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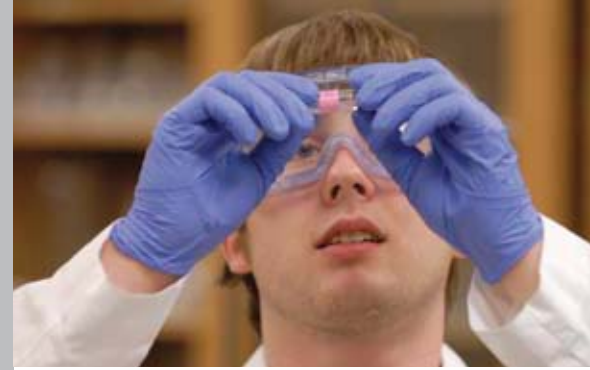
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About Our Guides

University Parent Media works closely with institutions around the country to bring together the most relevant, timely information into one all-inclusive resource.

We have published this guide with the mission of helping you easily navigate the university and its surrounding community. Ultimately, we hope these resources help nurture your connection and involvement in your student's college years!

Make the Most of Your Parent Guide

- Hang on to your Guide! Inside you'll find information that's useful all-year long, including important phone numbers, web sites and calendars.
- Store your copy in a purse or glove compartment for convenient reference.
- Pass it along to parents of prospective college students to promote the school.
- Please recycle when finished!
- Discover more content, tips and local business information by visiting us online at: www.universityparent.com/ben-springfield

Welcome to Benedictine University at Springfield!

Dear Bulldog Families:

Welcome to Benedictine University! We have designed this guide to assist you in answering some of the questions you may have while your student works toward graduation from Benedictine University at Springfield.

Leaving high school and attending college can be a difficult transition for students. Oftentimes, such a transition means leaving a familiar space, good friends, teachers and administrators, to a campus where they probably do not know many students, are not familiar with the classes and classrooms, and are unsure of how challenging their professors will be. It can be a very difficult and stressful transition for a student.

The faculty and staff at Benedictine University understand the challenges associated with such a transition. On our campus, your student will be challenged in the classroom, but as importantly, your student will find individuals who care, who work to assist students' success, and who are dedicated to student support and learning. Following the Benedictine value of Hospitality, your

student will be welcomed to our campus and encouraged to engage themselves in classroom activities and campus life.

No matter how supportive and welcoming the faculty and staff at Benedictine are, we cannot match the love, support and guidance your student seeks from you, their parent. We hope this guide will assist you in offering that support. It contains critical information that is meant to assist you in advising and supporting your student's success on campus. We are here to serve you, their parent, as well.

We invite you to contact our parent liaison, Susan Boehler, at (217) 525-1420, ext. 213 as another resource for information to assist your students and address questions you find not covered in this handbook.

We thank you for entrusting your student in us. Once again, welcome to Benedictine University!

Respectfully,

Kevin Broeckling
Dean of Student Affairs ■

Student Resources

Student Affairs

Benedictine University at Springfield offers many opportunities for students to participate in campus activities, including trips, speakers, musicians and comedians. These activities are designed to provide diverse cultural events and bring students together socially. Previous activities have included ski trips, trips to museums throughout the Midwest, performances by local and national touring bands and musicians, visits by nationally touring speakers, Bring a Friend Day, Springfest and our newest tradition on campus – Family Weekend – offered during the spring semester.

Athletics

Benedictine University at Springfield competes on the National Association of Intercollegiate Athletics (NAIA) level in nine sports: men's baseball, golf, soccer and cross country, and women's volleyball, golf, soccer, softball and cross country. Men's and women's basketball will begin in fall 2012. Benedictine strongly encourages its athletes to reach their highest potential in their education as well as in athletic competition. We feel that the unique opportunity to be an intercollegiate athlete provides students with valuable life-long learning experiences that will help them in their future careers. The Bulldogs play at a number of locations in the greater Springfield area: soccer plays at the SASA Sports Complex; men's baseball plays at Lanphier Ballpark; men's and women's golf plays at Piper Glen Golf Club; women's softball plays at Padre Canella Field; and women's volleyball plays at our East Gym.

