College 101: Transitioning to College
NEW STUDENT ORIENTATION - OLIVET COLLEGE
#OCNATION

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IMPORTANT DATES:
- Aug. 14 – New Student Move-In Day
- Aug. 14-15 – Advanced Learning Term
- Aug. 16-19 – Welcome Week
- Aug. 17 – Classes Begin
We are so excited to have you join the Olivet College family. This handbook serves as a guide for the transition to OC with helpful information and tips for both students and parents/guardians. Inside, you’ll connect with the College’s missions, find tips to succeed while living and learning on campus, discover many opportunities to get involved and much more. While we hope this resource provides many of the answers to your questions, the admissions team is also at the ready to assist with any of the steps to transitioning to life on campus. Contact your admissions representative directly or the team at admissions@olivetcollege.edu or 800-456-7189.

THE MISSION OF OLIVET COLLEGE

To make available to a diverse campus community, an education which will enrich lives intellectually, morally and spiritually. Having gained these qualities through the educational experiences at Olivet, our hope is that our graduates will embody the “divine art and science of doing good to others” as stated by the founding fathers of Olivet College in 1844.

THE OLIVET COLLEGE COMPACT

To give further definition to Olivet College’s institutional mission and vision, the following set of seven principles about what it means to be a responsible member of this college community were developed. They serve as a guide and inspiration to Olivet’s students, faculty, staff, administrators and trustees alike.

I AM RESPONSIBLE FOR…

• my own learning and personal development.
• contributing to the learning of others.
• service to Olivet College and the larger community.
• contributing to the quality of the physical environment.
• treating all people with respect.
• behaving and communicating with honesty and integrity.
• the development and growth of Olivet College.
The Olivet College ADVANTAGE

Students who attend Olivet College will receive a quality education with unrivaled value. To ensure that every undergraduate student enrolled in traditional programs on the Olivet College campus will truly experience the Olivet College ADVANTAGE, there are four core advantages that can be expected at Olivet College:

- Global learning experiences.
- Service learning opportunities.
- Industry-leading internship and research opportunities.
- Graduation in four years or the fifth year is tuition-free, when an agreed upon academic plan is followed.

Students will work with their academic adviser during their first semester at OC to ensure they are eligible for the ADVANTAGE.

Making the Transition to College Student

ACADEMIC OVERVIEW

As a new student, we want you to know from the start what you need to do to become a proud graduate of Olivet College. The four graduation requirements are:

1. Successfully complete the courses in the Liberal Arts Core.
2. Successfully complete the courses in your major.
3. Successfully complete a total of 120 credit hours.
4. Submit a graduation portfolio.

THE LIBERAL ARTS CORE

Sometimes known as “general education,” the Liberal Arts Core is a set of courses that meet learning outcomes in a broad range of disciplines. You might think of these courses as “brain training” that helps you develop new ways of thinking. The Liberal Arts Core includes courses that help you develop your writing and quantitative skills, explore your world, be creative and learn through service. Your academic adviser will help you navigate your way through this requirement, and in the process you might even discover a new passion! The following chart summarizes the Liberal Arts Core course requirements:

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<tr>
<th>Liberal Arts Core (LAC) Requirements</th>
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<tr>
<td>Seminar (IDS 499)</td>
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<tr>
<td>Up to 8 credits (1 credit each semester enrolled)</td>
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<tr>
<td>Writing &amp; Rhetoric I &amp; II</td>
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<tr>
<td>IDS 111 &amp; 112</td>
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<tr>
<td>6 credits (2 courses)</td>
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<tr>
<td>Self &amp; Community</td>
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<tr>
<td>IDS 151</td>
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<tr>
<td>3 credits</td>
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<tr>
<td>Civilization Studies</td>
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<tr>
<td>IDS 211</td>
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<tr>
<td>3 credits</td>
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<tr>
<td>Creative Experience</td>
<td></td>
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<tr>
<td>3 credits</td>
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<td>(choose from menu)</td>
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<tr>
<td>Natural World</td>
<td></td>
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<tr>
<td>3-4 credits</td>
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<td>(choose from menu)</td>
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<tr>
<td>Global Diversity</td>
<td></td>
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<tr>
<td>6 credits</td>
<td></td>
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<tr>
<td>(choose 2 courses from menu)</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>3-4 credits (required course depends upon major)</td>
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<td>Service Learning</td>
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<td>3 credits</td>
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<td>(recommended course depends upon major)</td>
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<tr>
<td>Senior Experience</td>
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<tr>
<td>3 credits (specific course depends upon major)</td>
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Portfolio |  |

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REGISTERING FOR CLASSES
During your Orientation, you will meet with an academic adviser to talk through your schedule. Whether or not you know what your major will be, OC professors love walking down this path of exploration alongside you! By the end of Orientation, you will have bonded with an adviser, registered for classes and prepared for the upcoming semester. You can contact your adviser directly over the summer if schedule modifications are needed or if you just wanted to continue connecting.

WHAT CAN I EXPECT DURING MY FIRST SEMESTER AT OC?
A professor will work with you to create a class schedule that will include four to six different classes, totaling 12-17 credits. During the semester, be prepared to have similar daily class schedules on Monday/Thursday and Tuesday/Friday.

Wednesdays are set aside for a course called seminar. It gathers students from your major and professors from your department to talk about real-world applications from what you are learning each week in class. It’s a great way to make new friends and stay on track to graduate.

