Offices of Student Affairs
Resource Handbook

The Division of Student Affairs is committed to being vital and integral to the overall learning community and partnering with faculty and staff to achieve the University’s mission of providing “a high quality learning environment that prepares students for success in their careers, service to their communities, the nation, and the world, and a lifetime of personal growth inspired by the higher values of truth, beauty, and goodness.”

2015 - 2016
# OFFICE OF STUDENT AFFAIRS

## Alphabetical Listing by Name

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Ext.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradshaw, Adriane</td>
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</tr>
<tr>
<td>Berg-Simon, Deb</td>
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<tr>
<td>Cochran, Cindy</td>
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<tr>
<td>Courtney, Justin</td>
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<td>2401</td>
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<tr>
<td>Diller, Rebecca</td>
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</tr>
<tr>
<td>Enty, Briana</td>
<td>Graduate Assistant</td>
<td>3556</td>
<td><a href="mailto:b-enty@onu.edu">b-enty@onu.edu</a></td>
</tr>
<tr>
<td>Cherry, Chris</td>
<td>Advanced Administrative Assistant</td>
<td>2190</td>
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</tr>
<tr>
<td>Dressvyannikov, Natalia</td>
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<tr>
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<tr>
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<tr>
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<tr>
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<tr>
<td>Schafer, Michael</td>
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<tr>
<td>Schroeder, Karen</td>
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<tr>
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</tr>
</tbody>
</table>
OHIO NORTHERN UNIVERSITY

ACTIVITIES/PROGRAMS
Scott Parson .................. 772-2403
Justin Courtney .............. 772-2401

CONFIDENTIAL CONCERNS
Adriane Bradshaw ......... 772-2433
Michael Schafer .......... 772-2190
Rebecca Diller ............. 772-2190

COUNSELING NEEDS
Michael Schafer ........... 772-2190
Rebecca Diller ............. 772-2190
David MacDonald .......... 772-2200
Christine Cherry.......... 772-2190

HEALTH CARE/INSURANCE
Karen Schroeder .......... 772-2086
Amy Clink (insurance) ... 772-2526

MULTICULTURAL DEVELOPMENT
Adriane Bradshaw ......... 772-2433
LaShonda Gurley .......... 772-3145
Dianne Ricks ............. 772-2697

ORIENTATION
Jennifer Lambdin .......... 772-3968
Teresa Roberts .......... 772-3557

POLAR CAREERS
Justin Courtney .......... 772-2621
Deb Berg-Simon .......... 772-3050
Nancy Sheely ............. 772-2147
Anne Niese ................. 772-2760

MAILROOM
Bill Kent .................. 772-2062
Cindy Cochran .......... 772-2062

RESIDENCE LIFE OFFICE
772-2430

RELIGIOUS/SPIRITUAL
David MacDonald .......... 772-2200
Jody King ................. 772-2200

RESIDENCE LIFE/ON CAMPUS HOUSING
Justin Courtney .......... 772-2401
Scott Parson ............. 772-2403
Anissa Jenkins .......... 772-2430

SPECIAL NEEDS/REQUESTS
Adriane Bradshaw ........ 772-2433

STUDENT AFFAIRS
Trudy Pitts ............... 772-2431

STUDENT CONDUCT (Judicial)
Chad Shepherd .......... 772-2434
Adriane Bradshaw ....... 772-2433
Teresa Roberts .......... 772-3557

STUDENT EMPLOYMENT
Justin Courtney .......... 772-2621
Anne Niese ................. 772-2760
Nancy Sheely ......... 772-2147

STUDENT INVOLVEMENT (Greek)
Jennifer Lambdin .......... 772-3968
Nicole Hamilton .......... 772-2432
Trudy Pitts .............. 772-2431

STUDENT LEADERSHIP
Jennifer Lambdin .......... 772-3968

STUDENT AFFAIRS OFFICE
772-2431
## OFFICES OF STUDENT AFFAIRS
### Alphabetical by Office

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### RESIDENCE LIFE
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- **Anissa Jenkins** Senior Residence Life Specialist 2430  
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- **Trudy Pitts** Executive Administrative Specialist 2431  
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### STUDENT CONDUCT
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- **Teresa Roberts** Senior Administrative Specialist 3557  
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### STUDENT INVOLVEMENT
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- **Trudy Pitts** Executive Admin. Specialist 2431  
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- **Teresa Roberts** Senior Administrative Specialist 3557  
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Student Affairs Vice President, Directors, and Assistant Directors

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

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

David Dellifield, Director of McIntosh Center
B.S.B.A., M.A.O.M.

