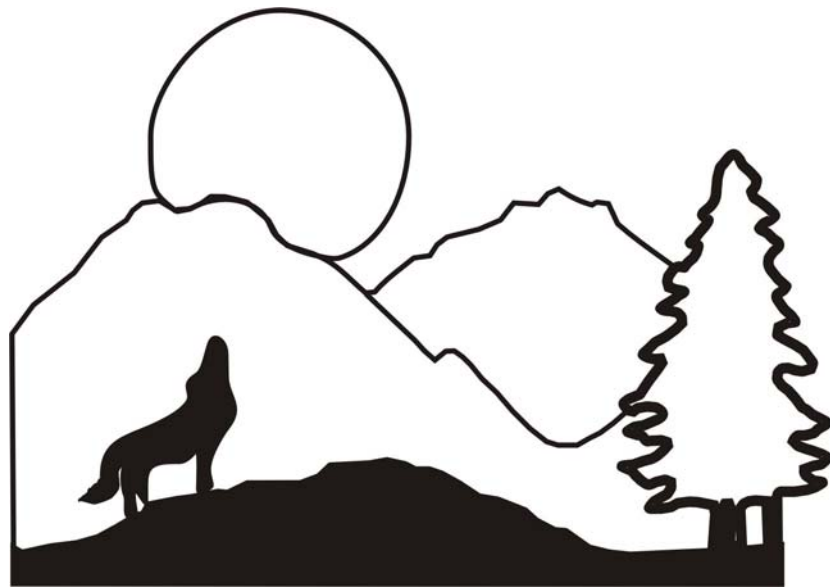


WHEATON COLLEGE SCIENCE STATION  
STUDENT HANDBOOK  
Summer 2009



**"THE CLASSROOM AS BIG AS ALL OUTDOORS!"**

**ADDRESS:**

Wheaton College Science Station  
10595 Wheaton Road  
Rapid City, South Dakota 57702

**TELEPHONE:**

Business (605) 342-6634  
Fax (605) 343-5858  
Kitchen (605) 343-5861  
Women's Dorm (605) 343-5892  
Men's Dorm (605) 343-6030  
Faculty/Staff Cabins (605) 342-9994

**INTERNET:**

<http://www.wheaton.edu/blackhills>    [blackhills@wheaton.edu](mailto:blackhills@wheaton.edu)

## **Preface**

This handbook was prepared to provide useful information about the WCSS program in order that students may be better prepared for the experience of studying and living at the WCSS. The handbook must be read completely by each student before the summer program, as the book contains calendars, directions, packing tips, and campus policies.

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# Section 1

## How to Get There

### DRIVING DIRECTIONS FROM WHEATON TO THE SCIENCE STATION

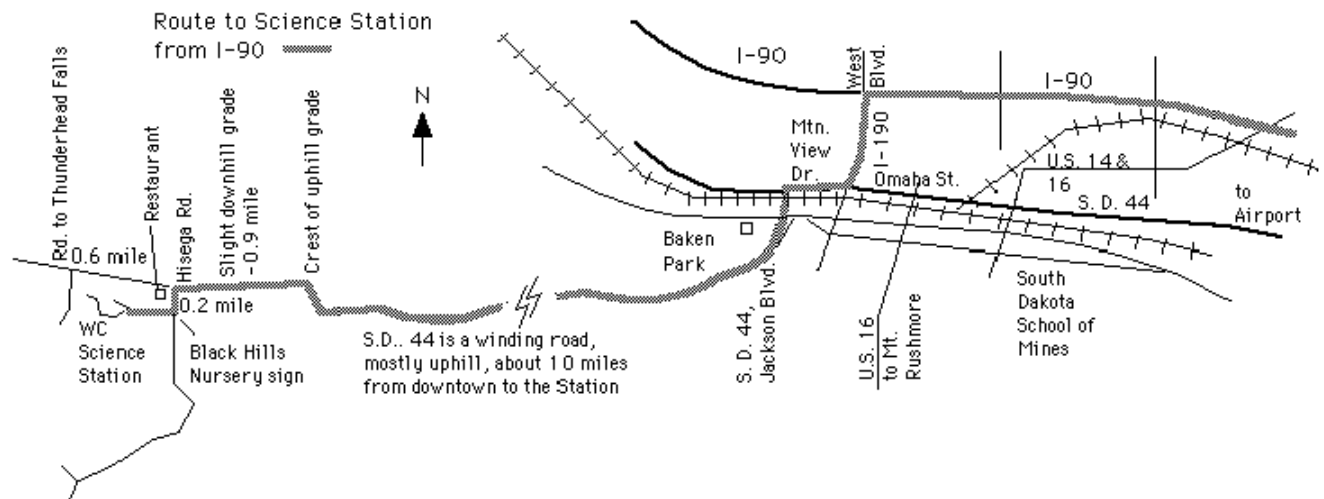
#### I-80 Route (about 960 miles)

