Office of Career Services also sponsors on- and off-campus events and career fairs to assist students in the preparedness of the employer hiring and graduate school selection process. Furthermore, the office is committed to attracting and recruiting “Employers of Choice” or what are commonly referred to as quality employers to create multiple opportunities for the graduating student and alumnus.

Highlights of Office

New Office Metrics – All aspects of the services offered have been streamlined. For example, at the request of Deans and faculty, the Placement Assessment Report (PAR) was reduced to three pages containing only the most vital information. To measure the use of services, the level of student engagement is being tracked and reported to Deans. Services will continue to change and expand to reflect the current market and student needs.

Comprehensive Advisory Services – A consistent image of the office has been created by providing faculty and students with a comprehensive spectrum of advisory services. These services are offered to meet the specific, individual needs of students and alumni, and are designed to facilitate the development of lifelong career-management skills, to ensure that appropriate choices regarding job and graduate school opportunities are made with confidence. The following topics are discussed with individual students to enhance their ability to accomplish that goal.

- Career focus of student/alumni
- Utilization of campus resources
- Utilizing technology and web career channels
- Importance of networking (online and face-to-face social networking)
- Leveraging employer leads (pre- and post-interview)
- Navigating demographics and economic conditions when making career choices
- Exploring experiential learning and/or internship opportunities
- Preparation for graduate or professional schools
- Document critiquing (resumes, curriculum vitas, cover letters, portfolios)

External Focus on Employer Recruiting – Professional staff attended conferences across the country to increase their contacts and knowledge base, benefitting students in their job/graduate school sourcing. The focus is on recruiting high quality employers to add to the career services database and getting those employers to participate in on-campus recruiting, giving students the chance to apply and interview for jobs without having to leave campus. This is in addition to holding and/or advertising on-campus and off-campus career fairs throughout the year providing students with a wide range of opportunities.

Improved Marketing and Communication – Many students are not aware of the range or caliber of services offered by career services. To combat this, a new marketing plan to streamline communications has been implemented. The plan utilizes flyers in high-traffic locations, an improved website, the use of multiple channels to achieve a wider audience, and the use of satellite locations for offering services. Communication channels now include:

Internal – For students, faculty, staff, administration: Email, Text, WONB, ONU Cable 3, Northern Review, ONU Website, ONU Calendar, Career Services website, Career Services Facebook, Career Services LinkedIn, ONU Alumni LinkedIn sites (7 groups).

External – For alumni and employers: ONU and Career Services websites/Campus Calendar, Polar Express, ONU Alumni, LinkedIn, Facebook, Midwest Association of Colleges and Employers (MACE), National Association of Colleges and Employers (NACE), Society of Human Resources Managers (SHRM - Findlay, Lima, Columbus, Cincinnati chapters), Electronic Recruiting Exchange (ERE.com).

Leveraging Technology – The utility of *Symplicity*, an online tool for connecting students with Career Services, employers, jobs, internships, and graduate/professional schools, has been expanded to include training sessions as well as an online introduction to its use in order to teach students how to access and use this resource. In order to encourage its use, students are required to register for career fairs through *Symplicity*.

In addition, *Symplicity* will be renamed this year to “Polar Careers powered by *Symplicity*” to better affiliate students with this database that is tailored to ONU.

In an effort to provide more consistent services, Optimal Resume, an online tool for developing resumes, will be phased out and replaced with the resume builder feature of *Symplicity* resulting in an additional cost-savings.

Staff Development – Staff completed a series of training which resulted in becoming AIRS Certified Diversity Recruiters which provided them with the skills to assist students in sourcing career search resources. One staff member was certified in the Myers-Briggs Type Indicator® (MBTI) and Strong Interest Inventory; this allowed for the transfer of this test administration from the Counseling Center to Career Services making the counseling staff more available to meet students’ interpersonal needs. The Essentials of Human Resources certification introduced career services staff to key terminology and processes of HR professionals in order to communicate and understand the challenges HRs face.

