



# FAMILY REFERENCE GUIDE

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2022-2023

125 W. Cooper, Sterling, KS 67579  
[www.sterling.edu](http://www.sterling.edu) | 800-346-1017





## MESSAGE FROM THE VICE PRESIDENT FOR STUDENT LIFE

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 2022-2023 Sterling College Family Reference Guide are subject to change. Refer to the website for the most up-to-date policies and student handbook: [sterling.edu/student-life/residence-life](https://sterling.edu/student-life/residence-life).



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## 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 NUMBER** \_\_\_\_\_

**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 and Fridays 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
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
Warrior Wearhouse.....	620-278-4223



# 2022-2023

## ACADEMIC CALENDAR

### FALL SEMESTER

#### AUGUST 2022

AUG. 5	Move in day   Fall Athletics
AUG. 8	First day of fall practices for Fall Athletics
AUG. 12	Move in day   All Remaining New Students
AUG. 15-16	New Student Orientation
AUG. 17	Classes begin
AUG. 17	First Wednesday chapel at 10 a.m.
AUG. 19	Keynote Convocation at 10 a.m.
AUG. 23	Last day to add classes for fall semester
AUG. 26	Last day to drop classes for fall semester

#### SEPTEMBER 2022

SEPT. 5	Labor Day   CAMPUS CLOSED
SEPT. 10	Warrior Fest

#### OCTOBER 2022

OCT. 7-9	Homecoming Musical
OCT. 8	Homecoming
OCT. 14	Fall Breather   CAMPUS OPEN
OCT. 19	Last day to officially withdraw from fall semester
OCT. 24	Enrollment for spring semester begins

#### NOVEMBER 2022

NOV. 18	RESIDENCE HALLS CLOSE at 5 p.m.
NOV. 21-25	Thanksgiving Break   NO CLASSES
NOV. 23-25	Thanksgiving Break   CAMPUS CLOSED
NOV. 27	RESIDENCE HALLS OPEN at 8 a.m.
NOV. 28	Classes resume

#### DECEMBER 2022

DEC. 2	Last day of regular classes
DEC. 6-9	Final exams
DEC. 9	Fall semester ends
DEC. 9	RESIDENCE HALLS CLOSE at 5 p.m.
DEC. 23-JAN. 2	Winter Break   CAMPUS CLOSED

### SPRING SEMESTER

#### JANUARY 2023

JAN. 9	RESIDENCE HALLS OPEN at 8 a.m.
JAN. 9	Returning students arrive
JAN. 10	New students arrive
JAN. 11	Spring classes begin
JAN. 17	Last day to add a class for spring semester
JAN. 20	Last day to drop a class for spring semester

#### MARCH 2023

MAR. 10	RESIDENCE HALLS CLOSE at 5 p.m.
MAR. 13-17	SPRING BREAK
MAR. 17	Spring Breather for staff   OFFICES CLOSED
MAR. 19	RESIDENCE HALLS OPEN at 8 a.m.
MAR. 20	Classes Resume
MAR. 20	Enrollment for fall semester begins
MAR. 24	Last day to withdraw from spring semester

#### APRIL 2023

APR. 7	Good Friday   CAMPUS CLOSED
APR. 10	Easter Break   CAMPUS CLOSED
APR. 22	Love Sterling
APR. 26	Last Wednesday chapel
APR. 28	Last day of regular classes

#### MAY 2023

MAY 1-4	Final Exams
MAY 4	Spring semester ends
MAY 6	Commencement
MAY 6	RESIDENCE HALLS CLOSE at 5 p.m.
MAY 29	Memorial Day   CAMPUS CLOSED



# TRANSITION

## MAKING THE TRANSITION

HIGH SCHOOL	COLLEGE
<b>TEACHER/STUDENT CONTACT</b> Teacher/student contact is closer and more frequent (5 days per week). Very little responsibility is placed on the student to attend class – they will attend class because they are already at school.	<b>TEACHER/STUDENT CONTACT</b> 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.
<b>COMPETITION AND GRADES</b> Academic competition is not as strong. Good grades can be obtained with minimum effort.	<b>COMPETITION AND GRADES</b> 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.
<b>STATUS</b> Students establish a personal status in academic and social activities based on family and community factors.	<b>STATUS</b> Students can build their status as they wish; high school status can be repeated or changed.
<b>COUNSELING AND DEPENDENCE</b> Students can rely on parents, teachers and counselors to help make decisions and give advice. Students must abide by parents' boundaries and restrictions.	<b>COUNSELING AND DEPENDENCE</b> 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.
<b>MOTIVATION</b> Students get stimulation to achieve or participate from parents, teachers, and counselors.	<b>MOTIVATION</b> Students supply their own motivation to their work and activities.
<b>FREEDOM</b> Students' freedom is limited. Parents will often help students out of crisis, if one occurs.	<b>FREEDOM</b> Students have much more freedom. Students must accept responsibility for their own actions.
<b>VALUE JUDGMENTS</b> Students often make value judgments based on parental values. Many of their value judgments are made for them.	<b>VALUE JUDGMENTS</b> Students have the opportunity to develop their own opinions and values. To be successful, students must be willing to learn about and respect differences.