Intramural Sports and Recreation

Benedictine University at Springfield offers its students, faculty and staff opportunities to participate in intramural sports events. Competitive sports held in the past include foosball, pool, flag football, basketball, volleyball and dodge ball. Seasons are scheduled to last from one day to several weeks, depending on the sport and student participation.

Students are also invited to utilize "The Pit" campus fitness center, which offers aerobics classes; Nautilus and free weight equipment, treadmills and ellipticals, and ping pong tables.

MBS Direct Bookstore

Benedictine University at Springfield has partnered with MBS Direct Textbook & Course Materials to guarantee that all students have the correct course materials. MBS Direct has the nation's largest inventory of used books to provide maximum cost savings. All orders ship in a timely manner and MBS Direct provides multiple payment options and outstanding U.S.-based customer service by phone or email. You can learn more at <http://bookstore.mbsdirect.net/benuspringfield.htm>.

Career Development

Career Development at Benedictine provides job search assistance to students and alumni seeking full-time, part-time and internship positions. Benedictine is committed to the principles of equal employment opportunity and students are referred without

discrimination on the basis of race, color, sex, religion, age or national origin.

Career counselors meet with students to discuss opportunities, prepare resumes, and establish goals for what students need and want to learn. A career service library houses all career-related information for easy access by Benedictine students.

Dining Services

The Mueller Hall Dining Room and Dawson Hall Coffee Shop, aka "The Doghouse," are brought to you by Sodexo Campus Services and the dining team at Benedictine. The Dining Services team at Benedictine is always striving to bring new and improved types of service to our guests. There is a variety of meal plans from which to select for students who reside on campus or commute from off-campus.

Residence Life

Benedictine University at Springfield considers residential life an important element of the college experience. Many close friendships can be developed by living in common areas and can continue long after students graduate. The residential areas are places where living and learning meet. Living in campus residence halls is more convenient than commuting and provides many more opportunities to fully engage yourself in campus activities and events.

Benedictine University at Springfield currently offers four residence hall options. Hanlon Hall contains single, recently renovated rooms and is reserved for women. Mueth Hall is reserved for men and has a limited number of "suite" style rooms available. Mueller Hall is co-educational by floor and is the largest hall on campus. Dockson Plaza provides apartment-style housing for upperclassmen students in good academic standing.

All rooms include cable access, wireless Internet access, student lounges and study rooms, and free access to laundry facilities. All residence areas are under the supervision of the residence life staff.

Student Activities

Students can choose from many different organizations for extracurricular activities – each with a faculty advisor and often formed around mutual interests such as the Literary Club, which encourages, explores and engages works of literature from all genres in a variety of ways; the Chemistry Club, which hosts a number of social events including the celebration of Mole Day and National Chemistry Week; and China BEN, which assists Chinese students in their transition and adjustment to a new living and academic environment in the United States.

Other student organizations include the Investment Club, which seeks to educate members in the field of trading securities and to create an environment conducive to learning and gaining an appreciation of the club's investment portfolio; Education Forum, which brings together Education majors for professional development workshops and social activities; and Student Activity Council, a volunteer student-run organization that creates and promotes activities and events for the students, faculty and staff.

Benedictine is also committed to community service. The Build a Better World Club works to build a better world by planning service trips to areas in need, while the Green Club raises environmental awareness on campus with the Reduce, Reuse and Recycle campaign as well as through activities and events on campus and in the community. ►



Resource Center

The mission of the Resource Center is to advance academic excellence and professional development. The Resource Center provides: teaching-and-learning, tutoring and professional-development services; guidance and direction in developing professional goals; academic engagement and pedagogical enrichment through various resources and best-practices strategies; and support to the development and enhancement of curricular, departmental and campus pursuits.