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

Nicole Hamilton, Assistant Director of Student Involvement
B.A., M.Ed.

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

David MacDonald, University Chaplain
B.A., M.Div., D.Min.

Scott Parson, Assistant Director of Residence Life
B.A.

LaShonda Gurley, Director of Multicultural Development
B.S.C., M.S.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.
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.onu.edu/student_life/counseling_center

<table>
<thead>
<tr>
<th>Department Personnel</th>
<th>Title</th>
<th>Ext.</th>
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</thead>
<tbody>
<tr>
<td>Michael Schafer</td>
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<tr>
<td>Rebecca Diller</td>
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<td><a href="mailto:c-cherry@onu.edu">c-cherry@onu.edu</a></td>
</tr>
</tbody>
</table>

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 student. 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-or-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. Confidential information can also be released upon court order or to conform to state or federal laws, rules, or regulations.

Additional Resources
Posters and pamphlets which address a variety of mental health and substance abuse issues are available at the Counseling Center.
HEALTH CENTER

Campus Address Lakeview Apartments
http://www.onu.edu/student_life/health_and_counseling/health_center

<table>
<thead>
<tr>
<th>Department Personnel</th>
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</table>

Description of Office
During fall and spring semesters, the Health Center is open from 7:30 a.m. to 9 p.m. Monday through Thursday, from 7:30 a.m. to 4 p.m. on Friday, closed Saturdays, and from 3 p.m. to 9 p.m. on Sundays.

During summer session, a nurse is available during the day in the health center. To use the Health Center, an individual must be an ONU registered student and have a Medical History form and Immunization 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 a student’s written request. All records are kept for 4 years after the 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 on the Health Center website. 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 their choice. Students must present insurance information to the pharmacist or self-pay for prescriptions.
McINTOSH CENTER

Mission Statement
The McIntosh Center’s staff is committed to maintaining facilities where the environment is friendly, clean, comfortable, functional, and promotes a sense of community.

Campus Address
McIntosh Center  
http://www.onu.edu/mcintosh_center

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Title</th>
<th>Ext.</th>
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</tr>
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<tbody>
<tr>
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<td>Director</td>
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</table>

Description of Office
McIntosh Center serves as a community center for the entire university community and also serves as a place where the town and the gown come together.

The Center hosts a variety of events and programs designed to encourage students and other members of the university community to meet and share talents, interests, and ideas.

The Center is also host to many constituencies in the Ada and Hardin County communities. With one of the larger ballrooms in the area, wedding receptions, special dinners and large meetings take place alongside all of the regular student functions.

The Information Desk is the place to make reservations for meeting within McIntosh Center, Affinity Commons and many outdoor gathering points. Staffed by both professionals and students, the Information Desk is open seven days a week to assist students, faculty staff and community members. Staff provides general information to students and visitors to campus and maintains an electronic bulletin board along with a general understanding of events and functions happening on the ONU campus.

The staff members have additional responsibilities which include: (1) coordinating the hours of operation of the university Food Service, McIntosh Center, and the Bookstore; (2) coordinating special events within McIntosh Center and Affinity Commons; and (3) addressing facilities and technology concerns for many offices and buildings used by Student Affairs staff.

Highlights of Office
In an average week during the academic year, McIntosh Center hosts approximately 85 meetings and events. That is an average of some 2500 meetings and events per academic year.

During the summer of 2014, over 6,000 people used McIntosh Center in connection with summer camps, conferences, and programs.
**Helpful Information**
Communication between members of the campus community and the center’s staff about an upcoming meeting, dinner, or event is the key to success. While Facilities Use Forms and Reservation Confirmations may seem like bureaucratic busy work, these help the staff distinguish each event from the hundreds of others that are taking place in the center. Your cooperation and patience is appreciated! In return we promise to do our best to accommodate every reasonable request.

