



HARLAXTON COLLEGE

Semester Guidance

Spring 2019



A Message from the Principal

Harlaxton College is a premier provider of study abroad for students with an interest in British Studies, the United Kingdom, and Western Europe. We are unique because we are housed in a spectacular Manor House surrounded by magnificent English countryside. It is a place of wonder that sparks all five senses and fuels the intellect and imagination. You have an entire estate to explore and to call home, classroom, lab, and studio. It is a nurturing space that requires care and that often elicits a kind of awe. There are mysteries and surprises here that work themselves quietly and indelibly into our individual experiences and that remain with us forever.

At Harlaxton, the world is outside your door. London is an hour away; add two more, and you are in Paris. Breakfast in London can be followed by lunch in Rome. Our residents log a lot of miles in a semester, and travel is part of our curricular design because we believe it is one of the key means to promote the full development of our students' intellectual, artistic, and personal potential.

People, places, landscapes, cityscapes, objects and experiences will open your eyes and delight your minds. They are like field stations for applying, extending and reinforcing your studies. As such, they all have vital roles to play in the formation of responsible global citizens.

But, the actual **study** in *study abroad* plays the most important and foundational role of all. To be meaningful, a Harlaxton education must do more than touch the surface. It must establish roots, nourish new and continued growth, and be enduring. And, to do that, it must do more than take you places, as magical and fulfilling as that can be.

Our curriculum is built around a required core in British Studies that is serious, substantial, and challenging. You will not find anything like it at home. Taught by talented and engaging experts – our British Faculty – British Studies is a critical piece of what makes Harlaxton, Harlaxton. It matters that subject, substance, theory, practice and location coalesce harmoniously. It matters that the faculty are British and that they are *ours*, that is, fully committed to this place, fully focused on the students, and fully engaged in the learning process as it unfolds in the classroom, in the Manor, and in the field where the faculty and staff serve as guides and companions.

Harlaxton is a full service College unlike any other study abroad provider. Beyond British Studies, our curriculum is expansive, and our student life programming is robust, as you will see in our Meet-a-Family program and our House Competitions. Our support for travel is extensive and first-rate, and our library is open 24/7. You will find that our technology infrastructure is solid and up to date. We care about student well-being, too, and so we have a sports hall, a nurse, a refectory, security and counseling services.

When you successfully connect and integrate academic study with all of these things – done with supportive and nurturing faculty and staff, in a Manor House and on location throughout the UK and elsewhere – the effect is transformational.

At Harlaxton, the sense of community is strong. Growth achieved here is real, and the benefits are lasting. From arrival to departure, every discovery you make will help lead to an even larger discovery: that you are part of, functioning in, contributing to, and responsible toward *something* – some *world* – greater than yourself and more vast than all your past experiences.

Our world is fascinating and enticing; and, it is diverse, complex, nuanced, contested, at times inscrutable and often difficult. Becoming a responsible global citizen is not only about developing perspective, accumulating cultural capital, and building personal capacity. It is also about action in the world. It is about seeing the difference (perspective), knowing the difference (discernment) and being the difference (action).

As you pass under our wonderful gates, walk our towering halls, and live and study in this marvelous house, be aware that you are not stepping into the calm and comfort of an imaginary past, but into a future that is very much in the making. At Harlaxton, we will help you discover and build your future. That is why you are here, and why the College is here. Let us all make the most of it.

A handwritten signature in black ink, appearing to read "Gerald Seaman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gerald Seaman
Principal

TABLE OF CONTENTS

A Message from the Principal	
Table of Contents	5
Harlaxton Resources	6-7
Academic Resources and Policies	8-9
Student Life Policies	10-13
Housekeeping Resources and Policies	14
Financial Policies	15
Harlaxton College Faculty	16
Semester Calendar	17
Manor Plans	18-19
Transport Timetable	20

HARLAXTON COLLEGE RESOURCES

HARLAXTON BOUTIQUE

The Harlaxton Boutique is regularly open for the sale of Harlaxton clothing, souvenirs, postcards etc. Opening times are posted on the door to the shop.

HEALTH CENTRE

The Health Centre, where the **College Nurse** is located, can be found along the ground floor stone corridor, second turning on the left after the second set of fire doors. The normal opening hours for the Health Centre are shown below. If you must miss class, the College Nurse is the only person that can give you an excuse note. You must see the nurse prior to your class to get the note. The nurse does not write excuse notes retroactively. If your class is in the afternoon, you must see the nurse before they leave the manor for the day.

The **College Counselor** visits the campus each week. The Counseling Office is located next to the Health Centre. Please see the notice board outside the office to sign up for an appointment.

Health Centre Opening Hours

Nurse: Monday and Wednesday: 8 am – 12 noon

Tuesday and Thursday: 8 am – 11 am

Counselor: Wednesday: 4.30 pm. Please sign up for an appointment. Other times by arrangement

A **doctor** is available at the surgery in Croxton Kerrial (4 miles from Harlaxton). Your campus health fee covers costs of a surgery appointment, unless you have a pre-existing or chronic condition, in which case other financial arrangements need to be made. A taxi to and from the surgery is about £25. You are responsible for covering this cost and any prescription costs (payable to the surgery) on the day. The nurse will book you an appointment with the doctor.

