



RESIDENCE LIFE HANDBOOK *2024-2025*



Blackburn COLLEGE

WELCOME

Welcome to Residence Life at Blackburn College!

Our Residence Life program at Blackburn is designed to give each student the opportunity to not only have a place to sleep, study, feel safe and supported, but also a place to be with close friends, a place to learn about yourself, and those around you and a place where you can feel a sense of belonging while being a part of a community.

Our theme for residence life 2024-2025 is “Onward and Upward” because we plan to continue momentum improving both the residence life department and the residential experience for all students. The entire residence life staff is excited for the year to come, and we are so happy that you are a part of this special community.

Welcome home!
-The Residence Life Team

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MISSION

Living on campus is not just having a place to sleep; it is an opportunity to grow and learn as a human being—much like students grow and learn in a classroom and in the workplace! We expect all traditionally-aged freshmen, sophomores, and juniors (who don't meet an exemption in our Campus Residence Policy) to live on campus so that they can enjoy all the benefits that come from residence life.

The Office of Residence Life is committed to developing a safe, inclusive living-learning community that fosters academic, social, cultural, and personal growth. Our initiatives and services are infused with the values of respect and responsibility for self, others, and the Blackburn College community. We also consider the following to be the core values of our office:

- **Centering Students:** We keep students' needs and interests as the basis for our practice as we exercise pride in contributing to the mission of the college.
- **Holistic Wellness:** We are committed to supporting the well-being of our community through programming and resource referral.
- **Diversity, Inclusion, and Belonging:** We support opportunities for students to build connections and be involved in diverse, socially just, and inclusive residential communities.
- **Self-Advocacy:** We encourage everyone to communicate respectfully and directly, in the spirit of problem-solving and articulating boundaries, with consideration for the overall community.
- **Personal Growth:** We encourage personal development through experiential learning.



RESIDENCE LIFE STAFF

DEAN OF STUDENTS

The Dean of Students oversees the Division of Student Life, which includes the Residence Life Department. The Dean's primary responsibility is as the campus's Chief Conduct & Care officer.

Conduct: Works with students, faculty, and staff regarding the Code of Student Conduct/ Student Handbook, including conduct hearing boards, appeals boards, and other social conduct issues/violations. Supports students' understanding of responsibility and citizenship within the Blackburn College campus and Carlinville communities.

Care: The Dean of Students and other residence life staff listed below are available to support students individually and help manage any disruptions to their residential or overall Blackburn experience. Staff members can also talk with parents/families, faculty, and staff about resources and support available and can work together to develop a plan for student assistance/success.

ASSISTANT DEAN OF STUDENTS AND DIRECTOR OF HOUSING

The Assistant Dean of Students & Director of Housing is a key leader responsible for providing strategic direction and administrative oversight of a comprehensive housing program for all residential students. This role involves creating and maintaining an inclusive and supportive living environment that caters to the diverse needs of the student population. This individual oversees all Residence Life Staff, including undergraduate student Resident Directors & Residence Assistants.

HOUSING COORDINATOR

The Housing Coordinator plays a critical role in managing housing facilities for residential students. They oversee administrative and logistical housing issues, including floor plans, housing assignments, keys, and billing. The Housing Coordinator ensures smooth and efficient operations within the residential housing system and works closely with students, staff, and other relevant parties to address housing-related concerns. Additionally, the Housing Coordinator may assist in developing and implementing housing policies and procedures to maintain a positive living environment for all residents.

PROFESIONAL RESIDENT DIRECTOR

The Professional Resident Director for Campus Safety and Wellness is crucial for ensuring the safety and well-being of residential students on campus and implementing policies and procedures. They are the pro-staff member within the Student Life Office who lives on campus. They oversee safety in residence halls and promote wellness initiatives to support student development. Their work creates a safe and supportive living environment, contributing to the well-being of the campus community.

