

Work Study and On-Campus Employment

Federal College Work-Study

Students with demonstrated financial need are allocated a specific amount of money they may earn by working up to 20 hours per week in various offices on and off campus. Students may earn up to a maximum award amount allocated to them. To be eligible, a student must submit the FAFSA annually in March and follow the steps listed below to obtain a position. Please note that acceptance into the work-study program does *not* guarantee employment.

Steps to Finding a Work-Study Job

1. Go to the Student Financial Services page on MyFC and click on the “Nelnet” link. (This link will take you to the Campus Employment home page.)
<https://franklincollege.studentemployment.nelnet.net>
2. Click on Students. (This page will give you the options of searching the database for jobs, reviewing recently posted jobs, options for email notification of openings, or linking to the Job Planner which will let you view jobs that have been offered in the past.)
3. Review Job Descriptions. (Click on the job title to view details about the job such as pay, hours, duties, etc. Please look closely at *Funding Source* to determine if this job is open to any students or only those students which qualify for Work-Study.)
4. Click here to apply for this job. (Choose this link, located at the top of the job description, when you wish to apply for the job.)
5. Fill out Application. (Completely fill out the application for the position. Be sure to provide accurate information and a phone number in which you can easily be reached.)
6. Submit Application. (When you are satisfied with the application, simply click on submit application. A copy of your application will be directly sent to the job’s supervisor. The supervisor will contact those students whom they wish to interview and/or hire for the position.)

Tips for Finding a Work-Study or On-Campus Job

- A student can apply for an unlimited amount of jobs. So be sure to apply for more than one.
- Students should keep their schedules in mind when applying for jobs. For example, if you are an athlete your time could be limited in the evening.
- Ask questions when talking to job supervisors about the expected number of hours and the possibility of pay increases.

Students or parents that have questions about the Federal College Work-Study program can call the Student Financial Services Office at (317) 738-8032.

C. Campus Life

Academic Resource Center

Academic services are available to students through a variety of resources. Success in college depends upon a series of intangible skills and values (time management, individual responsibility, leadership, stress management, problem solving skills, etc.). These skills are cultivated in many parts of the college curriculum, within the academic departments, and through several specific programs.

The Academic Resource Center is located on the third floor of Hamilton Library. It contains Academic Technology Services, the Math Study Center, Speech Lab, The Write Place, and spacious individual and

group study areas. The director of academic resources coordinates the work of the Academic Resource Center, including tutoring services, academic mentoring, disability services, Academic Success Courses, and academic probation.

Academic Technology Services provides a state-of-the-art computer lab, multi-media production center and workshops on a variety of topics including technology instruction, and faculty development resources and programming.

The Math Study Center provides group and one-on-one assistance to any student interested in improving skills in math.

The Speech Lab allows students to receive assistance and constructive feedback on any aspect of the speechmaking process.

The Write Place is a writing center coordinated by the English Department. The center provides assistance to students in the development of better writing skills.

The Library houses three floors of resources including books, videos, journals, small group study rooms, microfilm and A-V listening/viewing rooms. Computers are located throughout the building to provide access to the catalog, the campus network, and the Internet.

Career Services and Career Resource Library

The career services office provides strategic student services that are designed to meet immediate and long-term career needs of students. Central to this service is career counseling and consultation normally conducted on an individual basis. Direct assistance is given to the student on how to select an appropriate major, an internship, explore a career, graduate and professional schools, how to find a job and other related questions.

Combined with the career planning functions of the office are certain other services to complement the primary service of counseling and planning, including on-campus recruitment, special workshops, guest speakers, credential mailings, interview registration, networking opportunities with alumni and other professionals and credit courses described under the student development section of the catalog.

To enhance students' exploration of career opportunities, many publications and materials are available, ranging from how to choose the right vocation to specific information on graduate schools, employers, occupations, government and educational jobs and the basics of resume preparation and interviewing. Students may also access much of this information at the career services website at www.franklincollege.edu/careers . Part-time and full-time job opportunities are posted on the career services link on MYFC.