IT AND COMPUTING SERVICES

Computer labs with printing and copying facilities are located near the Library in the Manor and in the Carriage House, with workstations in the Library for academic research. These are all open 24/7.

The College requires all **laptops to have up-to-date anti-virus protection**. Please see Mark Crowson if you need help to install an appropriate program. His office is just beyond the Library.

Wireless access is available across the campus and access details are on the Information Sheet in your packs. Please let us know of any difficulties. You are allowed to connect up to 3 devices at any one time.

LOST PROPERTY

For lost property, whether this is something you have found or something you have lost, contact Reception.

POSTAL SERVICES

Post cards and letters can be posted from Reception where stamps may be purchased. It is not possible to post packages and parcels from the College but couriers may collect parcels and suitcases if arrangements for their dispatch have been made by the sender (students or faculty).

Please note: the named person receiving a package is responsible for the payment of any import or VAT charges, if these have not already been paid by the sender. Contact Reception for further advice on postal services.

REFECTORY AND BISTRO

The refectory is open during the times listed below. The refectory space stays open until 9am but the hot breakfast will stop being served at 8:30. You may still get cold cereal, toast, and coffee until 9am. Do not take plates, mugs, or cutlery out of the refectory.

Refectory Opening Times	
Breakfast	7.30 am – 8.30 am
Lunch	11.30 am – 1.00 pm
Dinner	5.30 pm – 7.00 pm
BISTRO	
Monday – Thursday	8.15 pm – 11.00 pm

SPORTS CENTRE

Students are responsible for maintaining the space. Please wipe down the machines after each use and re rack the weights. If you use any equipment (basketballs, volleyballs, etc.) please put them back in the proper space. Failure to keep the space clean will result in closing the space.

Sports Centre Normal Opening Times	
Monday – Sunday	6.00 am – 11.00 pm

TELEPHONE AND FAX/SCAN MACHINE

Local calls (01476 prefix) are free when made from the red telephone box outside the Student Development Office. This can be used to book taxis, or order pizza etc. from Grantham

There is a **Fax/Scan machine** (number 01476 403030), in the Business Office (Monday – Friday: 8 am – 5 pm).

ACADEMIC RESOURCES AND POLICIES

PROCEDURE FOR ADDRESSING STUDENT ACADEMIC CONCERNS

Harlaxton College embraces a culture that encourages students to seek informal resolution to academic concerns by directly contacting the faculty member or administrator who has the authority to respond and deal with the matter. Such concerns may relate to teaching or course-related matters or to other services provided by the college.

If after speaking to their professor a student feels their concern remains unaddressed they may next bring it to the Principal of the College who can facilitate an informal resolution. If no informal resolution follows students should submit a written and signed statement setting out their concerns and the resolution sought.

ADDITIONAL COURSE FEES

Some courses require an additional course fee to cover field trip costs etc. Information concerning this can be found in the relevant course syllabus.

ATTENDANCE POLICY

Harlaxton College operates an attendance policy, with one non-excused absence normally permitted for each day the class meets in a normal week. In case of sickness an excuse may be obtained from the College Nurse, acceptable only if you obtain it **prior** to the beginning of the class being missed. In extreme circumstances (i.e. You injure yourself playing basketball during lunch and need to go to the hospital) the Student Development Office can issue you an excuse. The SDO will not give excuses for general illness.

Course syllabi include a copy of the Attendance Policy, noting any specific course requirements.

GRADE APPEALS AT HARLAXTON COLLEGE

Any student who questions a course grade should speak initially to the professor for that course. If after discussion the professor is unwilling to change the grade, and the student is not satisfied with the reasons given, the student may then pursue this with the Principal of Harlaxton College.

Any student wishing to take their grade appeal to the Principal should set out their case in writing, with a copy going to the course professor. For Harlaxton College such appeals should normally be submitted before the end of the semester of study at Harlaxton College.

A change of grade will occur if both the professor and the Principal approve. A signed 'change of grade form' confirming the change is forwarded to the Office of the Registrar in Evansville.

Students are advised to keep copies of all relevant documents or correspondence until such time as a decision is reached.

Full details of the Grade Appeals process can be found in the University of Evansville Student Handbook:

<https://www.evansville.edu/offices/deanstudents/downloads/handbook.pdf>

The normal procedures outlined in this Student Handbook apply at Harlaxton College, with the role of the Admissions and Standards Committee replaced by the Principal of the College.

HONOR CODE

Harlaxton College operates a version of the University of Evansville Honor Code (see Course syllabus for details).

DROP/ADD AND WITHDRAWAL FROM CLASS

Any changes made to class schedules are through the **Drop/Add** procedure:

- a. Students may **Drop or Add** courses up to and including **Monday 21 January**. Drop/Add forms are available from the Library and completed forms must be returned to the Library by this date. Faculty must sign when courses are added.
- b. Students may **Withdraw** from a course, with the exception of British Studies, up to and including **Monday 1 April**. Forms are available from the College Secretary, to whom completed forms must be returned no later than this date. Forms must be signed by the relevant faculty member and by the Principal.

Please note: All students **must** register for, and be continuously enrolled in, twelve credit hours to be eligible to study at Harlaxton College and to remain in the United Kingdom.