INCLUSIVE COMMUNITY

RESIDENT DIRECTORS

Resident Directors ("RD") are primarily responsible for managing the individual residence halls. Upper-class students who have distinguished themselves academically and demonstrated maturity often serve as RDs in addition to the Professional Resident Director of Campus Safety & Wellness*. The RD team for 2024-2025 is:

- Challacombe (North): Julianna Tabian
- Graham: Ashley Hickerson
- Jewell: *Jaime Pineda
- Butler: Sydney Bray
- Jones-Allison: Keeleigh Pilcher
- Stoddard: *Closed for Building Updates- Will Reopen Fall 2025*

RESIDENT ASSISTANTS

Resident Assistants ("RA") are upper-class students who are responsible for working with residents to program activities, provide support on personal, academic, and social matters, and assist with various aspects of life within the residence hall community. The RA teams for 2024-2025 are:

- Challacombe (North): Evan Laudenberg & Andrew Lozano
- Graham: Damien Kulash & Cara Pence
- Jewell: Nick Rosborough, Patrick Leonard, Allison Woolard & Dominic Smith
- Butler: Kameron Tharp, Diego Perez & Rylee Lovelace
- Jones-Allison: Michayne Weber, Michelle Hollon & DaNautica Williams

INCLUSIVE COMMUNITY

Residence Life seeks to foster and maintain a climate that celebrates diversity and brings students together in a community where differences are respected. We consistently strive to create an atmosphere of civility in each residence hall where self-responsibility and mutual respect are not only encouraged, but expected.

Building community is at the core of Residence Life, and we utilize several approaches in our quest to accomplish our goal—including the House Cup & our Onward and Upward Programming Series.

HOUSE CUP

The "House Cup" is a Residence Life program designed to build hall pride, encourage community, and inspire student engagement. It uses friendly competition to generate positivity on campus and deepen relationships that results in improved student wellbeing.

The House Cup was introduced to campus in the Fall 2021. On various occasions, the residence halls compete to get "points" so that they might win the House Cup. Jones-Allison Hall won the House Cup in 2021 and 2022, earning a day-long trip to Six Flags in St. Louis. In 2023, Jones-Allison Hall won again, earning a day-long trip together to the St. Louis Zoo, the St. Louis Aquarium, and Fitz's Root Beer in St. Louis!

HEALTH & SAFETY

There are 1,190 points available during the Fall 2024 semester. Here are the opportunities to earn points lined up for this year's competition:

- Week of Welcome Res Hall Events - 100 Points (5 Events - 20 Points Each)
- CAB Events - 200 Points (20 Events - 10 Points Each)
- Residence Hall Events - 240 Points (24 Events - 10 Points Each)
- Hall Competitions (+5 Points Per Resident Per Day of Participation)
- Homecoming Decorating - 100 Points (Judged)
- Res-Halloween Decorating - 100 Points (Judged)
- Deck the Halls - 200 Points (Judged)
- Home Athletic Events - 250 Points (25 Events - 10 Points each)

ONWARD AND UPWARD PROGRAMMING SERIES

Each RA & RD is responsible for developing one program for their hall per semester based on a monthly theme. These themes span various educational and social topics, including social justice and inclusion, sexual health, alcohol and drug awareness, and more!

CONFLICT RESOLUTION & ROOMMATES

Sometimes living in community has its bumps in the road, and Resident Assistants and Resident Directors are there to help you work through these interpersonal conflicts. Learning to manage interpersonal conflicts is an important part of the college educational experience.

COMMUNITY LEADERSHIP OPPORTUNITIES

- Residence Hall Association (RHA) representative - the RD from each hall will nominate one resident to represent their residence hall on the RHA.



Your personal health and safety are of utmost importance! Blackburn and the Macoupin County Public Health Department (MCPHD) have an essential contractual relationship providing nursing services via phone and email! Available times are Monday-Friday, 8 am to 4 pm. Individuals can get medication questions answered or schedule appointments for STI testing, pregnancy testing, or TB testing. Appointments also may be scheduled at an MCPDH Health Center location - some appointments can be held virtually. For additional information, Call 217-371-3364 or email mcphdnurse@mcphd.net.

