

# Family Handbook

## 2020-2021



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## SENDING YOUR STUDENT MAIL



Student's Name  
828 E. 11th Ave.  
Eugene, OR 97401



## IMPORTANT PHONE NUMBERS & CONTACT

ACADEMICS (Pomajevich Building).....	541-684-7211
Academic Advising, Career Development, Faculty, Registrar	
ADMISSIONS (Morse Center).....	541-684-7201
Traditional Undergraduate, Visit Coordinator	
ATHLETICS (Morse Center).....	541-684-7201
CAMPUS SECURITY .....	541-517-5197
BUSINESS OFFICE (Goodrich Hall) .....	541-684-7203
Student Billing, Cashier	
FINANCIAL AID (Morse Center).....	541-684-7201
STUDENT LIFE (Goodrich Hall).....	541-684-7345
Campus Ministries, Residence Life, Student Programs	

**You can also e-mail any questions to: [ask@bushnell.edu](mailto:ask@bushnell.edu) and we will make sure your questions are directed to the right office!**



Dear Parents and Families:

I hope this letter and Family Handbook find you well. At Bushnell, students find a community that integrates faith and learning, offers excellent academic and co-curricular programs, and provides opportunities for servant leadership. Know how committed we are at Bushnell to continue to partner with you as we work to identify and unpack God's call in your student's life. As we continue to work collaboratively, we have created this 'Family Handbook' as a tool to help you better understand who we are and how we work as a University. In this handbook you will find practical information about academic life and student services.

Know how much we appreciate having your student at Bushnell. Do not hesitate to contact us if you have questions or know of ways the University can better serve your student.

Grace and peace,

A handwritten signature in black ink, appearing to read "Michael Fuller". The signature is fluid and cursive.

Michael Fuller

Vice President for Enrollment & Student Development

# Bushnell Signature Events



## FAMILY EVENTS

### Orientation

The New Student Orientation Program, “Fish Week” (Matt. 4:19), is devoted to introducing new students and their family members to life at Bushnell. Attendees will meet classmates, faculty, and staff and, with the help of Fish Group Leaders (returning students who ‘know the ropes’), have questions answered and be introduced to available resources. It is a great time to meet other parents, meet your student’s faculty members, and find out what resources are available to you and your student.

### Family Weekend

Join your favorite Bushnell student in Eugene for a weekend of fun and quality time as a family! Families are invited to join their student for worship during a special Chapel service, sit in on a class with their student, enjoy Beacon Night, cheer on the Beacon athletic teams while enjoying a tailgater, share a special family brunch, and explore Eugene’s many hiking trails, coffee shops, and restaurants together. Family Weekend is also a great time to reconnect with your student’s professors, staff, and friends!



## **STUDENT EVENTS**

### **Beacon Nights**

Every Friday night, students are invited to attend Beacon Night, which are events held on and off campus exclusively for Bushnell students. Beacon Night Activities vary from concerts, bowling, craft nights, after game ice cream parties, and Late Night Breakfast where faculty and staff serve and cook for students. Events are free or at a low cost.

### **Chapel**

Students have opportunities twice a week to join their friends, faculty and staff to worship as a community and learn more about serving Christ and one another. Chapels are held on Tuesdays and Thursdays at 11AM. In addition, students lead Night Chapels on Wednesday evenings, providing an intimate and organic atmosphere of worship.

### **Embrace the Community (ETC Day)**

ETC Day is an event designed to shine the light of Christ and serve those in our city and region as a campus community. We serve a dozen different organizations and not-for-profits around Eugene/Springfield.