**MAIL CENTER**

**Mission Statement**
The mission of the Ohio Northern University Mail Center is to provide collection, distribution, and processing of postal communications vital to the operation of the institution. The Mail Center organization is predicated on disciplines set forth by the U.S. Postal Service, Federal Express, and the United Parcel Service, and is continually striving to develop innovative methods to improve the quality and service of its operation in support of the faculty, staff, and students.

**Campus Address**
McIntosh Mail Center  
https://www.onu.edu/mail_center

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Title</th>
<th>Ext.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Kent</td>
<td>Manager</td>
<td>2406</td>
<td><a href="mailto:w-kent@onu.edu">w-kent@onu.edu</a></td>
</tr>
<tr>
<td>Cindy Cochran</td>
<td>Senior Mail Clerk</td>
<td>2062</td>
<td><a href="mailto:c-cochran@onu.edu">c-cochran@onu.edu</a></td>
</tr>
</tbody>
</table>

**Description of Office**
The Mail Center serves as a community mail center for the entire university community and receives, distributes and ships items for campus business as well as students attending Ohio Northern University.

The Mail Center also serves as a receiving destination for campus departmental orders from UPS and FedEx. Items are delivered to the campus departments daily.
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

<table>
<thead>
<tr>
<th>Department Personnel</th>
<th>Title</th>
<th>Ext.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaShonda Gurley</td>
<td>Director of Multicultural Development</td>
<td>3145</td>
<td><a href="mailto:l-gurley@onu.edu">l-gurley@onu.edu</a></td>
</tr>
<tr>
<td>Omega Hollies</td>
<td>International Student Services Coordinator</td>
<td>1966</td>
<td><a href="mailto:o-hollies@onu.edu">o-hollies@onu.edu</a></td>
</tr>
<tr>
<td>Dianne Ricks</td>
<td>Advanced Administrative Assistant</td>
<td>2697</td>
<td><a href="mailto:d-ricks@onu.edu">d-ricks@onu.edu</a></td>
</tr>
</tbody>
</table>

Description of Office
The goals of Office of Multicultural Development are three-fold. First, we provide support services for students from under-represented groups on campus. Second, we provide educational and social experiences to underscore for all students, faculty, and staff the importance of diversity. Finally, we provide relevant cultural programming and diversity training exhibiting 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, 8:00 am to 6:00 p.m. and can be reserved by appointment, within or outside of normal business hours. 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, an office for the International Services Coordinator, a small library, kitchen, computer resource area, conference room, and two 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. All are welcome to attend.

Dimension Award Scholars Program- The purpose of the Dimension Award Scholars program is to offer financial assistance, social programming, and academic support to incoming freshmen and transfers students who are from racial or ethnic backgrounds currently underrepresented at ONU. The Dimension Award Scholars program will also facilitate the formation of a support network, comprised of students, faculty, and staff that will strengthen their academic and social growth and development. Through this program, students will be able to forge friendships and connections that will last throughout their academic career as well as throughout their lives.

Unite for Awareness Week- The purpose of Unite for Awareness Week is to raise the campus’ and surround communities’ awareness about issues of diversity and multiculturalism that are pertinent to our local, national, and global communities. During this week various student organizations as well as the Office of Multicultural Development host a variety of programming options that seek to educate, involve, and celebrate the atmosphere of diversity that is present on our campus and among our students, faculty, and staff. We invite you to celebrate with us this week and beyond!

Polar Pals Mentorship Program - Polar Pals is a peer-pairing program designed to help new international students with the transition to ONU and U.S. life. New international students who apply for the program are paired with a domestic, or experienced international, student for the first semester of school. The goal is for mentors to serve as a friend and resource to the new students and to be their go-to person to teach the new student not only how to survive at ONU, but how to thrive. In return, mentors will undoubtedly expand their cultural awareness and sensitivity and open the door for new friendships and international connections.
POLAR CAREERS

Mission Statement: Polar Careers 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 processes.

- Cultivate and strengthen long-term relationships with “Employers of Choice” for the purpose of marketing our students in the local, regional, and national arenas to maximize student employment opportunities and outcomes.
- Provide the best possible resources for our students seeking admission to graduate or professional schools taking a variety of demographic and economic scenarios into consideration.