ON-CALL EMERGENCY NOTIFICATION SYSTEM

The On-Call/On-Duty system provides the College with a responsible individual to assess and deal with emergency situations. In case of a serious emergency, the Office of the President is notified. Only the Office of the President may speak with the media in such matters.

The Resident Director ("RD") or Resident Assistant ("RA") "on duty" in each building is on duty from 8 p.m. to 7 a.m. from Sunday through Thursday and from 8 p.m. to 1 a.m. on Fridays and Saturdays.

In addition, a Resident Director who is "on call" for campus emergencies must be within twenty minutes of campus in case of an emergency and will have the "RD on call" phone with them at all times during their shift.

Emergency Notification Contact Information:

Maintenance (i.e. electrical, plumbing, etc.) emergencies are reported as follows:

- from 8:00am to 5:00pm call ext. 217-854-5503.
- from 5:00pm to 8:00am call the Resident Director on call at 217-825-7504.

Fire

- Pull the fire alarm.
- Call 911.
- Notify RD/RA or the Resident Director on call at 217-825-7504.

Injury, Accident, or Ambulance Request

- Call 911.
- Notify RD/RA or the Resident Director on call at 217-825-7504.

Violent Acts (assault and battery, explosions, etc.)

- Call 911.
- Notify RD/RA or the Resident Director on call at 217-825-7504.
- Call Campus Community & Safety at 217-825-3042.

BEHAVIORAL EXPECTATIONS

FIRE SAFETY

A professional staff member will serve as the campus Fire Marshal. They may conduct fire drills and training sessions as deemed necessary and appropriate. They will issue guidelines for procedures to be followed in the event of a fire.

In order to ensure the safety of all persons on campus, the Fire Marshal has the responsibility of correcting any fire hazard. Occasionally, this may involve the confiscation of personal property (as stated below). This will be accomplished through the normal Room Search Policy and property will be turned over to the Student Life Office and appropriate action will be taken.

For reasons of fire safety, students are not permitted to have the following in their rooms:

- Hot plates
- Electric frying pans
- Any small appliance that glows red when heated (e.g., toasters, toaster ovens, pizza cookers)
- Microwave ovens
- Large refrigerators (over 3.2 cubic feet) or other appliances
- Air conditioners
- Any space heating equipment (electric, propane, or kerosene)
- Absolutely NO incense, candles, or other combustibles
- Halogen lamps
- Extension cords that are not of the heavy-duty type
- No more than 15 people

This is not an exhaustive list. When in doubt, check with your Resident Director.

Fireplaces are for decorative purposes and may not be used.

Living in community includes abiding by standards for the good of the entire community. The community standards for students are contained in the Student Handbook, also known as the “B-Book,” which is found online at blackburn.edu/student-handbook. Please pay careful attention to the “Student Conduct Policies” section.

Both cleanliness and sustainability are of particular importance in a residential community, so please pay careful attention to both in the living environment. Your RD and RA will draw attention to the standards for both, and everyone appreciates your contributions to a healthy community!



RESIDENCE HALL POLICIES

HOUSING CONTRACT

Each resident student, prior to moving into campus housing, will be presented with a housing contract and will be expected to read and sign this contract. Students have a right to ask for a copy of their signed housing contract by contacting the Student Life Office.

CAMPUS RESIDENCE POLICY

Blackburn College recognizes the importance of the college residential experience as part of overall student learning and development. The College is therefore committed to providing students the opportunity of living in affordable campus housing, in communities with their peers, and participating in shared governance.

It is expected that all traditional aged students (18-23) will reside in campus housing. Exceptions to this policy may be made for:

- Students who reside with their spouses in the Carlinville area;
- Students who reside with their parents, in the parents' primary residence, within 50 miles of campus (A student's parent or legal guardian may be required to provide verification);
- Students who reside off campus with their children;
- Students who have completed at least eight semesters in residence on the Blackburn campus; and
- Students who have previously earned a baccalaureate degree. Exceptions will only be made with an approved residency exception form.

