Our mission is to develop creative and thoughtful leaders who understand a maturing Christian faith.
Welcome to the Sterling College community, it is truly a wonderful place!

We are excited for you to join our community in becoming a Warrior. The upcoming years will be an exciting time of transition and growth for your family, and we are thankful to be partners with you on the journey. Your student is entering an environment of tremendous personal development, spiritual growth, professional advancement, and relationship building.

The decision to attend Sterling College is their first step to success. Sterling College is an excellent environment that services and supports all students. We are blessed to work with students, faculty, staff, and administrators to create a campus culture in which all students can flourish, thrive, and ultimately, find confidence in who God has called them to be.

We realize that when a student begins college, it is a time of tremendous change and growth for both the student and family. We recognize there may be many questions left unanswered and many concerns that require discussion. This handbook will help guide conversations with your student as they prepare for their time at Sterling College. It also includes information specific to new student and general suggestions for family members of new college students.

We pray that each student God called to campus this year will come with an open mind and an open heart, eager to learn, experience, grow and change. We hope that you will come ready to work and to work joyfully alongside others, that you will be bold to try something new, that you will challenge your mind to think bigger and deeper than ever before. Engage in important conversations, listen intently, be respectful and civil, and always keep Christ at the center of all you do and say. This is what makes us true disciples, life changers, & Sterling College Warriors.

Sincerely,

Jason Briar
Vice President for Student Life

Connect with us at https://www.sterling.edu/student-life
Facebook: https://www.facebook.com/sterlingcollege
The policies and procedures contained in the 2019-2020 Sterling College Family Reference Guide are subject to change.

Refer to the website for the most up-to-date policies and student handbook.
Website: www.sterling.edu/student-life/residence-life.

Table of Contents

4 My Student’s Contact Information
   Campus Office Hours
   Campus Phone Numbers

5 Academic Calendar

6 Making the Transition

7 Conversations to have with your Student

8 Academic Regulations
   Academic Advising

9 Academic Support Center
   Career Services

10 Athletics
   Arts

11 Campus Bookstore
   Dining Service

12 Safety and Emergency Procedures

13 Residence Life

14 Health Services

15 Spiritual Life
   Staying Connected

16 Financial Aid
   Business Office

18 Area Accommodations
   Area Church

19 Campus Map
Student Contact Information

Sterling College Students are provided student email accounts. All students are required to check their student email accounts regularly. Certain types of official information may only be disseminated via email. Students are responsible for knowing information sent to their student email accounts.

Sterling College email address: ____________________________________________@sterling.edu

Residence hall and room number: __________________________________________

My Student’s ID #: ______________________________________________________

Mailing address: Sterling College
Student’s Name
SC Box #______
125 W. Cooper
Sterling, KS 67579

Campus Office Hours

Regular office hours for all administrative offices: Monday - Friday, 8 a.m. – 5 p.m., unless otherwise posted. Many offices are closed during chapel on Wednesdays from 10 a.m. – 11 a.m. and for lunch from 12 p.m. – 1 p.m.

Campus Phone Numbers

Academic Dean’s Office ................................................................. 620-278-4217
Academic Support Center ............................................................. 620-278-4463
Alumni Association ................................................................. 620-278-4228
Athletic Department ................................................................. 620-278-4335
Bookstore .............................................................................. 620-278-4223
Business Office ................................................................. 620-278-4201
Campus Health Center ......................................................... 620-278-4505
Career Services ........................................................................... 620-278-4264
Counseling Services ................................................................. 620-278-4232
Financial Aid Office ................................................................. 620-278-4206
Registrar Office ......................................................................... 620-278-4280
Student Life Office ................................................................. 620-278-4232
Sterling College Switchboard .................................................. 620-278-2173, 800-346-1017
Sterling Police Department ......................................................... 620-278-2100
AUGUST 2019
Aug. 9 Round one move-in (Fall Athletes, Theater, Choir, Worship Teams)
Aug. 12 First day of fall practices
Aug. 16 Round two move in
Aug. 16-20 New Student Orientation
Aug. 21 Classes begin
Aug. 21 First Wednesday chapel at 10 a.m.
Aug. 23 Keynote Convocation at 10 a.m.

SEPTEMBER 2019
Sept. 2 Labor Day OFFICES CLOSED
Sept. 4 Last day for fall add/drop classes
Sept. 21 Warrior Fest

OCTOBER 2019
Oct. 10-12 Homecoming Musical
Oct. 12 Homecoming
Oct. 17-18 Fall Breather (students and faculty)
Oct. 21-Nov. 5 Enrollment for spring semester
Oct. 30 Last day to officially withdraw from fall semester

NOVEMBER 2019
Nov. 15-17 Fall Play
Nov. 26 RESIDENCE HALLS CLOSE at 12 p.m.
Nov. 27-29 CAMPUS CLOSED for Thanksgiving Break

DECEMBER 2019
Dec. 1 RESIDENCE HALLS OPEN at 8 a.m.
Dec. 2 Classes resume
Dec. 6 Last day of regular classes
Dec. 7-8 Choral Christmas Concert
Dec. 9-12 Final exams
Dec. 12 Fall semester ends
Dec. 12 RESIDENCE HALLS CLOSE at 12 p.m.
Dec. 23-Jan. 1 CAMPUS CLOSED

