Unofficial
The ^ Faculty Survival Guide
Or,
Finding Your Way Around Dominican University's Buildings, Offices, and Services

2006-2007 Academic Year Edition
# Table of Contents

**INTRODUCTION** .................................................................................................................. 1  
**ACKNOWLEDGEMENTS** .......................................................................................................... 1  
**HISTORICAL SKETCH** ........................................................................................................... 2  
**MISSION STATEMENT** .......................................................................................................... 3  
**FREQUENTLY ASKED QUESTIONS** ....................................................................................... 4  
  
**Employment- and Benefits-Related Questions** ....................................................................... 4  
  - How can I get a copy of the official *Faculty Handbook*? ......................................................... 4  
  - How do I find out about medical and dental insurance as well as TIAA-CREF coverage? .............. 4  
  - Whom do I contact about any discrepancies on my paycheck? .................................................. 4  
  - How do I get an ID? .................................................................................................................. 5  
  - Where do I submit and/or update my curriculum vitae? ............................................................. 5  
  - Can I or members of my family take classes at Dominican or elsewhere? ..................................... 5  
  
**Classroom and Classroom Management Related Questions** ................................................ 5  
  - What room(s) am I teaching in? .................................................................................................. 5  
  - Where can I get my class roster? .................................................................................................. 6  
  - I have a student who is attending my class but who is not on my class roster, and another one who is listed but not attending class at all--what do I do? .............................................................................. 6  
  - How do I get a laptop computer or overhead projector for use in my classroom? ...................... 6  
  - I need a classroom so that all of my students have computers ..................................................... 7  
  - I want to put things up on the Web for my class. How do I do this? ............................................. 7  
  - I have an international student who is asking me about policies regarding their status, whether they can withdraw from my class relative to their immigration status, etc ......................................................... 7  
  - I have a student failing my class. What should I do? .................................................................... 7  
  - I suspect a student may have plagiarized or cheated. What should I do? .................................... 8  
  - I think a student may have some non-academic related difficulties ........................................... 8  
  - Whom should I see regarding students with special needs? ....................................................... 8  
  - How do I order a textbook for a course I'm teaching? ................................................................. 8  
  - What date do classes end? When is finals week? When is break? When is . . . ? ............................ 9  
  - What privacy issues should I be concerned about? ..................................................................... 9  
  
**Photocopying** ....................................................................................................................... 10  
  - How do I get photocopies made? .................................................................................................. 10  
  - Can I submit print jobs electronically? .......................................................................................... 10  
  - How do I get a photocopier account number? ............................................................................. 10  
  - Which is better--the Print Shop or those photocopiers I see in the hallways? ............................... 10  
  - How do I get this #$%*$&@ copier to work?!? .............................................................................. 11  
  - Are there some copier troubleshooting tips you can recommend? .............................................. 11  
  - Where can I find out about copyright issues? ............................................................................. 12  
  
**Parking-Related Questions** .................................................................................................... 15  
  - Where do I get a parking sticker? .................................................................................................. 15  
  - Are there reserved faculty spots in the parking lots? ................................................................. 15  
  - Can I get ticketed for a parking violation? ................................................................................... 15  
  - Why can't I ever find a parking space on campus?!?! ................................................................. 16  
  - Is there a parking map anywhere? .............................................................................................. 17  
  - What is the Shuttle Schedule? ..................................................................................................... 19  
  
**Security-Related Issues** ........................................................................................................ 21  
  
**Phone-, Office-, and Mail-Related Issues** ............................................................................. 22  
  - How do I get an on-campus mailbox? .......................................................................................... 22  
  - How do I get a voicemail extension? .......................................................................................... 22  
  - How do I get an email account? ................................................................................................... 22  
  
**Other Miscellaneous Issues** .................................................................................................. 23
WHERE'S THE LIBRARY LINK?: A GUIDE TO LOCATIONS ON CAMPUS

Academic Board..............................................37
Academic Resource Center (Crown 006)...............38
Campus Safety and Security..........................38
Centennial Hall (Map Location 2).....................39
Clock Lobby..................................................39
Cloister Walk (Map Location 3).......................39
Coughlin Hall (Map Location 4).......................40
Crown 002/Crown 003 Meeting Rooms..............40
Crown 303 Meeting Room..............................41
Crown Lab.....................................................41
Cyber Cafe....................................................41
Digital Media Classroom (Lewis 406)..................42
Dining Hall....................................................42
Faculty Resource Center..............................42
Fine Arts Building (Map Location 6)................43
The Grill.......................................................43
The Grotto (Map Location 7).........................43
Gymnasium..................................................43
Igini Sports Forum (Map Location 8)................44
Lewis 130 and Lewis 131 Classrooms.................45
Lewis Alcove.................................................45
Lewis Annex................................................45
Lewis Lounge..............................................46
Library Link...............................................47
The Lounge................................................47
Mailroom...................................................47
Mazzuchelli Hall (Map Location 10)..................48
Media Services............................................48
Mulroy Lounge............................................49
Noonan Reading Room.................................49
O'Connor Gallery of Art................................49
Power Hall (Map Location 11).........................50
Print Shop....................................................50
Priory Campus.............................................51
The Quad.....................................................51
Rebecca Crown Library (Map Location 5)..........51

Unofficial
The Faculty Survival Guide

HOW TO PUBLICIZE YOUR PUBLICATIONS AND ACCOMPLISHMENTS

I've heard there's a talk on campus today that I'd like to attend. Where is it? 24

I'm holding a meeting and I need a room. Whom do I contact? What if I need food and special setup? 23

I've heard there's a talk on campus today that I'd like to attend. Where is it? 24

Dominican University Facilities Options

EVENTS ON CAMPUS FOR FACULTY

Faculty Seminar Series
Lecture Series
Siena Center Lectures
Performing Arts Series
Annual Trustee Benefit Concert

WHAT MATTERS

HOW TO PUBLICIZE YOUR PUBLICATIONS AND ACCOMPLISHMENTS

Faculty Publications Case
Recital Hall (in Fine Arts Building, Map Location 6) .......................................................... 51
Rosary Chapel (Map Location 13) ....................................................................................... 52
Science Building (Map Location 1) ................................................................................... 52
Security ................................................................................................................................. 52
Social Hall .............................................................................................................................. 52
Stepan Bookstore .................................................................................................................. 53
Student Center ..................................................................................................................... 53
Technology Center ............................................................................................................... 53
Wellness Center .................................................................................................................... 54

GENERAL UNIVERSITY INFORMATION: OFFICES, SERVICES, AND POLICIES ........... 56

Academic Affairs .................................................................................................................. 56
Rosary College Of Arts And Sciences ................................................................................ 56
Academic Advising ................................................................................................................ 56
Institute For Adult Learning ................................................................................................. 57
Graduate Schools .................................................................................................................. 57
The Graduate School Of Library And Information Science .............................................. 57
The Brennan School Of Business ........................................................................................ 58
School Of Education ............................................................................................................ 58
The Graduate School Of Social Work .................................................................................. 58

Student Affairs and University Services ............................................................................ 59
Division Of Student Affairs .................................................................................................. 59
Office Of The Dean Of Students ........................................................................................ 59
Special Needs Services ......................................................................................................... 59
Department Of Athletics ...................................................................................................... 60
Wellness Center ................................................................................................................... 61

Other University Services .................................................................................................... 63
Academic Resource Center (Arc) ....................................................................................... 63
Alumnae/I And Parent Relations ........................................................................................ 63
Stepan Bookstore ................................................................................................................ 63
Bulletin Boards ...................................................................................................................... 64
Business Office .................................................................................................................... 64
Campus Dining Services ...................................................................................................... 65
Campus Safety And Security .............................................................................................. 66
Center For Career Development ........................................................................................ 66
Child Care Center ................................................................................................................ 67
Computer Labs / Technology Center .................................................................................. 68
Educational Testing Services ............................................................................................... 69
Escort Safety Service .......................................................................................................... 70
Faculty Resource Center ...................................................................................................... 70
Facilities Use ........................................................................................................................ 70
Fax Machine .......................................................................................................................... 70
Financial Aid Office ............................................................................................................. 70
Fire Safety ............................................................................................................................. 71
International Student Advising ............................................................................................ 71
Language Learning Center ................................................................................................... 71
Rebecca Crown Library ....................................................................................................... 72
Media Center ......................................................................................................................... 73
Lost And Found .................................................................................................................... 73
Mailroom .............................................................................................................................. 74
Multicultural Affairs ............................................................................................................. 74
Office Of Mission Integration .............................................................................................. 74
Package Pickup And Delivery ............................................................................................. 74
Parking .................................................................................................................................... 75
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performing Arts At Dominican University</td>
<td>76</td>
</tr>
<tr>
<td>Printshop/Copy Center</td>
<td>76</td>
</tr>
<tr>
<td>Office Of The Registrar</td>
<td>77</td>
</tr>
<tr>
<td>Security Dispatch</td>
<td>77</td>
</tr>
<tr>
<td>Service Learning</td>
<td>77</td>
</tr>
<tr>
<td>Sienna Center</td>
<td>78</td>
</tr>
<tr>
<td>Student Center</td>
<td>78</td>
</tr>
<tr>
<td>Switchboard/Information Center</td>
<td>78</td>
</tr>
<tr>
<td>University Ministry</td>
<td>79</td>
</tr>
<tr>
<td>University Vehicle Use</td>
<td>79</td>
</tr>
<tr>
<td>Vehicle Jump-Starts</td>
<td>79</td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>80</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>82</td>
</tr>
<tr>
<td>INDEX</td>
<td>83</td>
</tr>
</tbody>
</table>
Campus Facilities and Landmarks
1. Albertus Magnus Science Building
2. Centennial Hall (new 2004)
3. Cloister Walk
4. Coughlin Hall
5. Rebecca Crown Library
6. Fine Arts Building
7. Grotto
8. Igini Sports Forum
9. Lewis Hall
10. Mazzuchelli Hall
11. Power Hall
12. Recreation Field
13. Rosary Chapel
14. Rosary Convent
15. Soccer Field

Parking Accommodations
A. East Lot
B. Greenfield Lot
C. North Lot
D. Sisters' Lot
E. West Lot
V. Visitor Parking
INTRODUCTION

Welcome to all new and returning faculty members at Dominican University!

You are reading the 2006-2007 edition of the Survival Guide. As a product of the Faculty Development Committee, it is not an official publication from Dominican University, but rather a sort of "peer contribution." The idea for this Guide was formed after speaking to many faculty members who wished they had something that would help them get to know Dominican University during their first few weeks on the job--and beyond. It is enough to be confronted with new course preparations, new colleagues, meeting new students, and so on, without also having to know where to go to find a parking sticker! This Guide is, therefore, intended primarily to benefit new faculty, but we hope that all faculty may find something of interest.

We welcome your suggestions for additions to the Guide throughout the year. Bear in mind that since things keep changing at Dominican--particularly during a year where there is construction going on--some information may already be out of date! This document is also accessible from the Faculty Development page at http://domin.dom.edu/facdev.htm. Feel free to email Ken Black, Director of Faculty Development, at kblack@dom.edu with your comments or suggestions.

ACKNOWLEDGEMENTS

Thanks to the Office of the Dean of Students, particularly Trudi Goggin and Judy Paulus, for allowing us to use material from the Student Handbook & Planner. Much of the text describing the offices and services of the University starting on page 56 of this Guide were taken from the Student Handbook--in itself a valuable guide for faculty to consult. Some material in this section was also taken from Dominican University's Staff Handbook. Thanks to Anne Drougas (School of Business), former member of the Faculty Development Committee, for looking over early drafts of this Guide, and to Marilyn Benakis, Registrar, for checking the Guide throughout the past several years and offering valuable suggestions. And thanks to all the offices of the University for checking the existing text and contributing changes to keep the Guide as up to date as possible!

Any errors or oversights in this Guide are entirely the fault of its editor (below) and not of any other officials at Dominican University.

Ken Black
Director of Teaching and Learning Technology and Faculty Development
Email: kblack@dom.edu

2006-2007 Faculty Development Committee Members

Karen Brown, Graduate School of Library and Information Science
Arvid Johnson, Brennan School of Business
Dennis Kirchen, School of Education
Mary Scott Simpson, English
Marion Weedermann, Mathematics
Carolyn Wemlinger, School of Education

Revised Fall 2006
First Edition: Fall 2003

Unofficial
The Faculty Survival Guide
HISTORICAL SKETCH

(This Historical Sketch was taken from the Staff Handbook.)

Dominican University traces its origins to the charter granted in 1848 by the State of Wisconsin to St. Clara Academy, a frontier school for young women founded by the Very Reverend Samuel Mazzuchelli, OP. The Italian-born Dominican educator drew upon the centuries-old intellectual traditions of his order in planning what was considered in those days a revolutionary curriculum: he included subjects such as astronomy, logic, history and natural philosophy, a reaction against the superficiality in content of courses usually given in “seminaries for young ladies.” The Dominican Sisters of Sinsinawa, who taught in and administered the school from the beginning, were urged to open a college and founded St. Clara College in Sinsinawa in 1901. Dominican love of learning and teaching continued to build the college materially and intellectually, and St. Clara’s soon became accepted as an equal of the older eastern colleges. Many Catholic clergy and lay educators were impressed by the scholarship of St. Clara’s teachers and the excellence of its graduates. Under the leadership of Mother Samuel Coughlin, the sisters moved the college to River Forest, where it opened in the fall of 1922, having been renamed Rosary College and incorporated in Illinois. The library science school was established as a coeducational entity in 1930, and Rosary College became officially coeducational in 1970.

Rosary College changed its name to Dominican University in 1997. This name recognizes Dominican’s status as a university with the Rosary College of Arts and Sciences, the Graduate School of Library and Information Science, the School of Business, the School of Education, the Institute for Adult Learning and the Graduate School of Social Work. It also reaffirms the university’s commitment to the Sinsinawa Dominicans and the Dominican values.

The college was an early pioneer of the junior year abroad program, which began in 1925 with the opening of its Villa des Fougeres in Fribourg, Switzerland. Other foreign programs followed, including the Graduate School of Art in Florence, Italy in 1948, the Semester in London program in 1971, the Strasbourg program in 1987 and the Heidelberg program in 1993. In 1994, a program was set up in Salamanca, Spain.

The Graduate School of Library and Information Science celebrated its 50th anniversary in 1999. Library science at Rosary began in 1930 as an undergraduate department of the college that awarded the degree Bachelor of Arts in library science. In 1949, the graduate curriculum leading to the degree Master of Arts in library science was inaugurated, and in 1970, the Department of Library Science became the Graduate School of Library Science. To better reflect the growth and scope of its programs, it became the Graduate School of Library and Information Science in 1991 and began awarding the degree Master of Arts in library and information science. In 1993, the name of the degree was changed to Master of Library and Information Science.

In 1977, the Master of Business Administration program was established, followed by the Master of Science in accounting program in 1978. A combined business and law degree program in conjunction with The John Marshall Law School began in 1979. Growing steadily in reputation and scope, these programs became, in 1981, the Graduate School of Business. Now, in addition to the MBA, the MSA and the JD/MBA, the school offers a Masters of Science in Organization Management, Computer Information Systems, Management Information Systems and three majors in the undergraduate curriculum. The school is officially recognized as the School of Business. The Center for Knowledge Management was established in 1999 as a joint venture between the Graduate School of Library and Information Science and the Graduate School of Business. In 2006, the School was renamed the Brennan School of Business in honor of distinguished Chicago businessman Edward A. Brennan, retired chairman and chief executive officer of Sears, Roebuck and Co., and his wife Lois L. Brennan, a 1955 alumna of the university.
In 1978, the Master of Science in learning disabilities degree program was inaugurated followed in 1981 by a program in behavior disorders. The learning disabilities/behavior disorders program was granted state approval for teacher certification in 1981. The Graduate School of Special Education was formed in 1981 and began awarding the degree Master of Science in special education. It became the School of Education in 1987 and began offering two new degree programs, the Master of Arts in educational administration in 1989 and the Master of Science in education in 1990. In that same year, the early childhood teacher certification program received state approval. In 1992, the Master of Arts in teaching program was begun.

In 2001, the Graduate School of Social Work ("GSSW") was initiated with courses leading to the degree Master of Social Work. GSSW received full accreditation in 2004. In 2002, the university purchased the Dominican Conference Center located eight blocks east of main campus at 7200 West Division Street. Renamed Priory Campus of Dominican University, this facility houses the Graduate School of Social Work and the Institute for Adult Learning. In addition, Conference Services of Dominican University has continued the tradition of the Dominican Friars of St. Albert the Great by offering meeting and event planning for internal and external clients in the elegant and bountiful facilities and gardens at the Priory. In 2003, the St. Catherine of Siena Center was established, also located at the Priory Campus. This center provides a unique opportunity for interdisciplinary study, dialogue and services, bringing the Catholic tradition to bear on contemporary issues.

MISSION STATEMENT

As a Sinsinawa Dominican sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world.

Please consult the Faculty Handbook for more information on Dominican University's mission and identity statements. The Faculty Handbook is available for download at:

http://domin.dom.edu/fachandbook.htm

Unofficial
The ^ Faculty Survival Guide
FREQUENTLY ASKED QUESTIONS

In this section, we try to answer questions that many first-year faculty ask—and perhaps a few that those who have been at Dominican for a while wish they had asked!

Employment- and Benefits-Related Questions

How can I get a copy of the official Faculty Handbook?

The Faculty Handbook containing all faculty personnel policies, as published by the Office of the Provost, is distributed in hard copy form to all faculty members at the fall Faculty Workshop. There is also a Microsoft Word version that can be downloaded at the following URL:

http://domin.dom.edu/fachandbook.htm

As an added bonus--at no extra charge--this publication also includes the Academic Council Bylaws, Board of Trustee Bylaws, and Dominican University Corporate Bylaws.

How do I find out about medical and dental insurance as well as TIAA-CREF coverage?

Contact Largo Krouse, Compensation and Benefits Coordinator, in Human Resources at ext. 6781, or stop by her office in Lewis Annex 2A. The aforementioned Faculty Handbook has the following information about TIAA-CREF:

Dominican University participates in the Teachers Insurance and Annuity Association Retirement Program and its companion, College Retirement Equities Fund (TIAA-CREF). Any full-time faculty or staff member may begin participation in the Plan on a voluntary basis on the first of the month after completing one year of service and on attaining the age of 21. All eligible employees are required to begin participation in the Plan no later than upon completion of 3 years of service and on attaining age 30. Full-time faculty or staff members who have fully vested, fully-funded benefits under the terms of an institutional retirement plan of a previous employer may begin participation in the Plan through the TIAA and/or CREF Retirement Annuities used under the Plan following employment at Dominican University.

Eligible faculty and staff members may make contributions to TIAA-CREF from his or her gross earnings each pay period up to the annual limit as set by law. The university matches the individual contributions up to 10% which are taken as deductions from the individual’s paycheck.

Faculty or staff members who wish to remit more than the university’s contribution to TIAA-CREF should consult the Compensation and Benefits Coordinator.

Whom do I contact about any discrepancies on my paycheck?

Call Largo Krouse at ext. 6781 for any issues involving your paycheck.
How do I get an ID?

You should go to the Campus Safety and Security office to get a faculty ID. (See page 38 for directions on getting there.) Do not underestimate the importance of obtaining a photo ID; apart from proving who you are to any employees or students at Dominican who may not know you, it also serves as your library card for borrowing privileges at the Rebecca Crown Library. (You will need to register your personal information at the Library to activate it.) In addition, it may also help you get educational discounts in computer stores or at some cultural attractions in the area!

Where do I submit and/or update my curriculum vitae?

The University requires all full-time faculty to submit their curriculum vitae online via the following URL:

http://domweb.dom.edu/cv/Default.asp

This page also contains information on setting up access to get to your vitae. If you need assistance with getting all of your material up, contact Marlene Cozza, Faculty Secretary, at ext. 6754. If you provide her with a printed copy (or disk copy) of your vitae, Marlene can input the information at this site. You can find Marlene in the Faculty Resource Center. (For directions on getting to the Faculty Resource Center, see page 42).

Can I or members of my family take classes at Dominican or elsewhere?

Yes, if you are full-time! One of the benefits of working at Dominican is tuition remission. The Faculty Handbook has additional information on tuition remission policies. In a nutshell, Dominican's tuition remission benefit extends to yourself, your spouse, and your children. The tuition remission policy statement for taking classes at Dominican is available in the Human Resources Office.

For those children who prefer not to be within the same building, city, county, or even state as you, they may be able to take advantage of the tuition exchange program that Dominican is a member of, which includes about 250 other colleges and universities. Tuition exchange information is available from Pam Johnson, Vice President for Enrollment.

Classroom and Classroom Management Related Questions

What room(s) am I teaching in?

At the beginning of the semester, a list of all graduate school and Institute for Adult Learning classroom assignments is posted on a bulletin board just outside of the Registrar's Office (Lewis 115). Instructors for all schools can check this information in Campus Web when you access your class roster online (see next question). Even if you don't have your Campus Web ID and PIN number yet, clicking the Guest button from the login address given below will allow you to see the room assignment after looking up your course using the Course Search facility.
Where can I get my class roster?

An up-to-the-minute class roster is available via Campus Web. If you already have your ID and PIN number, the address to access your class rosters is:

http://cmdsweb.dom.edu/campusweb or just click the Campus Web link on the Dominican News and Events page at http://www.dom.edu/campusnews

There is documentation on retrieving class rosters and submitting grades online using Campus Web at:

http://domin.dom.edu/documents/campusweb/campuswebfaculty.htm

If you do not have a Campus Web ID number, contact the Office of the Provost. If you have an ID number but do not have or cannot remember your PIN, you may retrieve your PIN at:

https://domweb.dom.edu/retrievepin/

All advisors must go through a mandatory training session through Information Technology before viewing advisee information. New, non-advising faculty members and all other faculty members may begin using Campus Web right away.

I have a student who is attending my class but who is not on my class roster, and another one who is listed but not attending class at all—what do I do?

Faculty are asked to review class lists carefully, especially during the first two weeks of class. If a student is attending class and not on the list, he/she should be referred to Registrar’s Office and not be permitted to attend further classes until his/her name appears on the class list. Likewise, if a student is not attending your class and his name is on the class list, notify the Registrar’s Office by phone (ext. 6774) or email. A student may not just sit in a class. Registration is required and fully enforced.

More stringent federal guidelines mandate that an institution needs to provide exact dates of withdrawal or date the student ceased coming. If a student ceases to attend your class at any time during the term, please notify the Registrar’s Office immediately and note the last day the student attended your class.

How do I get a laptop computer or overhead projector for use in my classroom?

First, make sure some or all of this equipment is not already in the classroom where you are assigned to teach. (We realize this sounds simple, but it's amazing how often this is overlooked!) Most classrooms should have a resident overhead projector and pull-down screen.

Assuming this is an "occasional use" request, you will want to contact Media Services in the Rebecca Crown Library at ext. 6888 to reserve a laptop computer for your classroom (or any other media-related equipment). If you think you will want to be using a laptop every class, you may want to try to reserve an Enhanced Learning Environment classroom (see below), but these get booked very quickly.

Enhanced Learning Environment classrooms that have a networked personal computer (with ZIP drive, USB memory slot, and DVD drive), screen, projector, a VCR, and sound system for the instructor are in the following classrooms: Lewis 204, Lewis 301, Lewis 310, Lewis 312, Lewis 334, Priory 259, and all third floor Crown classrooms. (Over Christmas break, Fine Arts 212 will also be converted to one.) Scheduling is extremely tight for these rooms, however. To request these classrooms you should contact the Registrar's Office at ext. 6774.
I need a classroom so that all of my students have computers.

If you plan to have ALL of your students (and yourself) use computers you will want to use Lewis Room 002 (in the Technology Center, with 30 student computers), Lewis Room 004 (in the Technology Center, with 25 student computers), Lewis 130 (21 student computers, 2 instructor's computers), Lewis 131 (27 student computers--no room-wide sound system, though the instructor's computer has speakers attached), Crown 330 (31 student computers), Crown 202 (18 PCs, 6 Macintoshes, plus one PC-based instructor's machine), Crown 111 (24 student computers), or the Digital Media Classroom (21 Macintoshes and 4 PCs in Lewis 406 plus 1 Mac-based instructor's machine). All of these have PCs with CD-ROM drives and burners. Lewis 002 and 004 have DVD drives (with CD burning capability). These rooms get booked quite often, but contact the Registrar's Office at ext. 6774 to check availability.

