NAMING STANDARDS
standard names for campus resources and programs
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Elizabethtown College (E-town)

Elizabethtown College, in historic Lancaster County, located in south-central Pennsylvania, is a private coed institution offering more than four dozen liberal arts, fine and performing arts, science and engineering, business, communications and education degrees. Through personal attention, creative inspiration and academic rigor, Elizabethtown College students are encouraged to expand their intellectual curiosity and are given the opportunity to become a bigger part of the world through experiential learning—research, internships and study abroad. Elizabethtown College’s overall commitment to Educate for Service is fulfilled as students are prepared intellectually, socially, aesthetically and ethically for lives of service and leadership.

President:
Carl J. Strikwerda; for formal occasions, bios, etc. use Carl J. Strikwerda Ph. D.
His wife is Gail Bossenga, Scholar-in-Residence.

Past President:
Theodore E. Long, president emeriti
His wife is Betty Long.

OFFICIAL INSTITUTIONAL ABBREVIATIONS
On first reference (the first time a name is used in a story or document) the name must be spelled out as Elizabethtown College. Following that, and depending on the usage, the College can be called Elizabethtown or E-town. (Etown, ETown and E’town are never acceptable). When using the word college in direct reference to Elizabethtown, the C should be uppercase.
BUILDINGS

**College-Owned Housing**

Brinser Residence Hall (Brinser)
Founders Residence Hall (Founders)
Elizabeth Myer Residence Hall (Myer)
H.K. Ober Residence Hall (Ober)
B. Mary Royer Residence Hall (Royer)
Schlosser Residence Hall (Schlosser)
V. Lester Schreiber Quadrangle (Quads)
President’s Home -- 307 E. College Ave.

SDLCs

- *Horses for Healing* -- 437 College Avenue
- *Garments & Grubs* -- 630 South Mt. Joy Street
- *Mind Your Health* -- 435 College Avenue
- *Harmony House* -- 530 South Mt. Joy Street
- *The Dog House* -- 999 College Avenue
- *Goal-den Girls* -- 520 South Mt. Joy Street
- *The Green House* -- 540 South Mt. Joy Street
- *Hope House* -- 625 South Mt. Joy Street
- *Home is Where the Heart Is* -- 346 East Orange Street
- *(dis)ABILITY House* -- 831 College Avenue
- *Home Sweet Home* -- 604 South Mt. Joy Street

**Academic Buildings**

James B. Hoover Center for Business
Masters Center for Science, Mathematics, and Engineering

- *Esbenshade Wing*
- *Musser Wing*
- *Bollman Fabrication Laboratory (Fab Lab)*

Nicarry Hall

- *Center for Community and Civic Engagement*

Public Archeology Lab
Steinman Center for Communications and Art
The Christian Wenger Center for the Humanities

- *Fetzer Lounge*

Young Center for Anabaptist and Pietist Studies
Zug Memorial Hall
Non-Academic Buildings

Alpha Hall
Annenberg Center
Baugher Student Center
  Jay’s Nest
  Marketplace
Bowers Writers House
Brossman Commons
  Brezovec (Tower) Room
Brown Building
Rufus P. Bucher Meetinghouse
Campus Security Center
High Library
Leffler Chapel and Performance Center
Leffler House (Office of Admissions)
Penn State Hershey Medical Group Elizabethtown
  (One Continental Drive, Elizabethtown, PA 17022)
Raffensperger Alumni House
Residence Life Building
Special Events/Summer Programs (SESP) Building
Thompson Gymnasium
  the Jay Walk

Athletics and Facilities

Blue Jay Athletic Association
Blue Jay Athletics Alumni Reunion
Blue Jays (Blue Jays swimming)
Alumni Courts
East Course at Hershey Country Club – off-campus
Elizabethtown Fairgrounds or Lancaster County Central Park – off-campus
Ira R. Herr Field – soccer
Kevin Scott Boyd Stadium
The Nest -- softball field
Wolf Field