JANUARY 2020
Jan. 2 RESIDENCE HALLS OPEN FOR INTERTERM at 8 a.m.
Jan. 2 New and returning Interterm students arrive
Jan. 6 Interterm classes begin
Jan. 7 Last day for interterm add/drop classes
Jan. 8 Last day to withdraw from Interterm
Jan. 23 Interterm ends
Jan. 27 Last day to register for spring semester
Jan. 27 RESIDENCE HALLS OPEN FOR SPRING at 8 a.m.
Jan. 27 New and returning spring students arrive
Jan. 28 Spring semester begins

FEBRUARY 2020
Feb. 2 Winter Play
Feb. 4-8 Spiritual Emphasis Week
Feb. 10 Last day for spring add/drop classes

MARCH 2020
Mar. 6-8 Spring Play
Mar. 14 RESIDENCE HALLS CLOSE at 12 p.m.
Mar. 16-20 Spring Break (students and faculty)
Mar. 20 Spring Breather (staff) OFFICES CLOSED
Mar. 22 RESIDENCE HALLS OPEN at 8 a.m.
Mar. 23 Classes resume
Mar. 24-Apr. 3 Enrollment for fall semester
Mar. 26 Last day to officially withdraw from spring semester

APRIL 2020
Apr. 10 Good Friday – CAMPUS CLOSED
Apr. 13 Easter Break – CAMPUS CLOSED
Apr. 17 Honors Convocation at 10 a.m.
Apr. 23-26 Spring Musical
Apr. 24-25 Warrior Weekend
Apr. 25 Love Sterling

MAY 2020
May 6 Last Wednesday chapel
May 8 Last day of regular classes
May 8-9 One-Act Play Festival
May 11-14 Final Exams
May 14 Spring semester ends
May 15 Baccalaureate at 7:30 p.m.
May 16 Commencement at 9:45 a.m.
May 16 RESIDENCE HALLS CLOSE at 5 p.m.
May 25 Memorial Day — OFFICES CLOSED
## Transition

### Making the Transition

<table>
<thead>
<tr>
<th>High School</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teacher/Student Contact</strong></td>
<td><strong>Teacher/Student Contact</strong></td>
</tr>
<tr>
<td>Teacher/student contact is closer and more frequent (5 days per week).</td>
<td>Faculty members are available during their office hours or by appointment. Students are responsible for meeting with their professors. Students must choose to attend class.</td>
</tr>
<tr>
<td>Very little responsibility is placed on the student to attend class –</td>
<td></td>
</tr>
<tr>
<td>they will attend class because they are already at school.</td>
<td></td>
</tr>
<tr>
<td><strong>Competition and Grades</strong></td>
<td><strong>Competition and Grades</strong></td>
</tr>
<tr>
<td>Academic competition is not as strong. Good grades can be obtained with</td>
<td>Academic competition is much stronger. Minimum effort may produce poor grades. The perception that students are giving maximum effort may not result in a top grade.</td>
</tr>
<tr>
<td>minimum effort.</td>
<td></td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td><strong>Status</strong></td>
</tr>
<tr>
<td>Students establish a personal status in academic and social activities</td>
<td>Students can build their status as they wish; high school status can be repeated or changed.</td>
</tr>
<tr>
<td>based on family and community factors.</td>
<td></td>
</tr>
<tr>
<td><strong>Counseling and Dependence</strong></td>
<td><strong>Counseling and Dependence</strong></td>
</tr>
<tr>
<td>Students can rely on parents, teachers and counselors to help make</td>
<td>Students rely on themselves; they see the results of making their own decisions. It is their responsibility to seek advice as needed. Students set their own restrictions.</td>
</tr>
<tr>
<td>decisions and give advice. Students must abide by parents’ boundaries</td>
<td></td>
</tr>
<tr>
<td>and restrictions.</td>
<td></td>
</tr>
<tr>
<td><strong>Motivation</strong></td>
<td><strong>Motivation</strong></td>
</tr>
<tr>
<td>Students get stimulation to achieve or participate from parents, teachers,</td>
<td>Students supply their own motivation to their work and activities.</td>
</tr>
<tr>
<td>and counselors.</td>
<td></td>
</tr>
<tr>
<td><strong>Freedom</strong></td>
<td><strong>Freedom</strong></td>
</tr>
<tr>
<td>Students’ freedom is limited. Parents will often help students out of</td>
<td>Students have much more freedom. Students must accept responsibility for their own actions.</td>
</tr>
<tr>
<td>crisis, if one occurs.</td>
<td></td>
</tr>
<tr>
<td><strong>Value Judgements</strong></td>
<td><strong>Value Judgements</strong></td>
</tr>
<tr>
<td>Students often make value judgments based on parental values. Many of</td>
<td>Students have the opportunity to develop their own opinions and values.</td>
</tr>
<tr>
<td>their value judgments are made for them.</td>
<td>To be successful, students must be willing to learn about and respect differences.</td>
</tr>
</tbody>
</table>
Conversations to have Before Becoming an SC Student

Based on a combination of many years’ experience and feedback from our students, we have compiled a list of everyday activities that new students should discuss and practice with family and mentors prior to arriving at Sterling College:

FINANCIAL LIMITATIONS Know what your financial package covers, what family support you might receive and what the student is responsible for. Talk to your student about what his or her financial responsibilities should be, whether it is working a part-time job, applying for financial aid or taking out a student loan. Managing money, balancing a checking account, living within a budget, the hazards of credit card debt and the accessibility of credit are important topics to cover.

