A Guide for New Students & Their Families
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Summer 2015

On behalf of all Aurora University students, faculty and staff, I extend my heartiest welcome and heartfelt thanks as you begin your college career at our institution.

As outlined in our mission statement, Aurora University is an “inclusive community dedicated to the transformative power of learning.” This booklet provides additional information toward this pursuit. I encourage you and your family to read it carefully, as it contains a variety of information designed to help you and your family prepare for a successful transition to the University. You may want to keep it in a handy spot for reference throughout the upcoming years.

I look forward to personally meeting and welcoming you to Aurora University. Should you have any questions, please feel free to contact me directly at (630) 844-5467 or via email at agray@aurora.edu.

With best regards,

Amy Gray

Amy Gray, Ed.D.
Assistant Vice President for Student Life
Our Mission
Aurora University is an inclusive community dedicated to the transformative power of learning with the core values of integrity, citizenship, continuous learning and excellence.

A Brief History of Aurora University
Aurora University traces its origins to the 1893 founding of a seminary in the small town of Mendota, Illinois. Though established initially to prepare graduates for ministry, the institution soon adopted a broader mission and moved to a new campus on the western edge of the nearby community of Aurora. With this change came a different name, Aurora College, and a growing enrollment.

When World War II ended, the campus population swelled again as veterans enrolled in the college’s innovative evening degree program. The 1970s and 1980s saw an expansion of curricular offerings in a number of professional fields and the awarding of advanced degrees in selected disciplines. These changes culminated in the 1985 decision to rechristen the institution Aurora University.

A Brief History of George Williams College
The roots of George Williams College run deep in the YMCA movement of the 19th century. In 1884, leaders from America’s “western” YMCAs gathered on the shores of Geneva Lake in Williams Bay, Wisconsin, to attend a summer training program. Two years later, the camp was incorporated, and the first parcel of the current Williams Bay campus was purchased. Since that time, “college camp” has been a source of inspiration, recreation, education and renewal for thousands of guests and students. In 1992, Aurora University and George Williams College traditions blended when the two institutions entered into an affiliation agreement that paved the way for a merger eight years later.

Aurora University Today
Today, Aurora University is a private, independent institution comprised of two campuses: a campus of 32 acres in Aurora, Illinois; and the 133-acre George Williams College on Geneva Lake in Williams Bay, Wisconsin. Aurora University is accredited by the Higher Learning Commission of the North Central Association to award degrees at the baccalaureate, master’s and doctoral levels. The institution enrolls approximately 4,000 degree-seeking students a year on its Illinois campus and approximately 400 on its Wisconsin campus. Classes are also offered at the Woodstock Center in Woodstock, Illinois.

On the Aurora campus, AU offers academic programs through the College of Arts and Sciences, the School of Education and the College of Professional Studies. Undergraduate students participate in a wide range of on- and off-campus learning experiences. Students participate in more than 50 musical, literary, religious, social and service organizations and play active roles in campus governance.

The university also fields 21 NCAA Division III intercollegiate athletic teams. The Spartans boast a winning tradition with 129 conference championships and numerous appearances in national tournaments in the school’s history.

At AU, we believe that the educational needs of our students are served best through the formation of strategic partnerships with institutions of like vision, mission and values. Such collaborations also enhance the well being of our communities around our campuses. For example, our innovative partnership with West Aurora School District 129 is recognized nationally as a model for educational reform. In January 2006, we opened the $14 million Institute for Collaboration facility that houses this growing collaboration and the students and faculty it nurtures.

Aurora University draws upon the rich legacies and distinctive traditions of Aurora College and George Williams College. This history has helped shape Aurora University, which will continue to build upon its important past to help shape the future.
IMPORTANT DATES – FALL 2015

**JULY**

July 1  STAR Program payment due *(for conditionally admitted students only)*

July 15  Health and immunization records due to Wellness Center

**AUGUST**

August 1  First installment of fall semester Monthly Payment Plan due *(if enrolled in the monthly payment plan)*

August 23-26  STAR orientation program

August 24  Fall 2015 tuition due

August 27  Move-in for first-year students

August 27-30  Welcome Weekend: First-Year Student Orientation

August 29  Move-in for transfer students

August 30  Move-in for returning students

August 31  Fall semester classes begin

**SEPTEMBER**

September 3  Involvement Fair

September 5  Last day to add fall semester 16-week daytime classes

September 7  Labor Day *(No day or evening classes)*

September 8  $200 late fee tuition payment deadline

September 14  End of 90% tuition refund period

September 18  Last day to change residential meal plans

September 21  End of 50% tuition refund period

September TBA  Flu Vaccination Clinic

**OCTOBER**

October 2  Founders Convocation

October 3-4  Homecoming weekend

October 10  Last day to withdraw from Module 1 fall semester classes

October 23-25  Fall Weekend *(No traditional day classes)*

October TBA  Flu Vaccination Clinic
IMPORTANT DATES FOR 2015-2016

NOVEMBER

November 14   Last day to withdraw from 16-week fall semester classes
November 17   $300 late fee tuition payment deadline
November 25-29 Thanksgiving holiday (No day or evening classes)

DECEMBER

December 5    Last day to withdraw from Module 2 fall semester classes
December 14-19 Final examinations
December 18    Residence halls close at 5:00 p.m.
December 1    Health and immunization records due to Wellness Center
IMPORTANT DATES – SPRING 2016

JANUARY  
(File the 2016-2017 FAFSA as soon as possible after January 1)

January 1  First installment of spring semester Monthly Payment Plan due (if enrolled in the monthly payment plan)
January 4  Spring 2016 tuition due
January 10  Residence halls open
January 11  Spring semester classes begin
January 14  Spring Involvement Fair
January 16  Last day to add spring semester 16-week daytime classes
End of 100% tuition refund period
January 19  $200 late fee tuition payment deadline
January 25  End of 90% tuition refund period
January 18  Martin Luther King, Jr. holiday (No day or evening classes)
January 29  Last day to change residential meal plans

FEBRUARY
February 1  End of 50% tuition refund period
February 20  Last day to withdraw from Module 1 spring semester classes

MARCH
March 6-13  Spring Break
March 25-27  Easter weekend (No traditional day classes)
March 29  $300 late fee tuition payment deadline

APRIL
April 2  Last day to withdraw from 16-week spring semester classes
April 22  Honors Convocation
April 23  Last day to withdraw from Module 2 spring semester classes

MAY
May 2-7  Final examinations
May 6  Residence halls close at 5:00 p.m.
May 8  Spring commencement
At the beginning of the academic year, students and parents quickly learn that many campus offices require completed forms. This checklist offers you a quick way to verify that you have returned all the necessary documentation. If you have any questions about these forms, please contact the appropriate office or the Assistant Vice President for Student Life at 630-844-5467 or agray@aurora.edu.

**General:**

- **FERPA Authorization for Release of Information form** (allows university to communicate with parents/guardians about student records, such as academic information, student account information and financial aid information)
  - Questions: Contact Student Accounts 630-844-5470 or the Registrar’s Office at 630-844-5462
- **Current immunization records**
  - Questions: Contact the Wellness Center at 630-844-5434

**Financial Aid:**

- **Free Application for Federal Student Aid (FAFSA)**
- **An individualized list of forms that are required for a specific student can be accessed in the “My Documents” section of that student’s WebAdvisor account (2014-15 forms are available at www.aurora.edu/admission/financialaid/forms/14-15.html)**
  - Questions: Contact the Office of Financial Aid at 630-844-6190

**Student Accounts:**

- **Fall semester tuition due by August 24, 2015**
- **Spring semester tuition due by January 4, 2016**
  - Questions: Contact Student Accounts at 630-844-5470

**Conditionally Admitted (STAR) Students (Fall Semester Only):**

- **$175 fee for STAR Program due by July 1st, 2015**
  - Questions: Contact the Crouse Center for Student Success at 630-844-6870

**Student Athletes:**

- **Student-athlete participation forms**
- **Emergency Contact and Insurance form**
  - Questions: Contact Athletic Training Office at 630-844-5114

**Resident Students:**

- **$100 security deposit**
- **Residence hall contract**
  - Questions: Contact Residence Life at 630-844-5446

**Students with Vehicles:**

- **Parking permit application (can be completed online)**
  - Permits available beginning August 1, 2015
  - Questions: Contact Campus Public Safety at 630-844-6140
Banking
Students (especially students who plan to work on campus) are strongly encouraged to have a local bank account. Automated teller machines (ATMs) are located on the first floor of Dunham Hall and in the Spartan Spot (lower level of Stephens Hall).

Books
The Bookstore is located on the first floor in Dunham Hall. The Bookstore offers textbooks, school supplies, reference books, AU clothing and giftware (also available online), consumer technology accessories, toiletries and other items. A limited number of books are available for rent in the Bookstore. Students may also visit the Bookstore website by clicking on “Bookstore” at the bottom of the AU homepage. Other helpful information found on the website includes instructions for textbook buyback, both in store & online, and the Bookstore’s hours of operation.

Book Vouchers
Students who have credit balances on their accounts are eligible to receive Bookstore Vouchers up to the amount of their credit balances. Students may request Bookstore Vouchers in the Student Accounts Office and use them for the purchase of books and other supplies.

Class Schedule
Each incoming student should receive a copy of his/her schedule when registering for classes with his/her academic advisor. For an additional copy, class schedules can be found online through WebAdvisor, which can be accessed via the Aurora University website. A campus map is available at www.aurora.edu/about/maps-directions to help identify class locations. A paper copy of the map may also be obtained at the Registrar’s Office.

Emergency Text Messaging System
Aurora University maintains an emergency messaging system that will notify users of class cancellations, severe weather, or other emergency situations affecting our campuses. Students, parents, and community members can visit aurora.edu/alerts to sign up to receive text messages and emails from the system. Notifications will also be posted on aurora.edu and the university’s primary social media accounts (facebook.com/aurorauniversity and twitter.com/aurorau).

ID Cards
All Aurora University students are required to have a University issued photo ID card. Resident students will be provided their ID card when they check into their residence halls at the start of the semester. Commuter students can obtain their ID cards from the Campus Public Safety Department.

Student IDs are valid for a student’s entire time at Aurora University and serve the following purposes: Identification as a member of the Aurora University community; for meals at the AU dining locations; admittance into the main entrance of students’ residence halls; checking out books from the Charles B. Phillips Library.

Please note that a replacement fee is charged to those students who lose or damage their cards. The fee, paid in advance to the Office of Student Accounts, is $35 for Proximity/Access cards and $25 for basic ID cards. Issuance of a replacement Proximity/Access card will only be done with approval from the Office of Student Life.

Internet Access and Email
If students choose to use a non-AU email address, such as Gmail or Yahoo, they can auto-forward their AU email to their personal email addresses. For information on how to do this, please contact the ITS Helpdesk at 630-844-5790 or itshelp@aurora.edu. The student’s AU email account is the official method of communication from the university. Resident students have access to the internet in their rooms. Wireless access to the internet is widely available in academic spaces, many public spaces, and all residence halls.

Involvement Fair
Throughout the year, AU sponsors events that provide opportunities for students to grow personally and intellectually, build a sense of self-worth, increase tolerance for and appreciation of others, and develop social and ethical awareness and responsibility. AU also encourages and promotes participation in student clubs and organizations. All students are encouraged to participate in the fall semester Involvement Fair on Thursday, September 3, 2015 at 11:30 a.m. on the Quad to find out more about these opportunities.
Parking on Campus
Anyone parking a vehicle on campus must have a valid parking permit which is available from the Campus Public Safety Department. The application for a parking permit can be found on the Campus Public Safety website or obtained at the Campus Public Safety Department. Accessing the application/registration on-line will help save time when obtaining the permit from Campus Public Safety. Parking permits will be available beginning August 1, 2015. There is no charge to obtain a parking permit.

Tuition Payment
Fall 2015 tuition is due on August 24, 2015. Spring 2016 tuition is due January 4, 2016. Students should have bills paid in full or have enrolled in the monthly payment plan by these dates.
Academic Expectations
Expressed parental support and encouragement are much more important than students typically will acknowledge. Talk with your student about academic goals for the year. Be sure to stress the importance of reading and following the syllabus, attending class regularly, and establishing open lines of communication with faculty members.

Alcohol
Talk with (or continue to talk with) your son or daughter about drinking in college. Whether your student is living on campus or living at home, this conversation can serve to shape lives and to save lives.

- Make it clear – Underage alcohol consumption and alcohol-impaired driving are against the law.
- Stress that alcohol is toxic and excessive consumption can be fatal.
- Talk with your student about ways to intervene when s/he is concerned about a classmate’s use of alcohol.
- Avoid tales of drinking exploits from your own college years.
- Set clear and realistic expectations regarding academic performance, in order to focus your student’s priorities toward concrete goals rather than distractions.

Relationships and Dating
It’s important for all students to feel comfortable and connected to the university, and the best way to do that is through the relationships they build on campus. Friendships built in the classroom, in social activities or through teams/clubs will help your student want to actively participate in their education and will help him/her do his/her best work.

An important part of students’ personal growth in college is interacting with people who are different from them. It may happen through classroom discussions, as roommates in the residence halls, or any number of other encounters across campus. This experience can enrich their education if they are open to new ideas while being confident in their own identities.

Sex can be one of the most difficult topics for parents to talk about, yet it is an essential topic for the emotional and physical well being of your son or daughter. It’s best to have an ongoing conversation about relationships and sexuality, rather than the one-time “big talk.” Look for opportunities to engage in conversations that educate and impart your values. Students do want guidance about how to build healthy relationships. From your years of experience, think through what will best help your son or daughter learn how to interact with others in a way that is respectful to both parties, honest, caring, meaningful and fun.

Expect, also, that there will be difficult times due to break-ups, misunderstandings, or disappointments in relationships. Be a good listener as s/he tells you his/her story. Don’t try to “fix” things, but help him/her learn from mistakes or disappointments. Sexually-transmitted diseases and unwanted pregnancies can be the greatest fears for parents of young adults, but broken hearts are often equally painful. Helping your student learn from bad times and learn how to move forward, past the difficulties, will create stronger, more resilient and more hopeful adults.

Finances
Before your student’s arrival on campus, have a frank conversation about what you will and what you will not contribute to college expenses. In addition to tuition, room and board, fees, and books, other incidentals may include school supplies, monthly car expenses, cell phone charges, and other monthly bills. We also recommend that you discuss financial basics. This should include managing a checking account, ATM or debit card funds, making smart decisions regarding the use of credit and living within a monthly budget.

Additionally, we recommend the following:

- Reiterate that it is the student’s responsibility to complete the FAFSA in a timely fashion every year. Be sure to keep the lines of communication open regarding the documents students may need from their parents in order to complete this process.
- Recognize that the payment agreement signed by the student at registration is made between AU and your student. If you have agreed to pay your student’s tuition, that is an agreement between you and your student.
- Make sure your student understands that it is important to respond to phone calls and emails from the University. If we are calling or emailing your student, it is because we have something to discuss with him/her.
Medical/Health Insurance Information
Take this opportunity to talk with your student about his or her health insurance plan. The following is a list of suggested topics to discuss:

- Type of plan (HMO, PPO, POS, etc.) and services covered
- Covered (in-network) providers in the Aurora area
- Whether a co-pay is required at time of service
- If a prescription drug benefit is included in the health plan
- What to do in case of an emergency

Reviewing these topics prior to leaving for college may help to avoid some of the confusion that often occurs when health care services are needed. Additionally, if your son/daughter’s health insurance coverage is from a state other than Illinois, talk with your health insurance company about out-of-state benefits.

Sleep Habits
Adequate amounts of nightly sleep can improve your student’s ability to manage stress, sharpen concentration and memory, boost his/her immune system and enhance overall well-being. However, many college students underestimate what constitutes good sleep habits. Before your student heads to campus briefly discuss the following:

- Naps are not a substitute for a good night’s sleep. Encourage your student to avoid late afternoon/evening naps and restrict early afternoon naps to less than one hour.
- Sleep helps the brain retain information from the previous day. Therefore, staying up late cramming for an exam may actually hurt more than it helps.
- Encourage your student to go to sleep and wake-up about the same time each day, seven days a week. Consistent sleep patterns have been positively correlated with grade point average in college students.
The Academic Support Center staff seeks to enable students to develop their abilities, meet academic requirements, access campus resources, and develop new approaches to their academic success. The Academic Support Center serves all university students free of charge, and offers tutoring, seminars, and workshops across the curriculum. The Center also houses the Disability Resource Office (DRO).