If all of these rooms are booked, contact Media Services at ext. 6888 as soon as possible to see if they have a laptop computer available for all of your classes.

I want to put things up on the Web for my class. How do I do this?

We allow all faculty members space on our academic server (a.k.a. "Intranet"). You must fill out a web services account form (available for download and filling out via http://domin.dom.edu/documents/network_facstaff.htm ) to have access to this space. We also have the Blackboard course management system. To use Blackboard you must attend a mandatory three-hour training session, offered periodically throughout the year.

Most computer-related questions are answered in the Information Technology Handbook for Faculty, which can be downloaded from the following address:
http://domin.dom.edu/documents/facstaffdocs.htm

This page also has links to many other Information Technology-related documentation.

I have an international student who is asking me about policies regarding their status, whether they can withdraw from my class relative to their immigration status, etc.

Particularly in the wake of 9/11, the government is extremely vigilant about ensuring that all international students have the proper documentation. Do NOT give them advice on your own. Instead, refer them directly to Sue Ponreym, Director of International Studies, at ext. 6965. Her office is in Fine Arts 335. Sue is the PDSO (Principle Designated School Officer) for Dominican University, and is in charge of ensuring that all F-1 (international) and J-1 (exchange visitor) students are aware of immigration regulations and Department of Homeland Security regulations. (Office information is also listed on page 71.)

I have a student failing my class. What should I do?

At the graduate level, consult your School office to see what policies and procedures they have in place to provide students with academic support. At the undergraduate level, you should first make sure you have filled out an Academic Warning Notice. These are available in the office of Rosary College of Arts and Sciences. Pat Klbecka, who sits at the desk just as you walk in, will have a supply of these for you. The warning notices can also be downloaded in PDF format at the following address:
http://domin.dom.edu/warning_notice.htm . These notices are then sent to the student as well as to the advisor of the student. You may also want to recommend that the student check at the Academic Advising Office (also in the office of Rosary College of Arts and Sciences) and see either Angela Frazier.
or Sr. Melissa Waters to check if there are any tutoring options. They have a list of students willing to
tutor in a variety of subject areas. If it is computer skills related, the Technology Center has a list of
computer tutor hours during the regular school year.

If the problem is writing-related or math-related, the Academic Resource Center located on the lower
level of the Rebecca Crown Library near the Cyber Cafe (Crown 006) offers special help each day. The
Academic Resource Center is open Mondays through Thursdays from 8:00 a.m. until 7:00 p.m., and from
8:00 a.m. until 4:30 p.m. on Fridays. Students may walk in, although the best way of getting the amount
of time they need is to call (708) 524-6682 to make an appointment. (Also see the entry on Academic
Resource Center on page 63.)

I suspect a student may have plagiarized or cheated. What should I do?

The Rosary College of Arts and Sciences' Academic Integrity Policy, which deals with plagiarism and
cheating, is included on page 80 of this Guide and is also included in the Student Handbook. Other
faculty should consult with their School for their policies. Please bring your concerns to the attention of
the Dean of your academic program so they can guide you in handling the situation.

To help detect plagiarism, the University subscribes to a Web-based service called Turnitin. Turnitin uses
software that will detect plagiarism based on a database of billions of pages of content on the Internet and
in other databases. Contact Caroline Sietmann, Instruction/Reference Librarian, at ext. 6884 or via email
at csietmann@dom.edu for additional information on this software.

I think a student may have some non-academic related difficulties.

If you have a student experiencing any type of physical, emotional, or behavioral difficulties, please refer
them to the Wellness Center, which offers counseling services and health services for all Dominican
students as well as numerous other services. The Wellness Center is located in the lower level of
Coughlin Hall. There are directions to the center on page 54 of this Guide, with additional information on
their services on page 61.

Whom should I see regarding students with special needs?

Students should be referred to Trudi Goggin, Dean of Students, if they have any special needs. The
extension for Trudi's office is 6822. (Also see the entry on Special Needs on page 59.)

How do I order a textbook for a course I'm teaching?

The folks at the Stepan Bookstore sure hope you're asking this, oh--about eight weeks before the semester
begins! We really hope your department chair went over this information soon after you were hired, but
in the event you have any last minute changes or, indeed, have just arrived on campus and desperately
need to have a textbook in the bookstore, call the Stepan Bookstore ASAP at ext. 6892 to begin making
arrangements! (It might also help if your last name is Norton, Macmillan, or Prentice-Hall if you're
planning on getting enough copies of that book by tomorrow.) You can also order your textbooks online
What date do classes end? When is finals week? When is break? When is . . .?

Before you start laying out your master plan for what to accomplish in class this semester, it's a good idea to avoid the unpleasant surprise of scheduling a midterm for a specific date only to find that your students will not be appearing in class that day--and it's not because of the midterm. Get to know our academic calendar! It is particularly important to realize that some of the graduate programs follow a slightly different schedule than the undergraduate programs. Some graduate courses, for example, will meet for fourteen weeks, while undergraduate courses meet for fifteen weeks. An up to date copy of the Academic Calendar is available through on our home page at http://www.dom.edu by clicking on Academics >> Registrar >> Academic Calendar. Note that there are separate undergraduate/graduate calendars on this page. This calendar will also appear in the front of each School's printed catalog, but if your office looks like most of our offices, you'll find it easier to locate your computer and head to the above web page than trying locating your copy of the catalog!

Long Weekend

New undergraduate faculty members are most often caught off-guard by Long Weekend. This is basically a mid-semester break during the Fall semester for students in the Rosary College of Arts and Sciences. The class days affected are Friday, Saturday, and Sunday. In 2006, Long Weekend is October 20-22. No undergraduate classes are held those days.

What privacy issues should I be concerned about?

Many of you may have heard of FERPA (Family Educational Rights and Privacy Act). Students are entitled to privacy regarding their educational records. For example, one major infraction that still occurs in universities is faculty leaving graded tests or papers in a publicly accessible place for students to pick up. This is not permissible under FERPA.

Faculty must be acquainted with FERPA's regulations. A FERPA tutorial is available on our "intranet" at the following address: http://domin.dom.edu/ferpa/index.htm.
Photocopying

How do I get photocopies made?

Assuming you are asking this question a day or two before you actually plan on distributing the photocopies, head down to Office Services (a.k.a. the Print Shop), which is located on the lower level of the Rebecca Crown Library. They have forms there to fill out regarding number of copies needed, date they are needed by, etc. It would really help if you knew your department's budget number for photocopying. The Print Shop is open until 7:00 at night Monday through Thursday.

If it is evening and your class is in five minutes, you are pretty much limited to using the photocopiers you see in the hallways and using your account number. * Note that you cannot use a photocopier account number with Library photocopiers on the ground floor or first floor. These take cash only! There is, however, a photocopier that takes account numbers on the second floor of the Rebecca Crown Library.

Also, do not overlook the services of the Faculty Secretary, Marlene Cozza, in the Faculty Resource Center (see page 42). Marlene can help arrange copying jobs and also has networked access to the photocopier near the faculty mailboxes outside of her office.

Can I submit print jobs electronically?

Yes! Contact Office Services about how you can gain access to the Digital Storefront. Please note that this requires having specific software loaded onto your office computer, so access to your own on-campus computer is necessary.

How do I get a photocopier account number?

It's best to check with your department chair first. Also, copier policies differ from School to School and some even have photocopiers within their offices that are available for you to use.

Otherwise, during the day, stop by Ange Reda's desk in the Business Office. She will need to know the department you teach for and, of course, who you are. If you are only here during the evening, you may call her at (708) 524-6788 and leave a message or send her an email at ogroange@dom.edu.

Which is better--the Print Shop or those photocopiers I see in the hallways?

It is less expensive to use Office Services facilities whenever possible for bulk photocopying. (As of 2006, it is $0.05 per regular page in Office Services compared to $0.06 on the other machines.) The general rule of thumb is that anything over 25 pages should be taken to Office Services. In addition, Office Services can fold, cut, staple, and provide color copies--an extra benefit to those without student workers.

If you have a last-second copying need, though, you may use any of the photocopiers in the hallways throughout campus (or on the second floor of the Library) that have the number pads for account numbers.

* The Graduate School of Social Work has a copy machine available at the Priory Campus with the same account number features built into those on the main campus.
How do I get this #&%$&@ copier to work?!?

We have all been around copiers long enough to know that they are zealous adherents to Murphy's Law and therefore will break down when you need them the most. But the track record of our Canon fleet is very good. Treat it well, and you should get quality copies in return. Bottom line: Take the time to follow the diagrams and instructions on the screen.

First (to state the obvious) make sure you are putting in the correct account number. Also, double-check that there is paper in the copier. Office Services checks the paper periodically throughout the day, and if it is before 7:00 p.m. you can stop by Office Services for additional paper if the machine is out of paper. A guide to inputting the account number is below.

A photograph of one of the panels on the photocopiers available for faculty and staff use. Here's the "trick" to entering your account number: press the ID button FIRST, then input your seven-digit account number.

When finished copying, be sure to press the ID button AGAIN to clear your number! (Very necessary, as we are sure that you do not wish to become the unwilling photocopying benefactor of the next person using the machine! If you DO forget, the machine resets itself in three minutes.)

Need help with a function? Access the function first, then press the question mark button for help.

Are there some copier troubleshooting tips you can recommend?

Ange Reda from the Business Office has provided the following tips:

1. **IF THE MACHINE JAMS:** clear paper jams by opening sections as indicated on the screen.

2. **IF THERE IS A MALFUNCTION:** turn off the machine, place an OUT OF ORDER sign on top and notify Office Services IMMEDIATELY at ext. 6758.

3. **IF YOUR ACCOUNT NUMBER DOES NOT WORK:** Contact Ange Reda at ext. 6788. You should also report any charges you believe are not yours to Ange at the above extension.

Again, if the machine is OUT OF PAPER, head to Office Services (lower level of Library) if it is before 7:00 p.m. Office Services does its best to ensure there is ample paper in the photocopiers for the evening.

Please note that the above instructions do not include cursing at the machine, kicking it, or slamming the doors. Not only is this not recommended, it will NOT help the situation and may make it worse. (You know by now that these machines sense this type of behavior. Besides, your doctor warned you about high blood pressure...)

Unofficial

*The Faculty Survival Guide*
Where can I find out about copyright issues?

No manual is big enough to cover all the nuances of fair use and the copyright law! For classroom purposes, the Library will scan copies of articles and place them on *electronic reserve* linked from the Library's web site. (You must provide the Library with readable copies.) They are also kind enough to do this for any copyrighted materials you want to load onto your *Blackboard* course site. There is full information on requesting copyright clearance through the library at the following address:

http://libsnap.dom.edu/Reserves/policyforms.htm

Reprinted below is a document distributed at the 2006 Faculty Workshop that discusses various copyright issues.

---

**Copyright Compliance at Dominican University**

Making readings available for students can be vital to teaching at the University. However, often materials that a faculty member may wish to provide are protected by the copyright laws of the United States. **As responsible members of the University, faculty members are obligated to abide by the provisions of the law as far as possible.** Articles and portions of books cannot be reproduced unless they are covered by the fair use provision of the copyright law or permission has been sought from the holder of the copyright.

**Fair Use:**

Copyright policy at the University is based on the provisions of fair use of the United States Copyright Act of 1976. Section 107 of this Act permits the making of multiple copies of copyrighted works for classroom use. It identifies four factors for determining fair use:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit purposes;
2. The nature of the copyrighted work; fair use generally applies to non-fiction;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Materials that are not subject to copyright protection and may be used freely are:

- US Government Documents
- Works in the public domain, i.e. not covered by copyright because of date or because the author did not choose to copyright the work
- Works that lack originality e.g. phone book
- Ideas, processes, methods, and systems described in copyrighted works
- Facts
- Freeware
- Materials that are created by the faculty (such as lecture notes, exams, and syllabi)

Some copyrighted materials that can be posted electronically or copied as student readings without getting permission from the copyright owner fall under the “fair use” provision of the Act. Fair use provides that certain limited use of copyrighted materials for such purposes as teaching, criticism, reporting, scholarship and research is not an infringement of copyright. *continued on next page*
Materials that do not require copyright permission are:

- A journal article that appears full-text in a Dominican University subscribed on-line database
- a single journal article used for one semester
- a single book chapter used for one semester
- works of art used for one semester
- brief selections from a journal article or book chapter

The following are examples of materials that fail to meet the criteria of “fair use”, and therefore require obtaining copyright permission:

- a journal article, or book chapter that has been previously placed on electronic reserve or Blackboard
- multiple chapters from a single book or multiple articles from a single issue of a journal
- documents that are consumable in the course of study or teaching (e.g. workbooks, exercises)
- fictional and other creative works (e.g. a poem, a play)
- Articles or parts of books that are copied and sold as course packets

Making Readings available for your students:

Copyright must always be followed as closely as possible in making readings available to your students. The Copyright Permission Center of the Library can assist you in seeking copyright permission and in providing your students with selected readings. Three methods for providing readings are:

1. Print or electronic reserve. Articles or portions of books can be placed on reserve. It is not necessary to seek copyright permission for print reserves. Electronic reserves require that the faculty member provide a clean copy of the material and should indicate on the reserve form whether permission needs to be sought from the copyright owner or if the document is covered by the principles of fair use.

2. Course packets sold or given to students. Print readings in course packets fall under copyright protections and also require that the faculty member request copyright permission for using such material. Copyright and distribution may be arranged through a commercial vendor such as Xanedu. Individual readings are also subject to copyright regulation.

3. Readings included in Blackboard. Such readings are also subject to copyright restriction. When copyrighted materials are made available through Blackboard, the course should be password protected. Posting readings on Blackboard is perhaps the most effective method of providing student readings.

Procedures for requesting copyright permission:

1. Faculty should carefully review the copyrighted material to be used and determine whether they need to obtain permission from the copyright owner or if the document is covered by the principles of fair use. For example, if the journal article has been posted on Blackboard or electronic reserve for your class during a semester and you want to use the same article again the following semester, a copyright permission must be sought from the copyright owner. Permission must be sought for each subsequent use.

2. Faculty are responsible for providing a complete bibliographic citation (including title, author, copyright or publication date, volume, issue and edition of the publication, chapter or article title, and the exact page numbers of the material to be used), and the approximate number of students in the class. Please use the form on the Library’s web site for submitting copyright permission requests.

3. For Blackboard requests, faculty should submit a copyright permission form to the library copyright permission center. For electronic reserves, faculty should submit a copy of the reserve form, a photocopy of the article (unless it is already in electronic format), and a copyright permission form to the circulation staff.

*continued on next page*
4. In order to have adequate time to process the electronic reserve, materials that are not protected by fair use must be submitted four weeks in advance so that library staff will have enough time to request permission from the copyright owner. Materials will be placed on electronic reserve upon receipt of the faculty request to obtain permission. Permission will be requested immediately.

5. Library staff will obtain permission from the copyright owner. If permission is refused, the article will be removed from the electronic reserve and faculty will be notified. For Blackboard permission requests, faculty will be notified of any refusal.

6. For electronic reserves, every class will have its own password to access class material. It is the responsibility of the faculty to provide a password on the reserve submission form and to notify their students. The articles on electronic reserve are only available to students in that class. Librarians will not have access to the password or the material and will be unable to assist students who have forgotten the password.

7. Library staff will disable electronic reserve documents in the system at the end of each semester. As necessary, copyright permission will be required to replace electronic reserve documents in the system.

8. Documentation of copyright permission will be maintained by the library copyright permission center.

9. Course packets should be arranged and distributed through Xanedu: [http://www.xanedu.com/](http://www.xanedu.com/). Xanedu will seek copyright clearance and will supply course packets. The office services and book store will require a copyright permission to be attached to each item for course packets. The copyright permissions must be obtained in advance of reproduction.

10. The Library will absorb the cost of most copyright fees. However in the case of very high cost the faculty member will be informed of alternatives. The Library reserves the right to refuse to seek copyright or to bill back the cost to the academic department.

11. Copyright permission is not necessary for the spontaneous use of reading that the faculty needs immediately for a class because it falls under the fair use provision of copyright law. If used subsequently, permission is required. Office Services may reproduce such a reading for the faculty member.

Further Information:

Look for “Just for Faculty” for documentation and forms.

University of St Francis has an appealing site that explains fair use and other aspects of the copyright law. [http://www.stfrancis.edu/cid/copyrightbay/](http://www.stfrancis.edu/cid/copyrightbay/)

Questions to;
Inez Ringland
708 524 6873
ringland@dom.edu

-----------------------------------------------------------------
Parking-Related Questions

Where do I get a parking sticker?

You absolutely want to purchase a parking sticker if you plan on parking in any of Dominican's lots, since after the first week of school or so, you will get ticketed! Stickers are available for $30.

Go to the Campus Safety and Security Office, located on the lower level of Lewis Hall. (See page 38 for directions on getting to Campus Safety and Security.) Campus Safety and Security is open from 8:00 a.m. until 4:00 p.m. on weekdays, with extended hours the first four weeks of the Fall and Spring semesters. The hours for the first four weeks of the Fall and Spring semester are 8:00 a.m. until 7:00 p.m. Monday through Thursday and 8:00 a.m. until 4:00 p.m. on Fridays. After hours, contact the switchboard (dial 0 from a house phone or 708-366-2490 from off-campus) to make arrangements to purchase a sticker.

In order to purchase a vehicle sticker, you must show proof of ownership (i.e. insurance card), valid driver's license, and proper vehicle information including vehicle make, model, and license plate number. The sticker should be affixed on the front windshield, driver's side. The stickers are removable, so if you find yourself using a second car one day you can move it from your primary vehicle to your secondary one.

Are there reserved faculty spots in the parking lots?

Yes; two areas on the main campus are reserved for faculty and staff, though they do fill rather quickly! The biggest area is in the West Lot (E on the campus map), in the row nearest to the library and between the walkways. Another location is in front of the Fine Arts building. These are restricted areas 24 hours a day, 7 days a week.

Don't even THINK of parking in handicapped areas (if you don't have the proper ID on your car), in fire lanes, or near fire hydrants. The concept of "academic freedom" does not extend to our parking lots. You will be ticketed by the River Forest police for parking in these areas! See our next question for other violations.

Short-term visitor parking, without a permit, is located around the circle, inside the main entrance at 7900 West Division. Short-term visitor parking is for visitors who are on campus for less than two hours. Long-term visitor parking is for visitors who are on campus for longer than two hours. They should not park around the circle, but rather register for a temporary permit and park in any of the four lots. Temporary permits are available at the Campus Safety and Security office.

Can I get ticketed for a parking violation?

Yes. The following information is taken from the Dominican University Parking Policy.

Security officers will ticket the following violations:

- Vehicles without a valid sticker
- Vehicles improperly parked in the lots, fire lanes, near fire hydrants, handicapped spots, loading docks, resident sister's lot, other reserved areas, and vehicles exceeding the speed limit.

continued on next page
• River Forest Police also ticket violations in fire lanes, handicapped spaces, and near fire hydrants. River Forest Police can also ticket speeding on campus! Speeding over 10 mph is strictly prohibited.

Vehicles receiving a third ticket will have an orange tow warning sticker placed on the driver's side window. This warning sticker is to inform the vehicle operator that the vehicle is eligible to be towed away at the owner's expense. On the fourth violation, the vehicle will be towed. Unpaid parking tickets will be treated as a payroll deduction.

Why can't I ever find a parking space on campus?!?!

Now, now--unclench your fists, sit down, and relax. Parking can be difficult at times, and we're sure you must have found a parking space at some time or another. The good news is that the University has a new Parking Garage due to be completed during Spring 2007 will alleviate our parking difficulties. The bad news is that you still have to find a parking space this year, and admittedly the construction of the new academic building, Parmer Hall, is not helping matters.

There are several factors to keep in mind when in the quest for parking:

• Campus Safety and Security has done studies that show Tuesdays are the busiest days on campus. This is one day to get to campus extra early if you teach that day. (The least busy weekday? No surprise there: Friday.)
• The lots are generally fullest from 9:00 a.m. until noon.
• If you can plan ahead, take advantage of the parking lot at the Priory Campus. There is a free shuttle bus that goes between the main campus and the Priory Campus every half-hour between 8:00 a.m. and 10:00 p.m. (See page 19 for a shuttle schedule.)

Also, did you try all parking lots? This sounds obvious, but people often overlook the East Lot (Map Location A) and the Greenfield Lot (Map Location B). The East Lot is most easily accessible from Park Avenue. The Gravel Lot is also a great place to park and is close to the front of campus! (See the next two pages for campus parking maps.)

Whatever you do, do NOT park illegally! On your fourth ticket, your vehicle may be towed!

Complete parking restrictions, guidelines, etc., are available on the web at: http://www.dom.edu/about/parking.asp. Also, see the section on Parking on page 75.

Need an escort to your parking space or elsewhere on campus? Campus Safety and Security has security officers that will provide an escort 24 hours a day. Simply dial 5999 to request one.

"I'm glad I carpooled today!"

Unofficial
The Faculty Survival Guide
Is there a parking map anywhere?

Glad you asked! We just so happen to have copies of the same maps you were given (and, if you're like us, immediately lost) when you purchased your parking sticker. This is a black-and-white publication, so the color-coded maps that Campus Safety and Security give out can't be reproduced here, but hopefully you'll get the idea. Immediately below is a reproduction of the **Main Campus** parking map. See the next page if you're interested in the Priory Campus.

**Greenfield First!** Early-arriving faculty are *strongly* encouraged to park in the Greenfield Lot!

---

**Faculty/Staff parking** is the on the side immediately to the west of the Library (dotted, square area on the map above, to the left of the Library.)

The **Sister's Lot** is the area nestled between Mazzuchelli Hall, the Bookstore, and the new Parking Structure. (It appears shaded here.) Unless you happen to be a member of the Sinsinawa Dominicans, do NOT park there!

**Visitor Parking** is the circle in front of Lewis and Power Hall, plus a few spaces in front of the Fine Arts Building.
Below is a reproduction of the parking map for the Priory Campus:

This side (west side) is restricted 10pm-7am. No parking in this area between those times.

Faculty/Staff Parking
What is the Shuttle Schedule?

Here is a copy, direct from Campus Safety and Security. You can also find a schedule on via the University home page by clicking on About DU>>Visit Campus>>Parking & Shuttle.

**SHUTTLE SCHEDULE**

**MONDAY-FRIDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>MAIN CAMPUS TO PRIORY</th>
<th>PRIORY TO MAIN CAMPUS</th>
<th>GREENLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00AM</td>
<td>8:15AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30AM</td>
<td>8:45AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00AM</td>
<td>9:15AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30AM</td>
<td>9:45AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00AM</td>
<td>10:15AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30AM</td>
<td>10:45AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00AM</td>
<td>11:15AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30AM</td>
<td>11:45AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00PM</td>
<td>12:15PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30PM</td>
<td>12:45PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00PM</td>
<td>1:15PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30PM</td>
<td>1:45PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00PM</td>
<td>2:15PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30PM</td>
<td>2:45PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00PM</td>
<td>3:15PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:30PM</td>
<td>3:45PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00PM</td>
<td>4:15PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30PM</td>
<td>4:45PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00PM</td>
<td>5:15PM</td>
<td>5:00PM</td>
<td></td>
</tr>
<tr>
<td>5:30PM</td>
<td>5:45PM</td>
<td>5:30PM</td>
<td></td>
</tr>
<tr>
<td>6:00PM</td>
<td>6:15PM</td>
<td>6:00PM</td>
<td></td>
</tr>
<tr>
<td>6:30PM</td>
<td>6:45PM</td>
<td>6:30PM</td>
<td></td>
</tr>
<tr>
<td>7:00PM</td>
<td>7:15PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30PM</td>
<td>7:45PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00PM</td>
<td>8:15PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30PM</td>
<td>8:45PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00PM</td>
<td>9:15PM</td>
<td>9:00PM</td>
<td></td>
</tr>
<tr>
<td>9:30PM</td>
<td>9:45PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00PM</td>
<td>10:15PM</td>
<td>10:00PM</td>
<td></td>
</tr>
<tr>
<td>10:30PM</td>
<td>10:45PM</td>
<td>10:30PM</td>
<td></td>
</tr>
<tr>
<td>11:00PM</td>
<td>11:15PM</td>
<td>11:00PM</td>
<td></td>
</tr>
<tr>
<td>11:30PM</td>
<td>11:45PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Weekend & Break Schedule**

- Main Campus to Priory upon request only.
- Green Line will have no scheduled runs during weekends and breaks. The shuttle will run upon request only at the top or bottom of the hour 9:00, 9:30, 10:00, 10:30 etc.
- On Sunday evenings from 9:15p.m to 12:15a.m. there will be scheduled runs from the priory to the main campus every half hour 9:15, 9:45, 10:15, 10:45 etc.