Campus Address
McIntosh Center, Second Floor
http://www.onu.edu/career_planning
419-772-2145

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<tr>
<th>Department Personnel</th>
<th>Title</th>
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<th>E-mail</th>
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<tbody>
<tr>
<td>Justin F. Courtney</td>
<td>Interim Director</td>
<td>2401</td>
<td><a href="mailto:j-courtney@onu.edu">j-courtney@onu.edu</a></td>
</tr>
<tr>
<td>Nancy Sheely</td>
<td>Assistant Director</td>
<td>2147</td>
<td><a href="mailto:n-sheely@onu.edu">n-sheely@onu.edu</a></td>
</tr>
<tr>
<td>Deb Berg-Simon</td>
<td>Employer Relations Mgr.</td>
<td>3050</td>
<td><a href="mailto:d-berg-simon@onu.edu">d-berg-simon@onu.edu</a></td>
</tr>
<tr>
<td>Anne Niese</td>
<td>Senior Polar Careers</td>
<td>2760</td>
<td><a href="mailto:a-niese@onu.edu">a-niese@onu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Monday 8 am – 9 pm
Tuesday 8 am – 5 pm
Wednesday 8 am – 9 pm
Thursday 8 am – 5 pm
Friday 8 am – 5 pm

Description of Office
Polar Careers staff:

☐ Teach lifelong skills for identifying appropriate career paths and optimizing the application and interview processes
☐ Offer innovative programs and services responsive to current job market trends and economic conditions
☐ Build and sustain relationships with high integrity employers
☐ Provide state-of-the-art recruitment assistance

Highlights of Office
Branding – The use of Polar Careers, in place of the Office of Career Services, is in line with current trends nationally and is recommended by the National Association of Colleges and Employers (NACE), our professional organization. Polar Careers connects ONU in a unique and
broader way to external audiences. The new name is catching on and has assisted in increased student and employer use, and we did it a full year ahead of this national recommendation.

**Placement Assessment Reports** – As part of ONU “going green”, the Placement Assessment Report (PAR) is online and accessible to all faculty and staff. You will find it at P:\Polar Careers Reporting\University Placement Reports. There you can gather details about student placements by graduating year. Data for each class is collected three times: at commencement, 90 days, and 6 months. The 6 month report includes the statistics used for all institutional reporting. ONU has one of the highest reporting rates in the nation, 90% or higher.

**External Focus on Employer Recruiting** – Professional staff attended conferences across the country to increase their contacts and knowledge base, which benefit students in their job/graduate school sourcing. The focus is on recruiting high quality employers to add to the Polar Careers 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. These efforts have already resulted in an increase in employer participation at on-campus career fairs. In the 2012-13 school year, recruiter attendance at the fall and winter career fairs increased 29% over the 2011-12 year.

**Student Engagement** – To keep faculty informed of the self-engagement activities of advisees, communications are sent from the Polar Careers staff regarding students utilizing the services and events available to them. Services will continue to change and expand to reflect the current market and student needs.

**Comprehensive Services** – We have provided faculty and students with a detailed list of services. Our services offered 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.

**Marketing and Communication** – Many students are not aware of the range or caliber of services offered by Polar Careers. To combat this, a marketing plan that streamlines communications has been implemented. The plan utilizes multiple social, print, and broadcast media channels to achieve a wider audience. Communication channels now include:

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

**External** – For alumni and employers: ONU and Polar Careers websites/Campus Calendar, Polar Express, ONU Alumni, LinkedIn, Facebook, National Association of Colleges and Employers (NACE), and Society of Human Resources Managers (SHRM).
Technology – Vendor technology continues to be a high priority. The use of *Polar Careers powered by Symplicity*, an online tool for connecting students and alumni with employers, jobs, internships, and graduate/professional schools, continues to prove its value. Virtually all of our 6,000+ recruiters from over 4,000 employer organizations can access this system, post jobs for free, or view any student’s/alumni’s approved resume. Training sessions are provided to students throughout the academic year to introduce them to this resource, which includes an online library of career- and major-specific topics tailored to ONU students/alumni.