Emerging Professionals Series – High quality educational presentations were created on crucial topics such as “Behavioral-Based Interviewing” and “Leveraging Technology in Your Career Search.” Additionally, new topics are being introduced that coincide with current market trends and student interest such as “Government Job Opportunities” and “Financial Planning & Investment.”

Re-engineering of the Career Course, AASG 300 – The Career and Graduate School Search Strategies class taught by the professional staff was re-engineered last year; it will continue to be a work in progress, based on student needs and market conditions. The goal is for students to learn strategies to apply to a job or graduate school search and to receive feedback in order to successfully reach their goals. The intent is for students to leave this course feeling ready to market themselves in all facets of their search.

Helpful Services

Myers-Briggs Type Indicator® (MBTI) and Strong Interest Inventory – The administration of these instruments has been transferred to the Office of Career Services from the Counseling Center. These instruments encourage students to explore career interests, values and personality traits in order to help them select college major/s and/or occupational options for their career. Staff are trained and certified to administer these instruments.

Career and Graduate School Search Resources are Online – Career search resources have been updated and linked online. New this fall is a revised and updated Undergraduate Career Guide which will also be online. This change keeps resources fresh, up-to-date, and “green.”

GMAT, LSAT, GRE, MCAT, PRAXIS – Test administration for the GRE, LSAT, and PRAXIS are managed from career services. Resources for all tests are available from the career services website; some resources are available in hard copy as well.

Career Connections – Produced for WONB, these career clips provide brief educational updates on career-related topics. Some clips are stored on the career services website. Example topics include:

- Getting Started on Your Career Search
- Networking Tips
- Preparation for a Successful Interview
- A Good Handshake is a Business Asset

ONU and National Salary Data – Both ONU and national salary data is available for the current class based on the six-month Placement Assessment Report. This can be helpful to students who are gauging their market worth and, in some cases, in salary negotiations.

University Career Development Advising Committee (UCDAC) – The purpose of this continuing committee is to provide direction and feedback to the Office of Career Services. Faculty and student representatives from every college, along with numerous university administrators, make up the committee. Faculty members serve as liaisons for their colleges and key contacts for the career services professional staff. Faculty representatives are:

- Sandra Calvert, College of Arts & Sciences
- Mary Drzycimski-Finn, College of Arts & Sciences
- Nancy Woodley, College of Arts & Sciences/Pre-Med Advisor
- Michele Govekar, College of Business Administration
- Laurie Laird, College of Engineering
- Thomas Kier, College of Pharmacy
- Patrick Croskery, College of Arts & Sciences/Pre-Law Advisor

CHAPEL

Mission Statement

Provide an ecumenical and interfaith environment for spiritual growth and development.

Campus Address

English Chapel
<http://www.onu.edu/chapel>
chapel@onu.edu

Personnel	Title	Ext.	E-mail
Rory Stauber	Interim Chaplain	2201	chapel@onu.edu
Jody King	Adv. Administrative Assistant	2200	j-king@onu.edu
Carlie Trenga	Ada Friends Coordinator	2202	c-trenga@onu.edu
Jerrod Amstutz	Ada Friends Assistant Coordinator	2202	j-amstutz.5@onu.edu
Stephanie Arps	Program Coordinator	2202	s-arps@onu.edu
Matt Spangler	Program Assistant Coordinator	2202	m-spangler.1@onu.edu
Tim Wirth	Technology Coordinator	2202	t-wirth@onu.edu
Sarah Lyle	Volunteers in Mission Coordinator	2202	s-lyle.2@onu.edu

Description of Office

As a church-related university, Ohio Northern recognizes the importance of faith and religious belief in the life and education of its students. Opportunities are available for students, faculty and staff, based on their religious convictions, to examine, develop, and practice faith in formal and informal settings. This non-academic emphasis is the concern of the Office of the University Chaplain and the Religious Affairs Committee.

Highlights of Office

Over 20 percent of our students are actively involved in one or more chapel programs. Over 100 students take part in spring break Habitat for Humanity work trips.