# Academic Calendar



## FALL SEMESTER 2020

New Student Orientation	8/20/2020
Classes Begin	8/24/2020
Labor Day Holiday (No Classes)	9/7/2020
Last Day to Add/Drop Classes	9/10/2020
Last Day to Declare P/NP	9/10/2020
Embrace the Community Day	9/15/2020
Last Day to Withdraw	11/1/2020
Registration for Juniors/Seniors	10/28/2020 - 10/30/2020
Registration for Next Semester	10/31/2020 - 11/22/2020
Thanksgiving Holiday	11/26/2020 - 11/29/2020
Academic Creativity & Excellence Day	12/2/2020
Last Day of Classes	12/6/2020
Final Examinations	12/7/2020 - 12/11/2020
Commencement Services	12/11/2020



## SPRING SEMESTER 2021

Classes Begin	1/11/2020
Martin Luther King, Jr. Holiday	1/18/2020
Last Day to Add or Drop Classes	1/24/2020
Last Day to Declare P/NP	1/24/2020
Last Day to Withdraw	3/20/2020
Spring Break	3/22/2020 - 3/26/2020
Registration for Juniors/Seniors	4/1/2020 - 4/3/2020
Registration for Next Semester	4/6/2020 - 4/24/2020
Good Friday Holiday	4/2/2020
Academic Creativity & Excellence Day	4/29/2020
Last Day of Classes	5/1/2020
Final Examinations	5/3/2020 - 5/7/2020
Baccalaureate Service	5/8/2020
Commencement Services	5/8/2020

## Campus resources

### Academic Advising

The Office of Academic Advising provides individualized advising services for all Bushnell students. Each student is assigned an academic advisor who serves as the student's primary contact for any questions pertaining to their academic life.

Contact: [acadvising@bushnell.edu](mailto:acadvising@bushnell.edu) or 541-684-7211

### Accessibility Services

The Office of the Accessibility Services advocates for students with disabilities and coordinates accommodations to help reduce barriers that impact students' ability to receive an education.

Contact: Bethany Dilla, Accessibility Services Coordinator  
[bdilla@bushnell.edu](mailto:bdilla@bushnell.edu) or 541-684-7282

### Alumni Relations

The Office of Alumni Relations fosters a lifelong relationship between Bushnell Alumni and the University. The department also serves alumni by providing opportunities to participate in alumni events. The Alumni Association supports the advancement of the University by connecting alumni to the mission and vision of Bushnell and by building the Alumni Fund.

Contact: Corynn Gilbert, Director of Alumni Relations  
[alumni@bushnell.edu](mailto:alumni@bushnell.edu) or 541-684-7222

### Athletics

Bushnell is a member of the Cascade Collegiate Conference with 14 intercollegiate athletic teams competing within the National Association of Intercollegiate Athletics (NAIA). We believe that successful student-athletes at Bushnell are Christ-centered with equal emphasis in character, academics, and athletics.

Contact: Nick Askew, Sports Information Director  
[naskew@bushnell.edu](mailto:naskew@bushnell.edu) or 541-349-7485 or [GoBEACONS.com](http://GoBEACONS.com)

## Campus Ministry



Campus Ministry is designed to provide an environment of spiritual formation where students can grow in their relationship with Christ through participation in chapel, programming, small group ministry, and serving others in our region and around the world.

Contact: Troy Dean, Campus Pastor  
tdean@bushnell.edu or 541-684-7293

## Career Development



The Office of Career Development guides your student through the decision-making process, using relevant labor market and occupational outlook information to evaluate career options using the Purposeful Graduate Model. Student internships, job search training and opportunities for networking are some of the department's priorities.

Contact: Angela Doty, Director of Career Development  
adoty@bushnell.edu or 541-684-7289

## Counseling Services



The Office of Clinical Mental Health Counseling offers free, confidential counseling to current Bushnell students. Sessions are provided by graduate students working towards a Master's Degree in Clinical Mental Health Counseling. Counselors work under the supervision of clinically experienced faculty.

Contact: 541-349-7471

## Finance and Administration Office



The Office of Finance and Administration is responsible for Student Billing, Accounting, Accounts Payable, Human Resources, Payroll, Finance, and Cashier's Office.

Contact: Business Office, 541-684-7213



## **Financial Aid**

The Office of Financial Aid assists families and students to make attendance at Bushnell affordable. The department provides expert guidance and support as families and students make financial decisions regarding their education.