*CareerShift* is a meta-search engine programmed to gather current jobs from not only the well-known job boards but also the hundreds of niche’ boards more heavily used by recruiters. It also gathers jobs from employer websites. All jobs reported by this application are not more than 30 days old. The additional data reported is a resource designed to help simplify professional networking, the recruiting method of choice in today’s job market.

**AASG 3001 – Career and Graduate School Search Strategies** – This one-hour, elective credit, includes practical assignments and discussion designed to improve career management skills. It is now being targeted to first-year and sophomore students to prepare them for success in seeking experiential opportunities to build their skills and focus their career. Students leave this course feeling confident and ready to market themselves in all facets of their search.
RECLUSIVE LIFE

Mission Statement
The mission of the Chapel is to provide an ecumenical and interfaith environment for spiritual growth and development.

Campus Address English Chapel
http://www.onu.edu/student_life/religious_life
chapel@onu.edu

Personnel Title Ext. E-mail
David MacDonald University Chaplain 2201 d-macdonald@onu.edu
Jody King Adv. Administrative Assistant 2200 j-king@onu.edu
Austin Hilverding Ada Friends Coordinator 2202 a-hilverding@onu.edu
Kaitlyn Crebo Programming Coordinator 2200 k-crebo@onu.edu
Brittany Newton Community Relations Coordinator 2200 b-newton@onu.edu
Elizabeth Scholl Music Coordinator 2200 e-school@onu.edu
Heather Sapp Technical Coordinator 2200 h-sapp@onu.edu

Description of Office
As a university related to The United Methodist Church, 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 recorded for the Chapel YouTube channel (Chapel ONU). 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 immediately following chapel worship.

A prayer service in a more formal liturgical style will be offered once a week, at a date and time to be determined by those who are interested.

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

What’s New and Different
Get Connected ONU will be in its second year of operation, coordinating community service opportunities both on and off campus. Contact the Chaplain’s office for more information on how to volunteer through this online resource. Merge is a weekly meeting for group spiritual formation, focusing on first and second year students. Northern Christian Fellowship and Fusion have now merged into one single group, called Northern Christian Fellowship.
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
Website: http://www.onu.edu/student_life/housing_dining
E-Mail: reslife@onu.edu

<table>
<thead>
<tr>
<th>Department Personnel</th>
<th>Title</th>
<th>Ext.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justin F. Courtney</td>
<td>Director</td>
<td>2401</td>
<td><a href="mailto:j-courteny@onu.edu">j-courteny@onu.edu</a></td>
</tr>
<tr>
<td>Scott Parson</td>
<td>Asst. Director, Coordinator of Student Programming</td>
<td>2403</td>
<td><a href="mailto:s-parson@onu.edu">s-parson@onu.edu</a></td>
</tr>
<tr>
<td>Anissa Jenkins</td>
<td>Senior Residence Life Specialist</td>
<td>2430</td>
<td><a href="mailto:a-jenkins.1@onu.edu">a-jenkins.1@onu.edu</a></td>
</tr>
<tr>
<td>Joseph Pernick</td>
<td>Graduate Assistant</td>
<td>2798</td>
<td><a href="mailto:j-pernick@onu.edu">j-pernick@onu.edu</a></td>
</tr>
<tr>
<td>Briana Enty</td>
<td>Graduate Assistant</td>
<td>3556</td>
<td><a href="mailto:b-enty@onu.edu">b-enty@onu.edu</a></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Hall/Apartment Name</th>
<th>Name</th>
<th>Room #</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affinity West</td>
<td></td>
<td>419-772-4001</td>
<td></td>
</tr>
<tr>
<td>Affinity East</td>
<td>Shannon Kraus</td>
<td>419-772-4099</td>
<td>412-251-1092</td>
</tr>
<tr>
<td>Founders</td>
<td>Jacob Soppe</td>
<td>419-772-1704</td>
<td>740-816-9146</td>
</tr>
<tr>
<td>Lake Side</td>
<td>Joseph Pernick</td>
<td>419-772-3391</td>
<td>716-868-3583</td>
</tr>
<tr>
<td>Lima Complex</td>
<td>Sarah Ballmer</td>
<td>419-772-1277</td>
<td>419-906-7314</td>
</tr>
<tr>
<td>Maglott</td>
<td>Connor Kleman</td>
<td>419-772-1404</td>
<td>937-638-7435</td>
</tr>
<tr>
<td>Northern House/5UP</td>
<td>Shane Bogusz</td>
<td>419-772-1851</td>
<td>732-688-1867</td>
</tr>
<tr>
<td>Park Hall</td>
<td>Matt Castellana</td>
<td>419-772-1504</td>
<td>716-867-1681</td>
</tr>
<tr>
<td>South Side</td>
<td>Josh Soppe</td>
<td>419-772-3389</td>
<td>740-816-9148</td>
</tr>
<tr>
<td>Stadium View Apts. East</td>
<td>Riley Dixon</td>
<td>419-772-3815</td>
<td>740-885-8478</td>
</tr>
<tr>
<td>Stadium View Apts. West</td>
<td>Briana Enty</td>
<td>419-772-3674</td>
<td>443-415-0652</td>
</tr>
<tr>
<td>Courtyard/Stambaugh</td>
<td>Blake Birchmeier</td>
<td>419-772-1104</td>
<td>937-751-4367</td>
</tr>
</tbody>
</table>

