

Other Offices and Services

Office of Admission

Seth Allen, *Dean of Admission and Financial Aid*

John Chrystal Center, Second Floor

641-269-3600 or 800-247-0113

The Office of Admission is generally the initial point of contact for future Grinnell College students and alumni. Each year, the 20 members of the admission staff host approximately 2,000 campus visitors, process approximately 4,000 applications for admission, visit secondary schools and college fairs in more than half of the 50 U.S. states and 15 other countries, personally meet with more than 2,000 prospective students, and conduct a direct mail/e-mail campaign to an estimated 150,000 secondary school students. The underpinning of this effort is a commitment to enrolling an academically superior, co-curricularly talented, and diverse student body composed of students from all 50 states and 50 other nations. By promoting interaction between prospective students and professors, current students, alumni, and staff, the admission staff seeks to identify those students best matched with the College.

Office of College and Alumni Relations

Mickey Munley '87, *Vice-President for College and Alumni Relations*

Old Glove Factory

641-269-1846 or 866-850-1846

The Office of College and Alumni Relations includes a number of functions.

The office includes the following:

- Alumni Relations — coordinates efforts to maintain strong ties with the College among Grinnell's alumni body, through programs including Reunion and Alumni College, Alumni Council, classletters, alumni gatherings held around the world, and more.
- Communication — coordinates and implements the College's communication, marketing, and media relations programs. Examples include the Grinnell website; *The Grinnell Magazine*, *g-mail*, media relations, writing/design/editing services for publications intended for an off-campus audience, Grinnell News Online, and more.
- Conference Operations and Events — maintains the College Calendar, a comprehensive list of events and reservations on campus (available by clicking "calendar" on the website) and the Campus Memo; provides logistical and planning support for Commencement, building dedications, Public Events concerts, convocations, and other large-scale events; coordinates and supports summer programs on campus; and more.

- Development — a number of fundraising programs and support functions are coordinated under “development,” including the Pioneer Fund, the College’s annual giving program; major gifts, large commitments, usually in the \$25,000 to \$500,000 (and higher) range; planned giving; donor stewardship; and more. Many staff members in development travel extensively to meet with alumni and solicit gifts for the College.
- Alumni and Donor Services — manages and maintains extensive alumni/friends database and provides services for other team members, including mailing lists, reports, and more.

Athletic Office

Greg Wallace, *Director of Athletics and Recreation*

Physical Education Complex

641-269-3800

The Office of Athletics and Recreation directs the intercollegiate and intramural athletic programs, and physical education classes. It also assists club teams and the wellness program. It schedules all athletic events, maintains equipment, and oversees the athletic facilities on campus. The office also oversees the Athletic and Fitness Center. Family members who are visiting current students are welcome to use the fitness center and pool by procuring a guest pass from the athletic office.

Automobiles and Motorcycles

641-269-4600

Students are permitted to bring motor vehicles to campus. Students must purchase a parking permit to park their vehicles on campus each year and are responsible for all fines attributed to these vehicles. To obtain a parking permit, contact the Office of Safety and Security at 641-269-4600. Parking permits are issued Monday through Friday from 7:30 a.m. to 3:30 p.m.

Banking

Students may cash checks at the Office of the Cashier for up to \$100 or at the Campus Bookstore for up to \$20 during regular office hours. There is an ATM machine in the Joe Rosenfield '25 Center. Grinnell has seven banking institutions if your student wishes to open an account in Grinnell. They are: F&M Bank, 641-236-7544; Vantus Bank, 641-236-3121; Grinnell State Bank, 641-236-3174; Patriot Bank, 641-236-7700; Wells Fargo Bank, 641-236-7575; Community First Credit Union, 641-236-7267; and University of Iowa Community Credit Union, 641-236-8822.

College Bookstore

Cassie Wherry, Manager

1210 Park St. (behind Carnegie)

641-269-3424 or FAX 641-269-4888

The College Bookstore is located on Park Street on the campus side of Carnegie Hall, north of Herrick Chapel. The College Bookstore is your first source for textbooks and supplies. We work with faculty to ensure that textbook titles and editions on our shelves match those required for class discussion and study. All titles are available to purchase in the store by the first day of classes. Titles we have in stock earlier can be purchased or reserved online at www.grinnell.edu/offices/bookstore. In addition to required textbooks and supplies, you will find a large selection of general reading books, including titles from small and alternative presses. The College Bookstore features quality emblematic clothing, unique gifts, greeting cards, and convenience items. We offer a flexible return policy and accept the following payments: the Pioneer One-Card, MasterCard, Visa, Discover, American Express, personal checks, and cash. Hours are extended at the beginning of the semesters. Regular hours when classes are in session are Monday through Friday, 8:30 a.m. to 5 p.m., and Saturday, 10 a.m. to 2 p.m.

