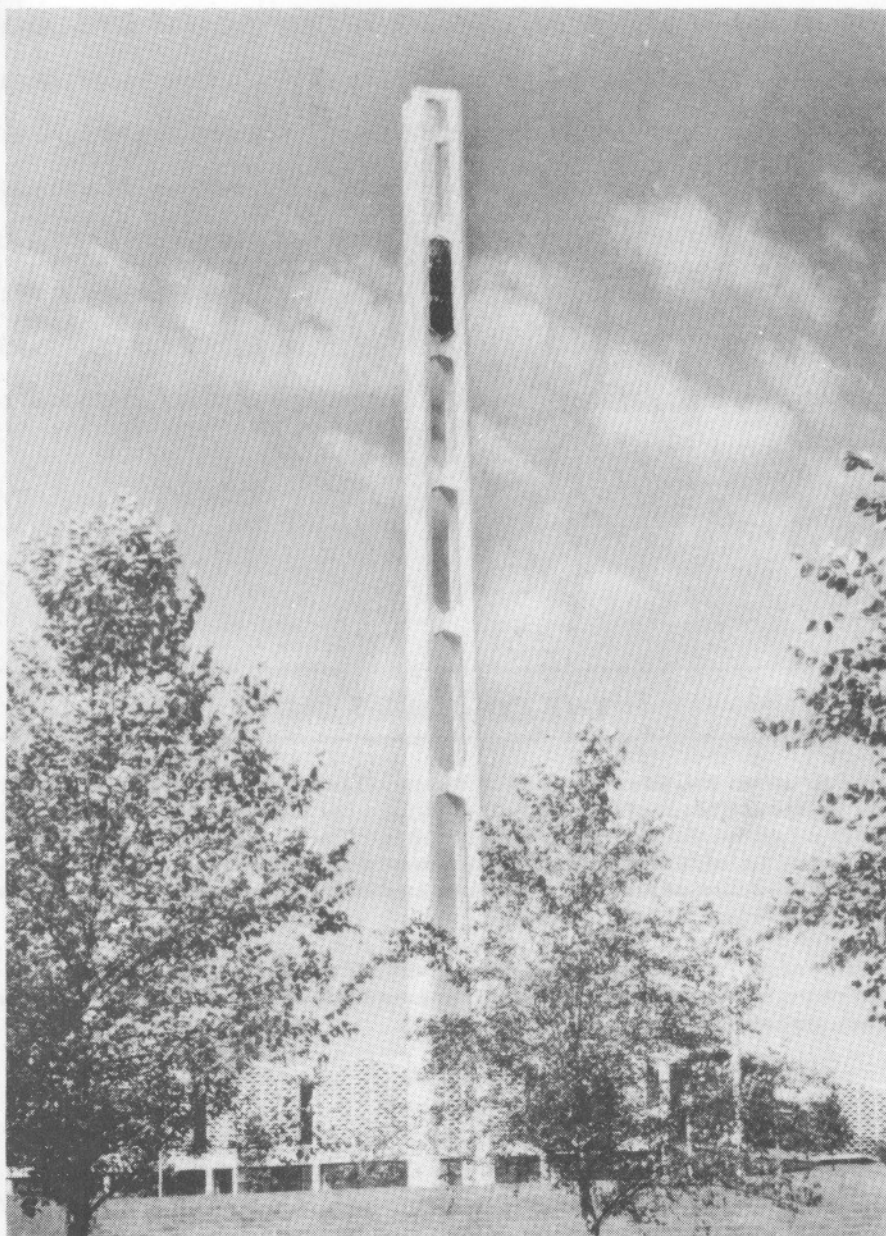


**METHODIST COLLEGE
FAYETTEVILLE, NORTH CAROLINA**



**STUDENT HANDBOOK
1986-1987**



THE COLLEGE SEAL

The college seal was designed early in the life of Methodist College. The horse and rider in the center is a reproduction of a picture of Bishop Francis Asbury, the first Bishop of the Methodist Church in America and referred to as the "Prophet of the Long Road." The horse and rider are also symbolic of his successors, the early Circuit Riding Clergy, in their never-faltering efforts to carry the influence of the church into the frontiers of America. Education has from the beginning been a traditional consequence of the heritage of the early church.

The Latin words "Veritas et Virtus" mean truth and virtue. The pursuit of truth is the primary aim of education and this motto embodies the idea of joining together of education with the Christian virtues of faith, hope and love.

ACKNOWLEDGEMENT

THE 1986-1987 METHODIST COLLEGE STUDENT HANDBOOK IS PRODUCED BY THE STAFF OF THE OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS. WE TRULY BELIEVE THAT EDUCATION AT COLLEGE IS MUCH MORE THAN JUST WHAT YOU LEARN IN THE CLASSROOM. THIS HANDBOOK IS INTENDED TO ASSIST YOU IN THAT BROADER EDUCATION. THE STAFF OF THIS OFFICE HOPE THAT YOU FIND THE HANDBOOK TO CONTAIN A LARGE AMOUNT OF PERTINENT AND USEFUL INFORMATION WHICH ALLOWS YOU TO MAKE THIS YEAR THE MOST SUCCESSFUL IN YOUR COLLEGE CAREER. PLEASE FEEL FREE TO CALL ON US TO ASSIST YOU TO DEVELOP AS INDIVIDUALS AND AS MEMBERS OF THE METHODIST COLLEGE COMMUNITY.