# CONVERSATIONS TO HAVE

## BEFORE BECOMING A STERLING COLLEGE 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 feelings with others and solve problems independently 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.



# ACADEMICS

## ACADEMIC REGULATIONS

### 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.







# STUDENT SUCCESS

## ACADEMIC SUPPORT CENTER

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: <https://www.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](http://www.sterling.edu/academics/mabee-library).

### FOR MORE INFORMATION CONTACT

Brett Couture  
620-278-4463 | [academicsupport@sterling.edu](mailto:academicsupport@sterling.edu)



## 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

Hunter Morgan  
620-278-4264 | [career@sterling.edu](mailto:career@sterling.edu)  
<https://www.sterling.edu/student-success/career-services>



# CAMPUS LIFE

## ATHLETICS

### WELCOME TO STERLING COLLEGE FROM THE ATHLETIC DEPARTMENT

*Welcome Warrior Families,*

*A large percentage of our students are athletes, and are committed to spiritual development, success in the classroom, and athletic excellence. Balancing these three aspects of life is a challenge and we partner with your family to support every student-athlete and team on our campus. Welcome to our family.*

*We would like to highlight a few annual events:*

#### WARRIOR FEST

Sponsored by the Chamber of Commerce, this event helps SC students, and their families join with local residents to celebrate our city and college. Everyone is invited to downtown Sterling for a morning of fun, food, mingling and shopping at local businesses.

#### WARRIOR WOOD AND WEDGE

Our annual fundraising event that allows alumni, friends, family, and sponsors to support every Warrior athletic team.

#### LADY WARRIOR GOLF TOURNAMENT

A new event designed to attract our female supporters to an afternoon of golf and fellowship while raising funds for the support of Lady Warrior sports.

#### WARRIORS OF EXCELLENCE

A night celebrating our student-athletes and recognizing their achievements throughout the year. We honor athletes' academic achievements, athletic performance, and servant-leadership. The highlight of the evening is the presentation of the Presidents Cup.

#### LIVE STREAM ATHLETIC EVENTS

All home varsity contests are streamed live via the Sterling College Sports Network at [www.scwarriors.com](http://www.scwarriors.com).

#### STERLING COLLEGE ATHLETIC DEPARTMENT

620-278-4335 | 125 W. Cooper | Sterling, KS  
[www.scwarriors.com](http://www.scwarriors.com)

 SCWarriors

 @sterlingcsports



## STERLING COLLEGE: WARRIOR WEARHOUSE

*The Sterling College Warrior Wearhouse has two locations. The main location is attached to the student union building on the east side. The second location is in Gleason and is open during Varsity Football, Volleyball and Basketball games.*

#### LOCATION & HOURS

The Union Wearhouse is conveniently located just outside the east entrance to the Student Union. We are open Monday, Tuesday, and Thursday: 10 a.m. to 3 p.m. and Wednesday and Friday: 9 to 9:50 a.m. & 11a.m. to 3 p.m.

#### MERCHANDISE

We have you covered for all your Sterling College apparel and accessory needs! Sweatshirts, t-shirts, mugs, blankets, key chains, clocks, license plates, decals, and so much more!

#### DON'T MISS OUT

Email Tressa Weber with any questions and follow us on social media for information about sales, promotions, new merchandise, secret sales, contests and more!