Additional paraprofessional staff members include 18 Senior Resident Assistants, and 37 Resident Assistants.
Highlights of the Office of Residence Life
1. Dolly Parton’s Imagination Library is our departmental philanthropy. Annually we raise an average of $5000 to provide books to 100 children in the Hardin County area from birth through kindergarten, to promote readership. These moneys are collected from all area events, lockout fees and the sale of Residence Life created ONU Exclusive popcorn, by Shirley’s popcorn in Bluffton, Ohio. ONU Popcorn includes Klondike Krunch, Polar Popcorn and Klondike’s Polar Krunch Punch, all of which are available at the ONU bookstore and at Shirley’s in Bluffton, Ohio.
2. Staff sponsored/co-sponsored over 1000 programs during the academic year.
3. 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. Identity development,
   e. Educational endeavors,
   f. Values/spiritual discovery,
   g. Engagement in service,
   h. Music/arts appreciation,
   i. Entrepreneurial/career development,
   j. N’tertainment, and
   k. Targeted areas of interest.
4. 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.
5. Residence Life staff sponsored an annual programming series of campus-wide activities. Examples include Founders Hall Mud Volleyball, Affinity Color Run and Dodgeball tournament, 5UP/Northern House Bingo, Apartment Trick-or-Treat, Lima Complex Casino Night, Park Hall Hoops, Magliott Kickball, and Apartment Sand Volleyball Tournament.

Helpful Information
• Office Hours:
  o Monday - Friday 8 am – 5 pm
  o Student Desk workers are available in the Res Life Office during these office hours for questions, concerns, and lock-outs. During these office hours, students can call 419-772-2669 or stop by the Res Life Office for assistance. Students may also email Res Life at reslife@onu.edu.
• On-Call:
  o Residence Life staff provides on-call coverage 7 days a week, in the evenings, on a rotating basis.
  o The campus security system in place 24 hours a day, 7 days a week.
• Visitation Hours:
  o Sunday - Thursday 10:00 a.m. - 11:00 p.m.
  o Friday - Saturday 10:00 a.m. - 1:00 a.m.
  o Lima Complex and Affinity Village has overnight visitation Friday - Sunday Fri. 10:00 a.m. – Sun. 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.onu.edu/student_affairs

<table>
<thead>
<tr>
<th>Department Personnel</th>
<th>Title</th>
<th>Ext.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adriane Bradshaw</td>
<td>Vice President for Student</td>
<td>2433</td>
<td><a href="mailto:a-thompson@onu.edu">a-thompson@onu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Affairs/Dean of Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trudy M. Pitts</td>
<td>Executive Administrative Specialist</td>
<td>2431</td>
<td><a href="mailto:t-pitts@onu.edu">t-pitts@onu.edu</a></td>
</tr>
</tbody>
</table>

Description of Office
The Student Affairs staff works cooperatively with students in developing and maintaining programs and services designed to meet the needs of individual students, as well as those of the university community. The Vice President is responsible for the coordination and supervision of all functional areas within the student affairs division. These include Counseling Center, Health Center, International Student Services, Multicultural Development, Polar Careers, Religious Life, Residence Life, Student Activities, Student Conduct, and Student Involvement (Greek Life, Leader- ship and New Student Orientation).