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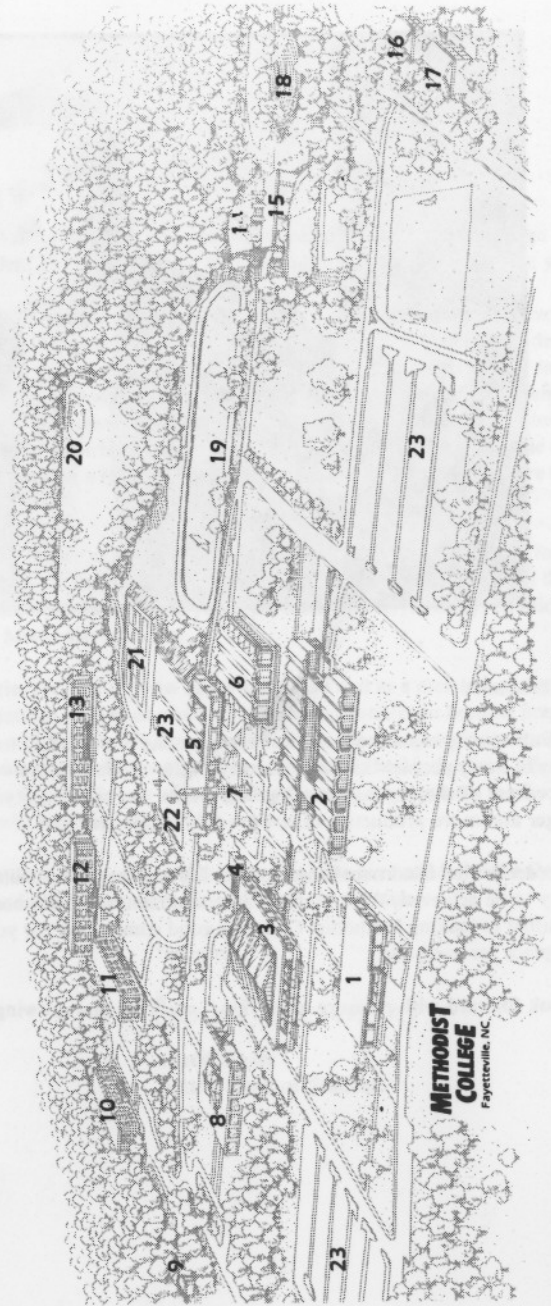
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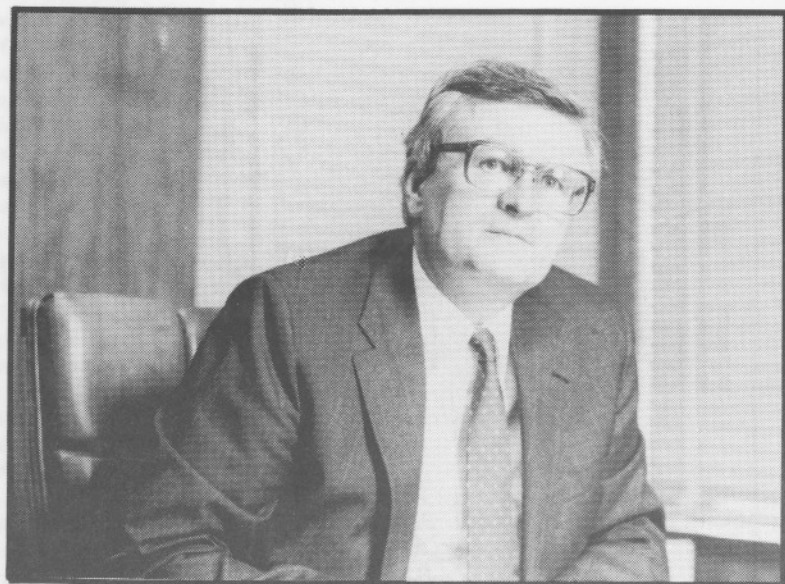
KEY

- 1. Horner Administration Building
- 2. Trustees Classroom Building
- 3. Reeves Auditorium / Fine Arts Building
- 4. Hensdale Chapel
- 5. Student Union / Cafeteria
- 6. Davis Memorial Library
- 7. Yarborough Bell Tower
- 8. The Science Building

- 9. The President's House
- 10. Weaver Hall
- 11. Garber Hall
- 12. Sanford Hall
- 13. Cumberland Hall
- 14. The Gymnasium
- 15. Buildings & Grounds Center
- 16. Athletics

- 17. Faculty Apartments
- 18. O'Hanlon Memorial Amphitheatre
- 19. Methodist College Soccer Field
- 20. Shelby Baseball Field / Athletic Fields
- 21. Tennis Courts
- 22. Basketball / Volleyball Courts
- 23. Parking





Dear Students:

It is always a pleasure to greet students entering or returning to Methodist College. This is a community of many people -- students, faculty, staff, administrators -- who live, study and work together. This process of sharing our lives together offers the opportunity for each of us to be better, wiser, stronger and more productive than we would be alone.

In order for the maximum benefit of our life together to be realized and for the truest sense of community to be achieved, there must be a commitment from all members to "make it work." We are committed to making Methodist College a good community for you. We need your help to make it a good place for everyone.

I look forward with pleasure to working, studying and growing with you.

Sincerely,
M. Elton Hendricks
President

Dear Students:

It is with great enthusiasm that I offer you my sincerest welcome to the Methodist College community, whether you be a new student to the campus or one returning for another academic year.

I am returning for a second year at Methodist, but in a new position, at least for a time. I have been the Assistant Dean of Students for Residence Life, and now I will serve as Acting Dean of Students. I have found Methodist College to be a rather special and unique place in terms of its people and its programs. It is my hope that through the efforts of the staff and programs of the Student Affairs Office you will find the same warmth and friendliness that I have found, as well as the challenges to grow and broaden your horizons. My greatest hope is that as a new student you will feel comfortable and a part of things quickly and easily, and that as a returning student you find this year to have more to offer and enjoy than the year before.

The purpose of the Student Affairs Office at Methodist College is to provide opportunities for you to develop as a whole person while you are in college. This means that we work to compliment the efforts of the faculty and academic administration to help you grow intellectually, socially, emotionally and spiritually in keeping with the Methodist tradition.

To do this we provide opportunities for you to grow as an individual and as a member of the community in social and residential situations. We must also offer you opportunities to become prepared for the many situations which you will face in life through work with the many organizations who contribute to the governance of Methodist College and the enrichment of the Methodist College experience. I hope that you will help us to provide you with a quality learning environment in all aspects of your life here. I hope that you will seek involvement in campus life.

I look forward to meeting you and working with you during your time here at Methodist College. Please do not hesitate to stop by and introduce yourself, and I will do the same.