Other Spaces on Campus

Academic Quad
Bird Feeder
Brinser Field
Lake Placida
Living-Learning Communities
Student-Directed Learning Communities
The Dell
CENTERS of LEARNING

Bowers Writers House
Center for Community and Civic Engagement
Center for Excellence in Teaching and Learning
Center for Global Understanding and Peacemaking
The High Center
Young Center for Anabaptist and Pietist Studies

DEPARTMENT LOCATIONS

Alpha Hall
Centennial Meeting Room
Dean of Faculty
Human Resources
Institutional Advancement/Development Office
Marketing and Communications, Office of
Payroll/Student Employment Office
President, Office of the
Provost and Senior Vice President, Office of the
Research and Planning, Office of
Susquehanna Valley Ministry Center
Vice President for Administration, Office of the
Vice President for Finance, Office of the

Baugher Student Center
Campus Residence Association
Center for Student Success

*Academic Advising, Career Services, Counseling Services, Disability Services, Learning Services, Writing Wing*

Department of Fine and Performing Arts: Theatre and Dance Division
Dean of Students
Etownian
International Student Services
Pennsylvania State Employees Credit Union (PSECU)
Student Activities Hub
Student Senate
Students Working to Entertain E-town (S.W.E.E.T.)
Theatre Box Office
Tempest Theatre

Bowers Writers House
**Brossman Commons**
- Bird Cage
- Body Shop
- Blue Bean Café
- Center for Student Involvement
  - *Chaplain and Religious Life*
  - *Momentum Office*
  - *Office of Diversity*
  - *Student Activities and Campus Center*
- College Store
- Dining Services
- Mail Services
- Office of Prestigious Scholarships and Fellowships
- Student Activities Hub

**Brown Building**
- Facilities Management and Construction Services
- Scheduling Office
- Technical Operations

**Campus Security Center**

**Elizabethtown College School of Continuing and Professional Studies**

**High Library**
- Earl H. and Anita F. Hess Archives and Special Collections
- High Library
- Scholar-in-Residence

**James B. Hoover Center for Business**
- Department of Business
- Edward R. Murphy Center
  - *Elizabethtown College School of Continuing and Professional Studies*
- The High Center

**KAV**
- Technical Operations

**the Jay Walk**
- Athletics
- Department of Physical Education
- Elizabethtown College Ira R. Herr Athletic Hall of Fame
**Leffler Chapel and Performance Center**
- Gretna Music
- Lyet Gallery
- M&M Mars Room
- McCormick Gallery
- Musser Auditorium
- Performance Room
- Prayer Room

**Leffler House**
- Office of Admissions

**Masters Center for Science, Mathematics and Engineering**
- Esbenshade Hall
  - Department of Mathematical and Computer Sciences
  - Department of Occupational Therapy
  - Department of Engineering and Physics
  - Department of Psychology
  - Gibble Auditorium
- Lyet Wing for Biological Sciences
  - Department of Biology
- Masters Mineral Gallery
- Musser Hall
  - Department of Chemistry and Biochemistry

**Myer Hall**
- BCA Study Abroad
- Print Services
- Susquehanna Room

**Nicarry Hall**
- Center for Global Understanding and Peacemaking
- Center for Community and Civic Engagement
- Department of Education
- Information and Technology Services
- Department of Politics, Philosophy, and Legal Studies
- Department of Social Work
- Department of Sociology and Anthropology
- Study Abroad
- Women and Gender Studies

**Ober Annex**
- Conestogran yearbook

**Raffensperger Alumni House**
- Alumni Relations
**Residence Life Building**  
Multicultural Programs and Residential Communities

**Steinman Center for Communications and Art**  
Department of Communications  
ECTV-40  
Brinser Lecture Room  
Department of Fine and Performing Arts: Fine Arts Division  
Television Studio  
WWEC-FM (Radio Station)

**Thompson Gymnasium area**  
Student Wellness and Campus Health (The Well)  
Alumni Pool  
Training Room

**Wenger Center**  
Elizabethtown College Honors Program: Sponsored by the Hershey Company  
Department of English  
Department of History  
Department of Modern Languages  
Department of Philosophy  
Department of Religious Studies