PERSONAL RESPONSIBILITY Lock car and residence hall doors when you leave. Don’t keep items out in the open unattended. Do not bring irreplaceable items to college.

MANAGING CONFLICT Learning how to express themselves with others and solve their own problems while away at school is invaluable. Negotiating roommate conflict, disagreements on group projects and respectfully vocalizing your opinion are learned skills that our staff is available to help with. College students are held responsible for their behavior and decisions, which may be uncomfortable at first. When your student calls you with concerns on campus, how will you help them respond to the issue themselves?

PERSONAL HYGIENE Maintaining a clean and healthy, shared living environment is an expectation of each student. Students should know how to do laundry, clean a bathroom, keep up with dirty dishes, change bed sheets, maintain personal cleanliness, etc.

PROFESSIONAL COMMUNICATION Learning etiquette for calling or emailing a professor, adviser, coach or administrator will serve students well. The appropriate way to address and format communication with staff communicates a positive image of the student. Clear communication in a voicemail or email is practice for post-college careers.

LIVING WELL WITH OTHERS Having a new roommate(s) can be an adjustment for many students. Encouraging your student to contact their new roommate(s) before arrival can be a great way to ease into the transition. Start discussing class schedules, cleanliness, study habits, and items each wants to bring to the room. Learning, living and working with people from different backgrounds is one of the best learning experiences students will have at college.

ACADEMIC SUPPORT Students are responsible for their own learning. What study habits has your student already developed? What needs does your student have? Is the college aware of any support needs? Admitting a need for help can be tough for students, especially those who may not have struggled academically before college. Visiting office hours and building relationships with faculty early will help.

TIME MANAGEMENT With time in-between classes and new distractions in college, think through a realistic schedule ahead of time. Scheduling time for studying, campus activities, outside interests and family obligations can help reduce stress and improve academic success.

INFORMATION PRIVACY If your student is over 18, their education records are protected by the Family Education Rights and Privacy Act (FERPA). Begin discussing whether your student would like to sign a FERPA waiver granting you access to this information. For more information go to https://www.sterling.edu/academics/registrar/FERPA-Policy.

FACULTY INFORMATION Faculty at sterling College want to build a positive relationship with your student. Encourage them to utilize office hours and meet with their professors if they are struggling in class. Faculty cannot help if they are unaware of the problem.
**Student Responsibility**
Academic integrity is a cornerstone of teaching and learning at Sterling College. It is expected that all members of the College community will uphold high intellectual and ethical standards. It is the responsibility of students to protect their own work from inappropriate use by others and to protect the work of other people by properly citing the sources of references and ideas. It is the responsibility of students to ensure that examinations are completed with integrity and all work for a course is completed honestly.

**Academic Dishonesty**
Academic dishonesty includes, but is not limited to, plagiarism and cheating. Plagiarism is the use of another’s words or ideas, verbatim or paraphrased, consciously or unconsciously, without giving credit to the creator of the work. Cheating is the unauthorized use or exchange of information before or during an examination, unauthorized collaboration on an assignment, submitting the same work for more than one course, or buying or selling work for a course. Similarly, it is cheating to conspire to do any of the above or to aid or assist those who do.

**Catalog**
Specific information regarding academic policies and requirements is contained in the Academic Catalog. It is the responsibility of the student to fulfill all requirements as stated in the catalog. The College reserves the right to change policies at any time when such changes are necessary. In regards to the Academic Catalog, the College community shall receive written notice of these changes if they are made during the academic year.

**Class Attendance**
Regular class attendance is expected of all students. Individual instructors will establish the attendance policy for their own courses. Students should contact the instructor as soon as a need for an absence becomes apparent. Health issues must be excused through the Office of the Academic Dean, Office of Student Life or a physician’s office. Make-up work for all unexcused absences is at the discretion of the instructor of the class. Faculty members will allow excused absences for all students involved in College-approved activities and events and accommodate the students by offering them opportunities, without penalty, to either make up the work or do work ahead of time to meet course requirements.

**Academic Advising**
Each full-time student is assigned a faculty member to assist with schedule planning and monitoring academic progress. While the faculty adviser will be assisting the student to plan for degree completion, it is the responsibility of the student to confirm that all requirements are met.

A change in your student’s academic major may warrant a change in advisers. If your student desires to declare/change their major, the required form may be obtained from the Office of the Registrar. Until their major is officially declared with the Office of the Registrar by the completion of the form, their adviser will be the faculty who assisted them with their initial SC enrollment.
Sterling College’s Academic Support Center is located in the center of campus, in the beautiful Mabee Library. Personnel in Academic Support are committed to helping students succeed academically. We offer peer tutoring services, disability services, study hall and assistance for students wanting to improve their time management or study skills. Please visit the Academic Support website for detailed information on each of these services: sterling.edu/student-success/academic-support-center.

Mabee Library serves as a gateway to global information resources and includes an academic computing lab. Computer workstations provide network access to the online catalog, over 50 bibliographic databases and the internet. For more information visit www.sterling.edu/academics/mabee-library.

Career Services

Career Services is here to help students formulate a vision for their lives that aligns their strengths, goals and academic interests.

Career Counseling
We offer one-on-one counseling appointments to help students identify their interests, abilities, values and motivations when choosing their career path and/or major. Career assessments are available for use during this process.

Jobs and Internships
With our online resources and by visiting the Office of Career Services, students can find work on campus (work study), locally, nationally and internationally.