ACADEMIC RESOURCES AND POLICIES

PRIMARY CONTACT

You are welcome to keep your academic advisor on your home campus, but at Harlaxton we will also assign a 'Primary Contact' person from the faculty who can help or advise on academic-related or other issues.

TEXTBOOK PURCHASE

There will be a Textbook sale during orientation operated by Blackwell's book store, which offers a student price match guarantee. Payment in cash (pounds sterling) or credit card will be accepted. For opening times please see the orientation schedule. A list of textbooks will be emailed to you before the start of semester and displayed during the sale. Please contact the College Librarian with any textbook queries library@harlaxton.ac.uk.

Please note: If you change or drop courses you can return/purchase textbooks **only** within the Drop/Add period and **only** if the returned books are in perfect unmarked condition. There is an opportunity to return/buy such textbooks on Monday 21 January in the Textbook Store (time to be advised).

FACULTY OFFICES

The offices of Professors Sophie Baldock, Nicola Boyle, Edward Bujak, David Green, and Cliff Pettifor are located in the British Faculty area.

The shared visiting Faculty Office of Professors Paul Bone, Alison Bray, John Felton, Theresa Kemp, Richard Maass, Mike Nichols, Yolanda Obaze and Heidi Strobel is located across from the library.

STUDENT LIFE POLICIES

ACCOMMODATION

Early arrival and/or late departure - Harlaxton College is rarely, if ever, able to accommodate students or faculty arriving before the beginning or remaining after the end of semester. However, if there are special circumstances please contact the Principal.

ALCOHOL

The legal drinking age in Britain is 18. While you are here, enjoy visiting British pubs – they are a part of the local culture – but remember to exercise responsibility and moderation in your approach towards alcohol consumption.

On campus drinking is normally allowed only in the Bistro, and **only of drinks purchased in the Bistro**. For special events there may be a bar in the State Rooms or wine served at dinner. In these instances drinking is confined to the State Rooms being used. With the exception of the above, possession and consumption of alcohol on campus is strictly prohibited. This includes **individual student rooms**. This prohibition extends to the grounds, Sports Hall, playing fields, and all vehicles used by the College. Student Development staff, College drivers, RAs, and Security and Assistance Officers will confiscate any alcohol brought onto campus and the Director of Student Development will hold accountable those deemed responsible. Empty alcohol bottles in student rooms will be construed as evidence of policy violation. Intoxicated persons will not be allowed on vehicles used by the College or into college sponsored events.

CARS

If you hire a car and park it on the campus, it must be registered with the Reception/Security Office. Parking is allowed only in the Visitors' Car Park.

COMMUNITY EXPECTATIONS AND POLICIES

Community expectations and policies will be covered during orientation.

DISCIPLINE

Discipline is based on the codes and rules of the University of Evansville. Disciplinary action taken at Harlaxton will be recorded and may be shared with the Dean of Students at the student's home campus for inclusion in a student's permanent record.

DRUGS

The use, possession, or distribution of non-prescription drugs is illegal in Britain and prohibited by Harlaxton College. Under no circumstances should you ever bring drugs on to this campus. Violating this not only breaks the Harlaxton policy, but it also breaks the law. If you have a drug dependency problem please ask for help. The matter will be treated in the strictest confidence.

FAST FOOD DELIVERIES

If you order pizzas or Chinese meals etc. to be delivered you must be waiting in Reception at the appropriate time to meet the delivery. Knowing that often times the restaurants misjudge their delivery projections we recommend waiting for your food 20 minutes after you place the call. You must receive and pay for your delivery outside: delivery personnel are not allowed into the Manor or Carriage House. Harlaxton recommends waiting in the Junior Common Room to watch for Manor deliveries, and the front foyer for Carriage House deliveries.

STUDENT LIFE POLICIES

FIRE AND FIRE DRILLS

Because of the age and interior wood construction of Harlaxton Manor and the Carriage House, fire is our greatest safety concern at Harlaxton College. We ask each student and faculty member to serve as informal “fire wardens” to help us identify and correct fire hazards and to reduce fire risks. To that end, please begin by making yourself completely familiar with the fire instructions in your room.

If a fire alarm should occur:

- Leave the building; gather near your RA and color board at the side of the Schroeder Front Courtyard.
- Never delay to collect your belongings.
- Never return to the building unless given the all clear.
- DO NOT use the lift.
- Make sure your RA (or designated person) knows you are present at the evacuation point so the Fire Brigade does not search for you.

To help prevent fires, these principles must apply:

- Please do not use hair dryers, straighteners, or aerosol spray near the sensors on the ceilings. When the alarm goes off the building is evacuated and the Fire Brigade will send an appliance: carelessness therefore creates hardships for many. Fines for setting off a fire alarm, even if accidental, may be assigned to an individual person or a room.
- Playing with fire extinguishers is a serious disciplinary and community offence. It places your life and others’ lives in danger and is prohibited.
- Smoking and the use of e-cigarettes creates fire risks and is prohibited inside and near all Harlaxton College buildings.
- Cooking food creates a danger and is prohibited in student rooms.
- Candles and incense, or any naked flame, are an especial danger and are prohibited.
- Please do not dry clothing on lamps. We have had serious danger of fire from this action.
- The Fire Brigade, on a recent inspection, witnessed several laptops charging while sitting on soft surfaces such as clothing or beds. The laptops were heating up, and the inspectors told us this was a serious danger. Please do not leave laptops or other appliances charging while you are away, especially on a soft or flammable surface.
- Unauthorized fires of any sort are prohibited on the grounds of the College, for obvious reasons.

