Coe College

PARENT HANDBOOK

This reference is for your use throughout your student’s years at Coe, prepared in cooperation with the Coe Parents Council. Minor revisions may be made in these policies in subsequent years. Consult directories in the back of this handbook if you have questions.

Parents Council ........................ 4
College Programs and Policies ........ 6
   Student Rights (FERPA) ............ 7
Career Services ........................ 9
Financial Aid ........................... 13
Residence Life ......................... 14
Student Conduct Information ........ 14
General College Policies
   and Services .......................... 15
Health Services ......................... 25
The First-Year Experience ............ 30
Office of
   Community Engagement ............ 31
Student Affairs Offices ............... 32
Traditional Coe Events ............... 33
Offices Directory ..................... 35
Business Hours ......................... 36
Index .................................... 37
Buildings ............................... 38
Campus Map ............................ 39
Dear Friends:

I would like to offer you the warmest welcome to Coe College on behalf of the entire Coe community. As the parent of two college students I can understand the excitement and hope that you are feeling, as well as the anxieties that parents sometimes feel as our sons and daughters embark on new adventures.

We believe that what matters most in college is the quality of teaching, advising, and student support. Your involvement in this mission is critically important, as our students are called upon to work harder than they probably have in the past, and to operate with absolute integrity in their academic work and personal lives. I assure you that the Coe faculty and staff will do the same, and that kind of educational partnership—students and faculty, parents and college staff—can produce extraordinary results.

As someone who has lived in another part of the country, I am happy to report that Coe’s reputation for teaching and learning excellence is known far and wide. We are fortunate to join a community that focuses not on gimmicks or amenities, but on the transformative education that results from close individual relationships with students and faculty, who identify and solve problems together. There is no better preparation for career success and personal fulfillment.

We are also aware that most families make substantial sacrifices in order to attend Coe. The value of this investment will emerge over time, as countless Coe graduates will attest. Your daughter or son will become part of an extensive alumni network, so they will not only benefit from the on-campus educational program, but will also be part of the Coe family for life—as will you. We are immensely pleased to have you join us.

If you have questions or concerns at any point along the way, please call me or any member of the Coe team. I look forward to meeting you in person and wish you and your family the very best.

Sincerely,

David McInally
The Objectives of Coe Parents Council

» Promote parents’ knowledge and understanding of Coe College’s educational program and policies;

» Provide a communication channel between parents and the college;

» Assist with internship and career opportunities for students;

» Assist in recruitment and retention of new students;

» Promote the development of Coe College through personal, corporate and foundation financial support.

MEETINGS AND MEMBERSHIP

The Parents Council meets twice a year, on the Friday of Family Weekend and on a Saturday during the spring semester. The membership includes 12 families and/or individuals, reflecting the academic class and geographic distribution of the student body. Members are ordinarily invited to serve for a minimum of two years.

COE PARENTS COUNCIL

Parents of college students bring unique insights to an institution. Parents often have questions and valuable observations to share with administrators and other parents, with much interest and emphasis in our institution’s academic programs and social environment. Many parents can provide leadership to programs in fundraising, student internships and career networking, communications and student life, and new student recruitment. The Coe Parents Council was established to meet these diverse interests and needs.
**PROGRAMS**

**Parent Orientation** is in August and is an opportunity for the parents of new students to become acquainted with Coe. Parents of incoming students will have the opportunity to visit with Parents Council members.

**Family Weekend** gives parents, grandparents and siblings the opportunity to experience a slice of life as a Coe student. Families are encouraged to visit and participate in various events planned particularly for this fall weekend. Events may include classroom visits, family dinner, musical concerts, a reception with President Dave McInally, a lunch before the football game and a Sunday brunch.

**Siblings Weekend** specifically welcomes younger brothers and sisters to Coe for a weekend with their Coe student. Various activities expose them to some of college life. Siblings arrive on campus on Saturday and leave following Sunday brunch. Parents often spend this Saturday in Cedar Rapids on a mini-vacation. Siblings Weekend occurs in February or March of even numbered years.

**View from Campus** is the parents’ newsletter published twice a year to keep families informed about Coe’s happenings. The college’s electronic newsletter, Coe E-News, is also sent to parents who have provided the college with an email address. To be included in the Coe E-News mailing, please send a request to alumni@coe.edu or call 319-399-8542. College endorsed merchants and activities will be presented to you on Coe stationery, and will typically include a Coe phone number or other contact information. If you have any questions or concerns about the origin of particular correspondence, please contact Kate Rose, Director of Parent Programs at 319-399-8663 or email krose@coe.edu.

**Office of Parent Programs** is available to assist parents in communicating with college personnel and to provide information to parents on Parents Council activities. Contact Kate Rose, Director of Parent Programs at 319-399-8663 or email krose@coe.edu.
THE COLLEGE’S MISSION
The college’s mission (go to www.coe.edu/aboutcoe/mission for the complete version) is simple, based on our firm belief that a liberal arts education in a residential setting allows students to discover what their real talents and interests are, and that it develops in them the skills, abilities, and habits of mind in any field of endeavor, including ones that do not yet exist. It is the mission of Coe College to provide students an education that directs them toward a meaningful and successful life. Our curricular and co-curricular requirements and opportunities are built on these convictions.

REQUIREMENTS AND OPPORTUNITIES
Coe’s traditional liberal arts education assists students in first making the transition from high school to college and then making the transition from college to graduate school or to their chosen career. Coe College has a set of requirements for all students, as well as a wealth of options for students to pursue. All first-year students complete the First-Year Experience, which includes a common reading in the summer, fall orientation activities, completion of a First-Year Seminar in their first fall term, and campus engagement activities, including an issue dinner and recommendation of at least 20 hours of community service. In addition, all students must complete the general education requirements for their earned degree, which include liberal arts experience courses, cultural perspective courses and writing emphasis courses. Students will also complete a practicum experience, which varies by discipline, in their junior or senior year, so they can make connections between their academic work and their plans for life after college. All students must also meet the requirements of at least one non-collateral major and complete at least 32 course credits with a minimum GPA in their major field and for the college. For more detailed information, see the Coe College Catalog.

In addition to the college requirements for graduation, Coe provides many opportunities for the students both in and out of the classroom to help prepare them for life after graduation. These include events through Career Services, such as investigating career possibilities, creating a strong resume, practicing for interviews and applying to graduate schools. Many students choose to continue with campus engagement and service-learning opportunities beyond their first year at the college. Others study off-campus, domestically or abroad, or participate each summer in student-faculty collaborative research.

The college also offers additional resources and support, such as the Writing Center, where peers help students tackle writing projects, and the Speaking Center, where oral communication skills are improved. Coe’s Stewart Memorial Library supports students in various ways through inter-library loans, online journals, information literacy components to courses, large numbers of available computers for student use, books to check out and a nice place to study.
ACADEMIC ADVISING
First-Year Seminar instructors serve as the primary advisors for first-year students in their respective sections. The advisor is available throughout the year to discuss academic and personal goals and to assist students in making course selections. Students may request a faculty advisor in their expected field of study to begin to advise them in their first spring term.

Starting with students who matriculate at Coe in fall 2014, advisors will work with first-year students in their second term at the College to help the students create their Coe Plan, an individualized academic plan for their four years at Coe. This Plan will allow each student with his or her advisor’s guidance to determine the general taking of courses that will allow for the completion of graduation requirements while planning for study abroad, specific internship opportunities, or other academic plans that are important to the student.

ACADEMIC INTEGRITY POLICY
At Coe College, we expect academic integrity of all members of our community. Academic dishonesty is the willful attempt to misrepresent one’s work, cheat, plagiarize or impede other students’ academic progress, and it is treated with the utmost seriousness by the college. Other forms of academic dishonesty include (but are not limited to) deliberately impeding other students’ work and misuse of common academic property, in the libraries, labs and elsewhere.