Take Naperville Road 3 miles south to Interstate 88 (East-West Tollway). Travel west on I-88 to East Moline where it joins I-80. Take I-80 across Iowa to I-29 near Council Bluffs, Iowa. Take I-680 North Bypass around Council Bluffs to junction with I-29 north. Take I-29 north I-90 just west of Sioux Falls, South Dakota. Take I-90 west to Rapid City.

#### I-90 Route (about 940 miles)

Take Main Street in Wheaton north through Carol Stream to North Avenue. Turn west on North Avenue to Illinois 59. Take 59 north to Interstate 90. Take I-90 all the way west to Rapid City.

#### At Rapid City:



Exit on I-190 south (West Blvd, Exit 57) and continue to South Dakota 44. Turn right (west) on SD 44 (Omaha Blvd.) and follow 44 to Hisega Road, which is about 11 miles from where you turned onto SD 44.

During this 11-mile stretch, the road passes Baken Park Shopping Center, many homes, a fish hatchery, and enters a narrow canyon. Then there is a steep uphill grade for several miles, with a gain of about 1,000 feet elevation in about 3 miles. A mile after passing over the hillcrest, there is a housing development on the left (south) side of the road. Hisega Road is at the far (west) side of the development. A restaurant called "The Fireside Inn" is on the corner of Hisega and SD 44.

Turn left (south) on Hisega Road and go about 0.2 miles to Wheaton Road which is marked by two signs: Wheaton College Science Station and Black Hills Nursery. Turn right (west) and drive past the nursery through the gate at the end of the pavement, and into the Science Station campus.

At the first fork in the gravel road, Luckman Dormitory (men's dorm) is to the right, and Smith Dormitory (women's dorm) and other buildings are to the left.

## Section 2

### Personal Equipment and Supplies

NOTE: The weather is unpredictable, especially during May and early June. It can be cold and/or wet. Be prepared for evening temperatures in the 30°'s, frost some mornings, and some days with temperatures in the 40°'s. At other times (late June and July) temperatures may reach 100°+. Remember you are going to be in the mountains!

#### 1. Clothing

- field clothes including long pants and shorts
- hat with wide brim to protect from the sun
- rainwear (jacket and optional rain pants)
- warm jacket, gloves and cap
- hiking shoes or boots (rubber heels and soles)
- warm sleepwear
- washable clothing: enough to last 1-2 weeks between Laundromat trips
- clothes for church (suits not necessary)
- modest swimsuit
- warm socks
- sports/work out clothes

#### 2. Sleeping bag: rated down to 30° F (a foam sleeping pad is recommended)

#### 3. Flashlight or headlamp, extra batteries

4. Linens: pillow, sheets, pillowcase, towels. The Science Station supplies wool army blankets that are stored in moth balls over the winter. If you are sensitive to moth balls, bring your own pillow and blanket.

#### 5. Textbooks and notebooks (See Section 3 for information on required equipment for courses)

#### 6. Long distance calling card or pre-paid phone cards.

#### 7. Personal items (these can be purchased in Rapid City)

- stationary and stamps (available at WCSS store)
- personal toilet articles (soap, toothbrush, toothpaste, tissues etc.)
- non-prescription medications (aspirin, cold medicine, sunscreen [SPF >15], Band-Aids)
- prescription medications (including poison ivy remedies)
- Bible and other devotional materials

#### 8. Other recommended items:

- camera/film
- binoculars (required of biology students)

- musical instruments and sheet music - we sing and play a lot, including around the campfire on overnight trips and at Sunday Vespers services. There is a keyboard and amplifier in Leedy Lodge.
- sports equipment: softball, glove, running shoes, fishing tackle (we're on Rapid Creek and near several lakes that are stocked with trout)
- day pack for hiking
- water bottle
- insulated cup/mug for camping
- pleasure reading materials
- DVDs—for public viewing, see the guidelines outlined in point IX, page 13

9. Additional spending money.

This is difficult to estimate, as it is related to personal spending habits. Between \$200 and \$250 is recommended. Your program fee covers *some* expenses for group entertainment and special meals off campus. Students will have opportunities to “go to town” for shopping, movies, coffee shops, concerts, restaurants, tourist attractions, etc. on their own. There are no laundry facilities at the WCSS for students (other than clothes lines for drying). Students will have weekly opportunities to visit a local Laundromat. Last year the cost was about \$3.00 per load with drying.