_Shuttle information continued on next page_
GREENLINE SHUTTLE

DAYTIME SERVICE
The daytime shuttle to and from the Green Line is designed to encourage the use of public transportation. The PACE bus runs continuously from the Green Line at South Boulevard to Division Street. The 305 bus turns onto Division and runs to the front gate of Dominican University. The other PACE busses will drop off at Division. Once at Division Street, you may walk to the Priory campus main entrance and take the Dominican University shuttle to the main campus. In addition to the convenience of the PACE bus system, Dominican University will run a daytime shuttle to and from the Green Line at the beginning and middle of every hour i.e. 9:00, 9:30, 10:00, 10:30, etc. These are not automatic runs. They are by request only. These times are the only times that the shuttle will run to and from the Green Line. Please plan ahead. The shuttle will depart from the main campus but will stop at the Priory on the way. If you wish to depart from the Priory campus please indicate this request to the switchboard operator and the shuttle will pick you up in front of the Priory main doors.

EVENING SERVICE
During the evening hours, there will be a different shuttle schedule to and from the Green Line. The shuttle will also supplement the ample PACE bus schedule between the hours of 5:00 PM and 11:00 PM. This might be a greater convenience to students taking night classes and arriving during rush hour. Starting at 5:00 PM, the shuttle will leave the main campus, go to the Priory, then drive to the Green Line and back to the Priory. The shuttle will resume its normal 15-minute run back to the main campus. The drop-off point will be at the northwest corner of Harlem Ave. and Lake Street. These runs will be automatic, with or without passengers so there is no need to call. During this time period, there will be no extra runs or special requests of the shuttle driver. Time will not allow for any deviation of the schedule. If someone misses the shuttle, they will have to take a PACE bus or wait for the next scheduled departure. This schedule will not affect the intra-campus escort system. Someone from security will still be available to escort people to buildings, cars, etc.

OVERNIGHT SERVICE
During the hours from 11:30 PM until 8:00 AM, the Dominican University shuttle does not run on a regular schedule. Anyone may call for a ride from the main campus to the Priory and vice-versa. Campus Security will try to accommodate these requests in a timely fashion. You may also call to request a shuttle to or from the Green Line however, please understand there could be a wait as the driver has other duties during this period.

Please remember that the shuttle driver is a member of Campus Security and as such during any campus emergency on the Main Campus or at the Priory, the driver’s security duties take precedent over their shuttle duties.
Security-Related Issues

Please report any concerns immediately to Campus Safety and Security by dialing “0” on any house phone or 708-366-2490 from any outside phone.

What to Report

Suspicious Activity/Person
* Anything or anyone that appears to be out of character with the university community.

Criminal Activity or Conduct
* Damaging personal or university property
* Assaulting you or another person
* Other unsafe activity

Safety and Security Equipment
* Faulty or damaged safety, security or fire equipment

Escort Services are available 24 hours a day
At any time you are welcome to call Campus Safety and Security to request an escort by dialing “0” from any house phone or 708-366-2490 from any outside line.

Trouble-shooting tips:

- Always be alert when alone. Keep purse or valuables either clutched to yourself or out of sight.
- Avoid at all costs being alone in questionable areas (i.e. parking lot, empty buildings, darkened areas, etc.) make use of the escort service.
- If you usually study/work after hours (i.e. Science Labs, Computer Lab, Library), familiarize yourself with all nearby phones, exits, and emergency equipment. Report all non-working phones and other services to Vera Hajduk, Telecommunications Coordinator, at ext. 6750.
- Report all suspicious-looking people/vehicles to security dispatch. Never approach potential threats by yourself. Take note of vehicle make, license number and description of persons to give security.
- Do not prop doors open. Lewis Hall main entrance (near the Switchboard) is open 24 hours. Residence hall doors are only opened with a keycard.
- Do not tamper with fire safety equipment.

Most Importantly Trust your instincts!

If it doesn’t feel right then don’t take chances.

If you have any questions please contact the Campus Safety and Security Office at (708) 524-6300.

Contact numbers to Report Concerns:
Escort Service on Campus: 0 (24 hrs)
Dean of Students Office: 708-524-6822
Campus Safety and Security Office 708-524-6300
Manager of Safety and Security: 708-524-6752
Residence Life Office: 708-524-6217
River Forest Police: 708-366-7125
Campus Switchboard: 708-366-2490
Emergency: 911
**Phone-, Office-, and Mail-Related Issues**

**How do I get an on-campus mailbox?**

Depending on which School you teach for, this *may* have already been taken of for you. Otherwise, contact Mike Fair, Mailroom Supervisor, at ext. 6758 or stop by and see him at Office Services, located in the ground floor of the Library.

**How do I get a voicemail extension?**

This, too, may depend on your School, as arrangements *may* have already been made. Full-time faculty members will have a telephone number assigned with voicemail when they move into their office. Part-time faculty are entitled to have a voicemail extension and they may request an authorization code which allows off campus calls from restricted lines. These calls would be charged to the department. Again, your School may have set one up already.

To request a voicemail, make a change, reset your password, report a problem or a question, go to: http://domweb.dom.edu/helpdesk and enter your request, specifying Telephone as your type of request. For a Dominican University Campus Directory (i.e., "phonebook") and phone/voicemail features and tips, go to: http://people.dom.edu.

Speaking of the Directory, if you are new you will also want to make sure you get listed in the Directory. Contact the Office of Marketing and Communications at ext. 6958.

**How do I get an email account?**

At the risk of sounding repetitive, arrangements may have already been handled by your School office. If you need an email account, however, you may download the form via the following address:

http://domin.dom.edu/documents/network_facstaff.htm

The above page also has a form for getting a Web Account, which will allow you to post syllabi on the Web or other web pages. Once you have an email account, we have some brief documentation on using Outlook (our email program) at:

http://domin.dom.edu/documents/email.htm

One thing to remember is unless you have your own office with your own PC, you must use Outlook on the Web. We have instructions for doing this at the site above. The best thing of all is you can access your email from anywhere, just so long as you have an Internet connection!

---

**Off-Campus Access to Library Databases Requires a Dominican Email Address!**

Another reason to get a Dominican email account is that you will be able to access the Library's research databases from home (or anywhere there's an Internet connection) by entering your username and password in the authentication boxes that appear once you click any database name link (i.e., *Books in Print*, *ERIC*, etc.) within the Library's website. Complete directions are available at:

http://domweb.dom.edu/library/crown/faq_ezproxy.htm
Other Miscellaneous Issues

Where can I find a copy of the undergraduate or graduate school catalog(s)?

These can be scarce depending on the time of year, but the best place to check for the catalogs is the Office of the Registrar (Lewis 115). They will often have a supply of undergraduate (Rosary College of Arts and Sciences) catalogs, and may also have copies of the graduate school catalogs, too, but you should also check the offices of the respective schools for copies.

If you are only looking for course descriptions, they are accessible by doing a course search in Campus Web. (At this point in time, these are not available for Graduate School of Social Work courses.) You don't even have to actually login to Campus Web to get this information. Go to the Campus Web site (http://cmdsweb.dom.edu/campusweb), click Guest to login, and at the ensuing screen, click the Course Search link (under the Academics tab) and specify a school and discipline to search by. The search results screen will have clickable course numbers that will give the catalog description of the course.

How do I get a business card?

The Office of Marketing and Communications (you will often hear them referred to simply as OMC) takes care of getting business cards for full-time faculty members. There is information on submitting a request for a business card at: http://www.dom.edu/omc/production.asp, then by clicking on Business Card & Notepad Request. Be sure to check with your department chair about this, as there is a cost involved!

Is there child care available on campus?

Dominican University's Rose K. Goedert Center for Early Childhood Education is located on the Priory Campus and is available to faculty and staff who register their children and pay the specified fees according to procedures established by the Dean of the School of Education. The center provides year-round care for children aged 2 to 5. Information regarding child care service may be obtained from the Center office or the Dean of the School of Education. We have contact information in our section General University Information on page 67.

I'm holding a meeting and I need a room. Whom do I contact? What if I need food and special setup?

Dominican University provides facilities options on both the main campus and the Priory campus. Facilities can be reserved one of two ways.

1. On the web at http://domweb.dom.edu/depts/facilities/index.htm. You will need a login name and password from Ange Reda (ext. 6788 or ogroange@dom.edu) and also a mini-orientation on how to use the site. You may use the website to reserve any meeting space at Dominican or the Priory campus 24 hours a day, seven days a week.
2. Calling or e-mailing the appropriate facilities manager (as listed on pp. 19-21).

For food, you will want to contact Aramark Food Service at ext. 6446 or at aramark@dom.edu. They will want to know the number you expect to have at the event and the type of food you want to serve. In addition, they will need a budget number line to charge against. Once the room is reserved, if you need a special setup (tables, extra chairs, chairs arranged a certain way, etc.), you will need to complete and return a facility set-up form. Forms are available through Ange Reda or in the Business Office and must
be returned to her no later than seven days prior to the event. Set-up cannot be guaranteed if the form is turned in late. For audio-visual equipment or setup call the Media Center at ext. 6888.

I've heard there's a talk on campus today that I'd like to attend. Where is it?

There are two places to check. One is the Dominican University News and Events web page. This should be the default home page on most on-campus web browsers, but in the event it is not (or you want to find it while at home), the address is: http://www.dom.edu/campusnews/. Note that there is also a link on this page for you to submit news about your own events.

Also, you are welcome to access the events scheduling system at http://domweb.dom.edu/depts/facilities/index.htm as a Guest. Just click the Schedules link on the left to see what's happening where. This is particularly useful when checking for events several days (or weeks or months…) in the future.

See next three pages for a listing of facilities available at Dominican University.
## Dominican University Facilities Options

<table>
<thead>
<tr>
<th><strong>Main Campus</strong></th>
<th><strong>Classrooms</strong></th>
<th><strong>Lund Auditorium</strong></th>
<th><strong>Igini Sports Forum/Pool</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Rooms</strong></td>
<td>Julia Doloszyski</td>
<td>Martin Recital Hall</td>
<td>Michelle Oswald</td>
</tr>
<tr>
<td>Angelique Reda</td>
<td>Registrar’s Office</td>
<td>Bill Jenkins</td>
<td>Athletics Department</td>
</tr>
<tr>
<td>Business Office</td>
<td>Ext: 6804</td>
<td>Performing Arts Center</td>
<td>Ext: 6237</td>
</tr>
<tr>
<td>Ext. 6788</td>
<td><a href="mailto:doloszyc@dom.edu">doloszyc@dom.edu</a></td>
<td>Ext: 6506</td>
<td><a href="mailto:moswald@dom.edu">moswald@dom.edu</a></td>
</tr>
<tr>
<td><a href="mailto:ogroange@dom.edu">ogroange@dom.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>O’Connor Art Gallery</strong></th>
<th><strong>Priory Campus</strong></th>
<th><strong>Priory Campus</strong></th>
<th><strong>Library Study Rooms</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Javier Carmona</td>
<td>Mark Deliman</td>
<td>Monica Halloran</td>
<td>Sharon Tobin</td>
</tr>
<tr>
<td>Art Department</td>
<td>Conference Coordinator</td>
<td>Conference Coordinator</td>
<td>Library</td>
</tr>
<tr>
<td>Ext: 6491</td>
<td>708-714-9004 (8-1004)</td>
<td>708-714-9038 (8-1038)</td>
<td>Ext. 6880</td>
</tr>
<tr>
<td><a href="mailto:jcarmona@dom.edu">jcarmona@dom.edu</a></td>
<td><a href="mailto:mdeliman@dom.edu">mdeliman@dom.edu</a></td>
<td><a href="mailto:mhallora@dom.edu">mhallora@dom.edu</a></td>
<td><a href="mailto:tobinsha@dom.edu">tobinsha@dom.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>NAME</strong></th>
<th><strong>CAPACITY</strong></th>
<th><strong>FEATURES</strong></th>
<th><strong>RESTRICTIONS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEWIS LOUNGE</strong></td>
<td><strong>LEWIS HALL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STANDARD SET-UP</strong></td>
<td></td>
<td>Speakerphone</td>
<td>Furniture cannot be removed</td>
</tr>
<tr>
<td>Meeting – 12 at tables</td>
<td></td>
<td>Internet/network access</td>
<td>Overflow is not allowed</td>
</tr>
<tr>
<td>Reception – 75 standing room only</td>
<td></td>
<td></td>
<td>Events with a high level of noise are not allowed between 8am-5pm</td>
</tr>
<tr>
<td>Lounge – 25 at couches &amp; chairs</td>
<td></td>
<td></td>
<td>NOTA</td>
</tr>
<tr>
<td><strong>WITH SET UP</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting – 48 at u-shaped table</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture – 60 theater style chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reception – 40 at round tables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MULROY LOUNGE</strong></td>
<td><strong>LEWIS HALL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STANDARD SET-UP</strong></td>
<td></td>
<td>Speakerphone</td>
<td>Furniture cannot be removed</td>
</tr>
<tr>
<td>Meeting – 18</td>
<td></td>
<td>Internet/network access</td>
<td>Overflow is not allowed</td>
</tr>
<tr>
<td>Reception – 50 standing room only</td>
<td></td>
<td></td>
<td>Events with a high level of noise are not allowed between 8am-5pm</td>
</tr>
<tr>
<td>Lounge – eight at couches/chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LEWIS LOWER LEVEL LOUNGE</strong></td>
<td><strong>LEWIS HALL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STANDARD SET-UP</strong></td>
<td></td>
<td>Sink</td>
<td>Not a private meeting room (door cannot be closed)</td>
</tr>
<tr>
<td>Meeting – 15</td>
<td></td>
<td>Fridge</td>
<td></td>
</tr>
<tr>
<td>Reception – 50</td>
<td></td>
<td>Microwave</td>
<td></td>
</tr>
<tr>
<td>Lounge – eight at couches/chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPRINGER SUITE</strong></td>
<td><strong>CROWN 002/003</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REBECCA CROWN LIBRARY</strong></td>
<td></td>
<td>Speaker phone</td>
<td></td>
</tr>
<tr>
<td><strong>DIVIDED</strong></td>
<td></td>
<td>Projector/screen</td>
<td></td>
</tr>
<tr>
<td>Lecture – 36 (Crown 002)</td>
<td></td>
<td>Multi-media station</td>
<td></td>
</tr>
<tr>
<td>Meeting – 35 (Crown 003)</td>
<td></td>
<td>Internet/network access</td>
<td></td>
</tr>
<tr>
<td><strong>WHOLE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture – 100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting – 80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMPUTER TRAINING ROOM</strong></td>
<td><strong>CROWN 111</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REBECCA CROWN LIBRARY</strong></td>
<td></td>
<td>Computers/Projector</td>
<td>Reserved through Library</td>
</tr>
<tr>
<td><strong>STANDARD SET-UP</strong></td>
<td></td>
<td>Teacher’s station</td>
<td></td>
</tr>
<tr>
<td>Classroom – 24 at computer desks</td>
<td></td>
<td>Internet/network access</td>
<td></td>
</tr>
<tr>
<td>Meeting – 10 at edge of desks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIBRARY RESOURCE ROOM</strong></td>
<td><strong>CROWN 200</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REBECCA CROWN LIBRARY</strong></td>
<td></td>
<td>None</td>
<td>Reserved through Library</td>
</tr>
<tr>
<td><strong>STANDARD SET-UP</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting – 8 at table</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>CAPACITY</td>
<td>FEATURES</td>
<td>RESTRICTIONS</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------</td>
<td>-----------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3rd FLOOR LIBRARY CONF. ROOM</td>
<td>STANDARD SET-UP</td>
<td>- Speaker phone</td>
<td>Furniture cannot be removed or rearranged</td>
</tr>
<tr>
<td>REBECCA CROWN LIBRARY</td>
<td>Meeting – 10</td>
<td>- Internet/network access</td>
<td></td>
</tr>
<tr>
<td>CUSACK BOARD ROOM POWER HALL</td>
<td>STANDARD SET-UP</td>
<td>- Speaker phone</td>
<td>Furniture cannot be removed</td>
</tr>
<tr>
<td></td>
<td>Meeting – 35</td>
<td>- Conference phone jack</td>
<td>Limited configurations of furniture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Projector/screen</td>
<td>Limited food (beverages &amp; snacks only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Lectern w/ mike</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Internet/network access</td>
<td></td>
</tr>
<tr>
<td>THE GRILL POWER HALL</td>
<td>STANDARD SET-UP</td>
<td>Ideal for small meetings</td>
<td>Entire Grill not available during the school year</td>
</tr>
<tr>
<td></td>
<td>Seating for 40 at a variety of chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUGHLIN MULTI-PURPOSE ROOM (“CAMPER”)</td>
<td>STANDARD SET-UP</td>
<td>- Tables &amp; chairs</td>
<td>Access through Centennial Entrance</td>
</tr>
<tr>
<td>COUGHLIN HALL</td>
<td>Meeting – 20</td>
<td>- PA System</td>
<td>Must check-in at Commons Resource Desk</td>
</tr>
<tr>
<td></td>
<td>WITH SET-UP</td>
<td>- Piano</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reception – 248</td>
<td>- Screen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture – 80</td>
<td>- Internet/network access</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meeting – 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIAL HALL MAZZUCHELLI HALL</td>
<td>WITH SET-UP</td>
<td>- PA System</td>
<td>Overflow into Dining Hall through special permission only</td>
</tr>
<tr>
<td></td>
<td>Reception – 248</td>
<td>- Piano</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture – 300</td>
<td>- Screen</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Internet/network access</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DINING HALL MAZZUCHELLI HALL</td>
<td>STANDARD SET-UP</td>
<td>- PA System</td>
<td>Furniture to remain in room</td>
</tr>
<tr>
<td></td>
<td>Dinner – 222</td>
<td>- Ideal for small meetings</td>
<td></td>
</tr>
<tr>
<td>NOONAN READING ROOM MAZZUCHELLI HALL</td>
<td>STANDARD SET-UP</td>
<td>PA system</td>
<td>Use of this room through special permission</td>
</tr>
<tr>
<td></td>
<td>Seating for 40 at tables</td>
<td></td>
<td>Furniture cannot be removed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Limited food &amp; drink</td>
</tr>
<tr>
<td>ROSARY CHAPEL MAZZUCHELLI HALL</td>
<td>STANDARD SET-UP</td>
<td>- PA System</td>
<td>Use of this room must comply with</td>
</tr>
<tr>
<td></td>
<td>Seating for 220 in chairs</td>
<td>- Piano/organ</td>
<td>University Ministry policies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Screen</td>
<td>Reserved through the Business Office</td>
</tr>
<tr>
<td>LUND AUDITORIUM FINE ARTS BUILDING</td>
<td>STANDARD SET-UP</td>
<td>- Stage</td>
<td>Reserved through Performing Arts</td>
</tr>
<tr>
<td></td>
<td>Theater seating for 1,100</td>
<td>- Lighting/sound system</td>
<td>No food or drink</td>
</tr>
<tr>
<td>MARTIN AUDITORIUM FINE ARTS BUILDING</td>
<td>STANDARD SET-UP</td>
<td>- Stage</td>
<td>Reserved through Performing Arts</td>
</tr>
<tr>
<td></td>
<td>Theater seating for 200</td>
<td>- Lighting/sound system</td>
<td>No food or drink</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Projector &amp; screen</td>
<td></td>
</tr>
<tr>
<td>GREEN ROOM FINE ARTS BUILDING</td>
<td>STANDARD SET-UP</td>
<td>- Speaker phone</td>
<td>Furniture cannot be removed or rearranged</td>
</tr>
<tr>
<td></td>
<td>Meeting – 10 at table</td>
<td>- Internet/network access</td>
<td>Food &amp; drink by special permission only</td>
</tr>
<tr>
<td></td>
<td>Reception – 20 standing room only</td>
<td></td>
<td>Not available during fine arts events</td>
</tr>
<tr>
<td>NAME</td>
<td>CAPACITY</td>
<td>FEATURES</td>
<td>RESTRICTIONS</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>PRIORY DINING ROOM (East &amp; West)</td>
<td>STANDARD SET-UP Reception – 175</td>
<td>● Sound System</td>
<td>• Also used as common dining area for students</td>
</tr>
<tr>
<td></td>
<td>Dinner - 200</td>
<td>● Round tables</td>
<td>• Furniture to remain in room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● May be divided into two smaller dining rooms</td>
<td>• Reserved through Conference Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Climate control</td>
<td>Department</td>
</tr>
<tr>
<td>PRIORY AUDITORIUM “AULA”</td>
<td>FLEXIBLE SET-UP Lecture – 220</td>
<td>● Stage</td>
<td>• Reserved through Conference Services Department</td>
</tr>
<tr>
<td></td>
<td>Round tables – 110 Other set-up</td>
<td>● Sound System</td>
<td></td>
</tr>
<tr>
<td></td>
<td>available upon request</td>
<td>● Projection Booth</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Basic Lighting System</td>
<td></td>
</tr>
<tr>
<td>PRIORY LOWER LOUNGE (113)</td>
<td>STANDARD SET-UP Meeting – 10</td>
<td>● Kitchenette with Sink and Fridge</td>
<td>• Furniture to remain in room</td>
</tr>
<tr>
<td></td>
<td>at Comfortable lounge-style</td>
<td>● Internet/network access</td>
<td>• Reserved through Conference Services</td>
</tr>
<tr>
<td></td>
<td>furniture</td>
<td>● Climate control</td>
<td>Department</td>
</tr>
<tr>
<td>PRIORY BOARD ROOM</td>
<td>STANDARD SET-UP Meeting - 12</td>
<td>● Ideal for small meetings</td>
<td>• Reserved through Conference Services Department</td>
</tr>
<tr>
<td>PRIORY 263</td>
<td>FLEXIBLE SET-UP Classroom – 80</td>
<td>● Dry/Erase Boards</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture – 150</td>
<td>● Lectern w/Microphone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>U-Shape – 60</td>
<td>● Internet/network access</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rounds - 80</td>
<td>● Overhead projector</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Screen</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Climate control</td>
<td></td>
</tr>
<tr>
<td>PRIORY CHAPEL</td>
<td>STANDARD SET-UP Maximum Capacity</td>
<td>● English Gothic Architecture</td>
<td>• Reserved through Conference Services Department</td>
</tr>
<tr>
<td></td>
<td>- 250</td>
<td>● Striking stained-glass windows</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● PA System</td>
<td></td>
</tr>
<tr>
<td>PRIORY 267</td>
<td>FLEXIBLE SET-UP Lecture – 20</td>
<td>● Full service kitchen</td>
<td>• Reserved through Conference Services Department</td>
</tr>
<tr>
<td></td>
<td>U-Shape – 16</td>
<td>● Lounge</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rounds - 24</td>
<td>● Climate control</td>
<td></td>
</tr>
<tr>
<td>PRIORY CLASSROOMS 014, 015, 111,</td>
<td>MULTIPLE SET-UP CONFIGURATIONS</td>
<td>● Internet/network access</td>
<td>• Reserved through Registrar’s Office in relation</td>
</tr>
<tr>
<td></td>
<td>Lecture 30-100</td>
<td>● Dry/Erase boards</td>
<td>with Conference Services Department</td>
</tr>
<tr>
<td></td>
<td>U-Shape 16-32</td>
<td>● Overhead projectors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rounds 16-56</td>
<td>● Screens</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Climate control</td>
<td></td>
</tr>
<tr>
<td>PRIORY GUEST ROOMS</td>
<td>STANDARD SET-UP Double guest room</td>
<td>● Two single beds</td>
<td>• Reserved through Conference Services Department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Private Bathroom</td>
<td>• Limited availability on a first-come first-serve</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Phone</td>
<td>basis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Internet/network access</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Climate control</td>
<td></td>
</tr>
</tbody>
</table>
**EVENTS ON CAMPUS FOR FACULTY**

Dominican University is never lacking for events. There is something going on virtually every weekend and on many weeknights. Many of these are publicized on the Dominican University News and Events page that should be the default home page for on-campus browsers ([http://www.dom.edu/campusnews](http://www.dom.edu/campusnews)). One look around the hallways and stairwells will reveal numerous flyers announcing events, too. Also, check the University home page ([www.dom.edu](http://www.dom.edu)) and click on the News & Events link. Some events that faculty should be sure to take advantage of include the following.