Instructors have the responsibility for determining whether academic dishonesty has occurred and to take appropriate action. Sanctions for academic dishonesty may involve failure of the assignment or the course. Repeated acts of academic dishonesty will result in suspension or dismissal. A report of academic dishonesty is filed with the Vice President for Academic Affairs, and the student has the right to appeal. The entire Academic Integrity Policy is published in the Coe College Catalog.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. A complete description of FERPA is available in the Coe College Catalog. In many situations, complaints relative to FERPA can be resolved with the college on an informal basis. Any student who wishes to discuss a FERPA complaint may contact the Registrar, lower level Voorhees Hall. To file a FERPA complaint with the U.S. Department of Education, contact the office that administers FERPA at:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
GRADE REPORTS
Grades are recorded by the Registrar on the student’s permanent record and reported to the student and his or her advisor on my.coe.edu.

THE GRADING SYSTEM
Passing grades are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or S (Satisfactory, given only for courses taken on a pass/fail basis). Failure is denoted by F, U (Unsatisfactory), or WF (given for withdrawal from a course after the seventh week of fall or spring term and computed as an F in the cumulative grade point average). The following symbols are used as status marks: W for approved withdrawal from a course, X for a course of study in progress which was planned for more than one term, O for no mark reported by the instructor, I for work not completed due to circumstances beyond the student’s control, and R for a repeated course.

Calculation of grade points is based on the following values:

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<tr>
<th>Grade</th>
<th>Value</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
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<td>A-</td>
<td>3.7</td>
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The Academic Standing Committee determines the academic status of students. Each student who is not making satisfactory progress toward adequate grade point levels (see Coe College Catalog for more details) is evaluated at the completion of each term. The Vice President for Academic Affairs and Dean of the Faculty notifies the student of one of the following actions:

**Warning**—generally a first alert that improvement is necessary.

**Probation**—a more serious warning, indicating that substantial improvement must be made to get into good academic standing.

**Dismissal**—notification that a student in serious academic difficulty is being separated from the college immediately. Under certain circumstances, a student may appeal the immediate separation from the college.
The Career Services professional staff is eager to assist students with their life-after-college planning throughout their time at Coe. Students who meet with a career counselor early are more confident about their first after-college decisions. The Office of Career Services is an education center teaching students the skills they will need to manage their career decision-making for life.

Career planning is a process of starts and stops. Students go through self-discovery, begin building a foundation for their lives, explore career options and then prepare for those opportunities. A liberal arts degree is excellent preparation for just about any career you can imagine, and the Career Services team is here to support students and teach them how to make connections between their education and their careers. A liberal arts education will empower students toward lifelong learning, flexibility, curiosity and adaptability in a rapidly changing global economy. We are students’ key resource in helping them to manage their careers for a lifetime.

Sincerely,

The Career Services team
WHAT CAN A STUDENT DO WITH A MAJOR IN...?

Art – Investigator (Kathryn ’01); Graphic Production Artist (Hannah ’02)

Athletic Training – Police Officer (Mandy ’01); Certified Athletic Trainer/Massage Therapist (Emily ’08)

Communication Studies/Interdisciplinary – Patient Advocate (Pam ’05); Career Counselor (Julie ’97)

Computer Science – Special Agent, FBI (Eric ’01); Software Engineer (Jeremy ’00)

Economics/Business Administration – Credit Analyst (Michael ’04); Futures Trader (Jayson ’08)

English – Director- Student Activities (Jacqueline ’00); Paralegal Specialist (Amber ’03)

French – Training Specialist (Rachel ’06); Senior Import Coordinator (Jill ’95)

History – 2nd LT. Marine Corps (Greg ’11); English Instructor (Anna ’07)

Literature – Translator (Kaija ’07);

Math/Computer Science – Software Engineer (Sara ’09); Commodities Trader (Sam ‘14)

Molecular Biology – Marine Biologist (Keely ’06); Microbiology Instructor (Renee ’02)

Philosophy – Attorney (Doug ’07); Professor, Political Science (Jennifer ’01)

Physics – Landscape Architect (Allison ’04); Materials Research Scientist (Sara ’05)

Psychology/Public Relations – Juvenile Justice Specialist (Jose ’09); Treatment Counselor (Brett ’08)

Political Science – Library Science (Paula ’06); Government Relations Assistant (Kyle ’07)

Sociology/Journalism – Content Editor (Carly ’05); Donor Relations Consultant (Sarah ’10)

Theatre/Business Administration – Senior Architecture Reporter (Ryan ’02); Freelance Technical Director (Aaron ’12)

Theatre/Communications Studies – Sports Writer (Michael ’01); Company Production Manager (Kristin ’09)
24/7 CAREER & ‘LIFE AFTER COLLEGE’ INFORMATION

See our website: www.coe.edu/careerservices for ‘life after college’ resources, such as job search and graduate school information, as well as internship planning.

SERVICES

Do you have questions about an academic major and/or career direction? Students are invited to schedule an appointment with a career counselor in the Career Services Office, located in Upper Gage Memorial Union. To schedule appointments call 319.399.8844

» Coe Connections (online job/internship postings for students, alumni and employees)

» Choosing a major (advising appointment or related workshop)

» Career counseling

» Workshops about networking, resume and interview preparation, the graduate school application process, effective use of technology, job search strategies, effective communication skills and many other life-after-college educational experiences

» Special events such as employer panels, mock interviews, etiquette meals, alumni networking and preparation for career fairs

» Information about the practicum requirement: Internship, study abroad, research, independent study, art exhibit, theatre performance, nursing or teaching practicum, honors or community based project (see current catalog for more information)

» Graduate school decision-making and planning

» Assessment tools to assist in exploring ‘life path’ options

» Recruitment programs, including the Iowa College Recruiting Network, Teacher Education and local/ regional job fairs
THE TOP 10 QUALITIES/SKILLS EMPLOYEES SEEK
According to the National Association for Colleges and Employers (NACE) Job Outlook 2014 Survey. Note: Employers tend to hire people, not majors.

1. Ability to work in a team structure
2. Ability to make decisions and solve problems
3. Ability to plan, organize and prioritize work
4. Ability to verbally communicate with persons inside and outside the organization
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

CAREER SERVICE MISSION STATEMENT
Our mission is to empower people to clarify their values as they discover and develop their skills, abilities and passions for life.
Coe College continues a long tradition of attempting to meet the assessed need of academically qualified students whose family resources are inadequate. In fact, over 92% of current students receive some form of financial assistance. Aid may include scholarships, state or federal grants, loans or on-campus jobs.

Completion of the Free Application for Federal Student Aid (FAFSA) is required for students to receive any need-based Coe College, state or federal funds. Families must submit the FAFSA annually. Priority consideration for financial aid funds will be given to students who file their FAFSA by March 1.

Parents are encouraged to contact the financial aid office with any questions. However, it is important for parents to understand that once their son or daughter is registered for classes, most records created and maintained by the financial aid office will be considered education records and disclosure of such records will be dictated by the Family Educational Rights and Privacy Act (FERPA). Under FERPA, the access rights that parents had in the elementary and secondary school setting are transferred to the student. Consequentially, the student must provide his or her consent before financial aid staff can discuss with parents information related to a student’s financial aid. Students may set FERPA permissions from the Student tab in my.coe.edu. A complete description of FERPA is available in the Coe College catalog.

FINANCIAL AID APPLICATION CALENDAR

December 2014 — Filing instructions for the Free Application for Federal Student Aid (FAFSA) for the upcoming year are sent to students at their permanent home addresses and their Coe email accounts.