Please do not bring unnecessary personal items; each dorm room must accommodate the belongings of several people.

10. Note on electronic items and computers.

A multi-station computer lab is available for internet communications (see policy, below). The lodge contains a TV-VCR-DVD for weekend use (or music anytime). Wireless internet is available in the vicinity of the computer lab (radius of about 200 feet). Students can bring laptops and other electronic items, but understand that the facilities are rustic, there is limited security for locking up possessions, and lightning strikes are common.

11. Textbooks and Supplies.

**ALL TEXTS SHOULD BE PURCHASED AT THE COLLEGE BOOKSTORE BEFORE YOU LEAVE FOR THE BLACK HILLS!!** You can order your books from the Bookstore and have them shipped to the Science Station (via college vans on the way out). Information on textbooks and supplies for each course will be distributed to students in a separate handout.

NOTES:

### Section 3 – Calendar

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sunday
<b>May 18</b>	19	20	21	22 Vans leave WC (Biology Majors) @ 12 noon	23 Vans arrive WCSS 24
25 Start Biol 372	26	27	28	29 Vans leave WC (Gen Ed students) @ 12 noon	30 Vans arrive WCSS 31
<b>June 1</b> Start Biol 314-1	2	3	4	5	6 7
8	9	10	11	12 End Biol 314-1	13 14
15 Start Biol 343, Astr 302-1	16	17	18	19	20 21
22	23	24	25	26 End Astr 302-1	27 28
29 Start Geol 201-1	30	<b>July 1</b>	2	3 End Biol 343	4 5
6 Start Biol 351, Biol 382	7	8	9	10	11 12
13	14	15	16	17	18 19
20	21	22	23	24 End Geol 201-1	25 Vans depart WCSS 26 Vans arrive at WC
27	28	29	30	31 End Biol 351, Biol 382	<b>August 1</b> Vans depart WCSS Arive WC 8/2

## Section 4

### Class Attendance/Scheduling Departure

#### Class Attendance:

Missing a single day of class during the Science Station program would be the equivalent of missing a week or more of regular semester classes. There is no time for the instructors to review missed material with students. Field trips cannot be repeated. Therefore, it is the policy of the Science Station that any missed class time may not be made-up, if the class is missed due to personal travel away from the Science Station. If you must plan a trip away from the Science Station (for a wedding or graduation, for example), please inform the instructor in advance and try to schedule your trip so as to miss a minimum of class time. More than one day of missed class could have a dire effect on your final grade.

#### Departures:

On the final, scheduled day of a course, class is not dismissed until 5:00 p.m. **Departure from the Science Station may not occur until after your class is dismissed.** Students are encouraged to remain at the Science Station until the morning after classes are dismissed. Flights out of Rapid City must not be scheduled before 2 hours after class dismissal. Departure time for vans carrying students back to Wheaton is at the discretion of the Director. Optimally, vans will depart on the morning after the last class is dismissed.

#### NOTES:

## **Section 5**

### **Science Station Life**

#### **I. Station Organization**

- The Directors of the Wheaton College Science Station are responsible for the supervision of the staff, program and facilities of the Science Station. Directors report to the Director of Summer School Programs and the Dean of Natural and Social Sciences of Wheaton College.
- The Program Assistant is responsible for office management, coordination of student affairs (transportation, part-time employment, paperwork, social activities, etc.) and assisting faculty in logistical matters.
- The Kitchen staff prepares meals for the Science Station community, under the direction of the Head Cook. The Kitchen staff is responsible for establishing a schedule for student kitchen helpers and coordinating preparation for and cleanup after overnight camping trips.
- The Maintenance staff makes repairs to campus facilities, complete construction projects and keep campus grounds. The Maintenance Assistants are under the direction of the Director and Maintenance Supervisor. MAs will work with students (and RAs) to establish a cleaning schedule for all students to take turns at cleaning common areas of the dormitories (including bathrooms), the lodge and other areas as requested by the Science Station Director.
- Resident Assistants are typically students in the WCSS program who are selected by the Director because of their desire and ability to serve fellow students. They have been trained through the Student Development Residence Life program and serve as dorm managers, community builders, student leaders, and peer counselors. RAs typically live in the student dorms and act as a liaison between the student body and the Station Director.