**Young Center for Anabaptist and Pietist Studies**  
Bucher Meetinghouse

**Zug Memorial Hall**  
Business Office  
Department of Fine and Performing Arts: Music Division  
Financial Aid Office  
John W. Hess Gallery  
Purchasing  
Registration and Records
INTERDISCIPLINARY PROGRAMS
Anabaptist and Pietist Studies
Minor
Asian Studies Minor
Creative Writing Minor
Forestry and Environmental
Management Major
General Sciences Minor
International Studies Minor
Peace and Conflict Studies Minor
Politics, Philosophy and Legal Studies
Pre-Law Advisory Program
Women and Gender Studies Minor

ACADEMIC MAJORS
Accounting, B.S.
Actuarial Science, B.S.
Biochemistry, B.S.
Biology, B.S.
BioTechnology, B.S.
Business Administration, B.S.
Chemistry, B.S.
Communications, B.A.
Computer Engineering, B.S.
Computer Science, B.S.
Criminal Justice, B.A.
Economics, B.A.
Early Childhood Education, B.S.
Elementary/Middle Level
Education, B.S.
Engineering 3+2, (B.A., B.S.)
Engineering, B.S.
English, B.A.
Environmental Science, B.S.
Fine Arts, B.A.
Forestry and Environmental
Management, B.S.
French, B.A.
German, B.A.
Health and Occupation, B.S.
History, B.A.
Industrial Engineering
Management, B.S.

Information Systems, B.S.
International Business, B.S.
Japanese, B.A.
Mathematics, B.S.
Music, B.A.
Music Education (K-12), B.M
Music Therapy, B.M.
Occupational Therapy, M.S
Philosophy, B.A.
Physics, B.S.
Politics, Philosophy and Legal Studies,
B.A.
Psychology, B.A.
Religious Studies, B.A.
Secondary Education, B.A, B.S.
Biology
Chemistry
English
General Science Education
Math
Physics
Social Studies
Social Work, B.A.
Sociology-Anthropology, B.A.
Spanish, B.A.
Spanish Education (K-12), B.A.
Theatre, B.A.
ACADEMIC MINORS

Anabaptist and Pietist Studies
Anthropology
Art History
Asian Studies
Biochemistry
Biology
Business Administration
Chemistry
Communications
Computer Science
Creative Writing
Economics
English Literature
English Professional Writing
French
General Science
German
History

Human Services
International Studies
Information Systems
Japanese
Mathematics
Music
Peace and Conflict Studies
Philosophy
Physics
Political Science
Psychology
Religious Studies
Sociology
Spanish
Studio Art
Theatre
Women and Gender Studies
ANNUAL COLLEGE EVENTS

**Collegewide**
Baccalaureate
Carlos R. and Georgiana E. Leffler Memorial Lecture (Leffler Lecture)
Carper Lecture
Christmas Tree Lighting Ceremony
Commencement
Convocation
Distinguished Student Awards Ceremony
Fulton Theatre Employee Appreciation Event
Guest Poet Series
Induction
Lefever Lecture
Leadership Council Meeting
Move In Day
Orientation President’s Dinner
Spring into Campus
Scholarship and Creative Arts Day (SCAD)
Senior Dinner
Trustee Meetings
The Judy S. ’68 and Paul W. Ware Colloquium on Peacemaking and Global Citizenship
Women & Gender Studies Lecture
Woodrow Wilson Visiting Fellow

**Office of Admissions**
Accepted Students Day
Business Day
Communications Day
English Day
Jay for a Day
Open Admission Committee
Open House
Pennsylvania Liberal Arts Tour
Engineering and Physics Day
**Alumni Relations**

When referring to someone who is an alumnus or alumna (plural-alumni) of the College, the name is followed by an apostrophe along with the last two digits of the year they graduated (John Doe ’89). To obtain an apostrophe you must type it like this: John Doe’89 and then add a space between the "e" and the apostrophe. If it is not typed this way, the apostrophe becomes a single quote, which is incorrect.