Campus Ministry

Campus Ministry is an integral part of student development and campus life at Benedictine, providing a variety of spiritual opportunities for students, faculty and staff. We celebrate the diversity of faiths at Benedictine. All are welcome and highly encouraged to become involved in the many opportunities in ministry. ■



Tips for Parents

*Adapted from the Concordia University
2010 Parents Guide.*

College is a place of growth – personally and academically. For many students, it is their first time away from home for any extended period. Benedictine University at Springfield is committed to fostering student growth, and we work closely with parents to ensure that their children develop into mature, responsible individuals and citizens. Here is some helpful advice that will ensure your student's development both personally and academically:

Don't call every day

Almost every student has a cell phone and it is tempting to call every day. But it is important that parents cut the "apron strings" and show their children that they can be trusted to be on their own without constant monitoring. Pre-arrange a call once or twice a week.

Listen with an open mind

College can be stressful and frustrating, even for the most studious or sociable students. Whether they complain about their classes or friends, just listen and do not judge. The easiest way to deal with their issues is just to listen and offer options on what they can do. Remember, college is the time for students to grow and learn from their mistakes. Give your student the freedom to make their own choices and hold your student accountable. ►

Ask general questions (but not too many)

Sure, you will be curious. But the more questions you ask, the fewer answers you are likely to get. Keep your questions brief and light. How are your classes? Are you enjoying yourself? How is the cafeteria food? Be supportive, not intrusive.

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Have a discussion with them about “Facebook,” “MySpace” and “Twitter”

If you haven't already, talk to your student about the long-term ramifications of social media postings. What is posted online is there forever and will follow the student years after graduation...when they look for a job, when they join the service or if they run for political office. Young people often post information that is too personal and too informative. Encourage them to “think” before they “post.” Reassure them about their choice

Leaving for college can be scary. It can be the most joyous and fearful moment in a young person's life. Once there, your student may become discouraged or even tempted to leave school and come home. Students need reassurance that by striking out on their own, they have made the right choice and that they have your total support. Be their biggest cheerleader.



Encourage them to get involved

Joining a student organization is a great way to meet other people with similar interests. It also looks good on a student's resume. Encourage your student to join clubs and honor societies. These opportunities will also allow your student to develop leadership and social skills. By connecting outside the classroom, they will feel more connected inside the classroom.

Talk about credit cards and finance

For many students, going away to college can be like a trip to the shopping mall. Everything looks so attractive that it's easy to forget that there is a price tag. College students can easily get over their heads in debt. Talk to your student about a budget, Talk to them about avoiding credit-card offers from banks with high interest rates and low monthly minimums that make it impossible to pay off.

Be interested (but not critical) of course choices

Your student will have an academic advisor at Benedictine University at Springfield who will help them make the correct course selections based upon their interests and the school's academic requirements. Be supportive and interested in their academic career, but remember, ultimately it is your student's education and your student's future.

Have open and frank discussions about academic progress

Your student's grades are protected by the Family Educational Rights and Privacy Act (FERPA). However, if you are funding their education, you do have a right to know how they are doing in school. Your student can give you access to their records, but don't be afraid to have an open and frank conversation about their academic progress. You will all feel better. ■



About Benedictine University at Springfield

As an academic community committed to liberal arts and professional education—distinguished and guided by its Roman Catholic tradition and Benedictine heritage—Benedictine University at Springfield prepares its students for a lifetime as active, informed, and responsible citizens and leaders in the world community.

A Benedictine education is designed to be flexible so that it can meet current social needs, developing in its graduates the capacity to adapt as they enter the working world, and the ability to manage change and difficulties in a confident and positive manner. Benedictine fulfills its commitment to its mission through excellence in teaching and interaction between students and faculty.

A liberal arts core prepares all undergraduate students to participate fully in a diverse and dynamic society, balancing their rights and duties as individuals with the demands of the common good.