#### **II. Student Responsibilities**

- Students are expected to follow the Wheaton College Community Covenant as they seek to honor Christ by showing respect for both community life and for the environment in the context of the Science Station. Students are also expected to abide by the Wheaton College Student Handbook policies while enrolled at the Wheaton College Science Station. (A copy of the Student Handbook is available in the Science Station Office.)
- Students are responsible for keeping their rooms and common areas of the dormitories clean, including the bathrooms. Dorms will organize bathroom “cleanup teams.” RAs will work with students to ensure that common facilities in the dorms and greater campus are kept in order and clean. The Director may conduct periodic dorm and bathroom inspections. Problems with facilities (plumbing, heating, etc.) can be noted on the Maintenance Request Board in the Dining Hall.

- The entire WCSS community is responsible for keeping the Science Station grounds and buildings clean. This is especially important in classrooms and the Lodge which serve multiple purposes for the Science Station community. Students will be charged for damage to property resulting from negligence or vandalism (including graffiti).
- Emergencies should be reported directly to the Science Station Director, Program Assistant, or RAs.

## **II. Guest Policies**

- Guests of students are welcome for brief visits to the science station, as long as the visits do not create a distraction or burden to the WCSS program.
- Student guests (that is, visiting students) are welcome to stay in the dorms for up to three evenings, limited to weekends. Student guests must register with the Program Assistant or otherwise make their presence known to the Director. Student guests are responsible for paying for meals eaten in the Dining Hall and must abide by all WC and WCSS policies. Other guest housing may be available, at cost to the guest.
- Parent guests are not allowed to stay in the dorms with students (this is a general WC campus dorm policy). Guest housing may be available, at cost to the guest. Stays are limited to three nights, to be arranged with the Program Assistant. Longer stays must be approved by the Science Station Director.
- Students with guests visiting should notify the kitchen in advance if guests are remaining for meals.

## **III. Safety Policy and Facility Hours**

- Always sign out when you leave campus for extended day or overnight, non-class sponsored activities (more than six hours), indicating where you are going. Use the Off-Campus Log Book in the Dining Hall. Sign in when you return. This is in case of an emergency in which we would need to locate you. Also, please notify the kitchen if you will not be eating a meal.
- When leaving campus on foot or bike, please observe the "buddy system." Always hike within the hearing/sight distance of someone who knows your exact location. Use care to ensure personal safety.
- Avoid trespassing on private property. Consult the hiking map posted in Boardman Dining Hall re: private vs. public land. Please do not trespass on property belonging to the Thunderhead Falls tourist attraction (located on the north side of Mt. Wheaton).
- If walking on or off campus near dusk or after dark, always have a flashlight with you.

- A private water well and water treatment facility is located on property adjacent to WCSS land by and in Rapid Creek where a spillway has been constructed of large gravel. Students are not allowed to walk on or wade in the vicinity of the spillway. Do not touch rocks from the spillway or throw gravel from the property into Rapid Creek.
- Mountain Lions have been sighted periodically on or near the Science Station property. Please use caution and be aware of your surroundings when walking near campus. Further information on precautions and safety in mountain lion territory will be provided by the Director and/or a local forest ranger on site.
- Out of respect for creation and common sense, students will not chase or harass wild animals on Science Station grounds or beyond property boundaries.
- Throwing or rolling rocks from heights (such as Mt. Wheaton, Razorback Ridge, or Inspiration Point) is both dangerous and stupid. Please be considerate of people who may be located below.
- Fireworks or firearms and weapons (or replicas of such) are prohibited on the WCSS property. Only small utility knives or multitools are permissible.
- Always sign out when you leave campus for extended day or overnight, non-class sponsored activities, indicating where you are going. Use the Off-Campus Sign-out Sheet in the Dining Hall. Sign in when you return. This is in case of an emergency in which we would need to locate you.
- Always wear a bicycle helmet when riding a bicycle (mandatory).

Facility Hours/Policy are as follows:

- Students are not permitted in the sleeping quarters of the opposite sex. Students in violation of the Visitation Policy are subject to serious disciplinary action.
- Dorm quiet hours begin at 10 pm on weeknights and midnight on weekends.
- Please take caution with food in the dorms to prevent rodent infestations! If discovered, open containers of food will be removed by the maintenance crew.
- The computer lab is open daily from 7 am to midnight. Computers with internet access are available for educational use (including retrieval of news) and personal e-mail only. Inappropriate or excessive use of the internet will result in loss of privilege to use the computer lab.
- Classrooms, laboratories, and the library are open for academic uses until midnight.
- Leedy Lodge is open for studying and recreational use until midnight.