The Academic Support Center provides:
- Professional one-on-one tutoring across the curriculum
- Professional small-group tutoring as requested by professors for their classes or by students
- Peer tutoring
- Peer-led review sessions in select courses (student facilitators work closely with professors)
- Online chat with a writing specialist
- Development of skills in note taking, time management, test taking, and new approaches to learning
- Individual academic support for students referred to the Academic Support Center by the Academic Standards Committee, coaches, advisors, or other staff and faculty members
- Help in citing research and avoiding plagiarism
- Required tutoring for students in selected courses
- Test proctoring

Things to Remember
- All tutoring services are FREE to Aurora University students.
- Our professional tutors have graduate degrees and have taught college courses.
- The tutoring provided is a form of teaching; the staff provides supportive, patient, personal, effective tutoring, which is meant to enable students to build their own abilities, skills, and confidence.
- The staff works with ALL students at ALL levels.
- The Academic Support Center is not a remedial center; the staff works with many of the best students on campus as well as those students who are struggling and trying to improve.
- The degree to which the staff can help students depends on the efforts, preparation, and self advocacy of the students.
- The Center and the DRO are dedicated to helping students reach their academic potential.

For more information, contact:

Cathy Comeford
Administrative Assistant
call 630-844-5520
comeford@aurora.edu
www.aurora.edu/academics/resources/learning-center/index.html
Charles B. Phillips Library, Southeast Corner
Office Hours: Monday-Thursday, 8:00 a.m.-8:00 p.m.; Friday, 8:00 a.m.-5:00 p.m.; and Saturday, 9:00 a.m.-3:00 p.m.
The Bookstore carries assigned textbooks for classes, AU spirit gear, and basic school and living supplies. Books for AU courses also are available online for purchase or rental, including some digital books.

For more information, contact:

The Aurora University Bookstore
630-844-5524
www.aurora.edu/bookstore
Dunham Hall, 1st Floor

Hours of Operation (Fall & Spring Semester): Monday-Thursday, 9:30 a.m.-6:30 p.m.; Friday, 9:30 a.m.-3:30 p.m. Call for Saturday hours.

Hours of Operation (First Seven Days of Fall & Spring Semester): Monday-Thursday, 8:30 a.m.-7:00 p.m.; Friday, 8:30 a.m.-5:00 p.m. Call for Saturday hours.

Hours of Operation (May and Summer Semester): Monday-Thursday, 9:30 a.m.-4:30 p.m.; Friday 9:30 a.m.-3:30 p.m. Call for Saturday hours.

Hours of Operation (First Seven Days of May and Summer Semester): Please call for hours.
**Alumni Hall Lab**
Location: Alumni Hall 136  
Hours of Operation: Monday-Friday, 8:00 a.m.-10:00 p.m.

**Dunham Hall Labs**
Location: Dunham Hall 102 and 010  
Hours of Operation: Monday-Thursday, 6:00 a.m.-10:00 p.m.; Friday, 6:00 a.m.-5:00 p.m.; Saturday, scheduled classes only; Sunday, closed.

**Crouse Center Lab**
Location: Eckhart Hall 320  
Hours of Operation: Monday-Thursday, 8:00 a.m.-7:00 p.m; Friday, 8:00 a.m.-5:00 p.m.

**Library Lab**
Location: Phillips Library  
Hours of Operation: Monday-Thursday, 8:00 a.m.-2:00 a.m.; Friday, 8:00 a.m.-5:00 p.m.; Saturday, 9:00 a.m.-5:00 p.m.; Sunday, 1:00 p.m.-2:00 a.m.

For more information, contact:

Information Technology Services  
630-844-5790  
itshelp@aurora.edu  
www.aurora.edu/its
**Academic Advising**

Each student at Aurora University is assigned an academic advisor based on his/her major. A student will meet his/her advisor during AU4U: Registration & Orientation in the summer or during an individual appointment; the student will remain paired with that advisor throughout his/her time at the university, unless the student makes a major change or wishes to change advisors.

Students also can visit their academic advisor in the Crouse Center to add, drop, or withdraw from classes; discuss academic issues; change or add a major or minor; or receive a graduation audit.

**First-Year Student Transition Services**

Aurora University is dedicated to the success of first-year students transitioning from high school to college life. The Crouse Center staff is highly involved in AU4U: Registration & Orientation for first-year students, and will continue to communicate with these students throughout their first college year.

After a first-year student is connected with an academic advisor in the Crouse Center, s/he is also linked to a Peer Advisor, an upperclass student mentor. The Peer Advisors are available to answer any questions, talk through concerns, and promote opportunities for first-year students. A Peer Advisor will typically be connected to a group of 15-20 first-year students, which allows for personal interactions and friendships to develop.

**STAR Program (Strategies Targeted for Academic Rewards)**

The STAR Program provides support for conditionally admitted students to help them develop strategies (e.g., maximizing self-awareness, establishing goals, developing supportive relationships, identifying preferred learning styles, managing time, taking notes, reading and studying text while increasing comprehension) needed to be successful in college and beyond. These strategies are discussed and developed with the STAR Program Coordinator and STAR Mentors through the summer STAR Orientation in August, sections of First Year Experience – Creating Success for College and Beyond during fall and First Year Experience-Career Exploration for Personal Growth and Development during spring, and individual appointments throughout the students’ first year at Aurora University.

For more information, contact:

The Crouse Center for Student Success  
630-844-6870  
www.aurora.edu/academics/resources/crouse-center  
Eckhart Hall 310/312  
Office Hours: 8:00 a.m.-5:00 p.m.; Summer Hours: 8:00 a.m.-4:30 p.m.
Phillips Library provides materials and services to support the academic programs and instructional needs of Aurora University. The collection includes books, multimedia materials, current print periodical subscriptions and access to electronic journals through online research databases. Electronic resources include an online catalog networked with 80 academic libraries in the state and more than 80 indexes and full-text online databases. Through interlibrary loan, books are also available from libraries worldwide to currently enrolled students, faculty, and staff.

Phillips Library offers the following services:

- Circulation of books, media, and other materials
- Reference books and indexes
- Research assistance is provided in person or via phone, email, live chat instant messaging, or SMS text messaging.
- Online research guides and tutorials are also available.
- Free interlibrary loan of books and periodical articles from other libraries worldwide
- Curriculum and teacher education materials
- Small-group study areas
- An open computer lab with free printing
- Wireless laptops, available for three hours in-library use
- Photocopiers, fax service, and other office equipment

General Contact Information

General information 630-844-5437
Reference assistance 630-844-7534
Interlibrary loan 630-844-5439
Circulation desk 630-844-7583
Fax 630-844-3848
Live chat Click “Ask a Librarian” on the library homepage
Email libref@aurora.edu
Text 630-708-6135 (rates may apply)

For more information, contact:

John W. Law
Director of University Library
630-844-5438
jlaw@aurora.edu
www.aurora.edu/library
Location: Phillips Library

Hours of Operation: Monday-Thursday, 8:00 a.m.-2:00 a.m.; Friday, 8:00 a.m.-5:00 p.m.; Saturday, 9:00 a.m.-5:00 p.m.; Sunday, 1:00 p.m.-2:00 a.m.

Note: Reference help is not available after 10:00 p.m. Monday-Thursday and Saturday after 5:00 p.m. Visit www.aurora.edu/library for hours during Winter Break, Spring Break, and holidays.
For students, faculty, staff, and alumni, the Registrar’s Office will:

- Process grades at the end of each semester and update grades when a temporary grade (e.g., incomplete grade) has been changed to a permanent grade. Effective December 1, 2004, grades will only be mailed to parents/guardians of first year students who have signed a Release of Information form. Students can access their semester grades via WebAdvisor. Note: Grade reports are held and are not accessible on WebAdvisor if a student has an outstanding account balance.
- Provide verifications of enrollment status and degrees to employees, banks, insurance companies, loan agencies, and for good student discounts for car insurance, etc. Students may request verifications via WebAdvisor and can check the status of the verification request on WebAdvisor.
- Evaluate transfer work at point of entry to Aurora University, update coursework via prior approval petition, and official transcripts.
- Maintain and provide official transcripts upon written request for Aurora (College) University and George Williams College. Transcript requests for same-day services are available only from 9:00 a.m.-4:00 p.m., Monday-Friday. Transcripts are not issued if a student has an outstanding account balance.
- Note degrees conferred after the end of each semester.
- Provide course schedule information via the Aurora University Web site and WebAdvisor. Classroom changes are updated on the Web site automatically, and the final examination week schedule is posted on the AU Web site for each semester.
- Update address and telephone changes, which can be requested via WebAdvisor. A name change must have appropriate documentation such as social security card, driver’s license, marriage license, divorce decree, etc.

Special forms available at the Registrar’s Office include:

- Registration Forms
- Billing Information Forms
- Add/Drop/Wait List Forms
- Petitions for Prior Approval
- General Petitions
- Cross Registration Forms for courses at Benedictine University and North Central College
- Withdrawal Forms and Leave of Absence Forms
- Directed and Independent Study Forms
- Course by Special Arrangement Forms
- Incomplete Grade Petitions
- Transcript Request Forms

Frequently Used Contact Information
Front Desk & Transcript Information  630-844-5462

For more information, contact:

Lisa Wisniowicz
Registrar
630-844-6852
lwisni@aurora.edu
www.aurora.edu/academics/resources/registrar
103 Eckhart Hall
Office Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.
Applying for Financial Aid

Eligibility for federal, state, and institutional need-based grants, loans, and student employment is determined after submitting the Free Application for Federal Student Aid (FAFSA). The FAFSA must be submitted every year at fafsa.gov. Both the student AND parent should have a PIN to electronically sign the FAFSA. Students and parents are encouraged to keep the PIN in a safe place as it is needed every year when submitting the FAFSA. Aurora University highly recommends filing the FAFSA as soon as possible after January 1. Aurora University’s Federal School Code is 001634.

To be considered for the Illinois Monetary Award Program (MAP) Grant you must file the FAFSA. Again, we recommend filing early as funding may be limited due to state legislation and budget.

Frequently Asked Questions Regarding Financial Aid

What is the EFC?
- The EFC or Expected Family Contribution is the dollar amount representing how much of a family’s financial resources should be available to help pay for school. It is derived from a formula created by the U.S. Department of Education and it utilizes various data acquired from the FAFSA for its calculations, such as the student’s and/or parents’ Adjusted Gross Income (AGI), assets (savings and checking accounts), and benefits. The EFC is subtracted from the college’s Cost of Attendance (tuition, books, fees and living expenses) to determine eligibility for Federal need-based aid. Many families believe the EFC is how much they will have to pay. That is not the case. The EFC is used to determine financial aid eligibility, which plays a part in how much you will owe, but it is not the only factor. See “What is out-of-pocket?” for more information.

When will I know what financial aid I am eligible to receive?
- Allow approximately two weeks for the federal processing of your FAFSA, which you can file online at fafsa.gov. Once the financial aid staff receives this information, a financial aid package will be determined unless further information is required. The amount of time between receipt of application and determination of aid varies, but it is generally within two weeks. Returning students are processed when fall semester grades have been posted and Satisfactory Academic Progress has been verified. Typically, award offers for returning students will be processed beginning in April.

Verification… What Is It?
- The Federal Processing Center randomly selects applications for verification. You can tell if your application has been selected by reading your Student Aid Report (SAR). Your financial aid counselor may also select your SAR for verification – this is called institutional verification. In both cases, if your file is selected for verification, we will notify you of all required documents that must be submitted to the Office of Financial Aid to complete the verification process, such as IRS Tax Return Transcripts, W-2s, University forms, etc. If your application is selected for verification, no federal or state financial aid can be processed for you until this verification process is completed. It is crucial that you return requested documents to the Office of Financial Aid immediately so that this verification can be completed in a timely manner.

Are there any deadlines?
- It is suggested that forms be completed as early as possible for top consideration for financial aid. To receive a bill with all of your financial aid listed for the fall semester, you will need to have all of your requested documents received and processed by the Office of Financial Aid before June 1. This will allow us to provide a statement to you that will clearly project your out-of-pocket expenses and give you ample time to pay your bill or enroll in the Monthly Payment Plan and avoid any late fees. Financial aid documents received after June 1, while accepted, are considered late.

What is a special circumstance?
- Loss of a job or benefits, death in the family, divorce or separation, or extreme medical bills are examples of special circumstances that can increase your financial aid eligibility. Please complete the Special Circumstance Request form and submit it to the Office of Financial Aid with supporting documentation. A copy of this form is available online. Special Circumstance Requests do take time to evaluate so if you feel you may qualify, please contact your financial aid counselor as soon as possible.
How will I know if we have done everything for the financial aid process?

- You will receive a "Good News!" postcard. This postcard lets you know that all financial aid documents have been reviewed, and we have processed all of the financial aid that was offered and accepted. This does not mean that your financial aid will cover your entire balance due. Your financial aid award letter provides an early estimate of the balance you may owe so that you can start making plans, but it is NOT a bill. Your fall semester billing statement, which is issued by mid-July, will provide you with your actual charges and the balance that is due to the University. Please be sure to refer to the Student Accounts section of this handbook for more information on e-bills, payment plans, and due dates.

What is an out-of-pocket or net price?

- This is the amount you will owe the university once your financial aid is subtracted from your direct charges (tuition, fees, room, board, etc.). This amount can change if the student makes any changes to his/her enrollment and/or housing or cancels any financial aid such as loans, etc. This is the amount for which you will need to make payment arrangements. There are many options, including Federal Direct Parent Loans (PLUS), Alternative Loans, the Monthly Payment Plan, and receiving outside scholarships that can be considered for this remaining out-of-pocket amount.

It is important to begin the application process early for the PLUS and/or Alternative Loans. Contact your financial aid counselor to discuss the best loan option for your family and what steps need to be taken to get started. The application process requires a credit check, which may take additional time to process. You will want to know the loan status before the semester billing due date so that you have adequate time to evaluate your payment options.

Will my financial aid change from year to year?

- Your financial aid eligibility is based on many variables, including your annual FAFSA, academic performance, enrolled semester hours, and housing arrangements. Your aid may be influenced by a change in your EFC, an increase or decrease in federal and state funding, missing a required deadline, or a decrease in your GPA. Students who wish to continue to receive financial assistance must apply each year.

Does the financial aid process change from year to year?

- Although the process begins the same with filing the FAFSA, there are changes to the delivery and timing of award notification. As a first year student, you received most notices by mail; as a returning student, you will receive notices and your financial aid award letter via AU email and WebAdvisor. Typically, the financial aid staff begins to process returning student files in April. If you fail to maintain Satisfactory Academic Progress standards, this may delay the release of your award letter. (Please refer to Satisfactory Academic Progress Procedures on page 34 of this Guide.)

What do I need to communicate to my financial aid counselor?

- Be sure to discuss with your financial aid counselor any changes in:
  - Enrollment hours (i.e. adding or dropping classes)
  - Commuter versus living on-campus
  - Special Circumstance
  - Other Assistance (i.e. tuition assistance, military benefits, etc.)
  - Outside Scholarships

How will receiving outside scholarships affect my financial aid?

- If you receive outside scholarships, a financial aid counselor will first focus on reducing any remaining unmet need. After that, it might be necessary to replace any self-help (i.e. loans or Federal Work-Study) in a student’s aid package. It is the student’s responsibility to notify us regarding any outside scholarships. Please inform the agency/foundation to send the check to Aurora University’s Business Office. Additionally, many granting agencies have specific guidelines for the funds they are awarding. The Office of Financial Aid can only apply these funds in accordance with the rules provided from the granting agency.
What happens if my cumulative GPA is below my AU scholarship GPA requirement?

- The renewal of your scholarship is based on your cumulative GPA at the end of the spring semester. If your GPA is below the requirement at that time, you will receive a letter acknowledging this status. You will have an option to appeal or, if you choose not to appeal, you will receive a decreased scholarship for future semesters.

  IF there is an indication at the end of the fall semester that your eligibility may be in jeopardy, the Office of Financial Aid will provide you with an early warning letter.

What financial aid information is available on WebAdvisor?

- On your WebAdvisor account, you are able to view and print your most recent financial aid award letter 24/7. Through the “My Documents” section, you are able to identify what forms/documents the Office of Financial Aid still needs in order to process your financial aid.

Why should I read my AU email?

- The Office of Financial Aid will send important reminders throughout the year regarding the financial aid process and/or changes that have occurred. If we still need anything from you, you will be notified via your AU email account. We receive information all year long regarding outside scholarship opportunities, and we forward them to you through your AU email. Do you have a question for us? Use your AU email account to email us at finaid@aurora.edu or by selecting your counselor’s email account on our “Meet the Staff” web page.

For more information, contact:

Heather Granart
Dean of Student Financial Services
630-844-6190
hgranart@aurora.edu or finaid@aurora.edu
www.aurora.edu/financialaid
Location: Eckhart Hall 205
Office Hours: Monday – Thursday, 8:00 a.m.-6:00 p.m.; Friday, 8:00 a.m.-5:00 p.m. Please call 630-844-6190 for Break and Summer hours.
The Students Accounts Office:
- Posts billing statements showing student account charges and credits.
- Answers questions regarding account charges and payment of out-of-pocket expenses.
- Accepts and records payments for students’ charges.
- Processes and distributes refund checks.
- Distributes AU paychecks.
- Cashes checks (limit is $60 per day; $80 limit on AU paychecks).
- Monitors monthly payment plans.
- Distributes bookstore vouchers.
- Invoices charges and credits to students’ accounts.

