

# Parents' Association Handbook 2013-2014



**ROSE-HULMAN**  
INSTITUTE OF TECHNOLOGY

## Letter From The Parents' Association

Dear Parents,

Welcome! You are now the proud parent of a Rose-Hulman student. As such, you are automatically a member of the Rose-Hulman Parents' Association.

Your son or daughter is embarking on a new and amazing chapter in his/her life. The change from high school to college is extreme. For most students, it means being away from home for the first time, sometimes far away, being on their own, making their own decisions and being responsible for themselves. Don't worry, you have found the right place!

Rose-Hulman may have a rigorous curriculum, but it is committed to having your student succeed. Because of its small size, everything is more personal. The professors and support staff are caring and open. The Resident Assistants and Sophomore Advisors on each floor of the residence halls are exceptional. From the first day you arrive to move in, you will be put at ease. I know, I was.

This change of scenery is also true for the parents. It doesn't matter if this is your first, last, or only child going off to college. This can be a stressful time with many questions. The Parents' Association lets families be involved in the student's education without infringing on their "space". It also allows you to be a part of the amazing camaraderie of the campus community.

The Rose-Hulman Parents' Association is made up of parents like yourself. We answer questions and support each other. We raise money to help fund projects at the school. So, please come to the Parents' Association meetings and support the activities. Help create new activities. Be involved. The few hours a year that you spend with the Parents' Association are not time taken away from your student. It is time given to your student and to the Rose-Hulman family. It's also a great excuse to come to campus a few weekends each year!

The Parents' Association meets just four times a year. The first meeting will be in the White Chapel on Saturday, August 31. We look forward to meeting you!

We also have a Facebook page: Rose-Hulman Parents' Group. It is an informal group to share information, ask questions, and help each other out. This page was not created by Rose-Hulman Institute of Technology. It was made by parents, who welcome the participation of Rose-Hulman administrators, particularly to answer questions and address our concerns. Our goal is the improvement of Rose-Hulman for our kids and networking to assist one another. We hope that you will become a member of this page also.

Best of all, membership in the Parents' Association is free, and it's an organization of parents just like you.

Sincerely,

Ed Becker

Co-chair

Art Mullins

Co-chair



**Parent Co-Chairs & Secretary 2013**

### 2013 - 2014 Parents' Calendar Of Events

New Student Orientation	Aug. 30 - Sept. 4
Homecoming	Sept. 20-21
Fall Family Weekend	Nov. 1-2
Winter Family Weekend	Jan. 31-Feb. 1

### 2013 - 2014 Parents' Assn. Officer Contacts

<u>Co-Chairs</u>	
Ed Becker	ebecker@indy.rr.com
Art Mullins	vmullins@bluemarble.net
<u>Secretary</u>	
Sharon Pleines	sharonp@scientist.com

# Parent Handbook

## Important Phone Numbers

**Area Code (812)**

**Rose-Hulman Operator:**

**877-1511/872-6000**

**Emergencies:**

**877-8590**

**Bookstore:**

**877-8344**

**Career Services:**

**877-8212**

**Counseling:**

**877-8975**

**Financial Aid:**

**877-8259**

**Financial Services:**

**877-8296**

**Campus Dining Service:**

**877-8351**

**Health Services:**

**877-8367**

**Learning Center:**

**877-8319**

**Parents' Association:**

**877-8257**

**Registrar:**

**877-8298**

**Office of Public Safety:**

**877-8590**

**Student Affairs:**

**877-8433**

## Welcome to Our Family!

The Rose-Hulman Parents' Association welcomes both you and your student to the Rose-Hulman family. As a parent of a Rose-Hulman student, you are automatically a member of the Parents' Association. You are an important part of our community and we encourage you to become an active participant.

This is an exciting time in your lives, as your student makes a major life transition from high school to college. We are honored that you have selected Rose-Hulman Institute of Technology for this important step.

Your sons and daughters are to be congratulated for their achievements thus far. Our congratulations to you, also, for the important role you have played in their success!