- The pool is open from dawn to dusk unless specific permission has been granted otherwise by the Director.
- Furniture may not be moved from the library, classrooms, Leedy Lodge, or any other building without the specific permission of the Director.

### **III. Spiritual Life**

- Campus-wide Vespers services on Sunday evenings provide a wonderful opportunity for corporate worship. Attendance is required, just as chapel is required on campus. The staff will organize all of the students and faculty into worship teams who will take turns preparing the Vespers programs.
- After-supper-devotionals are a Science Station tradition. During the course of the summer, each student has the opportunity to share what is on his/her heart and mind. The staff will develop a schedule.
- Other activities often include early morning or evening prayer groups or Bible studies. These are organized by students, staff or families of faculty. In past years students have organized touring choirs that offered to perform at local churches.
- Students are encouraged to attend local churches on Sunday morning. Vans will be available for use by groups of students to travel to local churches (including the greater Rapid City area only).

### **IV. Daily Schedule of Activities (TENTATIVE)**

#### **Weekdays** (Note: Be on time for all meals!)

7:30 a.m.	BREAKFAST (Kitchen staff will determine weekly schedule)
8:30 a.m.	Class starting times vary
12:20 p.m.	10-minute bell before lunch
12:30 p.m.	LUNCH
1:45 p.m.	Classes resume
5:50 p.m.	10-minute bell before supper
6:00 p.m.	SUPPER (Announcements & Devotions after supper)
9:00-11:00 p.m.	Quiet study hours in class buildings
10:00 p.m.	All quiet in dormitories.
12:00 a.m.	Lights out in all buildings

Friday and Saturday nights usually include social events or free time.

#### **Saturdays** (subject to change at beginning of program)

8-10 a.m. drop in BREAKFAST

After Breakfast/brunch: laundry and shopping in Rapid City

12:30 p.m. LUNCH

6:00 p.m. SUPPER

### **Sundays**

8:00-9:00 a.m. BREAKFAST ("drop in" continental style)

Morning worship schedule and transportation to area churches will be arranged.

12:30 p.m. SUPPER

6:00 p.m. DINNER (main meal)

8:00 p.m. Evening Vespers service

Note: Student kitchen helpers should be aware when they are required to show up at the Kitchen early to set up for meals (servers) or remain after meals for cleanup (dish washers, servers). Schedules will be posted in the Dining Hall.

### **V. Boardman Dining Hall Policies**

Because of the informality of the program it is easy to forget the common courtesies. Please pay particular attention to the following:

- Be on time for meals! Others have worked hard to prepare the meal for you. Do not enter until invited to by the cooks. Do not enter during prayer.
- Wear appropriate attire. No shoes, no shirt, no service!
- Show respect to servers and each other during meals.
- Eat as much as you like, but please be a good steward. Do not be wasteful.
- Be quiet and respectful during announcements/devotions. Please do not leave prior to announcements and devotions.
- Stay out of the kitchen unless on duty there or invited by the kitchen staff. This policy is for the sake of both hygiene and traffic control. If you need something, please ask a server or a member of the kitchen staff. During non-meal times, do not enter the kitchen unless given specific permission.
- Stack dishes upon completion of the meal, following instructions.
- Do not remove any kitchen equipment from the dining hall (including mugs or silverware).
- Do not take food from the dining hall to the dorms, except by permission in cases of illness. (Miniscule rodent scavengers will become obese.)
- Snacks, hot drinks, and water are available in the dining hall in the afternoon and evenings.
- If you have specific dietary needs, please inform the kitchen staff and/or the program assistant who will work to meet your needs to the best of their ability.

## **VI. Social Activities**

- Recreation/entertainment will be planned by the Science Station staff with input from the student body as represented by RA or other appointed student representatives. Activities include the July 4th rodeo, cowboy chuck wagon dinner, camping trips (open to all students) and picnics. A portion of the tuition for the Black Hills Program is used to underwrite group social activities. Some activities will require that the students share a modest cost.
- Groups of students are permitted, with the Director's approval, to organize off-campus, weekend day or overnight camping trips with free use of equipment and food. These trips must be open to all members of the student body and have a large enough group to warrant van usage. A licensed van driver is required. See vehicle use policy (below).
- When events are planned on the WCSS campus, students, faculty, and staff are all encouraged to attend and participate.