Online Student Accounts Center Information
Every student has access to his/her account information at any time through the Online Student Accounts Center (OSAC). The OSAC is accessible through the WebAdvisor “Make a Payment/View e-bill” link. Students login to the OSAC using their AU username and password (same as email and WebAdvisor). The OSAC gives students account information and allows students and/or parents to make payments on the account. All billing statements are presented as E-bills through the OSAC. Students also may authorize other users, such as parents, to have access to their account information. Online tutorials are available to guide students through the use of the OSAC, if needed.

Features of the OSAC include:
- View and pay bill through a secure online service
  o Accepts ACH transfer from checking or savings account or credit card payment (Visa, MasterCard, or Discover)
  o Credit card and banking account information is encrypted and secure
  o Students and authorized users will receive an email notification every time a new e-bill is posted or when payment is made
- Students can designate parents as authorized users giving them full access to their account information
- Monthly Payment Plan
  o Parents or students can set up a 5-month payment plan per semester
  o $30 enrollment fee
  o Interest-free plan (as long as payments are on time and in the installment amount due)
  o Payments can be scheduled for automatic payment
  o Parents or students must enroll for each semester of desired participation through the OSAC.
  o Fall Semester Plan – August 1 through December 1 on 1st of each month
  o Spring Semester Plan – January 1 through May 1 on 1st of each month
  o Summer Term Plan – May 15 through July 15 on 15th of each month
- Review recent account activity in between e-bill postings
- View and print current and previous e-bills

What Parents Can Do to Help Their Student Understand the Finances of College
This is likely the first time your student has become responsible for a large financial commitment. There are a few things that parents can do to help their student understand what is expected of them and what ‘all this means.’

- Remind your student to check his/her university-issued email account. This is the University’s official method of communicating with our students. Students will receive important information from the Student Accounts Office through their email, such as:
  o Their account has a balance due. This is particularly important if you or your student thought this was paid and records show it is not.
  o Their loan funds or your parent loan funds have been received.
- Know that earlier is always better. Students who are planning to use financial aid funds or loans as payment on their accounts need to be sure they apply early. All financial aid documents should be completed and turned into the Financial Aid Office by June 1 for the upcoming Fall Semester. Many times students even miss out on thousands of dollars of grant aid because they did not file their FAFSA on time. File as soon after January 1 as possible and file every year. Additionally, if the balance due seems out of line with what you were expecting, contact us right away – don’t assume that it will go away or that it will all be okay.

- Plan ahead for out-of-pocket expenses. One of the biggest mistakes made by students and their families is not planning ahead for how they will pay their out-of-pocket expenses and assume that financial aid funds will cover everything. Sometimes financial aid does cover all costs, but more often than not families will have some out-of-pocket expenses associated with attending college – and sometimes these are substantial.

- Make sure your student is reading what he/she is signing. This is one of those great life lessons. Your student is signing a contract with Aurora University to accept financial responsibility for the full cost of his/her tuition and any other charges that may be incurred. He/she is agreeing to accept our terms and abide by our deadlines and policies. Your student needs to know what he/she is agreeing to and we encourage you to review these documents with your student. If there is anything that seems vague or unclear in anyway, please contact the office for more information.

- Encourage your student to ask questions themselves. This is a great opportunity for your student to learn about finances and loans. We understand that for some students this can be a little intimidating and they may need encouragement from you to reach out for assistance. If the retelling of the information back to you does not make sense, please do not hesitate to contact the office for clarification.

- Understand that the balance can change. Your student’s balance to the university may change from the first e-bill posted. There can be several causes for increases in the balance due:
  - Penalties or fines have been assessed to the account. These can range from not returning library books to parking violations to room damages.
  - Dropping courses and losing associated financial aid. The most common instance is with the Illinois MAP grant. This grant requires that to receive the full amount of the course that brings him/her below this amount, the grant will be adjusted accordingly.
  - Adding a course which brings student to full-time status. Aurora University bills one flat rate of tuition for full-time undergraduate students (12-17 credit hours). Occasionally upon the first billing, the student could be on a waitlist for a course; therefore the first bill may reflect part-time tuition. Movement from that waitlist or adding a different course will change the amount of the bill.
  - Adding a course that results in an overload charge. If your student adds a class that puts his/her total enrollment over 17 credit hours (this is not typical), he/she will have additional charges to pay.
  - Changing rooms or meal plans. If your student changes rooms or meal plans after the initial billing a net credit or net charge could result.

- Discuss with your student the option of giving us permission to talk to you. Aurora University has a FERPA (Family Educational Rights and Privacy Act) authorization form that your student can complete. The form provides them with the opportunity to give you access to their student account information, along with information regarding academics, campus services, financial aid, residence life. The FERPA form is also available on the AU website for electronic submission. The form includes a FERPA access code chosen by the student. The FERPA code must be provided when contacting us by phone.

- Use the resources available. In addition to this handbook, information regarding our policies and important dates can be found on the AU website. For information related to bill payment and refund policies, please visit www.aurora.edu/studentaccounts.
Frequently Asked Questions

When is the balance due?
- The balance for the Fall Semester is due on **August 24, 2015** and for the Spring Semester is due **January 4, 2015**. The balance by these dates needs to be 1) covered by completed financial aid; 2) covered under a payment plan; 3) paid in full through a direct payment; or 4) any combination of the above. Any charges incurred after the due dates above are immediately due upon occurrence. Late fees for the fall semester will be added after September 8, 2015. Late fees for the spring semester will be added after January 19, 2016.

Can I pay my student’s bill on a monthly basis?
- A Monthly Payment Plan Option is available or a fee of $30 per semester, payments are due monthly from January 1 through May 1. More information is available in the Monthly Payment Plan Option brochure or from the Students Accounts Office.

What is a bookstore voucher?
- A bookstore voucher is a means by which the student can purchase books from the AU bookstore. Bookstore vouchers are only available to students who have a credit balance on their student account (normally as a result of Financial Aid). Vouchers may be obtained in the Student Accounts Office and may only be used for purchases in the AU Bookstore. Financial aid which is incomplete will not be included in the account balance.

If a student registers for a class and does not attend, is he/she still responsible for the tuition?
- Yes. Upon registration for the class, the student signed a Tuition/Fee Payment Agreement Form, which outlines the refund policy of Aurora. A course must be dropped in the Registrar’s Office by the student within the refund period in order to be eligible for a refund.
  - 100% refunds are available through the first week of the semester.
  - 90% refunds are available through the second week of the semester.
  - 50% refunds are available through the third week of the semester.
  - After the third week of the semester, no refund is available.

Students contemplating dropping courses or withdrawing from the semester are strongly encouraged to consult with their financial aid counselor prior to taking any action to be sure their financial aid status will not be negatively impacted.

What if a student’s loan funds have not come in before the due date?
- If the student has completed all of the necessary paperwork in the Financial Aid Office for the certifying of the Stafford loan funds for which he/she is eligible prior to the due date (June 1 for Fall), the loan funds will be taken into account against the student’s balance due even though we have not physically received the funds. Only pre-approved electronic parent PLUS loans and student alternative loans will be taken into account against a balance due prior to the receipt of these funds by the university.

What is the penalty for not paying my student’s bill on time?
- Past due accounts are assessed late fees or finance charges. An account is considered past due if 1) the student has not yet paid his/her bill or is not current in the Monthly Payment Plan; 2) the student has not completed his/her financial aid process; 3) the student’s financial aid does not adequately cover his/her entire balance due and the remaining balance has not yet been paid. If a student’s account balance is $300 or more after the close of the 100% tuition refund period (end of the first week of the semester), he/she will be assessed a $200 late fee. If an account remains in arrears $300 or more at the end of the withdrawal period (approximately the 10th week of the 16-week semester), the student will be assessed an additional $300 late fee. Finance charges of 18% per annum are added on a monthly basis to past due balances of less than $300 and to past due balances during the summer term.
Will late fees or service charges be charged while financial aid is pending?

- Yes – unless all of the necessary and requested documentation have been completed prior to June 1 and the delays are beyond the student’s control. If special family circumstances exist, please be sure that the financial aid counselor is aware of these circumstances.

What forms of payment do you accept?

- You may pay an account balance with a personal check, traveler’s checks, cashier’s check, money order, cash, Visa, MasterCard, or Discover. If we have received returned checks (NSF) on the account, personal checks will no longer be accepted as a form of payment. If a check is written to clear a past-due balance and release a registration hold, and if that check is returned for any reason, registration will be immediately cancelled.

When are refund checks available?

- Refunds are processed AFTER loan funds have been received from the lender. They will be available within 14 days of receiving the funds per Department of Education regulations. Students receive a notification of receipt of funds via AU student e-mail, which indicates the refund availability date. Students may request to have their refund checks directly deposited into their checking or savings account. This option is available through the OSAC. Students may also request to have a fall semester refund help for the spring semester.

Can bills be paid online?

- Yes. Students and their authorized users have constant access to their accounts through the Online Student Accounts Center (OSAC). This allows students to see their most recent account activity, billing statement, enroll in a monthly payment plan, and make payments. Students and their authorized users may pay via ACH transfer or credit card (Visa, MasterCard, or Discover). Payment online is done through a secure, encrypted system to protect the payers critical financial data.

Is there a monthly payment plan?

- Yes. AU realizes that the out-of-pocket costs related to tuition, housing, and board charges are not always manageable in one lump-sum payment. We offer a semester based payment plan that allows these costs to be spread out over five equal installments. Students enroll in this plan through the Online Student Accounts Center (OSAC). The cost for participation is $30 per semester. Students who are enrolled in the monthly payment plan are making their payments on time will not be charged late fees or service charges. As new charges or credits are assessed to the student’s account, the balance of the payment plan will automatically be adjusted. Payments are due the first day of every month, August-December for Fall semester, January-May for Spring semester, and May-July for Summer Term. If a payment is more than five days late, the account will be charged a $25 late payment fee. Students can also set their payments up for automatic ACH transfer or credit card payment. Students enrolling after the initial payment due date must make up the back payments at the time of enrollment. For example, a student enrolling in the plan in mid-September would need to pay the August 1 and September 1 payment at the time of enrollment.

When will students receive a statement in the mail?

- The first statement for the Fall semester is generated in mid-July. You will receive one mailed statement as a new student. After this first statement, all recurring statements will be presented as E-bills which are posted through the Online Student Accounts Center. If students need to mail a statement to their parents or other party, they may print it out and mail it directly. Additionally, students may give their parents or others the ability to have access to their account information. This will enable the authorized user to receive an email when a new statement is posted.

Does AU post monthly statements?

- Monthly statements are posted each month to students whose accounts show a balance due in excess of $5. If the account has been fully paid, no monthly statement (other than the statement posted prior to the beginning of the semester) will be automatically produced. Students may request a statement at any time. Real-time account activity is available through the Online Student Accounts Center on a 24/7 basis before selecting “Recent Activity.” This will show any transactions on the account between the postings of statements.
Is the tuition deposit refundable?

- Tuition deposits are applied to the tuition balance. Tuition deposits for incoming students in the fall semester are only refundable if the student's application is cancelled prior to May 1 of that year. Tuition deposits (and any other deposits made) will be forfeited if a student cancels after May 1.

I have a College Illinois Prepaid Tuition Plan. How is that handled?

- If you have College Illinois (or any other state prepaid tuition plan), you will need to notify the plan's administration that Aurora University is the school your student will be attending. College Illinois will then send an authorization to Aurora University. AU will contact College Illinois to determine the credit your student is eligible to receive and will bill College Illinois for this portion of the tuition while applying a credit to your student's account for the same amount. There are a couple of important things to keep in mind with this benefit:
  - AU cannot apply the credit until College Illinois has released the annual credit amounts. This is frequently not available until August.
  - College Illinois credit is applied based on the number of registered credit hours. If your student drops a course, the credit will be adjusted accordingly even though the tuition charged may not change.
  - If you have questions regarding College Illinois, please contact Nicole Schrader in the Student Accounts Office.

For more information, contact:

Nicole Schrader
Associate Director of Student Accounts
630-844-5456
student.accts@aurora.edu
www.aurora.edu/student-accounts
100 Eckhart Hall
Office Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; Week prior to the start of the fall semester and the first week of the semester: Monday-Thursday, 8:00 a.m.-6:00 p.m.; Friday, 8:00 a.m.-5:00 p.m.
In December 2003 the Board of Trustees passed the Illinois Private College Campus Police Act resulting in the Campus Public Safety Department being recognized by the State of Illinois as a police department. A majority of the officers are sworn police officers with the authority to make arrests. Additionally, the department employs non-sworn officers, dispatchers, and a student work corps to meet the safety and security needs of the University. The department also has access to information related to Homeland Security.

The Campus Public Safety Department exists to provide outstanding professional services to meet the needs and expectations of our community. The officers apply specialized knowledge and skills in providing a caring response to the security and safety needs of the students, faculty, and staff. Members of the Campus Public Safety Department patrol campus facilities and perform routine checks of buildings, vehicles, and property, and are frequently seen interacting with the campus community. The Department is also responsible for issuing AU identification cards and parking permits.

**Emergency Preparedness**

Being prepared for emergencies takes the effort of everyone at Aurora University. Links on the University website under Campus Public Safety provide information about emergency situations that may affect the University. Everyone should be familiar with the protocols and procedures for the various emergency situations that may arise. Preparedness policies include building evacuation and lock-down plans, a campus-wide alert system, and emergency-preparedness training. The university works closely with the local police and fire departments in response to all emergency situations.

The University takes threatening behavior very seriously and has options in place for reporting any threat. Reports can be made through an on-line form, text messaging program, or by contacting any faculty, staff member, or a member of Campus Public Safety. Any threatening behavior is immediately communicated to the Behavior Intervention Team which will assess and address any reported threats.

**Text Message Alert System**

AU offers a text message alert system as one method to communicate about a school closing or emergency. Students are automatically signed up for the program through their cell phone, but can opt out of the system if desired. Students agree to pay any fees the cellular company charges for text messages, including all messages sent to test the system. Parents have the ability to also receive text message alerts and sign up is available on the University website.

**Code Blue Emergency Phones**

Code Blue emergency phones are located throughout campus. In the event of an emergency, any call from the Code Blue Phones will be transmitted directly to Campus Public Safety Dispatch. A flashing blue light is also triggered to provide a visual alert to those in the area and responding Campus Safety Officers.

Any questions can be directed to the Campus Public Safety Department (24 hours per day, 7 days per week) at 630-844-6140.

For more information, contact:

Gary Bolt  
Director of Campus Public Safety  
630-844-6878  
gbolt@aurora.edu  
1408 Southlawn Place
Career Services provides students and alumni with opportunities to develop skills and knowledge to facilitate lifelong career development. Career Services works with students as they prepare for their professional career. Services provided include:

- Career exploration (assistance in selecting a major or career path)
- Career development (opportunities to learn new skills or hone existing ones)
- Job search assistance
- Internship search support
- On-campus recruiting, job fairs and career events
- College Central Network, a service designed to help students and alumni conduct their job searches from the ease of their computers (www.collegecentral.com/aurora)
  - Job postings - view and apply for jobs and internships online.
  - Résumé referral - upload a résumé into the online database for viewing by potential employers.
  - Announcements - obtain information about upcoming career-related events.
- Websites of organizations offering additional career support through memberships and partnerships maintained by the Career Services office
  - Illinois Small College Placement Association (ISCPA) — www.iscpa.org; www.collegecentral.com/iscpa

For more information, contact:

Tory Nair  
Director of Career Services  
630-844-5403  
career@aurora.edu  
www.aurora.edu/student-life/campus-services/career-services/index.html

312 Eckhart Hall  
Office Hours: 8:00 a.m.-5:00 p.m.; Summer Hours: 8:00 a.m.-4:30 p.m.
Communities In Schools and Aurora University offer mentoring/tutoring positions to AU students interested in working in an active and engaging city-wide after-school program.

Students interested in working with children in elementary or middle school as mentors, homework assistants, activities organizers, or role models between the hours of 3:00-6:00 p.m. should consider a position as a Student Leader with CIS. Student Leaders are compensated at $8.50-$9.00 per hour. Transportation is provided from AU to the after-school programs and back to AU.