#### FOR MORE INFORMATION CONTACT:

Tressa Weber

[tressa.weber@sterling.edu](mailto:tressa.weber@sterling.edu)

620-278-4223 | [www.sc-warrior-wearhouse.mybigcommerce.com](http://www.sc-warrior-wearhouse.mybigcommerce.com)

 WarriorWearhouse

 @SCWarriorWear

 scwarriorwearhouse





# CAMPUS LIFE

## THE ARTS AT STERLING COLLEGE

*Over half of our students are involved in the Arts at Sterling College. All the Arts programs are open to all Sterling College students regardless of major or other activity interests. The Arts bring life and excitement to campus.*

### THEATRE

SC Theatre has a long history of producing five to nine quality theatre productions each year. Each season includes two musicals when most colleges and even universities only produce one a year. Shakespeare and other classic plays as well as contemporary plays, children's theatre, and one-acts are also included. Sterling students and faculty design and construct all costumes, sets, lights as well as hair and make-up - all theatrical elements for every show. Auditions and technical opportunities are open to all students regardless of major.

### 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 instruments for students of all levels and majors.

### ART & DESIGN

The art scene is vibrant at Sterling. With coursework in graphic design, digital painting, traditional painting, photography and other visual arts, students of any major are encouraged to develop their artistic side. The Art & Design department also offers education outside of classroom through collaborated exhibitions, field trips, workshops, and community projects. The Art Center provides students with studio and gallery space to create and exhibit their work.

### WORSHIP ARTS

At Sterling College students are invited to participate as members of the worship team and technical crew who serve as the production team for our campus chapel services. In addition, the worship team travels off-campus to lead worship and build relationships with high schools and church youth groups. There are two, degree paths which provide formal training and education for students who are interested in pursuing a career in worship music and leadership: (1) Bachelor of Arts in Christian Ministry - Worship Arts Concentration; (2) Bachelor of Arts in Music - Music in Worship Concentration.

### COMMUNICATION/MEDIA ARTS

Communication/Media Arts students are busy producing original videos and films, the campus newspaper The Observer, and podcasts. Their work can be found at [warriorstudentmedia.com](http://warriorstudentmedia.com). The department has also sponsored a student film festival and done campus video news segments. Students interested in taking a Comm or Media class or getting involved in some way, are encouraged to stop by the Art & Media Center.

### FORENSICS/DEBATE

Sterling boasts one of the most successful intercollegiate forensics/debate teams in the country. The Debate Team has been ranked in the top 25 programs eight times in recent years as well as having the top speaker in the nation in 2018. There is a space on the team for both the experienced and inexperienced, whether in debate, speaking or interpretive events. The SC Debate/Forensics team travels extensively across the country for competition.







## STAY CONNECTED

Sterling has a mobile-friendly version of the Sterling College website, the SC app. Users will notice links leading to most frequently used areas of the website. Students can 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.



## DINING SERVICES

### CHOOSE YOUR 2022-2023 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 200-block meal plan and our 300-block meal plan, first-year students are not eligible for the 150-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 200-block or 300-block meal plan. Pricing for meal plans can be found on the Sterling College website.

We also offer “market money” for each meal plan. The market is simply credit that allows students to purchase non-perishable items. Market money amounts range from \$50 - \$100 depending on the plan.

### 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 they 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

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. Food allergies should also be discussed with the Campus Nurse.



## DINING ROOM HOURS

### MONDAY – FRIDAY

Full Breakfast: 7-8:30 a.m.

Continental Breakfast: 8:30-10 a.m.

Lunch: 11 a.m.- 1 p.m.

Dinner: 5 - 7 p.m.

### MONDAY – THURSDAY

Late Night: 9 – 10 p.m.

### SATURDAY – SUNDAY

Continental Breakfast: 9 -10 a.m.

Lunch: 11 a.m.- 1 p.m.

Dinner: 5 - 6:30 p.m.



# SAFETY AND EMERGENCIES

## ON CAMPUS

*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 will sign up for e2campus as part of the registration process for the semester. 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 2022-2023 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. Fire drills are conducted each semester 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](http://www.sterling.edu/emergency).



# STUDENT LIFE

## RESIDENTIAL LIFE

### 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 team. 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](http://www.sterling.edu/student-life/housing).

### 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.

### 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.

### BREAK HOUSING

Residence Halls close for major breaks. 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.