However, Benedictine seeks to develop more than a student's intellectual being. Members of the Benedictine community are encouraged to achieve a balance in their social and educational lives.

Benedictine students come to understand the self as an integrated physical, intellectual and spiritual being. While the University values the dignity of work, it recognizes that balance with leisure and prayer is equally important.

Living a life in balance helps to enrich one's personal life while fostering friendships and relationships that can span a lifetime. ■

Academics

Benedictine's broad-based liberal arts program creates well-rounded students because the University believes that no matter what career students pursue, they should be able to read, write, and speak well. Benedictine graduates contribute to and are functional members of society, making a difference in the world.

Benedictine University at Springfield offers traditional undergraduate programs leading to the following degrees: a Bachelor of Business Administration in Management and Organizational Behavior, Business and Economics, Marketing, and Finance; a Bachelor of Arts in Communication Arts, Criminal Justice, Elementary Education, History,

Psychology, Sociology, Theology and Writing and Publishing; and a Bachelor of Science in Biology and Health Science.

Benedictine University at Springfield also offers five adult accelerated programs, five master's programs and a Ph.D. program in Organization Development. ■

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), is a federal privacy law that gives college and university students the right to control the disclosure of information from their education records to third parties - including parents. Benedictine University is not required to disclose information to the student's parent, but may do so if: (a) the student consents in writing to the disclosure, or (b) the parent requests the information in writing and provides evidence that the student is his or her dependent or (c) the student is under the age of 21 and has violated a federal, state, or local law or any rule or policy of the University regarding the use or possession of alcohol or a controlled substance.

Benedictine University does not provide parents with information from the student's education record like grades, housing information, class enrollment, attendance, disciplinary records, counseling or medical records from campus health center, etc., unless the student provides written consent. However, parents can obtain financial aid and student account information without the student's consent if the parent requests the information in writing and establishes dependency by providing a copy of her or his latest federal income

tax return. (Confidential information on the return may be expunged.)

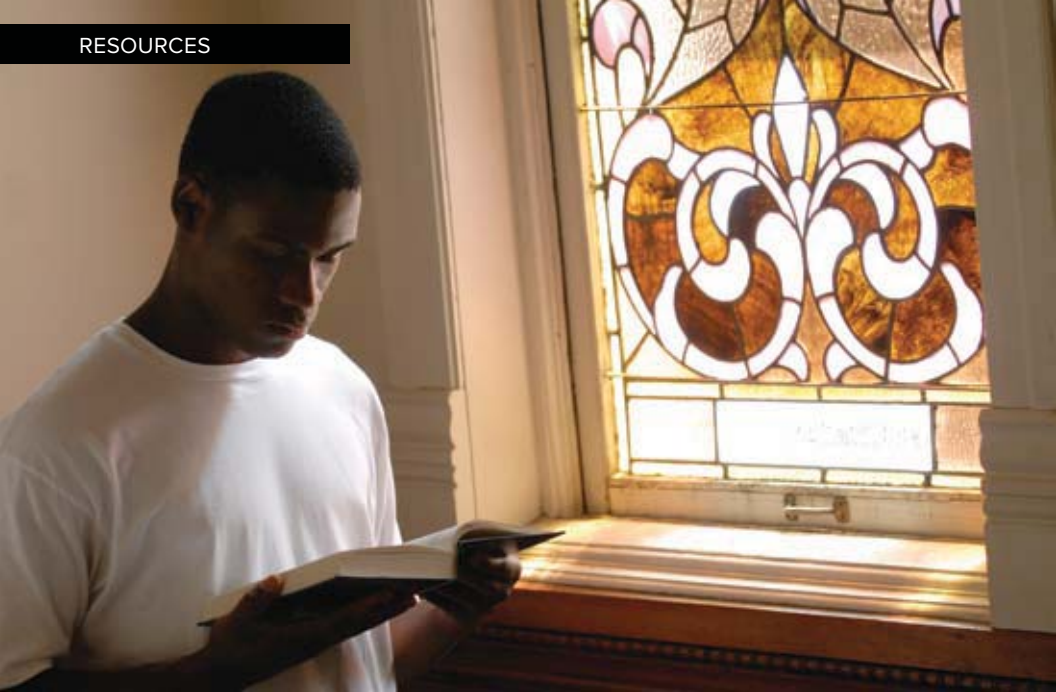
The Authorization for Release of Confidential Information to Parent(s) form has been developed for these purposes and is located by searching for "FERPA" at <http://springfield.ben.edu>. ■