Sincerely,

Carol Binzer
Acting Dean of Students

CALENDAR FOR FALL 1986

August 23	Saturday	Residence halls open at 6:00 p.m.
August 24	Sunday	New students arrive
August 25-26	Monday-Tuesday	Orientation and faculty advising for new students
August 26	Tuesday	Graduation at 2:00 p.m.
August 26	Tuesday	Continuing students arrive
August 27	Wednesday	Registration (all students)
August 28	Thursday	CLASSES BEGIN
September 5	Friday	Opening convocation at 10:00 a.m.
September 5	Friday	Last day to add classes
September 18	Thursday	Last day to drop classes with WD
September 22	Monday	Last day to submit intent-to-graduate forms for December graduation
September 26	Friday	New students first month reports due Registrar by 3:00 p.m.
October 10-12	Friday-Sunday	Homecoming and Parents' Weekend
October 17	Friday	Residence Halls close at 5:00 p.m.
October 18-21	Saturday-Tuesday	Autumn holiday (no classes)
October 21	Tuesday	Residence halls open at 2:00 p.m.
October 22	Wednesday	Classes resume at 8:00 a.m.
October 22	Wednesday	Midterm grades due Registrar by 3:00 p.m.
November 3	Monday	Advisee group meetings at 10:00 a.m.
November 3-12	Monday-Wed.	Individual advisee conferences
November 6	Thursday	Founders' Day
November 6	Thursday	Iterations V
November 13	Thursday	Pre-registration materials due Registrar by noon
November 21	Friday	Last day to drop classes with a WP or WF
November 26	Wednesday	Accelerated classes, ending by 12:50 p.m.
November 26	Wednesday	Residence halls close at 5:00 p.m.
November 27-30	Thursday-Sun.	Thanksgiving holiday
November 30	Sunday	Residence halls open at 2:00 p.m.
December 1	Monday	Classes resume at 8:00 a.m.
December 10	Wednesday	Last day of class
December 11-17	Thursday-Wed.	FINAL EXAMINATIONS
December 12	Friday	Senior grades due Registrar by noon
December 17	Wednesday	Graduation at 2:00 p.m.
December 17	Wednesday	Residence Halls close at 5:00 p.m.
December 19	Friday	All grades due Registrar by noon

CALENDAR FOR SPRING 1987

January 10	Saturday	Residence Halls open at 6:00 p.m.
January 11	Sunday	New students arrive
January 12-13	Monday-Tuesday	Orientation and faculty advising for new students
January 13	Tuesday	Continuing students arrive
January 14	Wednesday	REGISTRATION
January 15	Thursday	CLASSES BEGIN at 8:00 a.m.
January 23	Friday	Opening Convocation at 10:00 a.m.
January 23	Friday	Last day to add classes
February 9	Monday	Last day to submit intent-to-graduate forms for May graduation
February 13	Friday	New student first month reports due Registrar by 3:00 p.m.
February 27	Friday	Residence Halls close at 5:00 p.m.
February 28-March 8	Saturday-Sun.	Spring Vacation (no classes)
March 8	Sunday	Residence halls open at 2:00 p.m.
March 9	Monday	Classes resume at 8:00 a.m.
March 11	Wednesday	Advisee group meetings at 10:00 a.m.
March 11-20	Wednesday-Fri.	Individual advisee conferences
March 18	Wednesday	Midterm grades due Registrar by 3:00 p.m.
March 23	Monday	Pre-registration materials due Registrar by noon
April 15	Wednesday	Last day to drop classes with WP or WF
April 17	Friday	Good Friday Chapel at 10:00 a.m.
April 20	Monday	Easter Monday (no classes)
April 21	Tuesday	Classes resume at 8:00 a.m.
April 22	Wednesday	Awards Day
April 23	Thursday	Iterations VI
May 1	Friday	Last day of class
May 2-8	Saturday-Friday	FINAL EXAMINATIONS
May 5	Tuesday	Senior grades due Registrar by noon
May 10	Sunday	Baccalaureate Service at 10:30 a.m.
May 10	Sunday	Graduation at 2:00 p.m.
May 10	Sunday	Residence Halls close at 5:00 p.m.
May 11	Monday	All grades due Registrar by noon

CAMPUS OFFICES

The following is a list of the offices of the major administrative officers of the college. The persons who hold the positions noted have responsibility for the supervision of the overall operation of the college and can be of great assistance to you as you go about your life here at the college. Please feel free to consult these persons if you feel that you have a need for their services.

OFFICE OF THE PRESIDENT - Dr. M. Elton Hendricks - 101 Administration Building - Ext. 224 - The President is the chief executive officer of the college. As such, he is responsible for the overall operation of the college and is responsible for the coordination and planning of all of the functions with which the college involves itself. The President is responsible to the Board of Trustees and the North Carolina Annual Conference of the United Methodist Church.

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS - Dr. Lynn Sadler - Administration Building - Ext. 221 - The Vice President for Academic Affairs is the chief academic officer for the college. She has responsibility for all of the academic operations of the college including the faculty, the Office of the Registrar, academic and administrative computing, the Office of Guidance and Placement, grants, the Office of Institutional Research and the Office of Continuing Education. She reports to the President of the College.

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS - Student Affairs Office, Student Union Room 3 - Ext. 278 - The Vice President for Student Affairs is the chief student affairs officer of the college. S/he has responsibility for the student related non-academic operations of the college including Residence Life, Student Activities, the Student Government Association, the campus judicial system, counseling, health services, and the operation of the Student Union. S/he reports to the President of the college.

OFFICE OF THE VICE PRESIDENT FOR BUSINESS AFFAIRS - Mr. Roy A. Whitmire - Administration Building - Ext. 235 - The Vice-President for Business is the chief financial officer of the college. He has responsibility for all of the business operations of the college including the Office of the Comptroller, Financial Aid Office, food services, mail service, the Snack Bar, the Student Store, maintenance and physical plant, purchasing and budget development and management. He reports to the President of the College.

OFFICE OF THE VICE PRESIDENT FOR COMMUNITY AND CHURCH RELATIONS - Dr. William Lowdermilk - Administration Building - Ext. 239 - The Vice President for Community and Church relations is the chief public relations officer of the college. He has responsibility for the dissemination of information about the college to all of its external constituencies and friends with particular emphasis on the relationship of the college to the United Methodist Church. He is responsible for the operation of the program of summer camps and conferences, the Publications Office, the Office of the Campus Minister and the continued development of the high quality relationship with the North Carolina Annual Conference of the United Methodist Church and the people of the Fayetteville area. He reports to the President of the College.

OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT - Mr. Gene Clayton - Administration Building - Ext. 275 - The Vice President for Development is responsible for the provision of financial support to the college. He seeks to gain support from individual friends of the college, corporations, foundations, the Church, and various governmental agencies in order that the College may remain financially strong and provide top quality programs to its students. He reports to the President of the College.

CAMPUS OFFICES

The following offices offer services upon which you may need to call during the academic year. The persons in these offices should be contacted to deal with specific matters which impact upon your academic and social progress.

Office of Admissions - Ms. Charlotte Coheley - Administration Building - Ext. 236

Office of the Athletic Director - Mr. Tom Austin - Trustees Building - Ext. 263

Office of the Campus Minister - Rev. H. William Green - Campus Minister's Office, Student Union - Ext. 276.

Office of the Comptroller - Mr. William Morgan - Administration Building - Ext. 223.