Interview Prep
Students can visit the Office of Career Services to discuss successful interviewing, including how to prepare and what to wear. Mock interviews can also be arranged for those who want to practice their interviewing skills.

Graduate School Preparation
Students who are considering graduate school can get assistance with planning and test preparation.

Career Development Workshops and Events
Workshops are offered on the topics of graduate school preparation, resumes and cover letters, job searching, networking, major and career exploration, and interview preparation. Other career events provide opportunities for students to visit with professionals and learn how to network.

Resume Assistance
Potential employers get their first impression of applicants from their cover letters and resumes. It is important that these documents accurately reflect a student’s skills and how he or she can be an asset to a company. Students can receive assistance in creating and perfecting these essential documents.

For more information contact:
Terry Ehresman
620-628-4262 | careerservice@sterling.edu
sterling.edu/career-services
Welcome to Sterling College from the Athletic Department

Dear Warrior Families,

A large percentage of our new student body are student-athletes and we are very committed to their success in the classroom, their spiritual development, and their athletic excellence. As a department, we realize that the balance between these three aspects of life is very challenging for new students. The Athletic Department will support our student-athletes to the best of our ability, as we partner with you for student success.

We would like to highlight a couple of our main events throughout the year:

**Warrior Fest: September 21**
This is a Sterling Chamber of Commerce sponsored event that is geared to help SC students and their families get familiar with the City of Sterling. You are invited to downtown Sterling for a fun morning of games, food, a football autograph session and you will be able to shop with our local businesses.

**Warriors of Excellence: End of April**
This is a night to celebrate our top student-athletes in each program. These athletes are recognized for their academics, athletic performance and spiritual growth. We also honor our seniors from all sports.

**Live Stream Athletic Events**
All home varsity contests are streamed live via the Sterling College Sports Network at www.scwarriors.com.

---

Fine and Performing Arts

Roughly half of our students are involved in Fine and Performing Arts at Sterling College. The programs bring life and excitement to campus.

**Theatre**
SC Theatre produces 5 to 7 productions a year, including two musicals, classic and contemporary plays as well as children’s theatre and one-acts. Auditions and technical opportunities are open to all.

**Music**
SC Music offers a 60+ voice Concert Choir, a select vocal ensemble known as Highland Singers, a Women’s Choir, Men’s Choir, as well as Symphonic Band, and various instrument ensembles including jazz band and drum line. Music groups tour each year around the region as well as longer spring break tours to places like Colorado, California, Illinois, and Texas, among others. The music department offers private lessons for voice and a variety of instruments for students of all levels and majors.

**Art**
The art scene is vibrant at Sterling. Gallery art exhibitions change frequently throughout the year, featuring professional, visiting artists and work exclusively by students.

**Worship Arts**
Worship music at Sterling College is provided by two student-led bands; Pursuit and Lift. In addition to providing worship for campus chapel services, Pursuit also travels to Christian schools and local youth groups. The Worship Arts program at Sterling is recruiting students with a passion for worship music or technical elements.

**Communication/Media Arts**
Producing original films, working with SC.TV video campus news segments, online articles and podcasts are a few of the things that Communication students actively pursue at Sterling College. The Sterling Film Festival is held each spring.

**Forensics/Debate**
Sterling boasts one of the most successful collegiate forensics/debate teams in the country. The Debate Team has been ranked in the top 25 programs eight times in recent years. SC Debate/Forensics team travels across the country for competition.
Sterling College Bookstore

The Sterling College Bookstore is owned and operated by the College for the benefit of our community. All proceeds support Sterling College and our students.

Location & Hours
The campus store is conveniently located just outside the east entrance to the Student Union. We are open Monday-Friday: 10 a.m. to 5 p.m.

Merchandise
In addition to the basics like pens and notebooks, the campus store carries all instructor-required course materials except textbooks. Stop by to see our Sterling College apparel, accessories, gifts and collectibles, plus Bibles, journals, inspirational gifts, fun stuff for your residence hall, and essentials such as smartphone accessories, power strips, earbuds, batteries, and flash drives. Most of our merchandise is also available at scwarriorshop.com.

Payment Methods
The campus store accepts cash, checks, MasterCard, Visa, Discover, American Express, debit cards, Apple Pay, Samsung Pay, and Android Pay. We also offer Gift Cards and WarriorCash, a declining balance account which requires an advance deposit.

Order your textbooks through our online bookstore
Sterling College has partnered with MBS Direct (a subsidiary of Barnes & Noble) to bring you Sterling’s official bookstore. Check out the online bookstore now. Simply go to my.sterling.edu and click on the SC Bookstore link on the left under Quick Links; or go to sterling.edu/bookstore and click on the red “Order Textbooks” button. Summer and Fall courses will open on April 22. Interterm and Spring courses will open on December 2.

Book Buyback
It’s all about putting some money back in your pocket! How? Simply sell your textbooks back. MBS will buy books back from students through their website. In addition, they will conduct a buyback in the store during finals week in December and May.

