

# PARENT HANDBOOK



Quincy  
University

2018-2019

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# Mission Statement



Quincy University stands as a Catholic, independent, liberal arts institution of higher learning in the Franciscan tradition. Inspired by the spirit of Francis and Clare of Assisi, we respect each person as a sister or brother with dignity, value, and worth. We work for justice, peace and the integrity of creation. We prepare men and women for leadership and for the transformation of the world by educating them to seek knowledge that leads to wisdom. We welcome and invite all to share our spirit and life.



# Four Primary Symbols of the University

## The Hawk - Mascot of Quincy University



The Hawk is the University's mascot for two reasons:

1. The first reason is that hawks have exceptional vision, strength, courage and decisiveness.

a. Vision: The hawk has keen vision and sees what others miss. Quincy University seeks to help students to develop a clear vision of life, to have an awareness of what is going on around them, to see the whole and not just the parts, to see the big picture, to have an awareness that there is more than one way to look at an issue, to pay very close attention to details.

b. Strength: A hawk possesses great strength. Quincy University wants students not only to possess physical and emotional (psychological) strength, but also to develop strength of character which is rooted in Gospel values.

c. Courage: The hawk teaches one to soar, to have the courage to discover and to actualize one's potential and not to settle for the status quo and mediocrity. Quincy University seeks then to cultivate the virtue of courage so that one is not afraid to be a person of integrity, to express oneself, to stand up for the truth, to take a risk for one's good and the good of others.

d. Decisiveness: The hawk calls us to be leaders who are decisive. Quincy University tries to empower students to make decision which are based on sound moral principles and critical thinking, to be a person of action

2. The second reason is that the brown wings and white head of a hawk also represent the University's colors which also reflect the brown colored Franciscan habit and the white cord around the waist.

## The TAU Cross – Franciscan Symbol of Quincy University

The TAU Cross symbolizes that Quincy University is a Christian and Franciscan institution of higher learning. It embraces and promotes the Franciscan values of:

a. Hospitality and respect for all (a welcoming community that upholds the dignity, value and worth of every person);

b. The Franciscan value of Community life built on inclusivity (no one is excluded for the QU Family) and diversity;

c. The Franciscan values of reconciliation, justice and peace (to heal broken relationships, to preserve unity and harmony since we are all brothers and sisters who have come from a common source);

d. The Franciscan value of service to others (sharing our gifts and talents for the benefit of others and the QU Community and our willingness to be touched by another who may change my life from the encounter)

e. The Franciscan value of the care for creation (growing in the care of the planet which is our home.)



## The Tower – Logo of Quincy University

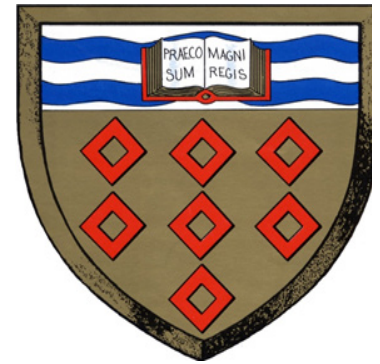
The tower represents stability and strength that comes from a Catholic and Franciscan liberal arts education. It invites one to want to soar and to look beyond the horizons. It summons one to be open to growth and life in all areas of one's life.



## The Seal and Coat of Arms of Quincy University

The Coat of Arms represents the mission of the University. The two blue wavy lines in the upper portion of the shield represent the Mississippi River, along whose banks the city and the university are located. It also symbolizes the river of life which every human being must travel down for self-actualization, meaning and purpose to one's life.

In heraldry, a Book is a symbol that represents a college or university. As a Franciscan University, the book also represents the three key books from which we are to read and to learn.



1. The Book of the Scriptures reveals to us who God is, who we are as God's sons and daughters, and how we are called to love one another as God loves us.

2. The Book of Life awakens us to how God has wired us to grow in wisdom through a reflective stance for "An unreflective life is an un-lived life." Socrates

3. The Book of Creation discloses that all that exists comes from the same Source and is a special reflection of God's goodness and beauty in the world. We are, therefore, all brothers and sisters, who are to treat each other with reverence and respect, to uphold the human dignity and rights of all and to care for the planet which sustains us.

The Latin motto Praeco Sum Magni Regis (I am the Herald of a Great King). Like St. Francis of Assisi, each of us is called to preach the Good News, the Gospels, and the Scriptures by our very lives and when it is necessary to use words. Each of us is called to make a difference in the world, to say something by our lives. Quincy University assists students to actualize their potential and to share their gifts and talents for the up building of the common good.

The Gold Shield with Red Diamonds represents the coat of arms of the second Earl of Winchester, Roger de Quincy, (13th Century in the Third Crusade with Richard the Lionhearted). The city of Quincy, Illinois, was named after John Quincy Adams, the sixth President of the United States. His maternal grandmother was Elizabeth Quincy, from whom he received his middle name.

The color Gold for the Quincy University represents generosity and the elevation of the mind toward the pursuit of learning and becoming a life-long learner.

The Diamonds represent the value and the quality of every person.

Every member of the Quincy University Community is called to bring out the best in each other so that we become quality people who are making a difference and impact on our world.



# Contacts

The University's main phone number is 217-228-5432. For other numbers of departments please see below. Should you have a question for a department/individual not listed below, please contact our main university line.