For more information, contact:

Maryann Rivas
Program Coordinator
630-844-3710
mrivas@cisaurora.org
www.cisaurora.org
In addition to many events, the Community Relations Department coordinates the following:

- The University’s Commencement Ceremony, including the graduation packet mailing, ceremony tickets and distribution of caps and gowns
- Fall Convocation (celebrating University employee years of service) and Spring Convocation (celebrating student achievement)
- The Arts & Ideas series – this showcase provides an array of entertainment including musical performances, theatrical productions, art and museum exhibits, films, and educational and leadership presentations – all at no cost to students and the community

For more information, contact:

Lisa Waters  
Director of Special Projects  
630-844-6199  
lwaters@aurora.edu  
324 Eckhart Hall  
Office Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.
The purpose of the Office of Counseling Services is to enhance student success through programs and services that encourage and support lifelong personal development. Short-term therapy is provided; referrals to community providers are made when a student's needs require a specialist, a psychiatrist, and/or require more long-term treatment.

Some of the concerns that students bring to Counseling Services are specific to an event in their lives, while others are college adjustment issues. Many of these problems are noticed when symptoms of depression or anxiety are seen. Some examples of typical problems brought to counseling are:

- Relationship problems
- Stress
- Homesickness
- Death of a family member
- Roommate conflict
- Alcohol and drug challenges
- Academic difficulties
- Sexuality/sexual orientation
- Helping a friend
- Not knowing where else to turn for answers to questions

Counseling Services assists students with one-on-one therapy, coaching, education, or mediation by providing opportunities to:

- Talk out issues of concern
- Problem-solve
- Learn more effective decision-making skills
- Gain greater self-understanding
- Set goals for personal and academic success
- Explore ways of choosing a major

For more information, contact:

David Reetz, Ph.D.
Director of Counseling Services
630-844-5416
dreetz@aurora.edu
www.aurora.edu/student-life/counseling
1400 Southlawn Place
Office Hours: Monday-Friday, 9:00 a.m.-5:00 p.m.
University Dining Services are available in four locations on campus. Alumni Dining is located in Alumni Hall, La Carte is located on the main floor of Dunham Hall, Jazzman’s Café at the Hideaway is located in the Institute for Collaboration and the Spartan Spot is located in the lower level of Stephens Hall.

A meal plan is required for all students living in a traditional residence hall on campus. Each meal plan offers different options to meet the various needs of the Aurora University community. In addition to Alumni Dining, meal exchange is available during limited hours at both Spartan Spot and La Carte for an additional dining opportunity.

Aurora University dining also offers a number of commuter meal plan options to make dining on campus more convenient for off campus residents.

Alumni Dining provides an “all-you-care-to-eat” buffet dining experience which is open seven days a week during the normal academic year.

Spartan Spot and La Carte retail locations offer a wide range retail dining options. Spartan Spot is a food court which operates from breakfast service to late night during the week and at nights on the weekends in the student activities space in the lower level of Stephens Hall. La Carte, in Dunham Hall, is a great place to grab a quick meal between classes and offers a variety of grab and go, hot and cold beverages and fresh baked items.

For more information, contact:

Doug Stenfeldt
General Manager
Aurora University Dining
630-844-5789
dstenfel@aurora.edu
www.aurora.sodexomyway.net
Alumni Dining Hall
Office Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.
The Disability Resource Office (DRO) provides support, information, and advocacy for students, faculty, and staff. Students seeking environmental and/or academic adaptations should contact the DRO as soon as possible after admission to begin the process of collaborating to meet the common goal of access. Students seeking adaptations can expect:

- Collaboration with the DRO and faculty to identify and address environmental and/or academic barriers to learning and academic progress;
- Academic support and advocacy; and
- Coordination with campus offices to provide other forms of support for students.

For more information, contact:

Susan Lausier  
Director, Academic Support Center  
630-844-5267  
slausier@aurora.edu  
www.aurora.edu/academics/resources/ada  
Center for Academic Support  
Office Hours: Monday-Friday, 7:30 a.m.-4:30 p.m.
Moodle
AU online learning management system is used by instructors for publication of instructional materials for access by students to enhance the learning experience.

E-Mail
Official AU e-mail will be sent to the student’s AU e-mail account. Students may choose to have their AU e-mail forwarded to a personal e-mail provider (GMail, Yahoo, Hotmail, etc).

WebAdvisor
WebAdvisor is a browser-based application that provides the students with direct access to class schedules, grades, financial aid status, account balances, and other important information.

Residence Halls
Students in the residence halls can connect their personal computers to the residence hall network, providing access to e-mail and internet services. Support is available from ITS on connecting to the network. If the student elects to connect directly to the campus network, it will be necessary to have a 25’ CAT5E Ethernet cable. The residence halls also support wireless connectivity to the internet. To connect to the university network, it is required that student owned computers have installed current anti-virus protection software.

Frequently Asked Questions regarding Information Technology Services

Are students required to provide their own computers?
- A personal computer is not required, but is recommended. Computer applications are used in most AU classes, and students will be expected to exercise basic computer proficiencies. Students who require the use of a computer while on campus, may make use of the student computing labs located within Dunham Hall, Alumni Hall, Phillips Library, and Spartan Spot.

What software applications are required on student-owned computers?
- Microsoft Office ’10 is used and available in the computer labs. To acquire MS Office ’10 as a registered student, visit the AU ITS website at www.aurora.edu/its, Recommended Software Tab, for information on how to purchase academic software at a discounted price. Specialty software required for classes (statistical packages, compilers, etc.) are available in the computer labs or may be provided with textbooks. Student owned computers used on campus are required to be equipped with antivirus software, which must be kept current. We recommend the use of anti-spyware software.

Does AU provide wireless network access?
- Wireless network services are available in many academic and public locations on each of the AU campuses. Residence Halls are equipped with wireless access to the internet. AU’s wireless network supports the 802.11g/n standard.

Do I need a printer?
- Faculty may request students to submit written work electronically or in some cases in hard copy format. Students may bring their files on a USB drive, or open an e-mail attachment in the computer labs for printing.

Are cable TV, internet access and telephone services available for resident students?
- Yes. Information regarding these services is available on the Residence Life webpage located at www.aurora.edu/reslife/faq.htm

For more information you may contact:

Information Technology Services
630-844-5790
itshelp@aurora.edu
www.aurora.edu/its
AU provides a variety of opportunities to foster the total development of the individual in the areas of health and fitness. Both the Weight Room and the Fitness Center are available for use by all members of the student body. In addition, the Office of Student Activities sponsors a full schedule of intramural competitions throughout the course of the academic year. The Aurora University ID card will serve as your membership card for these programs and facilities.

For more information, contact:

Shaun Neitzel  
Dean of Student Life  
630-844-6515  
sneitzel@aurora.edu  
http://aurora.edu/student-life/activities/intramurals/index.html  
Hours: To be announced at the beginning of the semester
The Leadership Education And Development (L.E.A.D.) Certificate program promotes a generalized leadership competence through service to the community, and ultimately better prepares Aurora University Students for future employment.

The L.E.A.D. certificate program is a four-tiered program in which students may choose to apply.

The first tier entitled “Emerging Leaders” will focus on the development of self-knowledge. This includes developing and understanding of one's talents, values, interests in the specific area of leadership. This tier begins late in the fall semester.

Student expectations for “Emerging Leaders” include the following:

- The student must fill out a formal application by October 31, 2014
- The student must be and remain an active AU student in good academic standing
- The student must complete all of the following required workshops for “Emerging Leaders”:
  - What Makes a Good Leader?
  - Principles and Theories of Leadership
  - The Art of Building Relationships
  - Effective Communication Skills for Leaders
  - Risk and Growth
  - Power and Ethics
  - Putting It All Together: Personal Reflections on Leadership
- The student must obtain a leadership position or role either on campus or in the community by January 15, 2015

The second tier, entitled “Leadership Practices” will focus on managing people and tasks as well as mobilizing innovation and change through service.

Students in the third tier, entitled “Enhancing Campus Leadership,” plan, implement, and evaluate two big programs at Aurora University. For the 2014-15 academic year, these students will organize “Sleep Out on the Quad,” and “A Day Without Shoes,” both with an emphasis on raising awareness of local and global poverty.

Finally, the fourth tier, “Leadership for Service”, is develops an Alternative Spring Break Mission Trip for Aurora University students. The tiers are sequential in order, so students will have to pass the first tier in order to be accepted into the second tier.

For more information, contact:

Kris Johnson
Director of Student Leadership
310 Eckhart Hall
630-844-5624
kjohnson@aurora.edu
www.aurora.edu/student-life/activities/lead
Student Mailbox Location: Centennial Hall
Hours: Accessible 24-hours a day

The mailboxes are located in the northeast section of Centennial Hall for all students that reside in halls other than Centennial Hall. All students that are residents of Centennial Hall can pick up their mail in the boxes that are located near the South entrance of the building. Resident students automatically receive a campus mailbox. All students must go to the main Mail Center (435 S Randall Rd) to obtain their mailbox number and key. It is very important for all students to check their campus mailbox on a regular basis. Resident students may not be expecting mail in their campus mailbox but could be receiving important campus information via their on-campus mailbox.

Letter mail is distributed to the student mailboxes by 3:00 PM daily. Students will be notified by email when packages are available for pick up. Packages can be picked up Monday through Friday during regular business hours.

Additional services that are available at the Aurora University Mail Center include; stamp sales, UPS services, send/receive fax transmissions, U.S.P.S. mailing of domestic and international packages and the sale of packaging materials.

Mailbox keys are assigned at no additional charge. If a key is lost or the key is not returned to the Mail Center 30 days after leaving campus a $20.00 replacement fee will be assessed to the student. Whether permanently moving off-campus or leaving for summer break (the only break during which mail will be forwarded), we recommend that you leave a forwarding address with the Mail Center. If you do not leave a forwarding address, your mail will be returned to the sender. Mail will be forwarded for a period of ninety days. We encourage you to notify your correspondents of your new address as soon as possible, upon leaving the university.

When addressing mail to a resident student or on-campus office, please use the following format:

**Sending Mail to Students**
Aurora University
Student Name
PMB#
347 S Gladstone Ave
Aurora IL 60506-4892

**Sending Mail to the University or Departments**
Aurora University
Department name or Attention line
347 South Gladstone
Aurora IL 60506-4892

For more information, contact:

Alan Rutherford
Mail Center Manager
630-844-7824
arutherf@aurora.edu
www.aurora.edu/student-life/resources/mailroom
435 South Randall Rd
Office Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.
The Peer Advisors assist in orienting, mentoring, and guiding first-year students in their transition to Aurora University. Peer Advisors participate in AU4U: Summer Registration and Orientation, Fall Welcome Week activities, attend campus events with their first-year cohort, and maintain continuous communication with first-year students. Peer Advisors are available for admissions tours throughout the academic year.

For more information, contact:

Brandy Skierkiewicz
Director of Student Engagement
630-844-3823
bskierki@aurora.edu
Spartan Spot, Lower Level of Stephens Hall
Office Hours: Monday-Friday, 10:00 a.m.-5:00 p.m.
The Office of Student Activities provides educational, social, and intellectual opportunities outside of the classroom for the students of Aurora University. This office oversees student organizations and also works closely with the student government (AUSA) and the main social programming board (APB). Students are given the opportunity to develop leadership skills, as well as communication and social skills, which will benefit them in the classroom, around campus, and throughout life.

The AUSA is the student-based governing body at Aurora University. Students are able to help manage any issues that may arise concerning the student body. AUSA is divided into the Executive Board and the Student Senate. All students are welcome to attend the weekly General Assembly meetings.

The APB sponsors a wide variety of events on campus. APB chairs are selected in the Spring; all students are encouraged to apply.

For more information, contact:

Brandy Skierkiewicz
Director of Student Engagement
630-844-3823
bskierki@aurora.edu
www.aurora.edu/activities
Spartan Spot, Lower Level of Stephens Hall
Office Hours: Monday-Thursday, 10:00 a.m.-1:00 a.m.; Friday, 10:00 a.m.-12:00 a.m.; Saturday, 5:00 p.m.-12:00 a.m.; Sunday, 5:00 p.m.-1:00 a.m.
The student employment program is designed to assist students with obtaining on-campus employment. Students are able to gain career-related knowledge and skills and are limited to working a maximum of 15 hours per week. Student employees earn $8.25/hour—minimum wage for the state of Illinois as of July 1, 2010.

**How to participate:**

- A listing of on-campus employment opportunities is available online at College Central Network.
- A listing of off-campus employment opportunities can be found online at College Central Network and SpartanNet.
- Complete an application for student employment (this can be found either online at College Central Network or in the Office of Career Services).
- All applications will be forwarded on to the department in which you would like to work. The department will contact those qualified applicants for an interview.
- Once hired, the Student Employment Coordinator will contact students to complete new hire paperwork. Students must present two forms of identification when submitting documents (originals only; copies will not be accepted). Please review the Federal I-9 list of acceptable documents for examples of those that can be accepted. All students must present either an original or copy of their Social Security card for payroll purposes.

For more information, contact:

Victoria Nair  
Director of Career Services  
630-844-5404  
tnair@aurora.edu  
3168 Eckhart Hall  
Office Hours: Monday- Friday 8:00 a.m.-5:00 p.m.; Summer Hours: 8:00 a.m.-4:30 p.m.
All Aurora University students are eligible to participate in one or more student organization. AU currently offers more than fifty student interest organizations at Aurora. Students are also welcome to start their own student organizations -- simply gather four other students who are interested in the same idea and identify a staff/faculty member to serve as the advisor of the organization. After these steps have been taken, stop by the Office of Student Activities (Spartan Spot) and see the Director of Student Engagement for further information.

**General Interest Organizations**
- Activities Programming Board
- Aurora University Humor Society
- Aurora University Pride Alliance (AUPA)
- Awareness Respect Integrity Sisterhood Empowerment (ARISE)
- Chess Club
- Cultural Arts Club
- Fashion Loves You (FLY)
- Games Club
- Melodic Overdose
- NOLOS Literary Magazine

**Academic/Professional Organizations**
- American Marketing Association (AMA)
- AU Students for Wellness
- Aurora Criminal Justice Association (ACJA)
- AU Finance Association
- Fitness, Physical Education & Coaching (FPEC)
- Future Educators of Aurora University (FEAU)
- Global Leadership Organization (GLO)
- International Association of Business Communications (IABC)
- Mathematical Sciences Association
- People Engaging Exceptional People (P.E.E.P.S)
- Philosophy Club
- Political Science Club
- Psychology Club
- Social Work Association (SWA)
- Spartan Athletic Training Students Organization (SATSO)
- Student Accounting Society
- Student Athlete Advisory Committee (SAAC)
- Student Nurses Association (SNA)

**Honorary Organizations**
- Delta Mu Delta (Business)
- Iota Tau Alpha (Athletic Training)
- Kappa Delta Pi (Education)
- Lambda Pi Eta (Communications Honor Society)
- Phi Eta Sigma (Freshman)
- Psi Chi (Psychology)

**Cultural/Ethnic Organizations**
- Black Student Union (BSU)
- East Asian Cultural Society
- Latin American Student Organization (LASO)
**Governance Organizations**
- Appropriations Committee
- Aurora University Student Association (AUSA)
- Greek Council
- Orgs Council

**Service Organizations**
- Aurora University Animal Rights Organization (AUARO)
- Aurora University Human Rights Organization (AUHRO)
- Circle K International
- Eco Club
- Mu Sigma Pi
- My Brother’s Keeper
- Veterans and Military Service Association (VMSA)

**Fraternity/Sorority Organizations**
- Alpha Phi Alpha Fraternity, Incorporated (Pi Sigma Chapter)
- Delta Sigma Theta
- Gamma Phi Omega International Sorority, Incorporated (ETA Chapter)
- Phi Iota Alpha Fraternity, Inc.
- Sigma Delta Gamma Sorority
- Sigma Gamma Rho Sorority, Inc. (Aurora University Colony)

For more information, contact:

Brandy Skierkiewicz
Director of Student Engagement
630-844-3823
bskierki@aurora.edu
[www.aurora.edu/student-life/activities/orgs](http://www.aurora.edu/student-life/activities/orgs)

Spartan Spot, Lower Level of Stephens Hall
Office Hours: Monday-Thursday, 10:00 a.m.-1:00 a.m.; Friday, 10:00 a.m.-12:00 a.m.; Saturday, 5:00 p.m.-12:00 a.m.; Sunday, 5:00 p.m.-1:00 a.m.
As the heart of the university’s campus ministries, leadership studies and service, the center offers a sanctuary where students can explore questions of faith and meaning, celebrate diversity and join forces to improve the world around them. Located on the quiet edge of campus, we encourage students to find meaning in their lives and careers through serving, leading, and believing. A growing number of students are embracing that vision as the Wackerlin Center offers increasing opportunities for them to make a difference.

For students interested in serving their community we encourage them to visit www.volunteerfoxvalley.org. Volunteer Fox Valley is a web-based virtual volunteer resource center that links the volunteer needs of area nonprofit organizations with individuals and organization throughout the Fox Valley.