Contact: Casey Craigie, Financial Aid Counselor  
ccraigie@bushnell.edu or 541-684-7218

## **Intramurals/VO Student Recreation Center**

The Office of Student Programs provides opportunities for students to participate in intramural sports including volleyball, basketball, ultimate frisbee, and softball. In addition, Bushnell students are able to sign up to use the VO Student Recreation Center for the same price as VO students.

Contact: Emily Johnston, Coordinator for Intramurals  
emjohnston@bushnell.edu or 541-684-7488

## **Information Technology**

The Office of Information Technology helps troubleshoot personal computers and devices connected to the Bushnell wireless system, email, BeaconLearning, and classroom technology. The office provides limited services for virus cleanup and personal computer repair as time allows.

Contact: Help Desk, 541-684-7272

## **Library**

The Kellenberger Library has friendly, knowledgeable staff, with resources that include over 64,000 items in many general and special collections and several hundred thousand online resources. Bushnell Library is in consortium with multiple other libraries, including one with the University of Oregon.

Contact: Angela Doty, Dean of Career and Academic Resources  
adoty@bushnell.edu or 541-684-7237

## Off-Campus Study Programs

BU offers faculty-led summer trips, summer courses at Dankook University in South Korea, and full semesters abroad with partner programs.

Contact: Lauren Riley, Off-Campus Study Program Coordinator  
lriley@bushnell.edu or 541-349-7473

## Registrar

The Office of the Registrar is responsible for maintaining student academic records and recording academic progress from admission through graduation. This office protects student records and privacy rights, maintains grades and GPA information, records transfer equivalencies, provides transcripts upon request, and performs enrollment verifications.

Contact: Mary Jo Goosmann, Assistant Registrar  
registrar@bushnell.edu or 541-684-7229

## Residence Life

Bushnell is a residential campus which offers a variety of living options including Burke-Griffith residence halls and the Mom-Richart and Works Village apartments which have double, single, and quad apartment living.

Contact: Greg Brock, Dean of Students & Director of Residence Life  
gbrock@bushnell.edu or 541-684-7252

Jennifer Little, Assistant Director of Residence Life

Works Village, Mom Richart Apartments & Townhouses

jlittle@bushnell.edu or 541-684-7487

Emily Johnston, Resident Director

Burke-Griffeth Residence Hall

emjohnston@bushnell.edu or 541-349-7488

## Student Programs

The Office of Student Programs coordinates events, including intramurals, that purposefully help students foster a balanced life, meeting the spiritual, socio-emotional, mental, and physical needs of the student body.

Contact: Princess Fox, Director of Student Programs  
pfox@bushnell.edu or 541-684-7250

## Frequently Asked Questions

### **Q: Where can we purchase Bushnell Beacon gear?**

A: Beacon gear can be purchased through our Bushnell Beanery on campus, at many home games, or through our online store, which you can access on [BeaconFanStore.com](http://BeaconFanStore.com)

### **Q: What kinds of career development resources are available to my student?**

A: Career Development provides individualized career coaching, which allows a student a safe space to decide on a major, explore career pathways, develop a concrete plan of action, craft a well-written cover letter and resume, and practice their interviewing skills. They also host monthly workshops on various career-related topics and coordinate annual signature events, like Networking 101 and Mock Interview Day.

### **Q: How do I make a payment on my student's account and can I set up a payment plan?**

A: You can mail a check, stop by the Business Office (cash, check, money order/cashier's check, or debit card), or pay online via Checking/Savings account (free to use) or debit/credit card (additional fee) at [bushnell.edu/paymybill](http://bushnell.edu/paymybill). You can set up a payment plan if you are unable to pay the balance in full. Payment plans are based on the total charges for the academic year and are available in 9 and 10 month option. There is a \$100.00 charge to set this up. Contact the Business office for more details.

### **Q: How can my student get involved in a small group?**

A: Students receive sign-up forms during move-in at the beginning of the year. This is the best time to join a group (when all groups are just beginning to be formed), but students are encouraged to connect with a small group at any time!

### **Q: How does my student request tutoring?**

A: All in-house tutoring requests should be sent to [tutor@](mailto:tutor@)

bushnell.edu or over the phone at 541-684-7278. From that point, our Tutor Coordinator will distribute the request to the right tutor by either passing along the electronic submission or scheduling an appointment with the corresponding tutor. Smarthinking tutoring, a trusted third party tutoring service, is accessible through the student's BeaconLearning account and training on how to use it is provided at new student orientation.