As a first-year student, you will be automatically enrolled in the following courses:
- A writing course.
- A Liberal Arts Core course titled “Self and Community.”
- A seminar course.

You and your adviser will identify entry-level courses in your intended major that you should also take. We also will work with you to determine the number of total credits to take and help you select other Liberal Arts Core or elective courses to add to your schedule.

MAJOR DECLARATION
Once you have decided which major you would like to pursue, students submit a simple major declaration form that helps you, your adviser and the College track your educational goals. A major must be formally declared no later than the end of the second semester of the sophomore year. Completed forms should be submitted to Student Services.

DROP AND ADD PERIOD
The drop and add period for undergraduate students begins two business days prior to the start of classes each semester and closes one week after the first day of classes. Students may drop or add a course during this time for fall or spring semesters, including ILT courses, without penalty. Dropped courses will not appear on a student’s transcript. Students may add courses up to approximately one week prior to term begin dates.

SEMINAR
Seminar is an interactive advising course all students participate in throughout their entire Olivet College journey. Each program or major has its own seminar, and students must take the seminar of the major they have declared. Seminars meet every Wednesday of the semester.

We think of seminar as addressing the 3 C’s: college, community and career. As part of this class you will:
- Create your academic plan.
- Do career exploration.
- Do team building activities with your peers.
- Hear from guest speakers.
- Learn about internships.
- Attend career and graduate school fairs.
- Get advice on your portfolio.
- Build your resume.
- Participate in many other activities focused on helping you achieve your ultimate success.

From day one as a student at Olivet College, you will have a team of people helping you navigate your college experience and prepare for your all-important next steps to graduate school, professional school or directly into your career after graduation.
ACADEMIC ADVISING
Advising for on-campus undergraduate programs at Olivet College is coordinated and takes place within departmental seminars. Each student is assigned a faculty adviser and joins a group of students with a common area of study. Through the seminar, the student engages in and benefits from peer advising and develops relationships with professional mentors. Students also have the opportunity to connect with their professors during office hours, which are scheduled times when professors are available and at the ready to assist with advising and general questions.

SATISFACTORY ACADEMIC PROGRESS
The Olivet College Satisfactory Academic Progress (SAP) Policy consists of standards and requirements concerning academic standing and financial aid eligibility, reflecting requirements established by the U.S. Department of Education. Students must demonstrate continual progress toward the completion of their academic degree while receiving Title IV funding for their education. If satisfactory academic progress is not sustained, students will lose their educational funding from the federal government. In order for a student to demonstrate satisfactory academic progress and continue to be eligible to receive federal financial aid, he or she must maintain a satisfactory minimum cumulative grade point average and maintain a satisfactory pace in their academic program.


GRADUATION REQUIREMENTS
To graduate from Olivet College with a Bachelor of Arts (B.A.) degree, a student must complete at least 120 semester hours of academic credit, maintaining a cumulative GPA of at least 2.00 on a 4.00 scale. Some majors have higher GPA requirements for graduation. Students must also complete all requirements for an academic major offered at the College and complete all required courses and coursework in the Liberal Arts Core Curriculum. Students may also choose to pursue a minor program of study. Students must maintain a 2.00 GPA in his or her major(s) as well as in his or her minor.

AUDITING COURSES
Auditing a course requires the consent of the instructor. Courses taken for audit by full-time students are considered as part of the 12-17 semester hours required for full-time enrollment. Students should connect directly with the professor of the class that they wish to audit to start this process.
ACADEMIC CLASS RANK
An undergraduate student’s academic class rank is determined as follows:
- Freshman completed 0-23 semester hours.
- Sophomore completed at least 24 semester hours.
- Junior completed at least 56 semester hours.
- Senior completed at least 88 semester hours.

INTENSIVE LEARNING TERM
The Intensive Learning Term (ILT) is a unique set of course offerings hosted each spring. Courses last approximately three weeks following the end of the final exam period for the regular spring semester. The ILT allows you to dig deeper into a specific subject while focusing on that subject alone. Courses often cover special topics, and many are paired with a global learning experience.

Students enroll for only one course during this period. Although students are not required to enroll in an ILT course, both full- and part-time students are highly encouraged to do so. The registration cost of ILT is included in spring semester fees. The semester hours for ILT courses are included in both the spring semester computation of fees and the determination of full-time academic status.

Global Learning and Service Learning
An education at Olivet College isn’t just about homework, books or even spending time in a classroom! Global learning and service learning allow you to go beyond your major of study while developing the conscience to do good and the confidence to be more.

Global learning opportunities allow students to pursue diverse and innovative educational experiences abroad. Getting the chance to travel the world to expand your education while also exploring cultures provides incomparable and often life-changing experiences that round out an amazing Olivet College experience. Participating in the global learning program will give you a competitive edge, as you immerse yourself in the cultures, identities and perspectives of countries around the world. You will develop global mindedness and greater acceptance, giving you a unique perspective to working and living with others. Students have recently traveled to Antigua, Costa Rica, Italy, Mexico, Oxford, Thailand and many others.

Service learning is an innovative educational approach that integrates meaningful, hands-on community projects with class instruction to enrich your learning experience. Every major discipline offers a course that explores and addresses real-world problems in the classroom and beyond the boundaries of campus. Service learning projects will broaden your perspective and aid in demonstrating how you will ultimately fit in the overall community and the world. You’ll have a chance to participate in the campus tradition of Service Day every semester, or attend a weekend or week-long service trip in communities near and far. Students often spend spring break performing disaster relieve efforts in the southern United States, for example.