For more information, contact:
Debbie Staton
620-278-4223 | dstaton@sterling.edu
sterling.edu/bookstore | Facebook Messaging: @SCBookstore

Dining Services

Choose Your 2019-2020 Meal Plan
Sterling College partners with Chartwells Higher Education Dining Services for campus dining service. Each student residing on campus is required to have a meal plan. Students will use their student ID to swipe in for each meal. There are three options for resident meal plans, each with a limited number of swipes. Our first year students can choose from our 300-block meal plan and our 200-block meal plan. In addition, returning students and transfer students also have the option of choosing a 150-block meal plan. The 150-block plan should be especially attractive to students who are off campus most of the day to complete internships. However, we strongly encourage our student-athletes to choose the 300-block or 200-block meal plan.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Cost (per semester)</th>
<th>Cost (per year)</th>
<th>Market Dollars (per semester)</th>
<th>Open to</th>
</tr>
</thead>
<tbody>
<tr>
<td>“300”</td>
<td>$2,703</td>
<td>$5,406</td>
<td>$50</td>
<td>All Students</td>
</tr>
<tr>
<td>“200”</td>
<td>$2,463</td>
<td>$4,926</td>
<td>$75</td>
<td>All Students</td>
</tr>
<tr>
<td>“150”</td>
<td>$2,290</td>
<td>$4,580</td>
<td>$100</td>
<td>All students except 1st year</td>
</tr>
</tbody>
</table>

We also offer “market money” for each meal plan. The market is simply credit that allows students to purchase non-perishable items. Students who elect to take an interterm class in January 2020 will receive 50 meal swipes regardless of the meal plan chosen.

Sick Trays:
Sick trays are available for students who are too ill to come to the dining hall. Please make arrangements with your RA or RD to present your ID card to be swiped when the pick up your meal.

Off-site meals:
You may purchase a reusable green box for meals to be eaten outside of the cafeteria. Bring your reusable box to the cafeteria, swipe your ID card, and fill the box with the menu items of your choice.

Food Allergies:
If a student has a food allergy, they need schedule a meeting with Rochelle Prather, Director of Dining Services. Students should also contact the campus nurse and to ensure allergies are on file and accommodations can be made. Nutrition and allergy information and daily menus, can be found at https://www.dineoncampus.com/sterling or by downloading the “dineoncampus” app from the app store.
Sterling College strives to provide a safe and secure environment for its students, employees, and visitors. While instances of criminal activity on campus have been infrequent, Sterling College is not immune to the criminal elements that affect society. The College benefits from a community whose members truly care about one another. By watching and remaining alert to our surroundings, we can work together to help preserve an educational environment that is conducive to learning and growing. Please contact the Office of Student Life or other appropriate campus personnel if your son or daughter has any safety concerns or you have questions or suggestions regarding campus safety.

**Student ID**
Students are given a picture ID card at registration. Lost or broken ID cards can be replaced in the Student Life Office. Lost cards can be purchased for $15 cash or $20 if the charge is added to your student’s account. In the interest of campus safety, students are required to carry their student ID with them at all times. Student ID cards act as your student’s meal card and key to the residence hall. Students are given card access to their residence hall and necessary buildings ONLY. Limiting door access allows us to ensure the safety of our resident students. ID cards are also used for check out purposes in the library.

**E2Campus Alerts**
Should there be a campus emergency, your student will receive notification through e2campus, our emergency alert system. They will receive both an email and a text message about the nature of the emergency and instructions about how to stay safe. All students are automatically enrolled in e2campus; if your student does not receive e2campus alerts, encourage him or her to contact the Office of Student Life right away.

**Marking and Inventory of Personal Property**
Students are encouraged to permanently mark and inventory all personal property. Students are asked to write down the serial numbers of all expensive or technical items on a property identification form, which can be obtained in the Office of Student Life. This form should be returned to the Office of Student Life, and the student should keep a copy in a safe place. In the event of property loss, this form can be used to provide proof of ownership so the property can be returned or replaced by the police or insurance company. It is a good idea to review your homeowner’s insurance policy and determine if your student’s belongings will be covered at school under your policy. If your homeowner’s insurance does not cover these belongings, renter’s insurance may be purchased from many different companies for a minimal fee.

**On-Campus Security**
Staff are available in the residence halls through the evening hours in case of emergency. A professional, live-in resident director is on-call 24 hours a day, seven days a week, while classes are in session. During office hours, 8 a.m.–5 p.m., Monday – Friday, please contact the Office of Student Life at 620-278-4232. After hours, students are encouraged to contact their housing staff with concerns and emergencies.

The Sterling Police Department patrol grounds and buildings every evening and throughout the night. The Sterling Police assures proper lock-up of campus buildings and general well-being of students during the night. A Daily Crime Log is maintained in the Office of Student Life. The crime log contains criminal incidents and alleged criminal incidents that are reported to the Office of Student Life. Students and employees are encouraged to report incidents/crimes to the Office of Student Life. Any individual may obtain a copy by coming to the Office of Student Life or calling 620-278-4232.

**Parking on Campus**
Parking on campus is included in student fees for the 2019-2020 year. Permits must be displayed while vehicles are on the property. Students may pick up their parking permits at Orientation or in the Student Life Office. Students should avoid parking in areas painted yellow or red or blue to avoid parking tickets or parking fines.

**Fire Safety**
It is important for students to follow residence hall guidelines and safe practices to avoid fire hazards. Monthly fire drills are conducted for each hall. Regular safety checks are also performed by the Resident directors. It is important for students to be aware of and follow emergency preparedness plans.

**Emergency**
In the unlikely event that a crisis does occur on the Sterling College campus, you can stay up to date by visiting www.sterling.edu/emergency.
Resident Directors
A Resident Director (RD) is a full-time professional staff member living in the residence halls. It is their responsibility to manage the operation of the halls, train and supervise resident assistants, enforce policies, coordinate programming, provide crisis response, and counsel students. It is their role to develop a comfortable and productive living environment, serving as a resource to students.