Seventy percent of student’s time is spent outside of the classroom. The student affairs units offer activities and educational opportunities for students in those outside the classroom hours, 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) 24 hours a day, 7 days a week. The “SART on-call” person can be reached through Security or the ONU Switch-board. 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.

Issues or situations of concern may be brought to the attention of our staff by completing the student of concern referral form or by contacting the Student Affairs Response Team (SART) at SART@onu.edu. The student of concern referral form can be found at: http://www.onu.edu/office_of_student_conduct/student_of_concern_referral_form. Staff members follow up on every report.

Any imminent threat to someone's personal safety or any emergency in progress should be reported immediately by calling 911 or Campus Security at x2222 (on-campus phone) or 419-772-2222 (non-campus phone). Examples of threatening or emergency situations may include, but are not limited to: verbal or physical threats to harm others; active threats of suicide and resistance to help; aggression; loss of contact with reality, highly disruptive behavior and failure to comply with corrective feedback.
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
http://www.onu.edu/office_of_student_conduct

<table>
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<tr>
<th>Department Personnel</th>
<th>Title</th>
<th>Ext.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chad Shepherd</td>
<td>Director</td>
<td>2434</td>
<td><a href="mailto:c-shepherd.2@onu.edu">c-shepherd.2@onu.edu</a></td>
</tr>
<tr>
<td>Teresa Roberts</td>
<td>Senior Administrative Specialist</td>
<td>3557</td>
<td><a href="mailto:t-roberts@onu.edu">t-roberts@onu.edu</a></td>
</tr>
</tbody>
</table>

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 inter-
actions 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 Campus Clarity, an on-line alcohol/substance assessment, to
work with students who have violated applicable policies. This program is aimed at working
with students to highlight their alcohol/substance 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.onu.edu/student_life/student_conduct/student_handbook
STUDENT INVOLVEMENT

Mission Statement
The mission of the Office of Student Involvement is:

- 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.
- To welcome and integrate new students through summer and fall orientation into the University community.

Campus Address
McIntosh Center - Office of Student Involvement

<table>
<thead>
<tr>
<th>Department Personnel</th>
<th>Title</th>
<th>Ext.</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>Jennifer Lambdin</td>
<td>Director</td>
<td>3968</td>
<td><a href="mailto:j-lambdin@onu.edu">j-lambdin@onu.edu</a></td>
</tr>
<tr>
<td>Nicole Hamilton</td>
<td>Assistant Director</td>
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<td>Specialist</td>
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<td>Specialist</td>
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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.
- Phi Mu Delta fraternity returned to campus in spring 2014.
- There are over 180 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. 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 8:00 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 Gamma Delta (FIJI)
Phi Mu Delta
Sigma Phi Epsilon
Theta Chi

**Addresses**
6 University Parkway
Affinity Village Northeast
4 University Parkway
821 South Gilbert Street
Affinity Village Northeast

**Sororities:**
Alpha Xi Delta
Delta Zeta
Kappa Alpha Theta
Zeta Tau Alpha

**Addresses**
Affinity Village East
Affinity Village East
Affinity Village West
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 at [http://www.onu.edu/student_life/student_activities/student Organizations](http://www.onu.edu/student_life/student_activities/student Organizations). If there is interest in forming a new organization, information on how to do this can be obtained from the Student Senate website.

Each semester, 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.
Orientation
The Orientation program consists of two main programs—Summer Orientation and Fall Orientation. Summer Orientation is held in June over 3 days for incoming students and their families. Sessions include academic information and advising, residence hall information, financial aid, campus life, and a tour of the residence halls. Fall Orientation begins on the Thursday prior to the first day of classes. New students arrive with their family members and participate in the activities of the day including the first class for students, opening convocation and the farewell dinner. For the next three days, students participate in a variety of activities including academic, social, cultural, personal health, and a community service project.