

CONSUMER INFORMATION

EUREKA COLLEGE CAMPUS OFFICES AND CONTACTS

Financial Aid

Erin Bline, Director of Financial Aid; Email: ebline@eureka.edu; Phone: 309-467-6311

Jodi Krile, Financial Aid Specialist; Email: jkrile@eureka.edu; Phone: 309-467-6310

Provost

Dr. Dan Blankenship, Provost & Dean of the College; Email: dblankenship@eureka.edu ; Phone: 309-467-6300

Development

Mike Murtagh, Vice President of Institutional Advancement; Email: mmurtagh@eureka.edu; Phone: 309-467-6315

Learning Center

Jason Zimmerman, Director of the Learning Center; Email: jzimmerman@eureka.edu; Phone: 309-467-6592

Student Programs & Services (SPS)

Dr. Jeffrey Coats, Associate Provost for Student Affairs & Dean of Students; Email: jcoats@eureka.edu; Phone: 309-467-6420

Lisa Fischer, Assistant Dean of Students/Director of Residential Life; Email: lfischer@eureka.edu; Phone: 309-467-6419

Kelly Harris, Director of Career Services; Email: kharris@eureka.edu; Phone: 309-467-6413

Melick Library

Anthony Glass, Library Director and Archivist; Email: arglass@eureka.edu; Phone: 309-467-6382

Registrar

Kendi Onnen, Registrar; Email: kendionnen@eureka.edu; Phone: 309-467-6303

Admissions

Pat Prosser, Assistant Dean of Admissions/Transfer Coordinator; Email: pprosser@eureka.edu; Phone: 309-467-6748

Business Office

Marc Pasteris, Vice President of Finance & Facilities & Chief Financial Officer; Email: mpasteris@eureka.edu; Phone: 309-467-6305

Beth Collingwood, Sr. Compliance Accountant; Email: bcollingwood@eureka.edu; Phone: 309-467-6388

Melody Mounts, Human Resources Generalist; Email: mmounts@eureka.edu; Phone: 309-467-6312

Study Abroad

Marjorie Rubash, Associate Professor of Business Administration; Email: mrubash@eureka.edu; Phone: 309-467-6411

President's Office

Dr. Jamel Bell, Vice President Diversity/Strategic Initiatives & Title IX Coordinator; Email: jbell@eureka.edu; Phone: 309-467-6498

Bookstore

Jill Fehr, Bookstore Manager; Email: jfehr@eureka.edu; Phone: 309-467-6427

Social Science & Business

Dr. Junius Rodriguez, Professor of History & Division Chair; Email: jrodrig@eureka.edu; Phone: 309-467-6416

Athletics

Steve Thompson, Director of Athletics & Head Women's Basketball Coach; Email: sthompson@eureka.edu; Phone: 309-467-6377

Information Technology

Dr. Kanaka Kumara, Sr. Systems Administrator; Email: kumara@eureka.edu; Phone: 309-467-6436

Activity 1: Institutional and Financial Assistance Information for Students

Topic-Financial Assistance Information

Office Responsible:	Financial Aid Office
Area Information is located:	On-line
Date Document was last updated:	October 14, 2015
Date Policy and Procedure was last updated	October 14, 2015

Financial Aid Handbook: <http://www.eureka.edu/wp-content/uploads/2015/01/Financial-Aid-Booklet-REV4.pdf>. This handbook provides the following:

- A description of all the federal, state, and institutional student financial assistance programs available to students who enroll at Eureka College
- Need based and non-need based federal financial aid that is available to students
- Information about federal direct loans
- Information about completing the FAFSA
- The criteria for determining the amount of a student's academic merit scholarship
- Eureka College's Satisfactory Academic Progress policies. This policy is also described in the Eureka College Catalog beginning on page 58:
<https://www.eureka.edu/wp-content/uploads/2013/08/2015-16-Catalog.pdf>
- How financial aid is disbursed to a student's account and the frequency of the disbursements
- Information about various types of loans and sources for additional information about those loans
- Student employment information as part of the financial aid package
- Loan exit counseling information

Topic-Institutional Information

Office Responsible:	Financial Aid, Provost, Development, Learning Center, SPS, Library, Registrar, Admissions, Study Abroad, Business, President, Bookstore, Social Science & Business, Athletics
Area Information is located:	On-line
Date Document was last updated:	October 14, 2015
Date Policy and Procedure was last updated:	October 14, 2015

Requirements:

- **Cost of attendance (Offices: Financial Aid, Admissions)**-The Cost of Attendance can be found on page 16 in the Financial Aid Handbook:
<http://www.eureka.edu/wp-content/uploads/2015/01/Financial-Aid-Booklet-REV4.pdf>. The Cost of Attendance is also located at the following addresses:
<http://www.eureka.edu/admissions/tuition-fees/> and beginning on page 22 of the Eureka College Catalog: <https://www.eureka.edu/wp-content/uploads/2013/08/2015-16-Catalog.pdf>
 - **Refund policy (Office: Financial Aid)**-Eureka College's refund policy can be found on page 18 in the Financial Aid Handbook:
<http://www.eureka.edu/wp-content/uploads/2015/01/Financial-Aid-Booklet-REV4.pdf> and starting on page 24 of the Eureka College Catalog:
<https://www.eureka.edu/wp-content/uploads/2013/08/2015-16-Catalog.pdf>. Following is a detailed example of how a Title IV refund is calculated:
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Step 1: Determine the percentage of the enrollment period completed by the student. If the calculated percentage is equal to or greater than 60%, the student has “earned” all aid for the enrollment period and no adjustment in financial aid occurs.

$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$

Step 2: Apply the percentage completed to the Title IV aid awarded to determine the student’s eligibility for financial aid prior to the withdrawal.

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

Step 3: Determine the amount of unearned financial aid to be returned to the appropriate Title IV financial aid program.

$$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$$

- * If the aid already disbursed equals the earned aid, no further action is required.
- * If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- * If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student.

Step 4: Determine if the institution and/or the student must return the unearned funds. The Eureka College Office of Financial Aid is required to return any unearned Federal Student Aid (FSA) funds that were applied towards institutional charges within 45 days in the following order:

- * Direct Unsubsidized Loan
- * Direct Subsidized Loan
- * Perkins Loan
- * Direct PLUS Loan (for parents of undergraduate students)
- * Pell Grant
- * SEOG
- * TEACH Grant

The student will be informed by the Office of Financial Aid of the type and amount of FSA program funds that are being returned on his/her behalf. The student is required to return unearned aid that was directly disbursed to the student. Unearned loan funds must be repaid by the student under the terms and conditions of the promissory note. Unearned grant funds must be returned to the Department of Education. The amount of unearned grant funds a student must return is limited to the amount by which unearned grant funds disbursed to the student exceed half of the original grant award by \$50 or more. A student must make arrangements to return grant funds within 45 days of receiving notice from the Office of Financial Aid. Failure to make payment arrangements will result in the loss of Federal Student Aid eligibility.

Step 5: Determine earned FSA assistance that has not been disbursed.

$$\text{Total Aid Earned} - \text{Total Aid Disbursed} = \text{Earned Aid not Disbursed}$$

Grant aid that was earned, but had not been applied before the student withdrew, will be applied to the student’s account within 45 days. Loan proceeds that could be disbursed after the student withdrew will only be disbursed if

the student requests a disbursement within 14 days of receiving notice from the Office of Financial Aid of his/her eligibility of a post-withdrawal loan disbursement.

The federal worksheet used to calculate the amount of FSA assistance earned is available from the Office of Financial Aid upon request.