**Faculty Seminar Series**

Typically offered on Tuesday or Wednesday afternoons from 12:30 p.m. until 1:30 p.m., the Faculty Seminar Series features talks on a variety of topics by our faculty that reflect their research and/or pedagogical interests. Your very own Faculty Development Committee sponsors these weekly informal lectures given by your colleagues (or you!—hint, hint), and lunch is served! Food for the mind and for the body all at once! Email Ken Black, Director of Faculty Development, at kblack@dom.edu if you are interested in giving a lecture. The calendar for the series (and a peek at previous seminar schedules) is available at: [http://domin.dom.edu/facultyseminars/index.htm](http://domin.dom.edu/facultyseminars/index.htm)

**Lecture Series**

There are many lectures sponsored throughout the year by Dominican. Some of the recurring ones are listed below, and all feature noteworthy topics of interest to the entire Dominican University community.

<table>
<thead>
<tr>
<th>Name of Lecture</th>
<th>Information on Lecture</th>
<th>Scheduled Date, Time, &amp; Speaker (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business in China Lecture</td>
<td>Sponsored by the Brennan School of Business</td>
<td>November 20, 2006 at 7:00 p.m. in the Priory Campus Auditorium.</td>
</tr>
<tr>
<td></td>
<td>Title: Commonsense Talk About an Uncommon Country</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Speaker: James L. McGregor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Former China bureau chief for the Wall Street Journal, former chief</td>
<td></td>
</tr>
<tr>
<td></td>
<td>executive of Dow Jones' China business operations, author of One</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Billion Customers: Lessons From the Front Lines of Doing Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in China</td>
<td></td>
</tr>
<tr>
<td>Ethics and Leadership Lecture</td>
<td>Sponsored by the Brennan School of Business</td>
<td>October 10, 2006 at 7:30 p.m. in the Lund Auditorium.</td>
</tr>
<tr>
<td></td>
<td>Title: Seven Stages of Leadership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Speaker: Elmer W. Johnson</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Law partner at Jenner &amp; Block, former executive vice president and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>director, General Motors Corporation, former president and CEO of the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aspen Institute, author of Chicago Metropolis 2020: The Chicago Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for the 21st Century</td>
<td></td>
</tr>
</tbody>
</table>

continued on next page
<table>
<thead>
<tr>
<th>Name of Lecture</th>
<th>Information on Lecture</th>
<th>Scheduled Date, Time, &amp; Speaker (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follett Lecture</td>
<td>Sponsored by the Graduate School of Library and Information Science</td>
<td>TBA</td>
</tr>
<tr>
<td>Lazerow Lecture</td>
<td>The purpose of this lecture series is to expose students and faculty to leading thinkers in the area of information technology and its effect upon information policy.</td>
<td>TBA; Spring Semester 2007</td>
</tr>
</tbody>
</table>
| Mazzuchelli Lecture      | Samuel Mazzuchelli, OP, founded the Dominican Sisters who in turn founded Dominican University. He believed that a quality education grounded in the liberal arts forms thoughtful citizens called to participate in creating a more just and humane world. This lecture invites members of the university and local community to dialog around issues of historical and social significance. | November 15, 2006 at 5:00 p.m. in the Eloise Martin Recital Hall. Title: Re-Visioning American History  
 **Speaker:** Ronald Takaki  
 Founder of the Ethnic Studies program at the University of California, Berkeley. Author of several books, including *A Different Mirror*, the common text read in our sophomore Liberal Arts seminars. On the day after his lecture he will have an informal follow-up in the Springer Suite at 2:20 pm. |
| McCusker Lecture         | Held annually to honor the memory of Lauretta McCusker, O.P., former professor and dean emeritus of the Graduate School of Library and Information Science.                                                                     | October 25, 2007 in the Priory Campus Auditorium  
 Title: Against Borders: Multiculturalism and Literature for Youth  
 **Speaker:** Hazel Rochman  
 Critic and reviewer; Assistant Editor at *Booklist*                                                                                                                                                                                                                                                                                   |
| Siena Lecture            | Honors the St. Catherine of Siena Center's namesake as one committed to the call of the baptized to transform the world. This lecture reflects St. Catherine’s commitment to the continuing reform of the church; it takes place each year near the time of her feast, April 29. | April 26, 2007. Evening prayer at 7:00 p.m. in Priory Chapel; lecture at 7:30 p.m. in Priory Auditorium. Title: Human Desires and a God 'Mad with Love': Insights from Catherine of Siena  
 **Speaker:** Mary Catherine Hilkert, OP  
 Immediate past president of the Chicago Theological Society of America and Professor of Theology at the University of Notre Dame.                                                                                                                                                                                                                       |
| Women in Business Lecture| Sponsored by the Brennan School of Business                                                                                                                                                                           | October 28, 2006 at 7:00 p.m. in the Priory Campus Auditorium  
 **Speaker:** Kathleen Archambeau  
 Executive coach and trainer, author of *Climbing the Corporate Ladder in High Heels*                                                                                                                                                                                                                           |
Siena Center Lectures

In addition to the Siena Lecture cited above, the St. Catherine of Siena Center at the Priory Campus hosts several lectures throughout the year. Many events for this fall have been scheduled and are listed below. Be sure to check the Center's web site (accessible from www.dom.edu by clicking on About DU) for additional series as the year progresses. All lectures are at the Priory Campus. (See page 77 for more information on the Siena Center.)

FALL EVENTS
(Dominican University faculty, staff, and students with ID are admitted FREE; otherwise, each event is $10 per person unless otherwise noted.)

THE MATTHEW J. LAMB DIALOGUE SERIES: Muslim-Catholic Understanding

Thursday, September 7, 2006 at 7:30 p.m., Priory Campus Auditorium
Beyond Toleration: Emerging Islamic Theologies
Farid Esack will explore the challenges Islam faces in entering into dialogue and the implications of living in a religiously pluralistic world from an Islamic point of view. A South African-born Islamic theologian, Esack currently teaches at Harvard University’s Divinity School and is author of Qur’an: Liberation and Pluralism, On Being a Muslim, and An Introduction to the Qur’an. A reception and book signing will follow the lecture.

Tuesday, September 21, 2006 at 7:30 p.m., Priory Campus Auditorium
Beyond Christ, for Christ’s Sake: The Promise of Muslim-Catholic Dialogue
Chrys McVey, OP, will discuss theological challenges and opportunities that dialogue with Islam presents for Catholics. Currently based at the Dominican friars’ headquarters in Rome, McVey is an American-born member of the Dominican Vice-Province of Pakistan and a corresponding member of the Dominican Institute for Oriental Studies in Cairo, Egypt.

Monday, October 30, 2006 at 7:30 p.m., Priory Campus Auditorium
Transforming the Self, Transforming Society
Two scholars, one Muslim and the other Catholic, will model interfaith dialogue by discussing how their faith traditions understand what individuals can do to address and change societal attitudes. The speakers, Loyola University professor Marcia Hermansen and Catholic Theological Union professor Scott Alexander, are nationally recognized for their commitment to linking careful scholarship with meaningful dialogue.

Wednesday, November 8, 2006 at 7:30 p.m., Priory Campus Auditorium
Encountering the Other: An Experience of Muslim-Catholic Dialogue
Sr. Joan McGuire, OP, Dr. Shakir Moiduddin and the members of the Catholic-Muslim Dialogue will hold their bi-monthly dialogue at the Priory Campus so that all those in attendance may both observe and participate. The Catholic-Muslim Dialogue, which has been meeting for nine years, is co-sponsored by the Archdiocese of Chicago and the Council of Islamic Organizations of Greater Chicago. In the spirit of dialogue, this concluding event of the Fall Series is free of charge.

continued on next page
SPECIAL EVENT
Global Injustice and the School of the Americas
Thursday, October 12, 2006, 7:30 p.m., Priory Campus Auditorium
Fr. Roy Bourgeois, MM, long the voice of the movement in opposition to the School of the Americas/Western Hemisphere Institute for Security Cooperation, will share his experience and insights from this decades-long struggle. Speaking with him will be Adriana Portillo-Bartow, a survivor of the war in Guatemala as well as an activist in the movement to shut down the School of the Americas. They will offer a context for this struggle in terms of contemporary issues of torture and human rights abuse by the governments of the United States and its allies. Co-Sponsored with the Sinsinawa Dominican Office of Peace and Justice, Dominican University Students for Peace and Justice, and the Dominican University Office for Service Learning.

ALBERTUS MAGNUS LECTURE
Evolving Science, Timeless Faith
Thursday, November 16, 2006 at 7:30 p.m., Priory Campus Auditorium
John Haught will discuss emerging theologies stemming from new scientific thinking about the nature of the universe and evolution. A distinguished research professor of theology at Georgetown University, he has published fourteen books on the topic of religion and science, including God After Darwin, Ecology and Cosmic Purpose, and his just-released Is Nature Enough? Meaning and Truth in the Age of Science. A book signing will follow the lecture.

ADVENT LECTURE
Come Again? Jesus, Advent, and Final Judgment
Thursday, December 7, 2006, 7:30 p.m., Priory Campus Auditorium
Rev. Richard Woods, OP, professor of theology at Dominican University and president of the International Meister Eckhart Society, will explore an Advent theology of hopeful expectation, the end times and the world to come. The Second Coming of Christ is named in all the early Creeds. Speculation and expectation surrounding this event and its meaning have exercised a profound influence on the religious imagination. For many believers today it represents a quaint aspect of primitive belief, while for others it is a cause of hysteria or despair. What meaning and value can the Second Coming offer Christians today?

SPRING EVENTS
SPECIAL EVENT
The Church in Boston Five Years Later: Reasons for Hope
Thursday, January 25, 2007, 7:30 p.m., Priory Campus Auditorium

SPirituality and Culture Series
African American Culture and Contemporary Spirituality
Thursday, February 8, 2007, 7:30 p.m., Priory Campus Auditorium
J. Glenn Murray, SJ, an internationally renowned preacher and teacher, will explore the connections between culture and spirituality, building on his intimate understanding of the gifts and genius of African American culture together with his insights as a preacher and liturgist.
LENTEN LECTURE
Looking for Spirituality in America
Thursday, February 22, 2007, 7:30 p.m., Priory Campus Auditorium
Rev. Robert Barron is professor of systematic theology at Mundelein Seminary and author of five books, including a just-published theological reflection on cultural transformation and spiritual trends. He will explore the link between spirituality and literature, focusing especially on the works of William Faulkner, Flannery O’Connor, and Walker Percy, showing how these writer point to theological truths about nature and grace. A book signing will follow the lecture.

Stones Still Standing: The Rugged Beauty of Celtic Spirituality
Thursday, March 8, 2007, 7:30 p.m., Priory Campus Auditorium
Explore the drama of Celtic prayer and religious imagination through narrative and art as MaryEllen O’Brien draws on the spiritual poetry and practice of the early Celtic Church graced with live musical accompaniment from Dr. Riccardo Selva. A veteran radio personality whose work included a stint in Ireland, O’Brien is a specialist in ancient Celtic spirituality and an author whose books include Living Well and Dying Well. Riccardo Selva completed his doctorate at Northwestern University and is a specialist in Catholic sacred music.

Leading in Hope: Creating Connections in a Postmodern Climate
Thursday, March 22, 2007, 7:30 p.m., Priory Campus Auditorium
Donna Markham, OP, Prioress General of the Adrian Dominican Congregation and former President of The Southdown Institute, directs much of her energy toward the promotion of organizational transformation and effective leadership for a renewed church and a sustainable world order. Donna holds a doctorate in clinical psychology and has been named a Fellow in the American Academy of Clinical Psychology. Author of books and articles concerning the relationship between culture and spirit-driven leadership, she lectures widely on issues pertaining to postmodern culture and spirituality.

CELEBRATING ST. CATHERINE
Human Desires and a God ‘Mad with Love’: Insights from Catherine of Siena
Thursday, April 26, 2007, 7:00 p.m.
Mary Catherine Hilkert, OP, immediate past president of the Catholic Theological Society of America and Professor of Theology at the University of Notre Dame, will be the featured speaker at the Siena Center’s annual celebration in honor of our namesake. The event begins with evening prayer at 7:00 in the Priory Chapel and the lecture itself is at 7:30 in the Priory Auditorium. A reception follows. Admission is free.

The Priory Campus Auditorium and Chapel are at 7200 West Division Street in River Forest, IL. The Eloise Martin Recital Hall is at 7900 West Division Street on the main campus of Dominican University, also in River Forest. For more information or to order tickets contact the Siena Center at (708) 714-9110 or siena@dom.edu. Group discounts available.

Performing Arts Series
Dominican University's Performing Arts Series offers a tremendous variety of performances, with several well-known artists. A complete schedule of upcoming events is available through Dominican's homepage at http://www.dom.edu/pac. There are three subscription series this year: Traditions, Chamber Sessions, and Theatre Arts. In addition, the Chicago Sinfonietta will have many performances here and there are several special events. Below is a listing of performances scheduled for 2006-2007. (See page 74 for more information on the Performing Arts Center and for phone numbers.)

continued on next page
<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Performer(s) or Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat., Sept. 23, 2006 7:30 p.m. Lund Auditorium</td>
<td>Traditions Series Rosanne Cash</td>
</tr>
<tr>
<td>Sun., Oct. 1, 2006 2:30 p.m. Lund Auditorium</td>
<td>Chicago Sinfonietta</td>
</tr>
<tr>
<td>Fri., Oct. 6, 2006 7:30 p.m. Lund Auditorium</td>
<td>Special Event: Homecoming Concert Emerson Drive; Opening Act Shelly Fairchild</td>
</tr>
<tr>
<td>Sat., Oct. 14, 2006 7:30 p.m. Lund Auditorium</td>
<td>Sing to Live, Live to Sing Community Chorus</td>
</tr>
<tr>
<td>Fri., Nov. 17, 2006 7:30 p.m. Sat., Nov. 18, 2006 7:30 p.m. Sun., Nov. 19, 2006 3:00 p.m. Lund Auditorium</td>
<td>Theatre Arts Lab Series Fiddler on the Roof</td>
</tr>
<tr>
<td>Sat., Dec. 9, 2006 7:30 p.m. Lund Auditorium</td>
<td>Traditions Series Paul Winter Consort</td>
</tr>
<tr>
<td>Sun., Jan. 14, 2007 2:30 p.m. Lund Auditorium</td>
<td>Chicago Sinfonietta</td>
</tr>
<tr>
<td>Sat., Jan. 20, 2007 7:30 p.m. Lund Auditorium</td>
<td>Chamber Sessions Fresh Ink: Edgar Mayer &amp; Chris Thile</td>
</tr>
<tr>
<td>Fri., Feb. 23, 2007 7:30 p.m. Sat., Feb. 24, 2007 7:30 p.m. Sun., Feb. 25, 2007 3:00 p.m. Lund Auditorium</td>
<td>Theatre Arts Lab Series Othello</td>
</tr>
<tr>
<td>Sat., Mar. 3, 2007 7:30 p.m. Lund Auditorium</td>
<td>Chamber Sessions Berkeley to Brazil: Mike Marshall &amp; Hamilton de Holanda</td>
</tr>
<tr>
<td>Sun., Mar. 18, 2007 2:30 p.m. Lund Auditorium</td>
<td>Chicago Sinfonietta</td>
</tr>
<tr>
<td>Fri., Mar. 30, 2007 7:30 p.m. Lund Auditorium</td>
<td>Traditions Series Rhonda Vincent &amp; the Rage</td>
</tr>
<tr>
<td>Fri., Apr. 13, 2007 7:30 p.m. Sat., Apr. 14, 2007 7:30 p.m. Sun., Apr. 15, 2007 3:00 p.m. Lund Auditorium</td>
<td>Theatre Arts Lab Series Upstaged: Christopher Durang</td>
</tr>
<tr>
<td>Sun., Apr. 22, 2007 3:00 p.m. Lund Auditorium</td>
<td>Special Event: 27th Annual Trustee Benefit Concert Deborah Voight</td>
</tr>
<tr>
<td>Sat., April 28, 2007 7:30 p.m. Lund Auditorium</td>
<td>Kaleidoscopic Cultures: Fareed Haque, Kala Ramnath &amp; Friends</td>
</tr>
<tr>
<td>Sun., June 10, 2007 2:30 p.m. Lund Auditorium</td>
<td>Chicago Sinfonietta</td>
</tr>
</tbody>
</table>
**Annual Trustee Benefit Concert**

Dominican's annual Trustee Benefit Concert has showcased top classical musical talents. Previous years have brought such renowned stars as Marilyn Horne, Alicia de Larrocha, Andre Watts, Kathleen Battle, June Anderson, Isaac Stern, James Galway, and Renée Fleming. The concert is held during the spring semester each year. This year marks the 27th Annual Trustee Benefit Concert, and will feature soprano Debra Voigt on Sunday, April 22, 2007 at 3:00 p.m. in the Lund Auditorium. Tickets are available at $55 and $75 for the concert. Tickets for the concert and dinner are available for $350.
WHAT MATTERS

New faculty are expected to attend the once-a-month sessions of What Matters (as your schedule permits), previously called the New Faculty Colloquia. Second-year faculty are also invited as "slightly senior colleagues," and all adjuncts are warmly welcomed! Co-sponsored by the Office of Mission Integration and the Faculty Development Committee, What Matters provides an opportunity for you to meet other new faculty members. You will get acclimated and welcomed to Dominican University and to the community as a whole. Each session offers opportunities to learn something about the offices, mission, and history of Dominican University. These are not format meetings where minutes are taken, amendments are passed, and those with unorthodox ideas get elected Secretary for life. (And here's the best sign it's not a typical academic meeting: lunch is served!)

Contact Ken Black, Director of Faculty Development, at ext. 6512 for additional information. The meetings are scheduled as noted below. We will have some suggestions for topics to address throughout the year and will ask for your suggestions at the first meeting. We're sure by mid-September you will have plenty of ideas on what you would like to know about Dominican! Together we will determine the agenda for the rest of the year.

<table>
<thead>
<tr>
<th>Dates and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 18 12:30 - 1:30 p.m. or Tuesday, September 19 12:45 - 1:45 p.m. Both held in Crown 003</td>
</tr>
<tr>
<td>Monday, October 30 12:30 - 1:30 p.m. or Tuesday, October 31 12:45 - 1:45 p.m. Both held in Crown 002</td>
</tr>
<tr>
<td>Monday, November 27 12:30 - 1:30 p.m. or Tuesday, November 28 12:45 - 1:45 p.m. Both held in Crown 003</td>
</tr>
<tr>
<td>Monday, January 29 12:30 - 1:30 p.m. or Tuesday, January 30 12:45 - 1:45 p.m. Both held in Crown 003</td>
</tr>
<tr>
<td>Monday, February 26 12:30 - 1:30 p.m. or Tuesday, February 27 12:45 - 1:45 p.m. Both held in Crown 003</td>
</tr>
<tr>
<td>Monday, March 26 12:30 - 1:30 p.m. or Tuesday, March 27 12:45 - 1:45 p.m. Both held in either Crown 002 and/or Crown 003 (details later)</td>
</tr>
</tbody>
</table>
HOW TO PUBLICIZE YOUR PUBLICATIONS AND ACCOMPLISHMENTS

Congratulations--you just published something. Or, perhaps you just gave a paper at a professional conference or participated in some other noteworthy event. Don't be shy--let us know about it! There are several ways to publicize such information. If you have done anything noteworthy, you should contact Jessica MacKinnon, Director of Public Relations and Advertising, in the Office of Marketing and Communications (OMC) at ext. 6289 or via email at: jmack@dom.edu.

The Office of Marketing and Communications publishes an internal newsletter (Upbeat) as well as the Dominican University Magazine that is mailed to all alumnae and friends of the University. Both feature sections on faculty accomplishments. There is a form you can fill out to alert OMC about your activities at the following web address:

http://www.dom.edu/omc/word.asp

Faculty Publications Case

The Faculty Development Committee has a case displaying recent books or articles by our faculty located in the Library Link. If you would like to have a publication displayed, contact the Director of Faculty Development, Ken Black, at ext. 6512. Whenever possible, you should also submit a second copy of your publication to the office of the College or School with which you are affiliated. Since the Faculty Publications Case is locked, submitting a second copy to your College or School office will allow interested people access to a reading copy of your publication. If you publish a book, submit an order request card to the Rebecca Crown Library. (See the reference librarian on duty for an order request card.)

The Faculty Publications case, as seen from inside the Library Link. The doorway seen to the left leads into Lewis Hall, and immediately past that doorway, and down some stairs, is the Dining Hall.
Every campus has its own names for places, and Dominican is no exception. You will be confronted with names like Library Link, Cyber Cafe, Technology Center, and other locations that may have you befuddled as to where they are. One solution is to take a look at the map reproduced in this handbook at the beginning, which comes courtesy of our homepage and is available in color from this address: www.dom.edu/about/pdfs/map.pdf. This map only covers the main buildings, however, and not all of the locations within them. So, we have attempted to provide some additional help with directions—and photographs—below. We will assume you know where SOME buildings are (such as Lewis Hall, essentially the "main" building where the majority of classes on the River Forest campus are held) to provide a starting point. Since this is a black-and-white publication, these photographs may not be too sharp. You are welcome to consult the online version of this guide, which has color photographs and which may, therefore, be a bit clearer. It is available in Adobe Acrobat (PDF) format via the Faculty Development page at the following address: http://domin.dom.edu/facdev.htm. It is worth mentioning that since Dominican University is a growing, continually changing community, that some of these places may change a bit as the academic year goes by! If you do not spot an office or entry here, don’t forget to consult the listing of virtually ALL offices and services beginning on page 56.

There is a terrific virtual tour of many of the buildings on campus from the Undergraduate Admissions page at: http://www.dom.edu/ican. Simply click on the Photo Album link under Extra Features.

Other Dominican Locations
Dominican University has several campuses. This Guide is specific to the River Forest campus, but directions to our other campuses are on our homepage at http://www.dom.edu by clicking on About DU >> Contact Us >> Dominican Locations.

Academic Board
This is not an elected committee, but rather a bulletin board. The Academic Board is one of the first places you should check every day for any notices of interest to the Dominican community. If there are a few new faces on campus, this is the place to check to see who they are. This will also be where any class cancellations are posted for students to check. The Academic Board is located near the center stairwell of the first floor of Lewis Hall in an area called Lewis Alcove. If you enter Lewis Hall from the Division Street entrance keep walking straight past the Switchboard, up the stairs, and you will soon get there once you pass several offices. If you're already in Lewis, go to the first floor using the central staircase in the building, and you will land near this area. Or, if you exit the Dining Hall heading towards Lewis Hall and make an immediate left after going up the stairs, you will see the Academic Board.
The corridor on the right will lead you out of Lewis Hall through the Division Street door. To the left of the Academic Board is an exit that will lead outdoors to the Cloister Walk. To the right is the central stairwell in Lewis (not seen in photo) where you can exercise your leg muscles all the way up to the fourth floor or down to the ground floor. (If you are not in the exercising mood, also to the right is an elevator!)

Academic Resource Center (Crown 006)
The Academic Resource Center is staffed with people who can help any of your students who need assistance with their writing skills or mathematics skills, as well as accounting and economics. Located on the lower level of the Rebecca Crown Library in Crown 006, the Center is located more or less across from the Reference Desk and near the bottom of the spiral staircase in the Library. If you are going down the spiral staircase, make a right turn as soon you are down, and you should see the Academic Resource Center. (See page 63 for additional information on the Center.)