Helpful Information

Chapel is held Thursday at 11:00 a.m. and is broadcast live over ONU Cable-3. All other campus events are to be scheduled around this hour so students, faculty, and staff may be free to attend.

Communion is available every Thursday in the prayer room from 10:30-10:40 a.m. The elements are available until 4:00 p.m. for private communion.

The prayer room and the multi-faith room are available 24/7 through the north entrance.

What's New and Different

Beginning August 25, 2011 weekly Chapel will be held on Thursday. Please join us on Thursday at 11:00 a.m.

COUNSELING CENTER

Mission Statement

The Counseling Center will support the University learning environment by providing students with personal counseling, career counseling, crisis intervention and proactive educational programs.

Campus Address

Klondike's Den

http://www-new.onu.edu/student_life/counseling_center

Department Personnel	Title	Ext.	E-mail
Dr. Michael Schafer	Director	2190	m-schafer@onu.edu
Ms. Rebecca Diller	Assistant Director	2190	r-diller@onu.edu
Ms. Rebecca Good	Advanced Administrative Assistant	2190	r-good@onu.edu

Description of Office

Staff at the Counseling Center provides students professional help with personal, educational, and career concerns. Students with personal problems can receive help from licensed mental health professionals in order to better understand and resolve personal difficulties. Some commonly presented concerns include loneliness, discouragement, homesickness, feelings of inadequacy, worry, lack of motivation, roommate conflicts, relationship problems, loss, and stress situations. At the center, every effort is made to create an atmosphere where personal concerns of any type can be examined freely and confidentially.

Students experiencing educational difficulties, such as not performing up to their potential, can receive help from center staff in order to clarify and resolve their concerns. Students who are unsure about their educational and career goals can obtain help in examining their interests, values, and abilities through a process of consultation and standardized testing.

In addition to providing one-to-one assistance, the staff at the center facilitates groups and conducts workshops that address a variety of issues and concerns identified by faculty, staff and students.

Highlights of Office

PERSONAL COUNSELING

The counseling staff provides a nonjudgmental atmosphere of compassion and concern where problems of any type can be examined and discussed. Whether a student's issues are situational or more chronic in nature, the Center's licensed mental health professionals are available to provide competent, respectful care in a confidential setting.

ONLINE SCREENING FOR MENTAL HEALTH

The Counseling Center participates in an online screening program developed and coordinated by Screening for Mental Health, Inc. Screening is available for depression, anxiety, alcohol, and eating disorders. This anonymous screening is free and available to every Ohio Northern stu-

dent. Immediately after completing each screening test, the student will receive a printable report to take to a professional in either the Counseling Center or Student Health Services for further evaluation. A screening test is not a substitute for an evaluation by a professional at the Counseling Center, but it can help a student identify whether or not s/he might want to seek further assistance.

CAREER COUNSELING

Some students have difficulties choosing a college major or deciding on a career direction. Other students may have already chosen a major but are not as sure of their choice as they once were. Still others find that they are struggling academically in their major and decide that they need to choose another.

Career counseling usually starts with the identification and exploration of students' interests, values, abilities, and personality traits. This stage of counseling is usually supported by a variety of tests and inventories. Students might complete interactive computer programs to further explore and clarify issues. The career counseling process usually identifies a number of college majors and occupational areas for the student's consideration.

GUIDANCE IN STRESS MANAGEMENT

Because stress management can contribute to academic productivity and the quality of life, the Counseling Center offers guidance in stress management. This guidance includes counseling as well as instruction covering such topics as study skills, time management, coping skills, boundary issues, cognitive reframing, assertiveness training, and relaxation techniques. The aim of this guidance is to help students develop an effective stress management plan.

OUTREACH PROGRAMS

The counseling staff often makes presentations to campus groups on popular mental health topics. Examples of such topics include test anxiety, improving memory, establishing healthy eating habits, improving relationships, personality assessment, stress management, coping with depression and study skills.