Academic Affairs  
(217) 228-5432 ext. 3300  
Francis Hall 124

Athletic Department  
(217) 228-5432 ext. 3500  
HFC 2nd Floor

Bookstore  
(217) 228-5432 ext. 3600  
Student Center (below cafeteria)

Brenner Library  
(217) 228-5432 ext. 3800

Campus Ministry  
(217) 228-5432 ext. 3617  
Francis Hall 114

Counseling Services  
(217) 222-6550 ext. 3785  
(for appts. only) Located in Friars' 113

Health and Fitness Center  
(217) 228-5432 ext. 3574

Human Resources  
(217) 228-5432 ext. 3670  
Francis Hall B-34

Information Technology  
(217) 228-5432 ext. 3690  
Francis Hall 134

J. Kenneth Nesbit Student Success Center  
(Office of Student Development & QUEST Center)  
(217) 228-5320 ext. 3788  
Basement of Brenner Library

President's Office  
(217) 228-5432 ext. 3900  
Francis Hall 128

Registrar's Office  
(217) 228-5432 ext. 3970  
Francis Hall 130

Security  
(217) 228-5600- Duty Officer  
(217) 228-5432 ext. 3990 -Security Director  
Friar's Hall 106

Student Financial Services  
(217) 228-5260  
Francis Hall 104

Wellness Center (Nurse)  
(217) 228-5432 ext. 3790  
Friars' 114

# Learning at Quincy University

At a smaller institution like Quincy University, students have the opportunity to get to know their professors. Our faculty maintain regular office hours and want students to talk with them outside of class.

The academic success of students is important to us. Two of the most important ingredients of academic success are class attendance and time management. Students who rarely miss classes and who plan ahead to turn in their assignments on time are setting themselves on the path to success. It's also important for students to have and use the required course materials, including textbooks and electronic access codes. Please bring any issues about required course materials to the attention of Dr. Christine Tracy in the J. Kenneth Nesbitt Student Success Center (SSC).

## **Degree Requirements**

All degree requirements and programs are described in detail in the current Academic Catalog, available on the University website (<https://www.quincy.edu/academics/academic-catalog/>). Degree checklists for all programs are also available. It's a good idea for students to track their own progress.

## **Bonaventure Program**

The Bonaventure Program provides the courses in our liberal arts foundation or common educational experience for all students. Students collect assignments from Bonaventure Program courses into an electronic portfolio.

## **Majors and Minors**

Each student decides on a program of study or declares a major. Entering students may have an Exploratory major but must declare a major by the end of the sophomore year. Most college students change their majors as they discover their interests and talents. It's possible to add a second major or a minor. Late changes of major can add additional time to degree completion.

## **Academic Advising**

Your student is supported by both a success coach and a faculty academic advisor. Students should prepare for advising appointments by reviewing their interests and strengths, their academic program requirements, the available courses and times, and any limitations such as athletic practice times or work schedules. Academic advising is also about future plans such as careers and advanced degrees. Referrals can be made about any other concerns students may have.

## **QUEST Center**

The QU Experiential Study Center, located in the lower level of Brenner Library, assists with internships, study abroad, service learning, undergraduate research, and career services.

## **Office of Graduate Studies**

In addition to supporting QU graduate students and programs, the Office of Graduate Studies in Francis Hall 121 provides information about applying to graduate programs at QU and elsewhere.

## **Accelerated Bachelor's to Master's Program**

Students can apply in the junior year to take up to six graduate semester hours (two graduate courses) in the senior year. There are specific requirements in order to maintain eligibility for financial aid. See the Academic Catalog or the Office of Graduate Studies for details.



# Student Opportunities

## Athletics

### Mission Statement

Quincy University Athletics Department strives to assist the student in attending a well-rounded education consistent with the university's philosophy based in the liberal arts and Franciscan traditions. Intercollegiate athletics is committed to the philosophy of accountability of each athlete to the values and goals benefiting higher education. Students are provided with the opportunity to participate in a competitive NCAA environment, while receiving personal instruction that promotes teamwork and instills the importance of sportsmanship.

### Helpful tools for Student-Athletes and Parents

Quincy University Athletics Main Website: [www.quhawks.com](http://www.quhawks.com)

### Quincy University Athletics Schedules:

Baseball <a href="http://quhawks.com/schedule.aspx?path=baseball">http://quhawks.com/schedule.aspx?path=baseball</a>	Women's Basketball <a href="http://quhawks.com/schedule.aspx?path=wball">http://quhawks.com/schedule.aspx?path=wball</a>
Men's Basketball <a href="http://quhawks.com/schedule.aspx?path=mbball">http://quhawks.com/schedule.aspx?path=mbball</a>	Women's Cross Country <a href="http://quhawks.com/schedule.aspx?path=wcross">http://quhawks.com/schedule.aspx?path=wcross</a>
Cross Country <a href="http://quhawks.com/schedule.aspx?path=mens_cross_country">http://quhawks.com/schedule.aspx?path=mens_cross_country</a>	Women's Golf <a href="http://quhawks.com/schedule.aspx?path=wgolf">http://quhawks.com/schedule.aspx?path=wgolf</a>
Football <a href="http://quhawks.com/schedule.aspx?path=football">http://quhawks.com/schedule.aspx?path=football</a>	Women's Lacrosse <a href="http://quhawks.com/schedule.aspx?path=wlax">http://quhawks.com/schedule.aspx?path=wlax</a>
Men's Golf <a href="http://quhawks.com/schedule.aspx?path=mgolf">http://quhawks.com/schedule.aspx?path=mgolf</a>	Women's Soccer <a href="http://quhawks.com/schedule.aspx?path=wsoc">http://quhawks.com/schedule.aspx?path=wsoc</a>
Men's Lacrosse <a href="http://quhawks.com/schedule.aspx?path=mlax">http://quhawks.com/schedule.aspx?path=mlax</a>	Softball <a href="http://quhawks.com/schedule.aspx?path=softball">http://quhawks.com/schedule.aspx?path=softball</a>
Men's Soccer <a href="http://quhawks.com/schedule.aspx?path=msoc">http://quhawks.com/schedule.aspx?path=msoc</a>	Women's Tennis <a href="http://quhawks.com/schedule.aspx?path=wten">http://quhawks.com/schedule.aspx?path=wten</a>
Men's Tennis <a href="http://quhawks.com/schedule.aspx?path=mten">http://quhawks.com/schedule.aspx?path=mten</a>	Women's Track & Field <a href="http://quhawks.com/schedule.aspx?path=wtf">http://quhawks.com/schedule.aspx?path=wtf</a>
Men's Track & Field <a href="http://quhawks.com/schedule.aspx?path=mtf">http://quhawks.com/schedule.aspx?path=mtf</a>	Women's Volleyball <a href="http://quhawks.com/schedule.aspx?path=vwball">http://quhawks.com/schedule.aspx?path=vwball</a>
Men's Volleyball <a href="http://quhawks.com/schedule.aspx?path=mvball">http://quhawks.com/schedule.aspx?path=mvball</a>	