The Academic Resource Center is the door on the far left of this photo, taken in the Rebecca Crown Library near the doorway that leads to the West Lot. In the center of the photo is the doorway that leads to the spiral staircase. The Cyber Cafe (not seen) would be further left.

Bookstore
See Stepan Bookstore

Campus Safety and Security
Campus Safety and Security is located on the lower level of Lewis Hall. In Lewis Hall, go down the central staircase or the elevator, and make a left turn. (You will be walking away from the Technology Center). Keep walking, and the office is just at the base of a staircase leading back up, and is just across the hall from the Physical Plant offices. If you are coming from the outside, head to the entrance of Lewis Hall that is just opposite the remaining part of the Science Building (on the north side of campus), and go down the stairs you see upon entering Lewis, then turn right. (See photograph under Faculty Resource Center on page 42 for general location.) By the way, your students may simply refer to this as the
"Security Office." Campus Safety and Security is indeed also in charge of security, but offer other services, too. (See page 66 for additional information and contact numbers.)

Centennial Hall (Map Location 2)
Centennial Hall opened on January 10, 2004. Centennial hall is fully air-conditioned, has 93 bedrooms, and has capacity for 173 students. From the outside, it is just at the corner of Park Avenue and Division Street. (Like all residence halls, the interior is accessible only by using a resident keycard.)

| The exterior of Centennial Hall, as seen from the East Parking Lot. |

Clock Lobby
This is located at the far end of the Social Hall as you walk towards Power Hall. If you head through the Dining Hall (walking away from Lewis Hall), keep walking through the Social Hall, and you will wind up (ha! get it--wind up?) in the Clock Lobby.

| The Clock Lobby, as seen from the doorway leading from the Social Hall. The staircase on the left side leads up to the Athletic Department offices as well as the Student Activities offices and to the Wellness Center and Psychology Lab in Coughlin. There is a staircase (not seen in this photo) leading up to The Grill on the left. Eagle-eyed readers will be able to see right away how this area received its name. |

Cloister Walk (Map Location 3)
This arched, outdoor passageway connects Lewis and Power Hall. Easily visible from Division Street, it is one of Dominican's most recognizable features. (See photo next page.)
Dominican University's Cloister Walk, as seen from Division Street. Although not seen in this photo, if you looked left you would see Lewis Hall, and if you looked right you would see Power Hall and, just to the right of Power, Centennial Hall. The grassy area in the middle is called the Quad. The Rosary Chapel is immediately above the Cloister Walk.

The Cloister Walk is part of Mazzuchelli Hall, which includes the Dining Hall and the Social Hall (lower level), and the Noonan Reading Room and the Rosary Chapel (second level). So, the building shown in this photo is really Mazzuchelli Hall.

**Dominican architectural fact**
The architect of the original buildings of Dominican University was Ralph Adams Cram, who was also the architect of the Fourth Presbyterian Church on Chestnut Street near Michigan Avenue in Chicago as well as the Cathedral of St. John the Divine in New York City and the graduate school and chapel at Princeton University.

**Coughlin Hall (Map Location 4)**
Coughlin Hall is one of the residence halls on campus. From inside, you can get there by going past the Clock Lobby. If you head through the Dining Hall (walking away from Lewis Hall), keep walking through the Social Hall, and you will be in the Clock Lobby. You will see a set of steps immediately ahead, just to the left. Walk up those stairs, and you're in Coughlin. See entry for Clock Lobby for photo of stairs leading to Coughlin Hall on page 39.

**Crown 002/Crown 003 Meeting Rooms**
These rooms are two separate meeting rooms that may also be combined into a larger one, called the Springer Suite. Both are accessible from the lower level of the Rebecca Crown Library. The Crown 002 entrance is near the Lewis Hall entrance of the library, right near the Reference Desk. The Crown 003 entrance is closest to the main entry doors that lead to the West Lot.

A photograph of the ground floor of the Rebecca Crown Library when walking in from the West Lot entrance to Crown. The Crown 003 meeting room is the doorway you will see first, on the right of this photo. Just past the door, near the center of this photograph, is the Library's Reference Desk. Keep walking past the Reference Desk, and you will soon see...
...the door to the Crown 002 meeting room, shown here to the right. The two rooms together are called the Springer Suite.

Crown 303 Meeting Room
A smaller meeting room (good for about 10 people or so around a table, with chairs for others on the side) on the third floor of the Rebecca Crown Library, roughly across the hallway from the offices of the Graduate School of Library and Information Science. If you head into Crown from the third floor of Lewis Hall, Crown 303 will be on your left just before the corridor bends to the right.

Crown Lab
This is a computer lab located on the third floor of the Rebecca Crown Library and is home to 16 Windows-based PCs. Its "official" room number is Crown 302. If you head into the Crown building from the third floor of Lewis Hall, it is located just past the Graduate School of Library and Information Science offices on your right. Because this lab has specialized software in addition to the usual Microsoft Office suite, preference in seating is given to GSLIS students. See page 68 for additional information on the computer labs. See photo for Crown 303 meeting room, immediately above, for location.

Crown Library
See Rebecca Crown Library. (How appropriate to have a cross-reference for a library entry!)

Cyber Cafe
Located in the lower level of the Rebecca Crown Library, the Cyber Cafe is a place to grab a cup of coffee, a smoothie, or some food. It's a great place to meet some people as there are several tables in the

Unofficial
The Faculty Survival Guide
area, and is a popular spot to find some colleagues first thing in the morning, who are likely getting their coffee, too! The *Cyber*- part of the name comes from the fact that there are many computers nearby. Plus, there are several network jacks available where you can hookup a laptop computer. If you don't feel like doing computing, sit down and enjoy one of the two televisions in the area. The Cyber Cafe is accessible most directly from the West Lot: head down the ramp you see leading towards the Rebecca Crown Library, and as soon as you get in you'll see the Cyber Cafe to the left. When already indoors just head to the ground floor of the Rebecca Crown Library. (Note that we withheld the temptation to make any references to the fact that the Cyber Cafe, which sells coffee, is on the *ground* floor. Until now. See page 65 for additional information and hours for Campus Dining Services.) See photo of West Lot entrance to Crown on page 51.

**Digital Media Classroom (Lewis 406)**
The Digital Media Classroom is located in Lewis 406. Many may still refer to it by its previous name, the "Macintosh Classroom." If you plan on teaching a class there, you want to reserve its use through the Office of the Registrar (ext. **6804**). It is equipped with 20 Macintosh-based computers and 4 PCs. Other places on campus that have a Macintosh or two available are in the Crown 202 classroom (6 Macs), and in the Technology Center (3 Macs). See page 68 for additional information on the computer labs. See photograph for O'Connor Gallery of Art on page 49 for location.

**Dining Hall**
The Dining Hall entrance is located near the Academic Board in Lewis Hall. Go to the first floor of Lewis and head towards the center part of the building. The steps down to the Dining Hall are immediately behind the photocopier and opposite the entrance to the Library Link. If you are coming from the Power Hall area, go towards where The Grill is located. Right near the Clock Lobby you will see doors that lead into the Social Hall. Keep walking through the Social Hall (towards Lewis Hall) and you will be in the Dining Hall. (See page 65 for additional information and hours for Campus Dining Services.)

**Faculty Resource Center**
This is where the Faculty Secretary, Marlene Cozza, is located. The Faculty Resource Center is on the lower level of Lewis, in **Lewis 047**. If coming from the general area of the Technology Center, head away from the Technology Center, keep going past the entrance to the Rebecca Crown Library, and you will find Lewis 047 on the left side of the hallway, directly across from the faculty mailboxes. If entering Lewis Hall from the south side, across from the Science Building, immediately go down the stairs upon entering the building, and keep walking straight. You will first pass The Lounge on the right, and the next office will be the Faculty Resource Center. (See photograph below. Also, see page 70 for additional information on the Faculty Resource Center.)

---

**Unofficial**
The *Faculty Survival Guide*
**Fine Arts Building (Map Location 6)**
The Fine Arts building is next to the West Lot and is, other than the Rebecca Crown Library, the westernmost building on campus. There are several "back door" entrances to the building from the West Lot, but the most accessible entrance is via the sidewalk from Division Street that also leads to Lewis Hall. As you approach Lewis Hall from Division, you will see the Fine Arts Building on your **left**. (See also the entry for **Recital Hall**, which has a photograph inside the entrance.)

The entrance to the Fine Arts Building is the bright, sun-splashed doorway on the left side of this photograph, taken from the sidewalk leading to the Division Street entrance of Lewis Hall. Immediately upon entering Fine Arts from this doorway, a left turn will take you to the Lund Auditorium, while going straight ahead will lead to the Eloise Martin Recital Hall.

**The Grill**
Need some food in a hurry? Apart from the Cyber Cafe, another location is The Grill, located between the **Stepan Bookstore** and **Power Hall**. If you are walking **away** from Lewis Hall through the **Dining Hall**, keep walking through the **Social Hall** and make a left turn after getting to the **Clock Lobby**. Once you turn left, you will see another set of steps. The Grill is straight ahead! (See page 65 for additional information and hours for Campus Dining Services.)

The entrance to The Grill, as photographed from the Clock Lobby area.

**The Grotto (Map Location 7)**
Located on the furthest corner of west campus (the northwest corner, to be precise), the Grotto is where you will see a statue of the Virgin Mary.

**Gymnasium**
See **Igini Sports Forum**
Igini Sports Forum (Map Location 8)
There are several ways to get to Igini Sports Forum. If you are inside and prefer to stay inside, go through the Dining Hall and keep walking through the Social Hall, and make a left turn just as you get near the next set of stairs. (You will be in an area called the Clock Lobby.) Once you turn left, you will see another set of steps. Go up and you will be in the Grill. Keep walking and go past the Stepan Bookstore entrance, veering right. You will be in a windowed corridor with a few tables, and the Igini Sports Forum will be straight ahead, down another set of stairs. (See page 78 for additional information on services offered in the Student Center and Igini Sports Forum.)

The corridor leading to Igini Forum from The Grill and the Stepan Bookstore. You will see this as you walk past the Bookstore entrance. Straight ahead is the Igini Forum. The Bookstore is to the left.

From the outside, the quickest way to get to the Igini Sports Forum is directly from the East Lot (map location A), or by walking east (turning right) once you exit the south end of Lewis Hall (the end opposite the main entrance and facing the Science Building).

Entrance to the Igini Sports Forum, as seen from the East Lot. Walk through the doors, and you will see the gymnasium right away on your right.

This entrance also provides a nice "weather-free" way of getting to Lewis Hall and other spots on campus during inclement weather. After entering, walk a few steps until you see a staircase on your left leading up. This will lead you to . . .
Lewis 130 and Lewis 131 Classrooms
Easily missed because one does not always associate the first floor of Lewis Hall with having classrooms, Lewis 130 and Lewis 131 are both computer classrooms with, respectively, 21 and 27 student computers available in addition to an instructor's station. Lewis 130 (the Georgia Boolookas Language Learning Center) also has special software installed for learning foreign languages and is often used for language classes. Both are accessible from a doorway that has a ramp leading down to the rooms. If you are entering Lewis from the doorway that faces the Science Building, head up the stairs and the door leading to Lewis 130 and 131 is the first doorway to the left. If you are elsewhere in Lewis Hall, head towards the door that leads to the Science Building (the doorway opposite the Division Street entrance.) Go past the Library Link doors and the Dining Hall steps, and the door to Lewis 130 and 131 will be the fifth door on your right once past those two entrances, and is exactly across the hall from the door that leads to Lewis Lounge. (See page 71 for additional information on the Georgia Boolookas Language Learning Center.) (For photograph, see the Lewis Annex entry below.)

Lewis Alcove
Located on the first floor of Lewis, this is the area near the central stairwell in Lewis that has a bulletin board with several important notices (officially called the Academic Board) and a photocopier. See photo at Academic Board entry on page 37, which is in Lewis Alcove.

Lewis Annex
This is an area in Lewis Hall that can be easy to miss. From the first floor of Lewis Hall, head towards the entrance opposite the Division Street entrance. Go past the stairs leading down to the Dining Hall and continue past the two phone booths on the right plus another, inaccessible doorway. An entrance to Lewis Annex will soon be on your right. (See first photo below.) Head down a short set of stairs, and they will lead to the Business Office. Congratulations, you are now in the Lewis Annex. If you go immediately to your right after going down the stairs, you will see another stairwell and elevator that will lead up to other levels of Lewis Annex. This is very important to find, since the second, third, and fourth floors of Lewis Annex have some faculty offices. The second floor also has the offices of our Human Resources people, Diane Zimmerman and Largo Krouse. The fourth floor is where you will find the offices of Kathleen Mullaney (Coordinator of Sponsored Research), Ken Black (Director of Faculty Survival Guide.
Development), and Michael O'Donnell and Binod Dhungel (Office of Institutional Research.) The fourth floor also serves as the adjunct faculty office, with several personal computers available. The second floor of Lewis Annex is accessible another way, however. If you go into the Noonan Reading Room (about the middle of the second floor of Lewis Hall) and make a left turn once past the counter, you will head towards a doorway that leads you to the offices in Lewis Annex. (See second photo below.)

The first floor of Lewis Hall, facing the entrance opposite the Division Street entrance. Lewis Annex is the fourth doorway on the right. Further down on the right—not really visible here—is a ramp leading down to the Lewis 130 and Lewis 131 computer classrooms.

Lewis Lounge is on the left side of this hallway, the third doorway on the left. At the very end of the hall is an exit with stairs that will lead down (and out) to the Science Building.

The stairs barely seen on the lower right of this photo lead down to the Dining Hall. The doorway immediately to the left leads to the Library Link. Finally, there are two public phones here in the first two doors seen on the right.

The entrance to the second (and higher) floor of Lewis Annex is shown here. Enter the Noonan Reading Room through the doorway seen on the left side of the photo. If you make an immediate left turn... you will slam your body directly into the old circulation counter pictured here. (The Reading Room served as the original Library many years ago!) That doorway you see in the center of the photo behind the old circulation counter leads to the second floor offices of Lewis Annex, and once in you can take a staircase up to the third and fourth floors.

(If we ever held a scavenger hunt, we'd be sure to place something here, because many new people have trouble finding where this entrance to Lewis Annex is!)

**Lewis Lounge**

Located on the first floor of Lewis Hall, this is a popular meeting spot for moderately large events. Lewis Lounge is at the end of the first floor of Lewis opposite the Division Street entrance. If you are already in Lewis Hall, proceed to the entrance opposite the Division Street entrance, and it will be the second doorway on the left once you are past the Dining Hall steps and the Library Link. If you are entering Lewis Hall from the Science Building side, go up the stairs to the first floor and head into the first doorway on the right. The Lewis Lounge door is directly across the hall from the door that leads to the Lewis 130 and Lewis 131 computer classrooms. (See the first photograph for Lewis Annex above.)
Library Link
Now what do you suppose the Library Link leads to? It is, specifically, the hallway leading to the **Rebecca Crown Library** from the first floor of Lewis, and also leads to the office of the Rosary College of Arts and Sciences. From inside Lewis, it is directly opposite the stairs leading to the **Dining Room**, in the **Lewis Alcove** and **Academic Board** area.

Entrance to the Library Link, as seen from inside Lewis Hall. This photo was taken from the stairs leading up from the Dining Hall. Once in the Library Link, the first doorway on the right leads to the offices of the Rosary College of Arts and Sciences. Immediately ahead is the Rebecca Crown Library.

The Library Link can be entered directly from the outside by walking north of the Fine Arts Building and alongside Lewis Hall, as seen in the photograph below.

Entrance to the Library Link, as seen from a walkway leading from the West Lot. Upon entering the doors, the offices of the Rosary College of Arts and Sciences will be straight ahead, with the Rebecca Crown Library immediately to the left.

The Lounge
A place to sit down, relax, grab some coffee or buy some soda and enjoy the lunch you've brought from home, the Lounge is for faculty and staff and is located in Lewis 049, immediately next to the **Faculty Resource Center**. Since you should *also* know where the Faculty Resource Center is, we will force you to read the description of the Faculty Resource Center on page 42 first to find the directions!

Mailroom
The mailroom facilities are with the Print Shop, on the lower level of the Rebecca Crown Library, so they are collectively referred to as Office Services. See the series of photographs under **Media Services**, below, for general instructions on getting there.
Mazzuchelli Hall (Map Location 10)
Mazzuchelli Hall includes the Dining Hall, Social Hall, the Noonan Reading Room (accessible from the second floor of Lewis Hall), and the Rosary Chapel (accessible through the Noonan Reading Room). At times, an event held in Mazzuchelli Hall will actually mean that it's held in the Dining Hall/Social Hall area. See photograph for the Cloister Walk on page 39.

Media Services
Media Services is located on the ground floor of the Rebecca Crown Library, in the same general vicinity as the Mailroom and Print Shop (Office Services). If you are coming into the Library from the ground floor of Lewis, make a right turn as soon as you enter the Library proper. Keep walking past the elevator on your right, and once in the first corridor on your right, make a slight left turn. (See series of photographs below.) See page 72 for additional information on Media Services as well as other services of the Rebecca Crown Library.

These three photos show a step-by-step way of getting to both Media Services and the Office Services area. If you are already on the ground floor of the Rebecca Crown Library, skip this first photo.

If you are on the ground floor of Lewis, however, you have a few extra steps. Head into the Rebecca Crown Library, which is accessible near the central staircase in Lewis using the entrance shown here. (Just head away from the elevator or central staircase in Lewis towards the faculty mailboxes and you will see this entrance on your left before too long, just in case the hanging sign labeled Rebecca Crown Library is not a dead giveaway.)

Once in the library proper, make a right turn immediately upon entering. You will see what is shown to the left. An elevator (and restrooms) are not seen in this photo, but are immediately to the right. The doorway leading to Media Services and to Office Services is the doorway seen to the right in this photo. In fact, the Media Services entrance can be seen in this photo just beyond this doorway. Head to that doorway, and . . .
the Print Shop and Mailroom door is straight ahead, just past the exit sign. (The door is open during regular business hours.) Media Services is immediately to the left once past this doorway.

Mulroy Lounge
The Mulroy Lounge is right near the Division Street entrance of Lewis Hall. As soon as you walk in the door from the Division Street entrance, make a right turn, and you will see the Mulroy Lounge. Because of its location immediately across the hall from the Office of the President, it is still occasionally (though incorrectly!) called by some of our veteran faculty and staff members by its former name of the President's Lounge.

Noonan Reading Room
A nice, quiet place to study or read, the Noonan Reading Room is accessible from the second floor of Lewis Hall and is a part of Mazzuchelli Hall. Because this area served as the Library at Dominican University before the 1970s, it is often called the Old Library and was known officially by that name up until 2003. If you are heading from the central staircase or elevator from Lewis Hall, you will see the entrance to the Noonan Reading Room is straight ahead, just a bit to the left. (See photo below.)

O'Connor Gallery of Art
Student and faculty art shows will be displayed in the O'Connor Gallery of Art, which is located on the fourth floor of Lewis Hall. Go up the elevator in Lewis (or, better yet, get some cardiovascular exercise and take the central staircase in Lewis up to the fourth floor), and make a right turn. The O'Connor
Gallery will be immediately ahead. You will also find Lewis 406 (a.k.a. the Digital Media Classroom) just inside the doors of the Gallery, to your right.

The O'Connor Gallery of Art, pictured after making a right turn from either the elevator or central staircase in Lewis Hall. The Digital Media Classroom is the door immediately to the right.

Power Hall (Map Location 11)
Power Hall is one of the residence halls on campus. However, the first floor of Power Hall also houses the offices of Institutional Advancement and University Ministry, and the second floor has faculty offices, too. In fact, you may be reading this document from your office in Power Hall! It is accessible from an entrance on Division Street, but you can also reach it from the inside heading away from Lewis Hall by going through the Dining Hall, and proceeding through the Social Hall to the Clock Lobby. Once at the Clock Lobby, make a right turn, and the offices in Power Hall are straight ahead.

Power Hall, as seen from the Clock Lobby. To the right is the Social Hall and the Dining Hall. Behind you (obviously not seen in this photograph!) would be The Grill. The University Ministry offices will be the first doors on the left when you start walking in the direction of this photo. Faculty offices on the second floor are accessible via a staircase (not seen in this photo) a little bit further down on the right side.

Print Shop
You will likely become very familiar with the Print Shop (a.k.a. Office Services) before too long! This is the place to come for the majority of your classroom handouts that you want to have photocopied. The Print Shop is located on the ground floor of the Rebecca Crown Library and is not too far from Media Services. If you are coming into the Library from the ground floor of Lewis, make a right turn as soon as
you enter the Library proper. Keep walking past the elevator on your right, and make a right turn down the first corridor on your right. (See series of photographs under Media Services entry, above. Also, see the section starting on page 10 for complete information on all copying services on campus, including the Print Shop.) The very Guide you are holding was produced by the fine folks in the Print Shop.

**Priory Campus**
Home to classes of the Graduate School of Social Work and to the offices (and undergraduate classes) of the Institute for Adult Learning, as well as the St. Catherine of Siena Center, the Priory Campus is located at 7200 West Division Street. If you head east on Division Street from the main campus, the entrance will be through a drive on the left (north) side of the street, just before you get to Harlem Avenue. The Priory Campus also offers wonderful facilities for having meetings and conferences; call the Conference Coordinator for additional information.

During peak parking periods at the main campus, you may want to park your car at the Priory Campus and take advantage of free shuttle services every half-hour. (If you're in an exercising mood, it's a beautiful eight-block walk to the main campus!)

**The Quad**
The grassy area nestled between Lewis Hall and Power Hall on the Division Street side of campus. See photo for the Cloister Walk on page 39.

**Rebecca Crown Library (Map Location 5)**
The Rebecca Crown Library is one of the western-most buildings on campus and has smoke-colored glass on the exterior. It is connected to Lewis Hall on the first floor by the Library Link, and also from an entrance on the ground floor of Lewis, near the elevator (see first photo on page 48). There are additional interior entrances on the second and third floors of Lewis, too. See page 72 for additional information on the Rebecca Crown Library.

From the West Lot, the library is accessible by a path leading to the lower level of the building, which will also lead to the Cyber Cafe. (See photo below.)

**Recital Hall (in Fine Arts Building, Map Location 6)**
Officially named the Eloise Martin Recital Hall, full-time faculty members will become very acquainted with its location, since it is here that Dominican University Academic Council meetings are held! For the rest of you in search of the Recital Hall, head to the Fine Arts Building, which is immediately to the west.

---

*Unofficial*  
*The ^ Faculty Survival Guide*
of Lewis Hall. Go into the main entrance (the one closest to Lewis Hall), and keep walking straight ahead through the lobby. After the next doorway, make a right turn and you will be at the Recital Hall.

This photograph shows the entrance to the Fine Arts Building immediately after entering from the sidewalk that also leads to the entrance of Lewis Hall. The Recital Hall is straight ahead, just past the doors shown at the end of this corridor. The offices for the Office of Marketing and Communications are also just past the doors, past the Recital Hall, and to the right. The Lund Auditorium (not shown), is immediately to the left of this photograph.

(By the way, the area pictured is called the Slate Lobby in the Fine Arts building. This is typically where all the refreshments are served before an Academic Council meeting.)

Rosary Chapel (Map Location 13)
Rosary Chapel is accessible through the Noonan Reading Room, which, in turn, is accessible from the second floor of Lewis. (See the photograph for the Noonan Reading Room for a general idea of its location.) You are welcome to attend Mass at the Rosary Chapel. Masses are held Monday through Friday at 4:50 p.m., Saturday at 5:00 p.m., and Sunday at 7:00 p.m. See page 79 for additional information on University Ministry.

Science Building (Map Location 1)
The Albertus Magnus Science Building is presently one of the easiest places to spot since it's where a lot of construction activity is taking place. The general area is soon to be home to a new parking garage. What's left of our Science Building (the brick structure) is south of Lewis Hall. If any of your students have classes in biology, chemistry, or the science in general, odds are some are held here.