Grinnell College Pioneer Bookshop

Cassie Wherry, Manager

824 Fourth Ave. in downtown Grinnell

641-236-1696

Operated by Grinnell College, the Pioneer Bookshop is located in downtown Grinnell. It features books about Iowa, the prairie and the Midwest. Bestsellers, fiction, biographies, cookbooks, books on gardening and children's books are always available. In addition to books, the Pioneer Bookshop has framed photography of the Grinnell community and Grinnell College as well as art prints from Midwest artists. Educational toys, stationery, journals, cards, Grinnell College clothing, and emblematic gifts round out the offerings. Hours of operation are Monday through Friday, 10 a.m. to 6 p.m.; Thursday until 8 p.m.; and Saturday 10 a.m. to 4 p.m.

Bucksbaum Center for the Arts

641-269-3064

The departments of art, theatre, and music, as well as the Falconer Gallery, are housed in the center. All performance events are free. Theatre productions are ticketed due to space limitations. The Box Office is open the week of the performance from noon to 5 p.m. Call 641-269-4444 for ticket information. See the Campus Calendar for a schedule of events.

Care Packages for Students

The Office of College and Alumni Relations, with the Student Alumni Association, offers care packages twice annually. Letters are sent out in the fall and in the spring to all families regarding the content and cost of these packages. Care packages assembled by the Student Alumni Association feature a variety of food and health products along with a specialty item selected each semester. Past specialty items include Grinnell umbrellas, flashlights, beach towels and travel mugs.

There are also several businesses in Grinnell which will make and deliver gifts to students:

- St. Paul's Episcopal Church in Grinnell will bake and deliver birthday cakes for Grinnell College students. Call 641-236-6254 to place an order.
- Danish Maid Bakery will also deliver baked goods to students. Call 641-236-4145.
- Bates Flowers & Greenhouse offers fresh flower arrangements, green plants, unique gifts, or balloon bouquets. They are Teleflora and FTD associated and deliver on campus. Call 800-319-3197 or 641-236-3197.
- Flowers on Fourth will deliver cut flowers, fresh and silk flowers, green and blooming plants, balloon bouquets, or gift baskets. They are Teleflora, AFS, and Redbook associated. Call 800-801-MUMS (6867) or 641-236-7554.
- Bountiful Baskets specializes in unique gift baskets for all occasions. Suggested gift baskets for students are Cookie Bouquets, Final Finale Basket, Happy Birthday, and Wishing You Well. Local delivery is a complimentary service. Mastercard and Visa accepted. Call 641-236-0058. Sheryl Parmley, owner.

Cashier

John Chrystal Center
641-269-4100

The Office of the Cashier oversees financial transactions between the student and the College. Services provided to students include billing and collection of all fees and deposits, health insurance enrollment, loan maintenance, and other cashier-related functions.

Clothing

Students attending Grinnell from warmer climates may find they need to purchase jackets, gloves, and caps during the colder months. Grinnell has a discount store and several secondhand clothing shops where warm outer garments can be purchased at economical prices.

Computers - Information Technology Services

Bill Francis, *Director of Information Technology Services*

Forum

641-269-4901

Grinnell College Information Technology Services oversees computing on campus. The systems available to students include PCs, Macintoshes, Linux workstations, and laser printers. Access to campus computing facilities is excellent. Computer labs are located throughout campus for student use, including in the residence halls. Use of the computers is free.

All residence hall rooms and College-owned student houses are networked. If you have questions concerning computer use on campus or bringing your own computer to campus, please call Information Technology Services.

Dining Services

Dick Williams, *Director of Dining Services*

Joe Rosenfield '25 Center, Second Floor

641-269-3661

The College's state-of-the-art dining facility in the Joe Rosenfield '25 Center serves 21 meals per week in a marketplace environment for students on meal plans, other members of the campus community, and campus guests. Multiple choices (many prepared to order) are always available, including vegetarian, vegan, ethnic, and other traditional favorites such as pizza, deli, and comfort food.

All first-year first-semester students are required to participate in the 21-meal plan; other resident students participate in meal plans determined by their living location and class standing. Special medical diets are accommodated and may be arranged through Health Services and Dining Services. For further information on meal plans, menus, and other services offered by Dining Services, please visit www.grinnell.edu/offices/dining.