In addition to these circumstances, an approved Residency Exception Request Form may be sought for students who will be 21 or older by September 1st for the fall semester or February 1st for the Spring semester or have senior standing. Students must have an approved Residency Exception Request Form on file in the Student Life Office. A new status certification must be filed each academic year.

Incoming students wishing to commute will also be required to file a Residency Exception Request Form.

It is expected that the following students will not reside on campus and must petition the Office of Residence Life if they wish reside in a residence hall:

- Students who take less than a full time (12 credit hours) schedule of courses.
- Students who have been removed from the residence halls by specific College action.
- Part-time students who petition to live on campus must participate in the Work Program. Their housing will be subject to available space in the residence halls.

AT BREAKS

During breaks when the halls are closed (Thanksgiving, Christmas, and Spring) all residents will be asked to close their windows and blinds, shut off all lights, empty their room trash, and lock their room doors and windows.

During the semester break in December, all residents will additionally be asked to unplug all electrical items (including fish tanks and refrigerators), empty refrigerators, and leave the refrigerator door open. Residents should defrost their refrigerator ahead of their departure.

Residence hall staff will check each room prior to departing from campus to ensure each room has been appropriately closed and secured for that break. Any perishable food items will be disposed of. Any items in plain sight that violate college policy will be confiscated and disciplinary sanctions will apply.

AT MID-SEMESTER

Mid semester room inspections will be announced at least 24 hours in advance so that students have the opportunity to be present in their room at the check if they so desire.

All College property that is customarily a part of the room will be checked.

Residents will be charged for repair or replacement costs on any damages identified.

Resident Directors and Resident Assistants will submit repair requests to the Physical Plant. Students should report to the Resident Director or Resident assistant when repairs have not been made so that additional assessments at later checks are not made.

Only those items which are College property will be checked. Under no circumstance will the resident's personal belongings be checked. It is recommended that at least one resident of the room be present during maintenance checks (however, checks will take place regardless).

DAMAGE AND OTHER CHARGES

You will be charged for damages to the residential living environment! Please consult the Student Housing portion of the Student Handbook for detailed policies on damages in the section titled, "Damage and Other Charges."

FURNITURE

Residence hall parlor furniture (or common area furniture) may not be removed from its location without permission of the Resident Director. No college-supplied furniture should be altered or removed from a residence hall room. All furniture changes must be made with the combined permission of the Director of Inclusive Housing and Physical Plant professionals.

FURNITURE AND ROOM MAINTENANCE CHECKS

The purposes of maintenance checks/room inspections are to inventory furniture, continue upgrading the furniture in the residence halls, account for damages, repair damaged furniture and facilities, and improve the condition, cleanliness, and appearance of College furniture and facilities. Maintenance checks/room inspections are separate procedures and not to be confused with room searches.

Room inspections are conducted in each residence hall at check-in, mid-semester, hall breaks and check-out by the Resident Director or Resident Assistant. Residents will verify the condition of their room at check-in and will be held responsible for any damages or losses that occur subsequently.

GENDER INCLUSIVE HOUSING

The Gender Inclusive Living Community is for Blackburn College residents who want a safe, inclusive, comfortable, and supportive community living experience for people of all gender identities and expressions. The community supports students who identify as transgender, gender nonconforming, cisgender, or who would like to be placed with a roommate of any gender identity.

Students who live in this community will be expected to contribute positively to the community by:

- Offering support and encouragement of the living environment.
- Respecting floor members' different motivations for choosing this living environment.
- Embracing and learning from experiences different from one's own.
- Participating actively in community events.
- Abiding by all Blackburn College Housing Policies and Regulations.
- Understanding that allyship is important for those who do not identify in the above categories.

