

Blackburn COLLEGE

Learn. Work. Earn.

2012-2013

PARENT HANDBOOK

Dear Friends,

We are delighted to welcome you and your student to the Blackburn College Family.

Congratulations! You have taught, mentored, and provided support to a young person that we have found to be mature and intelligent. In addition, she or he has demonstrated leadership skills and habits of hard work. We know that you played a major role in your student's development. Thank you for all that you have done.

We are very excited about working with the young people in the Class of 2016. We know that this will be an interesting and growing time for them...and a learning time as well. They will learn to manage their own lives and relationships and develop leadership and communication skills. They will consider new ideas and grow intellectually. Students who take full advantage of the Blackburn learning experience become valued employees and leaders in their communities.

We take very seriously our responsibility to teach, coach, and mentor these students. We know you are an important partner for the student and for our staff. We also know that this is an important opportunity (for many the first opportunity) for the student to function independently making their own decisions, friends and, yes, mistakes. The faculty, staff, and fellow students stand ready to assist students as they face the challenges of college life. Please encourage your student to ask questions and seek assistance.

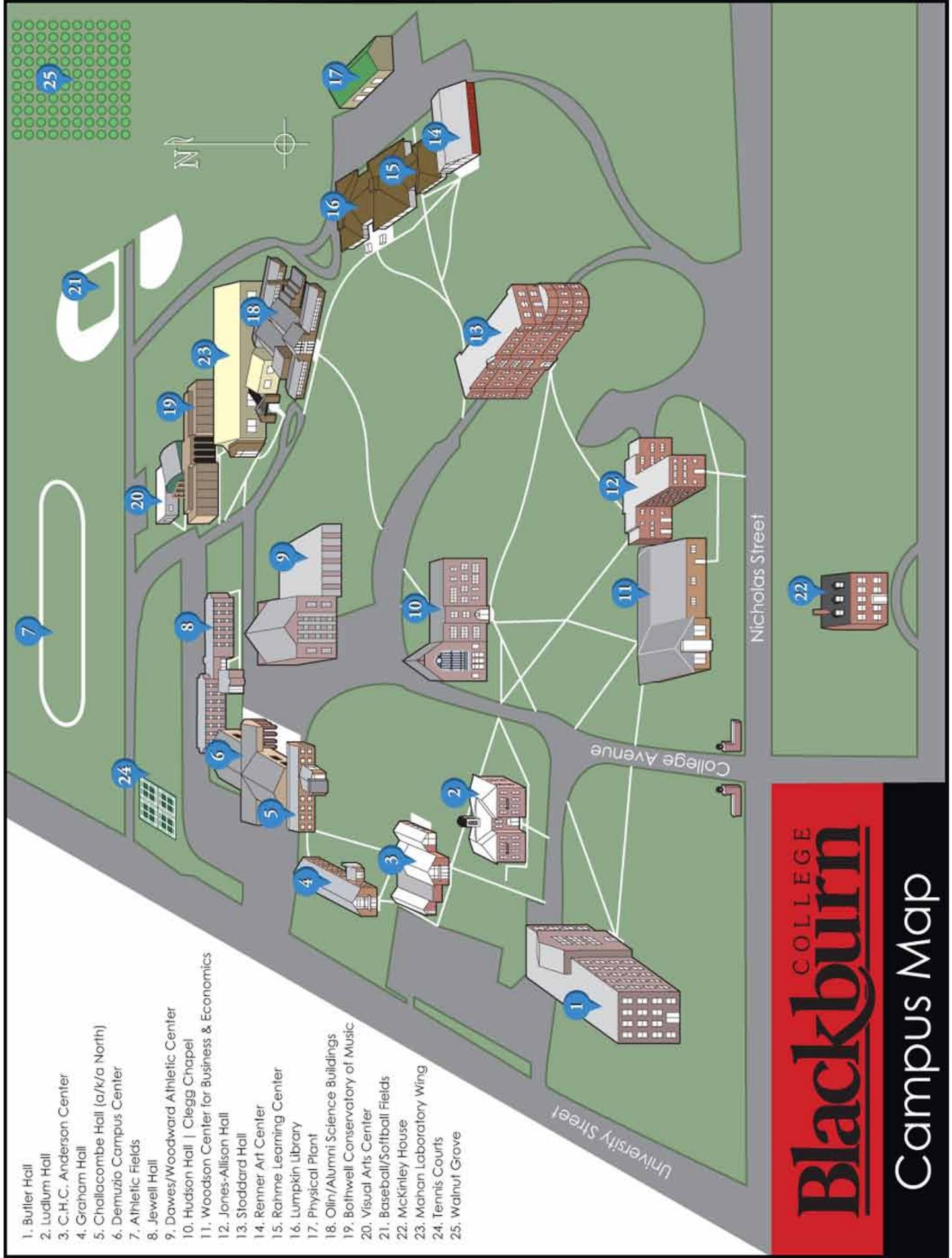
We look forward to getting to know you.