## *Advice From Current Parents and Students*

- ◆ Keep in touch, even if you're not hearing much from your student. A letter a week, an email message, a phone call or a box of cookies makes your son or daughter aware of your continuing support. The greatest need for contact with home is likely during the early weeks of fall quarter, during times of academic pressure, and during a crisis.
- ◆ Listen to your student. Your son or daughter will probably make at least one "dump" call when you will hear nothing but complaints. Often, just talking about the problem makes your student feel better and ready to move on. Most of all, students want to know that you understand their feelings and the academic stress of being a student.
- ◆ Don't ask about grades all of the time. The adjustment to Rose-Hulman's academic demands takes time, and midterm grades may not be indicative of a freshman's future work. Sometimes it takes several quarters before a student realizes the amount and quality of study time he or she needs.
- ◆ Encourage your student to get involved in at least one activity during the freshman year. It doesn't matter what the activity is as long as the student has a feeling of connection to other students and to the community.
- ◆ If you're concerned about a situation, remember that you can always call the Office of Student Affairs and share your concern. The staff members can give you suggestions on how to deal with the problem and ease your mind.

*Questions about your student?*

Contact us at: [mykid@rose-hulman.edu](mailto:mykid@rose-hulman.edu) All questions will be answered by Erik Hayes, Associate Dean of Student Affairs



## 2013-2014

### Important Dates

#### New Student Orientation

August 30 - September 4

#### Parents' Association Meeting

August 31

Classes Begin

September 5

Homecoming

September 20-21

Fall Break

October 17-18

#### Fall Family Weekend

November 1-2

Final Exams

November 18-21

Quarter Break

November 22 - December 1

Holiday Break

December 21-January 5

#### Winter Family Weekend

January 31- February 1

Final Exams

February 24-27

Quarter Break

February 28-March 9

Spring Break

April 19-April 27

Final Exams

May 27-30

Commencement

May 31

#### Quarter Fee Payments

##### Schedule

Fall: August 30

Winter: November 15

Spring: February 28

### Advice Continued:

- ♦ At the same time, don't try to always "fix it" for your student. As young adults, students need to seek out solutions for themselves. After talking to someone in the Office of Student Affairs, you can always give your son or daughter suggestions for working things out.
- ♦ Stay involved at Rose-Hulman. Come back to campus during the Parents' Association sponsored activities such as **Fall and Winter Family Weekends**. Visit at **Homecoming**. Frequently check the latest campus news on Rose-Hulman's website ([www.rose-hulman.edu/news](http://www.rose-hulman.edu/news)).
- ♦ Don't react too hastily to roommate concerns. Often, it takes several months for roommates to adjust to one another. However, don't let serious problems go too long. If your student has a roommate who violates his or her space or comfort, insist that your student talk to the Resident Assistant or the Associate Dean of Student Affairs. **Remember, you can always make a confidential call to a staff person.**

### Your Rose-Hulman Parents' Association

#### Parents' Association Mission Statement

The mission of the Parents' Association is to promote the welfare and interests of Rose-Hulman students through services and open communication on campus and wherever Rose-Hulman families reside.

#### What Does the Parents' Association Do?

- ♦ It provides opportunities for communication between all parents and Rose-Hulman administration.
- ♦ It provides opportunities for parents to learn more about Rose-Hulman. Three Parents' Newsletters are published annually with newsworthy information about students, Parents' Association activities and college news.
- ♦ It sponsors special programs and events for students and their families.
- ♦ It raises funds to support special projects which enhance the lives of all Rose-Hulman students.

*Parents' Association meetings are held four times a year.*

*Two of the meetings are held in conjunction with  
our Family Weekends.*

*All parents are encouraged to attend!*

*Visit Parents' Association Web Site:  
[www.rose-hulman.edu/offices-services/parents-association.aspx](http://www.rose-hulman.edu/offices-services/parents-association.aspx)*