## **VII. Leedy Lodge and On-Campus Recreation**

- Leedy Lodge is a place for fellowship and recreation, and we encourage students to use it in the evenings and during free time.
- A television and DVD/VCR is available for use on Friday through Sunday evenings (and rainy weekend daytime). Weeknight viewing must be approved by the Director. The purpose of this policy is to encourage outdoor and interactive community activities.
- AV equipment may not be removed from the classrooms or Lodge for use in dorms or staff apartments. It is best to reserve time for TV/VCR use to avoid conflicts.
- Students are asked to be sensitive to the broad concerns of the entire Science Station community when selecting videos and to adhere to the standards set forth in Scripture in selecting appropriate entertainment. Public viewing of R-rated movies is discouraged and may not be viewed without permission of the Director. Even many PG-13 rated movies contain offensive material and our community includes the children of faculty and staff, so please use discretion in choosing movies. If these policies are not followed television will not be available for entertainment.
- Classroom AV equipment is not to be used for entertainment purposes.
- Board games, puzzles, ping-pong, and a piano are also available for students' enjoyment.
- The entire WCSS community is responsible for keeping Leedy Lodge neat. Do not leave food or litter in the Lodge. Care should be taken when using the fireplace.
- Board games, puzzles and a piano are also available for students' enjoyment.
- The entire WCSS community is responsible for keeping Leedy Lodge neat. Do not leave food or litter in the Lodge. Care should be taken when using the fireplace.

## **VIII. Telephone Service**

- There are two student telephone lines, with telephones in each dormitory and one in the Lodge.

- Long distance calls must be paid by the student with a personal calling card or pre-paid cards.
- Students are not allowed to use the telephones in buildings other than the dormitories.
- The Science Station office phone line (605) 342-6634 is strictly reserved for Science Station business.
- Since the student phones are so busy, we ask that you limit calls on the student phone to 15 minutes or less. Please show courtesy to others by observing this time limit.
- In previous summers we have noticed that many cell phones do not have service coverage on the WCSS campus.

## **IX. Transportation, Use of College Vans**

College transportation is provided for class field trips, church attendance, weekly trips to a laundromat, and most organized social events. The cost of all these is included in the fee for the Black Hills Program.

All drivers of College vehicles must be certified by the College Physical Plant. Van drivers must be certified to drive College vans, not just cars. To be certified, a student must take and pass a van driving test on the main campus (See Section 11).

Van drivers are responsible for reporting accidents or damage to the vans to the Program Assistant or Director. Driver will assist in the completion of an accident report for insurance claims. Gross negligence and failure to report accidents or damage will result in loss of driving privilege.

Transportation to and from the airport can be arranged in advance through the Program Assistant (cost is \$10.00).

### **Extracurricular use of vehicles by students:**

Vans will be available regularly on Saturday mornings and/or afternoons for laundry and errands (Walmart, Rushmore Mall, photo shops, etc.).

College vans *may* also be available for group excursions on the weekends at the discretion of the Director. These trips must be open to all members of the student body and have a large enough group to warrant van usage. Requests for use of college vans must be made to the Director in writing by Thursday for the coming weekend. Vans may not be used on Sunday evenings after 8pm. For weekend use, please fill out a Van Request form available in the office. These should be completed by Thursday morning. We will make announcements at dinner to make sure others are informed and invited. Vans must be returned by 11:30 PM on weekends with the exception of overnight campouts.

During the week, vans may be used for approved activities (weeknight church services, study excursions, special events) as approved by the director. Vans must be returned to campus by 10 PM, unless otherwise approved by the Director. It should be understood that general errands into town are run on Saturdays and movies on Friday-Saturday or Sunday afternoons. We will permit two to three such excursions on weeknights per week. Excursions must be

advertised and open to any student (as van seating permits). Excursions will not be approved on evenings with scheduled seminars or special programs, which are usually on Monday evenings. Van requests need to be filled out by morning on the day before your excursion.

All van use is subject to approval by the Science Station Director.

## **X. Personal Vehicles and Parking**

Student vehicles are to be parked in the assigned student parking lot near the entrance to the Science Station. Vehicles are NOT to be driven to dorms, except to load or unload heavy baggage. Fines may be imposed for speeding or inappropriate parking.