Sincerely,



Mim Pride

1. Butler Hall
2. Ludlum Hall
3. C.H.C. Anderson Center
4. Graham Hall
5. Challacombe Hall (a/k/a North)
6. Demuzio Campus Center
7. Athletic Fields
8. Jewell Hall
9. Dawes/Woodward Athletic Center
10. Hudson Hall | Clegg Chapel
11. Woodson Center for Business & Economics
12. Jones-Allison Hall
13. Stoddard Hall
14. Renner Art Center
15. Rahme Learning Center
16. Lumpkin Library
17. Physical Plant
18. Olin/Alumni Science Buildings
19. Bothwell Conservatory of Music
20. Visual Arts Center
21. Baseball/Softball Fields
22. McKinley House
23. Mahan Laboratory Wing
24. Tennis Courts
25. Walnut Grove



COLLEGE
Blackburn

Campus Map

Staff Profiles



Miriam "Mim" Pride,
D.Litt.
President
Ludlum 202, ext.4213
University of Kentucky
at Lexington



Jeff Aper, Ph.D.
Provost
Ludlum 211, ext.4338
Virginia Polytechnic
Institute & State
University



Heidi Heinz, M.A.
Dean of Students
DCC 125, ext.4223
University of Illinois at
Springfield



Roger Fenton, B.A.
Associate Dean of
Work and Advisor to
the Student-Managed
Work Program
DCC 115, ext.4291
SIU-Edwardsville



Heather Bigard, M.S.
Vice President for
Administration and
Finance
Ludlum 208, ext.4299
Benedictine University,
Lisle, IL



Rob Weis, M.A.
College Counselor
DCC 133, ext.4201
Lindenwood University

Staff Profiles



Abbey Hardin, B.A.
Summer Orientation
Director
Student Activities
Director
RD of Graham Hall
DCC 134, ext.4295
Monmouth College



Jolanda Young, B.A.
Director of
Intercultural Programs
and Services
DCC 124, ext.4348
University of Illinois at
Springfield



Tim Moran, M.Ed.
Director of Residence
Life
RD of Jewell Hall
DCC 123, ext.4287
Springfield College



Tim Reents
Director of Campus
Community & Safety
DCC 130, ext.5550



Barbara Clark, M.A.
Academic Resource
Center Coordinator
Rahme 108, ext.4359
University of Denver



Dianna Ruyle, B.A.
Registrar and
Advising Services
Coordinator
Ludlum 113, ext.4254
Blackburn College

Welcome to Blackburn College!

Congratulations on being the parent or guardian of a Burnian! This handbook is intended to answer your questions, and perhaps provide some information you did not know about Blackburn. Read, enjoy, and feel free to ask questions. We are as invested as you are in making sure your student has a positive college experience.

ADVICE FOR THIS TRANSITION

Blackburn parents or guardians will be adjusting to having a student in college, just as much as the student will be adjusting to being in college. We have created this book to open the lines of communication, should you have any questions for us. We strive to have an open, ongoing positive relationship between you as parents and guardians, and all of us at Blackburn College.

PREPARING FOR THE JOURNEY: TOPICS TO DISCUSS BEFORE COMING TO BLACKBURN COLLEGE

The summer between High School and College can be a challenging time between you and your student. Here are a few suggestions to help with the transition:

1. **Communication** is key. While your student may not appear to be listening to you, he/she is. This summer is a time to make the best of those lines of communication so they continue into the school year.
2. This last summer can be a time when students try to spend what time they have left with their friends. It is okay to want to spend some quality time with your student before he/she leaves for college. **Express your desire to spend time together** before your student leaves, and make your plans in advance to minimize scheduling conflicts.
3. **Get acquainted** with your student's roommate's parent(s) or guardian(s). This connection can clear many concerns or questions that you and your student may have.
4. **Encourage your student** to become familiar with their new roommate. It is important to open those lines of communication with his/her roommate early, to avoid conflict in the future. First impressions can be misleading.
5. Your student may not be familiar with the experience of sharing a room with a non-family member. Let them know that their roommate's differences are an **opportunity for growth**.
6. Let your student know that **you believe in him/her**. Studies indicate there is no greater factor for success than a student's belief they can achieve their goals. Your support in that belief is essential.