January 2015 — The 2015-2016 FAFSA is available to students at www.fafsa.gov.

February 2015 — Renewal reminder notices are sent to students who have not yet filed a 2015–16 FAFSA.

March 2015 — Students should file their FAFSA by March 1 to receive priority consideration for financial aid funds. Funds subject to the March 1 priority deadline include, but are not limited to, the Federal Supplemental Opportunity Grant (SEOG), the Federal Perkins Loan, the Coe Grant and the McElroy and Canfield institutional loans.

April 2015 — The Coe Financial Aid Office reviews processed FAFSAs. Students who were selected for verification will be required to submit all documents requested by the Financial Aid Office before a financial aid award can be issued.

June 2015 — Financial aid awards for returning students who have met all administrative requirements are issued and can be viewed on my.coe.edu accounts.

July 2015 — The first billing statement for the 2015-16 academic year is available online by mid July.
Coe is intentionally designed as a four-year residential college. The living experiences in the halls are integral to the educational process, and the four-year residential nature of the college promotes a tight knit community that makes our campus unique. Living on campus provides students with opportunities to live with others in a community environment, share experiences and develop personally.

New students live in one of the campus residence halls. Upper-class students may choose to live in the residence halls, the Coe College apartments, or one of the college-owned houses.

The college provides an extra-long twin-size bed, desk, desk chair, closet and dresser for each student in a room. Students are encouraged to bring items to make the room more comfortable and personalized. Pillows, bedspreads, posters, wastebaskets and study lamps are also appropriate. Essential items include bed linens, towels and toiletries. Students may bring a stereo, television, microwave and a small refrigerator (up to four cubic feet). Appliances which draw strong electrical current or are fire hazards (i.e., space heaters, hot plates, halogen lamps and extension cords) are not permitted. Surge protectors are recommended.

All halls have lounges, a small kitchen, vending machines, study areas, a TV-viewing area and laundry facilities.

**RESIDENCE LIFE STAFF**

Each residence hall has a student staff member or resident assistants (RAs) who live on each floor. Coe’s RAs are supported by a staff of five assistant resident directors (ARDs) and three area coordinators (ACs).

ARDs are upper-class students whose primary responsibility is to assist the area coordinators with the daily administration of residence halls.

ACs are professional staff members, typically with master’s degrees in higher education administration, who supervise the student staff, provide personal counseling, administer residence hall polices and deal with emergency situations. Coe’s dynamic and involved ACs make a point to stay in touch with students on a daily basis.

**STUDENT CONDUCT INFORMATION**

One of the goals of the college is to help students develop a responsible and caring attitude toward themselves and others as they manage their personal lives. Coe students are held responsible for their behavior. The following policy information is included in this Parent Handbook because these are the issues of concern most frequently mentioned by parents. All student life policies and procedures are available in the online edition of the student handbook (http://www.coe.edu/parenthandbook).
ACADEMIC ACHIEVEMENT PROGRAM
This federally funded program is designed to help students in all phases of their progression through Coe College. The staff offers services in academic, career, personal and financial areas, including: tutoring, study skills assistance, time management, reading skills instruction, course and major selection. Special accommodations are arranged for students with documented disabilities. In addition, grant money, travel opportunities and an exclusive resource lab are available for students who qualify. The Academic Achievement office is located in lower Voorhees Hall.

ALCOHOL
Coe College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of the Coe student body. Students are expected to make responsible decisions regarding the use of alcohol on and off campus.

1) Students are expected to abide by statutes of the State of Iowa concerning the consumption, distribution and sale of alcoholic beverages.
   Pertinent provisions are:
   a) The minimum age for alcohol purchase, consumption and possession in Iowa is 21 years.
   b) It is unlawful to sell or give alcoholic beverages to underage people.
   c) It is illegal to use falsified identification — or allow someone else to use another’s identification — to obtain alcoholic beverages illegally.

2) Students who are of legal drinking age may consume alcohol in the privacy of their room or apartment. Hallways, study lounges, restrooms, common spaces and chapter rooms are not considered private areas.

3) Student social functions can be of two types: those where alcohol is served or those where it is not served. The college requires that all on-campus events must be registered and that rules for the event are observed.

AUTOMOBILES
While all students are permitted to bring cars to campus, parking is limited. All vehicles must have a permit, which can be purchased at Campus Information. The cost of a permit is $100 per year. Students are reminded that car stereos, cellular phones and other expensive accessories are often targeted for theft. These types of accessories should be left at home or removed from the vehicle and stored in student rooms. Students not needing cars are discouraged from bringing them to campus. Coe is located blocks from convenience stores, a pharmacy, a grocery store and other shops. A bus stop is located on campus with service to Lindale shopping mall.
BANKING
Coe has an ATM in the lower level of Gage Memorial Union. The ATM is provided by US Bank. Several banks are located near campus: Wells Fargo, 1800 First Avenue NE, 319.286.1800; Commercial Federal, 700 First Avenue NE, 319.366.1851; and US Bank, 222 Second Avenue SE, 319.368.4444. US Bank has an international banking department with services for students going to or coming from international locations.

COE CASH
Surprise your student with some extra cash for use in Charlie’s P.U.B. or The “U.” Coe Cash is a debit system added to your student’s ID card. When he or she uses the ID card in the dining room or Charlie’s P.U.B., the purchase is subtracted from the balance. Coe Cash is a prepaid food purchase and therefore not taxed in Iowa, thus providing a 7% advantage. Coe Cash unused by the end of the school year cannot be refunded.

COE ID
Student ID cards are issued in the Office of the Vice President for Student Affairs. Each student receives a card free of charge. Replacement cards are issued for a fee. ID cards may be used both on and off campus for identification purposes. Student IDs are used for campus food service, for admission to campus events, in the library, in the Fitness Center and in Eby Fieldhouse to check out materials and equipment.

COLLEGE CALENDAR
A calendar of Coe events can be found on the Coe College website at www.coe.edu. Click on the “About Coe” tab and then click on “Calendar of Events” to find dates and times on various campus calendars.

COMPUTER SERVICES
Coe’s Academic Computer Office offers students a number of opportunities to keep connected both on and off campus. Students may choose to bring their own PC or Mac computer and connect to the campus computer network from the convenience of their rooms, as long as they meet the minimum college-specified requirements.
The Computer Facilities at Coe Consist of:

- Over 3,000 computer ports on a fully integrated campus-wide Local Area Network
- Full Wired or Wireless Internet service within the resident halls, campus buildings and athletic facilities
- An extensive networked software library containing the latest graphical versions of popular applications in the computer labs
- 300 computers available for student use located throughout the academic buildings and resident halls
- A computer in each faculty and staff office
- Wireless Access is located in most areas of campus for faculty, staff and students

Hours of professional staff:
Monday–Friday, 8 a.m.–4:30 p.m.
Stewart Memorial Library, lower level
Phone: 319.399.8877
Fax: 319.399.8879
Email: o-computer@coe.edu

COUNSELING
Coe offers free and confidential counseling services for full-time students through the Abbe Center and St. Luke’s Family Counseling Center. Counseling Center staff members are available to talk about issues such as adjusting to college, relationship problems, academic concerns, managing stress, coping with depression, dealing with grief, etc. Each member of the staff has credentials in one or more professional areas, including: mental health counseling, psychology, social work and family therapy. Any student may make an appointment by calling 319-369-7952 and identifying themselves as a Coe student.