## Academic Affairs Directory

**Rick Stamper, Dean of the Faculty**  
**(812) 877-8337**

**Registrar's Office**  
**(812) 877-8438**

**Adam Nolte, Head, Chemical Engineering**  
**(812) 877-8430**

**Robert Throne, Head, Electrical and Computer Engineering**  
**(812) 877-8228**

**Allen Broughton, Head, Mathematics**  
**(812) 877-8179**

**Terrence Casey, Head, Humanities and Social Sciences**  
**(812) 877-8281**

**Charles Joenathan, Head, Physics and Optical Engineering**  
**(812) 877-8494**

**Cary Laxer, Head, Computer Science and Software Engineering**  
**(812) 877-8085**

**Michael Mueller, Head, Chemistry**  
**(812) 877-8310**

**David Purdy, Head, Mechanical Engineering**  
**(812) 877-8321**

**Craig Downing, Head, Engineering Management**  
**(812) 877-8463**

**Kevin Sutterer, Head, Civil Engineering**  
**(812) 877-8959**

**Jameel Ahmed, Head, Applied Biology and Biomedical Engineering**  
**(812) 877-8404**

## Academic Affairs

### Grade Reports

Mid-Term Grades for each student are submitted to the Registrar at the end of the 5th week of the term. The grade reflects the performance of the graded work during the first five weeks of the term but does not represent the final grade in the course. Students and their academic adviser can access mid-term grades via Banner Web. At the request of the student, parents can access mid-term grades via Web For Proxy.

Final Grades for each student, along with term and cumulative grade point averages, and academic status are normally available to the student and the academic adviser via Banner Web on the Monday after the end of final exams. At the request of the student, parents can access final grades via Web For Proxy. Students whose grades place them on academic probation or academic dismissal will receive a letter from the Registrar at this time.

### If Your Student Is Having Academic Trouble

Rose-Hulman expects that students carry the primary responsibility for their academic work and for communicating about that work with faculty, staff, and their parents. If concerns arise about a situation involving your son or daughter, the Institute suggests that parents first have a direct and open conversation with their student. Help the student consider who he or she can approach for advice or help, encourage the student to take the appropriate steps to get that help, and request that the student keep you, as parents, informed. If this approach is not successful, parents can refer their student to the Office of Student Affairs. They will assist a student in finding ways to resolve problems.

### The Learning Center

The Learning Center offers academic assistance in the areas of chemistry, computer science, math, physics, and writing. Peer tutors, specially trained students supervised by professional staff, do the majority of tutoring at the Center, working one-on-one with students. Our Supplemental Instruction program offers biweekly group study sessions for targeted freshman courses. Professors encourage students to participate in study sessions held at the Learning Center or to take writing assignments there to be edited before they are submitted.

The Learning Center also offers end of the quarter review sessions for several freshman and sophomore level computer science, chemistry, math, and physics courses. Handouts and past tests are on file for many humanities and social science courses and several lower level math and science courses. Help with study skills and preparation of resumes is available, and the Learning Center sponsors special evening sessions on topics ranging from "Conquering Test Anxiety and Managing Stress" to "Using Powerpoint for Oral Reports."

The Learning Center, located in the lower level of the John Logan Library, is open from 9 a.m. to 4 p.m. every Monday through Friday and Sunday through Thursday from 7 p.m. to 10 p.m.

**Co-Chairs**

Ed Becker  
Indianapolis, Indiana  
ebecker@indy.rr.com

Art Mullins  
Bloomington, Indiana  
vmullins@bluemarble.net

**Local Services For Special Occasions****Birthday Cakes:**

- ♦ Rose-Hulman Dining Services  
(812) 877-9317
- ♦ Kroger Bakery  
2650 Wabash Avenue  
(812) 232-4194
- ♦ Walmart Super Center  
2399 State Road 46  
(812) 872-2520

**Balloon & Cookie Bouquets:**

- ♦ Poplar Flower Shop  
(812) 232-3319. Will deliver.

**Flowers:**

- ♦ Poplar Flower Shop,  
(812) 232-3319. Will deliver.
- ♦ Flowers & More,  
(812) 234-6544. Will deliver.
- ♦ Diana's Flower & Gift  
Shoppe, (812) 466-1453. Will  
deliver.

**Gift Baskets:**

- ♦ Rose-Hulman Dining Services has quarterly and holiday gift packages, also Final Exam Week Survival Packs. To order, call  
(812) 877-9317.