QUICK TIPS FOR PARENTS

- Don't ask your student if they are homesick; the power of suggestion can be strong.
- Ask them about the events going on throughout the year, and whether or not they're enjoying them.
- Encourage them to participate in college life.
- Send e-mails to your student. He/she will have access to a computer and give you a quick response. It might be faster than a phone call.
- Ask questions. Although it might be hard getting through to your student at first, keep trying. They desire to know you're interested in their lives.
- Expect change. Your child is becoming an adult and will be changing in his or her own way. Be patient.
- Don't panic about emotional calls. When things feel overwhelming (flunked test, ended relationship, missing homework- all in one day) to a first-year student the first place they turn is home. Your best bet is to play the role of advice dispenser, sympathetic listener, and/or supportive cheerleader.
- Send them mail. Sometimes a surprise pair of socks or a "Congratulations" card when your student aced a project can cheer up even the worst day.

COMMON BLACKBURN ABBREVIATIONS

- **DCC:** Demuzio Campus Center
- **Ding:** Dining Hall
- **OL:** Orientation Leader
- **RA:** Resident Assistant
- **RD:** Resident Director
- **North:** Challacombe Hall
- **"B" Book:** Student handbook where all campus rules and regulations can be found
- **Barney Beaver:** Our Mascot, Because Beavers, like Burnians, are industrious and hardworking.

INVOLVEMENT = SUCCESS

Studies consistently indicate that students involved in campus life, through clubs, government, and athletics and beyond, are more likely to stay in school. This fact holds true for our Burnians as well. In fact, **involved students tend to do better academically as well.** By encouraging your student to participate in student activities, you are enhancing his/her chance for both curricular and extracurricular success.

FINANCES

Some students are money savvy, while others struggle along. You can encourage smart financial practices by:

- Working together to arrange a budget plan.
- Agreeing in advance to review monetary progress by mid-semester.
- Setting monetary limits on how much can be spent via cash and credit cards.
- Consider providing a credit card where spending is limited by how much you deposit.
- Encourage your student to pay for some of his or her own expenses, rather than rely on you as a "personal bank."
- Warn your student not to register for every credit card offer they get. More credit cards do not equal a better credit rating.
- Invest in a pre-paid Wal-Mart card. This way your student can only spend what is on his/her card, and you can set the limit for the amount you want them to spend.
- Encourage your student to track financial aid policies and deadlines to ensure smooth renewal in the spring.

COLLEGE ALCOHOL POLICY

Blackburn abides by the laws of the State of Illinois regarding alcohol possession and consumption. Underage alcohol possession and/or consumption is prohibited on campus. For those students who are 21 and older, there is no alcohol allowed in public areas, and no hard alcohol allowed on campus. Students found in violation of the College Alcohol Policy will receive disciplinary sanctions, which may include monetary fines. Continued violation of alcohol policies could lead to mandatory counseling, restrictions of extracurricular activities (including athletics), withdrawal of specified privileges, and/or suspension from the college. A complete listing of the Discipline, Alcohol, and Judicial Guidelines is included in the Blackburn B-Book and online.

MAIL

Students living in the residence halls will maintain the same mailbox during their entire tenure at Blackburn. Address correspondence to your student by:

Student's First and Last Name
Blackburn College
Student's Box Number
Carlinville, IL 62626

RESIDENCE HALLS

Below is a list of hall staff members (RDs-Resident Directors and RAs- Resident Assistants). They are very willing to help with any problems your student may face.

Graham Hall

Abbey Hardin, RD
Cassie Sledge, RA
Aaron Szerletich, RA

Jewell Hall

Tim Moran, RD
Seth Tonsor, RA
Shaun Thrasher, RA
Randi Hartman, RA
Ashley Donoho, RA

Challacombe (North) Hall

Jessica McClelland, RD
Heather Burns, RA
Shawn Glover, RA

Jones Hall

Amber Byrley, RD
Chelsea Jacobs, RA
Cazarae Buie, RA
Janessa Edwards, RA

Butler Hall

Samantha Yoder, RD
Jake DeRousse, RA
Amy Walton, RA
Haley Cohan, RA

Stoddard Hall

Isaac Finnegan, RD
Matthew Chandler, RA
Rachael Lancey, RA

RESIDENCE HALL FAST FACTS

Each residence hall is equipped with coin operated laundry facilities, a microwave oven in common areas, and a main parlor with a TV. Living in the residence halls is simply another part of the Blackburn experience. Students will learn as much outside of classroom as in it. With this philosophy in mind, students are expected to abide by all campus rules and regulations. The Blackburn B-Book is where students can find a complete listing of campus guidelines. The B-Book is also posted on the Blackburn Website.

Students are offered the freedom to express themselves and make their own choices in the residence halls. Each dormitory has quiet hours from 11 p.m. until 8 a.m. on weekdays, and from 2 a.m. until 8 p.m. on weekends. Residents in Graham Hall (the "quiet" dorm) will vote for their loud hours. 24-hour visitation is allowed, for the time span of 2 nights for non-Blackburn residents.