CONSULTATION

Counselors are available to consult with staff, faculty and students on a variety of student mental health issues. Sometimes faculty members will consult a counselor about a student who may be experiencing problems. A student may be concerned about a family member or friend. Counselors can also help individuals who are in conflict with one another.

VIRTUAL PAMPHLETS

The virtual pamphlet collection is a compilation of booklets from different university counseling centers on various topics. Examples of topics include anxiety, grief, depression, stress, traumatic events, helping others, relationships, and study skills. Staff hopes these pamphlets provide helpful information. These brochures are not a substitute for counseling so if students would like further assistance please have them contact the Ohio Northern University Counseling Center.

OFF CAMPUS REFERRAL INFORMATION

Counselors are available to meet with faculty, staff or students in providing information in regards to off-campus psychological, psychiatry or clinical counseling available to students in the surrounding area.

Helpful Information

When to refer

The following signs indicate that a student is not coping well and may need personal counseling:

1. Faculty member is doing more “personal counseling” than “academic advising” with a student.
2. A student seems to be “perpetually” tired, anxious, depressed, irritable, angry, or sad.
3. Indications of alcohol or drug abuse.
4. A student seems to have difficulty getting along with others, or seems always alone.
5. Marked changes in a student’s appearance or habits. (For example, deterioration in grooming or hygiene, dramatic weight loss or gain, marked withdrawal in a normally outgoing person, accelerated activity or speech in a normally reserved person, or marked change in academic performance.)
6. Indications of hopelessness and/or helplessness.

How to refer

If faculty/staff members notice any of these warning signs, please inform the student in a straight-forward, matter-of-fact manner of the concern. Be specific regarding the behavior patterns being observed. At this point, provide the student with the Counseling Center information and suggest that s/he initiate an appointment. One excellent technique is to dial the center, explain why you are suggesting the student see a counselor and then hand the phone to the student to make the appointment.

Other Helpful Techniques include: (1) walking the student over for immediate contact with the counseling staff or (2) agree that the student will walk over and call you when he/she arrives. As appropriate, let the student know that with permission, you are willing to give the counselor introductory information about the nature of the problem and the reason for the referral. A student has the freedom to refuse a referral.

Confidentiality

As required by both laws and ethics of professional practice, communication between a therapist and client is confidential. Once a student is referred to the center, staff cannot discuss the particulars of his/her situation, or even acknowledge the fact that counseling is being provided, without written consent from the student. The staff generally attempts to obtain a student’s permission to communicate with the referrer. (If a referrer does not hear from the staff, it is likely that permission has been denied.) Students are also encouraged to communicate with referrers in a manner that is comfortable. We may release confidential information upon court order or to conform to state or federal laws, rules, or regulations including those which pertain to child abuse or when disclosure is necessary to protect against a clear and substantial risk of imminent serious harm being inflicted by the client on himself/herself or on another person.

Additional Resources

Educational video tapes, posters and pamphlets addressing a variety of mental health and substance abuse issues are available at the Counseling Center.

HEALTH CENTER

Campus Address

Lakeview Apartments

http://www-new.onu.edu/student_life/health_center
health-center@onu.edu

Department Personnel	Title	Ext.	E-mail
Dr. Lawrence Kuk, DO	Medical Director	2086	l-kuk@onu.edu
Ms. Karen Schroeder, BSN, MBA	H.C. Director	2086	k-schroeder.5@onu.edu
Ms. Deb Schwaiger, CNP	Nurse Practitioner	2086	d-schwaiger@onu.edu
Ms. Claudia Madison, RN	Nurse (days)	2086	c-madison@onu.edu
Ms. Judy Gerten, RN	Nurse (evenings)	2086	j-gerten@onu.edu
Ms. Kimberly Manning, RN	Nurse (Casual-PRN)	2086	k-manning@onu.edu

