



2017

Annual Security Report

*Statistics for 2014, 2015 & 2016*



The Restaurant School at  
Walnut Hill College

## Non-Discrimination Policy Statement

It is the policy of The Restaurant School at Walnut Hill College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, age, physical challenges, disabilities, national origin, or sexual orientation.

This non-discrimination policy also applies to all programs and activities. The Restaurant School at Walnut Hill College ensures equality of opportunity and treatment in all areas related to student admissions, instruction, employment, financial assistance programs, and other services.

The Restaurant School at Walnut Hill College neither affiliates with, nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, sex, age, physical challenges, disabilities, national origin, or sexual orientation.

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## Important Numbers and Contacts:

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Emergencies:	9-1-1
School Closures:	3-3-3-3
Campus Security:	215-760-3956
Facilities:	267-295-2345
General Information:	215-222-4200
Office of the President:	267-295-2323
Office of the Vice President:	267-295-2315
Office of Admissions:	267-295-2311
Office of Student Activities:	267-295-2376
Residential Learning:	215-783-0709

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The Restaurant School at Walnut Hill College

4207 Walnut Street

Philadelphia, PA 19104

215-222-4200



The Restaurant School  
at WISCONSIN STATE UNIVERSITY  
Public  
Restaurant  
Baquet

## *Reporting Crimes and Other Emergencies*

At the Restaurant School at Walnut Hill College, ensuring a safe campus for students, faculty, staff and visitors is of paramount importance. The entire campus community must be involved in fostering an environment where everyone can feel secure. Campus safety is everyone's responsibility; together, we can continue to make the Restaurant School at Walnut Hill College a wonderful place to work, live and learn.

## *Disclosure Of Crime Statistics*

The Restaurant School at Walnut Hill College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of the report can be located with a link on our website at [www.walnuthillcollege.edu](http://www.walnuthillcollege.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Residential Learning, and Student Services departments. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to designated college officials (including but not limited to directors, deans, academic advisors, residential learning coordinators and security) and local law enforcement agencies.

Each year, an email notification will be made to all enrolled students that provide the website to access this report. Faculty and staff will receive a similar notification to their College issued email account. Copies of the report may also be obtained from the Office of the Vice President of Administrative Services located on the First Floor of Perrier Hall. All prospective employees may obtain a copy from the Vice President of Administrative Services.

Beginning with the 2007 information, a link to access the report will be placed on the college website.

## *Timely Warning Policy*

In the event that a situation arises, either on or off campus, that, in the judgment of the President or a consensus of the Vice Presidents, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College e-mail system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situa-

tions that could pose an immediate threat to the community and individuals, the President and/or Vice Presidents may also post a notice College website providing the College community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall. The website is immediately accessible via computer by all faculty, staff and students.

Anyone with information warranting a timely warning should report the circumstances to the President, Vice Presidents or any Department Director either by telephone 215-222-4200 or in person.

## *Reporting Of Criminal Offenses & Voluntary Confidential Reporting*

To report a crime:

Contact Campus Security for non-emergencies at 215-760-3956.

Contact the Philadelphia Police Department for emergencies at 9-1-1.

Any suspicious activity or person seen on the parking lots, inside buildings or around the residential learning buildings should be reported. In addition, you may report a crime to the following areas:

Karl Becker, Executive Vice President	267-295-2307, Allison Mansion, Second Floor
Peggy Liberatoscioli, Vice President of Administrative Services	267-295-2315, Perrier Hall, First Floor
Gary Trevisani, Vice President	267-295-2313, Allison Mansion, Second Floor
Joe Geiger, Director of Facilities	267-295-2345, Allison Mansion, Lower Level
Residential Learning Coordinator	215-783-0709, Allison Mansion, Second Floor

The college does not have procedures for voluntary, confidential reporting of crime statistics.

## *Emergency Notification and Evacuation Policy*

The objective of this plan is to reduce the possibility of harm to the students, staff and visitors of The Restaurant School at Walnut Hill College in the event of an emergency.

The following should provide guidance for any emergency level. It will also

show key staff members, plan ahead for safe building evacuations, effective emergency communications and for resuming normal functions after emergency conditions subside.

## Preparedness

Each building on campus is assigned an Emergency Coordinator that is familiar with the physical facilities of that building, fire safety and emergency exits. All alarm systems and fire safety equipment is inspected annually. Each Emergency Coordinator has access to emergency contacts and supplies as they deem necessary for their assigned building. The emergency hotline (extension 3333) will be updated with any announcements or instructions.

A building evacuation is mandatory whenever a fire alarm sounds, and all building occupants will exit immediately. In some events (such as extended power outages), evacuations may not be necessary unless the incident has generated a hazardous situation.