Office of Financial Aid - Mrs. Vickie King - Administration Building - Ext. 230

Office of the Registrar - Mr. Samuel J. Clark - Administration Building - Ext. 220

Office of the ROTC - Cpt. John Taylor - Trustees Building - Ext. 214

Office of Special Services - Mr. Paul Eaglin - Room 6, Student Union - Ext. 290

Faculty Offices - Each faculty member has an office on the campus in one of several locations. Students should make every effort to visit the faculty in their offices in order to discuss academic questions and to get to know these people outside of the classroom setting.



COUNSELING SERVICES

Personal Counseling - Professional staff members within the Student Affairs Department and the Campus Minister are available to provide personal counseling services to students as needed. The purpose of this service is to work with students on an individual basis to help them to achieve their academic and personal goals. To accomplish this, the Student Affairs Department carries on activities to help identify students experiencing problems; to work with them individually and in small groups in the residence environment; and to help build support systems on the campus to help students make satisfactory personal and academic adjustment to college life. Staff members may also refer students to professionals in the Fayetteville community for more intensive or specialized services. The student will be fully responsible for payment for external psychological or psychiatric services.

All personal counseling services are confidential between the student and the counselor. The limits of the confidential nature of the counseling relationship will only be extended if the counselor believes that the student may physically harm himself/herself or cause harm to another individual. In such situations, the counselor must inform the Vice President for Student Affairs. In the best interests of the student, the counselor may choose to involve other college officials if appropriate. Based on the recommendation of the counselor, the Vice President for Student Affairs may require the student to fulfill one or more of the following requirements:

- 1) Leave campus within twenty-four hours of the incident and be accompanied by a staff member until departure.
- 2) Inform his/her parents of the situation and make necessary transportation arrangements with them.
- 3) Choose whether to terminate enrollment or to seek reinstatement by setting up an appointment with a licensed clinical psychologist or psychiatrist for an evaluation. The written evaluation must indicate that the student is of no harm to himself/herself or others and can function in a college environment. The College may accept or reject the results of the psychological evaluation. If the evaluation is accepted by the College, reinstatement cannot occur sooner than 72 hours after the initial incident.

Career Counseling and Placement - The Guidance and Placement Office, located in room T-101 on the lower level of the Trustees' Building provides a variety of services. Vocational preference testing is available as well as vocational guidance and information on various careers. CLEP testing provides an opportunity to receive college credit through examination. Information is available on tests for admission to graduate school. A library of graduate school catalogs is maintained.

As the student draws near the completion of his/her degree, he/she should develop a placement file, including references and other information. These materials are kept on file in the Guidance and Placement Office so that copies may be sent to potential employers or graduate schools. This service is available to current students and alumni.

The Guidance and Placement Office is the contact point for employers who wish to advertise full-time or part-time jobs. Such notices are posted on the bulletin board outside of T-101. Information is also provided on resume preparation and job interview skills. On-campus job interviews are conducted from time to time. Special programs such as Career Days and Job Search Seminars are also sponsored by Guidance and Placement.

Graduate or Professional Training - In addition to the career planning and placement services provided by the Office of Guidance and Placement, a special advisor has been assigned to assist students who wish post-baccalaureate education. Dr. Wayne Preslar advises students interested in the pursuit of graduate and professional training and counsels them as to the availability of appropriate scholarships and fellowships. He can be contacted at Extension 253 or in Room 233 of the Trustees' Building.

Academic Advising - Each student is assigned to an academic advisor upon matriculation. The role of the advisor includes the following:

- 1) To assist students in planning their course of study;
- 2) To answer questions regarding general college requirements;
- 3) To help in the academic registration process;
- 4) To listen and counsel when academic and personal problems arise;
- 5) To assist in making course changes (dropping and adding courses).

Freshmen are often assigned to advisors outside of their intended majors. Once a major is officially declared, the student is usually reassigned to a faculty member in the major department.

Each freshmen advisor is assigned a Peer Advisor (PA), an upperclass person who has been selected to assist in making the freshman year a successful one.

Qualifications for Peer Advisors are

1. Class rank of sophomore or above
2. A GPA of 2.00 or above
3. An impeccable judicial record
4. A willingness to assume responsibility
5. A commitment to Methodist College

Peer Advisors are selected in the spring for the coming year. Applications are available in the Student Affairs Office. Faculty make recommendations to the Coordinator of Academic Advising.

Students are urged to take advantage of the help their advisors can give. Students should check the office hours posted on the door of each advisor's office in order to plan their visits. Advisors invite students to visit them and get to know them in order to enhance their ability to provide good advice.

Special Services and Tutoring - Methodist College was awarded a grant in 1984 from the U.S. Department of Education to carry out a Special Program in Academic Services. The staff of the program have their offices in Rooms Five (5) and Six (6) on the upper floor of the Student Union Building, at the entrance of the Snack Bar/Post Office.

The Special Services Program has as its goal assistance to students in making the transition from high school to college. Participation in the program of academic support services is available to students who meet the criteria set forth in federal laws and regulations.

The program of services offered for the transition to college involves training in college study skills, note-taking and test-taking, counseling, tutoring services and career or academic major selection. Developmental course work is also presented by staff members. Participation in the program is invited. Please stop by the office for further information.

LIBRARY SERVICES - Strategically located in the center of campus, Davis Memorial Library offers a variety of resources to serve the academic needs of the college. It houses approximately 73,500 volumes, a music listening room with over 2,500 recordings, a micro-materials area of 6,900 microforms with self-service microform readers and printers, a computer center consisting of seven microcomputers with graphic and letter quality printers, and a periodicals reading room where over 450 periodicals and newspapers are shelved. The library also has special copying services, study rooms, typewriters, and interlibrary loan services. Bibliographic subject searches are provided at cost through a computer terminal located in the main library. Many data bases in the humanities, sciences and social sciences are available. Special instruction in library use is provided through a one-hour credit course. A published handbook is distributed without charge during library orientation tours.

The Teaching Materials Center, a branch of the main library, houses a separate collection of audio-visual materials and equipment as well as a children's literature collection and teaching aids for the Teacher Education Program. The main library contains a number of special collections including materials related to General Lafayette, North Carolina history, fiction by North Carolina authors such as Thomas Wolfe, rare Bibles, and letters by several famous southern historical figures.

A library card is required to check out books and to use equipment. Hours of operation are as follows:

Monday-Thursday	7:45 a.m.-10:00 p.m.
Friday	7:45 a.m.-5:00 p.m.
Saturday	12:00 noon-4:00 p.m.
Sunday	5:00 p.m.-9:00 p.m.

CAMPUS FACILITIES - The facilities of the College are used extensively by a wide variety of individuals from the campus community and from a wide variety of outside agencies. These services listed below are provided for your convenience.