Please note: In the interests of fire safety, authorized members of staff and RAs will conduct periodic safety checks of College rooms throughout the semester.

Please remember: no charging of laptops or any other electrical appliances whilst you are out of the room.

Please note: Fines for setting off a fire alarm, even if accidental, may be assigned to an individual person or a room.

The assembly point for all persons in the Manor and Carriage House at the time of a fire alarm will be the Schroeder Front Courtyard. Once at the assembly point please locate your color-coded board. Each room has its own color designation, details of which can be found on the back of every door. Visitors and staff will use “white” as their color designation.

<p>Manor: YELLOW - 200s GREEN - 400s BROWN - 500s</p>	<p>Carriage House: BLUE - 601-22, Gregory and DeLigne Cottages ORANGE - 631-55</p>	<p>Staff and Faculty: WHITE - 300-28, Kitchen, Housekeeping, Gardens, Maintenance, Office, Faculty (non-resident), Visitors (non-resident), Contractors</p>
--	---	---

STUDENT LIFE POLICIES

GENERAL DAMAGE

The College relies on all residents to treat these delicate, historic and important buildings with due care and respect. Any damage (other than normal wear and tear) caused by a resident will be charged to that resident directly. Vandalism is unacceptable and the college provides a few spaces for student to leave their mark at Harlaxton. Signing your name, initials, etc. in an inappropriate location will result in a charge to fix the problem. If you have a question about acceptable locations, please contact the SDO. Where such damage is un-attributable, the College may, at its discretion, levy an appropriate charge on a room, a corridor, or the student body as a whole.

NO SMOKING POLICY

In compliance with British law, smoking is not allowed anywhere inside or adjacent to Harlaxton College buildings; this includes your bedroom. Likewise, the use of e-cigarettes/vaping is not allowed in or adjacent to any Harlaxton building. There is a designated smoking area is between the main Manor House and the Carriage House.

PERSONAL DATA

It is important that the College has up-to-date information about you, including emergency contact details. If there are any changes to the information that you originally provided please let the Student Development Office know about this straight away.

PERSONALIZING YOUR ROOM

We have worked very hard to make your room attractive and would like to keep it so. Part of our refurbishments has been to add cork boards and shelves for your personal displays. Please do not secure items to finished surfaces (walls, ceilings, doors, or furnishings) and do not stick tape or “blu tack” on walls, doors, or ceilings. We want your room to be attractive for you and those who come after you. We regret that we must charge you for any damage that you create.

QUIET HOURS

Sunday to Thursday	9:00 pm – 8:00 am
Friday and Saturday	12:00 midnight – 9:00 am

The College encourages respect for others’ sleep and study needs and co-operation with RAs and Security and Assistance Officers for the enforcement of quiet hours. Please minimize noise in hallways, courtyards, etc.

ROOF

Roofs and balconies are out of bounds. **They are dangerous**, and you can damage not only this historic house but also your historic self. To encourage compliance with good sense and College policy, we make it a disciplinary offense to be on roofs or balconies. The College absolves itself from liability in instances involving students on the roof, in roof spaces, on balconies, or in any locked or sealed spaces.

SECURITY AND ASSISTANCE TEAM

Security and Assistance staff are on duty between 4:30 pm and 8:30 am each weekday and throughout the weekend. Please give them your wholehearted co-operation. If you have an issue after normal working hours, you should first find an RA or the Security team at Reception. However, their primary job is campus security and though they will assist you in any emergency they are not able to function as hotel concierges.

TITLE IX

Harlaxton College follows the University of Evansville policy when addressing concerns of sexual misconduct. The University prohibits sexual misconduct which includes, but is not limited to, sexual harassment or assault, relationship/domestic violence, exploitation, and stalking and support, resources, and reporting options are provided for students, and faculty. At Harlaxton, the Director of Student Development is the designated Title IX liaison for reporting incidents or concerns. You can find more information about the UE policy here:

<https://www.evansville.edu/offices/titleix/>

STUDENT LIFE POLICIES

TRAVEL – College Sponsored Travel

Please see the Harlaxton College website for details on College-sponsored travel. Students who are not on a College-sponsored trip will be charged and fined if they room with students who have paid for a trip; disciplinary action will also be taken against the host student(s). Local culture trips are available on a sign-up procedure. If you sign up for a trip and decide not to attend, you **MUST** take your name off the list by the designated deadline. Failure to make that deadline will result in the loss of a house point if you do not attend. If you are ill, you must get a note from the nurse prior to departure for the trip to be excused.

Emergencies whilst travelling: If, while traveling independently, you become ill, injured, or detained, call the College and let us know what is happening. If possible leave details, including a contact number, so that we may follow-up with you. The main College Reception number is 01476 403000.

VISITORS AND GUESTS

Harlaxton is your home, and your guests are welcome, but we rely on you to offer hospitality only to those guests you would welcome in your own family. Past, painful experience has caused us to be cautious about extending visiting privileges to the Manor—it is a matter of safety for the whole Harlaxton community.