Global Citizen Honors Program
Olivet College offers a customized honors program known as the Global Citizen Honors Program (GCHP). GCHP calls on its members to investigate complex, interdisciplinary global issues. The program requires its members to be involved not only with the problems they are investigating, but with the world around them. It is designed for the undergraduate student who wishes to continue demonstrating creativity and leadership within the framework of Individual and Social Responsibility.

Program members must complete a total of 24 semester hours of honors courses during their time in the program. Credits are earned through honors seminars, honors options, honors sections of Liberal Arts Core Curriculum courses, The Olivet Oxford Experience and the completion of an honors thesis. Students may be admitted to GCHP on their high school record or after they enter Olivet College.

Application forms can be obtained from and submitted to the GCHP Office in Mott 212. Graduation from the program requires student involvement for a minimum of three semesters, satisfactory completion of 24 semester hours of honors coursework, maintenance of a 3.5 grade point average and upholding of The Olivet College Compact.
Honors Options Courses – Honors Options are available in any regularly-offered course at Olivet at the undergraduate level. For an Honors Option, the student completes the standard curriculum for the course, and under the supervision of the instructor will complete an additional advanced project relating to the course content. Honors Options are available for all students, not solely members of the Global Citizen Honors Program.

Student Employment

Work study is a program that allows students to work up to 20 hours each week. The money students earn is often used for various living expenses but may also be applied to the student’s account. Most students work on campus for one of our many departments; however, there are also some positions available off campus that are part of the work study program, such as the local daycare center.

The funding for the work study program comes from the federal government and the College. The FAFSA is used to determine if a student is eligible for federal work study funds. However, if a student is not eligible for federal work study, there may still be opportunities to work on campus for pay.

The work study positions open on Aug. 1 in the Olivet College student portal. Students can view all open positions, review job descriptions and apply. Students will be contacted by the supervisor of those departments for interviews. Students who are hired in a work study position begin working the first week of classes.

For more information, contact Maria Vanarman, financial aid adviser, at mvanarman@olivetcollege.edu.

Parking

On-campus parking is available to all students – even first-year students. Every student who plans to have their car on campus must register for a parking permit. These are free of charge until the end of the drop and add period at the beginning of each semester. Students may visit the Campus Safety Office on the main floor of Burrage Library to fill out the permit.

Mailroom

The Mailroom is located in the lower level of the Kirk Center, where U.S. Mail and other parcels can be sent and received. After arriving on campus, each student is assigned a mailbox number and key. Plus, it’s simple to send mail to your favorite Comet. Incoming mail should be addressed as follows:

Student First and Last Name
320 S. Main St.
Olivet College
Olivet, MI 49076

Note: for privacy purposes, do not include a room number as part of the address.

Campus Store and Books

OC’s Campus Store is located in the lower level of the Kirk Center and offers classroom supplies, OC swag, gifts and more.

The Campus Store also partners with Barnes and Noble College, a virtual bookstore offering convenient online ordering and direct mailing to students. The program ensures course materials will be available when the academic term begins. Once you have your class schedule, simply log on to view and order course materials at https://bookstore.mbsdirect.net/vbm/vb_home.php?FVCUSNO=4449&url=olivet.htm.

Student ID

Students will pose for their Student ID photo prior to the start of the semester. Students are expected to carry their IDs on them at all times. IDs are used to check-in at every meal, gain access to fitness centers, purchase meals and other treats at the Starbucks Café and check out library books. If the ID is lost or damaged, a new one may be printed in the Student Services Office for a small fee.
Housing

Olivet College will be your home for the next four years – and comfortable housing options play a big role in that. OC offers male, female and co-ed residence hall options, and upperclassmen have options of apartment-style and themed housing, too.

Olivet College is proudly a residential college, and all full-time students are required to live on-campus and participate in a college meal plan. Exemptions are granted for students who are 23 or older, married or single with children, or who have home residency in Marshall, Charlotte, Olivet or Bellevue. For first-year students, staff will assist in choosing a roommate based on the interests you list on your Housing Information Form. For example, many athletes choose to room with teammates or other athletes.

Each spring, upper-level students participate in a housing lottery for the following academic year. Students have the option to submit housing requests, and factors like GPA or seniority help decide where students will live.

- **Blair Hall** is the men’s residence hall on campus offering mostly double and single occupancy rooms, common bathrooms, lounges and a computer lab.

- **Dole Hall** is a co-ed residence hall featuring male and female-only floors. In addition to single, double, triple and quadruple occupancy rooms, the hall offers common bathrooms, lounges, a kitchen and computer lab.

- **Shipherd Hall** is designed as a suite-style dorm, with four students sharing a living space, two bedrooms and a semi-private bath/shower facility. Shipherd is co-educational with common lounges, a computer lab and a recreational area.
  - There are also community living options in each of the residence halls for students who share similar interests. Designated community areas include the Global Citizen Honors Program, gender inclusivity, multicultural inclusivity, health and wellness, service to others, the Women’s Leadership Institute, emerging leaders and substance-free living. Students can learn more about these options by visiting the Student Services Office.

- **Gillette Student Village** residents must have and maintain a cumulative grade point average of 3.0. There are nine units with four single rooms in each. All units are fully furnished and have four bedrooms, two full baths and a basement. Amenities for each unit include a dishwasher, microwave, washer and dryer, cable television and wireless Internet access.