Campus Calendar - The campus calendar is kept in the office of Dr. Lowdermilk, the Vice President for Church and Community Relations. When scheduling meetings, special events and projects, check this calendar to avoid conflicts. You should also clear all proposed projects with the assistant Dean of Students for Student Activities, Ms. Kathie Harrison, and check with the Office of the Vice-President for Academic Affairs to avoid schedule conflicts.

Scheduling Campus Facilities - Reservation forms for campus facilities are kept in Dean Harrison and Dr. Lowdermilk's offices. Facilities in the Student Union must be reserved through Dean Harrison. Other facilities must be reserved through Dr. Lowdermilk. Forms must be completed for a facility to be reserved. If a public address system or special lighting is required, the form should be completed one week prior to the event.

Church and Civic Organizations - The Methodist College Campus is the site of many church and civic programs. As many as a thousand visitors may be on campus in a given day and over 43,000 during the course of a year. Some small groups will use the residence halls and college cafeteria. Student participation and cooperation are necessary for the college to provide this service. The student body is

informed about these groups and events through the Student Government Association and Student Affairs Department.

The college has made special arrangements with certain civic organizations that encourage student attendance at their performances at no charge. (An I.D. is required). Included in this list of organizations are the following: The Fayetteville Symphony, the Fayetteville Symphonic Band, The Community Concert Series, The Dance Theatre of Fayetteville, The N.C. Symphony and the Highland British Brass Band. The dates and times of these events are listed in the cultural calendar prepared by the Director of Public Information and Publications and will be listed in a calendar of all campus events prepared by the Assistant Dean of Students for Student Activities. If there is a question about the specific event being among those to which students do have to pay an admission charge, please call Dr. Lowdermilk.

MAINTENANCE SERVICES - The Maintenance Department of Methodist College strives to work with students to make day-to-day activities as comfortable as possible. To do this cooperation by students is imperative. Prompt reporting of maintenance needs to your R.A. or residence hall director will make this possible. Any problem of heating, air-conditioning or lighting in your area of residence should be reported. Because of the pride we take in our campus buildings and grounds your assistance is greatly appreciated.

STUDENT INFORMATION SERVICES - Methodist College makes a sincere effort to keep students' hometowns advised of any and all accomplishments students enjoy while at Methodist College. Additionally, news of awards, achievements, elected offices, etc., are sent to regional papers and radio and television stations. In order for the Office of Public Information and Publications to provide accurate information on these releases to media, each student must complete a Student Information Form upon registration and continue to update the form each semester. These forms are mailed to each incoming student and additional forms are available from the Office of Public Information and Publication. Once complete, forms are kept on file in the Office of Public Information and Publications Department but are available to students upon request.

FOOD SERVICES

Cafeteria

Students, members of the staff and faculty, their families and visitors are extended the privilege of food service during those days when the cafeteria is in operation.

Hours of operation:

Weekdays: Breakfast	7:15-8:15
Lunch	11:30-1:15
Dinner	5:00-6:15
Weekends: Brunch	10:45-1:00
Dinner	5:00-5:45

Board charges will not be refunded except in case of withdrawal by a student who has paid board in advance of the week of withdrawal.

Appropriate clothing (including street shoes) must be worn in the cafeteria at all times.

Each student is expected to carry his/her own tray to the dishwashing area.

An unlimited seconds program can be run effectively only when (1) student I.D.'s are checked

at the door; (2) all non-boarding students who enter the dining room are charged the full meal price; (3) no food or dishes are carried from the dining room. If you have complaints or questions about the food service, please address these directly to the on-campus Food Service Director.

Snack Bar

The Snack Bar, located in the Student Union, is open from 10:00 a.m. to 2:00 p.m. Monday through Friday. The hours are subject to change.

"A la Carte" services are available in the Snack Bar. A full line of sandwiches are available as are french fries, cold drinks, ice cream, candies, crackers and other items.

POSTAL SERVICES

United States Post Office (Methodist College Branch)

A postal service window, located in the Student Store, is open for operation Monday through Friday from 8:00 a.m. to 3:45 p.m.

Mail delivery to the Methodist College Branch is Monday through Friday distributed and available in the individual mailboxes after 10:00 a.m.

All residence hall students will be assigned a mailbox during the registration period. Mailboxes will not be assigned to commuting students.

A mail drop is located at the Student Store.

Exterior collection boxes are located at the north end of the Student Union and Science Building.

Collection time is 4:00 p.m. Monday through Friday and 12:00 p.m. Saturday.

STUDENT STORE SERVICES

The Student Store is located in the north end of the Student Union. Textbooks may be purchased by cash, check or charge sale. All charge sales must be approved at the Business Office.

Available at the Student Store are school supplies, clothing, greeting cards and various gift items.

The hours of operation are from 8:00 a.m. to 4:00 p.m. Monday through Friday.

FINANCIAL AID SERVICES - All students requesting financial aid must apply for such aid each school year they intend to receive an award. Applications may be obtained from the Financial Aid Office. Methodist College requires either the Family Financial Statement (FFS) of the American College Testing Service (ACT) or the Financial Aid Form (FAF) of the College Scholarship Service (CSS). It is recommended that one of these be submitted to ACT or CSS by May 1 of each year.

The financial need of the student is defined as the difference between the resources of the student and parents and the cost of attending Methodist College. The need analysis provides the basis upon which an applicant's need is determined. All information concerning the stu-

dent's financial situation and the family's circumstances is held in complete confidence by the Financial Aid Office and is not a part of the student's general file with Methodist College.

Continuing or transfer students applying for financial assistance (institutional, state or Title IV funds) will be evaluated at the end of each academic year to determine if they have met the institution's Standards of Satisfactory Academic Progress for financial aid. These standards are published in the **Financial Aid Information** booklet which is available upon request from the Financial Aid Office. All students expecting to receive financial assistance are encouraged to become familiar with these standards.

It is strongly recommended that students apply for aid as soon as income tax forms are completed in the Spring for the following Fall and Spring semesters. Financial aid is awarded on a first come basis.

THE STUDENT UNION - The Student Union building is the center for all of the out of class non-academic activities for students at the college. Here the Student Affairs Department, the Student Government Association and Shakers and Movers (S.A.M.) present a wide variety of activities and events to fill social needs and non-academic hours. In addition to food services and meeting rooms which are located on the lower level, the Union has available the student store, mail services, the Snack Bar, a large screen TV for student viewing, video games and other amusements, additional meeting rooms, a lounge area and an open programming space which is available for student use. The Union is the building in which dances, concerts, coffeehouse-type entertainment and other programs are held. Hours of operation will be posted in the Union.