**Q: What if my student is struggling in their faith and needs someone to talk to?**

A: The Campus Pastor, the Coordinator for Campus Ministry, faculty and staff members are always available to meet with, pray with, and care for students. We also encourage students to reach out to their Resident Assistant (RA) or small group leader for additional support.

**Q: Spirituality has not been important for my student – does he/she still have to go to chapel?**

A: Yes. Chapel is considered a class and, as such, appears on students' transcripts. However, while we encourage students to try new things and grow in their spiritual development, no student would ever be forced to participate in an activity in chapel (singing, prayer, etc.) that is contrary to their personal beliefs.

**Q: What is the career placement rate?**

A: Based on the results of the outcomes survey for the Class of May 2017, over 70% of the graduates who responded to the survey reported working full-time or enrolling in graduate studies at the time of graduation!

**Q: We've filed our FAFSA and our Expected Family Contribution (EFC) is way more than we can actually afford to pay for our student's education. What do we do?**

A: We understand that your current financial situation can vary a lot from the tax year that your FAFSA is based on. If there has been a change in your situation since the tax year your

FAFSA used please submit a Special Circumstances Request Form (available at [bushnell.edu/forms](http://bushnell.edu/forms)). We'll see if there's anything we can do to help your student qualify for more need-based aid.

**Q: We would like to take out additional loans to cover our balance. What are our options?**

A: There are several options when it comes to additional loans for school. Applying for a PLUS Loan on [studentloans.gov](http://studentloans.gov) is always a good idea and may qualify your student for additional Direct Loans if your application is denied. If you're not able to apply due to bankruptcy or other restrictions, or if you wouldn't be able to afford to repay the loan if approved, please contact the Financial Aid Office for assistance. There are also many private student lenders with education loan options. For private loans, we always encourage you to start looking wherever you do your banking, but there's also a great list available at [finaid.org/loans/privatestudentloans.phtml](http://finaid.org/loans/privatestudentloans.phtml) which can help you compare loan options.

**Q: How are qualified disabilities determined for Disability Services and what types of accommodations would be made available?**

A: A qualified disability is one that has been documented by an appropriate professional. Referrals can be made to appropriate professionals to assess for disabilities. Depending on the nature of the disability, students may qualify for extended time on tests, a distraction-free testing environment, books in audio format, closed captioning, and other possible accommodations.

**Q: What is FERPA?**

A: Family Educational Right to Privacy Act of 1974 (FERPA) is Federal law intended primarily to (1) protect student academic records and personally identifiable information, and (2) ensure students have access to their own records and academic information. Bushnell is required to provide these specific protections and access, as is appropriate. FERPA rights exist

and reside with the legal guardian through high school, but upon enrollment in post-secondary education (college or university), those rights transfer to the student and parents no longer have immediate rights to access information.

**Q: Can I speak with the Registrar's Office or another university official about my student's academic progress or their grades?**

A: University officials are not allowed to discuss any academic records protected by FERPA with parents without proper access approval being given. However, we strongly encourage students to maintain an open, honest relationship and communication with their parents/guardians regarding academic performance and progress.

**Q: How can I gain access to this information protected by FERPA?**

A: There are a few provisions that could require or allow access be given to parents. The easiest and most common way is to have the student sign a form allowing access. Forms can be obtained from the student portal on My.Bushnell.

**Q: Where can I find information on student conduct policies?**

A: Information regarding all student conduct policies including alcohol policies, sexual harassment, academic violation, etc, can be found in the Student Handbook located on the universities website: [bushnell.edu/studentlife/student-handbook/](http://bushnell.edu/studentlife/student-handbook/)

**Q: How can my student make an appointment for counseling services?**

A: Appointments can be made in person at 755 E 11th (Siefke Hall) or by calling 541-349-7471

**Q: Where does my student go for IT help?**

A: The most efficient way to contact IT is through the Help Ticket in [my.bushnell](http://my.bushnell) or the Help Desk at 541-684-7272

**Q: What is the campus housing policy?**

A: We require all students to live on campus during the first three years of their college career unless they are approved to live off-campus by the Office of Residence Life. Some reasons for automatic exemption to live off campus are: being 21 or older by Sept 1 of the academic year, married or having a dependent, or commuting from the home of your parent/legal guardian.