Resident Assistants
A Resident Assistant (RA) is a student staff member assigned to each floor or wing. These upperclassmen have been carefully selected and trained to coordinate and assist a floor or a wing of a residence hall. They are an excellent source of information regarding both personal and college-related matters. The RAs are responsible for creating a floor community, providing a variety of social and developmental programming, and enforcing policies and procedures. The RA is a personal liaison between the College community and the residence hall student. If your student has an issue, please encourage them to communicate with their RA. The RAs are here to help you in any way possible.

Housekeeping
Each hall has its own housekeeping teams. The housekeeper assigned to your hall is responsible for cleaning the bathrooms, hallways and other common areas. In residence halls that have in-room bathrooms, residents are responsible for cleaning their own space and housekeeping will clean common areas.

Maintenance Staff
A team of personnel performs maintenance in the residence halls in both common areas and individual rooms. Each member of the team has trade specialties but performs maintenance duties in a variety of areas. Both the housekeepers and the maintenance personnel have lead supervisors who direct their efforts.

Staff on Call
There is always an RD on duty 24 hours a day, seven days a week for emergencies.

Room Assignments
Room assignments for new students are made by the Student Life Office on the basis of information requested on the housing questionnaire and the availability of space. Choices for returning students are made in the spring during Room Rush. Whenever possible, first choice is granted to those students remaining in the same room; then requests are considered in the order of achieved credit hours.

Amenities
Each hall is equipped with a Kitchenette & Laundry facility. Hall lobby, kitchenette & laundry are shared spaces. Each room has select furniture that must remain in the room. More information about Hall amenities and room dimensions can be found at www.sterling.edu/student-life/housing

Residence Hall Restrooms
Restrooms on the floors are to be used by the gender of the residents assigned to that floor only. Anyone of the opposite gender should use the designated guest restroom in the hall.

Hall Visitation
Visitation between residence halls of the opposite gender is allowed during visitation hours. No in room visitation is permitted on Mondays. When visiting the room of a member of the opposite gender, the host/hostess must keep the door propped open while the guest is present.

Visitation Hours:
- Tuesday – Thursday: 6 p.m. – 11 p.m.
- Friday: 6 p.m. – 1 a.m.
- Saturday: 2 p.m. – 1 a.m.
- Sunday: 2 p.m. – 11 p.m.

Lobby Hours:
- Sunday – Thursday 9 a.m. – 11 p.m.
- Friday - Saturday 9 a.m. – 1 a.m.

Break Housing
Residence Halls close for major breaks. Information for hall closures can be found in the Campus Calendar. For select breaks, such as Spring Break or Thanksgiving Break, students who are unable to go home can get approval to remain on campus prior to the start of the break. Applications for staying over those breaks will be sent out in advance. All on-campus food services are closed during major campus breaks.
Sterling College Health Services is a nurse-directed health service. Students are referred to doctors, nurse practitioners, physician assistants, dentists, optometrists and other medical personnel as needed or requested.

**Off-site Campus Medical Director**
Stacy Dashiel, MD

**Campus Health Director**
Dana Ely RN, BSN
nurse@sterling.edu
620-278-4505

**Location:** Student Union, Across from the Student Life Office

**Hours:** Monday – Friday: 9 a.m. – 3 p.m.
CLOSED on Wednesdays

**Services Offered:**
- Pre-scheduled appointments are available when appropriate.
- Walk-in visits for general health or wellness concerns.
- TB skin tests, maintenance allergy shots, flu shots.
- Equipment Loans: crutches, slings, heating pads, ace bandages.
- Health Services will work with a student’s family doctor with approval of our Medical Consultant.
- Referral of students as needed or requested to the Sterling Medical Center, Emergency Room and local specialists.
- With a few exceptions, treatment is free to all Sterling College students.

**Vaccination Recommendations:**
- The Centers for Disease Control and American College Health Association recommend that young adults consider the following immunizations or screenings listed on the CDC website before entering college: [www.cdc.gov/vaccines/adults/rec-vac/college.html](http://www.cdc.gov/vaccines/adults/rec-vac/college.html).
- These vaccines/tests can be obtained from your local physician or health department.
- Under vaccinated students may be excluded from international mission trips due to increased risk. Under vaccinated students may also be excluded from campus housing activities or class in case of an outbreak of that virus.
- Official immunization records are required as proof of immunization.

**Vaccination Requirements:**
- Kansas now requires all incoming students residing in student housing to be vaccinated for meningococcal disease. Students must have a meningococcal vaccine booster (MCV4 or MPSV4) at age 16 or later or the student must sign a waiver declining the vaccine. The risks of meningitis can be found at: [www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html](http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html).

**TB screening - Required for new students:**
- All newly admitted Sterling College students are required by Kansas Statute 65-129e to complete a TB questionnaire before attending class at Sterling College to aid in prevention and control of Tuberculosis.
- Begin the process ASAP to avoid being unable to enroll in your preferred classes. For additional information on TB go to [www.cdc.gov/tb/publications/factsheets/default.html](http://www.cdc.gov/tb/publications/factsheets/default.html).
- The cost of any additional testing is the responsibility of the student.

**FOR AN EMERGENCY DIAL 911**

**Local Health Care**
The Sterling Medical Center is available to provide health care to Sterling College students. The Sterling Medical Center is located at 239 N. Broadway, and can be reached by phone at 620-278-2123.