**Ask For A Rose-Hulman Discount!****'The Flame of the Millennium' Plaza Brick Campaign**

Parents can leave a lasting legacy in their student's honor by having their name engraved on special bricks that are part of a new campus Reflection Plaza surrounding the beautiful 45-foot-tall, stainless steel "Flame of the Millennium" sculpture.

The plaza is located between the main campus driveway and Hatfield Hall on the campus' front lawn. It features a large reflecting pool and a walkway consisting of personalized bricks.

There are three sizes of bricks available: 4" x 8" (\$150), 8" x 8" (\$500) and 12" x 12" (\$1,000). The bricks can be engraved with three lines of 20 characters on each line.

For more information, contact Ali O'Leary in the Office of Alumni Affairs at 800-248-7448, ext. 8465, or via e-mail at [OLEARY1@rose-hulman.edu](mailto:OLEARY1@rose-hulman.edu).

Orders can also be placed at [www.rose-hulman.edu/reflection](http://www.rose-hulman.edu/reflection).

**Bucks For Books**

There are two words any parent dreads hearing – *Send Money!* Perhaps **Bucks For Books** can help. This program offers short-term, no interest loans for students who are struggling to find funds to purchase textbooks for the academic quarter. To be eligible, students must be undergraduates enrolled at least half time at Rose-Hulman.

After qualifying for a **Bucks For Books** loan, bookstore credit is issued for the amount needed to purchase textbooks. Students may borrow up to \$500, but the amount of the loan may not exceed the cost of books. The **Bucks For Books** loan is interest free for up to 90 days.

Loans will be extended on a first-come, first-served basis to students in need. For more details, students should contact the Financial Aid Office.

**Short-Term Emergency Loan Program**

Students needing immediate financial assistance to pay for transportation home, medical bills, car repairs or rent can receive assistance through Rose-Hulman's **short-term emergency loan program**. The fund was established in 2002.

Loans of up to \$1,500 will be available during the 2013-2014 school year to help students pay rent, medical bills, and transportation home.

There is no interest on the loan if repaid within 90 days or the term chosen on the promissory note. If the loan is not repaid, the amount is applied to the student's tuition account, where it will accrue 1.5% interest per month.

Proceeds from many Parents' Association projects go towards maintaining the **short-term emergency loan program**. Contributions can also be made to the fund.

*Donations for the Bucks For Books and short-term emergency loan projects should be sent to the Office of Institutional Advancement, CM 12, 5500 Wabash Ave., Terre Haute, IN 47803*

*Keep track of what's happening on campus...*

*Visit [www.rose-hulman.edu/news](http://www.rose-hulman.edu/news)*

# Student Services

## Student Affairs

**Phone:** (812) 877-8433

**Hours:** 8 a.m.-5 p.m., M - F

**First Floor, Student Union**

Rose-Hulman dedicates itself to the total growth and development of each individual student. The Office of Student Affairs coordinates most of the non-academic aspects of Rose-Hulman student life.

Many of the areas of responsibility in the Office of Student Affairs are facilitated through the central office located on the first floor of the student union building.

The Office of Student Affairs offers personal and academic counseling services, information concerning housing on and off campus and general information on all aspects of student life.

## Student Affairs Staff

**Pete Gustafson**

*Vice President for Student Affairs/Dean of Students*

**(812) 877-8257**

**Tom Miller**

*Assoc. Vice President for Student Affairs & Dean of Student Affairs*

**(812) 877-8210**

**Donna Gustafson**

*Dean of Student Services & Director of the Student Union*

**(812) 877-8275**

**Erik Hayes**

*Associate Dean of Student Affairs*

**(812) 877-8230**

**Kristen Loyd**

*Assistant Dean of Student Services*

**(812) 877-8484**

**Kyle Rhodes**

*Assistant Director of Residence Life*

**(812) 877-8651**

## Counseling

**Dr. Michael Latta**

**Phone:** (812) 877-8975

**First Floor, Student Union**

**Call for assistance**

Counseling services are provided for students through the Student Affairs Office in the Student Union. Ph.D. Interns in Counseling are also available to students through the Counseling Office at selected hours.