Annual Alumni Field Hockey Game
Annual Alumni Women's Soccer Game
Annual Alumni Volleyball Match
Annual Alumni Men’s Soccer Game
Annual Homecoming Parade Float Theme Camp Out at the Alumni House
Annual Men's Lacrosse Alumni Game
Homecoming Parade Float-Building Party
Annual Women's Lacrosse Alumni Game
Fall Alumni Council Meeting
Homecoming and Family Weekend
  *Annual Alumni Oktoberfest Party*
  *Fall Reunions (25-, 30-, 35-, 40- and 45-year)*
Alumni Association Thanksgiving Dinner Portraits
Annual Women's Basketball Alumni Game
Annual Alumni Men's Basketball Game
Alumni Into the Campus (dovetail with Student Senate’s efforts)
Spring Reunions (5-,10-,15-, and 20-year)
Golden Graduates Reunion (51 years or more)
Senior Week Activities
  *Alumni Association Pig Roast and Networking*
  *“Starbucks & Memories”*
  *The President’s Picnic & Senior Class Toast*
  *“The Morning After” Breakfast*
  *All-College Picnic & Senior’s Choice Awards*
50-Year Golden Reunion

**Department of Biology**

Homecoming----Biology Department Alumni Reunion
Charles S. Farver-Apgar & Bessie D. Apgar Distinguished Alumni Award presentation
Biology Department Awards Banquet
Department of Business
   Accounting Job Fair
   Business Alumni Reunion
   International Business Day
   CPA Passport to Opportunity
   Business Expo
   Accounting Advisory Committee Meeting
   Department & Scholarship Day
   Career Planning Luncheon with Executives
   Business Executives Advisory Council Day
   Annual Student Conference in Business and Economics
   Department of Business Awards Banquet

Elizabethtown College School of Continuing and Professional Studies (SCPS) at the Edward R. Murphy Center for Continuing Education
   Graduation Banquet
   Alpha Sigma Lambda National Honor Society Induction Ceremony

Dining Services
   All Campus Picnic
   Homecoming Candlelight Buffet Dinner
   Spooktacular Halloween Dinner Annul Student Thanksgiving Dinner (served family-style by faculty and staff members, and friends of E-town College)
   Exam Treats
   Student Holiday Dinner
   Annual Theme Dinner and Food Show in conjunction with our main food supplier, John Gross and Company (theme changes each year)
   TGIS Picnic dinner
   Reflections at the Lake (reception following baccalaureate)

Department of Chemistry & Biochemistry
   Chemistry & Biochemistry Annual Awards Banquet
   Chemistry & Biochemistry Alumni Reunion (Homecoming)
   Chemistry & Biochemistry Career Exploration Event (Biennial)
   Chemistry & Biochemistry End of the Year Picnic (Sponsored by E-Town’s Student Affiliates Chapter of the American Chemical Society)

Department of English
   English Department Fall Picnic
   English Day
   English Department Alumni Mentor banquet
   Scholarship and Creative Arts Day
   Guest poet series
   English Department Senior Awards Ceremony and Banquet
**Department of History**
Phi Alpha Theta History Honor Society Induction Banquet

**Department of Mathematical and Computer Sciences**
Pi Mu Epsilon Lecture and Banquet

**Department of Sociology and Anthropology**
Alpha Kappa Delta & Lambda Alpha Honor Society Inductions
Presentations for the Weller Award
Senior Recognition Banquet

**Department of Psychology**
Homecoming Alumni Reunion
Psychology Club Picnic
Senior Banquet

**Office of Civic Engagement**
Into the Streets
Martin Luther King, Jr., Day of Service

**Office of Student Activities**
Homecoming & Family Weekend
Lil’ Sibs Weekend (Biennial)
Thank Goodness It’s Spring (TGIS)

**Young Center for Anabaptist and Pietist Studies**
Durnbaugh Lectures
Spring Banquet
Dale W. Brown Book Award Lecture
AWARDS & HONORS