- **Long Apartments** feature 10 units with a single and double room in each. Residents must have and maintain a cumulative grade point average of 2.5. All units are fully furnished and have a full bathroom, living room and kitchen. Coin-operated laundry is available on site as well as cable television and wireless Internet access.

- **Oak Hill Apartments** has 21 units with a single and double room in each and three units with double rooms. Residents must have and maintain a cumulative grade point average of 2.5. All units are fully furnished and have a full bathroom, living room and kitchen. Coin-operated laundry is available on site as well as cable television and wireless Internet access.

- **11 Greek societies** offer Greek society housing reserved for active members of the organizations. All houses are located on or near campus.

- **Two theme houses** on Shipherd Street, one male and one female, are reserved for students who strive for success in their academic coursework. Selection of residents is based on criteria such as cumulative grade point average, personal interviews, theme house specific requirements, and other specific criteria determined by the Housing Office.
Meal Plans
Residential students enjoy the Carte Blanche meal plan, which includes all 19 meals offered each week in the Kirk Center – or the KC as students call it – including breakfast, lunch and dinner Monday through Friday, as well as brunch and dinner on Saturday and Sunday. This plan also comes with 10 guest meals to treat your family and friends when they visit and $125 in Comet Cash points each semester.

A second meal plan, 100 on the Run, is reserved for commuting students and students qualified to live in campus apartments and theme and Greek houses. Students enjoy a meal plan that offers 100 meals each semester, averaging out to be about five meals per week. This meal plan is a buddy plan, which allows students to treat family and friends any time. Also included in the 100 on the Run meal plan is $200 in Comet Cash points per semester.

Comet Cash Points
Comet Cash points are treated just like cash, and can be used in the KC or Mott Academic Center’s Starbucks Cafe. Points are tax-free, and the balance will be carried over from fall to spring semester but empties at the end of each academic year. Be sure to use your points before the spring semester concludes. Each meal plan includes Comet Cash, but students can add points to their account as needed at www.dineoncampus.com/olivet, in person at the Kirk Center or by calling 269-749-7378.

MyOlivet is Here for You
Students have access to a specialized portal known as MyOlivet, located at my.olivetcollege.edu. The portal offers links to campus mail, online class services, the academic calendar, and many more forms and documents. Students can also use their username to log in to MyOlivet to view their course schedule, account information and balances, schedule classes and access support resources.

Student Success
The specialized Student Success Center, located on the main floor of Mott Academic Center, offers no-cost peer tutoring, academic mentoring, academic accommodations, freshman success and other services. To learn more about the following programs and services and to make an appointment, email gdotts@olivetcollege.edu or drop by the office in Mott 208.

- Academic Success Support Services
- Academic Accommodations
- Athlete Support Services
- Career Navigation
- First Generation Student Support
- First Year Student Transition
- Hiram Archer Society
- Mentor Program
- My Brother’s Keeper
- Peer Tutoring (Online)
- Retention Programs
- Writing Online Services

Multicultural Education and Initiatives Office
The Multicultural Education and Initiatives Office coordinates educational activities and program initiatives related to the recruitment, enrollment, retention and graduation of multicultural undergraduate students. The office is part of the Office of Student Engagement in Mott 208. It is dedicated to providing educational programs to help students learn to become more aware and accepting of cultural differences that exist on campus.
Services and programs offered include:

- Resources regarding careers, internships, graduate and professional school, education abroad and job opportunities.
- Assistance with questions on financial aid, scholarship and money management.
- Advocacy service, when appropriate, for the needs of multicultural students as defined by the College.
- Diversity training.
- Conflict resolution and other interpersonal matters.
- Mentoring.
- Development of study skills, time management and test-taking strategies.
- Obtaining tutorial assistance.
- Programs and activities that address campus climate issues, socio-cultural isolation and other non-academic topics.
- Identity development workshops.
- Leadership training.
- Program planning and development skills.

Burrage Library

One of the oldest continuously open libraries in the state of Michigan, the Burrage Library embodies the traditional college study experience. The space offers private meeting rooms, computer and printer access, and many cozy corners to study or open spaces to host small gatherings. In addition, the garden level of the library is known as the Roznowski Learning Commons. The Commons offers collaborative technology and a contemporary design, making it the perfect spot to meet for a group project or casually hang out. You can even catch a movie in the Kula Samba Theatre, Olivet’s very own in-house entertainment center!

Information Technology Services

The College’s Information Technology Services (ITS) are also located in the Roznowski Learning Commons on the garden level of Burrage Library. ITS maintains Wi-Fi across campus, in addition to computers and printers in many locations. Students can visit the help desk for assistance accessing their network, Blackboard or MyOlivet accounts, cable TV service, anti-virus software and much more. Students can download Microsoft Office programs such as Word, Excel and PowerPoint for free. As video gaming is a common pastime on campus, students can also gain access to the OC gaming Wi-Fi, which is separate from the academic Wi-Fi across campus.