- **Exit or Withdrawal requirements (Office: Registrar)**- The official withdrawal procedure can be found on page 17 in the Financial Aid Handbook:
<http://www.eureka.edu/wp-content/uploads/2015/01/Financial-Aid-Booklet-REV4.pdf>
- **Degree Programs (Office: Provost)** -Eureka College's academic program descriptions can be found starting on page 64 of the catalog: <http://www.eureka.edu/academics/course-catalog/>. Information can also be found at the following address: <http://www.eureka.edu/academics/majors-and-minors/>.
- **Facilities (Office: Business)**-Eureka's facilities can be found on the campus map at <http://www.eureka.edu/wp-content/uploads/2013/08/campus-map2014.pdf>.
- **Faculty (Office: Provost)**-A list of faculty members can be found at <http://www.eureka.edu/academics/faculty/>. The Office of the Provost is also responsible for planning for the improvement of the school's academic programs.
- **Accreditation & Memberships (Office: Provost)**-Eureka College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, and our Teacher Education Program is certified by the Illinois State Board of Education. Other memberships are listed beginning on page 14 of the Eureka College Catalog:
<https://www.eureka.edu/wp-content/uploads/2013/08/2015-16-Catalog.pdf>
- **Students with Disabilities (Offices: Learning Center, Provost)**-A description of the services and facilities available to students with disabilities is located on our Learning Center page:
<http://www.eureka.edu/academics/learning-center/>. There are also various support service request forms available here. Additional information can be found in the Student Handbook on page 26 and in the Catalog on page 48.
- **Contact information for financial aid information, school information, completion and graduation rate information, security policies and crime statistics:**
 - Financial Aid: Financial Aid Office
 - School Information: SPS Office (Associate Provost/Dean of Students)
 - Completion and Graduation Rates: SPS Office (Career Services)
 - Security Policies: SPS Office (Associate Provost/Dean of Students)
 - Crime Statistics: SPS Office (Associate Provost/Dean of Students)
- **Study Abroad**- Opportunities and qualifications to study abroad can be found at <http://www.eureka.edu/academics/study-abroad/> and beginning on page 73 of the catalog:
<https://www.eureka.edu/wp-content/uploads/2013/08/2015-16-Catalog.pdf>
- **Copyright Infringement (Office: Library)**-Information about copyright infringement and peer-to-peer file sharing can be found at <http://www.eureka.edu/library/policies/> and on page 22 of the Student Handbook: <http://www.eureka.edu/wp-content/uploads/2013/08/Student-Handbook-15-16.pdf>.
- **Transfer Credit Policies (Offices: Registrar, Admissions)**-The Transfer Credit Policies are located on pages 17-19 and page 56-58 of the Eureka College Catalog:
<https://www.eureka.edu/wp-content/uploads/2013/08/2015-16-Catalog.pdf> and at the following link: <http://www.eureka.edu/admissions/transfer-student/>.
- **Vaccination & Contagious Disease Policy (Office: SPS)**-Information related to these policies is located beginning on page 102 of the student handbook:
<http://www.eureka.edu/wp-content/uploads/2013/08/Student-Handbook-15-16.pdf>.
- **Net Price Calculator (Office: Financial Aid)**-<http://www.eureka.edu/NetPriceCalculator1314/>.

- **Drug and Alcohol Related Offenses (Office: SPS)**-Eureka College’s drug and alcohol policies and penalties can be found beginning on page 84 of the Student Handbook:
<http://www.eureka.edu/wp-content/uploads/2013/08/Student-Handbook-15-16.pdf>.
- **College Navigator Website:** Eureka College reports information to The Integrated Postsecondary Education Data System (IPEDS) annually. This information is subsequently posted to the College Navigator Website:
<http://nces.ed.gov/collegenavigator/?q=Eureka+College&s=IL&zc=61530&zd=0&of=3&l=93&ic=1&id=144971>.
- **Student Body Diversity (Offices: President, Registrar)**-Information on student body diversity, including the percentage of students that are male, female, or members of racial or ethnic groups can be found on the College Navigator Website at
<http://nces.ed.gov/collegenavigator/?q=Eureka+College&s=IL&zc=61530&zd=0&of=3&l=93&ic=1&id=144971#enrolmt> or by contacting the Registrar. In addition, the International Club promotes an awareness of international issues and different cultures and creates a sense of diversity and community on campus. The club is committed to serving the community and providing support for international students. Eureka College also offers many opportunities for international students looking to continue their education in a college setting. The requirements and policies for international students can be found at <http://www.eureka.edu/admissions/international-student/>.
- **Course & Textbook Information (Office: Bookstore)**-Estimates of textbook costs can be found on page 22 of the Eureka College catalog at
<https://www.eureka.edu/wp-content/uploads/2013/08/2015-16-Catalog.pdf>. Textbooks can be ordered by going directly to the bookstore website at
<https://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=230905&demoKey=d>.
- **Teacher Preparation Report (Office: Provost)**
- **Voter Registration Form (Office: SPS)**

Topic-Availability of Employees for Information dissemination purposes

Office Responsible:	SPS (Associate Provost/Dean of Students)
Area Information is located:	SPS Office-Cerf Center
Date Document was last updated:	
Date Policy and Procedure was last updated:	November 10, 2015

Requirement:

- **Right to Know (Office: SPS)**-Eureka College makes sure that certain information is made available to anyone who requests it. The information that is available by request can be found on page 18 of the Student Handbook:
<http://www.eureka.edu/wp-content/uploads/2013/08/Student-Handbook-15-16.pdf>.