BUSINESS SERVICES

Check-Cashing

Personal checks may be cashed in the Business Office (not exceeding \$25) with approval of the Comptroller. Personal checks may also be cashed in the Student Store (for the amount of purchase only) The Methodist College I.D. card must be shown prior to the check being cashed.

Approximately three weeks before the end of any semester personal checks will not be cashed. This action is necessary to allow all checks time to clear the banks. (A \$10 CHARGE WILL BE ASSESSED THOSE STUDENTS WRITING A CHECK WITH INSUFFICIENT FUNDS IN THEIR ACCOUNT.) A second incident during one semester will result in the denial of check-cashing privileges and disciplinary action.

Student Accident And Sickness Insurance

The College requires all students to participate in a group accident and sickness insurance program. Each student enrolled will be billed for the annual premium to provide protection during the academic year. The plan provides protection 24 hours per day during the term of policy. Students are covered on and off the campus, at home, or while traveling between home and college, as well as during interim vacation periods. Students are also protected up to 48 hours for actual travel time while enroute between home and college prior to the opening and closing of the regular academic term. You may obtain a current pamphlet from the Business Office which details the insurance program.

This insurance supplements the family's policy and the services of the College infirmary. The plan provides up to \$1,000 to cover cost of medical treatment as the result of accidental bodily injury sustained in each separate accident. Furthermore, this group policy has an accidental

death benefit of \$1,000 plus dismemberment coverage scheduled up to \$1,000 for loss within 90 days from date of accident.

If a student requires hospitalization because of sickness, the actual expenses of the treatment shall be paid according to the following benefits:

1. Room and board not to exceed 30 days, daily rate up to \$25.
2. Miscellaneous hospital expenses, up to \$150.
3. Surgeon's fees for operations due to illness from \$5 to \$200 according to surgical schedule.
4. Physician's fees \$8 per visit, one visit per day, for sickness not requiring surgical operations, while confined as a hospital in-patient, maximum of \$240. Additional details are found in the brochure provided each student.

HEALTH SERVICES - Health services are provided to students by the College through the services of a registered nurse who works for the College during clinic hours and on an on-call basis. Medical and other health problems should be referred to the nurse during regular office hours whenever possible. Emergency medical needs should be brought to the attention of residence hall staff for assistance. In addition to the provision of clinical services the nurse will provide presentations to students on a variety of wellness issues in order to assist students to maintain a high level of health and well being. Office hours are 8 a.m. to 12 noon in the Health Center located in the Student Union. In addition to the services provided by the College, Fayetteville has available to students two hospitals, several clinics and a number of private medical practitioners in a wide variety of specialties. Contact the nurse for further information.

1. Special Medications

Individuals who take special medications for allergies, diabetes, etc. must notify the infirmary staff of the problem and the special medications immediately upon their arrival at Methodist College.

2. Medical Information for Instructors

Medical notes from the Health Center may be obtained by the student when the instructor deems it necessary to explain class absence.

3. Accident or Illness Away from College While on College Matters

Any boarding student involved in an accident or illness occurring away from the College, while on College sponsored activities, should report the same to the health center immediately upon return to campus, to preserve the student's insurance rights.

4. Transporting Injured Students

Persons should not be transported to a doctor or hospital without the approval of the College nurse or other College official, except in emergencies. To do so may involve the student or students, as well as the College, in legal complications and may involve financial responsibility for the medical services. In the event of an emergency, notify one of the following immediately: the College nurse, Hall Director, R.A., Assistant Dean of Students for Residence Life or Vice President for Student Affairs.

5. Special Diets

Special diets may be prepared to meet the needs of students under medical direction, but are limited to the resources of the cafeteria. Notify the nurse and cafeteria director.

RESIDENCE HALLS

Fees, Tuition, Room and Board

The cost of fees, tuition, room and board are as shown in the catalog. All such costs are due and payable in advance at the Business Office. All students are encouraged to make necessary financial arrangements prior to arriving for the first day of classes. Class cards will not be issued nor will you be allowed in class until all financial matters are properly arranged. Transcripts or grades will not be released by the Registrar until all charges at the Business Office have been satisfactorily cleared.

Private Rooms in Residence Halls

Those resident students desiring private rooms can request one at an additional cost of 50 percent above the double occupancy rate.

Reimbursements

The College reserves the right to apply any reimbursement against any unpaid balance currently due.

Damage Assessments

The college cannot absorb the cost of unwarranted damage and vandalism that occurs in the halls during the school year. Therefore, every student is held responsible for his or her room. Any damages that occur to the room will be charged to its occupants, unless they can prove another person to have been the cause. "Wind" cannot be accepted as an excuse for not paying for a broken window.

Likewise, students are held responsible for the care of the area of the residence halls in which they live. Damage to the halls, restrooms or lobbies will be charged to the perpetrator(s) or in cases where the perpetrator(s) cannot be identified, the repair costs will be pro-rated among the occupants of that floor or area of the residence hall.

You are required to conduct yourself as an adult and respect college property. College furniture must not be removed from the halls. If you damage or break anything you will be charged for the cost of replacing the item.

The following is a partial list of the cost of replacing or repairing some of the items in the residence halls. **Labor is additional at the rate of \$10.00 per man hour.**

Bed repair (minor)	\$20.00
Blind repair	16.00
Blind replacement	50.00
Ceiling repair	at cost
Chair repair	25.00
Chair replacement	50.00
Curtain repair	at cost
Curtain replacement	20.00
Desk repair	20.00
Door glass replacement	150.00
Door repair	40.00
Door replacement	150.00
Floor damage	at cost
Hardware replacement	14.00

CAMPUS SERVICES

Light fixture repair	15.00
Light fixture replacement	40.00
Lock repair	20.00
Lock replacement	40.00
Mattress replacement	120.00
Mattress cover replacement	25.00
Mirror replacement	30.00
Room cleanig	40.00
Screen repair	20.00
Screen replacement	30.00
Wardrobe repair	at cost
Wardrobe replacment	at cost
Window glass replacement	50.00
Paint per gallon	14.00

Keys

Each student will be issued one (1) room key and a mattress cover. **A deposit totaling \$10.00 is required for both. The deposit remains with the Business Office throughout a student's career at Methodist College.** Residents are required to turn in their room keys at the end of each semester. When an occupant leaves the campus permanently without turning in the key, a **charge of \$20.00 is rendered for replacement of the tumbler.**

Withdrawals

If a student officially withdraws from Methodist College for any reason during the first fourteen (14) calendar days from the day classes are scheduled to begin in the fall and spring semesters, he/she will be eligible for a prorated refund as follows:

Date of Withdrawal	Amount of Refund
1-7 days, including first class day	75% tuition and fees
8-14 days, including first class day	50% tuition and fees

After 14 days, no refunds will be made except in case of tuition paid in advance beyond the current semester or board (meals) paid in advance beyond the week in which withdrawal becomes effective. **NO REFUNDS WILL BE MADE AFTER THE FIRST SCHEDULED DAY OF CLASSES IN THE SUMMER OR EVENING PROGRAMS.**

CLUBS AND ORGANIZATIONS

Methodist College offers a wide variety of clubs, organizations and other activities for its students. The Student Activities Office is interested in working with students to develop new organizations to meet perceived student needs. If you and fellow students wish to organize any activity, please come by to talk with us. The Student Activities Office will also work with currently existing organizations to strengthen their programs and provide training for group leaders. Clubs and organizations currently in existence on the campus are listed below. If you are interested in any of the groups, contact the Faculty Advisor listed.