Quincy University Athletic Staff Directory: <http://quhawks.com/staff.aspx>  
 NCAA Resources: [www.ncaa.org](http://www.ncaa.org)  
 NCAA Championships: [www.ncaa.com](http://www.ncaa.com)  
 Great Lakes Valley Conference: [www.glvcsports.com](http://www.glvcsports.com)  
 GLVC Livestream: <http://www.glvcsn.com/quincy/>  
 WGEM Sports Radio/Live Broadcast: <http://radio.securenetsystems.net/cirrusencore/WGEMAM>  
 Midwestern Intercollegiate Volleyball Association: [www.mivavolleyball.com](http://www.mivavolleyball.com)

***Athletic Training***

To access Athletic Training information and documentation go to [www.quhawks.com](http://www.quhawks.com), then click on the tab marked “Athletic Department”, the second link marked “Athletic Training” has trainer information as well as documentation for physicals along with instructions.

**Facilities and Addresses:**

Sport	Facilities	Address
Football	QU Football Stadium	20th and Sycamore St.
Baseball	QU Baseball Stadium	18th and Sycamore St.
Basketball	Pepsi Arena	20th and Oak St.
Soccer	Legends Stadium	1600 Seminary Rd.
Softball	Mart Heinen Complex	600 Seminary Rd.
Tennis	QU Tennis Court	20th and Elm St.

***Season Ticket Information:***

Please contact Assistant Athletic Director of External Operations Katie Awerkamp at (217) 22-5290 or [awerkka@quincy.edu](mailto:awerkka@quincy.edu) for more information.

***Booster Club Information:***

Men’s Basketball: [http://quhawks.com/sports/2011/2/24/MBB\\_0224114422.aspx?path=mbball](http://quhawks.com/sports/2011/2/24/MBB_0224114422.aspx?path=mbball)  
 Women’s Basketball: [http://quhawks.com/sports/2011/2/24/WBB\\_0224115759.aspx?path=wbball](http://quhawks.com/sports/2011/2/24/WBB_0224115759.aspx?path=wbball)  
 Football: [http://quhawks.com/sports/2014/6/6/FB\\_0606144147.aspx?path=football](http://quhawks.com/sports/2014/6/6/FB_0606144147.aspx?path=football)  
 Women’s Soccer: [http://quhawks.com/sports/2011/1/25/WSOC\\_0125113906.aspx?path=wsoc&tab=6](http://quhawks.com/sports/2011/1/25/WSOC_0125113906.aspx?path=wsoc&tab=6)  
 Women’s Volleyball: [http://quhawks.com/sports/2015/6/12/WVB\\_0612155830.aspx?path=wvball](http://quhawks.com/sports/2015/6/12/WVB_0612155830.aspx?path=wvball)

***Merchandise and Online Apparel:***

For all your football and basketball apparel, Victor’s Vault is open and running at every home football and men’s & women’s basketball games in QU Stadium and Pepsi Arena. For all of your immediate shopping needs, please check out [www.shopquhawks.com](http://www.shopquhawks.com).

***NCAA Compliance***

Athletic Compliance Director  
 Katelyn Camardelle  
 Email: [Camarka@quincy.edu](mailto:Camarka@quincy.edu)  
 Office Phone: (217)2285432 Ext. 3508

There are many rules and regulations in the NCAA that apply to parents. Before you act it is always good to ask. Please contact the compliance director.  
 All student-athletes are required to create an account through the NCAA Eligibility Center. To access Eligibility Center go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org) this is where all your student-athletes eligibility information will be found.



## **Campus Ministry**

### **Mission Statement**

Campus Ministry fosters the Catholic-Christian and Franciscan traditions and values to the whole University Community. It accompanies and facilitates the spiritual life of the community, both individually and communally, through:

- Hospitality
- Prayer
- Worship
- Rituals
- Spiritual Programs
- Retreats
- Spiritual Mentors Program
- Service-Learning Projects
- Mission Trips

Campus Ministry promotes a Christ-Centered community where all are welcome and where everyone's physical, intellectual, and spiritual gifts are valued as a gift and blessing from God.

## **QUEST Center**

### **Mission Statement**

The QUEST Center (Quincy University Experiential Study Center) supports, coordinates, and implements academic experiential learning, in collaboration with faculty, staff, and the community.

Experiential learning connects knowledge, experience, action, and reflection, and engages students in various kinds of transformative activity. Experiential learning is also deeply rooted in the Franciscan intellectual tradition, which emphasizes both the value of the individual experience, and the importance of relationship and community.