**Emergency Care**
Emergency services are provided by Rice County Emergency Services by dialing 911. Rice County Hospital, located in Lyons, Kansas, is closest to our campus and can be reached at 620-257-5173.

**Reporting Accidents**
All accidents should be reported to a resident assistant or resident director as soon as possible. Please be informed about your health insurance company’s coverage. Campus fees cover up to $3000 of accident insurance for each student. Information about additional health insurance can be found at healthcare.gov.
Counseling Services
College students are at a stage of development which creates predictable pressures in relationships, mental health, personal identity, purpose, spirituality, and character. It is a time of hard work - personal, spiritual, academic and relational. It is also a time in which mental health challenges may become evident. Statistics indicate that 75% of lifetime mental health conditions first occur before the age of 24. The earlier these are addressed the greater the likelihood of enhancing the quality of life and decreasing their negative effects.

When a student reaches a point of needing professional help, there are a variety of different options available for counseling: Licensed Professional Counseling, Life Coaching, and Discipleship/Mentoring. Counseling Services is located in the Office of Student Life, and counseling sessions are free for SC students. Information shared in the counseling relationship will be considered confidential. No information will be released to anyone within the College or outside of it without the student’s permission, unless there is an immediate or imminent threat of personal harm to self or another person, if there is a report of ongoing abuse to a minor, or if the student is under 18.

Sterling College also employs a Sexual Assault Advocate to help a student walk through the recovery, reporting and legal processes (as needed) related to sexual assault and abuse.

For further information about our counseling services or to make an appointment, stop by the Office of Student Life, call 620-278-4232 or visit www.sterling.edu/counseling-services.

Spiritual Life

Spiritual Life is an important part of a student’s experience here at Sterling College. The Chapel program provides our community with varied opportunities to grow spiritually throughout the year. By offering diverse occasions for Christ-centered worship, study and service, we hope students will find ways to engage and explore their faith in ways that are deeply meaningful and inspirational. Some of these opportunities include:

Chapel
Two chapel services are held each week, which include speakers from both the campus community as well as from churches and ministries from around the country. Full-time students are required to attend at least 14 chapel services each semester.

Convocations
With more of an academic focus than chapel services, convocations are held three times each semester. Full-time students are required to attend two of these gatherings each semester.

Spiritual Emphasis Week
One week is set aside each February to delve deeply into a specific topic. Speakers with extensive knowledge of or experience in the focus for the week are invited onto campus to share in various settings.

Mission and Service Opportunities
Students are challenged to put their faith to work as an act of worship. This can happen each spring during a community-wide day of service, or throughout the year on any number of domestic or international mission trips offered annually.

Online Engagement
Chapel sermons are posted online, as is a Spotify playlist of songs used during worship.

Staying Connected

Sterling recently launched a new mobile-friendly version of the Sterling College website, the SC app. Users will notice links leading to most frequently used areas of the website. The Warrior Hub, a page with information about the upcoming events, office hours and campus announcements, are easily accessible for students and parents. A full employee directory is also available for those who want to contact a specific individual on campus. Students are able to log on to mySterling, the student portal, to check their grades, attendance and announcements from professors from their mobile devices. Campus announcements and reminders are frequently sent out via the mobile app.

Search “Sterling College Warriors” in the App Store or Google Play to download our free app! For more information visit the Student Life Office.
Financial Aid

There are a variety of financial aid programs available to students. The first step in determining your eligibility for financial aid is to complete the Free Application for Federal Student Aid, better known as the FAFSA. You may file the FAFSA online and request a FSA ID (used as your electronic signature) at fafsa.ed.gov. After you have submitted your FAFSA, the federal processor will electronically transmit your information to all colleges listed on the form. If you have included the Sterling College school code (001945), we will automatically receive a summary of the information you reported on the FAFSA. Students must apply for financial aid annually.

For questions regarding Financial Aid, please contact the Financial Aid office at 620-278-4206 or finaid@sterling.edu.

Financial Aid Assistance

Sterling College participates in the following aid programs:

**FEDERAL AID**
- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Direct Loans
- Direct PLUS Loans
- Work Study
- Teach Grant
- Iraq and Afghanistan Service Grant
- Yellow Ribbon Program

For more information go to: [https://studentaid.gov](https://studentaid.gov)

**STATE AID**
**Must be a Kansas Resident**
- Kansas Comprehensive Grant (KCG)
- Minority Scholarship
- State Scholar Scholarship
- Teacher Scholarship
- National Guard Scholarship

For more information go to: [https://kansasregents.org](https://kansasregents.org)

**INSTITUTIONAL AID**
See website: [www.sterling.edu](http://www.sterling.edu)
- Academic Scholarships
- Performance/Activity Scholarships
- Other Aid

**Outside Scholarships**

**Private Loans**
https://choice.fastproducts.org/FastChoice/home/194500

**TUITION WAIVER EXCHANGE PROGRAM**
- CIC
- CCCU

Contact the TWEP Liaison for more: msuhler@sterling.edu

**PAYMENT OPTIONS**

**Plan One:** Pay net amount due by August 1 for the fall semester and by January 1 for the spring semester. Net amount due represents total charges, less any scholarships, grants or student loans confirmed by the Financial Aid Office. Sterling College accepts Visa, Discover, American Express, and MasterCard. Online payments may be paid through the secure student portal by selecting Pay on My Account located in the student account information.