DRUGS
Illegal drugs are not permitted on the Coe College campus. Institutional knowledge of possession or use of illegal drugs will subject the involved student to investigation. The college may take action or refer the student to civil authorities or a professional counselor.
DINING SERVICES
As a residential college, Coe expects all students who live in traditional residence halls — Voorhees, Greene, Armstrong, Douglas and Murray — to eat in the college dining hall in Gage Memorial Union. The student meal plan also allows students to buy Starbucks drinks in the coffee shop, food at Grill 155 and items in the convenience store all located in Charlie’s P.U.B. Students who are commuters and other members of the Coe community may also arrange to have a meal plan or have Coe Cash on their ID card.

Residential students choose from four meal plans that each combine a set number of meals per week and Coe Cash. There is a meal plan to fit most every student’s schedule or eating habits.

There are two meal plans for apartment residents. The Apartment 100 plan offers any 100 meals in the semester with $75 Coe Cash per semester for a charge of $790. The Apartment 75 plan offers any 75 meals in the semester with $75 Coe Cash per semester for a charge of $635.

The dining hall operates from 7:15 a.m.–7 p.m., Monday–Thursday and 7:15 a.m.–6:30 p.m. Friday (closed 2:30–4 p.m. for cleaning). Students may eat their meals during any of these hours. Food is served in a food-court style with 13 different stations open during peak hours to reduce students wait in line. There is a deli, salad bar, pizza station, grill station, pasta station and sauté station in addition to the classics (meat and potatoes). Most items are cooked to order and the menu features many fresh and healthy choices. The food service director considers special needs of students. Students who have dietary restrictions or health needs should contact the director at 319-399-8648.

SODEXO CAMPUS FOOD SERVICE “SURPRISE SOMEONE PACKAGES”
The Surprise Someone Program provides a means for parents to do something special for their sons and daughters while attending Coe—especially during times associated with high stress in the academic community. Parents can help ease this stress and communicate care during the long periods between vacations, during finals or to show thoughtfulness with the delivery of a Surprise Someone Package.

Imagine your Coe student’s surprise when they see your special gift and personalized message. Orders can be placed by phone, email, or by using the order form on page 19. We ask that all orders be placed a minimum of seven days before delivery. Checks may be made payable to Sodexo and sent to Coe College.
Sodexo ServiceS SurpriSe Someone order Form

- Birthday Kit ......................................................... $22
- The Chocoholic Kit ............................................... $28
- Fruit Basket & More ................................................. $22
- Halloween Kit ........................................................ $27
- Pizza Party Kit ....................................................... $45
- Thinking of You ....................................................... $20
- Valentine’s Kit ......................................................... $27

Decorated Cake or Cookie (check off your selections)

- Full sheet cake—serves 80 .......................................... $44
- 1/2 sheet cake—serves 40 ......................................... $30
- 9” round cake—serves 14 .......................................... $16
- 1/4 sheet cake—serves 20 .......................................... $20

Cake flavor:  ☐ chocolate  ☐ white  ☐ marble  ☐ carrot
Frosting:  ☐ chocolate  ☐ white  ☐ rainbow  ☐ cream cheese
Print your message: ________________________________

DELIVER TO:

______________________________  ________________
Student Name                  Phone

KIT FROM:

______________________________  ________________
Your Name                     Phone

______________________________
Address

______________________________  ________________  ________________
City                         State                  Zip Code

Credit Card # (Circle) ☐ MasterCard or ☐ Visa   Expiration

Make checks payable to:
Sodexo Campus Services
Phone: 319-399-8648
Email: catering@coe.edu
1220 First Avenue NE
Cedar Rapids, IA 52402

Subtotal ____________________
7% Sales Tax __________________
Coe Cash ____________________
Total Enclosed ________________
*Delivery Date ________________

* Orders must be received one week prior to delivery.
SURPRISE SOMEONE PACKAGES

See complete Surprise Someone Package options on the following pages.

**Birthday Kit:** A decorated 9” round cake or a decorated giant 9” cookie and a six-pack of soda. **Thinking of You-One Kit:** One dozen jumbo chocolate chip cookies and a quart of milk with cups

**The Chocoholic Kit:** Four packets of hot cocoa, three king size Hershey bars, four brownies, three Starbucks Mocha Frappuccinos and six chocolate chip cookies.

**Fruit Basket and More:** Eight pieces of seasonal fresh fruit, two jumbo muffins, 1/2 dozen cookies and one bag of Hershey Kisses”

**Halloween Kit:** Five pieces of fresh fruit, one bag of Oreo cookies, one 8”x10” jumbo Trix cereal treat, a 1lb. bag of Twizzlers and six cans of assorted sodas.

**Pizza Party Kit:** Two large specialty pizzas, a 12-pack of soda, two dozen buffalo chicken sticks, two large carrots and celery cups with dip. This is a certificate to be redeemed at the recipient’s convenience.

**Valentine’s Kit:** Four pieces of fresh fruit, Hershey’s kisses, a 9” decorated chocolate chip cookie, a six-pack of soda and six chocolate-dipped strawberries.

Add the items below to any of the above packages:

- Fresh Fruit Basket with caramel dip
- Fresh Vegetable Tray with dip
- Cheese Ball with crackers
- Bakers’ Dozen Cookies
- Giant 9” Cookie
- Decorated Sheet Cake: Sizes and flavors on order form (opposite page).

**Create a special message for your cake:**

Happy Birthday, Good Luck, Because We Love You, Go Kohawks
RESIDENCE LIFE

GIFTS
Gifts, such as clothing or books, may be ordered through the Coe Bookstore, (www.coe.bkstr.com, 319-399-8568, or email 0194mgr@hheg.follett.com). Gift cards are available and can be recharged at any time by web or phone. Please contact the bookstore with any questions about textbooks, gifts, specialty items and clothing.

Flowers may be ordered from Cutting Gardens at Brucemore (319-362-1004), Hy-Vee Floral (319-393-4246) or Flowerama (319-365-1810). Flowers are delivered to Gage Memorial Union information desk or the mailroom Monday through Friday (the mailroom is closed Saturday and Sunday). Students will be notified that they have a package to pick up. Please phone in your order one week ahead of delivery date.

SAA (Student Alumni Association) prepares Final Packs for students. Parents are emailed or mailed a letter from SAA inviting them to order a Finals Pack for their student to give him or her a boost and a bit of cheer before their exams.

HOTELS
Several area hotels give discounts to Coe visitors. A listing of these hotels is available at www.coe.edu/aboutcoe/hotels. To receive the discount, you must ask for the Coe rate when you make the reservation.

LAUNDRY FACILITIES
Each residence hall provides washers and dryers. In Armstrong/Douglas Hall, Greene Hall and Murray Hall, the facilities are located on the bottom floor. In Voorhees Hall, they are located on various floors. For unlimited laundry use, each residential student is automatically billed $30 per semester on their Coe account.

MAIL
The mailroom is located on the lower level of Gage Memorial Union. All new students are assigned mailboxes at the beginning of the academic year, and they keep these boxes throughout their Coe careers. First-class mail is forwarded to each student’s home address during the summer, unless other arrangements are made. Special delivery and registered mail are delivered to the mailroom which, in turn, notifies the student of such mail. The mailroom is open from 9:30 a.m.–4 p.m., Monday through Friday and is closed on weekends and holidays.

Mail to a student should be addressed as follows:

Student’s Name  
GMU#_____  
Coe College  
1220 First Avenue N.E.  
Cedar Rapids, IA 52402-5012
QUIET HOURS
Students are expected to be considerate of other students at all times. They are responsible for limiting excessive noise and disruptive behavior. Quiet hours are designated in each residence hall. During final examinations, additional quiet hours may be established by students in coordination with the residence hall staff.