Accounting Club - Mr. Walt Swing
 Alpha Chi (Leadership Honorary) - Mr. Calvert Ray
 Alpha Psi Omega (Theatre Honorary) - Dr. Jack Peyrouse
 Alpha Xi Delta (Women's Social Fraternity) - Mrs. Elaine Porter
 Art Club - Ms. Silvana Foti
 Beta Beta Beta (Biological Society) - Dr. Margaret Folsom
 Black Student Movement - Dr. Lynn Sadler and Mrs. Alice Smith
 Business and Economics Club - Dr. Sid Gautam
 Commuter Club - Ms. Kathie Harrison
 Ethos (Sociology Club) - Dr. John Sill
 Fellowship of Christian Athletes - Mr. Scott Groninger
 International Club - Mr. Bruce Pulliam
 Koinonia (Religious Life) - Rev. H. William Green
 Lambda Chi Alpha (Men's Social Fraternity) - Dr. Wayne Preslar
 Library Club - Mrs. Norma Womack
 Masque Keys (Theatre Club) - Dr. Jack Peyrouse
 Methodist College Chorus - Mr. Alan Porter
 Methodist College Gospel Choir - Mrs. Alice Smith
 National Association of Teachers of Singing - Mr. Alan Porter
 North Carolina Student Legislature - Ms. Kathie Harrison
 Omicron Delta Kappa (Leadership Honorary) - Mr. Parker Wilson
 Phi Eta Sigma (Freshman Honorary) - Mrs. Catherine Shuford
 Phi Gamma Mu (Social Science Honorary) - Mr. Bruce Pulliam
 Phi Sigma Iota (Foreign Language Honorary) - Mrs. Elaine Porter
 Pi Kappa Phi (Men's Social Fraternity) - Dr. Robert Perkins
 Political Science and History Club - Mr. Parker Wilson
 Pre-Medical Society - Dr. Todd Woerner
 Psi Chi (Psychology Honorary) - Dr. Ted Jaeger
 Psychology Club - Dr. Ted Jaeger
 Residence Hall Councils - Ms. Carol Binzer
 ROTC-Monarch Company - Cpt. John Taylor
 Shakers and Movers (Program Board) - Ms. Kathie Harrison
 Sigma Omega Chi (Sociology Honorary) - Dr. John Sill
 Student Education Association - Mrs. Helen Matthews
 Student Government Association - Ms. Kathie Harrison

SMALL TALK is the Methodist College campus newspaper, distributed bimonthly to the students and faculty at no cost. An eight-page broad sheet publication, **SMALL TALK** has won thirteen consecutive national awards of First Class Honors Rating from the Associated Collegiate Press.

TAPESTRY is the creative arts/literary magazine published annually at Methodist College and distributed free to the student body in September. The best of student prose, poetry, graphics and artwork is selected for publication in **TAPESTRY**.

CLUBS AND ORGANIZATIONS

CARILLON is the yearbook published as an annual pictorial record of Methodist College student life and distributed to students free in October. Each student enrolled full-time both semesters is entitled to a yearbook at no charge. Any student who is enrolled full-time for only one semester must pay an additional cost of \$7.50 to purchase a yearbook. Any CARILLON not picked up within thirty (30) days of the initial distribution becomes the property of Methodist College.

The Publications Center is located in the Student Union building in Room 2. Students wishing to participate on any publication staff are invited to make application with the Coordinator of College Publications in the Publications Center.

ATHLETICS AND INTRAMURALS - Many opportunities for participation in recreational, intramural, and intercollegiate activities are available for men and women. Methodist College is a member of the Dixie Intercollegiate Athletic Conference (DIAC) and National Collegiate Athletic Association (NCAA) Division III. Both the conference and NCAA regulations prohibit athletic scholarships. The College fields the following intercollegiate teams:

Cross Country	Soccer
Basketball	Track
Baseball	Golf
Tennis	Cheerleading

Methodist College is also a member of the Women's Division of NCAA. The Women Monarchs participate in the following intercollegiate sports:

Soccer	Cross Country
Volleyball	Golf
Basketball	Tennis
Fast Pitch Softball	Track
Cheerleading	

Methodist College's Intramural Program offers a broad range of activities conducted throughout the school year. Every enrolled student is eligible to participate in all intramural activities. These include:

Football	Soccer
Basketball	Volleyball
Softball	Badminton
Horseshoes	Tennis
Wrestling	Golf
Ping Pong	Foosball
Indoor Soccer	

RESIDENCE HALL LIVING

GENERAL INFORMATION - A great deal of research has been completed which indicates that the residential experience, or lack thereof, has a great deal of impact on college students, both during the time in college and afterwards. Much of this research indicates the value of a developmental and enjoyable residence hall experience. One of the major purposes of the Student Affairs Department, through the Office of Residence Life, is to aid you in making your time at Methodist a valuable and developmental experience. As a result, it is the policy of the college that all students must live in College operated residence facilities unless they are local residents. This is done in order to provide a common learning experience for as many Methodist College students as is possible. All requests for waivers of this policy must be directed in writing to the Assistant Dean of Students for Residence Life.

Below are listed a number of services and guidelines which are intended to improve the quality of life for resident students and to make the residential experience a valuable one for all persons. The primary purpose of the residence life program at Methodist is to develop a community within each hall and to provide each resident with a variety of opportunities for personal growth and learning.

To help achieve these goals we have **Hall Directors** and **Resident Advisors** in each residence hall. These persons are employed by the College and are available to provide information, counseling, and programming for residents. These persons have been trained to deal with emergency situations, to protect individual and institutional rights through the enforcement of all College policies and to assume the administrative responsibilities of a residence hall. Their goal is to develop living environments which will promote close interpersonal relationships, individual growth and learning, and a strong sense of community responsibility and identity.