The career services office administers the internship program. These internships allow students to gain hands on experience in specific occupational or professional areas. In the majority of internships, the student is expected and encouraged to apply himself or herself directly in work activity. A student receives 3-12 academic credits for successfully completing the internship.

Campus Safety and the Security Department

Franklin College is dedicated to providing as safe and secure an environment as possible for all members of the campus community. The security department coordinates campus safety and security. The office is located in the student center. Foot and vehicular patrols are conducted 24 hours a day, seven days a week, 365 days a year. The security office can be contacted from off campus by calling 738-8888 and from on campus by dialing extension 8888.

College security officers are charged with seeking the enforcement of federal, state, and local laws; the enforcement of college policies; the protection of college property; the reporting of violations of criminal codes and other rules and regulations; response to the campus fire alarm system; the enforcement of parking and traffic regulations; and providing a dusk-to-dawn escort service. Although security officers have no arrest powers, the department maintains an outstanding working relationship with the police department of the City of Franklin, which responds immediately if assistance is needed. Liaison is also maintained with county, state and federal law enforcement agencies.

The office is staffed by a director and security officers. This full-time staff is supplemented with police officers and sheriff deputies on a part-time basis for additional security coverage.

Reporting Procedures

Members of the campus community are requested to report emergencies and criminal activity to the director of security or other security officers by dialing the emergency extension 8888. Emergency calls or reports of crimes may also be made directly to the Franklin City Police/Fire Departments by dialing 911—if the emergency or crime is occurring at the time. Other crime reporting may be made to the police on the non-emergency line 736-3670. When a call is made to the security department, officers will respond immediately to the situation and assess the need for additional personnel. Security or other employees receiving the report of an incident will advise victims of their option to file criminal charges with local law enforcement authorities as appropriate. Individuals with further questions about pursuing legal action can contact the student affairs office for assistance.

The college acknowledges that there may be instances when a pastoral or professional counselor becomes aware of a campus crime as a result of a confidential disclosure by a client. In these situations, the counselor may inform the client of appropriate procedures to report the crime. A confidential crime report may be submitted by the client directly to the director of security or through the counselor.

If a crime has occurred and rapid dissemination of information to the campus is necessary, special crime alerts are prepared and distributed throughout campus. These may take the form of voice mail or email broadcasts, memorandums, or text messages. These media are also utilized periodically to remind students and employees of routine security measures in which they should be engaged. Annual notice of crime statistics is provided through a notice with the student handbook, in an email message to all employees, and is posted on the college's internal web page. Copies of this annual report are also available in the security office, and are provided to all prospective students, employees and other interested persons upon request.

Facilities Security

Most campus buildings and facilities are accessible to members of the campus community and to guests and visitors during normal working hours, Monday through Friday. Some non-residential buildings are open weekends for limited hours if special events are taking place. After buildings have been secured, entry can be obtained by employees who work in a building if they have been issued the proper key. Students may gain access after closing if they have obtained a valid memorandum from the appropriate faculty or staff member. A security officer must be contacted to meet the student requesting entry. The student will be allowed to enter upon presentation of a valid Franklin College ID card. Students are not allowed to work alone in buildings.

Physical facilities personnel maintain the buildings and grounds with a concern for safety and security. When broken windows, locks or lights are reported to the security officer or

discovered by officers on their daily rounds, they are reported immediately to physical facilities. These reports are responded to quickly and the needed repairs or replacements are made to maintain a high level of safety and security for the campus. Periodic inspections are made of all campus lighting, trees and shrubbery, and security telephones, and recommendations are made for improved safety measures.

All residence halls and fraternity houses have automatic fire alarm systems which are connected to the security department by two way radio. A security officer will respond to determine the cause of the alarm, ensure that the building has been evacuated, and allow persons to return when their safety is assured. All residence life staff members undergo thorough training in the enforcement of residence hall security policies. Security measures, especially regarding locking of doors, are reviewed with all residents by their residence hall staff in floor or hall meetings. All doors leading directly into the residence halls remain locked with the exception of residence halls that house classrooms or offices. Those doors are only unlocked from 7 a.m. to 6 p.m. during weekdays. All residence halls are locked 24 hours a day on the weekends. When the residence halls are locked residents can obtain access with their room key or, if equipped, with their student ID card. Residents are responsible for the actions of themselves and their guests. During breaks and the summer recess special security procedures are established, including changing the accesses on One Cards to gain entry to residence halls. Any student authorized to remain on campus during breaks will be registered with the residence life office and given the necessary access on their One Cards.