RELIGIOUS LIFE
Coe College is committed to providing students with opportunities to practice their religious faith and beliefs. To this end, the college Chaplain seeks to provide and create an atmosphere that is consistent with the religious heritage of the college and conducive to the development of spiritual and moral values. The Coe community reflects religious pluralism, with Protestant and Catholic Christians, Jews and Muslims being the major groups represented.

Christian worship services of an interdenominational nature are held regularly on campus and significant Christian holidays are appropriately celebrated. In addition, the Office of the Chaplain sponsors various celebrations of significant high holy days relevant to other faith traditions. Students, faculty, staff and other members of the Coe community are encouraged and welcome to participate in these services, as well as the many other religious life activities available at Coe.

These activities include: study and discussion groups, retreats, conferences, outreach projects, mission trips, interreligious dialogue, peer ministry and special guest lectures. Students are encouraged to worship in local churches or in the local synagogue or mosque.

SECURITY
Coe employs contracted security services to provide 24-hour, seven-day-a-week security for students, faculty and staff. Officers provide escorts for students when requested, provide vehicle and foot patrol of campus and perform other duties as required. Bike patrol is used during various shifts in order to bring the guards closer to the students and to assist in getting to calls faster. ‘Blue light’ security phones are located in all parking lots and on the exterior of campus buildings. Residence halls are locked 24 hours each day for added student safety.

SMOKING POLICY
In compliance with Iowa’s “Smoke Free Air Act,” no smoking is allowed on Coe College property. There is no smoking inside college buildings or outside on campus grounds.
**TELEPHONE SERVICE**

Students can request to have a phone with a voicemail account placed in their room at an additional cost. Please contact your area coordinator or the Residence Life Office to request a phone.

If you have any college related questions, the college switchboard (319-399-8000) operates Monday through Friday, 8 a.m. to midnight; Saturday, 10 a.m.–7 p.m., and Sunday, noon to midnight, during the academic school year. When the switchboard is closed, emergency calls can be handled by the Security Office, 319-399-8888.

**TEXTBOOKS**

Textbooks are required for almost all classes at Coe College, and can be found at the Coe Bookstore in lower Gage Memorial Union. Textbooks are generally available for purchase in the bookstore two or three weeks prior to the start of classes, and can also be purchased on the bookstore’s website at www.coe.bkstr.com. Students may have the option of purchasing used books or renting textbooks. Textbooks may also be sold back to the bookstore year round, although the best buyback value is generally at the end of each semester during finals week. More information about textbook rental at Coe is available at www.rent-a-text.com.

All common forms of payment are accepted, including: cash, check, debit/credit cards and Coe Bookstore gift cards. Bookstore gift cards may be purchased in any amount up to $1,000 and have no expiration date. Gift cards may be used to purchase any item in the bookstore.

**VISITING CAMPUS**

Family members are always welcome to visit Coe. Families are encouraged to attend concerts, plays, lectures and athletic events whenever possible. Clark Alumni House guest rooms may be reserved, as availability permits, by contacting the Alumni House director at 319-399-8507. The residence halls are open 24 hours each day for general visitation.
http://www.coe.edu/campuslife/healthservices

The mission of the Coe College Student Health Services is to promote wellness and health, educate students about their physical, emotional and spiritual self, and promote healthy lifestyles with knowledge.

**Location:** Lower P.U.B.
**Phone:** 319-399-8617
**Fax:** 319-399-8269
**Email:** o-healthservices@coe.edu
**Staff:** Director of Health Services
Amy Leitch, DNP, ARNP, CPNP, FNP-BC.
**Hours:** Student appointments:
Monday-Friday, 9 a.m.-Noon and 1-4 p.m.
**Office hours:** Monday-Friday 8 a.m.-4:30 p.m.

Appointments are preferred by calling the office to schedule. Students are usually seen the same day if they call in the morning.

**Night emergencies:** Student’s should seek treatment at one of the local emergency rooms or urgent care centers.

**EMERGENCY ROOMS** - open 24 hours

Mercy Medical Center,  
701 10th St SE ............................. 319-398-6041

St. Luke’s Hospital,  
1026 A Ave NE ............................ 319-369-7105

**URGENT CARE:**

MercyCare North,  
5264 Council St NE .......................... 319-221-8444

MercyCare South,  
2815 Edgewood Rd SW ...................... 319-396-9097

Immediate Care Center,  
6911 C Ave NE .............................. 319-832-1463

Westside Urgent Care,  
2375 Edgewood Rd SW ...................... 319-396-1983

U of Iowa Quick Care-North Liberty,  
720 Pacha Parkway, Suite 1 .................. 319-384-8801
Coe College Health Services is a comprehensive outpatient clinic which can meet most basic health needs of students. Medical problems that go beyond the scope of the Nurse Practitioner, are referred to appropriate off-campus facilities and are not covered by Coe College.

Coe’s Student Health Services is staffed by an Advanced Registered Nurse Practitioner (ARNP). In Iowa, Nurse Practitioners have the ability to practice independent of a physician, and have full prescriptive rights.

Fees: All of the services performed in Coe’s Health Services Clinic are free to all Coe students (including part time, commuter and non-traditional students). The student’s insurance is utilized when the student seeks healthcare elsewhere, such as other specialty physician visits, walk-in Urgent care visits, the emergency room, lab testing, x-rays, and prescription medication.

**Health Services Provided:**

» Evaluation, diagnoses and treatment of the full range of medical problems and injuries, including sports.

» Routine physical exams, athlete physicals, tests and screenings.

» Ancillary services including laboratory, EKG’s and x-rays.

» Sexual health and wellness services.

» Travel advice/immunizations.

» Allergy injections.

» Men’s health: information, healthcare and/or support.

» Women’s health: gynecological exams, contraceptive and general counseling, evaluation of menstrual problems, sexual health, diagnoses of infections and pregnancy testing.

» Counseling.

» Diagnostic tests (i.e. strep screen, mono test, urinalysis, pregnancy, blood glucose)

» Prescriptions for medications.

» Screening and referral for depression, anxiety, ADHD and eating disorders.

» Management of chronic medical needs and medications.
Hospitalizations and Emergency Room Visits: If a student requires hospitalization or an Emergency Room visit, costs are NOT covered by Coe College. Each student is responsible for his/her own expenses. Parents are notified of the hospitalization if the student is under 18 year’s old, unconscious or gives consent of notification. Parents are NOT notified if the student is over 18 years old, does not wish for parents to be notified, or wishes to notify the parents themselves.

Laboratory/Radiology Procedures: Lab work and Radiology tests may be ordered if needed for diagnoses and treatment. These tests are sent/done at an outside source and are billed to insurance.

Class Excuse Policy: Coe College Health Services does not provide medical documentation of illnesses or class excuses. Health Services receives many calls a day from students and faculty asking for class excuses or for verification of illness or fevers. Many health services visits are requested by students who have conditions that do not require a health provider’s evaluation (i.e., simple head colds, headache, vomiting). This causes undue burden on Health Services to provide healthcare to students whom are only requesting an appointment for class excuse purposes.

Insurance: Insurance is strongly recommended in case of an emergency. Students may be covered by family health insurance as long as they are in school. Students must check to be certain they have insurance coverage and know the procedures for using their insurance. Students may need to set up an “Away From Home Care” account with their health insurance.

Special Health Needs: Please inform Health Services of any health condition or needs that you may have. It is important that your roommate and Resident Assistant know of your health problems, e.g., diabetes, seizures, asthma, etc. and this ensures proper treatment is given if a medical emergency occurs. This prevents confusion, leading to more effective medical care.

Allergy shots may be administered by the Nurse Practitioner at no charge. The student must provide the medication and the physician’s instructions for administration.

Eating disorders are frequently experienced by college students. Students may receive confidential referrals for treatment and support.