All visitors, whether to the Manor or the Carriage House, must report to Reception/Security upon arrival, and again when departing from campus.

All non-resident guests and visitors are required to vacate Harlaxton Manor property and grounds by no later than 12 midnight. Meals, when available, may be purchased at the Reception/Security Office if non-resident visitors wish to share a meal during the course of their visit.

Overnight guests, who are in most cases family members or friends from home, may book College guest rooms or, with approval of the Director of Student Development, any vacant student rooms. Guests may not, however, stay in occupied student rooms. A list of rates for rooms, which includes meals when available, can be obtained from Reception and we ask for payment upon arrival. Please confirm the booking with Reception before the arrival of your guest.

Overnight guest accommodations are limited and subject to the following guidelines:

- Guests are allowed a maximum of seven nights stay on campus.
- All guests must be signed in at Reception upon arrival.
- No guests are allowed on campus in the first week or from the last day of class.

Children and Young Visitors

You are very strongly advised not to invite children and young people staying at or visiting the Manor back to your rooms. There are plenty of public areas where you can meet your young residents or visitors.

WEEKEND CHECKOUT

So we might have some sense of where to contact you in an emergency and so we know when you are or are not in residence should there be a fire or other emergency, we ask you to complete a weekend checkout form for each week of the semester. It is simple and takes almost no time or trouble: a reminder is e-mailed to you every week and, once filled out, includes weekend location or destination and also an emergency contact number (hotel, hostel, cell telephone). Faculty as well as students complete this form. House points will be deducted for missing the deadline. Consistent offenders may be held accountable via the student code of conduct.

HOUSEKEEPING RESOURCES AND POLICIES

We want to take care of Harlaxton, and our and ask for your help in doing this.

CLEANING

You are all responsible for keeping your own room clean – trash bins will be emptied (Monday – Friday) if left outside your room before 9 am. Members of our House Team are responsible for the public areas of the Manor. You are more than welcome to use the dumpsters near the carriage house or the manor. Please ask a member of staff for assistance when opening the dumpster near the manor.

Basic Cleaning Supplies, together with a vacuum cleaner, are available on each hall. Members of the Housekeeping Team will advise on any particularly difficult problems.

Sheet Exchange is on Monday between 1.00 and 2.00 pm at the Housekeeping office which is off the stone corridor near the Health Centre. Please note that in order to get fresh sheets you need to bring your old ones. The College will provide you with one towel, which you are responsible for laundering this. There is **no towel exchange**, though extra towels are readily available for purchase in local shops.

Free to use laundry washing and drying machines are available in the Manor and the Carriage House.

ELECTRICAL APPLIANCES:

- Many smaller personal electronic appliances are easy and cheap to obtain in the UK. Consider doing this rather than bringing your own which may not be rated for UK current;
- At the beginning of every semester or summer session the College typically experiences several power outages because residents plug their non-UK-rated US appliances into UK plugs without stepping down the current by using a step-down convertor;
- Electrical current is different in the UK, and is much, much more powerful. If you have a separate 220V service for your electric clothes dryer, electric oven, or air conditioning at home, then you have something similar to what is used for all appliances in the UK;
- Electrical outlets are different in the UK, too. Have a look at the plug on your electric stove or electric clothes dryer in the States. It will likely have an over-sized plug with three blade-like prongs. That's close to what is used for all appliances in the UK;
- Adapting your US plug to fit a UK outlet is not the same as stepping down the current using a step-down convertor;
- Many computers and other digital devices (e.g. tablets and smart phones) operate on any electrical current in the world and use an internal switch to regulate the current. To know if yours does this, look at the excessively tiny specs on the power source cord. If it says 110V – 240V, then you will need only to adapt your US plug to a UK outlet. We sell adaptors in our boutique and at Reception. You can also find them at Target and Walmart, and elsewhere in the States. If your power source cord says anything else, then you will need to convert the UK power into a current that is appropriate to your US appliance. Because the UK current is greater than in the US, this is done using what is called a step-down convertor. You need to purchase your step-down convertor in the US; you will have trouble finding one in the UK;
- UK current and European (i.e. France, Spain, Italy) current are the same. UK and European electrical outlets are different. Often, you can purchase a step-down convertor that has a European plug (two elongated and rounded prongs) and that also comes with a UK outlet adaptor. With this, you will be prepared to use your US-rated appliances in the UK and on the continent.

HOT WATER: **Caution - water** from the **hot taps** may be very **hot**. Please take care.

REPAIRS

The Fix-It list is located on a board near the main Reception desk. Please report any maintenance problems here and a member of our House Team or Maintenance Team will be prompt in repairing it. For immediate concerns, please contact the Student Development Office. Emergency situations must be reported **immediately**. For emergency help after hours, please call the Security and Assistance Officer (ext 0 or 333).

NEED HELP? Please contact a member of the House Team but please, **do not rely on Facebook** but contact a member of staff direct.

FINANCIAL POLICIES

The **Business Office** will assist you with various monetary transactions during normal business hours (see below).

MONEY CHANGING/ATM:

The easiest way to obtain and manage money while you are at Harlaxton is via the ATM located at Reception. The ATM is 'Free' to use which means that neither Harlaxton College nor our bank will charge you a commission. However, please note that your bank will levy its normal charge (if any) for cash withdrawals.