Hosford History Center and Lawrence Archives

OC’s newest addition is the Hosford History Center and Lawrence Archives. The original home is believed to be the oldest residence in the city of Olivet, built by one of the College’s founders, Oramel Hosford. The home was recently remodeled to serve as a state-of-the-art archival facility and interactive museum. Hosford also hosts special student events and unique study spaces. Students are welcome and encouraged to stop by any time to continue learning more about Olivet’s rich history!
Fitness Opportunities

All students have access to the Laimbeer Fitness Center located on the main campus in the MacKay Gymnasium. Student-athletes have access to the Cutler Event Center, which is two blocks south of the main campus. Students also take advantage of other spaces around campus for outdoor activities, including Blair Lawn for ultimate frisbee, the center Square for hammocking, and Dole Lawn for a game of cornhole. Our rural community is also a safe place for walking, jogging or bike riding any day of the week.

Health and Wellness

Just as physical wellbeing is essential, your emotional health and wellness is also a priority. Olivet College is dedicated to creating a culture of CARE (compassionate, authentic, respectful and empowering). The student engagement team offers weekly events and activities that help student refresh, reset and manage the stress you may encounter as you transition to college.

A mental health triage counselor is available on campus several times per week, and students are supported in seeking medical or wellness resources in surrounding communities.

You are encouraged to visit the Student Engagement Office on the main floor of Mott Academic Center at any time to learn more about the College’s culture of CARE.

Students are encouraged to seek treatment with the provider of their choice. If a student desires medical care, they have the option to contact the local providers below:

- Oaklawn Medical Group - 269-749-2131, 202 N. Main Street, Olivet, MI, located three blocks from campus.
- Oaklawn Psychological and Psychiatric Services - Outpatient Bear Creek Office, 269-781-9119, 15209 W. Michigan Avenue, Marshall, MI, located approximately 15 miles south of campus. The Office of Student Engagement can provide assistance making an appointment.

Students’ health insurance will be billed when seen by a medical or mental health provider (most forms of insurance are accepted). Students are responsible for all expenses related to treatment including co-pays and tests. All costs accrued due to medical and/or safety reasons are the responsibility of the student. Students may choose to see their own primary care physician or counselor. Students are responsible for following their doctor’s instructions. Olivet College and its employees are not responsible for administering, storing, managing or providing any medication.

NOTE: All student-athletes must have proof of medical insurance and a physical examination prior to being allowed to practice or compete within the intercollegiate athletic program. Please contact the Athletic Department for more details.

More information can be found by visiting the Student Engagement Office on the main floor of Mott Academic Center.

ADDITIONAL MEDICAL RESOURCES

**Olivet:**

- Oaklawn Medical Group (downtown Olivet)
  202 N. Main St., Olivet
  269-749-2131

- Olivet Pharmacy
  116 N. Main St., Olivet
  269-280-5005

- Main Street Dental
  123 S. Main St., Olivet
  269-749-9477

- Health Simplified (Naturopathic Products)
  106 Washington St., Olivet
  269-280-6010

**Bellevue:**

- HomeTown Pharmacy
  117 S. Main St., Bellevue
  269-763-9521

- Teresa A. Koch, DDS
  120 N. Main St., Bellevue
  269-763-2092

**Marshall:**

- Oaklawn Hospital
  200 N. Madison, Marshall
  269-781-4271

- Van Der Meulen Douglas DDS
  207 Winston Dr., Marshall
  269-781-6300
Charlotte:
Sparrow Eaton Hospital
321 Harris St., Charlotte
517-543-1050

Sparrow Eaton Hospital Urgent Care
616 Meijer St., Charlotte
517-541-5935

CVS Pharmacy
301 S. Cochran Ave., Charlotte
517-543-4905

Great Lakes Family Dental Group
917 W. Lawrence Ave., Charlotte
517-543-1840

Get Involved and Have Some Fun

We are often told Olivet College feels like home, and we hope you will feel the same when you arrive on campus. We do our best to make every student feel included, and we pride ourselves on our individualized education.

Part of the fun of attending Olivet College is getting involved in the student groups and organizations available to students across campus. There are more than 45 groups and organizations to choose from. Here are just a few:

- Student Government Association
- The Black Student Union
- The Echo student newspaper
- Art Alliance
- Intramural Sports
- Disability Rights Council
- Fellowship of Christian Athletes
- Gay Straight Alliance
- Golden Z Club
- Veterans Advocates Group
- The Criminal Justice Honor Society
- Gruen Chemistry Society
- WOCR student radio station
- Psych Club
- Greek life
- Keyes-Barber-Benedict (KBB) Scholars Program
- Marching Band
- Music
- Outdoor Recreation and Competitive Clay Target Program
- Spirit Squad
- STUNT

Or, get involved with a Talent and Participatory Program (scholarships are offered for these non-NCAA sports and activities for eligible students who connect with the director of the program prior to the start of the academic year):

- Art Alliance
- Bowling
- Choral
- Competitive Cheer
- Difference Maker (Community Service)
- Gospel Choir
- Art Alliance
- Bowling
- Choral
- Competitive Cheer
- Difference Maker (Community Service)
- Gospel Choir
- Keyes-Barber-Benedict (KBB) Scholars Program
- Marching Band
- Music
- Outdoor Recreation and Competitive Clay Target Program
- Spirit Squad
- STUNT

The nearby communities of Olivet, Marshall and Charlotte boast a variety of options students can enjoy within walking or driving distance of campus. The local scene provides safe and convenient options for entertainment to students above and beyond the regular activities of campus life. Restaurants, movie theaters, places of worship, and health and wellness services are just a few of the offerings.

Learn more at https://www.olivetcollege.edu/undergraduate/student-engagement/local-scene/.