**Q: What resources are available to my student if they get sick while at school?**

A: BU is conveniently located within walking distance of Eugene Urgent Care and Sacred Heart Hospital/ER.

**Q: How can my student sign up to use the UO Student Rec Center?**

A: Students may sign up at the beginning of each semester in the Office of Student Life. The cost is \$150/semester.

## Stay in Touch with Social Media



Connect with us! Follow us on social media and stay informed about current and upcoming Bushnell events and news. Here are some of the most popular social media accounts and hashtags:

**FACEBOOK** (pictures are posted shortly after most events)

[facebook.com/BushnellUniversity/](https://facebook.com/BushnellUniversity/)  
[facebook.com/BushnellBeacons/](https://facebook.com/BushnellBeacons/)  
[facebook.com/BushnellStudentLife/](https://facebook.com/BushnellStudentLife/)

**SNAPCHAT** (see quick picture stories)

Gobeacons

**INSTAGRAM**

@bushnelluniversity  
@bushnellStudentLife  
@bushnellbeacons

**TWITTER** (turn on notifications for real-time event updates)

@bushnelluniv  
@bushnellBeacs  
@bushnellLife

**YOUTUBE**

Bushnell University - [youtube.com/bushnelluniversity](https://youtube.com/bushnelluniversity)  
Bushnell Athletics - [youtube.com/bushnellbeacons](https://youtube.com/bushnellbeacons)

**Additional websites:**

[bushnell.edu](https://bushnell.edu)  
[my.bushnell.edu](https://my.bushnell.edu)  
[news.bushnell.edu](https://news.bushnell.edu)  
[bushnellbeacons.com](https://bushnellbeacons.com)

**HASHTAGS** (used in most social media platform)

#WeAreBushnell  
#GoBeacons  
#GoBeacons  
#BushnellMissions

# #WeAreBushnell



## Where to Stay When You Visit



Listed below are hotels and motels close to our campus. Please note that these establishments are listed for your convenience and not endorsed by Bushnell.