Topic-Constitution & Citizenship Day

Office Responsible:	Social Science & Business
Area Information is located:	Burgess 201C
Date Document was last updated:	
Date Policy and Procedure was last updated:	Annually in September
Provide an explanation outlining what your school provides to students to satisfy the Constitution Day requirement:	Every year Dr. Rodriguez hosts a Constitution & Citizenship Day at the Eureka College Cerf Center

Activity 2: Drug & Alcohol Prevention

Office Responsible:	SPS (Associate Provost/Dean of Students)
Area Information is located:	On-line
Date Document was last updated:	April, 2013
Date Policy & Procedure was last updated:	October 15, 2015

Requirement:

- **Drug & Alcohol Abuse Prevention Information**-The Drug Free Schools and Communities Act Amendments and The Drug Free Workplace Act lay the foundation for Eureka's drug and alcohol policies. The preventative measures and policies used by Eureka College are discussed on pages 84-93 in the Student Handbook:
<http://www.eureka.edu/wp-content/uploads/2013/08/Student-Handbook-15-16.pdf>.

Activity 3: Consumer Information for Student Athletes

Topic-Equity in Athletics Disclosure Act

Office Responsible:	Business (Sr. Compliance Accountant), Athletics
Area Information is located:	Business Office, Burrus-Dickinson Hall
Date Document was last updated:	October 15, 2015
Date Policy and Procedure was last updated:	October 15, 2015

Requirements:

- **Reporting Period (Office: Business)**
- **Disclosure of the Report (Office: Business, Athletics)**

Topic-Completion/Graduation Rates for student athletes

Eureka College does not give athletically related student aid. In addition, students do not have to pay a fee to play sports. There may be some additional costs associated with equipment, lodging, meals, insurance, etc. Contact Beth Collingwood if you want to know the number of participants by gender for each team, operating and recruiting expenses, the salaries of the coaches or any other additional information.

Activity 4: Student Right To Know Act

Topics-Completion-Graduation Rates, Retention Rates, Placement Rates and Types of Graduate and Professional Education in which graduates enroll

Offices Responsible:	Registrar, SPS (Career Services)
Area Information is located:	Registrar's Office-Burrus Dickinson Hall, SPS-Cerf Center
Date Document was last updated:	
Date Policy & Procedure was last updated:	November 10, 2015

Contact the Registrar if you want to know the graduation rates for the general student body and student athletes, and how the rates are calculated and disclosed.

Contact the Registrar if you have questions regarding Eureka College's retention rate. Eureka College has a Retention & Persistence Committee that meets weekly to discuss concerns about students and their situations. The information gathered through this committee allows Eureka College to respond more quickly to student concerns and is a valuable tool in retaining our students.

Contact Career Services in our SPS office for information on the types of graduate and professional education in which graduates enroll.

Activity 5: Consumer Information: Clery Act (Campus Security)

Offices Responsible:	SPS (Associate Provost/Dean of Students)
Area Information is located:	SPS-Cerf Center, online
Date Document was last updated:	October, 2015
Date Policy & Procedure was last updated:	November 9, 2015

Eureka College contracts with the City of Eureka Police Department to provide a safe and comfortable campus environment.

In addition, a Quick Response Guide for Emergencies on Campus can be found at any office on campus. These guides provide faculty, staff and students with suggested plans in emergency situations as well as rules for evacuation. RAVE is an alert system Eureka College uses that sends out text messages to cellphones about emergencies and/or missing students. A Personal Data Document that allows you to sign up for RAVE messages can be found at <http://www.eureka.edu/admissions/personal-data-document/>.

For all information security and crime related, please refer to our Annual Security Report at <http://www.eureka.edu/student-life/campus-safety/>.

Activity 6: FERPA (Family Educational Rights and Privacy Act)

Office Responsible:	Registrar
Area Information is located:	Registrar's Office-Burrus Dickinson Hall, online
Date Document was last updated:	August, 2015
Date Policy & Procedure was last updated:	November 9, 2015

Topic: FERPA

Eureka College follows all procedures as required by the Family Educational Rights and Privacy Act of 1974 (FERPA).

Information on FERPA can be found at <http://www.eureka.edu/on-campus/ferpa/>. Additional information can be found on page 19 of the Student Handbook.

Each student is responsible for completing a Personal Data Document which provides the college with basic information concerning the sharing of records and academic, health, and billing information, as well as emergency contact information.

Topic: HIPAA

For information on Eureka's HIPAA Policy, contact our Human Resources Generalist in the Business Office.