Emergencies

Every student room has a private phone. Directory information can be obtained for students by contacting Student Affairs. In the event of an emergency, the Student Affairs Office is willing to help locate a student to deliver emergency messages. Beginning at 5 p.m. Friday, each weekend while school is in session, a residence life coordinator and a student affairs dean are on call to respond to student emergencies. Call the Office of Safety and Security at 641-269-4600 to request the assistance of the residence life coordinator or student affairs dean on call.

Employment

Many students work on campus during the academic year either through the work-study program or in a position they obtain on their own. For students to receive payment for their work, the accounting office must first have an I-9 and a W-4 on file for the student. Each student must present either a passport or two other forms of identification (original birth certificate, original Social Security card, driver's license) when completing these forms. The forms may be completed in the Joe Rosenfield '25 Center on Saturday during New Student Orientation, or at the Office of the Cashier in the John Chrystal Center during normal business hours. The forms need to be completed before a student is allowed to begin working.

Facilities Management

Mark Godar, *Director of Facilities Management*

1917 Sixth Ave.

641-269-3300

Facilities Management maintains the physical buildings and grounds of the campus. The custodial staff works out of this office, as do the utility crews and groundskeepers. Repairs in the residence halls are handled through work orders filled out by the appropriate residence life coordinator (RLC) or student affairs.

Financial Aid

Arnold Woods, *Director of Student Financial Aid*

John Chrystal Center

641-269-3250

The Office of Student Financial Aid administers both merit-based and need-based assistance, including grants, scholarships, loans, and student employment. Returning students who wish to receive need-based aid must submit all necessary documents to the office by March 1 each year. Over winter break, additional information about the financial aid process will be sent directly to the student's home. Awards for returning students are subject to annual review, and renewal may depend on continued need and/or satisfactory academic performance. In addition, students and parents are encouraged to call if they have any questions or concerns about the application process or if their family circumstances change significantly. For more information or application forms, visit our website: www.grinnell.edu/offices/financialaid.

Health Insurance

Cashier

John Chrystal Center

641-269-4100

Students are required to carry health insurance while attending Grinnell College. A student who is insured under a policy other than the one offered by the College should provide insurance information on the health insurance enrollment form. The Health Center should be notified when a change in insurance occurs. Students who do not have health insurance are required to purchase health insurance through the College.

Students who do not return insurance information on the health insurance enrollment form prior to the published deadline will be enrolled in the College's student group insurance and billed for the cost of the insurance.

Insurance brochures and claim forms are available at the Health Center. All bills and claim forms should be mailed directly to the insurance provider. Students are encouraged to maintain full coverage through a parental or personal policy. Students should know the details of their coverage and their policy numbers.

Library

Richard Fyffe, *Librarian of the College*

641-269-3350

The Grinnell College Libraries are the gateway to the changing world of texts, images, and sound. Burling Library is open more than 100 hours each week with extended hours later in the semester. Kistler Science Library in the Noyce Science Center is open approximately 80 hours per week. The libraries' collections of more than a million books and government documents, nearly 25,000 serials, more than 32,000 audiovisual units, and almost 8,000 e-books are selected to support the curriculum of the College and the basic research needs of the faculty. Electronic journals and databases are available on campus and remotely. Interlibrary services make the book and journal holdings of libraries across the world available to Grinnell students.

The library staff is a dedicated, enthusiastic team focused on providing students with the information and services they need to pursue their college education. Librarians are knowledgeable about information resources and research techniques, and are eager to work with students to locate the best materials for their research. Librarians offer a variety of opportunities for consultation: the reference desk is staffed more than 40 hours each week; individualized "library lab" appointments offer the opportunity to receive uninterrupted, in-depth assistance from a reference librarian; and Library Research Techniques, a two-credit course, helps students to research more effectively in college and afterwards.

For a complete list of services, consult the libraries' web page at www.lib.grinnell.edu.

Mental Health Center

Brandon Davis, *Executive Director*

641-236-6137

The College has maintained a long-standing relationship with the Poweshiek County Mental Health Center (PCMHC) to offer a variety of mental health services to students. All students may take advantage of eight free visits to the PCMHC each academic year. After eight visits costs for services are covered by the student's insurance or prorated (based on income). The College's Health Center can provide transportation to and from appointments at the PCMHC.

Walk-in counseling services are also available on campus at the Health Center. Therapists are available 10:30 a.m. to 4:30 p.m., Monday through Friday, on a first come, first served basis. Students simply need to let the receptionist at the Health Center know that they would like to talk to a counselor, and they will be informed how soon they can be seen.