Security
See Campus Safety and Security

Social Hall
Right next to the Dining Hall. If you head through the Dining Hall away from Lewis Hall you will be in the Social Hall.

The Social Hall, as seen from the Dining Hall. The doorway at the very end of the Social Hall leads to the Clock Lobby and, in turn, to the Grill, the Stepan Bookstore, the Athletic Department offices, and Coughlin and Power Halls. (See entry for Clock Lobby for a more detailed photograph of the far area.) The Social Hall and Dining Hall together comprise the lower level of Mazzuchelli Hall, which also includes the Noonan Reading Room and the Rosary Chapel on the upper level.
Springer Suite
See also Crown 002/Crown 003 Meeting Rooms. This room is a "combination" of the Crown 002 and Crown 003 Meeting Rooms. An excellent place for relatively large meetings, as it can hold about 80 to 100 people depending on the setup. The Academic Council of the Rosary College of Arts and Sciences usually meets in the Springer Suite.

Stepan Bookstore
The campus bookstore is located in the Student Center, near the Igini Sports Forum (number 8 on the campus map) and the Grill. If you walk through the Dining Hall away from Lewis Hall, keep walking through the Social Hall and then make a left turn just as you get near the next set of stairs. (You will be in an area called the Clock Lobby.) Once you turn left, you will see another set of steps. Go up and you will be in the Grill. Keep walking, and the Bookstore entrance is just to the right of the counter for the Grill. See page 63 for additional information on the Stepan Bookstore and photograph on next page.

The Stepan Bookstore, as seen from The Grill. The counter for The Grill (not seen) is to the left. To the right of the doors of the Bookstore is a corridor leading to the Igini Sports Forum.

Student Center
The area known as the Student Center is, collectively, the Igini Sports Forum, the Stepan Bookstore, and The Grill. See the separate entries for each of these for their location.

Technology Center
The Technology Center is home to about 50 Windows-based PCs (with the entire Microsoft Office suite of programs), two Macintoshes, a couple of scanners, one special needs workstation, and two classrooms: 002 and 004. The "Tech Center," as many like to call it, is located on the lower level of Lewis Hall. If you head down the central staircase in Lewis Hall, make an immediate right turn, and you're right there! You can also make it to the Tech Center by heading into the Rebecca Crown Library from the West Lot (go down the ramp leading to the library), and keep walking straight past the Reference Desk, and through the hallway that has lockers. Once you get through the doorway at the end of that hall, make a right turn, and the Tech Center is just to your right. See page 68 for additional information on the computer labs. See photo on next page.
The entrance to the Technology Center is straight ahead in this photo on the ground floor of Lewis. A stairwell leading up to the first floor of Lewis is immediately to the right of the doors to the Technology Center in this photo. The Lewis Elevator that will take you to all levels in Lewis Hall is immediately next to the clock on the right.

**Which "Computer Lab"?**
If you have students who would like to meet you in the "Computer Lab," they likely mean the Technology Center, but be sure they don't mean the Cyber Cafe or the Crown Lab—or even the Digital Media Classroom, which has the largest number of Macintoshes available if a class is not in there.

**Wellness Center**
The Wellness Center, which offers many health-related services to students, is in the lower level of Coughlin Hall. It is accessible through the Power Hall staircase near the Grill and Stepan Bookstore. You should know about it because their health and counseling services are available to all Dominican students. (See page 61 for additional information on their services.) While residential students likely know where it is, commuting students may not. Therefore, should you ever need to direct a student there, here's an idea of where it is:

Starting at the Clock Lobby (see page 39), head down the corridor immediately to the left in this photo....
...you will be in this corridor, which has various student services offices. Keep walking down this corridor until you come to a stairwell, which will be on your right....

...go down the stairs, and you will see signs guiding you towards the Wellness Center, which is...

...immediately to your right, and down this hallway when you reach the bottom of the stairs. Also, you should know that the Psychology Department's Psychology Lab is at the opposite end of the hallway of the Wellness Center. The photo below was taken from the doorway of the Wellness Center, and the hallway leads to the Psychology Lab.
GENERAL UNIVERSITY INFORMATION: OFFICES, SERVICES, AND POLICIES

While a previous section told you HOW TO GET TO various places on campus, this section gives more detailed information about some of the offices, services, and policies that affect and serve the entire Dominican University community.

This material has been excerpted from the Student Handbook and from the Staff Handbook with a few minor modifications. The Student Handbook is recommended reading for faculty members, too, and is distributed at the beginning of the academic year at various places on campus.

Academic Affairs

There are six academic areas of Dominican University: the Rosary College of Arts and Sciences, the Graduate School of Library and Information Science, the Brennan School of Business, the School of Education, the Graduate School of Social Work, and the Institute for Adult Learning.

ROSARY COLLEGE OF ARTS AND SCIENCES

Jeffrey Carlson, PhD, Dean
Library Link, (708) 524-6816
Office hours: Monday – Thursday, 8:30 a.m. to 7:00 p.m.
Friday, 8:30 a.m. to 4:30 p.m.

In the Rosary College of Arts and Sciences, we strive to embody a community of learners seeking truth through open dialogue (Veritas), supportive of one another’s development as persons committed to using their talents to make a positive contribution to their world (Caritas). We strive to produce graduates of a liberal arts and sciences program who can think critically, communicate ideas well, orally and in writing, and achieve both breadth of understanding and depth of knowledge in one field. As an institution of higher learning, we are committed to engaging multiple worldviews manifested in a diverse curriculum and a diverse community of teachers and learners. As a Catholic and Dominican university, engaging the richness and variety of Catholic and Dominican traditions and teachings, where appropriate, across the curriculum, is a vital and complementary pursuit. A creative and values-centered mix of liberal education and professional preparation is central to the college. Livelihood is good, but right livelihood is better—and this emphasis is a hallmark of a person educated in the Rosary College of Arts and Sciences.

ACADEMIC ADVISING

In the Rosary College of Arts and Sciences, advising is teaching—it is a “course” that takes years to complete, and the subject matter is the meaning, purpose and effect of university learning as it relates to each student’s own academic path. Each undergraduate student has a dedicated faculty advisor—initially the student’s freshman seminar professor, and later, a professor from the student’s chosen major field. Faculty advisors and students are assisted by the college’s advising office.

For more information about advising, contact Sr. Melissa Waters, OP, associate dean for advising, at (708) 524-6814 or watersm@dom.edu; or Angela Frazier, academic advisor, at (708) 524-6586 or afrazier@dom.edu or Patricia Klbecka, administrative assistant, at (708) 524-6814 or klbeckap@dom.edu or consult the Rosary College of Arts and Sciences advising manual at: http://domin.dom.edu/advisingmanual.htm, where you can learn about a host of topics including Core
Curriculum requirements, suggested first-year schedules for all undergraduate majors, placement exams, registration procedures and deadlines, AP/IB/CLEP credits, as well as current lists of department chairs, program directors and other key offices helpful to the advising process.

INSTITUTE FOR ADULT LEARNING

Bryan J. Watkins, EdD, Executive Director
Institute for Adult Learning
Priory Campus
(708) 714-9001
domadmis@dom.edu
Office hours: Monday–Thursday, 8:30 a.m.-7:30 p.m.
Friday, 8:30 a.m.–5:00 p.m.

The Institute for Adult Learning is located at Dominican University’s Priory Campus at 7200 West Division Street, River Forest. The institute administers an accelerated undergraduate degree completion program specifically designed for adults who have been out of high school for at least seven years and who have completed 30 semester hours of college credit. Additionally, the institute offers an accelerated master’s degree in organizational leadership. For more information, please visit www.ial.dom.edu.

Off-Campus Sites
Grayslake Campus
University Center of Lake County
1200 University Center Drive
Grayslake, IL 60030

Vernon Hills Campus
University Center of Lake County
1120 South Milwaukee Avenue
Vernon Hills, IL 60061

Northbrook (Techny Towers)
2001 Waukegan Road
5th Floor
Techny, IL 60082

Palos Hills Campus
Moraine Valley Community College
10900 S. 88th Ave.
Palos Hills, IL 60465

GRADUATE SCHOOLS

Dominican University maintains four graduate schools: the Graduate School of Library and Information Science, the Brennan School of Business, the School of Education and the Graduate School of Social Work. Please refer to the bulletin of the individual graduate school and/or contact the appropriate graduate school.

THE GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE

Susan Roman, PhD, Dean and Professor
Graduate School of Library and Information Science
Rebecca Crown Library
Phone: (708) 524-6845
gslis@dom.edu
Office hours: Monday–Thursday, 8:30 a.m.-7:00 p.m.
Friday, 8:30 a.m.–4:30 p.m.

Library and information science is an exciting field that is changing all the time. Technology has touched virtually every aspect of this field, yet librarianship continues to attract those who enjoy helping others and who have not lost the idealism that inspires them to make the world a better place. Libraries and librarians change lives.

Graduates find professional positions where they can bring people and ideas together wherever and however they present themselves. As much as library and information science professionals use digital
tools, they find personal satisfaction reflected in the wonder of a child’s eyes during story hour or in the
grateful of an adult who finds the answer to an important question. The world of library and information
professionals is varied—librarians may practice in highly specialized think tanks, or as members of teams
designing and delivering programs and services in an urban public library.

The Graduate School of Library and Information Science (GSLIS) has a history of more than 75 years at
Dominican University. The master’s degree program is one of two in the state of Illinois that are
accredited by the American Library Association. Alumnae/i of GSLIS are leaders in library and
information science throughout the world.

For more information please visit www.gslis.dom.edu.

THE BRENNAN SCHOOL OF BUSINESS
Molly Burke, PhD, Dean
Brennan School of Business
Lewis Hall 203
Phone: (708) 524-6810
Office hours: Monday–Thursday, 8:30 a.m.–7:00 p.m.
Friday, 8:30 a.m.–4:30 p.m.
Saturday, 8:30 a.m.–1:30 p.m.

The Brennan School of Business serves undergraduates majoring in accounting, business administration,
economics and international business, and offers master’s degrees in business, accounting, computer
information systems, management information systems and organization management.

For more information please visit www.business.dom.edu.

SCHOOL OF EDUCATION
Colleen McNicholas, OP, PhD, Dean
School of Education
Lewis Hall 234
Phone: (708) 524-6922
Office hours: Monday–Thursday, 8:30 a.m.–7:30 p.m.
Friday, 8:30 a.m.–4:30 p.m.

The School of Education (SOE) prepares undergraduates with an early childhood education major and
certification as well as elementary and secondary certification for the State of Illinois and offers master’s
degrees in early childhood education, teaching, special education, educational administration and reading.
In accepting the mission of Dominican University, the SOE focuses on teaching and learning in an
environment that promotes understanding and development of the skills, abilities and attitudes necessary
for the growth of the professional educator. In order to achieve such an understanding, the curriculum
fosters personal insight, professional knowledge, scholarship and sensitivity to diversity.

For more information please visit www.educate.dom.edu.

THE GRADUATE SCHOOL OF SOCIAL WORK
Graduate School of Social Work
Mark E. Rodgers, DSW, LCSW, BCD, Dean/Professor
Priory Campus
7200 West Division Street
Phone: (708) 366-3463
Fax: (708) 366-3446

continued on next page
Centered around our Sinsinawa Dominican identity, the Graduate School of Social Work is committed to truth, compassion, empowerment and social justice through the preparation of professional social workers for service with diverse, oppressed and at-risk populations. The GSSW prepares students for globally focused, family-centered practice through rigorous education, practice, research and service with domestic and international communities. The degree is offered at the Priory Campus as a full-time program for two-years, or a part-time program for three to four years with provisions for field work in the Chicago metropolitan area and overseas. Advanced standing is offered to a limited number of students who have graduated with a BSW from a CSWE accredited program within the last six years. The GSSW is fully accredited by the Council on Social Work Education (CSWE).

Graduates’ professional opportunities include: family service agencies, child guidance clinics, hospitals, geriatric settings, hospice facilities, international adoption services, social planning organizations, correctional facilities, private practice and many other settings.

For more information please visit www.socialwork.dom.edu.

**Student Affairs and University Services**

**DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs enhances and supports student development.

Student learning that promotes personal development for our students is our primary focus.

Student Affairs fosters an environment for student learning and personal development through co-curricular experiences that embrace a holistic approach to life-long learning.

Each learning and developmental experiences will reflect the values and diversity of Dominican University.

**OFFICE OF THE DEAN OF STUDENTS**

Trudi Goggin, Dean of Students
Lewis Hall 215
Phone: (708) 524-6822
toggin@dom.edu

Norah Collins, Assistant Dean of Students
Lewis Hall 213
Phone: (708) 524-6279
collnora@dom.edu

The dean of students’ office provides leadership and supervision for the student affairs division of Dominican University. As a member of the president’s cabinet, the dean of students serves as a liaison between the administration and students on all matters concerning student life. In cooperation with other members of the university community, the dean develops university policy with regard to student life.

**SPECIAL NEEDS SERVICES**

At Dominican University, no qualified individual with a disability will be excluded from participation in or be denied the benefits of the services, programs or activities of the university. The dean of students’ office is a university resource promoting barrier-free environments (physical, program, information, attitude) and assisting the university in meeting its obligation under federal statutes and school tradition in regard to the rights of students with disabilities.

The Office of the Dean of Students coordinates providing services necessary and appropriate for students with special needs. Upon receipt of appropriate documentation of disability, this office assists by
providing or arranging appropriate auxiliary aids and services, reasonable accommodations, academic adjustments and consultation. In some instances, the dean of students’ office acts as a liaison with other appropriate state and federal agencies. Students are expected to meet individually with the dean of students to determine what specific services and reasonable accommodations are needed. It is the responsibility of the student to make requests for auxiliary aids or special services at least three weeks prior to the start of a program or class.

DEPARTMENT OF ATHLETICS
Athletics Department (708) 524-6231
Fax (708) 488-5095

Erick Baumann, Director of Athletics and Recreation, Head Men’s Soccer Coach
Power Hall 134
(708) 488-5054
ebauman@dom.edu

Mark White, Assistant Director of Athletics and Recreation, Compliance Coordinator, Head Men's Basketball Coach
Power Hall 137
(708) 524-6518
mkwhite@dom.edu

Ken Trendel, Sports Information Director
Coughlin Hyphen II
(708) 524-6232
ktrendel@dom.edu

Jeff Halsema, Facilities Manager, Head Women's Soccer Coach
Power 135
(708) 524-6552
jhalsema@dom.edu

Terry Casey, Head Baseball Coach
Fitness Center
(708) 524-6542
tcasey@dom.edu

Robert Greenwald, Head Men’s and Women’s Tennis Coach
Lower Level Coughlin
(708) 524-6545
rgreenwald@dom.edu

Travis Brooks, Head Men’s and Women’s Cross Country Coach
Lower Level Coughlin
(708) 524-6551
tbrooks@dom.edu

Ana Litton, Head Women’s Basketball Coach
(708) 524-6453

Cristina Lukas, Business Manager, Head Softball Coach
(708) 524-6237

Tim Walenga, Director of Intramurals and Club Sports, Head Men’s And Women’s Volleyball Coach
(708) 524-6554
continued on next page
The Department of Athletics provides varsity competition opportunities for the student-athletes of Dominican University who have the experience and talent to compete at the intercollegiate level. Additionally, the department coordinates opportunities for members of the Dominican University community to participate in organized intramural and recreational athletic programming. The overall goal of the department is to provide an experience that will enhance each participant’s level of self-esteem, self-motivation and self-actualization through mental and physical training, team dynamics and competitive participation. It is intended that the benefits derived from the sport experience will positively impact many aspects of the student-athlete’s life and will serve as a complement to the rigorous academic environment of Dominican University.

The Department of Athletics offers a variety of activities throughout the year in an attempt to meet the needs of all students. The intercollegiate sports program sponsors 11 programs: men’s baseball, basketball, cross country, soccer and tennis, and women’s basketball, cross country, soccer, softball, tennis and volleyball. In the fall of 2007, men’s volleyball will be sponsored as a varsity sport. Dominican is nationally affiliated with the National Collegiate Athletic Association (NCAA) in Division III and is a member of the Northern Athletics Conference (NAC). Interested student-athletes should contact the respective coach regarding possible playing opportunities. All students are encouraged to support the Dominican University athletic teams. Admission to all athletic events is free. (With the exception of post-season play)

The recreation program consists of intramural, club sports and open recreation. Intramural sports are organized leagues and tournaments offered throughout the year in a variety of activities. Programs offered in the past have included basketball, floor hockey, bowling, soccer, table tennis, volleyball, hip-hop dances, and yoga. Information about upcoming events is posted throughout campus. Dominican currently sponsors men’s and women’s club golf and men’s club volleyball. Open recreation is an opportunity for Dominican University students to use the recreational facilities during the posted hours. Facilities include the gymnasium, running track, swimming pool, racquetball courts, fitness center and free weight room. Hours are posted on the entrance of each facility. The use of the facilities is limited to Dominican students, faculty, staff and alumnae/i only. No guests are permitted. All users must present a current ID to gain entrance to all athletic and recreational facilities.

WELLNESS CENTER

The Dominican University Wellness Center, located in the lower level of Coughlin Hall, provides counseling services, health services, health education, preventive health care and various developmental, educational, support and therapeutic groups. Outreach programs and workshops as well as consultation on issues of wellness education are available to all students.

The center is committed to maintaining an atmosphere of openness and trust, encouraging free exploration and discussion of attitudes, beliefs, values and behaviors that are similar to and/or different from those of other people. The staff is dedicated to the promotion of respect and sensitivity for all persons regardless of race, religion, national origin, ethnicity, physical ability or sexual orientation. The staff also actively encourages students to take responsibility for making decisions about their own physical and mental health and for protecting the health of others. Information exchanged between student and professional is kept in complete and strict confidence. If necessary, referrals can be made to professional community resources.

continued on next page
Counseling Services
Kesha S. Burch, MA, LCPC, director of counseling services
(708) 524-6455
ksburch@dom.edu
Jason Bonick, MA, LCPC, counselor
(708) 524-6946
jbonick@dom.edu
Eileen Glenn, MA, LCPC, counselor
(708) 524-6520
eglenn@dom.edu

The counseling services staff offers personal and confidential assistance to all Dominican University students. Services are individualized to meet the unique concerns of the student, and may include counseling, education, consultation or referral to community providers. Student concerns may include, identity issues, relationships, family connections, depression, anxiety, eating disorders or alcohol and/or substance abuse. Additionally, the staff can provide support and information on stress management, career indecision, self-esteem and time management. When emotional or behavioral difficulties affect academic performance, physical health or personal relationships, counseling services is a welcoming place to find help.

Student Health Services
Angela Bower, ND, FNP-C, RN, director of student health services
(708) 524-6229
abower@dom.edu

The student health services staff provides services to all Dominican students: graduate, undergraduate, commuter, resident, full and/or part-time. The student health center is run by a nurse practitioner. A nurse practitioner is an RN (registered nurse) who has advanced education and clinical training in a health care specialty area. Nurse practitioners are able to prescribe medication. In addition to providing medical treatment, referrals are made to doctors and specialists in the area. The following immunizations are available by appointment: tetanus/diphtheria, measles, mumps, rubella, meningitis, hepatitis A & B, flu shots and allergy shots. Immunization records are monitored and maintained by student health services. Examples of services provided include: cold/flu treatment, STD testing, pap smears, pregnancy testing, cholesterol/routine blood testing, physicals, TB tests, strep throat/mono tests, urinalysis, weight management, and preventative health maintenance visits. All interactions that occur at the student health center are respected, treated with sensitivity and kept confidential.

Dominican University maintains a relationship with Gottlieb Memorial Hospital. All students are entitled to a 50% discount on services that occur in the emergency and radiology departments. In addition, students may be seen at the Oak Park Medical Practice for this same discounted rate. Oak Park Medical is located at 1146 Westgate, Suite 209, Oak Park, IL. Please call for an appointment at (708) 386-2370. In the event of a health emergency on campus, please contact campus security at (708) 524-6300 or ext. 6300. In the event of a health concern after hours, please call (708) 524-6229 or ext. 6229 and follow the prompts.
Other University Services

ACADEMIC RESOURCE CENTER (ARC)
Robert Greenwald, Director
Rebecca Crown Library 006 [Lower Level of Library]
(708) 524-6682
rgreen@dom.edu

The Academic Resource Center (ARC) offers half-hour tutoring sessions in writing and reading. Also, math tutoring is provided. The ARC’s hours of operation are Monday through Thursday from 8:00 a.m. until 7:00 p.m. and Friday from 8:00 a.m. until 4:30 p.m. To make an appointment or to get more information about the ARC, call (708) 524-6682, visit room 006 in the Rebecca Crown Library, or email rgreen@dom.edu.

ALUMNAE/I AND PARENT RELATIONS
Martha Kelly Bates, Executive Director of Constituent Relations
Power Hall 111
(708) 524-6490
mkbates@dom.edu

The mission of Alumnae/i and Parent Relations is to provide opportunities for students, alumnae/i and parents to become active members of the Dominican community through a variety of activities and events sponsored by the Alumnae/i Association.

The Alumnae/i Association serves Dominican students through co-sponsorship of events such as homecoming, family weekend, the etiquette dinner, and graduation send-off. Students and their parents may join alumnae/i at lectures, career workshops, alumnae/i trips, retreats, Alumnae/i Remembrance Masses, the Annual Alumnae/i Children’s Christmas Party, and other cultural, social, educational and sporting events throughout the year. Upon graduation, alumnae/i may use student center facilities, the library, technology and career service resources on campus. In addition, alumnae/i may audit courses at the discretion of individual schools. To learn more about these and other opportunities, look for future issues of the Dominican University Magazine, graduate school newsletters and the University Events Calendar. Please visit www.alumni.dom.edu for further information about the Alumnae/i Association and its events.

STEPAN BOOKSTORE
Student Center
(708) 524-6893
www.bookstore.dom.edu
0982txt@fheg.follett.com

Hours during fall and spring semesters:
Monday–Thursday, 9:00 a.m.–7:00 p.m.
Friday, 9:00 a.m.–4:30 p.m.
Saturday, 8:30 a.m.–1:00 p.m.
www.bookstore.dom.edu

The Stepan Bookstore is located in the Student Center, near the Igini Sports Forum (number 8 on campus map) and the Grill.

Supplies for University offices are purchased through a charge system to each department at the Bookstore located in the University Center. All employees are allowed a 10% discount on most
personal purchases, excluding books.

Bookstore hours are posted outside the Bookstore. Shortened hours are in effect during summer terms. Extended hours are in effect during the beginning of each semester.

**BULLETIN BOARDS**

Announcements of interest to the general campus community are posted on the bulletin board in the Lewis alcove and the Lounge in the Lewis lower level. Announcements must be approved through the Provost’s or the Business Office. Posting on other boards reserved for specific purposes must be cleared through the administrative area concerned or the Dean of Students. Job openings are posted in the Human Resources area, second floor Lewis Annex.

**BUSINESS OFFICE**

Lewis Annex 1  
Amy McCormack, Senior Vice President of Administration  
(708) 524-6770  
Dick Walstra, Controller  
(708) 524-6772  
Bonnie Mather, Senior Accountant  
(708) 524-6766  
Judy McCarthy, Accounts Payable Supervisor  
(708) 524-6868  
Angelique Reda, Administrative Assistant  
(708) 524-6788

Business Office hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday. Purchasing policies, procedures and forms for all Dominican University purchases and reimbursements are available in the Business Office. The following information, excerpted from the *Staff Handbook*, will likely be of interest to faculty at one time or another regarding the Business Office.

**Cash Disbursements.** Accounts payable checks are issued by the Business Office twice a week on Tuesdays and Thursdays. Payment requests should be submitted by 3:00 p.m. of the previous day. Vendor invoices submitted for payment should consist of an original invoice with budget officer approval, including account number, written on the face of the invoice. Copies of invoices and vendor statements are unacceptable. Other payment requests may be submitted on payment request forms that are available in the Business Office. Payment request forms must be supported by appropriate, original documentation and also must have budget officer approval and an account number.

**Tax Exempt Activity.** The university is a tax exempt, 501(c)(3) corporation. As such, the university has a State of Illinois tax exemption and is not subject to sales tax on purchases. **Employees who will be incurring business expenses should present their Dominican I.D. and obtain a copy of the university’s tax exempt letter from the Business Office or their department for presentation to the vendor at the time of purchase.** Note that the university also has received a sales tax exemption in the state of Florida. A copy of the Florida certificate is also available in the Business Office.