The Nurse Practitioner may help with needed prescription medications for acute illnesses or for ongoing medical needs. Proper history of medication use and documentation may be requested by the Nurse Practitioner.

Some over the counter medication may be given to students from Health Services if deemed necessary by the Nurse Practitioner after evaluation.
ABOUT HEALTH SERVICES

The Health Services office provides routine screening and assistance for mental health conditions such as depression and anxiety. Treatment for mental health conditions beyond the scope of practice of the Nurse Practitioner may be referred to other mental health professionals.

Students may be referred to counseling services at St. Luke’s Hospital as needed. Students are allowed 5 free visits per semester for counseling.

Students may use the pharmacy of their choice for prescription medication. The closest pharmacy is located at the Hy-Vee on 1st Ave.

**Dietary Needs:** Provisions can be made through Sodexo Food Service for students on a special diet when ordered by a health care provider.

**Immunization Policy:** Students are required to have proof of immunization on file in Health Services prior to class registration.

**REQUIRED Immunizations:**

- Two doses of Measles, Mumps and Rubella (MMR), or two MMR vaccines after 15 months of age (shot series are usually at 15 months and 5 years of age).
- Diphtheria/Pertussis/Tetanus (DPT) series and a Tetanus booster if 10 years have elapsed since the last Tetanus immunization.
- Polio series.
- Proof of chicken pox disease or date of the Varicella vaccination.

**RECOMMENDED Immunizations:**

- The Hepatitis B series is highly recommended for all students. It is required for Nursing and Athletic Training majors.
- Meningitis vaccine is highly recommended. The state of Iowa requires that incoming students who will be residing in a campus residence hall receive information regarding the risks associated with Meningococcal disease.

**Medical Records:** A medical record is maintained on all students and are kept for five years from date of graduation.

**Wellness Programs:** The Health Service Office coordinates a variety of wellness activities throughout the year and works closely with other departments in health promotion.

**Smoking Policy:** On July 1, 2008, the “Smoke Free Air Act” went into effect in the state of Iowa per this act, no smoking whatsoever is permitted inside Coe College buildings or on Coe College property. This Act applies to College employees, students, and visitors. It is legal for people to smoke on public sidewalks. Hookahs are not permitted in college facilities. Possession and/or use of a hookah will be considered a violation of this policy and may result in confiscation of the hookah.
Rights and Responsibilities as a patient: The Health Services staff believes that each person is entitled to certain rights as a patient of Health Services. In addition, each patient has certain responsibilities. Together, these ensure that each individual receives appropriate medical care and personal service.

Each Health Service Patient Has The Right To:

- Access care and treatment regardless of race, creed, sex, national origin, or sexual orientation
- Consideration and respect for personal dignity and privacy
- Know and identify the health care professionals providing the service
- Expect that the diagnosis, prognosis and methods of treatment be explained clearly and in terms the student can understand
- Clear and concise explanations of his/her condition and of all proposed procedures, including the risks and possible problems or side effects that may result
- Refuse treatment to the extent permitted by law
- Be informed about Heath Service regulations, policies, and rules governing his/her conduct as a patient
- Know what alternatives exist for care and treatment
- Seek medical treatment off campus or consult with a specialist at the student’s expense.

Each Heath Service Patient Has the Responsibility To:

- Provide, to the best of his/her knowledge, accurate information relating to health matters
- Follow the treatment plan recommended by those primarily responsible for his/her care
- Accept personal responsibility if he/she refuses treatment
- Know and abide by Health Service rules, regulations, and policies during his/her time at the clinic
- Assume financial obligations for services received over and above basic on-campus health services
- Respect the rights of other patients, Health Service personnel and others he/she may come in contact with.
THE FIRST-YEAR EXPERIENCE

EXPECTATIONS IN THE FIRST YEAR

Issue Dinner: An issue dinner is an opportunity to join fellow students, faculty and community members for dinner, conversation and debate with a presenter on a controversial topic. After the presentation, a discussion follows with the opportunity to formulate, articulate and discuss views in a civil conversation. Coe firmly believes this is an acquired skill that all liberal arts graduates should master. The issue dinner is one highlight among many opportunities during the first year of college to practice and hone these skills.

Campus Engagement: Coe College requires all first-year students to participate in eight campus events. One of these events must be an issue dinner. This requirement is part of what we describe as independent, experiential learning. This type of learning encourages the development of skills, knowledge and/or dispositions through engagement in educational experiences beyond the classroom. It is a form of active learning that can include attending cultural events, issue dinners, visiting museums, laboratories, plays, listening to lectures and musical performances. Students have the opportunity to attend a variety of events, but may not use more than three of one type of event to fulfill the requirement. For example, a student may not attend seven public lectures and one issue dinner.

Possibilities typically include:

» Musical Performances
» Performing Arts Concerts
» Public Lectures
» Presentations
» Poetry Readings

A link to the Campus Engagement calendar will be sent out to all first-year students upon arrival to campus. For more information regarding this requirement you can email campusengagement@coe.edu.
The Coe College Office of Community Engagement provides students with a variety of opportunities to engage with the local community through volunteerism and civic engagement. The office also provides both students and faculty with support for classroom-based service-learning and action research projects. The following are a few of the programs the office supports:

**Iowa Campus Compact AmeriCorps Program (ICAP):** ICAP is a federally funded service program offered to a select group of 10 students each year, dependent upon available funding. Each selected participant completes 300 hours of capacity-building service at local non-profit agencies during their calendar year term. Upon completion of the program, students receive a $1,150 Education Award to apply toward eligible loans or education expenses. Throughout the year, participants are connected to fellow students who are passionate about service and meet monthly with Office of Community Engagement staff members for specialized training in areas such as Volunteer Recruitment, Disaster Preparedness, and Civic Engagement. First-years are eligible to apply in the Spring term.

**Alternative Breaks:** The Office of Community Engagement offers alternative Fall and Spring Break opportunities. Students travel to various locations to serve over their breaks. In the past, students have traveled to Chicago, Minneapolis, New York City and Little Rock, Arkansas to serve homeless and hungry populations. This past spring, students traveled to Colorado Springs, Colorado to work with the Coalition for Upper South Platte on fire and flood disaster relief. Planning for the 2014-2015 breaks is currently underway and for the first time this fall we will be accepting student leader applications and trip ideas for the 2015 Spring Break trip. Applications and ideas will be welcome from first year students.

**Participation in Service-based Clubs and Organizations:** While there are many ways to get involved with volunteering and service on campus and through student groups, there are currently two large student-run organizations that participate in service in the Cedar Rapids Community: The Crimson Service Crew and Habitat for Humanity.

**Days of Service:** Nearly every month throughout the year, a large-scale service day is planned through the Office of Community Engagement with our campus partners. Examples include 9/11 Day of Service, America Reads Day, MLK Day of Service, and Spring 500. Students, staff and faculty are all welcome to attend.

**Service Fair:** Looking for other volunteer opportunities? The Service and Community Fair is held each September. It is an opportunity for students to meet local non-profits and sign up for service opportunities on and off campus.

For more information, please contact the Office of Community Engagement.

**Kayla Vande Haar**  
*Director of Community Engagement*  
Office: 319-399-8260  
Email: kvandehaar@coe.edu
The mission of the Student Affairs Department is to enhance the quality of the liberal arts experience as it occurs through the co-curricular programs and student services of the College. Helping students to make informed decisions that contribute to their own well-being is of particular importance to the staff. Students are encouraged to complement their classroom experience with appropriate participation in campus activities as a means of mastering the skills and values of responsible adults. To this end, the staff promotes student activities in the residence halls, on the playing fields at Coe and within the Cedar Rapids community, that foster intellectual, social, emotional, cultural and spiritual maturity. Please feel free to contact any member of the Student Affairs staff if they can be of assistance to you.