Description of Office

When school is in session, a medical provider (DO or CNP) is in the Health Center from 8:30 a.m. to 5:00 p.m. Monday through Thursday and from 7:30 a.m. to 4:00 p.m. on Friday. A registered nurse is on call weekends from 4:00 p.m. Friday to 3:00 p.m. Sunday. The on-call nurse may be reached by contacting the University Switchboard. The Health Center is staffed with registered nurses during the school year from 7:30 a.m. to 11:00 p.m. Monday through Thursday, 7:30 a.m. to 4:00 p.m. Friday, and 3:00 p.m. to 11:00 p.m. on Sunday. During summer session, a nurse is available during the day in the health center or by notifying the switchboard. To use the Health Center, an individual must be an ONU registered student and have a Medical History Form on file. Students who have appropriate documentation on file will be able to use the Health Center whether or not the University insurance has been purchased.

Class absences due to illness are the concern of the student and the instructor. Written excuses are not issued by the Health Center. All medical records are confidential and only sent to other physician(s) upon student written request. All records are kept for 4 years after student leaves or graduates and then destroyed.

Highlights of Office

A brochure is available which describes the Health Center services. This brochure can be obtained at the Health Center. Student health insurance questions can be directed to the Controller's office.

Student prescriptions may be filled at Rite-Aid Pharmacy in Ada or any pharmacy of your choice. Students must present insurance information to the pharmacist or self-pay for prescriptions.

MULTICULTURAL DEVELOPMENT

Mission Statement

The Office of Multicultural Development will seek to emphasize respect for diversity in all its forms, to create an inclusive campus environment, and to provide programming opportunities which will allow students to feel more comfortable with difference when they leave ONU; preparing them to thrive and succeed in the world of the 21st century.

Campus Address

Multicultural Center, 225 West Lehr Street
http://www-new.onu.edu/student_life/multicultural

Department Personnel	Title	Ext.	E-mail
Mr. Clyde Pickett	Director of Multicultural Development	3145	c-pickett@onu.edu
Ms. Dianne Ricks	Advanced Administrative Assistant	2697	d-ricks@onu.edu

Description of Office

The goals of Office of Multicultural Development are three-fold. First, provide support services for students from under-represented groups on campus. Second, provide educational and social experiences to underscore for all students, faculty, and staff the importance of diversity. Finally, the cultural programming exhibits how respect and understanding for one another benefit the overall campus community.

Student organizations which fall under the Office of Multicultural Development include the Asian American Student Union, Indian Student Association, Black Student Union, Latino Student Union, Muslim Student Association, World Student Organization, and Open Doors. Each group works proactively to support the mission and objectives of the Office of Multicultural Development.

Multicultural Center

The ONU Multicultural Center is a place dedicated to developing a supportive and inclusive campus environment across the boundaries of culture, identity, and discipline. Celebrating unity in diversity, the Multicultural Center invites all students, faculty, staff, alumni, and other friends to join in its endeavors.

The Multicultural Development Center, located at 225 West Lehr Street, is open Monday through Friday, 8:30 a.m. to 5:00 p.m. and can be reserved by appointment. The center continues to expand and is utilized by students, faculty, and staff. The center offers office space used by the presidents and officers of the student organizations, an office for the Director of Multicultural Development, a small library, kitchen, computer resource area, conference room, and three multi-purpose spaces which faculty and students use for classes, meetings, dinners, studying, programs and other social events.

Highlights of the Office

Opening the Way Multicultural Reception - Used as a formal introduction and welcome to ONU, the incoming multicultural students annually attend this reception. The reception serves as the first opportunity for students to develop relationships within the circle of multicultural students, faculty and staff, and also to the President of Ohio Northern University.

Harambe Festival - “Harambe” is a word from the Swahili language that means “working together in unity.” This welcoming celebration is designed to acquaint the university community with the Multicultural Center and the Office of Multicultural Development. Student representatives of the multicultural organizations, as well as staff from the educational support areas of the University, are present and involved to identify themselves as resources for the new students.