Observe posted speed limits on Science Station roadways. The Science Station community often includes small children.

## **XI. Swimming Pool**

Pool rules are posted and must be observed. No swimming alone or after sundown (unless otherwise approved by the Director). State law and common sense require swimmers to shower before entering the pool.

The gate to the pool area *must* be closed at all times. Always close the gate behind you when entering or exiting the pool area. If the gate is left open, the pool may be temporarily closed at the Director's discretion. Student/family safety is our greatest concern.

Swim suits should be *modest* in style for both men and women.

## **XII. Medical Services**

Medical services are available at the Rapid City Regional Hospital and several med-clinics in west Rapid City. Students should have personal medical insurance information handy to present at the facilities for medical service. Section nine contains important Medical Insurance Guidelines.

## **XIII. Medical Emergencies/Fire Alarm**

- First aid kits are distributed among the buildings on campus and in each van.
- A first aid closet with numerous items is located in the Kitchen of the Dining Hall. A back-board for stabilization of neck and back injuries is hung in the washing area of Leedy Lodge, across from the swimming pool.
- If an injury occurs to you or someone in the camp, please follow the proper procedures in cleaning wounds. Bags with plastic gloves, gauze, antiseptics, etc., are available in buildings and vans for use in cleaning wounds that involve contact with body fluids. Place all contaminated materials in the proper orange refuse containers.

- In case of fire, the railroad bell at the Dining Hall will be rung.
- Each building contains smoke alarms and fire extinguishers.

#### **XIV. Camping and Cooking Supplies Used on Overnight Trips**

Arrangements for class trips will be made by the course instructor, who will assign preparation responsibilities to students in the class. One group of students should be responsible for food (working with the kitchen staff), another group should be responsible for camping and cooking equipment (working with maintenance staff), and another group of students should be responsible for cleaning vehicles upon return.

Students planning a recreational camping trip using WCSS camping equipment and/or meals prepared from the kitchen must notify the Head Cook with food requests and the Maintenance Assistants with equipment requests at least two days in advance. Requests to use the college vans should also be made to the Director at least two days in advance. Detailed procedural guidelines are in Appendix A of this handbook.

#### **XV. General Guidelines for Use of Public Lands/Camping**

As stewards of God’s creation and representatives of Christ it is important that we make every effort to care for the environment and to show respect for our neighbors. The following guidelines should be basic “common sense” when enjoying the outdoors.

- When camping or using park facilities, observe all posted rules. Take the time to clean up litter before you leave (even litter that preceded your visit). This is a demonstration of environmental stewardship. If possible, pack out waste that you packed in.
- Please carry a cup, preferably an insulated cup (you can buy these in the WCSS Store) with you when you go out to camp. We are not providing paper or Styrofoam cups for camping trips.
- Do not wash dishes in public bathrooms or campsite water faucets. Fill wash basins with hot water and clean them at your campsite. Dispose of "graywater" at campsite dump stations or dump away from the campsite.
- Do not brush teeth or do personal cleaning at campsite water faucets. Take water from the faucet and move to another area. These areas must stay clean and clear.
- Never toss or roll rocks over a cliff or steep slope.
- When hiking or jogging, always use the “buddy system.”

## Section 6

### Medical Insurance Guidelines - For Off-Campus Summer Programs

- Wheaton College students who purchased the Wheaton College Student Health Insurance Plan while enrolled for Spring, 2009 are covered through July 31, 2009. Coverage will automatically renew if they are registered for Fall, 2009 classes.
- Students who waived the Student Health Insurance for the Spring, 2009 semester may choose to purchase the Student Health Insurance Plan for the summer term. The premium is \$311.00 for students age 21 and under or \$376.00 for students age 22 and over. Coverage would be effective from May 1, 2009 through July 31, 2009. **If the information on the online waiver has changed and they do not have insurance from an outside source, they must purchase the Wheaton College Student Health Insurance for the summer.**
- *Students newly enrolled in the summer **must** purchase the Wheaton College Student Health Insurance Plan for the summer term unless they have proof of adequate insurance and complete the online waiver form.* The cost as listed above is for coverage effective May 1, 2009 through July 31, 2009. The online waiver may be accessed at [www.wheaton.edu/healthsvcs](http://www.wheaton.edu/healthsvcs). Failure to complete the online waiver by **May 18, 2009** will result in automatic enrollment in the Wheaton College Student Health Plan, and the student's account will be charged the 3 month premium.
- If the student has other health insurance and also purchases the Wheaton College Student Health Insurance coverage, the Student Health Insurance Plan is secondary to that coverage.