The following tips can prevent emergencies from happening:

- ./ Know the location of alarm stations and extinguishers.
- ./ Know how to use them
- ./ Leave fire doors closed at all times
- ./ Clear obstructed hallways and room exits
- ./ Use only grounded electrical plugs
- ./ Limit use of extension cords and multiple outlets
- ./ Do not overload power strips
- ./ Do not use mechanical rooms or fire towers for storage
- ./ No smoking in any of the buildings
- ./ Know how and where to take cover during an earthquake
- ./ Do not stack furniture
- ./ Keep tall furniture away from exits
- ./ Store heavy items at floor level
- ./ Back up data or sensitive information should be stored off-site

The designated Emergency Assembly Point (EAP) in a campus wide evacuation is the southwest corner of 42nd and Walnut Streets.



## Response

Everyone in a college facility – students, staff and visitors – must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or the entire campus community. Immediately evacuate the building upon hearing an alarm, e-mail blast, voicemail broadcast or notification by an Emergency Coordinator, administrator or security.

Call and report the emergency immediately or as soon as it is safe to do so. If you do not have the number for security or one of the Vice Presidents, dial 911. Communicate clearly and succinctly. "We have a \_\_\_\_\_ emergency. Evacuate the building." Keep calm and help others. Use communication tools that are appropriate -alarms, phone, and voicemail broadcast. When you call to report an emergency to 911, tell the operator the type of emergency, if there are victims, the locations of the emergency, your name, location and phone number. Stay on the phone until the operator ends the call. If necessary, proceed to the EAP.

## Recovery

After a major emergency or disaster, many people in our community will be distressed by personal and professional difficulties. It is likely that affected students and staff may need some scheduling flexibility or other temporary help in order to return to their customary activities. Be sure to check the hotline and the website for updates. The college community will be notified of a safe return through the administration and college-wide e-mail.

The Restaurant School at Walnut Hill College conducts annual emergency evacuations and documents the outcomes.

The Restaurant School at Walnut Hill College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate an emergency.

The responsible authorities are:

President

Vice Presidents

Director of Facilities

## *Missing Student Notification Policy*

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify one of the following:

Karl Becker, Executive Vice President	267-295-2307, Allison Mansion, Second Floor
Peggy Liberatoscioli, Vice President of Administrative Services	267-295-2315, Perrier Hall, 1 <sup>st</sup> Floor
Gary Trevisani, Vice President	267-295-2313, Allison Mansion, Second Floor
Joseph Geiger, Director of Facilities	267-295-2345, Allison Mansion, Lower Level
Residential Learning Coordinator	215-783-0709, Allison Mansion, Second Floor

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact may do so through their Dorm Advisor. A student's confidential contact information will be accessible only to authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the College determine that the student has been missing for 24 hours, the College will notify the Philadelphia Police department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the College will notify the student's parent or legal guardian immediately after it has been determined that the student has been missing for 24 hours.

## *Security and Access Policy*

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, security alarm code and prox cards.

Residence halls are secured with staff during business hours and during non-business hours by key and prox cards. Over extended breaks, the locks on the

doors of the halls will be changed. Residents are not permitted in the residents halls during breaks.

Security cameras have been installed to include all public areas of the campus and residence halls. Security cameras can be accessed both on and off site.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that become problematic will be evaluated by the college administration and security. Additionally during the year, the Director of Facilities, Residential Learning Coordinators, Director of Campus Development and the President meet to discuss issues of pressing concern.

## *Campus Law Enforcement Policies*

Campus safety is a shared responsibility. The vast majority of our students do not experience crime at the Restaurant School at Walnut Hill College. This information is provided because of our commitment to campus safety and in compliance with federal, state and local laws.

### *Enforcement Authority*

The Restaurant School at Walnut Hill College security guards and staff have the authority to ask persons for identification and determine whether individuals have lawful business at The Restaurant School at Walnut Hill College. The security guards and staff have the authority to issue violations that may be billed to the financial accounts of the parties concerned. Security guards do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Restaurant School at Walnut Hill College security guards and Directors maintain a highly professional working relationship with the University of Pennsylvania Police and University City District Police. All crime victims and witnesses are strongly encouraged to immediately report the crime to security, designated staff or local police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

All reports will be investigated. The college does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the College's Vice Presidents and President for review. When a potentially dangerous threat to the college community arises, timely warnings or notifications will be issued through e-mail announcements, the posting of flyers, in-class announcements, or other appropriate means.

## *Accurate and Prompt Reporting Policy*

Community members, students, faculty, and guests are encouraged to report all crimes and public safety related incidents in a timely manner.

Contact Campus Security for non-emergencies at 215-760-3956.