QUEST Center is Quincy University's center for experiential learning which supports:

- Career Services – Support for a successful transition to a career
- Credit for Prior Learning – Academic credit for work experience
- Internships – Opportunities for paid employment related to major
- Service-Learning – Achieving learning outcomes through service
- Study Abroad – Venture into the world to create new learning experiences
- Undergraduate Research – Work with faculty in any discipline on a research project

# Student Development

## Mission Statement

The office of Student Development fosters an engaged inclusive campus environment in the Catholic Franciscan tradition. Through varied educational programs, activities, and services students will be empowered to maximize their full potential and become transformative global citizens.

## Disability Services

Students with documented need for physical and/or educational assistance will collaborate accommodations with the Vice President of Student Development. The VP will work with faculty to provide appropriate learning and testing environments. The J. Kenneth Nesbitt Student Success Center offers private test proctoring rooms, as well as assistive technology. A recent diagnosis with needed accommodations specified from a professional in the field is required.

## Peer Tutoring & Supplemental Instruction

Quincy University provides free tutoring services to undergraduate students. Tutors staffing the J. Kenneth Nesbitt Student Success Center are available for most courses at the 100- 200 level. Peer-led, student-driven supplemental learning is offered to students through the Supplemental Instruction Program. Supplemental Instruction is provided to students in some of the most historically challenging 100-200 level courses.

## Success Coaches

Each new student is provided a faculty or Success Coach as an advisor. Advisors and Success Coaches receive training in working with college students on issues such as academic success, selecting a major, and adjusting to college. Students can meet with their Success Coach to develop time management and study plans. Students conditionally admitted to the University or on academic probation are required to participate in academic success courses.

### ***Donna Holtmeyer M.S. Ed.***

holtmdo@quincy.edu

Primary Academic Advisor last name A -M for undecided and Nursing Students

Secondary Advisor for students in the following majors: Business, Accounting, Finance, Marketing, Management, Psychology, Human Services, History, Political Science, Criminal Justice and Pre-Law

### ***Brendan McCrudden M.E.C.***

mccruubr@quincy.edu

Primary Academic Advisor last name N -Z for undecided and Nursing Students

Secondary Advisor for the students in the following majors: Aviation, Computer Science, English, Graphic Design, Sport Management, Exercise Science, Biology, Math, Theology, Chemistry Communication, and Music

## Residence Life

In partnership with our residents, Residence Life enhances the Quincy University experience by providing a safe and inclusive living environment where students have the opportunity to actively engage with peers, explore their personal identity, and develop a deeper sense of self in relation to their impact on the world.

For more information or questions or concerns regarding Residence Life feel free to contact:

### ***Andrea Gruger, M.S.***

Assistant Director of Residence Life and New Student Programs

grugean@quincy.edu

### ***Johann St. John, M.S.***

Director of Campus Programs and Residence Life

stjohjo@quincy.edu



## **Campus Involvement and Engagement**

Campus Life, in the Office of Student Development, is home to the Campus Activities Board, Student Government Association, Greek Life, Homecoming, Intramurals, and over 30 Registered Clubs and Organizations.

Every student is encouraged to take the challenge of MAKING QU YOURS!!! Please encourage your student to customize their Quincy University experience to what he/she wants it to be; it is key for an amazing 4 years!

For more information regarding Campus Involvement and Engagement, please contact Johann St. John, director of campus programs at [stjohjo@quincy.edu](mailto:stjohjo@quincy.edu).

## **Multicultural and Leadership Opportunities**

Multicultural and Leadership, with the Office of Student Development, is a perfect opportunity for students to explore their identity while learning about others with the goal to MAXIMIZE YOUR POTENTIAL!

Multicultural Opportunities at Quincy University include:

- The chance to become a Multicultural Ambassador
- Engage in conversations through our Gender Talks: Lunch Series in the Cafe
- Participate in Black History Month, HERstory Month, International Programs, World AIDS day programs amongst many others.

## **Community Standards**

The Student Handbook provides students with a comprehensive guide to campus resources, their rights, and responsibilities and important information regarding their role as a student at Quincy University. Students are expected to read and understand the Student Handbook and will be held to the standards, expectations, and rights outlined. Quincy University reserves the right to edit and update policies and procedures in this handbook as necessary. Notification of edits or updates will be emailed to current Quincy University student emails. The link to the Student Handbook is:

<http://ecyz0ogsri333pcv20afyufu-wpengine.netdna-ssl.com/wp-content/uploads/2017/09/Student-Handbook-.pdf>

## **Mailing Information**

The Student Mailroom address for sending packages and letters is:

Student's Name, Quincy University,  
1810 Lind Street, Campus Box ----,  
Quincy, IL 62301-2200.

If you are sending packages that need refrigeration, such as medicine, goodies from a bakery or flowers please have the student's phone number listed so we can call them to pick it up. The mail from the Post Office comes directly to the Student Mailroom. Packages and overnight mail from UPS and FEDEX are delivered to a main area at our Maintenance Office, and signed for. It is then distributed around the campus by them to appropriated locations, meaning it will take more time for these to get to the Student Mailroom. The packages and overnights that are transferred to the Student Mailroom will arrive the same day that they arrive.