Educational Programs

Students are regularly provided information through informational sessions in the residence halls and in fraternity houses about safety and security measures and how to report incidents. Programs about the appropriate use of alcohol and the affects of both alcohol and drugs are provided through residence hall and Greek programs and general campus programming. The college provides programming to enhance the awareness and prevention of sexual assault and sexual harassment through designated staff members who give presentations and provide resources on request. In addition, each of these issues is addressed in pamphlets, brochures and other literature distributed throughout the campus via bulletin boards, the student newspaper, employee newsletters, and within this handbook.

Commuting Students

Commuting students are an integral part of the Franklin College community and are encouraged to become actively involved in all programs and activities on campus.

The lounge of the first floor of Old Main, the second floor lounge in Hamilton Library, and the first floor lounge and quiet study room of the Napolitan Student Center are the most common relaxation and study areas for commuting students between classes.

The food service also offers a special meal package for commuting students who would like to take advantage of food service in the student dining room.

Mailboxes for commuter students are provided in the student center. Keys for the mailboxes may be obtained through the student mail services in the student center. All commuter students are assigned a mailbox; mail will not be forwarded to home addresses.

The assistant dean of students, the director of student activities and organizations, and other student affairs staff are available to assist commuter students with getting involved on campus, addressing their concerns and adjustment to campus.

Lockers to store personal belongings and academic materials are available, free of charge, for commuter students in the lower level of the student center.

Designated parking for commuter students is in the Hamilton parking lot behind Hamilton Library and the Neapolitan Student Center. Commuters must give themselves ample time to get to campus, find parking if nothing is available in the Hamilton lot and then get to class.

Kirk Bixler, the assistant dean of students and director of career services is designated as the liaison with commuter students. If commuter students have concerns or need assistance, they may reach him in his office in the Dietz Center or via e-mail at kbixler@franklincollege.edu.

Counseling Center

The counseling center at Franklin College serves students with two important functions. The center provides counseling on an individual and group basis regarding issues of a personal, social, career or academic nature. The center also provides educational programs, workshops and seminars to campus organizations. All services, both counseling and educational, are provided at no cost. The center is located on the second floor of the student center. An appointment or program may be arranged by calling extension 8080. The counseling center hours are 8 a.m. – 5 p.m. Monday through Thursday and 8 a.m. – 4 p.m. on Friday. The center is closed from noon – 1 p.m.

E-mail

All Franklin College students have e-mail accounts through the campus IT system. Students are expected to check their e-mail on a regular basis. The college frequently uses e-mail for official communication with students. Failure to check e-mail does not excuse students from obligation to the college.

Food Service

Food service at Franklin College is provided by Sodexo Corporation. Resident students are required to be on a meal plan. Commuters, college employees and visitors are welcome to dine on campus. Prices vary depending upon the meal. Meals are served in the main dining room of the student center. The dining room is closed during all school breaks. For policies related to food service, refer to Section D: General College Policies and Regulations of this book.

Food Service Hours are posted in the dining room and are on the Dining Services section of MYFC.

Greek Life

Franklin College has five inter/national men's social fraternities and three inter/national women's social sororities. Additional information about Greek life is available in the student activities center. Each fraternity and sorority is governed by the rules of the college, the Greek governing councils (Interfraternity and Panhellenic) and by its inter/national organization. Greek organizations offer students opportunity to enhance their intellectual, physical, spiritual and social development. To achieve this, the organizations and individual members must maintain a level of excellence that meets the standards of the Code of Conduct as described in *The Key: A Guide to Campus Life*.

Most Greek social organization bills are monthly. Men who live in fraternity chapter houses pay this fee and their monthly dues to their chapter or to the college depending on the chapter. Women pay dues to their organizations. Delinquent bills owed to fraternities or sororities for room, board, and/or dues may result in preventing a student from registering for subsequent semesters.