Priority will be given to trans* and gender nonconforming students who have an express need for housing that fits their gender identity and/or identity expression. These students will be housed first and will have a guarantee to stay. Those living in the community who do not have an express need as described above will be asked to move elsewhere (either in the same hall or others) to make space for someone with an express need should that situation arise.

HOUSING REGULATIONS

Air Conditioning/Air Purification

- All requests for A/C for medical reasons must be made using the proper form available in the Student Life Office. Only the original form will be accepted, no photocopies. A new request must be filled out for each academic year.
- Unauthorized cooling units will not be allowed. This is to include, but not limited to, window units and portable air conditioning units.
- Students requiring filtered/purified air must provide their own air purifiers. College A/C unit filters are not designed to remove small particles, but to prevent coils from becoming plugged with dust.
- The campus-wide energy management system controls the power to A/C units. The A/C units are programmed to operate from (approximately) April 15 to October 15. These dates are guidelines based on average external temperatures for our area. Generally, if external temperatures hit a high of 75+ degrees during the day for three or more consecutive days, the hall boilers will be turned back and the A/C units engaged.

- College A/C units are not designed to run below a certain outdoor temperature, and will not run when the building heating system is in operation.
- All residents in air-conditioned halls are charged an extra fee for air conditioning. This fee covers not only the electricity to the A/C unit in each individual room but also the cost of maintaining and replacing the A/C units, the fees associated with operating the energy management system, and staff to maintain all of the above. A/C units will typically be used for a longer period of time in the fall versus the spring semester, but the fee is equally divided between both semesters.

Check-in and Check-out

All residents are required to review and sign a Room Condition Report (RCR) when taking occupancy of a residence hall room. By signing this room condition report the student is agreeing to the conditions of the room and furnishings. When the student checks out, they will be held liable for any discrepancies and will be held responsible for any damages or loss, including keys. If a resident leaves without signing this form, all losses/damages are assumed to be theirs, and they will lose the right to appeal damage charges. Campus Maintenance and/or the Director of Inclusive Housing may, upon their discretion, add incidental charges for damages overlooked by Residence Life Staff. Students may appeal damage charges, in writing, to the Director of Inclusive Housing within 30 days of the posting of the charges on the student's account.

Noise

Loud noises heard beyond the confines of the room are considered to be noise, and the responsible student will be liable for disciplinary action. Music played on campus should be kept to acceptable levels to avoid disturbing classes and meetings and students who are studying. When music is played in a residence hall, all speakers are to be facing into the room. Residence Life Staff and individual residents will be responsible for assuring that noise is acceptable.

Quiet Hours

Quiet hours are times when noise is not allowed in the residence halls. Graham Hall has a set number of quiet hours designated by the Director of Inclusive Housing. In other halls, residents may set quiet hours with the approval of the Resident Director and the Director of Inclusive Housing. A minimum of eight quiet hours per weeknight is required in each residence hall. "Perpetual quiet hours" (23 quiet hours each day) are mandatory in all halls during the final week of each semester.

Painting Rooms

Students may not paint their rooms. Charges will be assessed for any painting that is done in a room.

Personal Property

Blackburn College assumes no responsibility for students' personal property. All students are urged to carry insurance on their personal property either through their parents' homeowners or tenants' policies or through policies of their own. If students are not presently covered by such a policy, coverage can usually be arranged through a request to an insurance agent.

Pest Control

All rooms in the residence halls receive pest control treatment twice during the year. At the time of spraying, all furniture must be moved away from the walls and all items normally stored on the floors must be placed on top of furniture. All food items must also be sealed in bags.

Roofs/Windows/Window Screens

It is against College regulations to stand/walk/sit on or jump off roofs or jump out of windows on campus. Screens are to remain in the windows. Fines may be assessed for violating any of these regulations.

Room Capacity/Fire Code

Campus fire code limits the occupancy in residence hall rooms to a maximum of 15 persons present in a room at any one time.