The roommate experience can be new and unfamiliar ground for many students. Although sometimes frustrating and challenging, the benefits it bestows on students is far too enriching and enjoyable to miss out on. Students are matched with roommates according to habit, and hall preferences they provide to us. Sometimes we make great matches, and sometimes we do not. A roommate contract will be provided to your student and their roommate. It is very important this be taken seriously. Roommates are encouraged to work out their differences. If staying together seems impossible, students, with the approval of Residence Life, can move rooms from the 3rd to the 7th weeks of the semester.

ITEMS TO BRING

Here is a short list of items that we feel students should have in their rooms:

- Laundry & Cleaning Supplies
- Small Waste Can
- Stereo, Radio
- Fan
- Shower Caddy—to carry toiletries to the restroom
- Toiletries (soap, shampoo, etc)
- Alarm Clock – a loud one!
- Towels
- Bedding (sheets, pillows, etc.–sheets need to be twin size, extra long)
- Mattress Cover (for twin size, extra long)
- Study Lamp
- Hangers
- Games
- Computer (optional, as there are two computer labs on campus)
- Television
- DVD Player
- Small Refrigerator (no more than 3.0 cubic feet)
- Extension Cords
- Area Rugs
- Curtains (if they're not provided in your dorm)
- Camera
- Small Tool Kit
- Paper plates/bowls and plastic silverware

It may be helpful to coordinate what items to bring with your roommate!

ITEMS NOT TO BRING

- Guns, Weapons
- Pets, other than fish (your tank can be no larger than 50 gallons)
- Microwave- or other cooking appliances
- Waterbeds, or your own bed/mattress
- Air Conditioners
- Candles
- Hot Plates, and other open heating element appliances
- Space Heaters
- Halogen Lamps
- Any light source or cooking appliance that burns red

COMMUTER STUDENT SERVICES

We encourage our commuter students to be actively involved in life at Blackburn, and to take advantage of all campus services. The Commuter Lounge is located in the Demuzio Campus Center. This area is equipped with a refrigerator, microwave, TV, comfortable furniture, and tables and chairs for studying or socializing. The lounge is also where some campus mailboxes are found. There is also a Commuter Council, reserved solely for commuter students and acts as the House Council of a Residence Hall does. Any commuter student is welcomed to attend the meetings, as well as participate as an active member of the board. There is one official vehicle for disseminating important announcements regarding campus events, policy changes, etc: daily campus announcements sent to campus e-mail addresses. Commuter students should plan to check their campus e-mail on a regular basis.

DINING SERVICES

Sodexo Food Service operates the College's Food program. Three meals are offered each weekday; brunch and dinner are offered Saturday and Sunday. Students may also use their meal plan to obtain sandwiches and other food items in the Snack Bar in the Demuzio Campus Center.

All resident students must have a dining plan since food preparation areas are not available in all residence halls. Resident students may select either the:

- Block 175 plan which allows for 175 "meals" + \$75 dining dollars each semester.
- Block 125 plan which allows for 125 "meals" + \$150 dining dollars each semester.

A "meal" is counted as one entry into Ding at any regular mealtime or a meal exchange at the Snack Bar. Dining dollars can be used for a cup of coffee, a soft drink, a muffin, etc. Students may use their meal plan to treat you, other family members, and/or friends to a meal during visits to campus. Unused meals and dining dollars expire at the end of each semester so it's important that they be used. If students run out of meals before the end of the semester, they can pay for meals with any remaining dining dollars or they may purchase an additional block of 30 meals + \$20 dining dollars.

Special dietary needs can be accommodated by contacting the Food Service Director (refer to the contact information provided in the contact section of this publication).

HEALTH CARE SERVICES

The Carlinville Area Hospital is located fairly close to campus, and there are many doctors' offices within close vicinity of the school as well. The hospital has an ER and the local physicians work well with the Blackburn Community, welcoming students as patients. Please encourage your student to go to a doctor in town if they are feeling sick. Do not let them wait until they need to go to the emergency room for treatment. This can avoid long waits and extra fees from the ER. If students need transportation to local doctor's appointments, they can contact their RD or RA.

STUDENT LIFE STAFF

Our students at Blackburn College are encouraged to develop an understanding of their own adult roles and responsibilities. While the Student Life staff doesn't replace the role of a parent or guardian, we aid in the transition for new students. As Student Life staff:

- We make ourselves very available to students during "office hours" and beyond.
- We welcome students coming to us.
- We treat students as adults, encouraging them to create their own solutions to problems.
- We intervene if we become aware of potentially life-threatening or seriously harmful behavior.
- We respect students' privacy, yet do not always promise confidentiality in order to ensure students' well-being.
- We are concerned with students' safety and educate them on ways to keep themselves safe, but we do not "babysit" them.
- We expect students to take responsibility for their own actions.
- We are here to support and challenge students.