All of these services are completely confidential.

The professional counselors and psychiatrists on staff at the PCMHC and at walk-in have considerable experience working with Grinnell students. They are familiar with the people, policies, and environment of the College. The unique relationship that exists between the College and the PCMHC allows the College to offer students a diverse selection of counselors.

More information is available at www.grinnell.edu/offices/studentaffairs/counselingservices/ and www.pmentalhealth.org.

Off-Campus Study

Richard Bright, *Director of Off-Campus Study*

1205 Park St.

641-269-4850

There are various College-approved off-campus study programs available to Grinnell College students. Information regarding these programs is available from the Off-Campus Study Office in Macy House, 1205 Park St., or the College website: www.grinnell.edu/offices/ocs. You may also contact Director of Off-Campus Study Richard Bright: bright@grinnell.edu; or Assistant Director of Off-Campus Study and Coordinator of the Grinnell-in-London and Grinnell-in-Washington, D.C. Neela Nandyal: nandyaln@grinnell.edu.

Pioneer One-Card or P-Card (Campus ID)

Joe Rosenfield '25 Center, Second Floor (Dining Services)

Grinnell College uses a combined photo ID and proximity card system called the Pioneer One-Card or P-Card. This card is used as a proximity access card when gaining entrance to the residence halls and houses, and academic buildings; for borrowing privileges in Burling Library; for use of the Fitness Center; and for redeeming meal plan meals and services. Deposits may also be made to the campus cash account to allow the P-Card to be used as a debit card in the College Bookstore, The Spencer Grill, campus laundries, and vending machines. Parents may use a credit card to add money to a student's P-Card campus cash account by contacting the Office of the Cashier at 641-269-4100.

Post Office

Kim Hegg, *Manager of Campus Mail Services*

*Joe Rosenfield '25 Center, First Floor
641-269-3421*

Campus Mail Services is located on the first floor of the Joe Rosenfield '25 Center. Each student is assigned a mailbox when he/she enters Grinnell College. A four digit mailbox number and combination code will be distributed to first-year/transfer students during the summer prior to the start of the academic year. The mailbox number will remain the same from year to year. Mail should be addressed to the student, Box #####, 1115 8th Ave., Grinnell College, Grinnell, Iowa 50112-1670. This full address is also required for shipping packages by United Parcel Service or USPS Express. These carriers will not deliver to P.O. boxes.

If you are shipping student belongings to the College before school begins, please limit each box to 50 pounds. Storage at Campus Mail Services is limited at the beginning of the academic semester, so please do not send belongings more than a week before the student's arrival. Most packages do not fit inside mailboxes. A parcel slip will be placed in the student's mailbox when a package is waiting, and students may visit the Campus Mail Services window during business hours to claim their items.

Campus Mail Services strongly discourages sending perishables (i.e., food) to students by any carrier (UPS, U.S. Postal Service, FedEx, etc.). The College is not responsible for perishable items that arrive in the mailroom. If it is absolutely necessary to mail a perishable item, please notify the student beforehand.

Packages arriving on a Friday may not be accessible until business hours the following Monday, or later if a national holiday falls on that day or during that period. Students are responsible for picking up their own personal mail and parcels. In the event that a student will be out of town or unavailable to pick up mail or packages for an extended time (academic break, multiple-day athletic event, etc.) they may discuss options with the mail services manager at ext. 3421. Students are not allowed to pick up mail addressed to other students.

Registrar

Cheryl Chase, Registrar

John Chrystal Center

641-269-3450

The Office of the Registrar has overall responsibility for maintaining the academic records of all students as well as FERPA compliance. Specifically the registrar evaluates transfer and program credits, monitors degree requirements and progress toward graduation, and oversees all matters related to course registration, including production of the Schedule of Courses, preregistration, registration and course drop and add forms. The office also processes requests for academic transcripts, major declaration forms, and maintains home address information for students and parents. In addition, students petition the Committee on Academic Standing through the registrar when asking for exceptions to academic regulations.

Storage

During the academic year, limited storage is available in residence hall trunk rooms (totes, boxes, small room items, etc.). The RLC of each residence hall will post times the trunk rooms may be accessed. At the end of the academic year, ***all*** items must be removed from the trunk rooms by the date posted. ***Items left in the trunk rooms after the deadlines are considered abandoned and will be discarded.*** During the summer the College trunk rooms are managed by an outside vendor, C&K Transfer (641-236-3418). C&K stores student belongings for a nominal fee. Large items, such as furniture or bicycles, are taken by C&K to their storage facility off campus for the summer. Students enrolled in off-campus study programs or are on leave during the semester should contact C&K for storage arrangements. Information regarding storage is posted in the residence halls.