For more information, contact:

Barbara Calvert  
Director of Programming  
630-844-6865  
bcalvert@aurora.edu  
www.aurora.edu/wackerlin  
430 S Evanslawn Avenue (south of Vago Field)
The Wellness Center is a multi-purpose facility that provides college specific nursing care and promotes health, wellness and preventive care for the student population. Care received in the Wellness Center is nurse-directed and based on physician approved clinical protocols.

All currently enrolled Aurora University students may utilize Wellness Center services. Services are free with the exception of a small charge for prescription medication. Appointments are recommended but students are also seen on a first come, first serve walk-in basis.

**Services for Students**

- Assessment, initial treatment, education and follow-up care for acute injuries, illness and minor health problems (If you have a chronic illness for which you need regular medical care, we encourage you to maintain follow-up with your primary care physician. If that is not practical, we advise you to find a physician located in the Aurora area that will be able to support your ongoing medical needs. Please contact the Wellness Center if you would like assistance in finding an appropriate local physician)
- Point-of-care testing (Rapid Strep A testing, urinalysis (dipstick), and blood glucose testing)
- Asthma education and guidance for exacerbations (Peak flow monitoring and albuterol nebulizer treatments)
- Over-the-counter and limited prescription medication availability
- Screening and preventative health services (Blood pressure measurement, body composition testing as well as basic sleep and nutritional evaluations.)
- Referrals to community healthcare providers
- Health and immunization record management
- Health promotion offerings through our Wellness Works program. This program is designed to encourage students to Get Moving, Eat Right, Sleep Well and Manage their Stress. Helpful tools, events, group exercise classes and relaxation software are just a few examples offered through this program.
- Annual Flu/ Meningitis Vaccination Clinic

**Required Health Information**

- **Immunization Record Requirements**
  - In preparation for joining the AU community, specific health/immunization records must be on file in the Wellness Center before July 15 for fall semester enrollment, December 1 for spring semester enrollment.
  - The Illinois College Immunization Code (77 ILLADM.CODE 694) requires that the following students born after 1956 provide proof of immunity to measles, mumps, rubella and tetanus/diphtheria:
    - All undergraduate and graduate students enrolled in 9 or more credit hours per 16 week semester (or equivalent) and whose class sessions meet on the Aurora University campus.
    - All students who will be living in on-campus housing
    - All international students (please contact the Wellness Center for additional requirements)
  - Proof of immunity can be accomplished by noting either the date the immunizations were given, or by providing the lab report for the antibody titer drawn to determine immunity. Documentation of two measles vaccines, one mumps, and one rubella is required, and your last tetanus/diphtheria shot must have been administered within the past 10 years to be acceptable.

**Important Notice**

Student who do not provide the Wellness Center with health/immunization records required by the State of Illinois College Immunization Code, by the above stated deadline, will have an immunization hold placed on their student account and will not be allowed to register for the next semester.

**Physical Exam Requirements**

No physical exam is required for general admission to Aurora University; however, all students planning to participate in intercollegiate athletics must have a physical on file with the Athletic Department prior to participation. For further guidance on the required athletic participation forms, please contact your coach, visit the Athletics website, or contact our Head Trainer (Nicole Pieart, 630-844-6174 or npieart@aurora.edu).
Recommended Immunizations

Flu shot
Staying healthy during your college years is important. The Center for Disease Control and Prevention (CDC) encourages anyone who wants to reduce his/her chances of contracting the flu to get vaccinated. The flu can potentially keep students from attending class and in severe cases require hospitalization. For student convenience, the Wellness Center sponsors an annual on-campus flu/meningitis vaccination clinic in September/October.

Meningococcal Vaccine
Meningococcal disease is a rare but potentially fatal bacterial infection. The disease is expressed as either meningococcal meningitis, an inflammation of the membranes surrounding the brain and spinal cord or meningococcemia, the presence of bacteria in the blood. It is important to know that while this disease is rare, it is also very serious, and that the majority of cases on college campuses are preventable with a vaccine. The Center for Disease Control and Prevention (CDC), Advisory Committee on Immunization Practices (ACIP) and the American College Health Association (ACHA) recommend immunization of all incoming college freshmen living in residence halls against meningococcal disease. ACIP and ACHA’s recommendations further state that in addition to incoming freshmen living in residence halls, college students under 25 years of age may choose to be vaccinated to help reduce their risk for the disease.

Health-Related Items to Bring to College

- Health insurance card and knowledge of where you can receive “covered” healthcare in the local area
- Knowledge of your medical allergies, past medical and surgical history
- Copy of your completed Student Health record (if not already on file at the Wellness Center)
- Your primary care physician's name and phone number
- Adequate supply of necessary medications and/or prescription for refills at a local pharmacy
- Copy of current contact lens prescription and/or extra pairs (in event replacements are needed while at AU).
- Digital thermometer (NO MERCURY, PLEASE)
- Reusable cold/hot pack
- Vaporizer or humidifier
- Basic supply of over-the-counter medications such as acetaminophen/ibuprofen, decongestant/allergy medication, antacid tablets, throat lozenges, band-aids, and antibacterial/antibiotic ointment

For more information, contact:

Cheryl Block
Director of the Wellness Center
630-844-5434
630-844-5611 (fax)
cblock@aurora.edu
1400 Southlawn Place
Office Hours: Monday-Friday, 8:30 a.m.-4:00 p.m.
Initial Housing Deposit and Refund Policy
Students assigned to the residence halls must sign a residence hall contract with Aurora University. Each student must have a $100 security deposit on file with the university prior to receiving a room assignment. This deposit serves to reserve a room and acts as a contingency deposit in the event of damage to university property. The deposit is refundable once the student terminates occupancy and follows all checkout procedures, minus any damages that may be charged to him/her at that time, or in the event of an outstanding balance.

Housing Assignments
Fall semester room assignments and roommate information are mailed to students in early July. Students entering for the Spring semester will receive this information in late December/early January. Students may indicate roommate preferences on their contract or by contacting the Office of Residence Life at 630.844.5446 or reslife@aurora.edu.

Roommate Expectations
Communication will be one of the keys to a successful roommate relationship. It is recommended that roommates contact one another over the summer to begin talking about their expectations around such topics as guests in the room, use of personal property, etc. Upon move-in, residents have the opportunity to formalize these expectations on a roommate agreement form with the Resident Assistant.

Check-in Procedures
Upon checking into a room in the residence halls, each student is given his/her room key and a Room Condition Report (RCR). It is important to note, in detail, any existing damage to the room on the RCR. When a student moves out of his/her room, the check-in portion of the RCR will be compared to the condition of the room at check-out, and any alterations/damages will be noted by the Residence Life staff member completing the paperwork. At check-out, the resident is responsible for the condition of his/her room, including University assigned furniture. By signing the housing contract and the RCR, the student assumes responsibility for the cost of repair, replacement, or cleaning of any item or part of university housing that is damaged, modified, or destroyed.

Also at the time of check-in, the student is asked to complete an emergency contact card. It is important that information included on the emergency contact card be accurate and thorough. The information is used in cases of emergency. Students also will be given the option to register a contact person to be notified in the event the student has been missing for 24 hours or more.

What to Bring
Each student should consider his/her residence hall room to be his/her home away from home; residents are encouraged to personalize their spaces. Items to bring may include pictures of family and friends, a personal computer, TV/DVD, stereo, MP3 player, desk lamp, a refrigerator which is 4.0 cubic feet or smaller, a microwave oven that uses no more than 700 watts, multiple strip outlets (must be fused with at least 14 gauge wire and a grounded cord), extra long twin size bed linens, and pillows. Roommates are strongly encouraged to talk with each other about sharing large items such as televisions and refrigerators.

What Not to Bring
To prevent fires in the residence hall rooms, the following items are NOT permitted: hazardous electrical appliances, including but not limited to any appliances with open heating elements, space heaters, air conditioners, waterbeds, halogen lamps, cooking appliances, George Foreman grills, incandescent lights, concealed extension cords, or multiple outlet (octopus) adapters. Other restricted items are candles, incense, and other materials that are designed to burn. Flammable, caustic, poisonous and/or toxic chemicals also are prohibited.

Additionally, the following are not allowed: firearms, weapons, and/or related paraphernalia; dangerous instruments; animals or pets, with the exception of certified service animals and fish/aquatic animals that must remain underwater to survive in aquariums 10 gallons or under; alcohol; illegal drugs and/or related paraphernalia. For additional details regarding prohibited items, please refer to the Judicial Affairs web page at www.aurora.edu/student-life/residence/judicial-affairs.
Approximate Room Sizes

Jenks Hall
- Double: 16'6" x 9'9"
- Standard Suite: 14'6" x 11'6" (main), 11'6" x 7' (bedrooms)
- Deluxe Suite: 12'6" x 12'6" (bedrooms)

Memorial Hall
- Double: 16.5' x 9.5' (double)

Davis Hall
- Single: 10'5" x 12'
- Double: 12'7" x 18'5" to 14'10" x 16'8"

Watkins Hall
- Suite: 15' x 9' (all rooms)
- Double: 14' x 11.5'

Wilkinson Hall
- Single: 12' x 10'
- Quad: 22'8" x 13'6"

Centennial Hall
- Triple: 13'6" x 17'
Cable TV and Internet Access
Basic cable television is provided as part of the residence hall room rate. Students must bring their own TVs and coaxial cable cords and ensure that their TV is properly programmed for cable.

Aurora University offers both wireless and wired network connectivity. Students living in the residence halls are able to connect their personal computers directly to Aurora University’s residence hall network, providing direct fulltime access to the internet, e-mail account, library databases, and the Moodle online course management system.

Visit www.aurora.edu/student-life/resources/its/help.html for specific information about technical requirements and getting connected.

Check-out Procedures
At whatever time the student is moving out of the residence halls, he/she must complete formal check-out procedures with the Residence Life staff, or be assessed an improper check-out fee. The housing security deposit will only be returned if the proper check-out procedures are followed.

If the student is permanently withdrawing from the halls, he/she needs to notify the Office of Residence Life, in writing, stating that he/she wishes to leave the residence halls and the student needs to complete an exit survey from the Assistant Director of Residence Life.

A final room inspection will be completed by Physical Properties and a professional Residence Life staff member once the rooms/halls are vacated to finalize damage reports. Final billing authority rests with the RHD or Assistant Dean for Residence Life, not the Resident Assistant.

Educational Ways to Deal with Conflict
Communication will be one of the keys to a successful roommate relationship. Should a time arise when roommates have a disagreement or conflict, they are encouraged to speak directly with one another to address the concern. If additional assistance is needed, Resident Assistants are trained in conflict mediation and can assist with resolving the situation.

Eligibility for Living on Campus
To be eligible to live on campus, an applicant must be a registered undergraduate Aurora University student, carrying a minimum 75% credit load. Each student must have a $100 security deposit on file with the university prior to receiving a room assignment. Students 17 years of age or under are required to provide parental or legal guardian permission to live in the residence halls.

Housekeeping
Students are responsible for cleaning their assigned rooms. Physical Properties maintains the shared areas within each community.

Housing Assignments
The Office of Residence Life reserves the right to assign students to any hall, on a space-available basis, in the best interest of the students and the institution.

Room changes will only be made with the permission of the RHD or Assistant Dean for Residence Life. During the first two weeks of each semester, Residence Life implements a “room freeze.” This waiting period allows residents the opportunity to adjust to their new living situation. Beginning the third week of the semester, residents may submit a room change request. Residence Life will make every effort to accommodate these requests, but cannot guarantee that changes will happen.

Laundry
Each hall is equipped with cash-card laundry equipment. Cards may be purchased for $5 from a cash-to-card machine, located in each residence hall. Students who lose their card must purchase a new one for $5. Students can add value to their laundry cards at this machine. The University is not responsible for any damages incurred while doing laundry in the residence halls.
Meal Plan Options
Sodexo Campus Services provides food service on our campus. Resident students are required to choose a meal plan upon contracting to live on campus. Four meal plan options are available:

- Residential 10: 10 meals per week plus $100 points per semester
- Residential 15: 15 meals per week plus $275 points per semester
- Residential 19: 19 meals per week plus $50 points per semester
- Block 125: 125 meals plus $400 points per semester
- Block 175: 175 meals plus $150 points per semester

Office of Residence Life Staff
Each residence hall is staffed by a Residence Hall Director (RHD) and several student Resident Assistants (RAs). Their responsibilities include developing community, designing activities to meet students’ needs, providing resource assistance, and fostering a safe environment.

The Office of Residence Life is additionally staffed by the Assistant Dean for Residence Life and the Assistant Director of Residence Life. The primary goal of each Residence Life staff member is to aid residential students in their transition to every phase of university life.

Personal Property Insurance
It is suggested that resident students see if their property is covered by a homeowner’s or renter’s insurance policy; if not, such coverage should be investigated. The school is not liable for theft or damage to personal belongings. Residents should keep their doors locked at all times to avoid theft or security risks.

Safety and Security
For student safety, the residence halls are locked 24 hours a day. A resident student’s ID serves as the exterior door key for his/her assigned residence hall. Students also are issued a key for their residence hall room door. If a residence hall key is lost, the student will be charged for changing the lock and replacing the door keys; new keys will be issued to all residents assigned to the room.

Every night, two RAs are on duty for each area and an RHD is on duty for the campus. The duty RAs make security rounds in the halls and carry radios connecting them to the RHD and Campus Public Safety. Campus Public Safety dispatch is located at 1408 Southlawn Place and is staffed 24 hours a day. Campus Public Safety staff members make hourly rounds of campus and respond to issues and concerns in and out of the residence halls. Campus Public Safety can be reached at extension 555 or 630-844-5450 for emergencies and extension 6140 or 630/844-6140 for non-emergencies.

Safety and security are community efforts. It is the responsibility of all residents to ensure that they are not allowing entrance to their hall to individuals they do not personally know, and to ensure they are keeping their residence hall door locked.

Shared Responsibility/Rights of Roommates
All students assigned to a residence hall room share equal responsibilities and rights for that room, including room condition, visitation/overnight guest access, and policies.

Telephone
Resident students should bring a touch-tone telephone with them. The use of a corded phone is highly recommended to eliminate problems, such as cross-talk, that may be experienced on a cordless phone. All resident students receive room-to-room, on-campus and local area phone service at no charge. To make local-toll or long-distance calls, students must use a prepaid calling card. For your convenience, these are available for purchase in the AU Bookstore. Emergency phones are located outside each hall and throughout campus.
Work Orders
Throughout the course of a student’s stay in the residence halls, university items or property may fail. If there is a physical issue within the room, it is the student’s responsibility to contact a member of Residence Life and inform him/her of the issue. When a work order is submitted, the Physical Properties staff is authorized to enter the room and make repairs as needed. Physical Properties will respond to all work orders as quickly as possible. Physical Properties staff will leave a door hanger upon responding to the maintenance concern. If repairs do not seem to be completed in a timely fashion, the resident should contact his/her RHD for additional assistance.

For more information, contact:

Matt Khoury
Assistant Dean for Residence Life
630/844-4578
mkhoury@aurora.edu or reslife@aurora.edu
www.aurora.edu/student-life/residence
435 S. Gladstone Avenue
As a member of the Northern Athletics Collegiate Conference (NACC), Aurora University sponsors 21 varsity sports at the NCAA, Division III level. Aurora University is committed to providing the highest quality coaching and facilities as is possible for its student athletes. All members of the staff support student-athletes in their efforts to reach high levels of academic and athletic performance.

Aurora is also committed to a philosophy of firm institutional control of athletics, and to the unquestioned academic and financial integrity of the athletic program. The Aurora University athletic department expects and encourages sportsmanship, fair play and respect of its opponents and game officials by Aurora University coaches, staff, student-athletes, and fans in every phase of intercollegiate competition.

For additional information regarding the Spartan Athletics program, the following contact information is provided for your convenience.