FERPA AND CONTACT WITH PARENTS/GUARDIANS

The Family Educational Rights and Privacy Act of 1974 protects student's records. Therefore, parents do not have access to them (i.e. midterm or final grades, disciplinary records, etc.) without prior written consent of the student. We realize the concern parents hold for the total growth of a son or daughter, and their hopes for normal progress through college. In recognition of this interest, we expect students will initiate regular communication with their parents. One thing parents/guardians should remember, however, is a major part of the "growth" experience at college is learning to be independent and solving one's own problems. When students are experiencing problems on campus, college personnel will first focus on working towards solutions with the student. However, the College will reserve the right to contact parents of dependent student's about issues including, but not limited to:

- Enrollment status, including withdrawal from the College
- Medical emergencies
- Absence from the campus when there is reason to be concerned for the student's well-being.
- Violations of College regulations when parental knowledge is deemed appropriate by Student Life staff or required by written policy.

If you, as a parent/guardian have a concern, please contact the Dean of Students, who will be very willing to address your concerns, share information, and follow up as appropriate.

Additional questions about FERPA can be directed to the Dean of Students or the College Registrar, both of whom can be found in the "Contacts" section.

ACADEMICS

Your Burnian will be assigned an Advisor to assist in the exploration of academic majors, to explain graduation requirements, and provide guidance in selecting first year classes. All new students are provided with an assessment of their academic progress in each class at mid-semester (mid-term grades). If you are told at mid-term time (always immediately after fall break) that a professor did not assign a mid-term grade, be suspicious! All professors are required to assign mid-term grades to all first year students. Final grades are given at the end of each semester. Students must maintain a 1.6 grade point average after their first semester to stay in good academic standing. This is the equivalent of a C- average.

Numerous studies have shown that academic performance is directly correlated to:

1. Attendance in class.
2. Paying attention in class and taking notes.
3. Regularly reviewing the course syllabus and staying on schedule with assignments, reading, papers, etc.
4. Asking questions whenever course topics are unclear, and seeking the assistance of a peer tutor.

These four suggestions may seem to be common sense, but we continue to find students who practice the opposite often end up with poor final grades.

As a parent or guardian, please encourage your Burnian to practice these four suggestions- EARLY AND OFTEN!

HOW TO CALCULATE A GPA

Each grade at Blackburn College is assigned a certain number or credit points:

A= 4.0 B=3.0 C=2.0 D=1.0 F=0.0

Grade Point Average (GPA) is calculated by dividing the total number or credit points earned by the number of credits attempted.

Sample schedule and GPA calculation for a semester:

Course Name	# of credit hours		Assigned credit point value based on grade		Credit Points
PY 101 - Intro to Psychology	3	x	3.0 (for a B)	=	9.0
BI 100 - Fundamentals of Biology	4	x	2.0 (for a C+)	=	8.0
MA 140 - Pre-calculus	3	x	4.0 (for an A)	=	12.0
AR 109 - 2D Design	3	x	1.0 (for a D+)	=	3.0
Total	13				32.0

GPA= Total Number of Credit Points ÷ Total Number of Credit Hours (32÷13=2.46)

Students having difficulty in any course are encouraged to talk with the professor of that course. There are also student tutors available to help in most of the freshman courses. Faculty members, Academic Advisors, the College Counselor, and the Freshman Inquiry Program Coordinator, as well as fellow students are all good resources for tips on studying, time management, test taking, and other academic matters.

THE WORK PROGRAM

The Work program has been an important part of education at Blackburn College since 1913. Blackburn is one of only seven colleges in the United States considered to be a "work college." Students are relied upon to help perform all the work necessary to the daily operation of the College, including not only supervising their peers, but also managing the Work Program itself. The benefits of lower college costs, community responsibility, and student learning and development have been well documented over the past years by the success of Blackburn alumni.

For many new students, however, the benefits of the Work Program can be over-shadowed by some of the day-to-day challenges. Some of the more common concerns that you may hear from your student might include:

I have to work at 6:00a.m.!

Due to the nature of the work (e.g. cleaning buildings when they are least in use, preparing breakfast, locking/unlocking buildings, etc.), and accommodating student class and sport schedules, some work may require early or late hours.

I have to work this weekend and I wanted to go home!