Health Center

The health center at Franklin College is available, free of charge, to all students who have a completed health record on file. The health clinic provides minor first aid and treatment of minor illness to students

of Franklin College. In the event that a student is too ill or not stable enough to come to the clinic, 911 should be called. Emergency services personnel will assess the student, transporting to the local hospital if necessary. It is not appropriate for the nurse to respond to the scene of an illness or emergency, leaving the clinic unattended during posted hours.

The clinic is located on the second floor of the student center. No appointment is necessary. The clinic is staffed Monday–Friday with the following health care professionals as scheduled:

Registered NurseMonday – Thursday 8 a.m. - 1 p.m. and 2 - 5 p.m. ,until 4 p.m. on Friday

Physician ServicesCheck posted schedule or call ext. 8090 for hours.

The City of Franklin maintains an emergency ambulance service on 24-hour call. The emergency department of Johnson Memorial Hospital is just a few miles from campus and 24-hour medical emergency care is available. There is an immediate care center located within 15 minutes of the college for the provision of non-emergency services.

Health promotion and education is ongoing. Information regarding illness prevention and healthy life practice are a small sampling of health education available.

Medical excuses are not provided for students missing classes, exams or work due to illness or injury. It is the student’s responsibility to be aware of each professor’s class attendance requirements. It is also the student’s responsibility to inform the professor or employer of absence due to illness or injury.

Intercollegiate Athletics and Intramural and Recreational Sports

Franklin College believes that a sound program of athletic activities can provide valuable opportunities for developing physical fitness and coordination, mental alertness and the qualities of character and leadership.

Intercollegiate Athletics

Franklin College is a member of the National Collegiate Athletic Association (NCAA III) and the Heartland Collegiate Athletic Conference.

Intercollegiate sports t Franklin College are:

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| Baseball (men) | Outdoor Track (women and men) |
| Basketball (women and men) | Soccer (women and men) |
| Cross country (women and men) | Softball (women) |
| Football (men) | Swimming & Diving (women and men) |
| Golf (women and men) | Tennis (women and men) |
| Indoor Track (women and men) | Volleyball (women) |

Athletics are integral ingredients in the holistic educational mission of Franklin College. Coaches should be educators first and foremost who administer their programs within the framework of the college’s educational goals. Athletes at Franklin College should be students first and foremost whose highest priority is to earn a college degree and whose conduct on and off the playing field or floor is as important as athletic ability and performance.

It is the educational goal of Franklin College for its athletic program—i.e., varsity sports, intramurals, physical education, recreation clubs and informal recreation—that every graduate leave the campus with:

- a. A conceptual understanding of what it means to be physically well.
- b. The substantive knowledge necessary for healthy living.
- c. The habits and skills which will provide for a lifetime of beneficial and enjoyable recreation.
- d. Those character traits and leadership skills which are the benefits of competitive sports, and
- e. Memories of testing oneself in competition which will serve as sources of pride and satisfaction all the graduate's life.

Further, it is the goal of Franklin College that its competitive sports program (in descending order of priority) should:

- a. Contribute to the physical, mental and spiritual well-being of the participants.
- b. Serve as laboratories of leadership wherein valuable lessons are learned concerning discipline, sacrifice, duty, teamwork, self-confidence, goal setting, striving and the pleasure/pain which accompany both victory and defeat.
- c. Improve and sustain the college's reputation and morale.
- d. Aid in the recruiting of students and the raising of financial contributions.
- e. Contribute to satisfying the public's desire for spectator sports.

Franklin College is committed to providing equitable opportunities and resources for male and female students to participate in intercollegiate, intramural, and recreational sports.

Intramural and Recreational Sports

A full program of intramural, fitness and recreational sports programs and events also are offered. Intramural events include flag football, softball, volleyball, racquetball, basketball and other events. Information and entry forms are always available in the main office of the Spurlock Center.

Franklin College is not liable for injuries that occur during intramural activities. The college does not insure you or your property and assumes no responsibility for damages or personal injury. You release the college from all liability for any accident, damage, or injury caused to person, whether such acts or omissions be active or passive.