### **Best Western Greentree Inn**

1759 Franklin Boulevard  
Eugene, OR 97403  
(844) 699-3718

### **Best Western New Oregon**

1655 Franklin Blvd  
Eugene, OR 97403  
(541) 683-3669

### **Campus INN**

Address: 390 E Broadway  
Eugene, OR 97401  
(541) 343-3376

### **Comfort Suites Eugene**

3060 E 25th Ave  
Eugene, OR 97403  
(541) 343-7000

### **Days Inn**

1859 Franklin Blvd  
Eugene, OR 97403  
(541) 342-6383

### **Even Hotel (Bushnell rates available)**

2133 Centennial Plaza  
Eugene OR 97401  
(541)342-3836

### **Inn at the 5th**

205 E 6th Ave  
Eugene, OR 97401  
(541) 743-4099

### **Phoenix Inn (Bushnell rates available)**

850 Franklin Blvd  
Eugene, OR 97403  
(541) 344-0001

### **Valley River Inn**

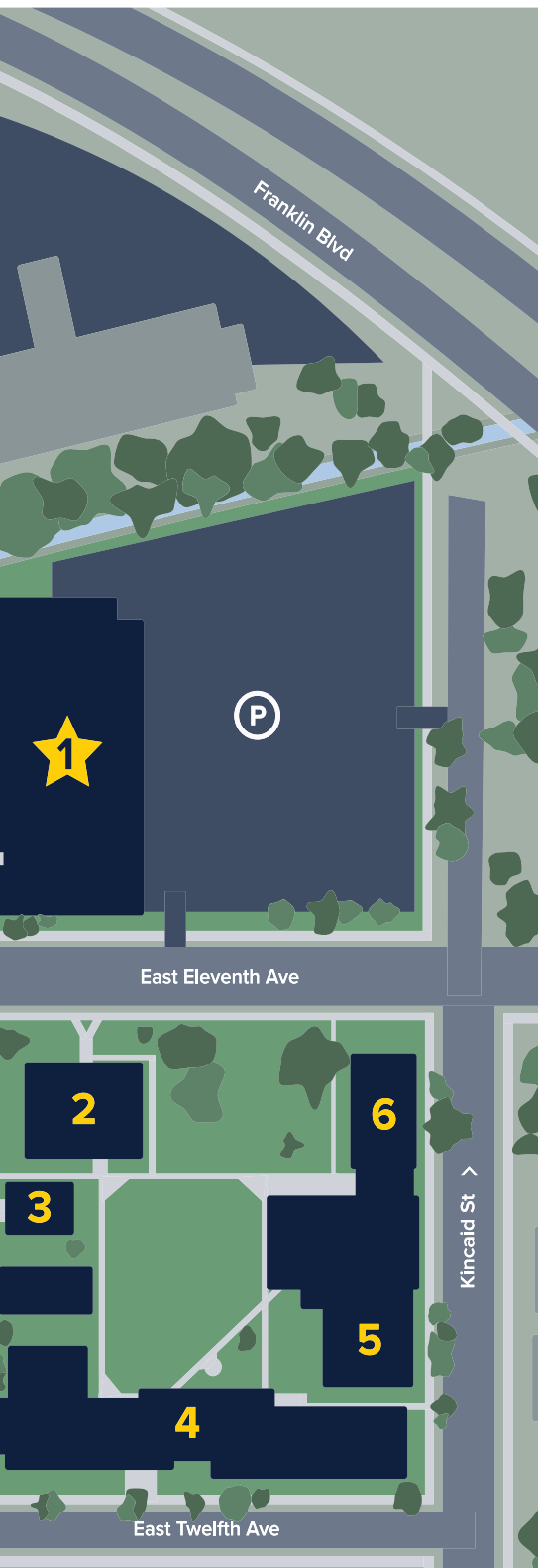
1000 Valley River Way  
Eugene, OR 97401  
(541) 743-1000





# CAMPUS MAP





- 1 MORSE CENTER/WELCOME CENTER**  
Admissions (Undergraduate)  
Athletics  
Financial Aid (Undergraduate)  
Fitness Center  
Gymnasium
- 2 GOODRICH HALL**  
Business Affairs  
Campus Ministry  
Classrooms  
Finance & Payroll  
Residence Life  
Student Billing  
Student Programs
- 3 FACILITIES & MAINTENANCE**
- 4 BURKE-GRIFFETH HALL**  
Beacon Beanery  
Cafeteria  
Oskar Bucher Room  
Rug Room  
Security  
Student Housing
- 5 KELLENBERGER LIBRARY**  
Center for Career & Academic Resources  
Classrooms  
Computer Lab
- 6 PRICE HALL & EVANS CHAPEL**  
Classrooms  
Practice Rooms  
Ross Evans Chapel  
School of Music & Performing Arts
- 7 POMAJEVICH HALL**  
Academic Advising  
Academic Affairs  
Classrooms  
IT Help Desk  
Registrar  
School of Arts & Sciences  
School of Bible & World Christianity  
School of Business, Leadership & Technology
- 8 RICHARDSON HALL**  
Admissions (Online & Graduate)  
Classrooms  
Financial Aid (Online & Graduate)  
Mill Race Conference Room
- 9 SIEFKE HALL**  
Classrooms  
Mental Health Clinic  
Office of the President  
School of Education  
School of Nursing  
School of Psychology & Counseling  
Science Labs  
University Advancement
- 10 MOM RICHART APARTMENTS**  
Student Housing
- 11 WORKS VILLAGE**  
Student Housing
- 12 TOWNHOUSES**  
Student Housing



828 East 11th Avenue, Eugene, OR 97401-3745  
541-343-1641 | Toll Free: 877-463-6622  
[bushnell.edu](http://bushnell.edu)