GREEK LIFE

The Greek system at Olivet College is comprised of 11 social societies: four female sororities, six male fraternities and one co-educational society. All 11 societies, many of which helped pioneer Greek culture in America, are local organizations founded at Olivet College. Greek life is very unique at Olivet as societies are not connected with other chapters outside of campus. They are run directly through the Office of Student Engagement, which provides leadership advice, skills training and educational opportunities for the members of the Olivet College Greek societies. You can learn more about Greek societies by attending the annual clubs and organizations fair or by visiting a Greek house during one of the campus-wide events.
COLLEGE TRADITIONS
Olivet cherishes its traditions, not only as reminders of its historic past, but also as a means of enabling all students to join in the excitement of creating their own and the College's future through ongoing events. Some of these traditions throughout the academic year include:

FALL SEMESTER

• **President's Opening Convocation** – The first convocation of the year in which the history and traditions of the College and the plans for the future are described.

• **Stand-Up** – A ceremony held at the beginning of each year in which students, faculty, staff and community members are introduced to one another.

• **Fall Service Day** – Held in late September, students, faculty and staff participate in service projects to benefit the school and surrounding communities.

• **Homecoming** – Each fall, parents, friends and alumni are welcomed back to campus to celebrate Homecoming. Students participate by organizing and participating in the Homecoming court competition, Midnight Breakfast, alumni gatherings, Greek open houses, music, athletic events and much more.

SPRING SEMESTER

• **Pledging** – Held each year from late January through early February when Greek societies recruit students to join their organizations. A traditional period of organizational learning, bonding and building of organizational spirit culminates with the presentation of the pledge class.

• **Founders Day** – A special day in February set aside to commemorate the founding of Olivet College in 1844.

• **Spring Service Day** – Held in late March, students, faculty and staff participate in service projects to benefit the school and surrounding communities.

• **Student Life Awards** – Every spring, the College recognizes students and employees for their commitment to co-curricular activities.

• **Honors Convocation** – Every spring, the College recognizes the academic achievements of its students.

• **Baccalaureate** – A special church service for the graduating class and family members held each year in the Olivet Congregational Church.

• **Commencement** – A ceremony held each year in May to recognize graduating students.
Comet Athletics

Olivet College is a founding member of the nation’s oldest collegiate athletic association, the Michigan Intercollegiate Athletic Association. The Comets field 20 Division III athletic teams:

- Baseball (M)
- Basketball (M/W)
- Cross Country (M/W)
- Golf (M/W)
- Football (M)
- Soccer (M/W)
- Softball (W)
- Swimming and Diving (M/W)
- Tennis (M/W)
- Track and Field (M/W)
- Volleyball (M/W)
- Wrestling (M)

ATHLETIC ELIGIBILITY

Division III athletics are a big part of campus life, and many students find that the opportunity to continue playing the sport they love serves as a great compliment during their education. In order to maintain athletic eligibility, all student-athletes are required to meet the following three requirements in order to participate in intercollegiate athletics.

1. Full-time enrollment - a minimum of 12 credit hours per semester.
2. Good academic standing/satisfactory academic progress.
3. Semester hour requirements by residence year.
   - First year of residence - enrollment for a minimum of 12 semester hours each semester.
   - Beginning of the second year of residence - 24 semester hours earned at Olivet College.
   - Beginning of the third year of residence - 48 semester hours earned at Olivet College.
   - Beginning of the fourth year of residence - 72 semester hours earned at Olivet College.
   - Beginning of the fifth year of residence - 96 semester hours earned at Olivet College.
   - Student-athletes should talk with their coaches and academic advisers to learn more about athletic eligibility.
Committed to Safety
The Olivet College Campus Safety team is comprised of dedicated, compassionate and experienced officers who are available 24-hours a day, 365 days a year. The Campus Safety Office is conveniently located on the main floor of Burrage Library. Cameras are located in strategic locations across campus and our safety officers regularly patrol our facilities. Campus Safety works closely with the Eaton County Sheriff’s Department, which has a remote office located in MacKay Gymnasium, and the City of Olivet Police Department.

In the case of an emergency, call 911. Olivet College Campus Safety can be reached at 269-749-7911.

EMERGENCY ALERT SYSTEM
The Emergency Alert System was established to quickly notify Olivet College students, faculty and staff of on-campus emergencies, such as weather alerts, closings and cancellations. Students are asked to sign up for this service when they arrive on campus in the fall. Parents are welcome to sign up for this free service, as well. For more information, please contact Information Technology Services at 269-749-7666. You can sign up here: https://olc.bbcportal.com/Contacts.

COMMITMENT TO TITLE IX
It is the policy of Olivet College to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature or communications constituting sexual harassment. This prohibition against discrimination on the basis of sex applies to all students, faculty, staff and other members of the College community. For more information, please contact Linda Logan, Ph.D., Title IX lead coordinator, at 269-749-7669 or llogan@olivetcollege.edu.

Financial Aid

FERPA
The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. When a student enters a postsecondary institution, the rights under FERPA transfer from parent to student. This law allows students to determine who will have the ability to access records. These records include, but are not limited to, grades, courses taken, test records and disciplinary records.

Schools may release directory information, which is information within the educational records that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include name, address, telephone listing, dates of attendance, enrollment status (full-time, part-time) and degree/honors received.