**Administrative Staff**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Athletics</td>
<td>James Hamad</td>
<td>630-844-4910</td>
<td><a href="mailto:jhamad@aurora.edu">jhamad@aurora.edu</a></td>
</tr>
<tr>
<td>Assistant Director of Athletics for Compliance &amp; Student Development</td>
<td>Heather Reinke</td>
<td>630-844-7567</td>
<td><a href="mailto:hreinke@aurora.edu">hreinke@aurora.edu</a></td>
</tr>
<tr>
<td>Assistant Director of Athletics for Student Athlete Wellbeing/SWA/SAAC Advisor</td>
<td>Nicole Pieart</td>
<td>630-844-6174</td>
<td><a href="mailto:npieart@aurora.edu">npieart@aurora.edu</a></td>
</tr>
<tr>
<td>Facilities and Events</td>
<td>TBD</td>
<td>630-844-6181</td>
<td></td>
</tr>
<tr>
<td>Director of Sports Information</td>
<td>Brian Kipley</td>
<td>630-844-7575</td>
<td><a href="mailto:bkipley@aurora.edu">bkipley@aurora.edu</a></td>
</tr>
<tr>
<td>Strength &amp; Conditioning Coach</td>
<td>Chad Trudo</td>
<td>630-844-6848</td>
<td><a href="mailto:ctrudo@aurora.edu">ctrudo@aurora.edu</a></td>
</tr>
</tbody>
</table>

**Men’s Coaches**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Adam Stevens</td>
<td>630-844-5115</td>
<td><a href="mailto:astevens@aurora.edu">astevens@aurora.edu</a></td>
</tr>
<tr>
<td>Basketball</td>
<td>James Lancaster</td>
<td>630-844-5144</td>
<td><a href="mailto:llancast@aurora.edu">llancast@aurora.edu</a></td>
</tr>
<tr>
<td>Cross Country/Track &amp; Field</td>
<td>Ryan Chapman</td>
<td>630-844-4573</td>
<td><a href="mailto:rchapman@aurora.edu">rchapman@aurora.edu</a></td>
</tr>
<tr>
<td>Football</td>
<td>Rick Ponx</td>
<td>630-844-5409</td>
<td><a href="mailto:rponx@aurora.edu">rponx@aurora.edu</a></td>
</tr>
<tr>
<td>Golf</td>
<td>Justin Wyeth</td>
<td>630-844-6164</td>
<td><a href="mailto:jwyeth@aurora.edu">jwyeth@aurora.edu</a></td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Kylor Berkman</td>
<td>630-844-5137</td>
<td><a href="mailto:kberkman@aurora.edu">kberkman@aurora.edu</a></td>
</tr>
<tr>
<td>Soccer</td>
<td>Ryan Lakin</td>
<td>630-844-5268</td>
<td><a href="mailto:rlokin@aurora.edu">rlokin@aurora.edu</a></td>
</tr>
<tr>
<td>Tennis</td>
<td>Jeff Schwarz</td>
<td>630-277-7715</td>
<td><a href="mailto:jschwarz@aurora.edu">jschwarz@aurora.edu</a></td>
</tr>
<tr>
<td>Hockey</td>
<td>Ryan Buchanan</td>
<td>630-844-6891</td>
<td><a href="mailto:buchanan@aurora.edu">buchanan@aurora.edu</a></td>
</tr>
</tbody>
</table>

**Women’s Coaches**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Brittany Carper</td>
<td>630-844-5112</td>
<td><a href="mailto:bcarper@aurora.edu">bcarper@aurora.edu</a></td>
</tr>
<tr>
<td>Cheer &amp; Dance</td>
<td>TBD</td>
<td>630-844-7827</td>
<td></td>
</tr>
<tr>
<td>Cross Country/Track &amp; Field</td>
<td>Ryan Chapman</td>
<td>630-844-4573</td>
<td><a href="mailto:rchapman@aurora.edu">rchapman@aurora.edu</a></td>
</tr>
<tr>
<td>Golf</td>
<td>Justin Wyeth</td>
<td>630-844-6164</td>
<td><a href="mailto:jwyeth@aurora.edu">jwyeth@aurora.edu</a></td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Christina Fried</td>
<td>630-844-6558</td>
<td><a href="mailto:cfried@aurora.edu">cfried@aurora.edu</a></td>
</tr>
<tr>
<td>Soccer</td>
<td>Troy Edwards</td>
<td>630-844-4207</td>
<td><a href="mailto:tedwards@aurora.edu">tedwards@aurora.edu</a></td>
</tr>
<tr>
<td>Softball</td>
<td>Mike McKenzie</td>
<td>630-844-4939</td>
<td><a href="mailto:mmckenzi@aurora.edu">mmckenzi@aurora.edu</a></td>
</tr>
<tr>
<td>Tennis</td>
<td>Mike McKenzie</td>
<td>630-844-4939</td>
<td><a href="mailto:mmckenzi@aurora.edu">mmckenzi@aurora.edu</a></td>
</tr>
<tr>
<td>Volleyball</td>
<td>James Seitelman</td>
<td>630-844-5261</td>
<td><a href="mailto:jseitelman@aurora.edu">jseitelman@aurora.edu</a></td>
</tr>
</tbody>
</table>
Physical Exam
Each student-athlete is required to submit proof of a recent physical exam prior to their first year of intercollegiate athletic participation and every other year after that. First-time student-athlete must complete their physical after June 1st of the calendar year they plan to participate. We highly recommend that the physical take place between June 1, 2015 and August 1, 2015. It is important that the student-athlete use the physical form provided by the institution to ensure all of the needed information is obtained and evaluated.

New Aurora University Student-Athletes
The athletic training department is now using an online database to manage athlete health information. As a rostered student-athlete at Aurora University, you will receive an email (to the address provided during the recruitment process) the summer before your first year containing your individual login information to access the database and to complete the required health history, insurance, and pre-participation information and forms. Through this database you can also access the necessary physical form. Please note that this is a secure website and only accessible by the Aurora University Athletic Training Staff and Team Physician, Dr. Robert Paras. The Aurora University Office of Student Life in coordination with the Wellness Center no longer requires physicals prior to the first year of academic enrollment. Also note that the paperwork that is to be completed for the Wellness Center is COMPLETELY different than the athletic training paperwork. Each potential student-athlete needs to complete the entire athletic training pre-participation documentation process before they will be allowed to compete in any team practice or game. The step-by-step directions to login to the Athletic Training Software (ATS) will be available at the following website: http://athletics.aurora.edu/athletictraining.

The physical MUST be signed by a health professional with an MD or DO credential. Physicals submitted with a signature by a nurse (RN), physician assistant (PA) or chiropractor (DC) do not meet the standard for participation in intercollegiate athletics according to the NCAA Sports Medicine Handbook. Participation may be delayed if a physical exam is submitted without a proper signature.

If you undergo a physical and use a form not provided by the Aurora University Athletic Training Department, submit the completed physical form (with physician signature) along with the required student-athlete health history.

Proof of Insurance
Proof of Insurance MUST be submitted to the Athletic Training Staff prior to ANY athletic participation. "Proof of Insurance" includes providing Aurora University training staff with a copy of both the front and back of your insurance card along with detailed information about the plan and policy holder. Failure to provide this information will delay intercollegiate athletic participation. If, at any point during the academic year, your insurance changes, the athletic training staff needs to be notified immediately. Failure to do so could result in a delay in healthcare for the athlete and potential increased out-of-pocket expenses. Following an injury that results from participation in Aurora University intercollegiate athletics, a student-athlete can file a claim through the athletic insurance excess policy. To submit a claim, the student-athlete will need to meet with a member of the athletic training staff who can determine whether the injury in question can be submitted to the excess policy, explain the insurance process and assist with filing the appropriate forms.

Excess Athletic Insurance
Student-athletes are provided with excess athletic accident insurance coverage at no cost. In the event of an injury sustained through Aurora University sanctioned intercollegiate athletic participation, a student-athlete may submit a claim. Some important items to note:

- Student-athletes must report all athletic injuries immediately to the Athletic Training Staff and must receive care within a specific time frame.
- This policy is excess coverage and has a “disappearing” deductible; either the student or primary insurance coverage must pay the set deductible before claims will be considered through this excess policy.
- It is important that all student-athletes follow all policy provisions of their personal insurance for a claim to be considered under this policy.
- Claims are filed by the Head Athletic Trainer and/or the Athletic Training staff. This information is private (FERPA and HIPAA) and will not be released (even to parents) without written consent from the student-athlete.
Required for Intercollegiate Athletic Participation

- Documented physical exam signed by an MD or DO; physicals signed by RNs, P.A.s, or DCs will not be accepted and will require additional documentation
- Emergency Contact and Insurance Information Form
- Copy of the front and back of the insurance card
- Assumption of Risk Waiver
- Sickle Cell Trait Waiver

Please access the ATS database to complete all of the necessary pre-participation information and submit these items to Nicole Pieart, ATC no later than August 1, 2015. In order to expedite processing, please send all documents together, directly to the Athletic Training Department. Please make an additional copy of the physical exam form and keep this document in case there is an issue.

For more information, contact:

Nicole Pieart, MSEd, ATC
Head Athletic Trainer
630-844-6174
npieart@aurora.edu
The following are selected university policies to review prior to the start of your academic career at Aurora University. Additional university policies can be found in the Undergraduate Catalog, Graduate Catalog, A-Book (student handbook), Residence Life Guidebook, and other departmental publications. All students are expected to be familiar with and abide by university policies.

**Student Conduct Procedures**

Students are held accountable for all University policies and procedures to ensure the safe and orderly functioning of the University. Violations of policies will be handled through the student conduct process set by the University. Aurora University regularly reviews the programs in place to determine their effectiveness and to ensure consistency in the student conduct process, and reserves the right to change or implement new policies to ensure the rights and safety of the University community and property.

**Academic Integrity Policy**

Aurora University’s core values include integrity and ethical behavior. A community of learners, Aurora University students and faculty share responsibility for academic honesty and integrity. The University expects students to do their own academic work. In addition, it expects active participation and equitable contributions of students involved in group assignments. Aurora University’s Code of Academic Integrity (henceforth, the Code) prohibits the following dishonest and unethical behaviors, regardless of intent.

**Cheating**
- Cheating is obtaining, using or attempting to use unauthorized materials or information (for example; notes, texts, or study aids) or help from another person (for example looking at another student's test paper, or talking with him/her during an exam), in any work submitted for evaluation for academic credit. This includes exams, quizzes, laboratory assignments, papers and/or other assignments. Other examples include altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or highly similar papers for credit in more than one course without prior permission from the course instructors.

**Fabrication**
- Fabrication is unauthorized falsification, invention or copying of data, falsification of information, citations, or bibliographic references in any academic course work (for example, falsifying references in a paper); altering, forging, or falsifying any academic record or other University document.

**Plagiarism**
- Plagiarism is representing someone else’s work (including their words and ideas) as one’s own or providing materials for such a representation, (for example, submitting a paper or other work that is in whole or part the work of another, failing to cite references, presenting material verbatim or paraphrased that is not acknowledged and cited).

**Obtaining an Unfair Advantage**
- This is (a) stealing, reproducing, circulating or otherwise gaining access to examination materials before the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) intentionally obstructing or interfering with another student’s academic work; or (d) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work.

**Unauthorized Access to computerized records or systems**
- This is unauthorized review of computerized academic or administrative records or systems; viewing or altering computer records; modifying computer programs or systems; releasing or dispensing information gained via unauthorized access; or interfering with the use or availability of computer systems of information.

**Facilitating academic dishonesty**
- This is helping or attempting to assist another commit an act of academic dishonesty in violation of this Code (for example, allowing another to copy from one’s test or allowing others to use or represent one’s work as their own).
Note: Examples provided are illustrations only and are not inclusive. Other behaviors, not exemplified, apply.

The above is in part adapted from “Issues and Perspectives on Academic Integrity,” a pamphlet distributed by the National Association of Student Personnel Administrators.

Academic programs, colleges, and departments within the University may have additional guidelines regarding academic dishonesty that supplement this Code.

For additional information regarding the Procedures for hearing an Academic Dishonesty charge and the Appeals Process for reviewing an Academic Dishonesty finding, please visit www.aurora.edu/academics/resources/code.html.

Alcohol and Controlled Substances Policy
The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Aurora University supports this requirement and will maintain a drug-free environment in the workplace, on the campus, and for all University-sponsored events.

Aurora University prohibits the unlawful manufacture, possession, distribution, or use of illicit drugs and/or alcohol by students and employees. This policy applies both to on-campus and off-campus activities, including student-sponsored social activities. Additionally, Aurora University prohibits the manufacture, possession, distribution or use of alcohol on the Aurora University campus, including the residence halls.

Sanctions for Alcohol Violations
- As an educational institution, Aurora University expects its students to behave in a mature and responsible manner. As an alcohol-free campus, intoxicants are not permitted on campus, no matter the student's age. When a student fails to follow the alcohol policy, the University considers such a violation to be serious. The sanctions given for alcohol violations represent a commitment to providing learning outcomes that will help the student to understand the impact of their behavior not only on themselves but also on the University community.

The sanctions listed below do not represent an all-inclusive list. Based on the severity of the violation, the level of cooperation with staff members during the incident, the disciplinary history of the student, and/or any other factors, any Class of sanctions, any combination thereof, or any additional sanctions may be instituted, as deemed appropriate by the disciplinary hearing officer. Residence Life works in conjunction with other areas on campus, such as Athletics, who also reserve the right to respond to student conduct situations with their own processes.

Please note that other policies violated in conjunction with an alcohol violation may result in additional sanctions.

Class One
- **Disciplinary Admonition.** Notification that the student will face additional disciplinary action should he/she be held responsible for future policy violations.
- **Educational.** The student will complete the Alcohol.Edu assessment within 3 weeks.
- **Fine.** The student will pay a fine of $100.
- **Parental Notification.** Dean of Student Life or designee will notify the parents/guardians of residents under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

Class Two
- **Disciplinary Probation.** The student will be placed on disciplinary probation for a period no less than one full semester in addition to the current semester.
- **Educational.** The student will host a screening of an alcohol education video, along with 5-10 friends they will invite. A staff member will facilitate the experience, including a pre-test, a post-test, and discussion questions.
- **Fine.** The student will pay a fine of $150.
- **Parental Notification.** Dean of Student Life or designee will notify the parents/guardians of residents under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

Class Three
- **Loss of On-Campus Housing.** The student will have their housing contract cancelled.
- **Outside Involvement.** The student will be prohibited from representing the University in a leadership capacity.
- **Assessment.** The student will complete an alcohol screening assessment through a University-approved resource at their own expense within three weeks and will complete any recommendations within a time period specified by the assessor.
- **Fine.** The student will pay a fine of $200.
- **Parental Notification.** The Dean of Student Life or designee will notify the parents/guardians of residents under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

Class Four
- **Suspension.** The student will be suspended from Aurora University for a minimum of one full semester in addition to the current semester.
- **Parental Notification.** The Dean of Student Life or designee will notify the parents/guardians of residents under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

Sanctions for Controlled Substance Violations
- As an educational institution, Aurora University expects its students to behave in a mature and responsible manner. In accordance with state and federal law, the University prohibits the use, possession, or distribution of any state or federally controlled substance or drug paraphernalia except as expressly permitted by law. When a student fails to abide by this policy, the University considers such a violation to be serious and the student will be subject to disciplinary action. The University also reserves the right to pursue criminal action against the offending student(s). According to state statutes, penalties for the delivery of controlled substances are increased if conducted on school grounds or within 1,000 feet of school grounds (720 ILCS 550/4, Section 5).

The sanctions listed below do not represent an all-inclusive list. Based on the severity of the violation, the level of the student’s cooperation with staff members during the incident, the disciplinary history of the student, and/or any other factors, any sanctions, any combination thereof, or any additional sanctions may be instituted, as deemed appropriate by the disciplinary hearing officer. Student Life works in conjunction with other areas on campus, such as Athletics, who also reserve the right to respond to disciplinary situations with their own processes and additional sanctions.

Please note that other policies violated in conjunction with a controlled substance violation may result in additional sanctions.

Class One
- **Loss of On-Campus Housing (Deferred).** Further disciplinary concerns/additional violations of University policy will result in the student facing suspension from the residence halls at Aurora University.
- **Probation.** The student will be placed on disciplinary probation for the remainder of his/her time as a student at Aurora University.
- **Educational.** The student will watch the DVD “What's Wrong with Marijuana” and respond in writing to a series of questions. The student then will schedule assessment meetings with Counseling Services and the Wellness Center.
- **Fine.** The student will pay a fine of $200.
- **Parental Notification.** The Dean of Student Life will notify the parents/guardians of students under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.
Class Two

- **Loss of On-Campus Housing.** The student will have his/her housing contract cancelled, either for a designated period of time or permanently.
- **Assessment.** The student will complete a controlled substance screening assessment through a University-approved resource at his/her own expense within three weeks and will complete any recommendations within a time period specified by the assessor.
- **Fine.** The student will pay a fine of $300.
- **Parental Notification.** The Dean of Student Life will notify the parents/guardians of students under the age of 21 of the violation.
- **Criminal Report.** Campus Public Safety will issue a “Notice to Appear” in court or criminal complaint in response to the criminal violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

Class Three

- **Suspension/Expulsion.** The student will be suspended from Aurora University, either for a designated period of time or permanently.
- **Fine.** The student will pay a fine of $400.
- **Parental Notification.** The Dean of Student Life will notify the parents/guardians of students under the age of 21 of the violation.
- **Criminal Report.** Campus Public Safety will issue a “Notice to Appear” in court or criminal complaint in response to the criminal violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

Effects of Using Alcohol and Controlled Substances

- Substance and alcohol abuse not only affects the users, it affects their loved ones, and those with whom they work, live or attend class. Abusers can be unpleasant and dangerous. Substance/alcohol abuse can cause impaired eyesight, slower reaction time, lessened concentration, and poor judgment. In addition, it can affect the safety, motivation, and attitude of the abusers and those they are around.
- Students should be aware of the health risks associated with the use of illicit drugs and alcohol. Student employees in supervisory roles, such as Resident Assistants, will be provided with training in the recognition of or early warning signals of drug/alcohol abuse. Informational materials will be made available to students and staff through the Department of Student Life.