Students are encouraged to use these services whenever they have personal concerns of any nature and desire confidential attention. No appointments are necessary. Referrals can be made if the student so desires.

## Financial Aid

**Melinda Middleton**

*Director of Financial Aid*

**Phone:** (812) 877-8259

**Hours:** 8 a.m.-5 p.m., M - F

**First Floor, Hadley Hall**

There are many sources of financial assistance available to Rose-Hulman students, including scholarships, grants, loans, and work-study. A student may apply for aid prior to the beginning of any quarter. Most assistance, however, is assigned for an academic year. All financial aid granted by Rose-Hulman is coordinated by the Office of Financial Aid.

► *You need to file the Free Application for Federal Student Aid (FAFSA) each year by March 1.*

## Health Services

**Dr. Robert Hojnicki, D.O.**

**Nurse Cheryl Burgess, R.N.**

**Phone:** (812) 877-8367

**First Floor, Student Union**

A nurse and physician are on campus for four hours each weekday morning. In addition to the treatment of minor illness or injuries, the Health Service will supervise the treatment and general health of a student while under the care of a family physician. Ordinary prescription drugs and medicine are furnished free, but certain services such as x-ray examinations, special drugs, and laboratory tests are not available on campus and the cost of these services must be borne by the student. A medical treatment consent form and physical examination form must be completed prior to arrival on campus. These forms must be on file before any treatment can be given.

## *Medical Insurance is required of all students*

All students who do not have health insurance must purchase accident and health insurance coverage. This protection covers all students during the regular school year. Spouse coverage is also available to married students.

**Susan Butts**

*Insurance Coordinator*

**Phone:** (812) 877-8457

## Bookstore

**Sheryl Fulk**

*Bookstore Manager*

**Phone: (812) 877-8344**

**Hours: 8 a.m. - 4:30 p.m., M - F**

**11 a.m. - 3 p.m., Sat.**

**Closed Sunday**

**First Floor, Student Union**

The Rose-Hulman Bookstore has a complete selection of course books, school supplies, imprinted sportswear, gift items, and a whole lot more. It provides services for the campus such as check cashing, special orders, UPS, and gift certificates. The bookstore also stocks various sundry items, such as personal care products, snack foods, and basic household products.

## Dining Services

**Mark Farmer**

*Director, Rose-Hulman Dining Services*

**(812) 877-8351**

**Second Floor, Student Union**

All residence hall students except seniors are required to have a meal plan. First quarter freshmen are required to take the 18 meal/week plan. After the first quarter, all students have the option of purchasing the 18- or 12-meal plan. Sophomores, juniors and seniors may choose the 8-plus meal plan, which combines board plus meals with Noble Romans and Subway credits. Juniors and seniors may choose the 110/100 plan.

Dining amenities include:

- ♦ The Noble Roman's restaurant, located in the student union, serves pizzas, breadsticks and sandwiches.

- ♦ Java City in Moench Hall and Logan's in Logan Library serve specialty coffees and drinks.

- ♦ A Subway restaurant and convenience store are located in the apartment-style residence hall.

- ♦ Asian Express is located in the Student Union and serves freshly prepared Pacific Rim Dishes.

Breakfast, lunch, and dinner are served Monday through Friday; Lunch is served on Saturday; and breakfast and lunch are served on Sunday.

## Mail Processing Center

**Rick Alumbaugh**

*Manager, Shipping & Receiving*

**Phone: (812) 877-8490**

**Facilities Operations Center**

Students will be assigned a campus mailbox upon arriving on campus. They keep the same box number the entire time they are enrolled at Rose. All mailboxes are located in Moench Hall.

Mail is distributed Monday through Saturday. Outgoing mail pickups are Monday through Friday at 4:30 p.m. and Saturday at 7:45 a.m.

Stamps may be purchased in the mail processing center.

### **Address Example:**

**Student Name**

**CM (personal box #)**

**5500 Wabash Ave.**

**Terre Haute, IN 47803-3999**

## Office of Public Safety

**John Wolfe**

*Director of Public Safety*

**Phone: (812) 877-8411**

The Office of Public Safety, located on the east side of campus, provides a variety of integrated services to the Rose-Hulman community.