Activity 7: Safeguarding Consumer Information

Office Responsible:	Information Technology
Area Information is located:	Melick Library, online
Date Document was last updated:	June 11, 2015
Date Policy & Procedure was last updated:	November 9, 2015

The staff members of our Information Technology Department are responsible for maintaining a comprehensive information security program. Please contact our IT Department for additional information about anything IT related.

Eureka College Network (ECNet) Acceptable Use Agreement and the Eureka College Network (ECNet) Email Policy:

These documents contain general guidelines applicable to all ECNet services. These agreements are available beginning on page 22 of the student handbook at

<http://www.eureka.edu/wp-content/uploads/2013/08/Student-Handbook-15-16.pdf> and in hard copy on administrative reserve in Melick Library. They are also available on the IT Services website at <https://sites.google.com/a/eureka.edu/it/home>.

Activity 8: Fire Safety Reports and Student Housing

Office Responsible:	SPS(Associate Provost/Dean of Students & Assistant Dean of Students/Director of Residential Life)
Area Information is located:	SPS-Cerf Center, online
Date Document was last updated:	2014
Date Policy & Procedure was last updated:	November 9, 2015

Our Associate Provost for Student Affairs & Dean of Students is responsible for maintaining the annual Campus Safety and Security Survey. Eureka College's 2014 survey can be found at <http://www.eureka.edu/wp-content/uploads/2013/08/EC-fire-data-2013.pdf>.

Fire extinguishers, fire alarm systems and other fire prevention and protection equipment are provided in all campus facilities as a safeguard for lives and property. Our Residence Life area which is located in the SPS area of the Cerf Center works with the Eureka Goodfield Fire Protection District to hold occasional fire drills. All residential students receive instruction at their first floor meeting each semester on fire alarm procedures and floor meeting locations.

Fire safety information is also available to our students on page 111 of our student handbook <http://www.eureka.edu/wp-content/uploads/2013/08/Student-Handbook-15-16.pdf>.

Activity 9: Misrepresentation

Offices Responsible:	Business, Provost, Financial Aid, SPS(Career Services)
Area Information is located:	
Date Document was last updated:	
Date Policy & Procedure was last updated:	November 9, 2015

Topic: Nature of Educational Program-Provost's Office, Business Office

Topic: Nature of Financial Charges-Financial Aid Office, Business Office

Topic: Employability of Graduates-SPS (Career Services) Office

Activity 10: Loan Disclosures

Office Responsible:	Financial Aid
Area Information is located:	Financial Aid Office, online
Date Document was last updated:	November, 2015
Date Policy & Procedure was last updated:	November 9, 2015

Federal Direct Loans

The financial aid office has written information available regarding U.S. Department of Education loans as well as on-line information. Information can be found in the financial aid office or on-line at <http://www.eureka.edu/admissions/financial-aid/> and at <http://www.eureka.edu/wp-content/uploads/2015/01/Financial-Aid-Booklet-REV4.pdf>.

The financial aid office is responsible for ensuring that all first-time borrowers of a Federal Direct Loan are provided with comprehensive information about their loan including:

- An explanation of the Master Promissory Note (MPN)
- The seriousness of repaying a loan
- The consequences of defaulting on a loan
- Information about loan repayment plans
- Information about interest accrual and capitalization
- The consequences of not maintaining half-time enrollment
- Information about NSLDS

The Eureka College financial aid office accomplishes the above through loan entrance counseling. The financial aid office encourages first-time borrowers to complete loan entrance counseling before they arrive on campus at www.studentloans.gov. We also have paper Loan Entrance Counseling Guides that we review with borrowers in the rare instance that they can't do their counseling on-line.

The financial aid office is also responsible for providing loan exit counseling to borrowers of Federal Direct Loans and Perkins loans. We provide information such as:

- Potential repayment amounts
- Repayment options
- The importance of repaying a loan
- Loan forgiveness or cancellation
- Terms and conditions for deferment or forbearance
- The consequences of default
- Loan consolidation options
- NSLDS

The financial aid office encourages borrowers to complete loan exit counseling at www.studentloans.gov or in the case of a Perkins loan at www.usaexit.com. We also have paper Loan Exit Counseling Guides (for federal direct loans) that we review with borrowers in the rare instance that they can't do their counseling on-line.

Private Education Loans

Alternative and private educational loans are available to our students through commercial lenders. We do not participate in a preferred lender arrangement. For more information on alternative and private loan options available please visit <http://www.eureka.edu/admissions/alternative-private-loans/>.

Activity 11: Gainful Employment Disclosures

Not applicable to Eureka College.