Classroom Conduct Policy

Students enrolled in Aurora University courses have the right to learn in an environment where all individuals are treated equitably and with respect. Behaviors in class that interfere with the learning experience are not permitted. Disruptive or disrespectful behaviors may result in dismissal from the class by the instructor. Continued problems will be reported to the College Dean and/or the Dean of Students for further action. Course instructors may also impose class-related sanctions on the offending student.

Family Educational Right to Privacy Act (FERPA)

According to FERPA, University staff members cannot release information to anyone without the written consent of the student. Parents and students are encouraged to communicate openly with one another about life on campus. Should questions arise, the student must complete a release of information before any information is provided.

Financial Aid Rights and Responsibilities

Students have the right to know the criteria used to determine their financial need and the aid they have been awarded. Students also have the right to decline any or all of the awarded aid.

If a student has been selected for verification, he/she must submit requested items to the Office of Financial Aid. Verification must be completed before any financial aid, including loans, can be credited to his/her account. Please Note: The verification process may take longer if FAFSA corrections are required. Corrections to FAFSA information may result in changes to the student’s financial aid eligibility, which he/she would be notified of via a revised financial aid award letter.
There are times when a student may encounter a situation that is not reflected in the information requested on the FAFSA. If a student has extenuating circumstances, he/she may complete a Special Circumstance or Dependency Override Request. The committee reviews completed requests weekly. These forms are available from our office or at aurora.edu/financialaidforms.

Students MUST be enrolled at least half-time and maintain Satisfactory Academic Progress (SAP) in order to receive federal, state and institutional student aid. For additional information, refer to the “Definitions of Enrollment” and to the “SAP” Information provided below and on AU’s website.

Definitions of Undergraduate Enrollment:
- Full-time: 12 or more credits
- Three-quarter-time: 9-11 credits
- Half-time: 6-8 credits

No federal or state aid will be awarded to a student who owes a refund or repayment on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (SEOG) or who is in DEFAULT on a Federal Direct Stafford Student Loan or Federal Perkins Loan.

All financial aid received in excess of the student's need and/or cost of attendance MUST BE RETURNED/REPAID. The total of any financial aid programs designated as applicable toward tuition only cannot exceed the direct cost of tuition.

If a student or other individual misreports information or alters documents to fraudulently obtain federal funds, this will result in the cancellation of aid and referral to the U.S. Department of Education's Office of Inspector General.

The Student Accounts Office will pay allowable charges such as tuition, fees, room, and board as well as authorized miscellaneous charges per the Tuition/Fees Payment Agreement form with federal financial aid. Excess funds, if applicable, will be refunded to the student and/or parent within 14 calendar days from when the credit balance becomes available. A refund of excess funds will not be available until all financial aid and allowable charges have been applied to a student's account. If a student receives a refund of credit and then has a reduction in financial aid, incurs additional charges or withdraws from all courses, he/she is responsible for paying the outstanding balance. If a student prefers to have any credit balance held on their student account during the academic year, he/she can arrange this with the Student Accounts Office.

A student is responsible for reporting any of the following to the Office of Financial Aid: changes in enrollment, changes in living arrangements, changes in academic level, receipt of tuition benefits/reimbursement from outside source, receipt of an outside scholarship. Any change in these items may result in an adjustment to the student's financial aid.

Summer financial aid requires a separate institutional application. Applications will be available beginning in February from the Office of Financial Aid or at aurora.edu/financialaidforms. Completed forms may be submitted directly to the Office of Financial Aid. If eligible, a student's summer term financial aid will be added to his/her award letter. The student will also be notified if they are not eligible for aid during the summer term. Please note that the summer term also has a different enrollment definition than the regular academic year.

If a student is borrowing a Federal Direct Stafford Student Loan and/or a Federal Perkins Loan for the first time, he/she must complete an Entrance Counseling session. A student must complete an Exit Counseling session if their enrollment falls below half-time, prior to graduation, or upon leaving the University. At that time, a student may contact the U.S. Department of Education to inquire about repayment and/or deferment of his/her federal loans.

Loan disbursement dates have been pre-determined by AU based on the student's semester or module enrollment. Students enrolled in a semester program will have one scheduled loan disbursement each semester of attendance. Students enrolled in a module program will have two scheduled loan disbursements each semester of attendance, unless beginning enrollment at the midpoint of the semester. Even if a student registers for 16 week course(s) in a given semester, loan disbursement dates will still be based on the module schedule if the student's academic program is a module-based program. A student will be notified by the Student Accounts Office via his/her AU email account upon arrival of his/her loan disbursement(s) and again when the refund will be available.
AU Tuition Refund Policy

- First week of classes: 100% Refund
- Second week of classes: 90% Refund
- Third week of classes: 50% Refund

Refer to the Withdrawal and Refund Policies Section of the Tuition/Fees Payment Agreement form for additional information. Withdrawing from courses may reduce or eliminate financial aid based on the student’s final enrollment.

Room and meal plan charges are subject to a different refund policy, which is determined by the Residence Life Office.

Your eligibility for financial aid may be affected if you withdraw from any or all of your classes. Check with the Office of Financial Aid before withdrawing from any classes. If you make the decision to withdraw from Aurora University at any time, please initiate your official withdrawal paperwork with the Crouse Center for Student Success or the Registrar’s Office.

Return of Federal Funds Policy

A student who receives federal financial assistance and withdraws from all classes up through the 60% point in a period of enrollment may no longer be eligible for the full amount of federal aid that was originally awarded. A percentage is used to determine the amount of federal funds the student has earned at the time of withdrawal. Any unearned funds must be returned by the school and/or student. This federal calculation must also be done after semester grades are submitted in the event that a student receives all “F’s” (a 0.0 Semester GPA) and the “F’s” are due to lack of attendance. Further details regarding the federal returns calculation are available in the Office of Financial Aid.

NOTE: These Rights and Responsibilities are subject to change without prior notice.

Financial Aid Satisfactory Academic Progress Procedures

A student is required to maintain Satisfactory Academic Progress (SAP) in the course of study that he/she is pursuing, according to the standards and practices outlined by the federal and state government for the institution. Schools are required to monitor the SAP of students at least once each academic year. The following guidelines are now in effect.

These SAP policies and procedures are subject to change without prior notice.

Qualitative and Quantitative Regulations

- Qualitative (Grade Point Average GPA) - Undergraduate students must achieve a minimum total cumulative GPA of 2.0 by the end of the academic year to be eligible for financial aid the following academic year.

- Quantitative (Pace of Completion) - To earn a bachelor’s degree at Aurora University, students must complete a minimum of 120 semester hours. Students may receive financial aid for up to 150% of the hours required to complete their programs. This includes hours earned at another institution and transferred to Aurora University, as well as any hours that may have been completed even if financial aid was not received. If at any time a student chooses to change majors, courses previously completed may be included in the 150% completion rate. Students must complete at least two-thirds (66.67%) of all courses attempted in an academic year to maintain quantitative eligibility for aid.

Policy on Incompletes, Audits, Withdrawals

Aurora University will not allow the following to be considered as credits successfully completed, but will consider them as courses attempted:

- NCR: No Credit Courses
- I: Incomplete Courses
- F: Failures
- W: Withdrawals
- X: Deferred Grades

Students who receive an Incomplete or Deferred Grade for a course while on SAP probation will be reviewed on an individual basis. Non-credit remedial courses are counted toward the minimum amount of courses required for financial aid eligibility.
Retaking Coursework

Students are eligible to repeat courses, but only the higher grade will be calculated in the GPA and credit towards graduation. If a student completes and passes a course, they may only receive Federal Title IV aid for one repeated course should they decide to retake the same course to earn a higher grade. If a student withdraws from or fails a course, they may receive Federal Title IV aid if they retake the course.

Impact of Dropping/Failing Courses

Though a student may receive Federal Title IV aid for retaking a course that had previously been dropped or failed, both the first and second attempts are counted toward the quantitative requirement. This means that repeatedly withdrawing from and/or failing courses may negatively impact a student’s quantitative progress (pace of completion) over the long-term and result in the student failing to meet SAP requirements.

Financial Aid Appeal Process

If a student does not meet the SAP requirements, resulting in a loss of federal and state financial aid eligibility, he/she may appeal this determination in writing by completing and submitting the necessary documentation to the Office of Financial Aid within the designated deadline. The student will be provided with detailed instructions regarding the appeal process at that time. The appeal process takes into consideration special circumstances. The student must submit the appeal by the Friday two weeks prior to the start of the next academic term.

The SAP Appeals Committee will meet to review the appeal and supporting documentation, if applicable, and will be responsible for the final decision regarding financial aid eligibility for the next academic year. The student will be notified in writing of the Committee’s decision. If approved, the student will be placed on financial aid probation and an academic plan will be prescribed for continued financial aid eligibility. All specifications for the academic plan will be provided to the student in writing and will be monitored on a semester-by-semester basis to determine continued financial aid eligibility.

If a student chooses to enroll in courses over the summer at Aurora University or at another school to improve their SAP, he/she must notify the Office of Financial Aid in writing upon successful completion of the course work. To transfer course work from another institution, a Prior Approval Form must be completed, submitted and approved by the Registrar prior to enrolling in the course. An official transcript must be received in the Registrar’s Office, documenting successful completion of the course work.

Conditions for Aurora University Scholarship Renewal

By the end of the spring semester, students must attain a minimum cumulative GPA determined by each scholarship program, as noted in the initial University acceptance letter, to renew the scholarship for the next academic year. The financial aid staff will monitor the student’s academic progress throughout the academic year. The student will receive a letter from the Dean of Student Financial Services if he/she is not meeting the minimum GPA required to maintain their Aurora University merit scholarship and is in danger of experiencing a reduction/loss of scholarship eligibility for the upcoming year.

During this scholarship warning status, eligibility may be continued, but the student must resolve this warning status by the end of the academic year. If the student does not and falls below the cumulative GPA required at the end of the spring semester, they will automatically receive a reduced scholarship level for the upcoming academic year. The student may appeal and will be provided with detailed instructions regarding the scholarship appeal process at that time.

The SAP Appeals Committee will meet to review the appeal and supporting documentation, if applicable, and will be responsible for the final decision regarding scholarship eligibility for the next academic year. The student will be notified in writing of the Committee’s decision. If approved, the student will be placed on scholarship probation and an academic plan will be prescribed for continued scholarship eligibility.

If the student chooses not to appeal or if his/her appeal is denied, the change in scholarship eligibility will remain in effect. Students may receive federal and/or state aid, provided they apply for financial aid by filing the FAFSA by all applicable deadlines and satisfy the appropriate SAP requirements previously described.
Smoke-Free Campus Policy

Aurora University recognizes that environmental tobacco smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency. In light of the risks associated with tobacco smoke exposure Aurora University has adopted a smoke-free campus policy in order to minimize health risks, improve the quality of air and enhance the campus environment. This policy applies to the Aurora University campus in Illinois.

In order to protect the health, safety and comfort of Aurora University students, faculty, staff and visitors, the smoking of tobacco products is prohibited at all times while on Aurora campus property.

Tobacco product is defined as follows:
- Cigarettes, cigars, and pipes
- Use of tobacco product is defined as follows:
- The inhaling, exhaling, burning, or carrying of any lighted smoking material

Aurora University campus property is defined as follows:
- All buildings owned, rented, or leased by Aurora University
- All outside property or grounds owned or wholly leased by Aurora University. This includes but is not limited to: sidewalks, parking lots, outdoor seating areas, stadium seating and all landscaped and recreational areas
- All university vehicles and moving equipment at any Aurora University location.

Smoking materials must be extinguished and disposed of prior to entering upon Aurora University property, or exiting your vehicle. Improper disposal includes but is not limited to:
- Littering (i.e. discarded cigarette butts and/or throwing cigarette butts out of windows)
- Anything that creates a fire hazard

Advertisement of tobacco products or their use is prohibited in all Aurora University publications and on all University owned, occupied or leased properties. Any sale or free sampling of tobacco products on campus is prohibited.

This policy relies on the consideration and cooperation of smokers and nonsmokers. All members of the university community (students, faculty, staff), including visitors and contract workers, are asked to observe this policy. Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy but also to encourage others to comply with this policy, in order to promote a healthy environment in which to work, study and live.

Violations of this policy should be referred to the appropriate administrative office for review and appropriate administrative action:
- for faculty/staff, Human Resources Department
- for students, the Assistant Vice President for Student Life

Questions regarding this policy should be referred to the Human Resources Office (faculty/staff) or the Office of the Assistant Vice President for Student Life (students).

Off-Campus Behavior

The majority of Aurora University’s undergraduate students live off campus. In any community, there is a mixture of residents, often including senior citizens, families with children and single professionals. In the communities surrounding Aurora University, student residents are often considered to be representatives of the university, even at their off-campus residences. As a result, the University is concerned about the impact of students’ conduct in the community.

We ask students to be considerate of their neighbors. Students should recognize that their schedules may differ considerably from other residents’ schedules and be considerate of community issues such as noise, parking, trash, property maintenance and alcohol usage. It is the student’s responsibility to know and follow the City of Aurora Ordinances. These can be found at http://www.aurora-il.org.

General expectations include the following:
• Check your lease to determine who is responsible for lawn maintenance and trash. It is important that you keep your home and yard clean and managed.
• Park cars in the street or in your driveway, not on the lawn; keep parked cars to a minimum and do not infringe on the ability of others to get in and out of their driveways without their view being obstructed.
• Be aware that loud music or cars, shouting individuals or increased traffic will disrupt your neighbors.
• Take care of your pets. Barking dogs or other wandering pets are disruptive and a safety hazard.
• Take responsibility for your guests and ask them to respect your neighbors’ property and quality of life.

Off-Campus Housing - Community Disturbance
• Unreasonably disrupting or interfering with the rights of neighbors at off-campus locations, including, but not limited to, failure to abide by applicable University regulations and policies as well as local, state and federal laws.

Off-Campus Housing - Dereliction of Property
• Failing to maintain an off-campus residence according to city ordinance including, but not limited to, improper disposal of trash, inadequate maintenance of lawn and landscaping, and illegal parking.

Enforcement of Off-Campus Housing Policies
• The Department of Campus Public Safety (CPS) is a police department recognized by the State of Illinois. CPS has entered into an agreement with the City of Aurora authorizing CPS to jointly investigate with the Aurora Police Department off-campus calls involving AU students. Off-campus housing violations may be addressed through the Office for Student Life and/or the Circuit Court of Kane County. The University is committed to being a good neighbor with those that live in the surrounding area and expect the students’ behavior to reflect the values of AU.

Neighborhood Contact
• CPS encourages neighboring residents to contact CPS or the Aurora Police Department with concerns related to neighborhood disturbances and/or dereliction of property involving current AU students. Upon being called, CPS and/or the Aurora Police Department will investigate any complaints and address the concerns with the involved students.