### ADDITIONAL INFORMATION FOR OVERSEAS PROGRAMS

**Medical Expenses for continued care of medical conditions known before the trip begins** are covered under the student's personal insurance. It is important that the personal health insurance plan covers medical expenses outside the United States. Directors should be prepared to pay for medical expenses from their cash or checking accounts. Itemized bills and paid receipts *showing rate of currency on that date* from a hospital or doctor's office should be obtained. Upon return to the United States, these bills/receipts may be used to file for reimbursement from the student's family insurance and/or student health insurance. If there is no overseas coverage, they will need to purchase the Wheaton College Student Health Insurance Plan that provides worldwide coverage for the summer at the cost of \$311.00 for students age 21 and under or \$376.00 for students age 22 and over.

If you have additional questions about insurance, please contact Karen Mulder in Student Health Services 630-752-5573 or <a href="mailto:Karen.k.mulder@wheaton.edu">Karen.k.mulder@wheaton.edu</a> .
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## **Section 7**

### **Summer Term Loans**

The main source of funds for students attending a summer program is the Stafford Loan. If you think you will need a loan to help cover the cost of the summer program, go to the Financial Aid office to talk with your financial aid counselor early to see if you will qualify. Applications should be processed before the end of March.

## **Section 8**

### **Refund Policy**

There will be a full refund (except non-refundable deposit of \$200) if the student cancels all or part of enrollment before May 15. There will be no refund after May 15 for courses not taken. Only exceptions will be for medical conditions (injury, illness) or other extreme hardship arising during the program that prevent the student from completing courses (final decisions will be made by the WCSS Director).

## **Section 9**

### **Getting a Van Driver's Permit**

#### **To obtain your permit:**

A. There is material on reserve at Buswell Library at the reserve desk. There should be an "Illinois Rules of the Road" and a few study sheets on College policy.

B. Study the material carefully and when you feel confident, come down to the Chase Service Center (Physical Plant) anytime between 8:00 a.m. and 3:00 p.m. Monday through Friday to take a 30-question written test. You will be required to submit a copy of your drivers license in order for you motor vehicle record to be checked. Some states require that the driver initiate the MVR directly with state agencies, which takes additional time.

C. If you would like to drive the 11-passenger vans, you will need to take a driving test upon successfully completing the written test. Information about scheduling a driving test will be given after you have passed the written test.

D. When you complete this process, a permit will be sent to your CPO box. *Do not wait! Obtain your permit before April 24, 2009.* If you fail the written test, you may take it the next day. After the written test is taken and passed, a driving test will be scheduled 3 - 7 days later. If you fail the driving test, *it cannot be taken again for 30 days.*

For more information, call X 5114.

# Appendix A

## Camping Trip Procedures

### Trip Preparation:

Tents, stoves, lanterns and cooking supply boxes are stored in the garage. Seek assistance from the Maintenance staff in selecting equipment. Check all boxes before packing vans to insure you have all required equipment.

### Upon Return:

#### 1. Vehicles and Camping Gear:

- **Always wash and vacuum the vehicles following overnight camping trips** (or day trips as needed). Vacuums, sponges, soap, and a hose can be found in the garage. Report any damage to the vehicle to the Program Assistant.
- **Always return all camping equipment to the appropriate places following your camping trips.** Stoves should be cleaned of cooking grease and food.
- Report any missing, broken or malfunctioning items to Maintenance staff immediately.

#### 2. Left -over Food:

- Do NOT return extra perishable food to the kitchen (this should be discarded in the waste or recycle containers or compost bin.)
- Pour extra juice into pitchers, cover with cellophane wrap from the kitchen, and place in the refrigerator.
- Return ketchup, mustard, mayonnaise, peanut butter, jelly and bread to the kitchen (kitchen staff will help put these items away in the correct places).

#### 3. Cook Boxes, Pots and Dishes:

- Wash by hand in the kitchen all camp dishes, pots and utensils used (dish soap and wash cloths will be available). Dry all camp items by hand and replace in cook box (towels will be available).
- Wash out the air-voids (containers which hold juice) and place on the cement slab in front of the kitchen door to dry).
- Return wood camp boxes to garage. Replace all expendable items (dish soap, scouring pads, matches, paper towels, dish cloths, and towels, sponges, salt and pepper, and garbage bags).
- Report any broken equipment to maintenance staff.