The maximum withdrawal is £250, but some US banks will impose an international cash withdrawal limit which may be a lower amount. Since the ATM is available 24/7 we would strongly advise you to withdraw small amounts frequently rather than withdraw and carry around large amounts of cash. The minimum withdrawal is £10.

FOREIGN CURRENCY EXCHANGE:

Personal cheque exchange

You probably will not be able to cash foreign-currency personal cheques at a local bank - including work study cheques - and so the Harlaxton Business Office will cash these cheques for you. Because personal cheques take some time to clear foreign (American) banks, we are not able to provide this service during the final three weeks of the semester.

Credit/Debit Card cash transactions

If the ATM machine is unavailable or will not work with your card, you may use your credit/debit card to withdraw cash in the Business Office. The maximum amount you may withdraw in a single day is £200, and there will be a 2.5% commission/ administration charge. Remember, it is cheaper to use the ATM.

STUDENT DEBTS:

All sums of money due to the College must be paid by the due date. If you are late in paying, an interest charge of 1% over the bank interest rate per month will be charged. All College debts, including any fines and/or interest, must be paid prior to departure.

Business Office Opening Hours

The Business Office is normally open:

Monday – Friday 8 am – 12 noon

<p>Professor Paul Bone University of Evansville WRTG Introduction to Creative Writing WRTG 308 Creative Nonfiction WRTG 330 Contemporary Poetry in the UK</p>	<p>Professor Richard Maass University of Evansville PSCI Introduction to International Relations PSCI 361 Foreign Policy PSCI 369 Terrorism and Counterterrorism</p>
<p>Professor Sophie Baldock Harlaxton College BRIT H282/H382/H382H, British Studies: The British Experience from the Celts to the Present Day</p>	<p>Professor Mike Nichols Western Kentucky University ART 105 Introduction to the Visual Arts ART 200 Introduction to Studio Art ART 220 Drawing</p>
<p>Professor Nicola Boyle Harlaxton College BRIT H282/H382/H382H, British Studies: The British Experience from the Celts to the Present Day DISC 300 News and Current Affairs</p>	<p>Professor Yolanda Obaze University of Evansville LSCM 315 Logistics and Supply Chain Management MGT 310 Operations Management MGT 331 International Business Strategy</p>
<p>Professor Alison Bray Texas Lutheran University CHEM 100 Fundamentals of Chemistry ES 103 Fundamentals of Environmental Science</p>	<p>Professor Cliff Pettifor Harlaxton College PSCI H385 Modern British Politics</p>
<p>Professor Edward Bujak Harlaxton College BRIT H282/H382/H382H, British Studies: The British Experience from the Celts to the Present Day HIST 319 The Second World War</p>	<p>Professor Heidi Strobel University of Evansville ARTH 209 Survey of Art ARTH 379 Art and Architecture in Victorian Britain ARTH 386 18th and 19th Century Art</p>
<p>Professor John Felton University of Evansville PSYC 121 Introduction to Psychology PSYC 226 Child and Adolescent Psychology PSYC 259 Abnormal Psychology</p>	<p>Professor Tim Williams Harlaxton College MUS 130-430 College Choir</p>
<p>Professor Theresa Kemp University of Wisconsin-Eau Claire ENGL 120 Introduction to Literature ENGL 350 Shakespeare GWS 101 Introduction to Gender and Woman's Studies</p>	