Cultural Conversation Hour - This monthly conversation series takes place every third Tuesday of the month during the lunch hour (11:00 a.m. to 12:15 p.m.). The conversation series is dedicated to examining the ideas and issues of multiculturalism and diversity in greater society.

RESIDENCE LIFE

Mission Statement

The Office of Residence Life is committed to promoting and sustaining a living-learning community conducive to holistic student development.

Vision

Residence Life, in collaboration with all university divisions, will assist in facilitating the total and balanced growth of students by emphasizing student development, wellness, ethics, and leadership.

Purpose

The purpose of the Office of Residence Life is to assist in the holistic development of the student as s/he moves from the dependence of home to the interdependence in and beyond Ohio Northern University.

Campus Address

McIntosh Center

<http://www.onu.edu/reslife>
reslife@onu.edu

Department Personnel	Title	Ext.	E-mail
Mr. Justin F. Courtney	Director	2401	j-courtney@onu.edu
Ms. LeeAnne M. Sipe	Asst. Director, Coordinator of Student Programming	2403	l-sipe@onu.edu
Ms. Sherry Lowe	Senior Residence Life Specialist	2430	s-lowe.1@onu.edu

Description of Office

Our goal is to provide students with a positive and healthy living-learning environment. Meeting the academic needs of students and providing opportunities for personal development and responsible citizenship is our mission. Residential students are provided many opportunities for involvement in areas of varying personal interests.

Head Resident (Paraprofessional Staff)

Hall/Apartment Name	Name	Room #	Phone
5 University Place/Northern House	Ben Maas	10	1851
Affinity Village, West	Maria Cole	ANW102F	4001
Affinity Village, East	Joshua Blackwell	ANE102F	4099
Founders Hall	Katrina Winner	100	1704
Lakeview Apartments	Cara Schroeder	107	3391
Lima Complex	Jeremy Ebert	L238	1277
Maglott Hall	Chelsea Peters	100	1404
Park Hall	Sean McKee	100	1504
Polar Place Apartments	Jamie Amero	109	3389
Stadium View Apartments	Matt Alexander	1108	3674
Courtyard Apartments	Joe Gutter	212A	1092

Additional paraprofessional staff members include 17 Senior Resident Assistants, and 40 Resident Assistants.

2010-2011 Accomplishments of the Office of Residence Life

1. Implemented department-wide philanthropy, Dolly Parton's Imagination Library, for which over \$8,000 was raised to provide a year's worth of books to over 100 children in the Hardin County area, including \$5,000 donation from Dorm-In-a-Box
2. Accomplished smooth administrative processes, including resident assistant recruitment and selection and the spring housing lottery.
3. Staff sponsored/co-sponsored over 1000 programs during the academic year.
4. The programming model used is known as A.C.H.I.E.V.E.M.E.N.T. It promotes:
 - a. Academic success,
 - b. Cultural awareness/diversity appreciation,
 - c. Health & wellness,
 - d. Identify development,
 - e. Educational endeavors,
 - f. Values/spiritual discovery,
 - g. Engagement in service,
 - h. Music/arts appreciation,
 - i. Entrepreneurial/career development,
 - j. N'ertainment, and
 - k. Targeted areas of interest.
5. All Residence Life staff must maintain a 2.25/4.0 cumulative GPA or higher.
6. SPC coordinated over 50 campus wide events, including 18 co-sponsored events with athletics, alumni, multicultural affairs, and various other campus departments and student organizations.
7. Residence Life staff sponsored an annual programming series of campus-wide activities. Examples include Founders Hall Mud Volleyball, 5UP/Northern House Bingo, Apartment Trick-or-Treat, Lima Complex Casino Night, Park Hall Hoops, Maglott Hall Ultimate Frisbee, and Apartment Sand Volleyball Tournament.