Student escort service, vehicle registration, and traffic enforcement are included in the program. Additional duties of the staff consist of maintaining updates on potential development of adverse weather, alerting community members of those situations, energy disruption, fire protection and control, security, and protection of life, property, and Institute assets in general.

**To report an emergency, dial campus extension 8590.**

## Student Activities

**Kristen Loyd**

*Asst. Dean of Student Services and Director of Student Activities*

**Phone: (812) 877-8484**

**Hours: 8 a.m. - 5 p.m., M - F**

**Second Floor, Student Union**

The Director of Student Activities works with student organizations to coordinate and promote a wide variety of campus activities. A master calendar of campus activities is kept in the office.

## Student Financial Services

**Michelle Kirkpatrick**

*Manager of Financial Services*

**Phone: (812) 877-8972**

**Hours: 8 a.m. - 5 p.m., M - F**

**A-Section, Moench Hall**

Student Financial Services is available to serve students in the areas of student organization deposits, laptop financing, student billing, and student payroll.

Students may cash personal checks up to \$100 in the Bookstore. First Financial Bank maintains two ATM's on campus: One in Moench Hall, the other in the student union.

## Disability Services

**Karen DeGrange**

*Director of International Student Services and Disability Services*

**Phone: (812) 877-8285**

**Hours: 8 a.m. - 5 p.m., M - F**

**First Floor, Student Union**

The Disability Services Coordinator works with students with disabilities. Students who want special housing, academic or other types of accommodations must provide the director with documentation less than three years old. This documentation must provide diagnosis and clearly describe the disability and the justification for the requested accommodations.

# Student Life

## Campus Living

All freshman students who are not from the Terre Haute area are required to live on-campus.

The advantages of living on campus include:

- ◆ Easy access to campus resources and activities.
- ◆ Your son or daughter is surrounded by students who are taking the same classes.
- ◆ Upperclassmen are nearby and will be able to provide assistance with homework problems.
- ◆ Resident Assistants and Sophomore Advisors reside on freshman floors.
- ◆ There are fewer distractions since everything is provided on campus.
- ◆ Commuting back and forth to campus is costly to students in both time and money.

## Residence Halls

Apartment Style Hall  
Baur-Sames-Bogart Hall (BSB)\*  
Blumberg Hall\*  
Deming Hall\*  
Lakeside Hall  
Mees Hall\*  
Percopo Hall\*  
Scharpenberg Hall\*  
Speed Hall\*

\* Freshman residence halls

## Residence Hall Supervision

Two professional staff members and three graduate assistants reside in our residence halls. **Erik Hayes**, *Associate Dean of Student Affairs*, lives in Speed Hall. Kyle Rhodes lives in the Apartment Residence Hall. The graduate assistants, who work in the areas of student life and student activities, live in Deming Hall, Percopo Hall and Scharpenberg Hall.

**Resident Assistants**, who are junior and senior students, live on all floors. These persons are hired by Rose-Hulman to provide supervision and leadership. They not only assist in rule enforcement, but they also help with homework, act as a campus resource, provide peer counseling and encourage students to get involved in campus life. They are selected for the position largely because they want to work with and help other students.

Two **Sophomore Advisors** also live on each freshman floor. The Sophomore Advisors assist the Resident Assistant with responsibilities; the primary one being helping freshman students transition from high school to college. The **Sophomore Advisor** is a student who has just completed the courses which the freshmen will be taking.

## Residence Hall Rules

Each student is regarded as an adult, thus having a great deal of freedom in the residence halls. All students on each floor are responsible for enforcing the rules along with the **Resident Assistant**.

Students are not required to be in bed at any specific time. There are limited visitation hours for members of the opposite sex. Rose-Hulman treats a student's room as a private residence. Smoking and drugs are not permitted.

Each Residence Hall floor establishes quiet hours at the beginning of each academic year.