Smoking

The Blackburn Campus has been designated a smoke free campus inside all campus buildings. Smoking of any kind is not allowed in any residence hall rooms, bathrooms, hallways, or parlors in accordance with Illinois state law. Smoking is only allowed outside campus buildings, fifteen feet away from a door or an operable window. In regards to this policy, “smoking” includes vaping and use of e-cigs or Juuls.

Pets

Students are not permitted to have pets in their rooms, with the exception of non-toxic completely aquatic pets (20-gallon maximum tank).

Service and Emotional Support Animals

For information on Service Animal and ESA policies, consult the information in the Americans with Disabilities Act section in the Student Handbook. For information on the Housing Standards and Care Standards for Service Animals and ESAs, consult the Student Housing section in the Student Handbook.

RESIDENCE HALL VISITATION POLICY

Guests are permitted to visit at any time during the day or night provided they have permission from the resident they are visiting and their roommate. Overnight guests must fill out a guest pass. They may stay with a resident (free of charge) for two nights/three days only. After that period, guests must leave campus. The same off-campus guest cannot spend more than four nights/six days on campus per month and only if their host has the permission of their roommate and the RA or RD. If a visitor needs or wishes to stay beyond two nights, they must make arrangements with the Director of Inclusive Housing to stay in a College guest room (subject to availability) and will be charged the current rate.

Co-habitation is not permitted. In cases where students do not wish to have visitors in their room, their right of privacy shall have priority over roommates who may wish to entertain visitors. If a resident requests such privacy, the roommate should be informed and must comply.

Infractions of the rules governing residence hall visitation policies are to be referred to the Resident Director.

Students and visitors in the residence halls are required to use the appropriate restroom facilities in that building.

Off-Campus Guest Policy:

- All off-campus guests must obey the above visitation policies as well as all other College rules and regulations. Violations will be cause for immediate removal from the campus. Students are responsible for the actions of their guest(s).
- All off-campus visitors, including commuter students, staying past 9 p.m. must receive a guest pass (from the Residence Life Staff member on duty in the hall) and be the guest of a current student. The current student should accompany their guest throughout the guest’s stay.
- Overnight guests may stay with a resident (free of charge) for two nights/three days only. After that period guests must leave campus. The same off campus guest cannot spend more than four nights/six days on campus per month and only if their host has the permission of their roommate and the RA or RD. If a visitor needs or wishes to stay beyond two nights, they must make arrangements with the Director of Inclusive Housing to stay in a College guest room (subject to availability) and will be charged the current rate.
- Students who repeatedly violate the off-campus guest policy may lose the privilege to have guests on campus for a period of time determined by the Director of Inclusive Housing.
- During “house events” off-campus guests must be registered 24 hours in advance of the event, with the Resident Director of the hall sponsoring the “house event.” Guests of residents of the sponsoring hall will receive preference and the Resident Director has the right to limit the number of guests.
- Students are reminded to be aware of their legal responsibilities for the care and protection of guests under the age of 18. Guests under the age of 18 are under the legal age of consent.

ROOM ASSIGNMENT AND ROOM DRAW PROCEDURES

During Spring semester, room assignments for the following fall will take place in the following order at a housing assignment event called “Room Draw.” For detailed outline of the procedures, please consult the Student Housing section of the Student Handbook.

ROOM SEARCH AND SEIZURE

Students generally may expect privacy with regard to their rooms and personal belongings. However, College personnel may enter/search residence hall rooms when deemed necessary since they are owned, operated, and controlled by the institution.

Right of Entry

Student Life Staff who have reason to believe that an emergency exists OR that a resident is significantly violating College policies may enter a student’s room using their interior master key **AFTER** having knocked on the door, announced themselves and waited at least 30 seconds.

In situations involving College policy violations, the RD may consider as evidence any item in plain or open sight. The personal possessions of students will not be disturbed unless appropriate authorization for a room search has been obtained as set forth below.