During the enrollment process, new students are offered an opportunity to complete a FERPA waiver form that provides Olivet College the ability to discuss educational records with parents. The student may specifically list to whom they wish Olivet College to release information. Students may change their FERPA waiver at any time in the Student Services Office located in Mott 205: https://www.olivetcollege.edu/wp-content/uploads/2016/10/FERPA-Waiver-Form-Updated-6-13-12.pdf.

PAYMENT OPTIONS
There are several financial resources available that can help cover any remaining balance you may have. Below are some of the options to consider, and the outstanding financial aid team is always willing to answer questions. Contact student services at 269-749-7645 or sas@olivetcollege.edu for more information.

OTHER SCHOLARSHIPS
External scholarships are available to students and do not require repayment. By doing some online research, you will discover thousands of scholarships offered by private companies, employers, individuals, nonprofit organizations, communities, religious groups, professional and social organizations, and more. You’ll be amazed at the number of scholarships available. The key is to start your research early. Check out these resources:
  - www.fastweb.com
  - www.scholarshipamerica.org
  - We also post any available scholarships to the Olivet student portal.
FEDERAL PARENT PLUS LOANS
- The federal government offers loans to parents and stepparents. If approved, your parents or stepparents may borrow up to the amount due plus books for the year.
- Go to www.studentloans.gov. Complete “Request a Direct PLUS Loan” and “Master Promissory Note (MPN).”

PRIVATE LOANS
Students may apply for a private loan through any bank or credit union offering a private education loan. Most students will be required to have a credit-worthy cosigner. For a list of current lenders students have used over the past four years, please go to www.olivetcollege.edu/undergraduate/tuition-financial-aid/loans/.

We encourage all students to pursue federal student loans before considering a private loan. Federal loans have more favorable terms, are guaranteed by the government and have low-interest rates. Nearly all students are eligible for federal student loans regardless of your credit score or financial history. And, federal loans feature a grace period after graduation when no payments are due.

PAYMENT PLANS
Lastly, we have many payment options available to you to help with the cost of attendance, including three-, four- or five-month payment plans (per semester) or six-, eight- or ten-month payment plans (per year). The Student Services Office will walk you through a payment “plan of action” that best suits your family’s needs. A $30 activation fee is required upon enrollment each semester.

Move-In Day
The College is actively planning for the fall semester, and our number one goal is to safely reopen campus for the fall semester. This means Move-In Day might look a little different than in year’s past, but we can promise that we will provide exciting, engaging experiences for you to enjoy while you transition to college student and officially join the Comet family. Details will be shared with you when we are able to confidently make decisions that protect the health and safety of the campus community.

OUR #1 GOAL: TO SAFELY REOPEN CAMPUS FOR THE FALL SEMESTER
Will campus be open in August for the fall semester? That is exactly what we are working toward – a safe return to campus. We will do everything in our power to open campus this August and welcome our students home to Olivet College. While we must prepare for other scenarios as well, our primary goal is to return to campus for the fall semester safely.

ENSURING YOUR HEALTH AND SAFETY
How will the College ensure the health and safety of students? Until there is a vaccine, few places in the world will be coronavirus-free. To open the campus, however, we do need to be coronavirus-safe - and that is the main focus of the comprehensive plan the College is presently working on. The health and safety of the Olivet College family are top of mind in all of our planning. We also recognize that some faculty, staff and students will not be able to return until the coronavirus threat is gone; we’ll be prepared to accommodate you too, remotely if need be.

COMPREHENSIVE PLANNING
We will face continued uncertainty as the pandemic continues and the College is preparing to face whatever challenges come our way. There are numerous working teams across the College to develop a comprehensive plan for the fall semester, and that includes how to safely bring students – new and returning – to campus for the residential college experience you desire and deserve. Working groups include not only our faculty and staff, but we are also working with the Barry Eaton District Health Department, other respected medical professionals and other independent colleges across the state of Michigan. These plans are still in development, and we'll share the details as they become available in the weeks between now and the fall semester.
Contacts

EMERGENCIES/CAMPUS SAFETY
269-749-7911
In case of emergency, call 911

ADMISSIONS
Jared Stratz
Director of Admissions
Dole Hall Welcome Center/Admissions
269-749-7767
jstratz@olivetcollege.edu

ADVANCE LEARNING TERM (ALT)
Laura Barlond-Maas
Associate Professor of English
Upton Conservatory 126
269-749-7678
lmaas@olivetcollege.edu

ATHLETICS
Your Head Coach
-OR-
Andrew Kreichelt
Athletics Business Operations Manager
Cutler Athletic Complex
269-749-6689
akreichelt@olivetcollege.edu

CAMPUS STORE (TEXTBOOKS AND OC GEAR)
Townsend Montgomery
Campus Store Manager
Kirk Center, Lower Level
269-749-7394
tmontgomery@olivetcollege.edu

CAMPUS MAIL
Townsend Montgomery
Mail Room Supervisor
Kirk Center, Lower Level
269-749-7386
tmontgomery@olivetcollege.edu

CLASS SCHEDULE
Leslie Sullivan
Registrar
Mott 205
269-749-7638
lsullivan@olivetcollege.edu

FINANCIAL ACCOUNT
Student Services
Mott 205
269-749-7645

HOUSING
Richard Lehman
Student Services and Housing Coordinator
Mott 208
269-749-7175
rlehman@olivetcollege.edu

MOVE-IN DAY
Jake Schuler
Assistant Dean for Student Engagement and Director of Residence Life
Blair Hall 116
269-749-7694
jschuler@olivetcollege.edu