## What Is Provided?

Each room contains the following items for each student:

- ◆ A bed
- ◆ A desk and chair
- ◆ A waste paper basket
- ◆ A chest of drawers
- ◆ A closet
- ◆ A refrigerator

Sufficient fluorescent lighting is provided, but many students bring a desk lamp. Halogen lighting is not permitted.

*Rose-Hulman's school colors are rose and white. The mascot is "Rosie," the elephant.*

## What Can Students Bring?

We recommend that students check with their roommate to avoid duplication of items. Televisions, radios, and stereos (please bring headphones) are common appliances found on campus. Speed and Deming Halls are not air conditioned. Residents of these halls are encouraged to bring fans. Window air conditioners are not permitted.

All rooms are furnished with compact refrigerators.

Compact microwaves are permitted, but any cooking utensil with an open heating element is not permitted. Items with closed heating elements with thermostatic control are also permitted.

Students are permitted to construct freestanding bed surfaces (lofts). Beds must be structurally sound and safe. In all cases, it is the student's responsibility to return the room to its original condition at the completion of the year.

Many students bring bicycles to campus. Storage space for bicycles within the residence halls is extremely limited. It's strongly suggested that students bring a bicycle lock.

## Laundry/Housekeeping

Housekeepers change linen in each residence hall room weekly. A flat sheet, a fitted sheet, and a pillow case are provided for each bed. Linen does not include bath towels, wash cloths, pillows, or blankets. Students must furnish these items on their own. Mattresses are 36" x 80".

Housekeepers also vacuum or dust the floor and dust the desk and dresser. Please note that if your son or daughter constructs a loft, it is generally his/her responsibility to change the linens.

For personal laundry, there are washers and dryers located in each residence hall. There is a cost for washing and drying clothes. Soap may be obtained from the bookstore, the convenience store, or from any Terre Haute store.

## Renter's Insurance

Rose-Hulman is not liable for anything in a student's room. We recommend that you check with your homeowner's insurance to see whether the coverage will extend to the campus residence hall room. If it does not, we encourage you to purchase a renter's policy.

## Public Transportation

At this time, city buses do not serve the Rose-Hulman campus.

Generally, students who bring cars are helpful in taking other students with them to the mall, grocery stores and restaurants. If a student has a problem getting a ride, they should see their Resident Assistant or Sophomore Advisor.

An online ride request board is available for students needing or offering rides.

Shuttles to the Indianapolis Airport are provided during each break and at the end of the school year. An email will be sent to all students three to four weeks prior to each break and will include sign-up details. Shuttle availability will be guaranteed to students during the first week of sign-ups. After that, spaces will be filled on a first-come, first-served basis. (See schedule in this handbook)

## Vehicles

All students are allowed to bring a vehicle to campus. Cars must be registered during New Student Orientation through the Office of Public Safety. An officer will be available in the student union building during orientation.

There is designated student parking near each residence hall.

- *There is no charge for vehicle registration or on-campus parking.*

## In Case Of Emergency

### 24-Hour Campus Security

The emergency Office of Public Safety number is **(812) 877-8590**. This is a 24-hour number at which public safety officers can be reached. They will be more than willing to help in any way they can.

### If A Student Can't Be Reached

In the event that a student cannot be reached, call **Erik Hayes, Associate Dean of Student Affairs**, at **(812) 877-8230** or **Kyle Rhodes, Asst. Director of Residence Life**, at **(812) 877-8651** or after hours and on weekends call the **Office of Public Safety** at **(812) 877-8590**.

### Missing Classes Because of an Emergency

Should a student need to miss class because of a family emergency, please contact the **Office of Student Affairs** at **(812) 877-8257**. This office will contact the student's professors and inform them of the student's reason for absence.

### Medical Emergencies on Campus

In the case of a medical emergency while on campus or in the Terre Haute area, your student should contact **Tom Miller, Dean of Student Affairs**, at **(812) 877-8210** or the **Office of Public Safety** at **(812) 877-8590**.

## Campus Emergency Alert System

Parents are permitted to subscribe to our campus emergency alert system. By using this system, you will be notified if a disaster strikes no matter where you are or what communication device you own. You may subscribe to the emergency alert notification system at <https://rose-hulman.codespear.com/subscribe.asp>.