# HEALTH SERVICES

*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.*

## CAMPUS HEALTH DIRECTOR

Dana Ely RN, BSN  
620-278-4505 | nurse@sterling.edu

## LOCATION

Student Union

## HOURS

Monday – Friday: 9 a.m. – 3 p.m.  
CLOSED ON WEDNESDAYS

## OFF-SITE CAMPUS MEDICAL DIRECTOR

Stacy Dashiell, MD

## SERVICES OFFERED

- Pre-scheduled appointments are available when appropriate.
- Walk-in visits for general health or wellness concerns.
- TB skin tests, maintenance allergy shots, other maintenance injections.
- Equipment Loans: crutches, slings, heating pads, vaporizers.
- 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:  
**<https://www.cdc.gov/vaccines/imz-managers/coverage/teenvaxview/groups/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:  
**[cdc.gov/meningococcal](https://www.cdc.gov/meningococcal)**

## 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.
- The TB questionnaire is included in the Student Health Form. For additional information on TB go to **[cdc.gov/tb](https://www.cdc.gov/tb)**
- 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](https://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 desires to reach out, there are a variety of different options available for counseling: Clinical Therapists, Life Coaching, and Discipleship/Mentoring. Counseling

Services are located in Kelsey Hall, 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.

For further information about our Counseling Services or to make an appointment, stop by the Office of Student Life or Kelsey Hall, call 620-278-4232, email [counseling@sterling.edu](mailto:counseling@sterling.edu) or visit [www.sterling.edu/counseling-services](http://www.sterling.edu/counseling-services).



## SPIRITUAL LIFE

*Part of our mission at Sterling College is to ensure that our students "understand a maturing Christian faith." While we accomplish this portion of our mission in several ways, the formal Spiritual Life Department plays an integral role in the process. Led by our Chaplain, the office seeks to develop and implement a creative and flexible spiritual formation program that meets the diverse spiritual needs that exist across our student body. By offering a variety of occasions for Christ-centered worship, study, and service, we hope students will find ways to meaningfully explore, engage, and grow in their faith. Some opportunities within our spiritual formation program include:*

### CHAPEL

Two chapel services are held each week on Wednesday and Friday mornings, which feature speakers from both the campus community as well as from churches and ministries from around the country. Most chapel services also include a time of musical worship led by our student chapel band, Pursuit. Full-time on campus students are required to obtain at least 18 attendance credits each semester. Full-time off campus students are required to obtain at least 13 attendance credits, while part-time and online students are welcomed, but have no requirements. Each chapel generally counts for one attendance credit. Learn more at [www.sterling.edu/student-life/spiritual-life/chapel](http://www.sterling.edu/student-life/spiritual-life/chapel).

### CONVOCATIONS

With more of an academic focus than chapel services, convocations are held one to three times each semester with varied emphases. Convocations always count for two attendance credits for students who have the requirements listed above.

### SPIRITUAL EMPHASIS WEEK

One week is set aside each school year to delve deeply into a specific topic/theme. 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.

### PASTORAL CARE

Our Chaplain meets frequently with students on any number of topics and is eager to support the student body as much as he can in this way.

### ONLINE ENGAGEMENT

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



# OFFICE OF INTERCULTURAL ENGAGEMENT

*As a college that brings together people that come from so many backgrounds, cultures, environments, and races, we want to make sure to instill a sense of “cultural savviness” among SC employees and students. To do this, we have established the Office of Intercultural Engagement which works together with the Office of Spiritual Life to create a space and presence that encourages bridge-building across differences while advocating for a culture of unity and hospitality to the saints and image-bearers present at Sterling College. The office also plays a key role in any discriminatory acts that arise within campus.*

## OUR CORE VALUES

(AS OUTLINED BY MICAH 6:8)

### ACTING JUSTLY

- Recognizing injustice AND being courageous enough to DO something about it.
- Ensuring equitable measures of inclusivity in each department.

### LOVING MERCY

- Pertinent to those who have committed an offense and extending forgiveness to them.
- Having a plan to move forward and having steps to recovery & reconciliation.

### WALKING HUMBLY

- Recognizing that God will guide us and will impart discernment.
- Actively seeking a relationship with God, without whom we would not be able to love our neighbor (1 John 4:19).
- Actively seeking personal accountability when learning how to treat the saints & image bearers around us.

### FOR MORE INFORMATION CONTACT

Associate Chaplain & Director of Intercultural Engagement at the Student Union within the Student Life Office.  
620-278-4251 | [interculturalengagement@sterling.edu](mailto:interculturalengagement@sterling.edu)

## EXAMPLES OF HOW WE HAVE ENCOURAGED INTERCULTURAL BRIDGE BUILDING

### CELEBRATING HISPANIC HERITAGE MONTH

- Had a Taco Thursday and invited a taqueria to cook tacos for students and had a Hispanic pastor from a nearby community preach to students.
- Choir had a day where they sang Spanish songs.
- Conducted Latino Student Spotlights via video in Chapel.
- Learned the verse of the year in Spanish in Chapel.