Lost and Found - Security

Any found items should be turned in at the Security office on the ground floor of the student center.

Mail Services

Franklin College provides each enrolled student (resident or commuter) with a campus mail box. Students retain the same mail box throughout their enrollment at the college. Students who withdraw from the college and then return for subsequent semesters would receive a new mail box. Mail boxes are located on the ground floor of the Student Center.

Student mail box keys are issued by Mail Services. Each student is assigned a unit # for their mail box. Student mail is delivered to and distributed in the Student Center. Package notices are placed in the student mail box for any package/mail that is too large for the mail box.

Students are expected to check their mail box on a regular basis. The college frequently uses the mail boxes for official communication. Failure to check for mail does not excuse students from any obligation to the college.

Student mail/package(s) should have their unit # included in their address. Please use the word UNIT when addressing student mail, as the U.S. Post Office may not recognize “P.O. Box” or “Box” numbers as a Franklin College address and the mail piece may be returned to the sender.

To address a student:

Student's name
Student's unit number
Franklin College
101 Branigin Blvd.
Franklin, IN 46131-2623

To address faculty/staff:

Faculty/Staff name
Department name
Franklin College
101 Branigin Blvd.
Franklin, IN 46131-2623

Mail Services sells postage stamps, meter postage, and envelopes. Mail Services also offers a limited variety of free postal priority mailing supplies. There is outgoing drop off for U.S. Postal mail (cut off time is 3:00 p.m. Mon. - Fri. for U.S. Postal mail only) and for student, staff, and faculty mail. The outgoing mail slot is located on the ground floor of the Student Center just to the left of the mail room window.

Mail Services' hours of operation are Monday- Friday 7:00 a.m. to 4:00 p.m. We are closed on the designated Holidays for the Franklin College's staff personnel. The telephone number is 317.738.8293.

Multicultural Services

The coordinator of multicultural services has an office on the second floor of the student center. The multicultural services office promotes cultural awareness, understanding and a sense of belonging for all students at Franklin College and seeks to improve the retention of students from diverse backgrounds.

The coordinator for multicultural services seeks to enhance the opportunities for the success of students from diverse backgrounds by assisting with individual student needs and their orientation to the campus. This includes assisting international students with INS issues and creating numerous involvement opportunities for students, faculty and staff offering cultural, social and educational programs to enrich the entire campus community. This includes co-advising SASOM (Student Association for the Support of Multiculturalism) and chairing the Campus Diversity Task Force.

Non-traditional Students

The college does recognize that not all students are the traditional college age (18 to 24 years of age). Services provided by the college are available to all students regardless of age. However, students of other ages frequently have different needs and concerns. The assistant dean of students and director of career services, whose office is located at the main entrance of the Dietz Center, is specifically available to assist non-traditional students. For assistance, please stop by or phone ext. 8801.

Professional Development Program

The mission of professional development at Franklin College is to equip students with the competencies and resources to make a confident, successful transition from college to the professional workplace and graduate/professional school. This effort to equip students involves the following components:

Graduation requirements: Each student must

- (a) prepare a professional development portfolio documenting the student's career skills, leadership skills, and general liberal arts skills
- (b) successfully complete PD400 or an approved professional development course offered by the student's academic department, and

(c) complete a professional development experience approved by the student's academic department.

Additional opportunities: Students may elect to participate in:

- (a) workshops that address skills needed in the work force,
- (b) internships to gain practical experience, and
- (c) fine arts activities to develop an appreciation of the arts.

Religious Life Program

At Franklin College a campus religious life program is overseen by the director of campus ministry. The purpose of the religious life program is to offer meaningful opportunities for spiritual growth among Franklin College students, faculty and staff. Every student is provided opportunities not only for academic study of the Christian faith and other world religions, but also for participation in extracurricular programs and groups designed to nurture each person's spiritual pilgrimage, to stimulate intelligent theological reflection and to develop a mature understanding of faith.

Interdenominational chapel worship services are held, and students are encouraged to attend local houses of worship of their particular affiliations. Religious convocations with themes pertinent to religious faith are held during the fall and spring semesters with the support of the convocations committee.