Vice President for Student Affairs
Erik Albinson ........................................ 319-399-8843

Dean of Students
Tom Hicks ........................................... 319-399-8741

Dean of Student Success
Lois Kabela-Coates ............................... 319-399-8547

Director of Campus Life
Melissa Rose ........................................ 319-399-8609

Academic Achievement Program
Lois Kabela-Coates ............................... 319-399-8547

Career Services and Internship Director
Diana Patten ........................................ 319-399-8844

Chaplain’s Office/Director of the Office of Diversity and Inclusion
Kristin Hutson ................................. 319-399-8546

Coordinator of Multicultural Affairs
Steven Shelby ................................. 319-399-8815

International Student Advisor
Rebecca Stonawski ................................. 319-399-8818

Coordinator of Gage Union & Student Activities
Laura Van Buer ................................. 319-399-8261

Director of Athletics
John Chandler ........................................ 319-399-8622

Director of the Office of Community Engagement
Krista Kronstein ................................. 319-399-8741

Food Service
Carlos Velez ........................................ 319-399-8888

Health Services
Amy Leitch ........................................ 319-399-8617

Residence Life
Carlos Velez ........................................ 319-399-8888
Black History Month: Coe sponsors a month-long series of events in February, including special speakers, cultural enrichment programs and an ethnic dinner.

Leadership Convocation: Campus organizations and individual students, faculty and staff are recognized for outstanding contributions to the Coe community in this spring term ceremony.

Christmas Convocation and Vespers: The highlight of the Christmas holiday season at Coe, this traditional candlelight service of Lessons and Carols features the Coe College Chorale and is sponsored by the Office of the Chaplain and the college’s music department.

Coe-lympics: Sponsored by the residence life staff, residence hall floors compete in events like trike races, obstacle courses and an egg toss. This event is traditionally held on Labor Day weekend. Students are encouraged to form their own teams.

Contemporary Issues Forum: An annual February event established by the late K. Raymond Clark ’30, the Contemporary Issues Forum presents the views of distinguished leaders whose work has shaped and altered the course of world events. The forum has featured former U.S. President George H.W. Bush, former Poland President Lech Walesa, deep-sea oceanographer Robert Ballard, civil rights activist Myrlie Evers-Williams, former Israeli Prime Minister Ehud Barak, “Doonesbury” cartoonist Garry Trudeau, ecology expert Jared Diamond, documentary filmmaker Ken Burns, Pulitzer Prize-winning columnist and best-selling author Leonard Pitts, celebrated author Sir Salman Rushdie, and former Senate Majority Leader and Special Envoy for Middle East Peace George Mitchell.

Cultural Show: Produced by the International Club for over 30 years, this show brings together the talents of many cultures each fall on the Sinclair Auditorium stage.

Drag Show: Coe Alliance holds an annual drag show to raise awareness and fund local charities.

Family Weekend: This fall weekend includes a reception with the president, dinner and nightly entertainment, in addition to a home football game and fun activities for the whole family.

Flunk Day: Flunk Day is a Coe tradition which begun in 1911. Classes are canceled for a day in the spring so the student body can enjoy an all-school picnic, outdoor activities, entertainment and fun.
Greek Recruitment: This event takes place during the Fall term. Recruitment helps acquaint students with Greek Life at Coe. During this event, students have the opportunity to learn about and join one of our three women’s fraternities: Alpha Omicron Pi, Alpha Sigma Alpha and Delta Delta Delta or one of our five men’s fraternities: Lambda Chi Alpha, Phi Kappa Tau, Phi Mu Alpha Sinfonia, Sigma Nu and Tau Kappa Epsilon.

Greek Week: This event highlights the leadership, scholarship and campus contributions of Coe’s eight men’s and women’s fraternities.

Homecoming: This weekend includes a parade, pep rally, music performances, traditional football game, alumni reunion and a dance.

Honors Convocation: Outstanding students are recognized with college departmental and community honors at this Commencement Weekend event.

International Banquet: This is an elegant buffet dinner prepared by members of Coe’s International Club for the Cedar Rapids and Coe communities. The International Banquet is typically held in February.

Passover Seder Dinner: In observance of the Jewish Passover, the Office of the Chaplain, in partnership with Jewish faculty and our community’s Rabbi, hosts an on-campus traditional Seder for all students, faculty and staff.

Siblings Weekend: Younger brothers and sisters are welcomed for a weekend with their Coe sibling. Various activities expose them to some of college life. Siblings arrive on campus on Saturday and leave following Sunday brunch. Some parents spend Saturday in Cedar Rapids on a mini-vacation. Sibling Weekend occurs during February or March of even numbered years.
OFFICES DIRECTORY

(All phone numbers begin with area code 319)

Academic Achievement Office .399-8547
Admission Office ............399-8500
Alumni Office.............399-8561
Athletic Department ........399-8599
Bookstore ..................399-8568
Box Office (Gage Union). .399-8600
Business Office ..........399-8525
CAMPUS INFORMATION .399-8000
Career Services ............399-8844
Chaplain ..................399-8546
Computer Services ........399-8877
Cosmos (student newspaper) .399-8646
Courier (alumni magazine) ..399-8613
Dean of Faculty ....399-8616
Dean of Students ..........399-8843
Development Office ........399-8555
Eby Fieldhouse ........399-8599
Financial Aid ..............399-8540
Food Service ..............399-8648
Gage Memorial Union ......399-8609
Health Services ..........399-8617
International Student Advisor .399-8741
Internship Director ....399-8844
Library ..................399-8585
Mailroom ..................399-8554
Marketing & Public Relations .399-8581
Music Department ........399-8521
Natatorium ................399-8659
Nursing Education ..........399-8120
Parent Programs ............399-8663
Physical Plant ............399-8669
President's Office ........399-8686
Charlie's P.U.B. ..........399-8025
Registrar ..................399-8526
Residence Life ..........399-8741
Resident Area Coordinators
Apartment Area Coordinator .861-6603
  Brandt House
  Coe Apartments
  Hampton Court East/West
  Morris House
  Schlarbaum House
  Spivey House
Apartment Area Coordinator....861-6439
  BSEO House
  E Avenue Apartments
  EightPlex
  FourPlex
  Kohawk Houses
  Kohawk Village
  Pink House
  Whipple Fire House
Resident Hall Area Coordinator .861-6059
  Armstrong/Douglas Hall
  Murray Hall
Resident Hall Area Coordinator .861-6025
  Greene Hall
  Voorhees Hall
SECURITY .................399-8888
Service-Learning and Leadership .399-8260
Sports Information ..........399-8570
Student Activities
  Committee (SAC) ..........399-8261
Vice President for
  Student Affairs ..........399-8843
Writing Center ............399-8743
GAGE MEMORIAL UNION
Monday–Thursday: 6 a.m.–midnight
Friday: 6 a.m.–midnight
Saturday: 7 a.m.–midnight
Sunday: 9 a.m.–midnight
(Students have access to Upper Gage 24 hours a day with their ID, but the doors lock at midnight)

Coe Bookstore
Monday–Friday: 8:30 a.m.–4:30 p.m.
Home football games: 10:30 a.m.–2:30 p.m.

Coe College Box Office
Monday–Friday: 11 a.m.–7 p.m.