## **Campus Dining**

We offer a large variety of high quality meals, and we make it easy for students to eat a well-balanced, healthy meal at Quincy University. Our Balanced U program reinforces our commitment to using the most nutritious products available and healthiest cooking methods possible in our kitchens. Of course it's not just about the food, our programs are constantly changing to address the issues of nutrition, health, and sustainability as well as create an atmosphere that makes campus dining a relaxing break in the day from the pressures of student life. We have convenient service hours to accommodate any schedule, and students enjoy theme meals and special events to make dining a social event with friends. Students are highly encouraged to follow us @hawk-dining on Facebook, Twitter, or Instagram to take full advantage of campus dining programming. The biggest advantage is the convenience of having someone else do the cooking and cleaning up, enabling your student to spend more time studying and socializing, and there's no need to drive, carry cash, or worry about budgeting for food.

### ***Dining Locations***

Quincy University's primary campus dining location is the Main Dining Room, commonly referred to as the "Cafe" and located in the Student Union. Cafe dining is all-you-care-to-eat and offers a variety of home-style comfort foods, multicultural cuisine, grilled and fried favorites, pizza and pasta, fresh deli and salad bar, desserts and more. Offerings change daily and specific menus can be found at [www.dineoncampus.com/quincy](http://www.dineoncampus.com/quincy) or the free "Dine on Campus" mobile app. The Cafe is open Monday through Friday from 7:30am to 7:30pm, and Saturday and Sunday from 11am to 7:30pm. Full meal periods when all Cafe stations are open are 7:30am-9:30am, 11am-1pm and 5pm-7:30pm, with limited-continuous-dining offered in between full meal periods. The Late Night Grill inside the Cafe is open from 8pm-10pm and serves grill favorites such as burgers, cheesesteaks, chicken tenders, and grilled chicken.

The Retail Store inside the Cafe is open Monday through Friday from 7:30am to 10pm, and Saturday and Sunday from 11am-10pm, serving bottled beverages and snacks, grab and go items such as sandwiches and wraps, and a daily hot grab and go special.

Our North Campus dining location is open Monday through Thursday from 9am to 12:30pm, serving bottled beverages and snacks, coffee, and grab and go items such as sandwiches and wraps, salads, parfaits, and more.

### ***Meal Plan***

If your student lives on campus their meal plan has been preselected for them by Quincy University. All students residing in Padua, Willer, Helein, Garner or Friars Hall will have the All-Access meal plan. If your student resides in a campus house, campus apartment, or the Student Living Center (SLC), the Bronze meal plan has been preselected for them; however, they have the option to upgrade their meal plan to either the Gold or All-Access plan.

Commuter students are not required to have a meal plan, but it is highly encouraged. Many of the most important interactions college students have outside of the classroom occur around the meal table. Commuter students who do not at least occasionally share the table with their resident counterparts certainly miss out on a big part of the college life experience. Commuter students may choose from any available Quincy University student meal plan.

All students are encouraged to add flex dollars to their student account at any time. Flex dollars can be added anytime at [www.dineoncampus.com/quincy](http://www.dineoncampus.com/quincy), by phone at 217.228.5432 ext. 3750, or in person at the QU Student Financial Services Office in Francis Hall room 104.

For specific information regarding meal plans and flex dollars, please visit [www.dineoncampus.com/quincy](http://www.dineoncampus.com/quincy). Meal plans are automatically loaded onto your Student's ID card. Students carry their card with them and hand it to the cashier when making a purchase. Student meals are designed for the student's use only. Students are not allowed to use an ID card or meals that do not belong to them.

Students residing in a campus house, campus apartment or the SLC, and commuter students are allowed to upgrade their meal plan at any time; however, no refunds or credits will be given for students wanting to reduce their meal plan after Quincy University's add/drop period ends.

Students can ask the cashier for their remaining balance of meals or flex anytime, or they may contact dining services at 217.228.5310 or stop by our office located in the Cafe with inquiries. Flex dollars carry over from fall to spring semester but expire at the end of the academic year. Unused meals expire each semester.

### **Hover Board Policy**

The use of hover boards or self-balancing scooters on campus property is prohibited. Hover boards may not be operated, carried, charged, or stored inside any campus building or residence hall.

### **Inclement Weather**

Only the President of the University or the president's designee may close the institution due to inclement weather. Public notification of such a closing will be announced on local radio and/or television, posted on the University website and communicated as appropriate via the University emergency communication system.

### **Immunization Policy**

On August 5, 2016, the Illinois Department of Public Health changed the college immunization code (77 Ill. Adm. Code 694) requirement for all students admitted on or after August 21, 2016 to:

- Two measles, mumps and rubella (MMR) vaccines after the first birthday. The second vaccine must be given at least 28 days after the first.
- Three vaccines that contain tetanus/diphtheria/pertussis (Dtap).
- One dose MUST be Tdap. The last dose of vaccine must have been administered within 10 years of the student's enrollment date.
- One meningococcal conjugate vaccine – Menactra or Menveo is REQUIRED for all students 21 years of age and younger. A 2nd vaccine must be given if the 1st vaccine was given before age 16.

Students must comply with the new requirements by October to prevent a registration block for spring semester.

### **Involuntary Withdraw**

The involuntary withdrawal policy serves to outline the conditions by which Quincy University may intervene and withdraw a student from classes based on a student's health and/or behavior.

The Vice President of Student Development or designee reserves the right to take appropriate action to protect the health, safety, and well-being of an individual and/or the University community in cases where a student exhibits the behaviors described below:



### ***Nutrition***

Quincy University offers a wide variety of healthy options every day, including vegetarian and vegan options, avoiding-gluten options, and other special-diet options. Ingredient and nutritional information can be accessed anytime at [www.dineoncampus.com/quincy](http://www.dineoncampus.com/quincy) or the free “Dine on Campus” mobile app. If you’d like to discuss how we can accommodate your special dietary needs, please contact dining services at 217.228.5310 or stop by our office located in the Cafe.