The College retains the right of entry for visual inspection of a student's room for health and safety reasons or for general maintenance. These situations are not to be construed as room searches. Reasonable effort will be made to give at least twenty-four (24) hours' notice prior to such entry. If contraband or other illegal or unauthorized objects and/or substances are found in student rooms during such entries, the Student Life Office will be contacted immediately and a decision will be made as to whether or not to pursue charges and/or seize the items.

Room Search and Seizure:

If a Resident Director has reason to believe that an emergency exists OR that a resident is significantly violating College policies AND the room will need to be searched, appropriate authorization must be obtained. Significant violations include but are not limited to alcohol, drug, and fire safety policy violations. In such cases, the following guidelines will be observed:

- Proper authorization from Student Life Professional On-Call or the Office of the President must be granted prior to conducting a search. The search is to be authorized only when there is reason to believe that the resident is or may be concealing or committing a significant violation of the College rules or local, state or federal laws.
- The reasons for the search, the objects being sought, and the room(s) to be searched must be specified when requesting a room search, and explained to the occupant at the time of the search.
- Any Resident Director will jointly conduct the search with any professional Student Life staff member available on call for assistance. The person(s) requesting the search, if other than the RD, may be permitted to be present during the search.
- At least one occupant of the room will be present during the search. If a specific resident is thought to be responsible for the reason that the room is being searched, they will also be present during the search if possible.
- The individuals present in the room may be asked to empty, in full view of the staff member(s), contents of pockets, coats, shoes, book bags, purses, and similar items. In addition, individuals may be asked to present items hidden on their person (i.e. a can held and hidden under a coat). Failure to comply with such requests will result in citation for failure to comply with a staff member in the performance of their duties. All other personal items will be searched with as little disruption as possible.
- A written final report is to be filed in the Student Life Office within three working days of the room search. All seized items will be stored until the resident(s) can take the items home or until proper authorities can be contacted.

VACATION/SEMESTER BREAK HOUSING POLICY

Break housing is available only to those students who are selected to work for the College, have College related academic or athletic commitments, and international or out-of-state students where travel costs to and from home would be prohibitive. Employment in the Carlinville area will not be viewed as an exception to this policy. During the winter semester break all students will be required to leave campus during the time the College closes its operations (the College is closed from approximately December 23 through January 2 each year).

It is the student's responsibility to fill out the proper break housing forms (available in the Student Life Office). During very short breaks, the College may designate a "break hall" to which all approved break residents must move.

Students who stay on campus during the summer to work and/or take summer classes will be charged a nominal fee for housing and dining. **Students who have been academically suspended from the College are ineligible for campus break housing unless an exception is granted to take summer courses.**



CONTACT INFO CHEAT SHEET

WHAT TO DO IN CARLINVILLE

It is often challenging to know who to contact on a college campus. This quick reference guide should help! We encourage you to ask your RA for guidance on anything because that can often save you time and effort. If your RA is unavailable, contact your RD or anyone in the Student Life Office.

<u>Problem</u>	<u>See or Call</u>	<u>Email Address</u>
Basic Needs (food; toiletries; etc.)	Student Life	studentlife@blackburn.edu
ID Card	Student Life	studentlife@blackburn.edu
Campus Meal Plans	Student Life	studentlife@blackburn.edu
Fire or Safety Problem	Campus Safety	tod.dowdy@blackburn.edu
Parking	Campus Safety	tod.dowdy@blackburn.edu
Lost and Found	Campus Safety	tod.dowdy@blackburn.edu
Safety/Security	Campus Safety	tod.dowdy@blackburn.edu
Theft	Campus Safety	tod.dowdy@blackburn.edu
Mental Health Counseling	Counseling Services	tim.morenz@blackburn.edu
Health or Injury	Health Services	mcphdnurse@mcphd.net
Student of Concern	E.A.S.T.	east@blackburn.edu
Title IX Issue	Title IX Coordinator	titleix@blackburn.edu
Accommodations Request	Disability Services	blackburn.accommodations@blackburn.edu
Work Accommodations/Concerns	Work Office	work@blackburn.edu
WiFi/Computer Issues	Tech Services	help.desk@blackburn.edu
Excessive Mess/Cleaning	RA or RD	
Hall Activities	RA or RD	
Laundry Issue	RA or RD	
Maintenance Request	RA or RD	
Noise Problem	RA or RD	
Room Change	RA or RD	
Room Key/Lost	RA or RD	
Roommate Problem	RA or RD	
Vending Services	RA or RD	

Need a ride?