Spring 2019 - SEMESTER CALENDAR

Subject to change – 15 October 2018

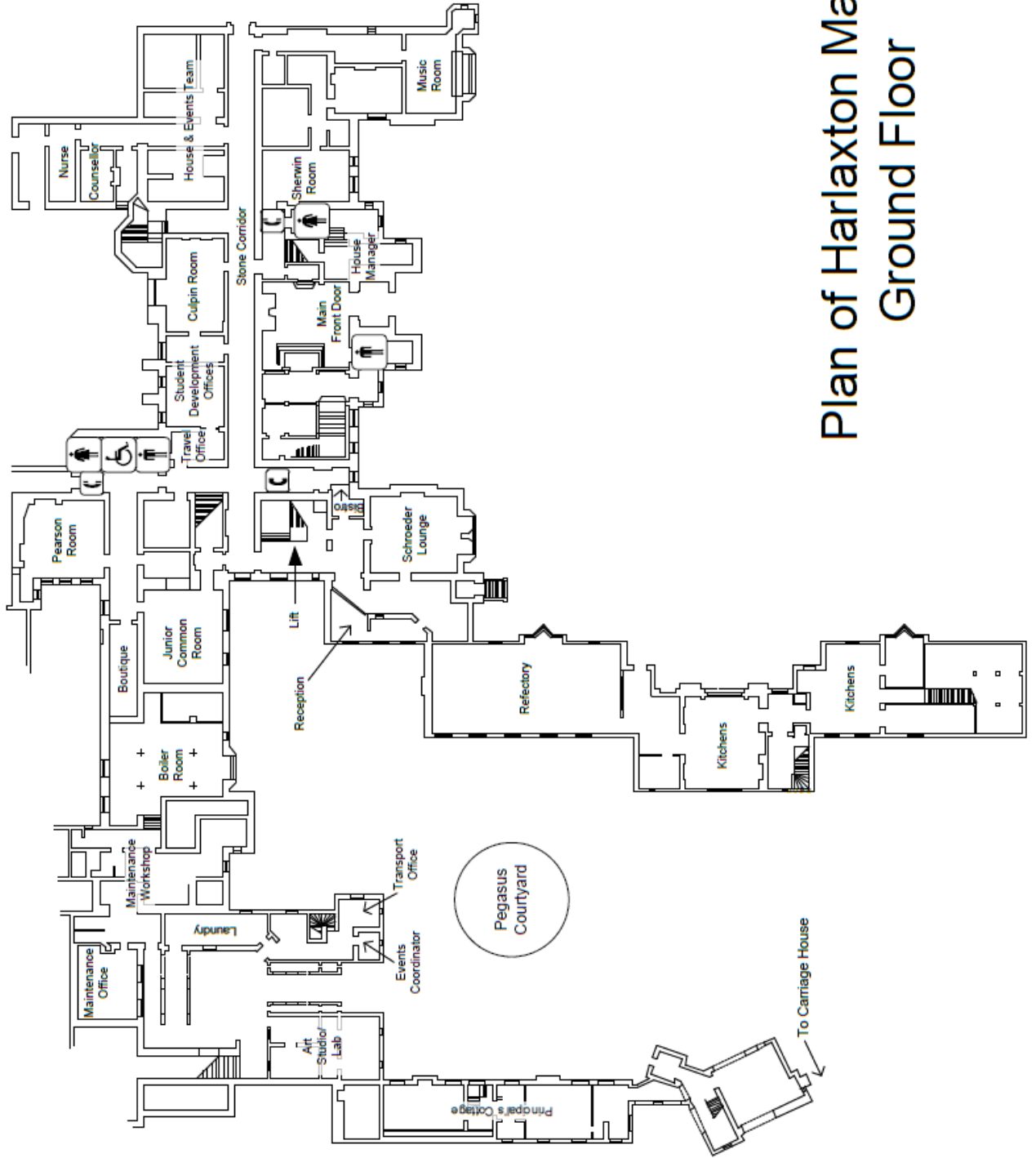
January	8	Faculty Arrive
	9	Faculty Orientation
	10	Students Arrive
	11	Student Orientation**; Opening Convocation and High Table Dinner**
	12	Student Orientation**; Ceilidh
	13	Welcome Church Service; Student Orientation**
	14	Classes Begin
	16	Meet-a-Family Reception
	17-20	London and Hampton Court Palace Trip (evening departure)
	21	Last Day to Drop/Add a Class
	25 (Friday)	Class Day - 8:30 am-5:00 pm (make up for classes missed on February 14 th)
26	Cambridge Day Trip	
February	1 (Friday)	British Studies Field Trip to Lincoln*
	2	York Day Trip
	13	British Studies Examination 1 - 1.45-3.45pm**
	13-17	Long Weekend (begins after the British Studies examination); Ireland Trip (afternoon departure) AND Scotland Trip (afternoon departure) (To be confirmed)
	22-24	North Wales Trip
March	1-3	Bath and Stonehenge Trip
	9	Stratford Day Trip; Required for ENGL 350 Shakespeare students
	14-17	Lake District Trip (evening departure)
	20	British Studies Examination 2 - 2.00-4.00pm**
	22 (Friday)	Class Day - 8:30 am-5:00 pm (make up for classes missed on March 28 th)
	23	Oxford Day Trip
	27-31	Long Weekend (begins after Wednesday morning classes); Paris Trip (afternoon departure)
April	1	Last day to Withdraw from a Class
	5-7	Northumberland Trip (To be confirmed)
	11	Meet-A-Family Event
	12 (Friday)	British Studies Field Trip to London*
	13	Costume Ball
	18	Last Day of Classes; Valedictory Convocation and Dinner**
	20-23	Final Examinations**
	24	British Studies Final Examination - 9.30-11.30am**
	24 (Afternoon)	Departure from Manor for students not on the Italy Trip(s) <i>Students who fly to the US on 25th are responsible for overnight accommodation in London</i>
	25	Flight home from London for students who are not on the Italy Trip(s)
	OR	
	25	Departure from Manor for students on the Italy Trip(s)
25-3 May	End of Semester Italy Trip(s) <i>Students who fly to the US on 4th are responsible for overnight accommodation in London</i>	
4 May	Flight home from London for students who are on the Italy Trip(s)	