Additionally, Intervarsity Christian Fellowship meets on Thursday evenings at 7:00 p.m. It is open to all students and provides additional opportunities for Bible study, discipleship, spiritual development, and fellowship.

The campus minister is available for pastoral counseling. Because academic, emotional, social, and spiritual growth sometimes bring with them stress and problems of adjustment, pastoral counseling is often an avenue to aid in the process of resolving these concerns. The campus minister works in conjunction with the dean of students and with the counseling and health office in providing holistic care for the Franklin College community. The campus minister can be contacted by phone at (317) 738-8140.

In the spirit of religious liberty and with sensitivity to religious diversity, the religious life program is dedicated to serving the needs of the campus community, is based on the belief that religion and spirituality are integrally related to life in all its dimensions, and is devoted to cooperation and respect.

Student Congress

The purpose of the Student Congress is to support the values of Franklin College, to direct and promote student activities, and to develop a spirit of progress and traditions. Student Congress appreciates the participation and input of all students. Questions about Student Congress should be directed to any Officer, Cabinet Member or Representative. Executive Officers of Student Congress for 2009-2010 are:

President: Chelsi Mobley	Secretary: Elizabeth Kuka
Vice President: Megan Mattingly	Treasurer: Aaron Hommell

The responsibilities of the Executive Officers are to set agendas for Congress and Cabinet meetings, lead these meetings and assist Committee Members in the completion of their assigned tasks. Cabinet Members oversee the activities of their committees. Standing Committees of Student Congress, along with the cabinet member in charge of each committee, are:

Chief Justice of the Judicial Board: Katie Holland	Honors and Elections: Amy Fox
Student Services: Trent Whaley	Academic Affairs: Victoria Nichols
Traditions and Programs: Ali King	Publicity: Audi Chastain

The rest of Student Congress is comprised of Student Representatives and At-large Representatives, making Congress a group of 33. These remaining spots are filled through campus-wide elections

Student Organizations and Interest Groups

A diverse and encompassing student-oriented activities program is the focal point of out-of-class campus life. Social, cultural and educational programs are presented through the cooperative efforts of the student affairs office, Student Congress, the Student Entertainment Board, Greek organizations and other organizations and clubs. By participating in these programs and organizations, students gain valuable experience and the opportunity to develop their interests and leadership abilities. A complete directory of campus organizations is available in the student activities center, located on the second floor of the student center.

Franklin College recognizes the need for new organizations to form as interests and needs of the student body change. The policies and procedures for establishing new organizations are available in the student activities center.

Statement on Sex Discrimination in Campus Activities

It is the intent of Franklin College to honor both its commitment to equal educational opportunity and its obligation to adhere to the intent of Title IX. The college will therefore lend its support and services only to those organizations and activities which offer membership and participation to persons without regard to gender and to those organizations and activities which were specifically exempted from Title IX, so long as they continue to meet other conditions required for college recognition.

For clarification regarding which organizations and activities are exempted from Title IX coverage and for more information on the recognition process, please contact the dean of students.

Telephone Service

Telephones are located throughout campus in common areas for use by all of the campus community. Emergency phones are located throughout campus. Please call ext. 8148 to report any telephone related problems or questions. Basic information for telephone use:

1. Internal calls are made by dialing the four digit extension number.
2. Local calls are made by dialing 9 for an outside line plus the seven digit phone number.
3. Collect calls are NOT to be accepted by any student. There will be a \$25 fine.
4. Long distance calling from an FC phone requires a pin code. Requests to service@franklincollege.edu.
5. Each student's bill will be posted to his/her college account.
6. Franklin College is not responsible for any student's personal telecommunications equipment.
7. Remember to periodically delete messages in the voice mailbox. If you have any questions or problems, please email SERVICE or call 8148.

Franklin College supplies telephone services in dorm rooms but not telephones.

Vending Machines

Vending machines are located in each residence hall, Johnson Center for Fine Arts, Student Center, and in the lounge on the first floor of Old Main. If equipment malfunctions, refunds may be obtained at the business office. Report problems directly to the vending companies using the numbers provided on the machines or by calling physical facilities at ext. 8178.