Many of the jobs on campus require weekend work. When setting work schedules, supervisors try to ensure that students do not have to work every weekend, or at least have either Saturday or Sunday off. In addition, most jobs that require weekend work allow substitution, where one worker can sub for another. It is the student's responsibility to find a sub.

I missed work because I was ill and I have to make up the time!

All missed work time must be made up, except in cases where the student was injured on-the-job and unable to work in any capacity at all. The goal is for students to work all their required hours before the end of each semester. Students are charged for any hours not worked by the end of the semester (at a rate determined by the amount of tuition credit they received). In addition, students are charged an administrative fee of \$5.00 per hour.

I received a "write-up" for missing work!

Violation of Work Program policies, including "unexcused absences" from work, will result in work warnings or write-ups. Continued violation of work policies can lead to disciplinary actions including work probation, which restricts student participation in extra-curricular activities, including sports, and ultimately being fired and suspended from the College.

Students must notify their supervisor when having to miss work and must have a legitimate reason.

Documentation (e.g. a doctor's statement) may be required at any time the supervisor feels it necessary, but will definitely be required after three absences in a semester.

Academics are first priority and work is second, however missing work without an excuse will undoubtedly result in immediate consequences (at a minimum, a warning from the supervisor), whereas the consequences of missing class may take longer to develop depending on the instructors attendance policy.

What does cleaning toilets have to do with preparing me for my future??

Students are assigned their first job in the Work Program and may not get the job assignment they prefer. Each year thereafter, however, students have the opportunity to apply and secure their own job based on their interests, academic major, etc. It is important that students set a good work record in their first job in order to better their chances of securing future jobs that they do prefer. In addition, it is hoped that if they do not already, students will see that all work is important to the functioning of a community and often some of the less desirable work is some of the most necessary. In addition, students learn to manage their time, to be responsible and accountable, to work with others and to take pride in their work. They will also have an added opportunity to make some lifelong friendships, while "earning their way through school."

If your student is having problems regarding work, please encourage him/her to approach his/her work supervisor and/or student manager directly. If the question or problem is not resolved they contact the Work Program General Managers or Advisor.

WORK PROGRAM STUDENT MANAGERS CONTACT INFORMATION

Work Office	x4296
General Manager	Tim Erton
General Manager	Brett Rench
Academic Services Manager.....	Christi Beckmeyer
Administrative Services Manager.....	Katlyn Halstead
Athletics Manager	Ashley Miller
Bookstore Manager	Sarah Hausmann
Campus Community and Safety Manager	Marla Courtney
Campus Maintenance Manager.....	Dan Long
Campus Services Manager	Katie Hazelwonder
Community Services Manager	Carly Vunetich
Food Services Manager	Rachael Tracy
Library Manager	Sarah Koerkenmeier
Technology Services Manager	Aaron Donoho

PLAN TO VISIT

Visits by parents (especially when accompanied by shopping sprees and/or dinners out) are much appreciated, and a great way for you to meet some of the important people in your student's new world and be involved in what he/she is accomplishing here. **It is always best to plan your visits ahead of time.** Spur-of-the-moment "surprise" visits can end up in disappointment. Pre-emption of a planned weekend of studying or other activities can have disastrous results. Activities planned every weekend range from athletic contests to music or theatre productions. You are welcome to attend, any of these activities with your student. In addition, this fall, Student Senate will host **Parents Weekend**. Also, **Homecoming Weekend** in the fall finds the campus buzzing with a variety of activities for both students and alumni. In the spring we'll have **Siblings' Weekend** as an opportunity for the younger brothers and sisters of current students to come to campus for a weekend and see what college is all about.

WHERE TO STAY WHEN YOU VISIT

Magnuson Grand Hotel

Rt 108, I 55 Exit 60
19067 W. Frontage Rd
Carlinville
(877) 747-8713

Quality Inn

1010 East Columbian N. Blvd
Litchfield
(217) 324-9260

Holiday Inn Express

1405 W. Hudson Dr.
Litchfield
(877) 863-4780

Hampton Inn

11 Thunderbird Circle
Litchfield
(217) 324-4441

Super 8 Motel

211 Ohren Ln.
Litchfield
(217) 324-7788

The Baymont Inn

1405 West Hudson Dr.
Litchfield
(217) 324-4556

CARLINVILLE AREA RESTAURANT GUIDE

Carlinville has a variety of restaurants, ranging from fast food to fine dining. We are proud of our dining options and are eager to share them with visitors. We have listed our restaurants alphabetically and, for your convenience, have included locations, phone numbers, days of operation, type of food, service, and approximate price range.