**Purchase of Technology Equipment.** The commitment for and purchase of technology equipment should be coordinated in advance with the Information Technology Department.

**Telecommunications.** Telephone equipment and activity is supported by the Information Technology Department. Off-campus calls via the Rolm system are made by dialing 7. Call activity is tracked by software managed by the Student Accounts Office. Each department will be charged internally for the local and long distance usage of their employees. Employees should reimburse the university for personal
long distance calls. Employees will be given access to a limited number of stored phone messages. Conference calls may be arranged by contacting the IT Department.

CAMPUS DINING SERVICES
aramark@dom.edu

Fred W. Amos, Food Service Director
Mazzuchelli Hall Kitchen
(708) 524-6447 or (708) 524-6446

Dining Hall Hours
Monday–Friday
Breakfast 7:45 a.m.–9:00 a.m.
Continental Breakfast 9:00 a.m.–9:30 a.m.
Lunch 11:00 a.m.–1:30 p.m.
Dinner 4:45 p.m.–6:30 p.m.

Friday Dinner
4:45 p.m.–6:00 p.m.

Saturday–Sunday
Brunch 11:45 a.m.–12:45 p.m.
Dinner 4:45 p.m.–5:45 p.m.

These hours are for the fall and spring semesters; hours vary during holidays, semester breaks and the summer session.

The Dining Hall is open to all Dominican students, faculty, staff and guests. Resident students must participate in a meal plan and must show their 2006–2007 Dominican ID in order to use their meal plans in the Dining Hall. The meal plan allows students unlimited servings when dining during regular service hours. No china, glassware or food may leave the Dining Hall. The meal plan is to be used exclusively by the student purchasing it; it is not to be shared with friends or guests. A severe fine will be levied against anyone stealing from the Dining Hall. Guests of resident students can pay cash when they come to the Dining Hall. Students whose class schedule conflicts with the Dining Hall hours must make an appointment with the food service director to discuss sack lunch alternatives. If you have any questions regarding food service on campus, feel free to call the food service director or assistant food service director. They are happy to discuss student’s nutrition, special dietary needs, menu selection or general comments regarding campus dining.

Catering
Dominican University campus dining offers everything from sack lunches and cookouts to sit-down served meals in a variety of locations on campus. Contact the campus dining office as early as possible to coordinate menu, location and style of service. Although we try our best to be flexible and respond to last minute requests, without adequate notice it may be difficult to obtain staffing or particular menu items for an event and a late fee will be applicable. Outside caterers are not permitted without the mutual consent of both the food service director and the dean of students. Dominican students may order catered meals for their groups or clubs by contacting the campus dining office.

The Grill
Monday–Friday, 10:00 a.m.–2:00 p.m.
Friday, 8:30 a.m.–3:00 p.m.
The Grill is located in the Student Center and is a convenient place to go for your morning cup of Starbucks coffee, lunch or an afternoon snack.

continued on next page
Cyber Café
Monday – Thursday, 8:00 a.m. – 10:30 p.m.
Friday, 8:00 a.m. – 11:30 p.m.
Saturday, 8:30 a.m. – 5:00 p.m.
Sunday, 12:30 p.m. – 6:00 p.m.
The Cyber Café is located in the lower level of the library. Come and enjoy a cup of fresh Java City Espresso, smoothies, pastries and sandwiches.

Vending Machines
A variety of vending machines are located throughout campus. There are several vending machines as well as a microwave oven located in the Grill area. For service problems on any of the vending machines, please call (708) 730-7300 or (708) 524-6446, Monday through Friday from 9:00 a.m. to 5:00 p.m.

Equipment Usage
If you need to borrow serving items (such as utensils, bowls or pitchers), please contact dining services 48 hours in advance. All borrowers will be required to leave their Dominican ID card until the item is returned. Items not returned to the manager on duty will be billed to the borrower at full replacement cost.

CAMPUS SAFETY AND SECURITY
John Tsouchlos, Manager
Lewis Hall Lower Level
(708) 524-6752
jtsouchlos@dom.edu

Campus Safety and Security exists to serve the safety and security needs of the university. The staff is responsible for providing service and assistance to the university community. This includes opening and closing buildings, inspecting buildings and grounds for safety hazards and enforcing the Dominican University parking policy. The staff is trained to handle emergency situations including police, fire and ambulance assists. In addition, campus security works closely with the residence life staff in support of the residence halls. The security staff is on duty 24 hours a day, 365 days a year. For non-emergency assistance, call the security dispatcher at extension 5999 from any on-campus phone.

IN CASE OF AN EMERGENCY, DIAL 911 FROM ANY CAMPUS PHONE.
Campus Safety and Security Phone Directory
  Information Center and Switchboard.................................0
  Switchboard from Off Campus.............................(708) 366-2490
  On-Campus Emergency.................................911
  Security Assistance & Escort Service...0 or (708) 524-5999
  Campus Safety & Security Office ...............(708) 524-6300

CENTER FOR CAREER DEVELOPMENT
Lewis Hall, 216
Phone: (708) 524-6786
Fax: (708) 488-5075
careers@dom.edu

The Center for Career Development provides individuals with the opportunity to explore their own work values, career interests and skills.

The center identifies and provides resources for career education and employment information. It assists students in the implementation of their career plans. First-hand information about employment opportunities is made through erecruiting.

continued on next page
The center provides in-house publications on writing a resume, cover letters and job-search strategies, as well as an annual postgraduate survey. A credential file is established for all active teacher candidates who complete their student teaching through Dominican University. Career development is accessible online from the Web site at www.careers.dom.edu, where there are a wide variety of links to sites for career information for students and alumnae/i.

Internships
Keli Wojciechowski, Director of Internships
(708) 524-6827
kallen@dom.edu

Internships expose students to the world beyond the boundaries of the campus, enhancing their self-awareness and aiding them in their career choice. In addition, students may gain valuable job leads through their internships. As a result of internships, students have a better understanding of work and the challenges and demands of various careers. With this understanding, they can examine and refine their goals and make more appropriate and informed occupational decisions. The internship director provides assistance with resume preparation, interviewing skills, locating an appropriate internship site and obtaining credit for the internship. To view internship listings, log in to www.careers.dom.edu.

Placement
Susan Felice, Director of Placement
(708) 524-6567
scarr@dom.edu

Employment opportunities, including full-time, part-time and internship opportunities, are posted on erecruiting, the online database. It is very important for students to complete their profile and upload their most current resume in erecruiting. Dominican students can also access the Illinois Small College Placement Association (ISCPA) Web site for more job listings at www.iscpa.org where they can self-register for the ISCPA Online Career Center. The director of placement assists job seekers with resume writing, interview techniques, job-search strategies, career advising, on-campus interviewing, ISCPA consortium interviewing and resume referral. To meet the needs of all students and alumni, career advising is available in person, by telephone, and through email. In addition, the director of placement develops and maintains employer relationships, participates in professional organizations, and assists students and alumnus/i with the graduate school decision-making and application process. Active teacher candidates who complete their student teaching through Dominican University can also establish a credential file at the Center for Career Development.

CHILD CARE CENTER
The Rose K. Goedert Center for Early Childhood Education
Priory Campus
Phone: (708) 714-9150

Since 1970, Dominican University has been committed to serving students with families. In order to encourage parents of small children to continue their education, and to accommodate children of faculty, staff and the community, Dominican operates the Rose K. Goedert Center. Children ages two to six are accepted in the full educational program. The center is open year-round.

Parents may schedule a tour to view the center and then fill out an application form. Children are placed on a waiting list unless an immediate opening is available. The center is not available for occasional use. A recent medical examination (no more than six months old) is required before the child can begin the program. The child must be up to date on all required immunizations and screenings.
COMPUTER LABS / TECHNOLOGY CENTER

IT HelpDesk
Phone: (708) 524-6832
Email: helpme@dom.edu

Jill Albin, Acting Director of IT
Phone: (708) 524-6980
Email: jalbin@dom.edu

IT Web Page: http://domin.dom.edu/infotech.htm
IT Policy: http://domin.dom.edu/documents/it_policy.htm

Technology Center, Lewis Hall Lower Level
Phone: (708) 524-6756 - Lab Assistant

Crown Lab, LIB 302
Phone: (708) 524-6851

Digital Media Classroom (DMC) – Lewis 406 (formerly known as the Mac Lab)
Phone: (708) 524-5102

The Technology Center and computer labs are available to all students, faculty and staff. Access to equipment in these facilities is provided on a first-come, first-served basis. No food or drinks are allowed in the Technology Center or the Technology Center classrooms.

Normal Lab Hours
Sunday, noon to midnight
Monday – Thursday, 8:00 a.m. to midnight
Friday, 8:00 a.m. to 5:00 p.m.
Saturday, 9:00 a.m. to 5:00 p.m.

These are the hours usually in effect during fall and spring semesters for the Technology Center and Crown Lab. Extended hours are provided during finals. Summer and holiday hours as well as changes to normal hours of operation will be posted.

Technology Center, Technology Center Classrooms

The Technology Center is located on the lower level of Lewis Hall. The main lab is equipped with PCs as well as several Macintosh computers and scanners. Several laptop stations have been set up so that those people bringing their own laptop computers can access the network and Internet. Inside the Technology Center there are two classrooms that are specifically reserved for classes but may be available for general use when no classes are scheduled in the room(s). All PCs have the Microsoft Office suite of products as well as an Internet browser.

Crown Lab – LIB 302

This lab is located on the third floor of the Rebecca Crown Library. The lab contains software specific to course work in the GSLIS program as well as the Microsoft Office suite of products and Internet access. While all students can utilize the lab, seating preference is given to students in the GSLIS program.

Lab Assistants

There are student lab assistants available at most times the labs are open. The assistant is there to help you with basic network services (e.g., logging in) and with basic application assistance (e.g., getting into or out of an application, saving files). The lab assistant is not allowed to assist your students with course-specific questions or problems. Students are advised to consult their instructor/professor with software questions or for assistance with homework.

continued on next page
Email/Network Account Application

Access to the network is provided free of charge to Dominican students. Students should apply for email/network accounts in the Technology Center. Students applying for these accounts should be registered for the current semester or pre-registered for the next semester. A valid Dominican ID must be presented at the time of request or the account will not be created. New account requests will normally be processed and available for use within two business days after submission. If there is a problem with the account application, it will be left at the lab assistants’ desk for students to correct or fill in missing information. Accounts will not be created unless all information is valid. Basic services that come with a network account include email, Web browsing, access to a full suite of essential software and printing for academic purposes in the public labs. Students or faculty wanting to establish a personal Web page can fill out a separate Web account application to do so. All use of Dominican University network resources, including but not limited to Web page content and email, will be subject to current IT Policies, the Campus Code of Student Conduct, Residence Life Guide and Dominican University disciplinary procedures.

Hardware/Software Problems

If you encounter any hardware or software problems with the equipment in the Technology Center or Labs, please report the problem to the lab assistant on duty. If a lab assistant is not present, please contact the IT HelpDesk at (708) 524-6832. If your office computer is experiencing problems, please contact the IT Help Desk at (708) 524-6832 or visit our online help desk at: http://domweb.dom.edu/helpdesk

Wireless Access Capabilities

Currently, wireless access is available in the Crown Library, including the Information Arcade located on the lowest level, and the reading tables on all floors. In addition, wireless access is available in the Technology Center, the Digital Media Classroom (DMC) and the Grill. The wireless network in the library supports the 802.11a, b and g protocols. The Tech Center and DMC support b and g.

Personal Computers

Any personal computer used on the Dominican University network is expected to have up-to-date anti-virus software loaded and the latest Windows security patches installed. Dominican University’s anti-virus software is provided free for all students. The IT staff does not service or repair equipment not owned by Dominican University, including faculty, staff or student computers.

Many computer-related questions for faculty are answered in the Information Technology Handbook for Faculty, which can be downloaded from the following address: http://domin.dom.edu/documents/facstaffdocs.htm

This page also has links to many other Information Technology-related documentation, including how to use the various Microsoft Office products.

EDUCATIONAL TESTING SERVICES
Anne McElwain, MEd, Coordinator, Educational Evaluation
(708) 524-6459

The Dominican University School of Education offers educational evaluation that provides diagnostic services to children in the surrounding community. Children and adolescents are tested primarily in the areas of ability, achievement and processing skills/learning styles. This is an educational evaluation designed to provide information on the student’s ability level and his/her strengths and weaknesses in achievement and the learning process.
ESCORT SAFETY SERVICE

Campus Safety and Security provides escorts to campus buildings and parking lots. To request an escort, call the security dispatcher at extension 5999 from any campus phone.

FACULTY RESOURCE CENTER
Marlene Cozza, Faculty Secretary
Lewis 047
(708) 524-6754

If you need to have any course-related work done, be sure to stop by the Faculty Resource Center (Lewis 047). The Faculty Secretary, Marlene Cozza (ext. 6754) will be happy to assist you. Marlene is a particularly good resource for any adjunct faculty members here during the evening who may need some assistance. Her hours are Mondays through Thursdays from 11:00 a.m. until 7:00 p.m., and Fridays from 8:30 a.m. until 4:30 p.m. Marlene can assist with typing course-related material, assist with mailings, order books, or type letters of recommendation for you that your students may request when they start seeking employment. She can also input the material necessary for your online curriculum vitae. Do you have foreign correspondence? No problem--Marlene speaks Italian, French, and Spanish.

FACILITIES USE
Ange Reda, Business Office
Phone: (708) 524-6788
ogroange@dom.edu

Cari Ann K. Cook, Student Involvement
Phone: (708) 524-6037
cklein@dom.edu

Only student organizations recognized through Student Involvement may use university facilities. Any recognized student organization wishing to use a facility for a campus event must contact Student Involvement to complete the proper paperwork. Faculty interested in using facilities should contact Ange Reda directly. You may also book reservations online at:
http://domin.dom.edu/depts/facilities/index.htm

FAX MACHINE

The university fax number is (708) 524-5990. Students, faculty and staff can receive faxes at no charge. There is a fee for sending faxes. The local number fee is $1 for the first page and 50 cents for each additional page. The long distance fee is $2 for the first page and 50 cents for each additional page. The international fee is $3 for the first page and 50 cents for each additional page. The fee must be paid in the Student Accounts office prior to faxing. The document along with the paid receipt may be left in the Mailroom, in the Rebecca Crown Library lower level, for faxing. The mailroom will send the fax when time permits. The document can either be picked up at a later time or returned through campus mail.

FINANCIAL AID OFFICE
Michael Shields, Director of Financial Aid
Lewis Hall 120, (708) 524-6809

Dominican’s financial aid program provides assistance to students whose family resources cannot meet the cost of education. Eligibility for financial aid must be established each year by submitting the FAFSA. Returning undergraduate students must file the FASFA by April 15 for the subsequent school year. Students who have questions or concerns about financial aid are encouraged to contact this office. Detailed information is available at www.dom.edu/aidonline.
FIRE SAFETY

Contact Campus Security at 0 or 911 from any campus phone.

Each building on campus has its own independent fire alarm. Classroom and office buildings contain pull stations to sound the alarm. Residence halls contain pull stations as well as smoke detectors.

1. Look for the nearest exit. Whenever you enter a large building, make a mental note of the nearest exit. Consult an evacuation chart in classrooms and/or hallways.

2. Do not use an elevator for an exit. The elevator may stop on a floor with a fire. In newer buildings, elevators are tied into the fire alarm system and will not operate.

3. If you see a fire or heavy smoke,
   a. Call security at 911 and/or pull the fire alarm while exiting the building. Do not try to fight the fire. Sounding the alarm and safely exiting the building are priorities.
   b. Exit the building completely and keep a safe distance. Help make sure everyone gets out and assist those in need.
   c. Shut all windows and doors. Because a fire needs oxygen, you can help contain the fire by closing windows and doors as you exit.

4. If you hear an alarm:
   a. Make sure everyone gets out and assist those in need.
   b. Exit the building completely and keep a safe distance.
   c. Shut windows and doors behind you if you feel time permits.
   d. Wait for an “all clear” signal from security or the fire department before entering the building.

INTERNATIONAL STUDENT ADVISING
Sue Ponremy, Director of International Studies and International Student Advisor
Fine Arts 335
(708) 524-6965
sponremy@dom.edu

The international student advisor assists F-1 and J-1 visa students with their non-academic concerns, particularly US immigration matters. All new F-1 and J-1 students should see the international student advisor within the first two weeks of registration to obtain a Dominican University I-20 or to record the date of entry on the I-20 sent to you by Dominican University. Information regarding immigration, campus housing, travel, health insurance and Dominican services is available in this office.

INTERNSHIPS (SEE CENTER FOR CAREER DEVELOPMENT)

LANGUAGE LEARNING CENTER
Tonia Bernardi Triggiano, Director
Lewis Hall 130
(708) 524-6820

The Georgia Boolookas Language Learning Center welcomes students studying languages at Dominican University. The facilities of the center serve classes as well as individuals doing language-related activities as assigned. Students will be able to work in an atmosphere conducive to study with climate control and comfortable workstations. This is a computer-based facility, and each of the 21 workstations has a computer and is equipped with a special headset and microphone so that students can work with prepared files available from the LLC server. Multiple-standard video players are available for European and French films as well as for US movies. A chart outside the room gives the hours that students may drop in to do individual work.
REBECCA CROWN LIBRARY
Inez Ringland, Director
Reference Desk (708) 524-6875
Circulation Desk (708) 524-6876

Hours during the fall and spring semesters:
Monday – Sunday, 8:00 a.m. to midnight
Reference service begins at 8:00 a.m. everyday except Saturday, when it begins at 9:00 a.m.
Reference service ends at 10:30 p.m. on Sunday – Thursday.
Reference service ends at 5:00 p.m. on Friday and Saturday.
Please call the library to check the hours during holidays and summer sessions. If you have any other
questions regarding the library, please stop by or call (708) 524-6875.

The lower level of the Rebecca Crown Library houses the Cyber Café, an information arcade, the media
center, the reference desk, the reference collection and periodicals collection of the library and the
Academic Resource Center. On the first floor of the library there is the circulating collection A through
N, librarian offices, the circulation desk, and a computer training room. The second floor contains the
circulating collection P through Z, the government documents collection, the juvenile collection, the
curriculum collection, three group-study rooms, and the library science reference study room. The third
floor of the library houses five enhanced classrooms, faculty offices, a student lounge with computers, the
Crown computer lab, and the GSLIS offices.

A library orientation workshop is given to new students at the beginning of the fall and spring semesters.
The library staff looks forward to meeting new students and helping them become familiar with the
resources and services.

Reciprocal Borrowing

Reciprocal borrowing agreements with cooperating libraries allow Dominican students to check out books
from other libraries. I-Share Online is a system for identifying library materials in over 65 academic
libraries in Illinois. Materials from any of these libraries may be requested online from either on or off
campus. Items are usually sent to Dominican University within seven to ten working days. Dominican
students may also check out materials in person at any member library with a current Dominican ID,
provided the student’s name and ID number are in the database.

In addition, the Rebecca Crown Library is also a member of LIBRAS, a group of 16 private, academic,
liberal arts libraries, including Concordia University’s library in River Forest. A current Dominican ID is
needed to check out books at LIBRAS libraries.

The Infopass system can give access to many private and research libraries in the area that are usually not
open to students with no affiliation; however, materials cannot be checked out. Generally, an infopass
allows one visit and the project must be spelled out. See the librarian at the reference desk for information
on infopass.

Materials not available in the Rebecca Crown Library or any of the cooperating libraries can be obtained
through interlibrary loan. Periodical article requests from libraries with fax machines can be received
within five working days. If the request is not available via fax, it could take as long as two to three
weeks to arrive. There is a charge of 10 cents per page for periodical articles.

continued on next page
Electronic Resources

The library subscribes to more than 100 electronic databases. These resources include, approximately 18,000 full text periodicals, numerous indexes and reference materials. Student and faculty network accounts provide access from off campus.

If you need access to the library's databases from off-campus, you must have a Dominican University email address!

Reserve Materials

Instructors may place print materials on reserve in the library to ensure they are accessible to their students. These materials are kept at the Circulation Desk and are filed by course number. Reserves are located at the Circulation Desk on the first floor. To check out a reserve item, students must fill out a request slip and submit it with their Dominican ID. Reserve items cannot be renewed, and students will be fined one dollar per day for any late returns. Faculty may also request that photocopied materials be digitized and placed on electronic reserve; library staff will scan documents into the system. Electronic reserves are available both on and off campus. Please consult the Library's website for more details at: http://libsnap.dom.edu/Reserves/ReserveForms/EReservesFAQ.htm .

MEDIA CENTER

Iris Melendez, Media Services Manager
(708) 524-6888

The Media Center is located on the lower level of the Rebecca Crown Library. Media materials are not generally loaned to students, but reservations can be made for classroom use only. Instructors often place materials (such as videotapes) on reserve for their students to view in the Media Center. The Media Center hours may vary from library hours. Please phone first to avoid any inconvenience.

Faculty at the Main Campus may schedule instructional equipment with a 24-hour notice by calling the Media Center Desk at 708.524.6888 or just dial 6888 if you are on campus. Faculty at the Priory Campus should call 708.714.9039 or just dial 9039 if you are on campus. Be sure to obtain confirmation from the Media Services Technician.

Media Services has several resources such as Camcorders, Tripods, Cassette players, CD players, and Digital Cameras, which students may borrow for classroom research, or projects. Because of limited inventory, each piece of equipment has a loan period of 24 - 48 hours.

Media Services also provides classroom support for presentations. When giving a presentation in class, students may request equipment such as, Document Camera, Projector, Notebook, or Camcorder to be delivered to the classroom. Media Services also provides training for the use of equipment if needed.

Other Library Services

Copy machines are available for student use for 10 cents per page. Note that faculty cannot use photocopier account numbers with the library photocopies, as they accept cash only. The second floor of the library has a photocopier that will accept account numbers.

LOST AND FOUND

Campus Operations, Lewis Hall Lower Level

Campus Operations serves as the coordinator for lost and found items. To report or inquire about a lost item, please call Campus Safety and Security at (708) 524-6300.
MAILROOM
Rebecca Crown Library Lower Level

The mailroom distributes mail to the entire campus. Faculty and staff mailboxes, a mailbox for outgoing mail and intercampus mail are located in the lower level of the Rebecca Crown Library. For more information, call (708) 524-6758.

MULTICULTURAL AFFAIRS
Robbi Byrdsong-Wright, Director
Lewis Hall 321
(708) 524-6831
byrdsong@dom.edu

The Office of Multicultural Affairs promotes Dominican University’s vision of an inclusive campus community that welcomes a diverse population and honors each individual’s heritage and experience. The office exists to help the university fulfill its mission as a Catholic liberal arts and sciences institution, particularly in terms of its commitment to diversity. The office fosters the recruitment, retention and graduation of African-American, Asian, Hispanic, Native-American/Pacific-Islander students at Dominican University; creates and collaborates on curricular and co-curricular programs that promote diversity education and cultural competence; and helps build a rich intellectual, social and spiritual campus environment in which all students, faculty, staff, families and visitors feel welcomed and valued. The office monitors academic progress of multicultural and transitioning students and coordinates intervention strategies for students at risk. While the office is housed in the Rosary College of Arts and Sciences, the mission and goals of the office support the vision, mission and identity of the university as a whole.

OFFICE OF MISSION INTEGRATION
Sr. Mary Ann Mueninghoff, OP, Promoter of Mission Integration
Lewis Hall 205

The mission integration office promotes and facilitates the integration of Dominican University’s mission throughout all aspects of university life. The mission office offers various opportunities for all members of the university community to deepen their understanding of and sense of responsibility “to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world.” Guided and directed by Dominican University’s mission and identity statements and the Strategic Plan, 2002-2012, the mission office assesses the efficacy of mission integration efforts; encourages faculty and student scholarship that advances and promotes the mission; and expands opportunities for faculty, staff, administration and students to learn about the Catholic Dominican values of the university.