Campus Information
Monday–Thursday: 8 a.m.–midnight
Friday: 8 a.m.–10 p.m.
Saturday: 10 a.m.–7 p.m.
Sunday: Noon–midnight
(Hours may vary for special events)

Career Services
Monday–Friday: 8 a.m.–4:30 p.m.
or by appointment

THE “U”
Meal Hours
Monday–Thursday: 7:15 a.m.–7 p.m.
Friday: 7:15 a.m.–6:30 p.m.
(closed 2:30–4 p.m.)
Saturday:
Hot Breakfast: 8–8:30 a.m.
Continental: 8:30–9 a.m.
Lunch: 11:30 a.m.–1 p.m.
Dinner: 5–6 p.m.
Sunday:
Brunch: 10:45 a.m.–12:45 p.m.
Dinner: 5–6 p.m.

Charlie’s P.U.B.
Monday–Thursday: 7:30 a.m.–11 p.m.
Friday: 7:30 a.m.–7 p.m.
Sunday: 4–11 p.m.

Grill 155
Monday–Thursday:
10:30 a.m.–2 p.m.; 5–8 p.m.
Friday:
10:30 a.m.–2 p.m.; 5–7 p.m.

Meal Exchange Times
Monday–Friday:
Lunch: 12:30 a.m.–2 p.m.
Dinner: 5–8 p.m.
Ends at 7 p.m. on Fridays.

Health Services
Monday–Friday:
8 a.m.–noon, 1 p.m.–4:30 p.m.
Clinic Hours for student appointments:
9 a.m.–noon; 1–4 p.m.
Appointments are required.

STEWART MEMORIAL LIBRARY
Monday–Thursday: 7:45 a.m.–1 a.m.
Friday: 7:45 a.m.–6 p.m.
Saturday: 9 a.m.–6 p.m.
Sunday: 11 a.m.–1 a.m.

Computer Services
Monday–Friday: 8 a.m.–4:30 p.m.

ATHLETIC FACILITIES
Clark Racquet Center
Monday–Thursday: 6 a.m.–9 p.m.
Friday: 6 a.m.–6 p.m.
Saturday: 8 a.m.–5 p.m.
Sunday: 2–6 p.m.

Climbing Wall
Monday–Thursday: 6–10 p.m.
Sunday: Noon–8 p.m.

Gym and Fitness Center
Monday–Thursday: 7 a.m.–10 p.m.
Friday: 7 a.m.–7 p.m.
Saturday: 10 a.m.–2 p.m.
Sunday: Noon–8 p.m.

Natatorium
Hours vary. Please visit website for updated hours and information
<table>
<thead>
<tr>
<th>Academic Achievement Program</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>7</td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>7</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>8</td>
</tr>
<tr>
<td>Alcohol</td>
<td>15</td>
</tr>
<tr>
<td>Automobiles</td>
<td>15</td>
</tr>
<tr>
<td>Banking</td>
<td>16</td>
</tr>
<tr>
<td>Career Services</td>
<td>9</td>
</tr>
<tr>
<td>Coe Cash</td>
<td>16</td>
</tr>
<tr>
<td>Coe ID</td>
<td>16</td>
</tr>
<tr>
<td>Coe Plan</td>
<td>7</td>
</tr>
<tr>
<td>College Business Hours</td>
<td>36</td>
</tr>
<tr>
<td>College Calendar</td>
<td>16</td>
</tr>
<tr>
<td>Computer Services</td>
<td>16</td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Career</td>
<td>11</td>
</tr>
<tr>
<td>Personal</td>
<td>17,26</td>
</tr>
<tr>
<td>Office of Community Engagement</td>
<td>31</td>
</tr>
<tr>
<td>Curriculum</td>
<td>6</td>
</tr>
<tr>
<td>Dining Services</td>
<td>18</td>
</tr>
<tr>
<td>Drugs</td>
<td>17</td>
</tr>
<tr>
<td>Family Weekend</td>
<td>5,33</td>
</tr>
<tr>
<td>FERPA Statement</td>
<td>7</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>13</td>
</tr>
<tr>
<td>First-Year Experience</td>
<td>30</td>
</tr>
<tr>
<td>Gifts</td>
<td>22</td>
</tr>
<tr>
<td>Grading</td>
<td>8</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Greek Recruitment</td>
<td>34</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>27</td>
</tr>
<tr>
<td>Health Services</td>
<td>25</td>
</tr>
<tr>
<td>Homecoming</td>
<td>34</td>
</tr>
<tr>
<td>Hotels</td>
<td>22</td>
</tr>
<tr>
<td>Identification Card</td>
<td>16</td>
</tr>
<tr>
<td>Immunization Policy</td>
<td>28</td>
</tr>
<tr>
<td>Laundry</td>
<td>22</td>
</tr>
<tr>
<td>Mail to Students</td>
<td>22</td>
</tr>
<tr>
<td>Parents Council</td>
<td>4</td>
</tr>
<tr>
<td>Phone Directory</td>
<td>35</td>
</tr>
<tr>
<td>Quiet Hours</td>
<td>23</td>
</tr>
<tr>
<td>Religious Life</td>
<td>23</td>
</tr>
<tr>
<td>Residence Life</td>
<td>14</td>
</tr>
<tr>
<td>Security</td>
<td>23</td>
</tr>
<tr>
<td>Siblings Weekend</td>
<td>5,34</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>23,28</td>
</tr>
<tr>
<td>Student Affairs Office</td>
<td>32</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>14</td>
</tr>
<tr>
<td>Telephone Service</td>
<td>24</td>
</tr>
<tr>
<td>Textbooks</td>
<td>24</td>
</tr>
<tr>
<td>Traditional Coe Events</td>
<td>33</td>
</tr>
<tr>
<td>View from Campus</td>
<td>5</td>
</tr>
<tr>
<td>Visiting Campus</td>
<td>24</td>
</tr>
</tbody>
</table>


BSEO House—purchased 2006 (new location)—houses representatives from the Black Self-Education Organization.


Dows Fine Arts Center—1974—named for Sutherland C. Dows, Coe trustee 1920-1969: facilities for art and theatre departments; Dows Theatre (seating 300) and Mills Experimental Theatre (seating 50).

E Avenue Apartments—purchased 2005—student apartment building.


Moray L. Eby Memorial Fieldhouse—1930—named for Coach Moray Eby, professor of physical education 1914-1943: faculty offices, classrooms, athletic training rooms, 100 x 200 ft. playing floor, boxing and wrestling rooms, batting cages, gymnastics area, climbing wall, fitness center, and weight room.

Gage Memorial Union—1966—named for Dr. Harry Morehouse Gage, Coe president 1920-41 and 1956-58: student union, cafeteria, dining rooms, lounge, meeting rooms, mailroom and service center, offices for student activities, career services, Writing Center, student art gallery, and bookstore.

Greene Hall—1938—named for Judge George Greene, first president of Coe's Board of Trustees: residence hall.

Hampton Court East and West—purchased 2012—student apartment buildings.

Hickok Hall—1950—named for Dr. Charles T. Hickok, professor of social studies 1905-1939: classrooms, faculty offices, and computer laboratory.

Kohawk Village—purchased 1998—student housing.


Natatorium—1980—eight-lane indoor swimming pool and diving area; seating for 400 spectators.


Scharbaum House—2000—named for donors Gary ’65 (trustee) and Ruthanne ’67 Scharbaum: student apartment building, classroom.

Sinclair Memorial Chapel/Auditorium—destroyed by fire 1947, rebuilt 1951—named for T. M. Sinclair, early College benefactor: 1,100 seat auditorium, Arthur Poe Memorial Chapel, Marvin Cone and Eaton-Buchan Galleries.

Spivey House—2002—named in honor of the family of Bruce Spivey ’56: student apartment building.

Stewart Memorial Library—1931—renovated and expanded 1988—original building gift of Col. Robert W. Stewart: book collections, audiovisual department including editing room, theatre and preview room, college archives, classroom, Speaking Center, study areas, art galleries, and Information Technology Office.