(\$=up to \$10; \$\$=up to \$15; \$\$\$=up to \$25)

Abella's Chophouse & BBQ – On South Broad Street right off the square; 854-7332. Breakfast, Sunday brunch, lunch, dinner. Full service catering. Open 7 days; M-F 5:30 a.m.-2 p.m. and Sat/Sun 6 a.m.-2 p.m. Evening hours are W-Sat 4-9 p.m. Specializing in Memphis Style BBQ and homemade specialties. Breakfast served all day. (\$)

Angus Bailey's – Northwest side of town square; 854-5250. Open Mon.- Sat. for lunch & Sun. – Sat. for dinner. American cuisine with steak, ribs, chops, chicken, seafood, and some ethnic specialties, including a flamed Kasserli cheese (saganaki) appetizer and a gyros pita sandwich. Carry-out available. Beer, wine, and cocktails. (\$\$\$)

Beaver Dam Café – In Beaver Dam State Park, 7 miles south of town on Shipman Blacktop (a.k.a. Alton Road); 854-6688. Home-style breakfast and lunch each day, all-you-can-eat Saturday and Sunday breakfast buffet, and dinner specials on Friday and Saturday evenings. Indoor dining room and outdoor deck offer views of Beaver Dam Lake. (\$)

The Captain's Table – Dining room in the Magnuson Grand Hotel, Carlinville, 12 miles east of the town square at the junction of Interstate 55 and Rte. 108 (Exit 60); 324-2100. Open everyday for breakfast, lunch and dinner. American cuisine, including steaks, chops, chicken, seafood, pasta and sandwiches. Seafood buffet 1st Friday of every month and every Friday during lent; Brunch on Sunday and certain holidays. Beer, wine and cocktails. (\$\$\$)

Carlinville Plaza Café – In the Carlinville Plaza (right on Wilson St. off of North Broad St./Rte. 4) at the north end of town; 854-6208. Open everyday for breakfast, lunch and dinner. Home-style cooking and daily specials. (\$)

Dairy Queen Brazier – On West Main Street (Rte. 108) ½ mile west of the town square; 854-8212. Open everyday. "Brazier" burgers, sandwiches, salads, and a wide variety of soft-ice-cream treats, including the signature "Blizzard." Sit-down, carry-out, or drive-through. (\$)

The Glades – South on Rte. 4 about ½ mile from its junction with Rte. 108; 854-4440. Open for dinner everyday but Monday; bar opens at 4 p.m. dinner served starting at 5 p.m. American cuisine, including steaks, ribs, chops, chicken, seafood, and pasta. Signature dish is "Rattlesnake" – breaded deep fried nuggets of beef with a unique sauce. Homemade desserts. Carry-out also available. Beer, wine, and cocktails. (\$\$\$)

Hardee's – 454 North Broad St. (Rte. 4) about ½ mile north of the town square; 854-6871. Open everyday for breakfast, lunch and dinner. Signature "Thickburgers," other sandwiches, fried chicken, limited breakfast menu, and ice cream treats. Sit-down, carry-out or drive-through. (\$)

Little Italy's Pizza – In the Carlinville Plaza on Wilson St. off of North Broad St. (Rte. 4) at the north end of town; 854-7499. Open daily for lunch and dinner. Italian pizza and sandwiches. Carry-out and delivery only. (\$\$)

Magnolia's – At 531 South West St. just off the town square in an old church building; 854-7167 Open daily from 7 a.m. – 2 p.m. Open for breakfast and lunch; homemade food and daily specials. (\$\$)

McDonald's – At 733 West Main St., ½ mile from the town square just east of Carlinville High School; 854-4481. Open for breakfast, lunch, and dinner. Burgers, salads, other traditional McDonald's offerings, and occasional "specials". Sit-down, carry-out, or drive-through. (\$)

Nick's Pizza & Italian Restaurant – 201 Mc Causland, just north off of West Main St. (Rte. 108), adjacent to the former Wal-Mart store; 854-4544. Open every day for lunch and dinner. Specializing in traditional Italian pasta dishes, pizza, and sandwiches. Sit-down dining off the menu or from the buffet (on selected days). Carry-out available. (\$\$)

Panda Chinese Restaurant – located on the south side of the Carlinville square, Panda is within the same vicinity as Subway. Available for dine in or take out, the restaurant features authentic Chinese cuisine ranging from General Tao's chicken to Crab Rangoon 854-6188 (\$)

Reno's Italian Pizza – Corner location on north side of town square; 854-6655. Open every day except Monday for lunch and dinner. Specializing in traditional Italian pasta dishes, pizza and sandwiches; burgers and other sandwiches also available. Sit-down, carry-out, and delivery. (\$\$)