Classes are normally held Monday - Thursday, 8:30 am - 5:00 pm***

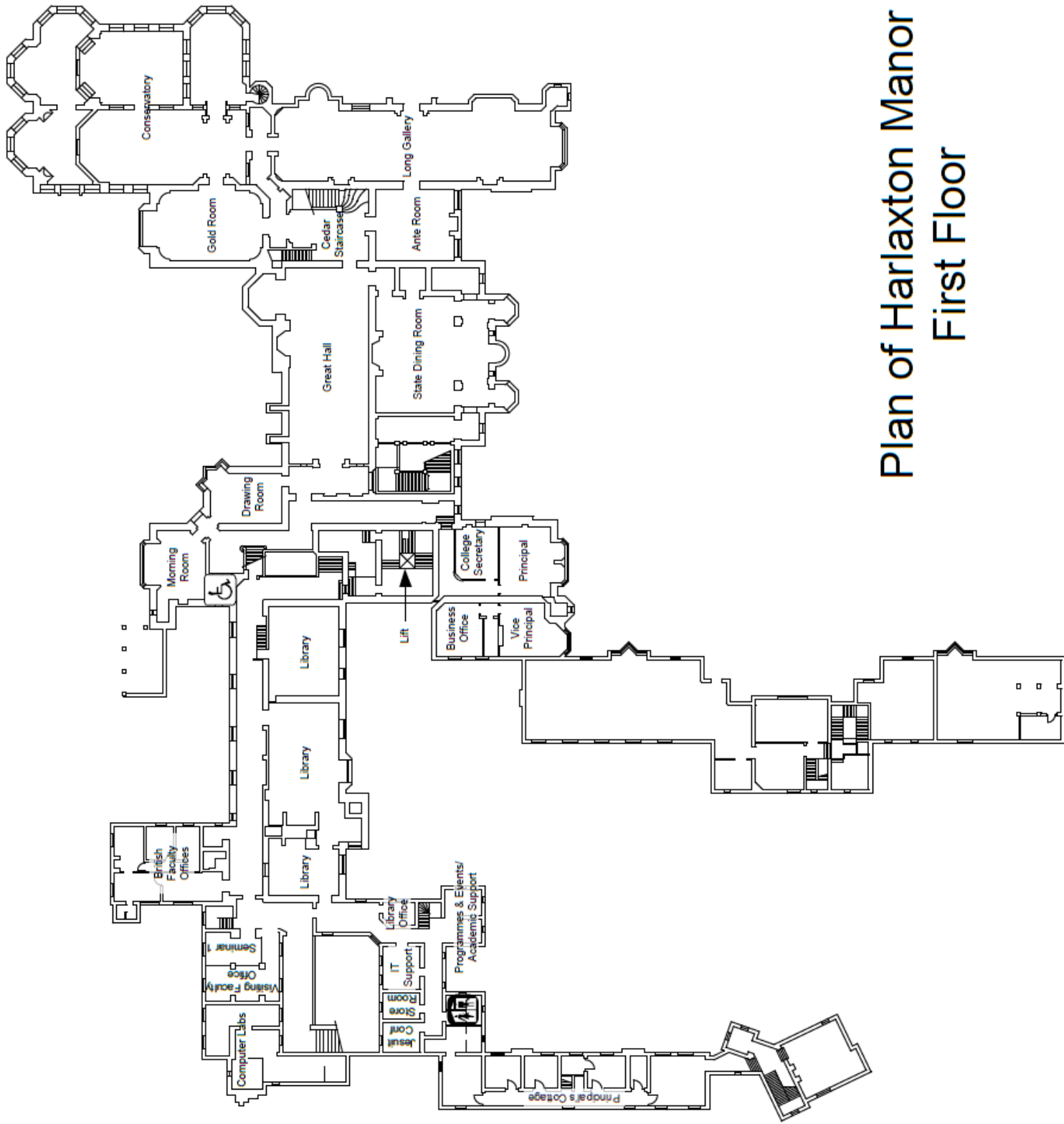
* Required field trips for British Studies course. All other trips are optional and at extra cost

** Required attendance

*** Some classes may have lab sections in the evening



Plan of Harlaxton Manor
Ground Floor



Plan of Harlaxton Manor
First Floor

TRANSPORT TIMETABLE

Minibus Shuttle Service:

**From: Pegasus Courtyard
to Grantham Bus Station**

**From: Grantham Bus Station
to the Manor**

Monday - Friday

8:10am	8:30am
10:10am	11:00am
1:10pm	1:30pm
2:10pm	2:30pm
3:10pm	3:30pm
4:10pm	4:40pm
5:10pm	5:30pm

Saturday only

9:10am	9:30am
10:10am	10:30am
10:50am	11:40am
1:10pm	1:30pm
2:10pm	2:30pm
3:10pm	3:30pm
4:10pm	4:40pm

SUNDAY CHURCH RUNS: sign up by **12:00 noon** on the **Friday** before.

No church runs on Long Weekends. Remember: **If you sign up, show up.** Our staff members give their weekend time for church runs and if people don't show up, it is a waste of that time.

From Pegasus Courtyard

9:25am for St Mary's RC Church
9:25am for Baptist Church
10:15am for Methodist/Reformed
10:15am for Alive Church

Return from Church

11:10am Pick up from church
11:40am Pick up from church
11:45am Pick up from church
12:15pm Pick up from church

RULES OF THE MINIBUS SHUTTLE SERVICE

1. **Maximum number of passengers – 16 in each mini bus. Overloading invalidates the insurance.**
2. **No standing allowed.**
3. **Seat belts must be worn.**
4. **Take extra care when leaving the vehicle - be aware of other road traffic.**
5. **No smoking is allowed on any College vehicle.**
6. **No food or drink will be consumed on any College vehicle.**
7. **No student will be accepted on any of the College vehicles carrying alcoholic drinks of any sort.**
8. **Large luggage and bicycles will not be carried on any College vehicle. Luggage must fit in your lap; duffle bag or backpack size is acceptable.**

<p>ANY ALTERATIONS TO THE ABOVE SCHEDULE WILL BE NOTIFIED BY EMAIL</p>