### CELEBRATING BLACK HISTORY MONTH

- Hosted a Black Hair Clinic.
- Hosted a Peacemakers convocation that spoke into racial indifference.
- Held an MLK day chapel to commemorate the life of MLK.
- Facilitated a Bridge-Building Panel which allowed students of different beliefs and backgrounds talk about differences, and the importance of finding common ground through values.

### INTERFAITH CURRICULUM

- Gathered students of different beliefs to learn and practice civic pluralism.
- Visited different places of Worship and spoke to their leaders on finding common ground.

### WOMEN'S HISTORY MONTH

- Invited several women to preach for Chapel.
- Had SC women spotlight video in Chapel.





# FINANCES

## 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 an FSA ID (used as your electronic signature) at [fafsa.ed.gov](https://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](mailto: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>**

#### 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>**

#### INSTITUTIONAL AID

See website:

**[www.sterling.edu/financial-aid/scholarships-and-grants](http://www.sterling.edu/financial-aid/scholarships-and-grants)**

- 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](mailto:msuhler@sterling.edu)**



## STERLING COLLEGE BUSINESS OFFICE

### PAYMENT OPTIONS

#### PLAN ONE

Pay net amount due by August 1st for the fall semester or by January 1st 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 can be paid through the secure student portal, MySterling, by selecting: Student/Student account/My Account Balances/Make a payment. You can also mail payments to the address below, to the attention of Student Accounts.



# FINANCES

## STERLING COLLEGE BUSINESS OFFICE CONT.

### PLAN TWO

If not paying in full, enroll in a Nelnet payment plan that spreads net amount due over the academic year or by semester.



Please visit our landing page with easy instructions, <http://mycollegepaymentplan.com/sterling-college/>. Payments can be set up as early as May. The yearly fee is \$75.00 and semester fee is \$50.00. **There is no interest or late fees.**

### PLAN THREE

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

Failure to have all financial matters settled by the add/drop date each semester may lead to dismissal from school. Students will not be allowed to take any future classes if their student account is on hold. Students must receive financial clearance from the Office of Student Accounts.

**METHODS OF PAYMENT:** Sterling College accepts Visa, MasterCard, Discover, American Express, check and cash.

**All international students and those who are not eligible to file a FAFSA have to have their fall semester balance paid by July 15th and spring semester balance by December 15th. Classes will be dropped if the deadlines are not met.**

### 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, Student Accounts Coordinator**

Phone: 620-278-4201 | Fax: 620-869-9018

Email: [dcauthorn@sterling.edu](mailto:dcauthorn@sterling.edu)



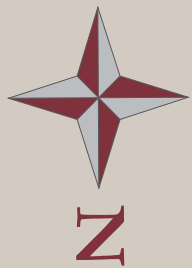
## CHECKLIST FOR EACH SEMESTER

- ☐ 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 Nelnet for the balance you will owe after all the charges and financial aid have posted or pay by check or credit card. For Nelnet information go to: <http://mycollegepaymentplan.com/sterling-college/>
- ☐ 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 365 including 1 terabyte 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
- 24/7 Online Writing Center
- \$3000 Insurance Accident Plan

**Annual Enrollment fee of \$300 due upon arrival or before coming to campus. For more information go to [www.sterling.edu/admissions/enrollment-fee](http://www.sterling.edu/admissions/enrollment-fee)**



## Map Legend

1. Art and Media Center
2. Indoor Golf Facility
3. Natatorium
4. Gleason Physical Education Center
5. Baseball Field
6. First Bank Family Pavilion
7. Suniser Stadium
8. McCracken Field and McCaught Track
9. Spencer Hall/Culbertson Auditorium
10. Sunken Garden
11. Wilson Hall
12. Campbell Hall
13. South Kelsey Hall
14. North Kelsey Hall
15. Brownlee Plaza
16. Mahee Library
17. J.W. Fields Tennis Courts
18. Tedford Recreation Area
19. Indoor Practice Facility
20. Kibbourn Hall
21. Football Practice Field
22. Douglas Men
23. Douglas Women
24. Evans Hall
25. Underground Pulse Fitness Center
26. Chandler Board Room
27. Heritage Outdoor Learning Lab and Garden
28. Thompson Hall/Bell Lecture Hall
29. Student Union and Cafeteria
30. Warrior Wearhouse
31. Divine Servant Statue
32. Cooper Hall
33. McCreery Hall
34. Campus Health Center
35. Service Department
36. Soccer Field
37. Soccer Practice Field
- P. Parking Lots