Student Travel

Shuttle Service - Beginning and End of School Year

Facilities Management provides shuttle service from the Des Moines Airport to the College in August. Information regarding this service is mailed to new students in June. Arrangements may be made by calling Facilities Management at 641-269-3300.

Hamilton Travel provides limited shuttle service to the Des Moines Airport at the close of school in May.

Shuttle Service - College Breaks

Hamilton Travel of Grinnell provides shuttle service to and from the College at the beginning and end of College break periods. This service is provided to the Des Moines and Minneapolis airports and the Chicago area. Students and parents should consult the shuttle schedules and book air tickets around the shuttle schedule. Shuttle schedules will operate as published and no additional arrangements will be made for flights that arrive after the last shuttle has departed. The College will not provide transportation outside of the scheduled shuttles at these break times. See pages 40–42 for Hamilton Travel shuttle schedules and reservation information.

Student Travel - Other

The College carpool may be used for approved student transportation if cars are available. Arrangements for a car and driver are made through Facilities Management, 641-269-3300.

Students who have made a carpool reservation and do not show up for the ride will be charged a minimum of two hours of drive time and mileage. After two no-shows, the student will not be allowed to reserve a car and driver.

Student use of carpool transportation is permitted for:

1. Students who need transportation for College-related reasons during the semester may reserve a car and driver. Mileage and driver costs are billed at the regular College rates to the department sponsoring the event, SGA, or the student requesting the service, depending on the circumstances.
The reasons include:
 - a. College-related appointments
 - b. Internships sponsored by career development
 - c. GRE, LSAT, MCAT, etc. sponsored by career development
 - d. Job interviews/graduate school interviews sponsored by career development
 - e. Medical appointments out of town arranged by the Health Center
 - f. Student organizations traveling to a College-sponsored activity (i.e. conferences, meets, tournaments, etc. Not for personal use.).
2. Transportation to the Des Moines or Cedar Rapids airports for travel due to a family emergency, job interview, etc. is permitted and charged to the student's account at the rate of \$0.505 per mile plus driver and other miscellaneous expenses.
3. International students may reserve a car and driver to pick up parents and siblings from the Des Moines or Cedar Rapids airports. The student's account is billed the rate of \$0.505 per mile plus driver and other miscellaneous expenses.

4. If a College car is already traveling to the airport, a student and/or guest may ride along on a “space available” basis. The student’s account is billed a minimum of \$30 each way per student account.
5. Procedure:
 - a. Call Facilities Management, x3300, give name and ID number.
 - b. Student’s account will be billed for finding a driver, driver wage, and mileage.
 - c. No-shows in Grinnell will be billed \$20.
 - d. No-shows elsewhere will be billed driver and travel cost.
 - e. No transportation will be arranged without an ID number or account number.

Student use of carpool transportation is not permitted for:

1. Transportation of friends or family from the Des Moines or Cedar Rapids airport/train stations.
2. Non–College-related events.
3. Personal use/enjoyment.
4. Transportation to/from airports other than Des Moines or Cedar Rapids (see #2 and 3 above).
5. Transportation to/from the Des Moines airport when Des Moines shuttles are available.

Cab Information from Grinnell:

Jewell Cab: 641-236-4411

Cab Information from Des Moines:

Alpha Taxi: 515-280-1813 or www.alphataxi.net

Yellow Cab: 515-243-1111

Capitol Cab: 515-282-8111

Gene’s Transportation and Delivery: 515-249-1127

Cab Information from Cedar Rapids:

www.crshuttle.com or 800-725-8460, 319-337-2340

Telephones

Each student room has a telephone that can be dialed directly. There is a small charge for telephone service at the beginning of each semester. The telephone number will be mailed to the student with the room assignment in late July. A personal voice mailbox will be available for each student at no extra charge. Each student may apply for an authorization code number that enables the student to make direct-dial long distance telephone calls from the room phone. The student will then receive a monthly bill for long distance calls. The long distance calls go over the College telephone network. Students are charged a flat rate per minute for domestic calls (based on time of day). International direct dial is also available. AT&T is the default operator service for Grinnell College. For alternative operator or calling card service, students need only dial the carrier's access number. The College has its own PBX system and an operator is on duty 24 hours a day, 7 days a week. For information, call 641-269-4000. The Office of Safety and Security can be reached at 641-269-4600 for emergency messages.