### ***On-The-Go***

We are proud to offer a reusable to-go container program. All meal plan participants receive one free container per academic year. Once used, the container can be exchanged for a clean container or for a token good for a clean container. If tokens or containers are lost or damaged, a new container or token can be purchased for \$5.

### ***Student Employment***

Campus dining welcomes student associates. We can provide great on the job experiences in catering, serving, cashiering, utility, and more. Please encourage your student to attend the student job fair during the first week of school, or contact dining services at 217.228.5310 or stop by our office located in the Cafe for more information.

### ***Open Communication***

Open communication with dining services is highly encouraged. We like to hear when we are doing a great job and when we have opportunities to be even better, and students are welcome to visit the dining services office inside the Cafe at any time. We provide multiple channels for students to contact us with questions and provide feedback. Contact information for dining services management, as well as an online anonymous-feedback portal, can be found at [www.dineoncampus.com/quincy](http://www.dineoncampus.com/quincy) or the free “Dine on Campus” mobile app. We also proudly offer Text 2 Solve, giving students the ability to text their questions, comments, or concerns to 217-885-4335 and receive real-time responses from a campus dining manager. Student satisfaction surveys are conducted each semester and students are highly encouraged to actively participate in that process to make their voices heard

### **Security**

Campus Security is the only entity on campus that is structured in 24-7-365 coverage. There is always at least one officer working, and often more. It is always a good point of contact for after hours or weekend issues. Even if it is not security related, the duty officer can summon assistance in a wide variety of areas.

Security also can assist with escorting a student to or from their campus housing or campus buildings, helping with jumping a car or assisting in a lock-out situation. Generally, the Security officer is an advocate and problem solver. Oftentimes, when a student is at a loss for who to call, they try Security.

Security is the source for the Student ID. If there are card issues, or the student’s ID has become lost or stolen, or the ID is not working on our door system for entry- the officer on duty can assist with that. Likewise, any issues with parking or parking permits can be addressed with Security.

If a student experiences anything crime related or anything that affects their peace and well being on campus, reporting these matters to Security sooner rather than later is best. This has shown to be an effective strategy in addressing issues before they blossom into larger problems.

### **Health and Well-Being Clinic**

Quincy University, partnering with Quincy Medical Group, offers students on campus health and counseling services. Located in Friar’s Hall, the Health and Well-Being Clinic has a nurse practitioner and counselors available for students.



# Student Privacy

FERPA (adopted from U.S. Department of Education website)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**Students MUST fill out a FERPA form on the Portal for the school to discuss any academic or financial matters with parents/family members, regardless of \_\_\_\_\_.**

**Grimm Leach Bliley Act** (adopted from Federal Trade Commission's website)

The Gramm-Leach-Bliley Act requires financial institutions – companies that offer consumers financial products or services like loans, financial or investment advice, or insurance – to explain their information-sharing practices to their customers and to safeguard sensitive data.





# Parental Access to the Portal

Students are given access to the Portal when their account are created and they have been emailed their login information. Parents will gain access to the Portal after their student has filled out an online FERPA form on the Portal.

The Portal website link is <https://my.quincy.edu> or it can be accessed from our main Quincy University website, <https://www.quincy.edu> , then hover over the “Links” in the tabs and click on “Student Portal.”

Parent question: How and where does my student find the FERPA form?

Students will need to login to the Portal and click on the “Student” tab and in the left sidebar will be a link to the form, “Set FERPA permissions”. They will need to click “Define New Permissions.” Students can set more than one permission. So they can have a FERPA permission for each parent, for a grandparent or even an employer.

The first page describes the FERPA permissions and the second page the student will fill in student and parent information. Make sure the correct email address is submitted. This is how access for the parents will be communicated. The third page is what permissions the students are giving parents.

They have 4 choices.

1. Parents have access to both financial and academic information.
2. Parents have access to only financial information
3. Parents have access to only academic information
4. Parents do not have access to any information

After the form has been filled out and submitted the Register’s Office will get notification. They will process the form and an email will be sent to the parent provide email from the online FERPA form. The email will have the website link to click on and the login information. The parents’ username will be a numeric and the password will be both alpha and numeric.

Once you have accessed the site and login to the Portal, click on the “Parent” tab. This page will have a link to your student’s information which they have given you permission to view. Also on this page will be an “Important Information” section, “Handouts” section and a “1098-T Forms” section.

Once you click on your student’s name you will see a section with the student’s “Academic Details” and then below that you could see the section labeled “Academic Records” and/or “Financials.” Again, this will depend on what permissions your student a given to you when they filled out the FERPA permission form.

The links if you were given for the “Academic Details” are:

- Academic History
- Course History
- GPA Projection
- Grade Report
- Student Schedule
- Unofficial Transcript

The links if you were given “Financials” are:

- Financial Aid Awards
- Missing/Received Documents
- 1098-T Information
- Student Account Information



# Money Matters

**Student Financial Services**  
**Francis Hall Room 104**

## **Financial Aid**

Quincy University is committed to assisting students realize their education goals. Most students who attend QU receive financial assistance to help offset the cost of a Quincy University education. Assistance is grouped into two primary categories of aid: gift assistance and self-help. Gift assistance may come in the form of scholarships from the University or outside sources, grants from QU, the State of Illinois, or the federal government and are based on demonstrated financial need. Self-help includes student loans, parent loans, alternative loans, and college work-study.