The mission office also supports and promotes the university’s commitment to the Dominican ideals of community, rigorous study, prayer and service. The overarching goal of Mission Integration is to both facilitate and participate in Dominican University’s ongoing exploration, clear expression and shared experience of its Catholic Dominican identity.

PACKAGE PICKUP AND DELIVERY

Students, faculty and staff may leave items for pickup in the mailroom, located in the lower level of Rebecca Crown Library. Packages and incoming faxes will be sent through campus mail after remaining in the mailroom for 36 hours. If undeliverable, the packages will be returned to sender.
PARKING

 Campus Safety and Security is responsible for monitoring vehicles parked on campus. Security officers patrol the lots to help create a safe environment. They are also charged with the responsibility of ticketing parking violators and enforcing parking regulations.

 The Dominican University parking lots are only open to properly registered and stickered vehicles. The three parking lots are the east lot with an entrance on Park Avenue, the west lot with an entrance on Division Street and the Greenfield lot with an entrance on Greenfield. Dominican also offers remote parking at the Priory Campus at 7200 West Division Street. Resident sophomores will be assigned parking at the Priory Campus. Shuttle service is available Monday through Friday. A schedule is available from campus operations.

 There are also small areas marked for faculty/staff. Only vehicles with the proper faculty/staff sticker may park in these areas. These areas are reserved at all times including holidays, semester breaks and weekends.

 Short-term visitor parking, without a permit, is located around the circle, inside the main entrance at 7900 West Division Street. Short-term visitor parking is for visitors who are on campus for less than two hours. Long-term visitor parking is for visitors who are on campus for longer than two hours. They should not park around the circle, but rather register for a temporary permit and park in the east or west lot. Temporary permits are available at the Office of Campus Safety and Security.

 Parking Stickers

 Campus Safety and Security, Lewis Hall Lower Level
 Phone: (708) 524-6300
 All vehicles parked on campus are required to display a Dominican University parking sticker. The parking sticker does not guarantee a parking spot; it only authorizes the vehicle to park on campus. Parking stickers are available to students for a $30 annual fee. Stickers are to be affixed to the front window on the driver’s side.

 Parking Tickets

 Dominican University parking tickets are issued for parking violations on campus. The due date for fine payment or appeal is 14 days from the date of the ticket. The amount of the fine doubles after the due date and may be added to your tuition bill.

 To appeal a Dominican parking ticket, check the appropriate box on the ticket and enclose your name, address and phone number and return the ticket to the campus safety and security office. You will be contacted to arrange a hearing date. Anyone with three or more outstanding parking tickets is eligible to be towed.

 The River Forest Police Department also patrols and tickets on campus. River Forest Police generally ticket vehicles blocking fire lanes or throughways and handicapped parking violators. River Forest tickets are completely independent of Dominican University. To appeal, one may have to appear in front of a village hearing officer or in court.
PERFORMING ARTS AT DOMINICAN UNIVERSITY

Box Office/Information: (708) 488-5000

Krista Hansen, Artistic Director Theatre Arts Lab/Theatre Faculty
Fine Arts 115
Phone: (708) 524-6778
Email: khansen@dom.edu

Wyatt Sutherland, artistic director concert series
Fine Arts 103
Phone: (708) 524-6515
Email: wyatt@dom.edu

Leslie Rodriguez, marketing and operations director
Fine Arts 103
Phone: (708) 524-6821
Email: lrodriguez@dom.edu

Bill Jenkins, technical director
Phone: (708) 524-6506
Email: bjenkins@dom.edu

Annamaria Castellucci, patron and artist services manager
Fine Arts 117
Phone: (708) 524-6492
Email: acastellucci@dom.edu

The Dominican University Performing Arts Center provides an array of entertainment for the campus and community. Students are offered the opportunity to work alongside master artists through both the concert series and the Theatre Arts Lab Series (TALS). One of the highlights of next year’s concert series includes Rosanne Cash, the daughter of legendary performer Johnny Cash. The TALS productions for the 2006-2007 season include: Fiddler on the Roof (November 17-19), Othello (February 23-25) and Upstaged: Christopher Durang (April 13-15). Students are invited to join is as a member of the cast, backstage crew, ushers or audience members. Whether you are interested in working in the arts as a career or just for fun, the Performing Arts Center is your home for the creative spirit!

PRINTSHOP/COPY CENTER

Pat Tuchel, Office Services Manager
Crown Library Lower Level
(708) 524-6755

The print shop is equipped to conduct a wide variety of in-house printing as well as collating, reduction and two-sided work. A complete list of services is available from the office services manager who can provide price lists, time estimates and job tickets.

This is the place for faculty to bring all bulk print jobs. There is a form to fill out for each print job near the entrance. Please be sure to include your budget number on all requests! If you have any questions about special services (different paper stock, stapling, binding, etc.) be sure to ask Patrick first to get an estimate of costs.
OFFICE OF THE REGISTRAR  
Lewis Hall 115  
(708) 524-6774  

Marilyn Gerken Benakis, Registrar  
benakism@dom.edu  

Julia Doloszycki, Associate Registrar  
doloszyc@dom.edu  

Debbie Ranallo, Assistant Registrar  
ranallo@dom.edu  

Sue Novy, Communication and Records Specialist  
novysusa@dom.edu  

Lisa Schmidt, Registration and Records Specialist  
lischmidt@dom.edu  

The registrar’s office provides information, forms and/or procedures regarding the following: class offerings and descriptions, class schedules and locations, add/drop, withdrawal, examination schedules and locations, satisfactory/fail declaration, good student insurance discount, social security benefits, veterans’ affairs, transcripts, grade release, degree audit, loan deferment and athletic eligibility. Please notify the registrar’s office if you have a change of address. Faculty members should see their School or the Office of the Provost about receiving an ID and PIN number to access the Campus Web service, which provides class rosters online and the ability to input end of the semester grades. If you know your ID number, you can look up your PIN at: https://domweb.dom.edu/retrievepin/

SECURITY DISPATCH  
To reach the security dispatcher, call extension 5999 from any campus phone. In case of an emergency, call 911. The dispatcher is trained to assist the caller in contacting Campus Safety and Security and/or the local police, fire department or paramedics. This is also the place to call if you need a classroom unlocked for one of your classes!

SERVICE LEARNING  
MaDonna Thelen, Director of Service Learning  
Lewis Hall 214  
708-524-6425  
mthelen@dom.edu  

Serving to Learn, Learning to Serve.  

Service learning is a method of teaching which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.  

Service learning involves students in organized community service that is directly linked to the curriculum and addresses local community needs. This learning experience provides multiple benefits to the students, including the enhancement of course-related academic skills, further development of critical thinking and social analysis skills, and opportunities for meaningful commitment to and civic engagement with the broader community.  

Three-unit service learning courses are designated in the course schedule by: “Includes off-campus service hours.” These courses engage the entire class in service and reflection, fully integrating service into the learning and understanding of the course content.  

Another service learning option can be self-initiated through an agreement between the professor, the student and the Service Learning Center. This course carries one hour of credit and will be designated as 299 by the department. Contact the Service Learning Center at (708) 524-6425 for more information.
SIENNA CENTER

Bryan Froehle, director
Priory Campus, Room 117
Phone: (708) 714-9105
Email: froehleb@dom.edu

Elizabeth Jeep, Associate Director
Phone: (708) 714-9109
Email: emjeep@dom.edu

The St. Catherine of Siena Center was established to bring faith and scholarship to the critical issues of church and society for the benefit of the university community, professional ministers and the wider community of faith. It is dedicated to examining and furthering the role of the Christian in today’s world.

The center addresses these issues in a variety of ways, including lectures, symposia, conferences, workshops, retreats, and research and discussion groups. Events are scheduled in harmony with the Church’s calendar and the Dominican heritage of the university. To see a listing of this academic year's lectures at the Siena Center, check our section beginning on page 30

STUDENT CENTER

The Student Center houses a comprehensive athletic and recreational facility consisting of a 15,000-square-foot gymnasium known as the Igini Sports Forum, the suspended Collins Running Track, two racquetball courts, a 2,400-square-foot fitness center, a free weight room, a swimming pool and locker rooms. Computer kiosks, the bookstore and Grill are also located in the student center.

The facilities listed above are for use by the Dominican University community only and are not available to the public. The Dominican University community consists of students, faculty, staff and alumnae/i. The Dominican University community is welcome to use the recreational facilities during the open recreation hours. These hours are posted on the doors of each facility and on the bulletin board in the first floor of Power Hall. Hours vary each semester and all facilities are closed on university holidays and semester breaks. All students, faculty, staff and alumnae/i must present a Dominican ID or alumnae/i card to gain entrance to all athletic and recreational facilities.

SWITCHBOARD/INFORMATION CENTER

Lewis Hall Lobby

Dominican University’s general phone number is (708) 366-2490. From on campus, dial 0 for the operator. The switchboard operates 24 hours a day, 365 days a year. The university community can contact the switchboard for assistance in locating campus phone numbers. Chicago area telephone books are also available for reference.
UNIVERSITY MINISTRY
University Ministry Center
Power Hall 115-119
(708) 488-5481

Sara O’Malley Bligh, Director of University Ministry
(708) 524-6684
somalley@dom.edu

Margaret Brennan, University Minister
(708) 524-6685
mbrennan@dom.edu

University Ministry welcomes people of all religious traditions and cultures to explore and enliven their spirituality and faith. Rooted in the Catholic Dominican tradition, University Ministry provides an atmosphere of hospitality and offers a variety of programs and services through which faith and spirituality are explored, relationships are developed, and service and justice are experienced as vital to living meaningfully in our world.

Students, faculty, and staff are invited to enrich their Dominican experience by participating in University Ministry programs, liturgies, interfaith dialog, retreats, social justice and service opportunities and ongoing conversations about faith in our lives and in the world.

DAILY MASS SCHEDULE
Rosary Chapel
Sunday, 7:00 p.m. (Beginning Sept. 3, 2006)
Monday–Saturday, 5:00 p.m.
Wednesday, 11:30 a.m.
The sacrament of Reconciliation is celebrated seasonally or by appointment.

Priory Chapel
Sunday, 9:00 a.m.
Tuesday & Thursday, 5:30 p.m.

UNIVERSITY VEHICLE USE
The Campus Safety and Security office coordinates the administration and reservation of university vehicles. University vehicles are available for official Dominican University business including class outings, athletic team transportation and university-recognized organization outings. Only Dominican University staff or faculty may reserve vehicles. To reserve or inquire about the use of university vehicles, please call Campus Safety and Security at (708) 524-6300.

VEHICLE JUMP-STARTS
Contact the Information Center at 0 or from off campus at (708) 366-2490 if your vehicle needs a jump-start. As a service to the university community, Campus Safety and Security will provide a jump-start to vehicles parked on campus property. This service is provided at no charge; however, the person requesting the service assumes all liability for any problem(s) resulting from attempts to jump-start a vehicle. Dominican University and its employees and agents are relieved of all liability for any problem resulting from providing this service. The response for a jump-start may not be immediate due to other security business, but the dispatcher will give you a time estimate of when to expect assistance.
ACADEMIC INTEGRITY POLICY

Students of the university must conduct themselves in accordance with the highest standards of academic honesty and integrity. Failure to maintain academic integrity will not be tolerated. The following definitions are provided for understanding and clarity.

DEFINITIONS OF PLAGIARISM, CHEATING AND ACADEMIC DISHONESTY

Student plagiarism is the deliberate presentation of the writing or thinking of another, as the student’s own. In written or oral work a student may make fair use of quotations, ideas, images, etc., that appear in others’ work only if the student gives appropriate credit to the original authors, thinkers, owners or creators of that work. This includes material found on the Internet and in electronic databases.

Cheating entails the use of unauthorized or prohibited aids in accomplishing assigned academic tasks. Obtaining unauthorized help on examinations, using prohibited notes on closed-note examinations, and depending on others for the writing of essays or the creation of other assigned work are all forms of cheating.

Academic dishonesty may also include other acts intended to misrepresent the authorship of academic work or to undermine the integrity of the classroom or of grades assigned for academic work. Deliberate acts threatening the integrity of library materials or the smooth operation of laboratories are among possible acts of academic dishonesty.

SANCTIONS FOR VIOLATIONS OF ACADEMIC INTEGRITY

If an instructor determines that a student has violated the academic integrity policy, the instructor may choose to impose a sanction, ranging from refusal to accept a work product to a grade of “F” for the assignment to a grade of “F” for the course. When a sanction has been imposed, the instructor will inform the student in writing. The instructor must also inform the student that she/he has the right to appeal this sanction, and refer the student to the Academic Appeals Process described in the bulletin of the Rosary College of Arts and Sciences. The instructor will send a copy of this letter to the dean of the Rosary College of Arts and Sciences. The dean will decide whether a student has committed multiple violations of the academic integrity policy over time, and in such cases the dean may institute a process leading to possible further sanctions, including suspension or expulsion from the university. This process is as follows: the dean will convene the Arts and Sciences student members and the Arts and Sciences faculty members of the university’s Student-Faculty/Staff Judicial Board, and present to the group a recommendation for warning/reprimand, suspension or expulsion. This group will review the dean’s recommendation at a hearing to which the student is invited. The group will follow the process outlined in the judicial procedures “Dean of Students Hearing / Judicial Board” section of the current student handbook, with the following exceptions: (1) The dean of the Rosary College of Arts and Sciences will convene the group, not the dean of students; (2) The group will consist of the Arts and Sciences student and faculty members, not the full Student-Faculty/Staff Judicial Board; and (3) The possible sanctions include only warning/reprimand, suspension and expulsion.

ACADEMIC APPEALS PROCESS

Any disagreement with regard to academic procedure, including individual cases of alleged violation of academic integrity and final grades, should first be taken up with the instructor. If this does not settle the matter satisfactorily, the matter should be taken up with the departmental chair. If the issue cannot be resolved at the departmental level, it should then be presented to the dean of the Rosary College of Arts and Sciences. If the issue is still not resolved, the student has the right to present the issue to the Educational Policies Committee of the Arts and Sciences Council. Students wishing to file an appeal
based on fall courses must do so no later than the end of the subsequent spring semester. Students wishing to file an appeal based on spring or summer courses must do so no later than the end of the subsequent fall semester. The student must provide a written statement of the issue involved to the dean, who will then place it on the agenda for the Educational Policies Committee. The committee will request a written response from the instructor and may, at its discretion, seek further oral or written clarifications from the student and/or the instructor. The committee will evaluate the student’s appeal and vote to approve or deny it. If the committee denies the student’s appeal, the original grade will stand. If the committee approves the student’s appeal, the committee will determine the appropriate grade and submit a change of grade form to the dean. In the event of a successful appeal of an alleged violation of academic integrity, the original letter of notification from the instructor will be expunged from the dean’s file.

The above policy is for the Rosary College of Arts and Sciences. Faculty from other Schools should consult with their School for their policies. Please bring your concerns to the attention of the Dean of your academic program so they can guide you in handling the situation.
SMOKING POLICY

Dominican University is committed to providing a comfortable and healthy environment for its faculty, students, staff and visitors. Effective August 15, 1997, Dominican University facilities are designated smoke-free.

Specifically, smoking will not be allowed in any buildings on the Dominican University campus. All public and common areas, including the upper and lower cloister walk, classrooms, restrooms and private offices are smoke free.

Smoking is allowed on the grounds in the following designated areas only:

- Parking lots
- Designated areas south of the entrance to Crown Library
- Designated areas north of Lewis Hall
- On the grounds in west campus, west of the fire lane
- The courtyard entrance to the Coughlin Commons
- The patio of the Cyber Café.
INDEX

Academic Advising...........................................56
Academic Board..............................................37, 38, 45
Academic Integrity Policy...............................80
Academic Resource Center...............................8, 38, 63
Athletics, Department of.................................60
Bookstore...................................................See Stepan Bookstore
Brennan School of Business, The......................58
Bulletin Boards..............................................64
business card..................................................23
Business Office..............................................10, 64
Campus Safety and Security 5, 15, 16, 38, 42, 66
Campus Web..................................................5, 6, 23
Career Development, Center for.......................66
cold care......................................................23, 67
classroom assignments.....................................5
Clock Lobby....................................................39, 40, 43, 44, 53
Cloister Walk..................................................39
computer labs..................................................68
copiers..........................................................See photocopiers
copy card.......................................................10
Copyright Compliance.....................................12
Coughlin Hall..................................................40
Counseling Services.........................................62
Crown 002......................................................40
Crown 003......................................................40
Crown 303......................................................41
Crown Lab.....................................................41, 54
curriculum vitae..............................................5, 70
Cyber Cafe.....................................................41, 43, 51, 54, 66
Dean of Students............................................8, 59
dental insurance..............................................4
Digital Media Classroom...................................42
Dining Hall ....................................................37, 42
Educational Testing Services............................69
escorts...........................................................16, 70
Faculty Handbook..........................................4, 5
Faculty Resource Center.................................42, 47, 70
Faculty Seminar Series....................................28
fax machine...................................................70
FERPA (Family Educational Rights and Privacy Act)...........................................9
Financial Aid Office.........................................70
Fine Arts Building..........................................51, 52
fire safety......................................................71
Georgia Boolookas Language Learning Center .................................45, 71
Graduate School of Library and Information
Science..........................................................57
Graduate School of Social Work........................51, 58
Grill.............................................................43, 53, 63, 65
Grotto............................................................43
Health Services..............................................62
ID card...........................................................5
Igini Sports Forum..........................................44
Information Technology....................................7, 69
Institute for Adult Learning..............................51, 57
international students......................................7, 71
internships... See Career Development, Center for
jump-starts......................................................79
Language Learning Center................................See Georgia

Boolookas Language Learning Center
Lewis Alcove..................................................37, 45
Lewis Annex...................................................45, 46
Lewis Lounge..................................................46
Library.........................................................See Rebecca Crown Library
Library Link...................................................36, 47, 51
Long Weekend...............................................9
lost and found..............................................73
Lounge..........................................................42, 47
Lund Auditorium.............................................43, 52
Macintosh Classroom.......................................See Digital Media
Classroom
mailboxes......................................................42
mailroom.......................................................74
Mailroom.......................................................47
Mass schedule..............................................79
Mazzuchelli Hall.............................................48
Media Services..............................................6, 48, 73
medical insurance..........................................4
Mission Integration, Office of..........................74
Mulroy Lounge...............................................49
Multicultural Affairs, Office of.........................74
New Faculty Colloquia..........................See What Matters
Noonan Reading Room.....................................49
Office of Marketing and Communications23, 36,
52
Old Library..................................................See Noonan Reading Room
package pickup and delivery.........................74
parking.........................................................15, 16, 51, 75
parking map...................................................17
parking sticker..............................................15
Performing Arts Center....................................76
photocopiers.................................................10, 11

Unofficial
The ^ Faculty Survival Guide
Physical Plant...................................................42
plagiarism...........................................................8
Power Hall .......................................................50
Print Shop ...........................................10, 11, 50, 76
Priory Campus ...........................................16, 51
Psychology Lab................................................55
Quad...........................................................40, 51
Rebecca Crown Library ....5, 6, 47, 48, 51, 72
Recital Hall ......................................................51
Registrar's Office .............................................77
Rosary Chapel..................................................52
School of Business...... See Brennan School of
   Business, The
School of Education..............................58
Science Building ....38, 42, 52
security dispatch............................................77
Service Learning ............................................77
Shuttle Service...............................................19
Siena Center.................................................30, 51, 78
Slate Lobby......................................................52
Smoking Policy..............................................82
Social Hall ......................................................52
special needs ...............................................8, 59
Springer Suite .................................................40
St. Catherine of Siena Center....See Siena Center
Stepan Bookstore .......................8, 44, 45, 53, 63
Student Affairs, Division of......................59
Student Center .................................................53
switchboard....................................................78
Technology Center ....7, 8, 42, 53, 54, 68
Telecommunications.................................64
TIAA-CREF ......................................................4
tuition remission .............................................5
University Ministry.................................79
vending machines ..........................................66
Wellness Center .............................................8, 54, 61
What Matters .................................................35
# FREQUENTLY REQUESTED OFFICE/SERVICE HOURS AND PHONE NUMBERS

Academic Year hours for a selection of the offices and services mentioned throughout this Guide.

<table>
<thead>
<tr>
<th>Office/Service</th>
<th>Hours</th>
<th>Phone Number (For outside calls, all are prefixed with (708) 524- )</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Resource Center</td>
<td>Monday–Thursday, 8:00 a.m.–7:00 p.m.</td>
<td>6682</td>
<td>Library 006 [Lower Level of Library]</td>
</tr>
<tr>
<td></td>
<td>Friday, 8:00 a.m.–4:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore (Stepan Bookstore)</td>
<td>Monday–Thursday, 9:00 a.m.–7:00 p.m.</td>
<td>6893</td>
<td>Student Center</td>
</tr>
<tr>
<td></td>
<td>Friday, 9:00 a.m.–4:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday, 8:30 a.m.–1:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Operations/Security</td>
<td>Information center and switchboard........................................</td>
<td></td>
<td>Lower level of Lewis Hall</td>
</tr>
<tr>
<td></td>
<td>Escort Safety Service............ 0 or 5999</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>On-campus emergency............ 911</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security assistance.......... 5999</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security office ............... 6751</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Campus Operations.............. 6300</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Switchboard from off campus..................... (708) 366-2490</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cyber Café</td>
<td>Monday – Thursday 8:00 a.m. – 10:30 p.m.</td>
<td></td>
<td>Rebecca Crown Library, lower level</td>
</tr>
<tr>
<td></td>
<td>Friday 8:00 a.m. – 11:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday 8:30 a.m. – 5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sunday 12:30 p.m. – 10:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dining Hall</td>
<td>Monday–Friday</td>
<td>6447 or 6446</td>
<td>Student Center</td>
</tr>
<tr>
<td></td>
<td>Breakfast 7:45 a.m.–9:00 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continental Breakfast 9:00 a.m.–9:30 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lunch 11:00 a.m.–1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dinner 4:45 p.m.–6:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday Dinner 4:45 p.m.–6:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday–Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brunch 11:45 a.m.–12:45 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dinner 4:45 p.m.–5:45 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Grill</td>
<td>Monday–Thursday, 8:30 a.m.–7:00 p.m.</td>
<td></td>
<td>Student Center</td>
</tr>
<tr>
<td></td>
<td>Friday 8:30 a.m.–3:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library (Rebecca Crown Library)</td>
<td>Monday–Sunday, 8:00 a.m. to midnight</td>
<td>6875 (Reference Desk) or 6876 (Circulation Desk)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reference service begins at 8:00 a.m. everyday except Saturday, when it begins at 9:00 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reference service ends at 10:30 p.m. on Sunday – Thursday. Reference service ends at 5:00 p.m. on Friday and Saturday.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mass</td>
<td><strong>Rosary Chapel</strong></td>
<td>6683</td>
<td>Rosary Chapel is accessible from the second level of Lewis Hall through the Noonan Reading Room.</td>
</tr>
<tr>
<td></td>
<td>Sunday, 7:00 p.m. (Beginning Sept. 3, 2006)</td>
<td></td>
<td>Priory Chapel is at the Priory Campus, 7200 W. Division Street. Proceed straight ahead from the main entrance.</td>
</tr>
<tr>
<td></td>
<td>Monday–Saturday, 5:00 p.m. / Wednesday, 11:30 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Priory Chapel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sunday, 9:00 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuesday &amp; Thursday, 5:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Services (Print Shop and Mailroom)</td>
<td>Monday–Thursday 8:30 am – 7:00 pm.</td>
<td>6758</td>
<td>Rebecca Crown Library, Lower Level</td>
</tr>
<tr>
<td></td>
<td>Friday 8:30 a.m.–4:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registrar, Office of the</td>
<td>Monday–Thursday, 8:30 a.m.–7:00 p.m.</td>
<td>6774</td>
<td>Lewis 115</td>
</tr>
<tr>
<td></td>
<td>Friday 8:30 a.m.–4:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Center</td>
<td>Sunday, noon–midnight</td>
<td>6756</td>
<td>Lower level of Lewis Hall</td>
</tr>
<tr>
<td></td>
<td>Monday–Thursday, 8:00 a.m.–midnight</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday, 8:00 a.m.–5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday, 9:00 a.m.–5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sunday, 12:00 noon - midnight</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>