Helpful Information

- **Desk Office Hours:**
 - Affinity Desk for 2011-2012 will operate from 9:00 a.m. - 5:00 p.m.
 - Desk workers staff area desks during the day to serve residents, answer questions, and to check out recreational equipment, games, kitchen equipment and other supplies.
- **On-Call:**
 - Residence Life staff provides on-call coverage 7 days a week, in the evenings, on a rotating basis.
 - The campus security system in place 24 hours a day, 7 days a week.
- **Visitation Hours:**
 - Sunday - Thursday 10:00 a.m. - 11:00 p.m.
 - Friday - Saturday 10:00 a.m. - 1:00 a.m.
 - Lima Complex has overnight visitation
Friday - Sunday 10:00 a.m. - 11:00 p.m.

STUDENT AFFAIRS

Mission Statement

The Division of Student Affairs is student-centered, service-oriented and values-based. The staff is committed to the holistic development of the student, both in and out of the classroom.

Campus Address

Student Affairs Office, McIntosh Center

http://www-new.onu.edu/administration/office_of_student_affairs
student-affairs@onu.edu

Department Personnel	Title	Ext.	E-mail
Ms. Adriane Bradshaw	Vice President for Student Affairs/Dean of Students	2433	a-thompson@onu.edu
Ms. Sharon Crozier	Executive Administrative Assistant	2431	s-crozier@onu.edu

Description of Office

The Vice President is responsible for the coordination and supervision of all functions of the student affairs division: Career Services, Chapel, Counseling, Health Center, Multicultural Development, Orientation, Residence Life, Student Activities, Student Conduct, and Student Involvement.

In addition to the Vice President for Student Affairs/Dean of Students, the staff for each area works cooperatively with students in developing and maintaining programs and services designed to meet the needs of the individual students, as well as those of the university community.

Seventy percent of student hours are spent outside of the classroom. The student affairs units offer activities and educational opportunities for students, designed to foster their transition from high school to a productive life in and beyond college.

Highlights of Office

Student Affairs maintains a **Student Affairs Response Team (SART)** for each weekend of the calendar year. The “SART on-call” person can be reached through Security or the ONU Switchboard. The Offices of Student Affairs and Security, although in different vice-presidential divisions, work closely on issues related to students and the overall student environment.

Many staff members have expertise in assisting persons who are affected by issues such as sexual assault, domestic violence, and/or abuse of alcohol or other drugs. Additionally, staff members are skilled in community building and mediation training. Feel free to contact the Vice President for Student Affairs/Dean of Students with questions, comments, or concerns.

Student Conduct

Mission Statement

The Office of Student Conduct will work to provide ONU students the opportunity to demonstrate their commitment to self, others and community through the student handbook and the campus code of conduct

Campus Address

McIntosh Center - Office of Student Conduct

Department Personnel	Title	Ext.	E-mail
Mr. Chad Shepherd	Director	2434	c-shepherd.2@onu.edu
Ms. Teresa Roberts	Advanced Administrative Assistant	3557	t-roberts@onu.edu

Description of Office

The Office of Student Conduct is responsible for maintaining the student handbook and the campus code of conduct and overseeing the student discipline process.

The purpose of the Student Code of Conduct is to explain student rights and responsibilities as members of the Ohio Northern University community. The Code of Conduct is based upon the values contained in the University Mission Statement:

Ohio Northern University, a United Methodist-related institution of higher learning, seeks to educate and graduate students accomplished in scholastic achievement, prepared for a useful life and meaningful career, and inspired with a desire to contribute to the good of humankind consistent with Judeo-Christian ideals.

In essence, the Code of Conduct requires students to behave in a manner consistent with the values described in the University Mission Statement. To do so, students are expected to demonstrate:

Commitment to Self with maturity, openness, accountability, and self-discipline;
Commitment to Others with supportive, mutually collaborative, respectful, social interactions in all living and learning environments; and,
Commitment to Community with responsible citizenship, active participation, and global awareness.

Highlights of the Office

The Office of Student Conduct uses AlcoholEDU, an on-line alcohol assessment, to work with students who have violated the alcohol policy. This program is aimed at working with students to highlight their alcohol consumption patterns and to identify alternatives to their current behaviors.