Macoupin County Transit offers transportation in and outside of the county. Please visit <https://mcphd.net/macoupin-county-transit/> for more information.

THINGS STUDENTS LIKE TO DO:

- Movie at the Marvel
- Bowling at Bowlero
- Fishing/hiking at Beaver Dam State Park
- Coffee at Hawthorn's on the Square
- Market Days on the Square (first Saturday of each month)
- D & D Fitness (sauna + gym + group fitness classes)

PLACES STUDENTS LIKE TO EAT:

BREAKFAST & DINER FOOD:

Plaza Café
Town's Edge Diner

BURGERS:

Wood Duck
Uptown
Full Throttle
Jubelts (Litchfield)

CHINESE:

Panda

COFFEE & DESSERT:

Crown Creamery
Hawthorne Tree Coffeehouse

MEXICAN:

Sol de Mexico
Potrillo's Mexican Grill
Taylor's Mexican Chili Parlor
Mi Casita (Gillespie)

PIZZA:

Reno's Pizzeria & Ristorante
Casey's General Store - carryout
Little Italy's - carryout

THAI:

Sun Thai

FAST FOOD:

McDonald's
Hardee's
Dairy Queen
Subway

IMPORTANT DATES CALENDAR

FALL 2024

August 23:	New Student Move-In
August 26-29:	Week of Welcome
August 29:	Returning Students Arrive On-Campus
August 30:	Work Training, Advising
September 2:	Labor Day Holiday
September 3:	First Day of the Semester
September 11:	Last Day to Register
September 27-29:	Homecoming Weekend
October:	Health and Safety Inspections
October 17-18:	Fall Break
October 22:	Midterm Grade Rosters are Due
October 25:	Last Day to Drop a Class with a "W" Grade
October 28:	Early Registration
November:	Intent to Return Forms Distributed
November 8:	Last Day of Early Registration
November 11:	Veteran's Day Gathering
November 22:	Last Day to Withdraw Passing from a Class
November 27-29:	Thanksgiving Holiday
December 9:	Study Day
December 10-13:	Double Instruction Period (Final Exams)
December 13:	Course Instruction Ends
December 16:	Final Grade Rosters are Due
December 20:	Campus Closed for Winter Break

SPRING 2025

January 6:	Campus Opens from Winter Break
January 20:	Martin Luther King Jr. Holiday
January 21:	All Students Arrive on Campus
January 22:	Work Program Training, Academic Advising
January 23:	Classes Begin
January 31:	Last Day to Register
February:	RD Interviews/Selections
March:	Health and Safety Inspections
March 17-21:	Spring Break
March 17:	Midterm Grade Rosters are Due
March 24:	Last Day to Drop a Class with a "W"
March 31:	Early Registration Begins for Fall 2025
April:	RA interviews/Selections
April:	Intent to Return Forms Distributed
April:	Room Draw
April:	Summer Housing Sign-Up
April 11:	Last Day of Early Registration for Fall 2025
April 18:	Good Friday
April 21:	Easter Monday
April 25:	Last Day to Withdraw Passing from a Class
April 28:	Honor's Night
April 29:	Student Worker Appreciation Day
May 5:	Study Day
May 6-9:	Doubly Instruction Period
May 9:	Course Instruction Ends
May 12:	Final Grade Rosters Due by 1:00 pm
May 16:	Senior Banquet and Convocation
May 17:	156th Annual Commencement