Alumni Association
The Educate for Service Awards:
- Service Through Professional Achievement
- Service To The College
- Service To Humanity

Alumni Relations
Homecoming Parade Campout Cup

Center for Community and Civic Engagement
Community Engagement Award

Department of Biology
Dr. Charles S. Farver-Apgar & Dr. Bessie D. Apgar Biology Alumni Award
Honors in the Discipline
Dr. Benjamin G. and Vera B. Musser Pre-Medical Scholarship
Thomas C. Conover Memorial Scholarship
Dr. Charles E. and Mary E. Weaver Biology Scholarship
Dr. Charles S. Farver-Apgar Memorial Biology Scholarship
Outstanding Student Teacher Award
Departmental Service Award
Outstanding Academic Achievement Award

Department of Business
Accounting Alumni Award
Alice L. Knouse Scholarship
Christine Eberly Scholarship Award
Dentsply Scholarship
Dentsply International Internship Scholarship
Departmental Scholarship
Douglas and Victoria Meechan Memorial Award
Financial Executives International (FEI)-Central Pennsylvania Chapter Outstanding Student Award
Freshman Ernst & Young Accounting Scholarship
Glenn R. Patterson Scholarship
Herman G. Enterline Scholarship
James B. Hoover Business Department Scholarship
Jay & Carolyn Buffenmyer International Business Scholarship
John W. Hess Scholarship Award
Mary Sachs Scholarship
Musselman Scholarship
Outstanding Business Student Award
Outstanding Business Student Award Nominees
Outstanding International Business Student Award
The Pennsylvania Institute of Certified Public Accountants Award
Robert E. Hall ’68 Scholarship
Student Conference in Business & Economics Best Paper Award
Student Conference in Business & Economics Certificates
VITA Volunteers
The Wall Street Journal Award

Department of Chemistry & Biochemistry
Oscar F. Stambaugh Outstanding Alumni Award
CRC Freshman Chemistry Achievement Award
POLYED Undergraduate Organic Chemistry Award
Analytical Chemistry Award
Inorganic Chemistry Award
SEPSACS Outstanding Senior Chemistry Major Award
A.C. Baugher Chemistry Award
ACS Student Affiliates Award
Sallie K. Schaeffer & Dr. Charles D. Schaeffer M.D. Chemistry Scholarship
Dr. & Mrs. Gerald R. Weaver Medical Technology Award
Gamma Sigma Epsilon Chemistry Honor Society

Department of Communications
Communications Achievement Awards:
  First Year Achievement Awards
  Sophomore Achievement Awards
  Junior Achievement Awards
  Senior Achievement Awards
The Donald E. Smith Excellence in Audio Production Award
Excellence in Print Journalism Award
Excellence in Visual Communication Award
Governor James M. Duff Public Speaking and Performance Award
IABC Award for Excellence in Corporate/Institutional Communication
Betty Kaylor Memorial Scholarship
Raffensperger Communications Award
Sharon Ann Smith Memorial Scholarship
WGAL-TV/Hearst Award for Excellence in Broadcasting

Dining Services
John W. Gross Jr. “Above and Beyond” Scholarship
Dining Services Scholarship for Student Employees
Dining Services Student Manager of the Year (*Cash Operations*/Marketplace)
**Department of Education**
- Craig Anderson Scholarship
- Dr. Sheldon S.R. Madeira Scholarship
- Lester A. Risser Scholarship
- Ruth Eshleman Althouse Scholarship
- Raymond R. Baugher Award
- Flavia Martz Baugher Award

**Department of English**
- Christian S. Wenger English Prize
- Evelyn Poe Freshman Writing Award
- Louise Baugher Black Award for Non-Fiction Prose Writing
- Ralph W. Schlosser Award in Renaissance Literature

**High Library**
- Anna Carper Excellence in Library Research Award

**Department of History**
- Ben Hess Award
- Joe Zcanno Award
- Endowment Award

**Department of Mathematical and Computer Sciences**
- I.L. Bossler Scholarship Award
- Outstanding Senior in Mathematical Sciences
- Induction into Pi Mu Epsilon