Helpful Information

The ONU Student Handbook can be found on the Student Conduct homepage at: [www.new.onu.edu/student life/student conduct](http://www.new.onu.edu/student_life/student_conduct).

STUDENT INVOLVEMENT

Mission Statement

The mission of the Office of Student Involvement is three-fold:

- To provide a co-curricular opportunity for members in fraternities and sororities to grow and develop successfully. Affiliated students will build life-long skills and enhance their lives through active participation in university programs, as well as programs and events sponsored by individual chapters and/or the Greek community members.
- To serve as a resource for student organizations and co-curricular opportunities for students to grow and develop successfully through active participation in programs.
- To create learning opportunities and experiences that promote, encourage, and recognize students in their development of lifelong, personal leadership abilities. Using an ethical framework, structured and formalized leadership initiatives will provide students with the opportunities for enhancing their leadership education and transition into citizen leaders of the future.

Campus Address

McIntosh Center - Office of Student Involvement

Department Personnel	Title	Ext.	E-mail
Ms. Jennifer Lambdin	Director	3968	j-lambdin@onu.edu
Mr. Jay Kahn	Graduate Assistant	3556	j-kahn@onu.edu
Ms. Teresa Roberts	Advanced Administrative Assistant	3557	t-roberts@onu.edu

Description of Office

The Office of Student Involvement is responsible for supervising all aspects of social fraternity/sorority life at the university, overseeing the student organization process including the formation of new organizations, and student leadership development on campus.

Highlights of Office

- Approximately 16% of students are involved in one of the 9 social Greek organizations on campus.
- There are over 150 organizations on campus for students to join.
- Leaders' Council is the main programming initiative for the office in the area of leadership development. This group consists of 15 outstanding leaders from across campus.

Helpful Information

Greek Life

Individual fraternity and sorority chapters also are assisted through this office's staff members. The chapters are founded upon leadership, brotherhood/sisterhood, scholarship and service. Formal recruitment periods for new members are in the fall and spring. The Panhellenic Council (PHC) and the Interfraternity Council (IFC) are the governing boards for the sororities and fraternities, respectively. These councils provide educational programming for chapters and coordinate overall recruitment for the Greek community.

All Interfraternity Council and Panhellenic Council meetings are open to interested students, faculty, and staff. Weekly meetings are held on Mondays at 9:00 p.m. for IFC and on Mondays at 5:00 p.m. for PHC, both are in Conference Room 7 of McIntosh Center.

Fraternities:

Delta Sigma Phi
Phi Delta Chi
Sigma Phi Epsilon
Sigma Pi
Theta Chi

Addresses

University Parkway
125 South Gilbert Street
821 South Gilbert Street
University Parkway
609 South Main Street

Sororities:

Alpha Xi Delta
Delta Zeta
Kappa Alpha Theta
Zeta Tau Alpha

Addresses

Affinity Village
Affinity Village
Affinity Village
625 South Union Street

Student Organizations

There are many student organizations on campus ranging from religious, athletic, Greek, professional, honoraries, to special interest groups. A complete list of student organizations can be found on the Student Senate website. If there is interest in forming a new organization, information on how to do this can also be obtained from the Student Senate website.

Each year, the Office of Student Involvement also works with Student Senate to collect rosters from each organization. The information is recorded in order to create an up-to-date co-curricular transcript for students.

Leadership

The Leadership program facilitates student campus leadership in a variety of ways. Leadership resources and training options are available to both student organizations and individuals that seek leadership information for personal growth or organizational training. Annually, the area recognizes the leadership accomplishments of ONU students, including planning and implementing the President's Leadership Dessert with the planning committee from Omicron Delta Kappa.

Leaders' Council will continue to program and provide leadership assistance to the Ohio Northern community. Leaders' Council is available to assist Ohio Northern student organizations with their leadership development. In previous years, the group has planned a variety of events and programs including a networking dinner for organizational presidents, workshops with varying topics to develop our students, speakers to present educational programming, and a student organization workshop to help organizations to continue to develop.