Contact the Philadelphia Police Department for emergencies at 9-1-1.

Any suspicious activity or person seen on the parking lots, inside buildings or around the residential learning buildings should be reported. In addition, you may report a crime to the following areas:

Karl Becker, Executive Vice President	267-295-2307, Allison Mansion, Second Floor
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## *Pastoral and Professional Counseling Reporting*

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the College for disciplinary review. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued through email announcements, in-class announcements and other appropriate means.

## *Security Awareness Programs*

It is the policy of The Restaurant School at Walnut Hill College that all of its students, school staff and faculty have an educational setting that is safe, secure and free from harassment and bullying of any kind. The College will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or staff member, including: un-

wanted and repeated written, verbal, or physical behavior, this includes any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical conduct directed against a student or staff member by a student or staff member.

Bullying and Harassment includes cyber stalking which means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Cases of cyber stalking will be reported to law enforcement.

The Restaurant School at Walnut Hill College requires that students, staff and faculty conduct themselves as appropriate for their respective level of development, maturity and demonstrate capabilities with a proper regard for the rights and welfare of other students, staff and faculty as otherwise set forth in College policies.

## *Crime Prevention Programs*

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The Restaurant School at Walnut Hill College requires that students, staff and faculty conduct themselves as appropriate for their respective level of development, maturity and demonstrate capabilities with a proper regard for the rights and welfare of other students, staff and faculty as otherwise set forth in College policies.

## *Alcohol and Drug Policy*

The possession, sale or the furnishing of alcohol or illegal drugs on The Restaurant School at Walnut Hill College is not permitted.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the college's staff and security. Violators are subject to the Colleges disciplinary actions, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol in any public place or a place open to the public is illegal.

While the college does not have a drug or alcohol program, information is available in the Center for Hospitality Studies in the form of area support groups.

## *Sexual Offenses*

The Restaurant School at Walnut Hill College has a zero tolerance policy regarding sexual offenses in any form. We will do everything in our power to prevent sexual offenses from occurring and offer guidance and support services if these offenses occur. As with any crime on campus, we strive to prevent sexual offenses before they occur, and to react swiftly when offenses are reported.

## *Preventing and Responding to Sexual Offenses*

The College educates the student community about sexual assaults and date rape through a mandatory session during freshman orientations throughout the

year. Literature on date rape education and risk reduction is available in the Center for Hospitality Studies.

If you are a victim of sexual assault at this College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College strongly advocates that a victim of sexual assault report the incident in a timely manner. This is a critical factor for evidence collections and preservation. An assault should be reported directly to a College Vice President, Residential Learning Coordinator and the Police. Filing a police report will not obligate the victim to prosecute. Filing a report will:

- / Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim;
- / Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later;
- / Assure the victim will have access to professionals trained in the area of sexual assault crisis intervention.

When a sexual assault victims contact the police, the Special Victims Unit will be notified as well. The victim of a sexual assault may chose for the investigation to be pursued through the criminal justice system and the College disciplinary procedures, or only the latter. The College will support the victim in his or her decision. Counseling and support services outside of the College system may be obtained through the Philadelphia Rape Crisis Center and the Rape, Abuse and Incest National Network.

College disciplinary actions will be decided on a case by case basis and both accuser and the accused will be informed of the outcome. A student found guilty of violating College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

### *Registered Sex Offender Policy*

The "Campus Sex Crimes Prevention Act" requires that institutions of higher learning issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in the state at which

the person is employed, carries a vocation, or is a student. In the Commonwealth of Pennsylvania, convicted sex offenders must register with the State.

The Pennsylvania State Police is responsible for maintaining this registry. Follow the link below to access the Pennsylvania State Police website:

<http://www.pameganslaw.state.pa.us/Main.aspx>.

## *Fire Safety*

The Restaurant School at Walnut Hill College has instituted policies to ensure the safety of students that reside in campus residential housing. These policies were developed to both prevent fires and to educate students on how to respond to a fire.

### *Fire Safety Policy*

For the purposes of fire safety reports, a fire is, *"Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner"*.

For the safety of the college's resident students, the College has each room hard wired with smoke detectors which are monitored. Fire extinguishers are readily available on every floor and in the common areas. The College prohibits any portable electrical appliances, candles, open flames or smoking in the Resident Halls.

The College community and Residence Halls participate in two fire drills each year. In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside the building, it is appropriate to contact 911, the Residential Learning Coordinator, Students and campus security. Students and/or staff are informed here to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, the College is that all occupants must evacuate from the building. At no time should the closing of doors or the activation of the alarm delay the exit from the building. Once outside, stay outside. Do not re-enter the building.

The College will continue to evaluate its fire safety procedures and institute improvements as deemed necessary.