**Department of Psychology**
- Earl W. Seibert Psychology Scholarship
- Psi Chi National Honor Society

**Residence Life**
- RA of the Year Award

**Department of Sociology and Anthropology**
- Forrest Weller Award for Outstanding Paper in Sociology
- Induction-Alpha Kappa Delta International Sociology Honor Society
- Induction-Lambda Alpha National Collegiate Honor Society for Anthropology

**Department of Student Life**
- Distinguished Student Awards
- Faculty Award for Contributions to Diversity and Inclusion
- Office of International Student Services
- Point of Distinction Award
- Staff Award for Contributions to Diversity and Inclusion

**Stamps scholars**

**Young Center**
- The Dale W. Brown Book Award for Outstanding Scholarship in Anabaptist and Pietist Studies
REGISTERED STUDENT GROUPS
Accounting Club
Act For Humanity
Allies
Alpha Mu
Alpha Lambda Delta
Alpha Psi Omega
Anime Club
Best Buddies
Beta Beta Beta Bio Honor Society
Biology Club
CAC
Cheerleading
Chemistry Club
Circle K
Class of 2016
Club Volleyball
College Republicans
Comic Club
Computer Science Club
Council for Exceptional Children
Cru
Dance Team
Ed Org
Elizabethtown College Math Club
Elizabethtown College Women Engineers
Elizabethtown Ice Hockey
Emotion
Etown Car Club
Etown Martial Arts Club
Etown Shreds
FEAST
Games Club
German Club
Habitat For Humanity
Hillel
Honors Council
Intellectual Film Club
International Leadership Team
InterVarsity Christian Fellowship
Kappa Delta Pi
K-9
Link
Mad Cow Improv
Medicus
Melica
Mock Trial
Newman Club
No Boundaries
NSTA
PCMEA
Phalanx
Pre-Law
Robotics and Machine Intelligence
Sock & Buskin
SOTA
Stitch2Serve
Students Advocating for Gender Equality
SWSA
Table Tennis
To Write Love On Her Arms
Ultimate Frisbee
Video Gamers Club
VOX
Young Americans For Liberty

MUSIC, PERFORMANCE GROUPS
Concert Choir
Emotion
Melica
Jazz Band
Phalanx
Vocalign
OTHER STUDENT GROUPS
Accounting and Finance Club
Alpha Mu
Amnesty International Elizabethtown College Chapter
Asian Culture Association
Best Buddies
Biology Club
Brethren Group
Campus Crusade for Christ
Charity and Advocacy for Ending Poverty
Cheerleading Club
College Democrats
Dolce
Etownian
Fine Print Literary Magazine
Gamma Sigma Epsilon
Omicron Delta Epsilon
Outdoors Club
Phi Beta Lambda
Photography Club
Pi Theta Epsilon
Psi Chi
S.W.E.E.T. (Students Working to Entertain E-Town)
Saturday’s Special
Sine Nomine
Sociology- Anthropology, Criminal Justice Club (SACJ)
SoHis
Student Athlete Advisory Committee (SAAC)
Student Senate
Students Creating Really Awesome Pages (SCRAP)

MISC.
Distinguished Professor
Fellow
Jaywalkers
Peer Mentor
Writing Fellow

DEGREES
associate degree (no apostrophe)
bachelor’s degree in (lower case major unless it’s English, Japanese, etc.)
master’s degree in (lower case major unless it’s English, Japanese, etc.)

List with names as:
John Smith ’15 (for bachelor’s)
John Smith MBA’15/MS’15/ /MEd’15

1) master’s of business administration – MBA
2) master’s in occupation therapy – MS
3) master’s in strategic leadership – MS
4) master’s in education (special education concentration) – Med

Do not italicize Latin names

campuswide

PROGRAMS and INITIATIVES
Orientation
Fall Orientation
Summer Orientation
Real-World Learning