Salsa Grill & Coffeehouse – East side of town square; 854-7262. Open every day for lunch and Mon.-Sat. evenings for dinner. Thurs. & Fri. special all-you-can eat rib eye. Saturday evenings all barbeque menu. Coffeehouse opens at 7 a.m. weekdays & 8 am on Saturday. Southwest-style cuisine, including barbeque, Panini, quesadillas, wraps, nachos, and salads, as well as home-made soup and dessert specials each day. Carry-out and catering available. (\$\$)

Sol de Mexico- On North Broad St. (Rte. 4) two blocks from the town square; 854-6228. Open every day for lunch and dinner. Broad selection of traditional Mexican dishes. Carry-out available. Beer, wine, and cocktails. (\$\$)

Subway- West side of town square; 854-2228. Open every day for lunch and dinner. Traditional Subway dishes, including sandwiches, wraps, mini pizzas, and salads, as well as occasional specials. Sit-down or carry-out. (\$)

Taylor's Mexican Chili- Northeast corner of town square adjacent to Carlinville Regional Chamber of Commerce office. Open every day except Sunday for lunch and Friday evening for dinner. Signature dish is its famous chili, but also offering a unique butter bean soup and vegetable soup, as well as nachos, chili-mac, and hot dogs. Carry-out also available, including cans of chili. Beer, wine, and cocktails. (\$)

Wood Duck- 546 West Main St., about ½ mile from the town square and just before the Amtrak crossing. Open every day for lunch and dinner. Primarily sandwiches, soups, wings, and similar snack dishes. Carry-out available. Beer, wine, and cocktails. (\$)

IMPORTANT NUMBERS

Listed are several businesses within the Carlinville area for the various needs your student may have throughout the school year.

City Numbers

Animal Shelter: 854-4024
Chamber of Commerce: 854-2141
Christmas Market: 854-3552
City of Carlinville: 854-4076
Courthouse: 854-3211
Jail: 854-3136
Macoupin County Historical Society: 854-2850

Banking

Bank and Trust: 854-3554
Carlinville National Bank: 854-2674
Citizens National Bank: 854-4755
U.S. Bank: 854-3151

Hair Care & Tanning Needs

Anything Goes Family Salon: 854-8189
Ballinger's Barber Shop: 854-4152
Classic Tresses: 854-9712
Cut Loose: 854-3733
Danette Stewart: 854-9799
Debbie's Corner Salon: 854-2714
Designing Styles: 854-4332
Fifth Dimensions: 854-4089
Hair Mania: 854-7538
House of Beauty: 854-9232
Professional Hair Designs: 854-2231
Reflections: 854-3765
Something Different: 854-9477
Tangles Hair Salon: 854-6955
The New Wave Salon: 854-4749
Sun Beach Tan: 854-8266

Medical and Health Needs

Advanced Eye Care: 854-3173
Carlinville Area Hospital: 854-3141
Illini Medical Association: 854-2623
FitClub: 854-2000
Locust Street Resource Center (Mental Health):
854-4706
Macoupin County Public Health Department: 854-
3223
Sullivan's Pharmacy: 854-6121
Walmart Pharmacy: 854-7082
Snap Fitness: 854-4006

Miscellaneous Needs

Sec. of State Driver's License Facility: 854-7086
Amtrak: 800-872-7245
Carlinville Post Office: 854-3513
Davis 24-hour Towing Service: 854-8369
Enquirer-Democrat: 854-2534

Entertainment

Marvel Theatre: 854-8016
Carlinville Country Club: 854-6516
Beaver Dam: 854-8020
Family Video: 854-4094
Westside Cinema (Litchfield): 324-3113
Skyview Drive-In (Litchfield): 324-4451
Bowlero Lanes: 854-9208

CONTACT INFORMATION

All administrative and faculty offices can be reached by dialing (217) 854-3231 and then entering the appropriate extension. Typical office hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m. Voice mail can be left 24 hours a day, 7 days a week.

The Student Life Office.....	4224
After Hours.....	(217) 825-7504
Office of the President	4213
Jeff Aper, Provost	4338
Heidi Heinz, Dean of Students	4223
Roger Fenton, Associate Dean of Work	4291
Tim Moran, Director of Residence Life	4287
Jolanda Young, Director of Intercultural Affairs/Programs	4259
Rob Weis, Director of Counseling.....	4201
Karen Dillon, Freshman Inquiry Program Coordinator.....	4270
Jane Kelsey, Director of Financial Aid.....	4227
Business Office.....	4225
Alisha Kapp, Director of Admissions.....	4252
Dianna Ruyle, Registrar.....	4210
Pam Cole, Sodexo Food Services.....	4245/4345
Kim Peterson, Bookstore Supervisor.....	4279
Abbey Hardin, Director of Student Activities.....	4295
Heidi Heinz, Interim Director of Athletics.....	4242
Jason Cloninger, Director of Technology Services.....	4444