## *Fire Safety Education and Training*

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of the term. These programs are designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the College's fire safety policies.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a safe location before calling for help. They are to stay in that location so that the College has documented that the student has left the building.

Per federal law, the College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the College may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Karl Becker, Executive Vice President	267-295-2307, Allison Mansion, Second Floor
Peggy Liberatoscioli, Vice President of Administrative Services	267-295-2315, Perrier Hall, 1st Floor
Joe Geiger, Director of Facilities	267-295-2345, Allison Mansion, Lower Level
Residential Learning Coordinator	215-783-0709, Allison Mansion, Second Floor
Campus Security	215-760-3956, Parking Lot

When calling, please provide as much information as possible about the location date time and cause of the fire.

Should you see or suspect a fire, calmly leave the area and contact the residential learning coordinator, security or a staff member. If it is an emergency, contact 911.

# Criminal Offenses

<i>On Campus</i>	2014	2015	2016
Murder	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	1	0	0
Rape	0	0	0
Fondling	0	1	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	1
Aggravated assault	0	0	0
Burglary	0	0	3
Motor vehicle theft	0	0	0
Arson	0	0	0

<i>On-Campus Student Housing</i>	2014	2015	2016
Murder	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	1	0	0
Rape	0	0	0
Fondling	0	1	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	2
Motor vehicle theft	0	0	0
Arson	0	0	0

<i>Noncampus</i>	2014	2015	2016
Murder		0	0
Negligent manslaughter		0	0
Sex offenses-Forcible		0	0
Rape		0	0
Fondling		0	0
Incest		0	0
Statutory Rape		0	0
Robbery		0	2
Aggravated assault		0	0
Burglary		0	0
Motor vehicle theft		0	0
Arson		0	0

<i>Public Property</i>	2014	2015	2016
Murder	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

# Hate Crimes

<i>On Campus</i>	2014	2015	2016
Murder	0	0	0
Negligent manslaughter	0	0	0
Sex offenses- Forcible	0	1	0
Rape	0	0	0
Fondling	0	0	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<i>Noncampus</i>	2014	2015	2016
Murder			0
Negligent manslaughter			0
Sex offenses- Forcible			0
Rape			0
Fondling			0
Incest			0
Statutory Rape			0
Robbery			0
Aggravated assault			0
Burglary			0
Motor vehicle theft			0
Arson			0

<i>Public Property</i>	2014	2015	2016
Murder	0	0	0
Negligent manslaughter	0	0	0
Sex offenses- Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

# VAWA Offenses

<i>On Campus</i>	2014	2015	2016
Domestic violence		0	0
Dating violence		0	3
Stalking		0	0

<i>On Campus Student Housing</i>	2014	2015	2016
Domestic violence		0	0
Dating violence		0	3
Stalking		0	0

<i>Noncampus</i>	2014	2015	2016
Domestic violence		0	
Dating violence		0	
Stalking		0	

<i>Public Property</i>	2014	2015	2016
Domestic violence		0	
Dating violence		0	
Stalking		0	

# Arrests

<i>On Campus</i>	2014	2015	2016
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

<i>On Campus Student Housing</i>	2014	2015	2016
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

<i>Noncampus</i>	2014	2015	2016
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

<i>Public Property</i>	2014	2015	2016
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## Disciplinary Actions

<i>On Campus</i>	2014	2015	2016
Weapons, carrying, possessing, etc.		0	0
Drug abuse violations	2	2	0
Liquor law violations	5	5	2

<i>On Campus Student Housing</i>	2014	2015	2015
Weapons, carrying, possessing, etc.	0	0	0
Drug abuse violations	2	2	0
Liquor law violations	5	3	2

<i>Public Property</i>	2014	2015	2016
Weapons, carrying, possessing, etc.		0	0
Drug abuse violations		0	0
Liquor law violations		0	0

## Fire Statistics

<i>Fire Statistics</i>		2014	2015	2016
Hunter Hall	4231 Walnut Street	0	0	0
Perrier Hall	4233 Walnut Street	0	0	0
College House	4235 Walnut Street	0	0	0
Bachlor Hall	4220 Walnut Street	0	0	0
McManus Hall	4222 Walnut Street	0	0	0
100 Building	100 S. 42 <sup>nd</sup> Street	0	0	0
Sansom Street	4209 Sansom Street	0	0	0
Sansom Street II	4207 Sansom Street	0	0	0

## Unfounded Crimes

	2014	2015	2016
Total unfounded crimes		0	0



**The Restaurant School at  
Walnut Hill College**

4207 Walnut Street  
Philadelphia, PA 19104  
[www.walnuthillcollege.edu](http://www.walnuthillcollege.edu)