STUDENT LIFE
Jake Schuler
Assistant Dean for Student Engagement and Director of Residence Life
Mott 208
269-749-7694
jschuler@olivetcollege.edu

STUDENT SUCCESS
Student Success Center
Mott 209
269-749-7437

TECH SUPPORT
Information Technology Services
Burrage Library, Lower Level
269-749-7666
itshelp@olivetcollege.edu

• OC NEWS:
  https://www.olivetcollege.edu/news-and-features/

• OC CALENDAR:
  https://www.olivetcollege.edu/calendar/
Barker-Cawood Lounge
Barker-Cawood Lounge is located in the Mott Academic Center. The lounge houses a Starbucks Café which provides an area for students to study together and relax between courses while enjoying a range of products including specialty coffees, teas and other fresh food items.

Beman Observatory and Planetarium
Located in the Mott Academic Center, the planetarium has a 35-foot dome with seating for 60. It is used for classes, as well as programs open to the community on stars, constellations, planets and other astronomical features. The Beman Observatory houses a 6-inch refracting telescope and is used for astronomical viewing in classes and scheduled showings open to the community.

Olivet College Campus Store
The Olivet College Campus Store is located on the lower level of the Kirk Center. Students will find school supplies, art materials, posters, greeting cards, souvenirs, incidentals and Olivet College sweatshirts, T-shirts, jackets and other apparel.

Burrage Library
Burrage Library is located on the corner of College and Main streets. The original 19th century neo-Romanesque library building, Burrage Hall, was renovated and expanded in 1992, tripling its size and doubling its book storage capacity. The library currently contains over 90,000 books, 500 periodical subscriptions, access to a wide range of online databases, as well as special collections and the Olivet College archives. The library provides students with library skills education,
interlibrary loan services, individual attention and a quiet place to study. Burrage Library is open throughout the academic year, with seating for 300 students.

**Computer Labs**
Computer labs are located in the Mott Academic Center, the upper level of MacKay Gymnasium and in Burrage Library. These labs are equipped with networked IBM-compatible computers and laser printers. All computers run Microsoft Office products and are connected to the Internet. Workstations can also be found in all residential halls.

**Cutler Event Center and Athletic Complex**
The athletic and recreation facility is located at the south end of campus. The 44,500-square-foot multipurpose facility includes multiple varsity and visiting locker rooms, officials' locker rooms, an athletic training room, weight room, athletic department offices and general purpose rooms.

**Cutler Fitness Center**
Housed in the Cutler Event Center, the fitness center opened in 2008 and includes free weights, Nautilus equipment and aerobic exercise equipment. The fitness center is available to all faculty, staff and students. Hours of operation are available through the Athletic Office.

**Gruen Engagement Center**
The Gruen Engagement Center serves as a place where students and faculty can collaborate in a social setting, while also serving as a lodging and hospitality space for visitors such as professors-in-residence, campus speakers and special guests. The Engagement Center was the one-time home of Dr. Fred Gruen, chemistry professor at the college from 1951 to 1991, who was known and respected for his active engagement with students beyond the classroom.

**Kula Samba Theatre**
This theatre is located in the Roznowski Learning Commons in the lower level of Burrage Library. The theatre is named after a 1973 Olivet College graduate who served as a nurse in Africa and who was executed in 1998 for fighting for the civil liberties of children. The theatre is open throughout the week and available for private functions.

**Frederick S. Upton Center**
The Upton Center is an athletic building used for varsity and intramural athletics, recreation and physical education courses. The indoor swimming pool is open for general student use when not otherwise scheduled for varsity, intramural, extramural or classroom activities. Please contact the Athletic Department for hours of operation.

**MacKay Gymnasium**
The MacKay Gymnasium is an athletic building used for varsity and intramural athletics as well as recreation and physical education courses. The basketball court and MacKay stage are open for general student use when not otherwise scheduled for varsity, intramural, extramural, club or classroom activities.

**Pyne Pavilion**
Completed in 2014, Pyne Pavilion is located at the Cutler Athletic Complex and provides prime seating for game day viewing, meeting space and a satellite campus store.

**Riethmiller Blackman Art Building**
The Riethmiller Blackman Art Building is a 17,000-square-foot facility designed to house Olivet's Visual Arts Program. The facility includes an art gallery, fine art vault and art classrooms. It is also open to non-art majors, faculty, alumni and the community.

**RN-BSN Program Office and Classrooms**
Olivet College has an additional location on the campus of Kellogg Community College located at 450 North Avenue, Battle Creek, Michigan 49017 for the purposes of delivering its RN-BSN Program. The nursing program office is located in the Classroom Building, Room 105.

**Roznowski Learning Commons**
Completed in 2015, the Roznowski Learning Commons provides students with a contemporary environment in which to study, as well as study rooms equipped with the latest technology to enable collaborative projects and learning.

**Kirkelldel Biological Preserve**
Located two miles from campus on Pine Lake, Kirkelldel has five habitat types and broad biological diversity, serving as an outdoor classroom for a range of science classes and research projects.

**Doris Laimbeer Fitness Center**
Housed in the Upton Center, the Laimbeer Fitness Center opened in 1994 and was renovated in 2012. The center includes new fitness and cardio equipment and new free weights to accommodate patrons at all levels of fitness and with all lifting styles. The center is available to all students, faculty and staff. Hours of operation are available through the Athletic Department.