2011-2012

Academic Calendar

Monday, October 10	Fall Break, no classes, all University offices open
Friday, November 18	Last day to withdraw from classes
Thursday-Friday, November 24-25	Thanksgiving holiday, no classes, all University offices closed
Monday-Saturday, December 12-17	Final exams
Friday-Monday, December 23-26	Christmas holiday, all University offices closed
Monday, January 2	New Year's holiday, all University offices closed
Monday, January 16	Rev. Dr. Martin Luther King Jr. Day, all University offices open
Tuesday, January 17	Spring 2012 term begins
Wednesday, January 23	End of add/drop/change and late registration
Thursday, March 1	Summer 2012 term registration begins
Monday-Sunday, March 19-25	Spring break, no classes, all University offices open
Monday, April 2	Fall 2012 term registration begins
Friday-Monday, April 6-9	Easter holiday, no classes, all University offices closed
Friday, April 13	Last day to drop classes
Friday – Sunday, April 20 – 22	Family Weekend
Monday-Saturday, May 7-12	Final exams
Saturday, May 19	Commencement
Monday, May 28	Memorial Day holiday, all University offices closed





Campus Safety and Inclement Weather Information

Benedictine University at Springfield is committed to the safety of all faculty, staff, students and visitors to our campus. Safety on campus is the result of cooperation between many Benedictine resources.

Benedictine University Police

Benedictine University at Springfield Police officers come from both municipal and college/university police agencies. Our police officers bring specialized training and experience to Benedictine, which allows them to provide strong service and mentoring relationships with students.

Benedictine police officers are familiar with the daily trials and tribulations students may face while attending the University. They are here to help in any way they can, whether a student needs an escort across campus, someone to help them get into their locked vehicle or just someone to talk to. Benedictine

Police are here to make a student's experience safe and positive.

We encourage students to take basic safety precautions to protect themselves, their friends and their property.

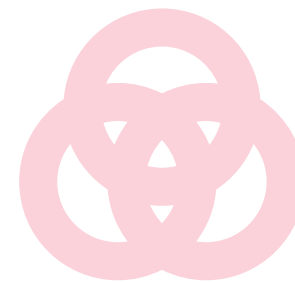
General Procedures

If an immediate emergency exists, call 911. Emergencies which occur Monday through Friday between 8:00 a.m. and 6:00 p.m. should be reported to the Campus Police Office in Beata Hall, Room 116. After hours, or if an officer is not available at the Campus Police Office, call the Campus Police Dispatcher at (217) 306-8031.

Weather Emergencies

All campus buildings are equipped with a weather radio which broadcasts news of severe weather watches and warnings. Information regarding weather closings is available via a variety of resources:

- Recorded message on campus main phone line at (217) 525-1420.
- Local media outlets in the region: radio, television and newspaper.
- University website: <http://springfield.ben.edu>.



Other Emergencies

During emergencies, Benedictine University at Springfield crisis communication protocol calls for speedy notification of emergency responders and all members of the campus community. The various communication resources that can be used in a given situation include: broadcast voicemail; broadcast e-mail (all students, faculty and staff are subscribed); website (<http://springfield.ben.edu>); Springfield emergency sirens; weather radios; and the Emergency Alert System (EAS) – the national system which supersedes the Emergency Broadcast System and is jointly administered by the Federal Communications Commission (FCC), the Federal Emergency Management Agency (FEMA) and the National Weather Service. ■

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