**Plan Two:** Enroll in a tuition payment plan that spreads net amount due over each semester or over the year. Sterling College partners with Tuition Management Systems (TMS) https://sterling.afford.com/. The yearly fee is $75.00 and semester fee is $50.00. All TMS payment plans end on April 15. You can start in May for a 12 month payment plan.

**Plan Three:** Pay net amount using any Alternative Loans or Parent Plus loan. All paperwork must be received in the Financial Aid Office by August 1 for fall and January 1 for spring. THIS IS VERY IMPORTANT!

**Plan Four:** In order to qualify for a payment plan directly with Sterling College, all federal loans available must be applied to the student’s account.
Plan 5: International Students and Students who are not eligible to file a FAFSA - Each semester must be paid in full. Fall semester balances are due by July 15th, spring balances are due by December 15th. Schedules will be dropped if the payment deadline(s) are not met. International Students-I-20 form will not be issued until the first semester is paid in full.

Payment agreements must be approved by the Student Account Coordinator.

Recurring payments from debit/credit card can be requested and if approved the balance must be paid in full by the end of each semester, unless otherwise authorized.

A late fee will be applied to student’s account if payments are not being made. Failure to pay balance will result in a hold being placed on the account and student will not be allowed to enroll in future classes.

Methods of Payment: Sterling College accepts Visa, MasterCard, Discover, American Express, check and cash.

Miscellaneous Matters
- Bookstore vouchers are available up to the amount of credit on the student’s account. Credit balances are estimates!
- Refunds: Credit balances will be refunded to the student or to the parent (Plus Loan). Refunds cannot be issued until all financial aid has been received.
- The business office will cash checks of up to $100 for students
- Laundry is covered in the housing fee for residential students

Student Accounts Contact Information
Debbie Cauthorn
Phone: 620-278-4201
Fax: 620-869-9018
Email: dcauthorn@sterling.edu

Checklist for each semester
- Complete all paperwork for financial aid in a timely manner.
- Submit your copies of outside scholarships to Financial Aid.
- Set-up your payment plan with TMS for the balance you will owe after all the charges and financial aid have posted or pay by check or credit card. For TMS information go to: www.sterling.afford.com
- Verify that you have a plan in place before you get to Sterling.
- Be prepared to pay for books separately.

The Campus Fee covers the following:
- Free admission to:
  - Home athletic events
  - Theatre productions and concerts
  - CAB events
  - Convocation & Lecture Series
- Access to campus-wide wireless internet
- Free printing, copying & copy paper
- Access to Microsoft Office 360 including unlimited storage per student
- Use of Computer lab
- Student ID (fee to replace if lost or stolen)
- Use of SC swimming pool
- Intramural sports activities throughout the year
- Inter-campus mail delivery
- On-campus counseling services
- On-campus registered nurse
- Tutoring Services
- On-campus writing center
- $3000 Insurance Accident Plan

Annual Enrollment fee of $300.00 due upon arrival or before coming to campus. For more information go to www.sterling.edu/admissions/enrollment-fee
Off Campus Resources

Area Accommodations

Sterling
Country Inn
430 S. Broadway Ave. | 620-904-4424

Monroe Street Guest House
110 W. Monroe Street
Sterling, KS 67579 | 620-204-0416
www.monroestreetguesthouse.com

Sterling Homestay
312 N. 4th Street
Sterling, KS 67579 | 706-254-8550 or 706-386-4051
www.sterlinghomestay.com

Lyons
(about 15 minutes away)

Celebration Centre Inn-Suites
1108 E. Highway 56
Lyons, KS | 620-680-6022
www.celebrationcentreinn.com

The Lyons Inn
817 W. Main
Lyons, KS | 620-257-5185

For other lodging in Sterling, Lyons, or Hutchinson (about 30 minutes away) see our lodging list at https://www.sterling.edu/about/lodging

Area Churches

We have a number of churches in town and in the surrounding area, some of which are listed below. Students are encouraged to connect with a local church. Even if a student does not have a vehicle, there are churches within a block or two of campus, or there is generally another student heading to the same worship service.

Midland United Church of Christ:
1955 22nd Rd., Sterling | 620-422-3678

Assembly of God Church:
407 N, 6th St., Sterling | 620-278-3564

United Presbyterian Church:
309 N. Broadway Ave., Sterling | 620-278-3217

Calvary Baptist Church:
212 1st St., Sterling | 620-278-3000

First United Methodist Church:
137 N. Broadway Ave., Sterling | 620-278-2615

Reformed Presbyterian Church:
421 N. 8th St., Sterling | 620-278-3507

CrossPoint Church:
109 W. Garfield, Sterling | 620-204-1109

Sterling Evangelical Bible Church:
3017 N. Sterling Rd., Sterling | 620-286-5367

Church of Christ:
377 S. Broadway Ave., Sterling | 620-257-7900

St. Mark’s Episcopal Church:
520 E. Ave. S., Lyons | 620-257-5955

First Christian Church:
220 West Ave S., Lyons | 620-257-2071

Church of the Nazarene:
400 W. Truesdell St., Lyons | 620-257-2222

Church of Christ:
831 W. Taylor St., Lyons | 620-257-3612

St. Paul’s Catholic Church:
1205 S. Douglas Ave., Lyons | 620-257-3503

Grace Lutheran Church:
1111 W. Lincoln St., Lyons | 620-257-2884

First Baptist Church:
803 S. Dinsmore Ave., Lyons | 620-257-5622