Sanctions for Off-Campus Housing Policy Violations

**Community Disturbance** (Unreasonably disrupting or interfering with the rights of neighbors at off-campus locations, including, but not limited to, failure to abide by applicable University regulations and policies as well as local, state and federal laws. A small gathering is generally defined as 20 students or fewer. Categorization of the incident is also subject to circumstances and documented behavior.):

<table>
<thead>
<tr>
<th>AU Student/Non-Tenant Sanctions</th>
<th>Documented Underage Drinking – NO</th>
<th>Documented Underage Drinking - YES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st offense in either column</strong></td>
<td>Probation; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
<td>Probation; AlcoholEdu; $100 fine per tenant present; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
<tr>
<td><strong>2nd offense in either column</strong></td>
<td>Probation to suspension; $100 fine per tenant present; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
<td>Probation to suspension; $200 fine per tenant present; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
<tr>
<td><strong>3rd offense in either column</strong></td>
<td>Suspension to expulsion; $200 fine per tenant present; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
<td>Probation to suspension; $400 fine per tenant present; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
</tbody>
</table>
**AU Student/Tenant Sanctions**

<table>
<thead>
<tr>
<th></th>
<th>Contributed to community disturbance</th>
<th>Documented underage drinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense in either column</td>
<td>Admonition; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
<td>Admonition; AlcoholEdu; $100 fine; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
<tr>
<td>2nd offense in either column*</td>
<td>Probation; $100 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
<td>Probation; $150 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
<tr>
<td>3rd offense in either column</td>
<td>Probation to suspension; $150 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
<td>Probation to suspension; $200 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
<tr>
<td>4th offense in either column</td>
<td>Suspension to expulsion; $200 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
<td>Suspension to expulsion; $300 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
</tbody>
</table>

*A second offense for either tenants or non-tenants will result in the student being restricted from serving in a leadership capacity on campus (e.g. team captain, executive board of a student organization, peer advisor, etc.)*

**Dereliction of Property** (Violation of the City of Aurora ordinance, article IV. Property Maintenance, regarding property maintenance including):

**Improper disposal of trash, including but not limited to, garbage, inoperable vehicles, junk and trash, rubbish, and weeds.**

<table>
<thead>
<tr>
<th></th>
<th>Good Neighbor violation ticket issued; 24 hours to comply with ordinance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>Good Neighbor violation ticket issued; 24 hours to comply with ordinance</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Good Neighbor violation ticket issued; 24 hours to comply with ordinance</td>
</tr>
<tr>
<td>3rd and subsequent offenses</td>
<td>Good Neighbor violation ticket issued; 24 hours to comply with ordinance; $50 fine per tenant</td>
</tr>
</tbody>
</table>

**Inadequate maintenance of lawn and landscaping including, but not limited to, weeds exceeding a height of eight inches.**

<table>
<thead>
<tr>
<th></th>
<th>Good Neighbor violation ticket issued; 48 hours to comply with ordinance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>Good Neighbor violation ticket issued; 48 hours to comply with ordinance</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Good Neighbor violation ticket issued; 48 hours to comply with ordinance</td>
</tr>
<tr>
<td>3rd and subsequent offenses</td>
<td>Good Neighbor violation ticket issued; 48 hours to comply with ordinance; $50 fine per tenant</td>
</tr>
</tbody>
</table>

**Parking illegally including, but not limited to, parking in prohibited areas, e.g. grass or dirt; parked vehicles in excess of the number allowed for single-family and two-family residential purposes.**

<table>
<thead>
<tr>
<th></th>
<th>Good Neighbor violation ticket issued; 24 hours to comply with ordinance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>Good Neighbor violation ticket issued; 24 hours to comply with ordinance</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Good Neighbor violation ticket issued; 24 hours to comply with ordinance</td>
</tr>
<tr>
<td>3rd and subsequent offenses</td>
<td>Good Neighbor violation ticket issued; 24 hours to comply with ordinance; $50 fine per vehicle</td>
</tr>
</tbody>
</table>
Other residential ordinances as described by City of Aurora Code

<table>
<thead>
<tr>
<th>Offense</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>Good Neighbor violation ticket issued; 24 hours to comply with ordinance</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Good Neighbor violation ticket issued; 24 hours to comply with ordinance</td>
</tr>
<tr>
<td>3rd and subsequent offenses</td>
<td>Good Neighbor violation ticket issued; 24 hours to comply with ordinance; $50 fine per tenant</td>
</tr>
</tbody>
</table>
CAMPUS DIRECTORY

**Academic Advising/Crouse Center for Student Success**
310/312 Eckhart Hall
630-844-6870

**Academic Support Center/Disability Resources**
Phillips Library
630-844-5520

**Assistant Vice President for Student Life**
310C Eckhart Hall
630-844-5467
agray@aurora.edu

**Athletics Department**
Alumni Hall
630-844-5110
athletics@aurora.edu

**Bookstore**
Dunham Hall
630-844-5524
bookstore@aurora.edu

**Campus Public Safety**
1408 Southlawn Place
x555 on campus (emergency)
630-844-6140 (non-emergency)
cpsafety@aurora.edu

**Career Services**
310/312 Eckhart Hall
630-844-5403
career@aurora.edu

**Charles B. Phillips Library**
630-844-5437
library@aurora.edu

**Copy Center**
740 East Prairie Street
630-844-5518
copyctr@aurora.edu

**Counseling Services**
1400 Southlawn Place
630-844-5118

**Dining Services**
630-844-5783
sodexo@aurora.edu

**Financial Aid Office**
205 Eckhart Hall
630-844-6190
finaid@aurora.edu

**Fitness Center & Weight Room**
Lower Level, Alumni Hall 630-844-3837
First Floor, Jenks Hall 630-844-5255

**Information Technology Services**
014 Dunham Hall
630-844-5790
itshelp@aurora.edu

**Mailroom**
435 South Randall Road
630-844-7823

**Registrar’s Office**
103 Eckhart Hall
630-844-5462
registrar@aurora.edu

**Residence Life**
435 S. Gladstone Avenue
630-844-5446
reslife@aurora.edu

**Student Accounts Office**
103 Eckhart Hall
630-844-5470
Student.accts@aurora.edu

**Student Activities Office**
1 Stephens Hall
630-844-6510
studentactivities@aurora.edu

**Student Employment**
312A Eckhart Hall
630-844-6880
career@aurora.edu

**Wackerlin Center for Faith & Action**
430 South Evanslawn Avenue
630-844-6864
cfa@aurora.edu

**Wellness Center**
1400 Southlawn Place
630-844-5434
wellness@aurora.edu
Emergency Phone Numbers

Fire, Police, Ambulance
911

Campus Safety (emergency)
555 on campus
630-844-5450

Aurora Police (non-emergency)
630-256-5000

Campus Safety (non-emergency)
6140 on campus
630-844-6140

Area Medical Facilities

Dreyer Medical Clinic
630-844-6700

Dreyer Urgent Care
630-859-6824

Provena-Mercy Hospital
630-859-2222

Rush-Copley Hospital (ER)
630-978-4810

Poison Control Center
630-978-6221

Area Mental Health & Counseling Facilities

Fox Valley Crisis Line
630-906-0516

Linden Oaks Medical Group
630-305-5500

Mutual Ground
Sexual Assault Hotline 630-897-8383
Domestic Violence Hotline 630-897-0080
### From Chicago (Union Station) by Train:
- Visit the Metra website (www.metrarail.com) for train departure schedules. Trains from Chicago run hourly on weekdays.
- Go to Chicago Union Station on Clinton Street between Jackson and Adams.
- Take the Burlington Northern Santa Fe (BNSF) Railway Line to Aurora (this is the last stop).
- Taxi service and PACE bus service are readily available to get you from the station to campus.
- For current PACE bus schedules and routes conduct a search for "Aurora University" on the PACE bus website.

### From Chicago by Car:
- Take the Eisenhower Expressway West to the East-West Tollway (I-88).
- Take Orchard Road exit.
- Turn left (south) on Orchard Road and travel to Galena Boulevard.
- Turn left (east) on Galena and proceed to Randall Road.
- Turn right (south) on Randall until you reach Marseillaise Place. Randall Road will end at Aurora University.

### From the Northern & Northwestern Suburbs:
- Take either 294-South, Route 59, or Route 53/I-355-South to the East-West Tollway (I-88).
- Take Orchard Road exit.
- Turn left (south) on Orchard Road and travel to Galena Boulevard.
- Turn left (east) on Galena and proceed to Randall Road.
- Turn right (south) on Randall until you reach Marseillaise Place.

### From Southern & Central Illinois:
- Take Route 47-North through Yorkville and turn right at Jericho Road.
- Take Jericho Road to Edgelawn Drive, turn left.
- Take Edgelawn Drive to Marseillaise Place, turn right.

### From DeKalb:
- Take the East-West Tollway (I-88) east.
- Take Orchard Road exit.
- Turn left (south) on Orchard Road and travel to Galena Boulevard.
- Turn left (east) on Galena Boulevard and proceed to Randall Road.
- Turn right (south) on Randall until you reach Marseillaise Place.
### Airports

<table>
<thead>
<tr>
<th>Airport</th>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago Midway Airport</td>
<td>5600 S. Cicero Ave., Chicago</td>
<td>773-838-0600</td>
</tr>
<tr>
<td>O'Hare International Airport</td>
<td>Mannheim Rd. &amp; Interstate I-90, Chicago</td>
<td>773-686-2200</td>
</tr>
</tbody>
</table>

### Banks

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Bank</td>
<td>301 W. Galena Blvd., Aurora</td>
<td>630-892-1140</td>
</tr>
<tr>
<td>Bank of America</td>
<td>2390 W. Indian Trail, Aurora</td>
<td>630-896-9887</td>
</tr>
<tr>
<td>Chase Bank</td>
<td>1500 Orchard Rd., Aurora</td>
<td>630-907-2062</td>
</tr>
<tr>
<td>Fifth Third Bank</td>
<td>1851 W. Galena Blvd., Aurora</td>
<td>630-801-2492</td>
</tr>
<tr>
<td>Harris Bank</td>
<td>2412 Indian Trail, Aurora</td>
<td>630-801-7700</td>
</tr>
<tr>
<td>National City Bank</td>
<td>1977 W. Galena Blvd., Aurora</td>
<td>630-892-1212</td>
</tr>
<tr>
<td>Old Second National Bank</td>
<td>1230 Orchard Rd., Aurora</td>
<td>630-966-1300</td>
</tr>
<tr>
<td>PNC Bank</td>
<td>1977 W. Galena Blvd., Aurora</td>
<td>630-892-1212</td>
</tr>
<tr>
<td>Washington Mutual</td>
<td>1261 N. Lake St., Aurora</td>
<td>630-301-7224</td>
</tr>
<tr>
<td>West Suburban Bank</td>
<td>2000 W. Galena Blvd., Aurora</td>
<td>630-652-2000</td>
</tr>
</tbody>
</table>

### Car Rental Services

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avis Rent A Car</td>
<td>1550 N. Route 59, Naperville</td>
<td>630-527-0344</td>
</tr>
<tr>
<td>Budget Car &amp; Truck Rental</td>
<td>1311 N. Lake St., Aurora</td>
<td>630-892-2383</td>
</tr>
<tr>
<td>Enterprise Rent A Car</td>
<td>849 N. Lake St., Aurora</td>
<td>630-859-0900</td>
</tr>
<tr>
<td>Hertz Local Edition</td>
<td>902 N. Lake St., Aurora</td>
<td>630-859-2865</td>
</tr>
</tbody>
</table>

### Hotels & Motels

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort Inn</td>
<td>111 N. Broadway, Aurora</td>
<td>630-896-2800</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>2423 Bushwood Dr., Aurora</td>
<td>630-907-2600</td>
</tr>
<tr>
<td>Motel 6</td>
<td>2380 N. Farnsworth Ave., Aurora</td>
<td>630-851-3600</td>
</tr>
<tr>
<td>Staybridge Suites</td>
<td>4320 Meridian Pkwy., Aurora</td>
<td>630-978-2222</td>
</tr>
<tr>
<td>Super 8</td>
<td>4228 Longmeadow Dr., Aurora</td>
<td>630-898-5419</td>
</tr>
<tr>
<td>Quality Inn</td>
<td>4005 Gabrielle Ln., Aurora</td>
<td>630-820-3400</td>
</tr>
</tbody>
</table>

### Public Transportation

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurora Transportation Center</td>
<td>Greyhound/Metra Train/City Bus</td>
<td>630-844-3625</td>
</tr>
</tbody>
</table>

### Shopping Centers

<table>
<thead>
<tr>
<th>Center</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago Premium Outlets</td>
<td>1650 Premium Outlets Blvd., Aurora (I-88/Farnsworth Ave.)</td>
<td>630-585-2200</td>
</tr>
<tr>
<td>Geneva Commons</td>
<td>02 Commons Dr., Geneva</td>
<td>630-262-0044</td>
</tr>
<tr>
<td>Westfield Shoppingtown Fox Valley</td>
<td>Route 59/New York St., Aurora</td>
<td>630-851-7200</td>
</tr>
</tbody>
</table>

### Taxicab Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Cab of Aurora</td>
<td></td>
<td>630-614-1161</td>
</tr>
<tr>
<td>Fox Valley Taxi</td>
<td></td>
<td>815-942-2515</td>
</tr>
<tr>
<td>Montgomery Cab, Inc.</td>
<td></td>
<td>630-844-9778</td>
</tr>
<tr>
<td>Restaurant</td>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Arby's</td>
<td>2330 W. Indian Trail Rd., Aurora</td>
<td>630-907-9451</td>
</tr>
<tr>
<td>Aurora Pancake House</td>
<td>321 N. Lake St., Aurora</td>
<td>630-859-1122</td>
</tr>
<tr>
<td>Ballydoyle Irish Pub &amp; Restaurant</td>
<td>28 W. New York St., Aurora</td>
<td>630-844-0400</td>
</tr>
<tr>
<td>Brown's Chicken &amp; Pasta</td>
<td>2115 W. Galena Blvd., Aurora</td>
<td>630-896-8350</td>
</tr>
<tr>
<td>Buffalo Wild Wings</td>
<td>1460 N. Orchard, Suite 104, Aurora</td>
<td>630-907-2064</td>
</tr>
<tr>
<td>Burger King</td>
<td>2110 W. Galena Blvd., Aurora</td>
<td>630-892-3888</td>
</tr>
<tr>
<td>Chili's Bar &amp; Grill</td>
<td>1290 N. Orchard Rd., Aurora</td>
<td>630-907-1365</td>
</tr>
<tr>
<td>Chipotle</td>
<td>1480 N. Orchard Rd. #114, Aurora</td>
<td>630-723-5004</td>
</tr>
<tr>
<td>Colonial Café</td>
<td>1961 W. Galena Blvd., Aurora</td>
<td>630-844-2444</td>
</tr>
<tr>
<td>Dairy Queen</td>
<td>126 N. Lake St., Aurora</td>
<td>630-892-2856</td>
</tr>
<tr>
<td>Domino's Pizza</td>
<td>380 W. Galena Blvd., Aurora</td>
<td>630-264-4444</td>
</tr>
<tr>
<td>Dunkin’ Donuts</td>
<td>2112 W. Galena Blvd., Aurora</td>
<td>630-906-9820</td>
</tr>
<tr>
<td>East China Inn</td>
<td>915 Oak St., North Aurora</td>
<td>630-896-8876</td>
</tr>
<tr>
<td>International House of Pancakes</td>
<td>2455 Augusta Way, Aurora</td>
<td>630-907-1800</td>
</tr>
<tr>
<td>Jimmy John’s</td>
<td>160 S. River St., Aurora</td>
<td>630-844-2334</td>
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<tr>
<td>Kentucky Fried Chicken</td>
<td>2240 W. Galena Blvd., Aurora</td>
<td>630-896-4903</td>
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<td>La Cabana Restaurant</td>
<td>835 S. River St., Aurora</td>
<td>630-859-8885</td>
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<td>Little Caesars Pizza</td>
<td>2112 W. Galena Blvd. #7, Aurora</td>
<td>630-897-4142</td>
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<tr>
<td>Luigi’s House</td>
<td>779 N. Route 59, Aurora</td>
<td>630-375-6400</td>
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<td>Luigi’s Pizza &amp; Fun Center</td>
<td>732 Prairie St., Aurora</td>
<td>630-896-9861</td>
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<td>McDonald’s</td>
<td>2012 W. Galena Blvd., Aurora</td>
<td>630-859-1778</td>
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<td>Mother’s Pancake House</td>
<td>2290 W. Galena Blvd., Aurora</td>
<td>630-264-2526</td>
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<td>Oberweis Dairy</td>
<td>951 Ice Cream Dr. #1, North Aurora</td>
<td>630-801-6100</td>
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<td>Orchard Valley Restaurant</td>
<td>2411 W. Illinois Ave., Aurora</td>
<td>630-907-0600</td>
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<tr>
<td>Panera Bread</td>
<td>1330 Orchard Rd. #A7, Aurora</td>
<td>630-907-9535</td>
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<td>Papa Saverio’s Pizzeria</td>
<td>1480 Orchard Rd., Aurora</td>
<td>630-907-7272</td>
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<td>Pepe’s Mexican Restaurant</td>
<td>749 N. Lake St., Aurora</td>
<td>630-844-2000</td>
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<td>Pizza Hut</td>
<td>701 N. Lake St., Aurora</td>
<td>639-897-8060</td>
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<td>Pockets</td>
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<td>630-907-0011</td>
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<td>Popeye’s Chicken &amp; Biscuits</td>
<td>414 S. Lincolnway, North Aurora</td>
<td>630-896-9722</td>
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<td>Portillo’s</td>
<td>531 N. Randall Rd., Batavia</td>
<td>630-482-9600</td>
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<td>Red Lobster</td>
<td>1036 N. Route 59, Aurora</td>
<td>630-898-5782</td>
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<td>Rosati’s Pizza</td>
<td>310 W. Indian Tr., Aurora</td>
<td>630-892-2662</td>
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<td>Subway</td>
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<td>Taylor Street Pizza</td>
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<td>Taco Bell</td>
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<td>630-264-6505</td>
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<td>The Turf Room</td>
<td>1033 Kilbery Ln., North Aurora</td>
<td>630-906-9300</td>
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<td>Two Brother’s Roundhouse</td>
<td>205 N. Broadway, Aurora</td>
<td>630-907-2982</td>
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<td>Wendy’s</td>
<td>1260 Orchard Rd., Aurora</td>
<td>630-907-2982</td>
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<td>801 N. Lake St., Aurora</td>
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