Scholarships, in most cases, renew automatically provided students maintain full-time enrollment and make satisfactory academic progress towards a degree. Athletic awards are continued at the discretion of the athletic staff. Awards based on financial need will require recipients to file the Free Application for Federal Financial Aid (FAFSA) each year a student is enrolled. These funds are adjusted based on the level of financial need and whether or not a student has maintained adequate progress towards a degree.

It is important for you to have received permission from your student to discuss his/her financial assistance or charges incurred. To receive permission, your student needs to give you access through the Federal Educational Right to Privacy Act of 1974 (FERPA). Access may be given by having your student log into my.quincy.edu and set his/her FERPA permissions. It is important to note that without having permission federal law prohibits the staff from discussing your student's aid or his/her student account.

For additional questions, please visit [quincy.edu/admissions/financial-aid-and-tuition/](http://quincy.edu/admissions/financial-aid-and-tuition/) or contact the Office of Student Financial Services at 217.228.5620 or via email at [financialaid@quincy.edu](mailto:financialaid@quincy.edu). A member of our team will be happy to assist you.

It is our goal to always provide the highest level of service to students and their families. Should you ever have any concerns, please contact the Vice President for Enrollment Management at 217.222.8020 or via email at [tom.oliver@quincy.edu](mailto:tom.oliver@quincy.edu) for assistance.

## **Student Accounts**

The Student Financial Services Office issues student bills, refund checks, and collects payments of outstanding bills. Student bills are printed and mailed to the permanent address on the student account approximately 1 month prior to the due date. Only one printed bill will be mailed each semester. For updates on your student's account, please log in to the Parent Portal, where you can view your student's account anytime.

## Payment Options

Quincy University offers convenient plans for payment of student accounts.

Payment in Full – Students may send their check or money order payment by mail to the address on the billing statement or they can make their payment in person in Student Financial Services, Room 104, Francis Hall from 8am to 5pm. Students may also pay online with a credit card or ACH withdrawal at [www.afford.com/quincy](http://www.afford.com/quincy)

Monthly Payment Option – To assist with payment of tuition, Quincy University offers a monthly payment plan (QPP) for each semester. If you plan to use your savings and/or income to cover all or part of your education expenses not covered by financial aid, the Interest-Free Monthly Payment Option is the best way to pay. You can spread your semester expenses over 4 interest-free monthly payments. Enrollment is accomplished by completing, signing, and returning the application along with payment of the first month's installment.

Student account refunds are processed and the student is notified via Quincy University email when the refund is available for pick up. Student ID cards are required to pickup all refunds and withdrawals. Refunds that are a result of a Parent Plus Loan, will be made payable to the holder of the loan and mailed to the address on the loan.

Any fines, charges, or statements for damages must be paid as soon as presented to the student. Students who have outstanding charges for overdue books, parking fines, other fines, damages, or any other financial obligations will not be permitted to register for the following semester until all debts have been paid. Transcripts will not be mailed for students who have unpaid and outstanding debts. Please refer to the academic catalog for all financial policies.

Please contact the Student Financial Services Office for more information at (217) 228-5260.



# Glossary of Terms

*(adopted from U.S. News and World Report, U.S. Higher Education Glossary)*

**Academic adviser:** A member of a school's faculty who provides advice and guidance to students on academic matters, such as course selections.

**Academic year:** Annual period during which a student attends and receives formal instruction at a college or university, typically from August or September to May or June. The academic year may be divided into semesters, trimesters, quarters or other calendars.

**Accredited:** Official recognition that a college or university meets the standards of a regional or national association. Although international students are not required to attend an accredited college or university in the United States, employers, other schools and governments worldwide often only recognize degrees from accredited schools.

**Conditional admission:** An acceptance to a college or university that is dependent on the student first completing coursework or meeting specific criteria before enrollment. For an international student, this can include a requirement to attain a certain level of English-language proficiency if the student's TOEFL score doesn't meet the minimum required.

**Course load:** The number of courses or credits a student takes during a specific term.  
**Credits:** Units that a school uses to indicate that a student has completed and passed courses that are required for a degree. Each school defines the total number and types of credits necessary for degree completion, with every course being assigned a value in terms of "credits," "credit hours," or "units."

**Drop:** To withdraw from a course. A college or university typically has a period of time at the beginning of a term during which students can add or drop courses.

**Electives:** Courses that students can choose to take for credit toward a degree, but are not required.

**FAFSA (Free Application for Federal Student Aid):** Application used by U.S. citizens and permanent residents to apply for financial aid from U.S. federal and state governments. International students are not eligible for U.S. government aid, but schools may ask international students to submit a FAFSA to determine financial need. (Note: A social security number is required to complete the FAFSA.)

**Fees:** An amount of money charged by colleges and universities, in addition to their tuition, to cover costs of services such as libraries and computer technology.

**Financial aid:** All types of money offered to a student to help pay tuition, fees and other educational expenses. This can include loans, grants, scholarships, assistantships, fellowships and work-study jobs. (See the U.S. News paying for college and paying for grad school guides for more information.)

**Full-time student:** A student who is enrolled at a college or university and is taking at least the minimum number of credits required by the school for a full course load. QU requires undergraduate students to take 12 hours to be considered full-time.

**GPA (Grade point average):** A student's overall academic performance, which is calculated as a numerical average of grades earned in all courses. The GPA is determined after each term, typically on a 4.0 scale, and upon graduation, students receive an overall GPA for their studies.

**Grant:** A type of financial aid that consists of an amount of free money given to a student, often by the federal or a state government, a company, a school or a charity. A grant does not have to be repaid. "Grant" is often used interchangeably with "scholarship."



**Greek life / Greek system:** A college or university's collection of fraternities and sororities on campus, whose names originate from letters in the ancient Greek alphabet.