## Helping Hands From The Parents' Association

Many members of the Parents' Association are willing to answer your questions. All of the parents listed below are willing and eager to communicate with you via email. Please do not hesitate to contact them.

### Parents

Rollin & Dawn Hamelberg  
Ralph & Sue Lucarelli  
Lisa Trost  
Tamara Decker  
Eileen & Scott Lambert  
Frazer Jones & Bo Luo  
Sue Carter  
Karen & Jim Wilkinson  
Frank & Joan Milluzzi  
Gene & Jan Crouch  
Christine & Michael Hecht  
Mike & Janet Adams  
Ann Bodle-Nash  
Mary Ann & Anthony Aellen  
Rin & Steve D'Attilio  
Bill & Mary Diskeruo  
Terry & Carla Owen  
Willie & Beth Rademaker  
Paula Nelson  
John & Lynn Pühr

### Email Address

dham67@sbcglobal.net  
luke51493@aol.com  
lisa.trost@live.com  
boilert83@gmail.com  
elambert1@mindspring.com  
jonesfb@caddamerica.com  
sue@spfc.com  
kwilkinson@ameritech.net  
f.milluzzi@sbcglobal.net  
gene.crouch7@gmail.com  
camhecht@yahoo.com  
janadams1@comcast.net  
annnash51@gmail.com  
Maya.cpa@juno.com  
sdattilio@fuse.net  
wdiskerud@hersheys.com  
carlaowen26@gmail.com  
bethrademaker@gmail.com  
pn55337@comcast.net  
jlpuhr@wi.rr.com

### Home Town

Algonquin, IL  
Strongsville, OH  
Milwaukee, WI  
Avon, IN  
Chesterfield, MO  
Fairfield, IA  
Madison, NJ  
Appleton, WI  
Westlake, OH  
Indianapolis, IN  
Columbus, OH  
Oswego, IL  
Bow, WA  
Mt. Airy, MD  
Monroe, OH  
Hershey, PA  
Park Ridge, IL  
Anchorage, AK  
Burnsville, MN  
Lisbon, WI

## 2013-2014 Academic Year Shuttle Schedule

### Fall Quarter Break (Thanksgiving)

#### **Departing Rose**

Thursday, November 21st – 9:00 a.m.  
Friday, November 22nd – 5:00 a.m.  
Friday, November 22nd – 10:00 a.m.

#### **Depart Indianapolis Airport**

Saturday, November 30th – 6:00 p.m.  
Saturday, November 30th – 11:00 p.m.  
Sunday, December 1st – 8:00 p.m.

### December Holiday Break

#### **Departing Rose**

Friday, December 20th – 3:30 p.m.  
Saturday, December 21st – 5:00 a.m.  
Saturday, December 21st – 10:00 a.m.

#### **Depart Indianapolis Airport**

Saturday, January 4th – 6:00 p.m.  
Saturday, January 4th – 11:00 p.m.  
Sunday, January 5th – 5:00 p.m.  
Sunday, January 5th – 11:00 p.m.

### Winter Quarter Break

#### **Departing Rose**

Thursday, February 27th – 9:00 a.m.  
Friday, February 28th – 5:00 a.m.  
Friday, February 28th – 10:00 a.m.

#### **Depart Indianapolis Airport**

Saturday, March 8th – 6:00 p.m.  
Saturday, March 8th – 11:00 p.m.  
Sunday, March 9th – 8:00 p.m.

### Spring Break

#### **Departing Rose**

Friday, April 18th – 3:30 p.m.  
Saturday, April 19th – 5:00 a.m.  
Saturday, April 19th – 10:00 a.m.

#### **Depart Indianapolis Airport**

Saturday, April 26th – 8:00 p.m.  
Saturday, April 26th – 11:00 p.m.  
Sunday, April 27th – 8:00 p.m.

### End of School Year

#### **Departing Rose**

Friday, May 30th – 9:00 a.m.  
Saturday, May 31st – 5:00 a.m.  
Saturday, May 31st – 10:00 a.m.