**Independent study:** An academic course that allows students to earn credit for work done outside of the normal classroom setting. The reading or research assignment is usually designed by the students themselves or with the help of a faculty member, who monitors the progress.

**Liberal arts:** Academic studies of subjects in the humanities, social sciences and the sciences, with a focus on general knowledge, in contrast to a professional or technical emphasis. "Liberal arts" is often used interchangeably with "liberal arts and sciences" or "arts and sciences."

**Liberal arts college:** A postsecondary institution that emphasizes an undergraduate education in liberal arts. The majority of liberal arts colleges have small student bodies, do not offer graduate studies, and focus on faculty teaching rather than research.

**Major:** The academic subject area that a student chooses to focus on during his or her undergraduate studies. Students typically must officially choose their major by the end of their sophomore year, allowing them to take a number of courses in the chosen area during their junior and senior years.

**Midterm exam:** An exam given after half of the academic term has passed and that covers all material studied in a particular course until that point. Not all courses have midterm exams.

**Need-based financial aid:** Financial aid that is awarded to students due to their financial inability to pay the full cost of attending a specific college or university, rather than specifically because of their grades or other merit.

**Plagiarism:** The use of another person's words or ideas as your own, without acknowledging that person. Schools have different policies and punishments for students caught plagiarizing, which tends to occur with research papers and other written assignments.

**Probation:** A status or period of time in which students with very low GPAs, or whose academic work is unsatisfactory according to the school, must improve their performance. If they are unable to do so, they may be dismissed from the school. Students may also face "disciplinary probation" for non academic reasons, such as behavioral problems in the dorms.

**RA (Resident assistant):** A student leader who works in campus dormitories and supervises issues and activities related to dorm life. RAs often receive free housing in the dorm in return for their services.

**Registrar:** The college or university official who is responsible for registering students and keeping their academic records, such as transcripts.

**Registration:** The process in which students choose and enroll in courses to be taken during the academic year or in summer sessions.

**Room and board:** Housing and meals. "Room and board" is typically one of the costs that colleges and universities will list in their annual estimated cost of attendance, in addition to tuition, fees, and textbooks and supplies. If students choose to live in residence halls, they may be required to buy into a meal plan to use on-campus dining facilities.

**Work-study:** A financial aid program funded by the U.S. federal government that allows undergraduate or graduate students to work part time on campus or with approved off-campus employers. To participate in work-study, students must complete the FAFSA. In general, international students are not eligible for work-study positions.



# Come Visit Us In Quincy

## Hotel Accommodations:

Holiday Inn Quincy, 4821 Oak St, Quincy, IL 62305 217-223-7800

Stoney Creek Inn, 3809 Broadway St, Quincy, IL 62305 217-223-2255

Fairfield Inn and Suites, 4415 Broadway St, Quincy, IL 62305 217-223-5922

Quincy Inn and Suites, 224 N 36th St, Quincy, IL 62301 217-228-8808

Microtel Inn & Suites, 200 South 3rd Street, Quincy, IL, 62301 217-222-5620

## Places of Worship:

Quincy University Chapel, 1800 College Ave, Quincy, IL 62301 217-222-8020

St. Francis Catholic Church, 1721 College Ave, Quincy, IL 62301 217-222-2898

St. Peter Catholic Church, 2600 Maine St, Quincy, IL 62301 217-222-3155

Blessed Sacrament Church, 1119 S 7th St, Quincy, IL 62301 217-222-2759

St. Anthony of Padua Catholic Church, 2223 St Anthony Rd, Quincy, IL 62305 217-222-4848

Lutheran Church of St. John, 3340 State St, Quincy, IL 62301 217-222-8579

Calvary Baptist Church, 1825 State St, Quincy, IL 62301 217-222-4412

Cathedral of Worship, 215 N 25th St, Quincy, IL 62301 217-223-3344

Madison Park Christian Church, 4700 Broadway St, Quincy, IL 62305 217-222-2529

The Crossing Church, 150 S 48th St, Quincy, IL 62305 217-224-6374

## Restaurants:

The Abbey, 1736 Spring Street, Quincy, IL 62301 217-228-8868 (Dinner only)

Kelly's Tavern, 2902 Broadway St, Quincy, IL 62301 217-222-5579 (Lunch, Dinner)

Taco's Ink, 1828 Broadway St, Quincy, IL 62301 217-214-8226 (Lunch, Dinner)

Coach House, 2401 Broadway St, Quincy, IL 62301 217-223-8040 (Breakfast, Lunch, Dinner)



Medical:

Quincy Medical Group, 1025 Maine St, Quincy, IL 62301 217-222-6550

Blessing Physician Services, 927 Broadway St, Quincy, IL 62301 217-224-6423

Blessing Hospital, 11th and Broadway, Quincy, IL 62301 217-223-1200

Automotive:

Spring Street Automotive, 1701 Spring St, Quincy, IL 62301 217-228-9141

Delta Tire & Custom Wheels, 1000 Broadway St, Quincy, IL 62301 217-222-7212

Transportation:

Lyft, download the Lyft app

Diamond Cab & Taxi, 121 S 9th St, Quincy, IL 62301 217-222-6700

Quincy Regional Airport, 1645 Highway 104, Quincy, IL 62305 217-885-3285

Amtrak Station Building, North 30th Street and Wisman Lane, Quincy, IL 62301 800-872-7245

Greyhound Bus Stop, 301 Riverview Ave, Quincy, IL 62301 800-992-4618

Please see the Quincy Area Convention & Visitors Bureau's website for more information on Quincy including places to stay and things to do: <https://seequincy.com/>