You are encouraged to become an active, contributing member of your residence hall "community." You can do this by helping your neighbors to develop a hall theme and motto, by joining a hall intramural team, by attending community meetings, by assisting in enforcing quiet hours, and by attending programs and activities sponsored by your hall government and residence hall staff members.

Methodist College retains the right and responsibility for maintenance, heating, air conditioning, selection of hall staff, providing basic residence hall furniture, student housing assignment and enforcement of college policies. The payment of room fees does not constitute a lessee-lessor contract. While the student is a resident at the college, the occupancy of the residence hall room is considered as the use of a college facility. This usage does not give the same latitude as does a lessee-lessor rental contract.

The residence halls, as well as the cafeteria, will be closed during Thanksgiving, Christmas, Fall and Spring holidays. All students should plan to be at home or have other accommodations during these holiday periods. Students must leave the campus within twenty-four hours after their last final examination at the end of each semester unless they are part of graduation exercises or are granted special permission by the Assistant Dean of Students for Residence Life in advance so that assistance may be given to find accommodations.

All students in the regular college program who register for twelve or more semester hours in any semester are considered to be full-time students. All full-time unmarried students who do not live with their parents are required to reside in college residence halls and take their meals in the college cafeteria. Students living in the residence halls must carry a minimum of twelve semester hours at all times. Students may request to be allowed to live off campus in very limited situations. These requests must be made in writing to the Vice President for Student Affairs or the Assistant Dean of Students

RESIDENCE HALL LIVING

for Residence Life and normally must be made at least one month prior to the particular semester under consideration. Permission to live off campus is assigned for periods of no longer than one calendar year and must be renewed if it is to be continued.

Housing of Out-of-State and International Students During Holidays - The College does not assume any financial or supervisory responsibility for out-of-state or international students during periods when it is closed. The College will assist students in finding affordable accommodations.

In order to ensure the availability of funds for off-campus housing during college holidays, an international student who resides in a residence hall is required to deposit \$250.00 with the college for use in making reservations and paying for rent accommodations. Any unused portion of the deposit will be returned following the termination of the student's enrollment at Methodist College.

RESIDENCE HALL SERVICES - The college offers a wide variety of services to its students who live in College residence facilities. These services are intended to assist students in their every day activities and to help create a quiet, comfortable and safe atmosphere for study, sleeping, and mature socialization.

Staff Services - The college has employed and trained a number of student and professional staff who are responsible for the operation and management of the residence halls. These individuals are there to serve you and to make your life more pleasant. They have a multi-faceted role which includes duties as information sources, counselors, programmers and persons responsible for the college disciplinary system.

Telephone Services - Any student who wishes to have a telephone in his or her residence hall room may do so. In order to have a telephone installed the student must contact Carolina Telephone at the Westwood Shopping Center in Fayetteville or at 864-9011. Payment for telephone services is the responsibility of the individual student in whose name the phone is installed. Joint installation and payment should be carefully considered prior to such agreements.

Fire Protection - The college has installed fire alarm systems in each residence hall for the protection of resident students. Fire extinguishers and smoke alarms are also available on each hall. The college is served by the Fayetteville Fire Department which has a station located on Rosehill Road as well as in other locations around the city. It is a serious violation of college standards and state laws for students to tamper with fire protection equipment. Any student convicted of such violations will be expelled from the college.

Security Services - Methodist College employs security officers who patrol the campus twenty-four hours per day. These officers have as their main purpose the protection of the lives and property of Methodist College students and the physical property of the college. The college also receives service from the Fayetteville City Police Department and the North Carolina State Police. The security of the persons and property of individuals on the campus is everyone's responsibility. Lock your residence hall door when you leave the room, even just to go next door to visit a friend. Don't walk alone at night. Park your car in well lighted areas. Report any suspicious activity to College officials.

Vending Machines - Vending machines for soft drinks and snacks are available in each residence hall and in various other locations around the campus. Refunds for money lost in vending machines may be received by completion of a vending machine form in the Student Affairs Office.

Laundry Services - Washing machines and dryers are available in each residence hall. These machines are owned, operated and maintained by a private individual on behalf of the College. Washer service costs \$.50 per load and dryer service costs \$.25 per load. Refund for these machines will be processed in the same manner as noted above by the Student Affairs Office.

RESIDENCE HALL LIVING

Office and Intercom Services - Each residence hall has an office which is operated by hall staff and student workers during various hours of the day. Office operating hours will be posted in each hall. Each hall also has an intercom system which may be used for paging individuals in certain circumstances, for making announcements for students and in emergency situations. Vandalism to intercom speakers on halls is considered as a serious offense and may result in suspension from the College.



RESIDENCE HALL GUIDELINES

The following guidelines contain information relevant to residence hall living. All students are expected to comply with all policies and procedures outlined below and resident students will sign a housing agreement form when they check in. Failure to comply with these regulations or to sign a housing agreement may result in revocation of housing privileges and/or disciplinary action. Methodist College reserves the right to change these guidelines, with notice, at any time.

1. RESIDENCE HALL VISITATION POLICY

Each residence hall at the college is reserved for either male or female residents. The rights of these students to privacy and quiet enjoyment of their residence hall room is of foremost importance. As a result, visitation in student rooms by members of the opposite sex is limited to specified time periods and is regulated by policies established by the Residence Hall Councils and the administration of the college. Hours of visitation, and regulations regarding this process, will be posted in each residence hall. Questions regarding these policies and visitation times should be made to the Office of Residence Life. Lack of knowledge of policies or visitation hours will not be considered an appropriate excuse for violation. Violation of visitation regulations will result in disciplinary action.

2. DAMAGE DEPOSITS AND ASSESSMENTS

Methodist College requires that a damage deposit of \$50.00 be posted by every resident student of the College. This deposit is held in escrow to cover the costs charged for damage to the student's room or public areas of the residence halls. A student who is billed for damages will have that amount deducted from the damage deposit and will also be required to immediately reimburse the deposit to the \$50.00 level in order to continue as a resident student. Students who are charged for damages or cleaning fees at the end of a semester as they check out of their rooms will also have these fees charged to the damage deposit. Reimbursement must be paid before the student will be allowed to enroll as a resident student for the following semester. Damage charges in excess of \$50.00 must be paid immediately as noted for other payments above. Any assessments may be appealed to the Assistant Dean of Students for Residence Life and ultimately to the Vice President for Student Affairs.

The damage deposit noted above remains with the Business Office of the College throughout the student's career at Methodist College. It is refunded only when a student permanently leaves the college (graduation, transfer, etc.) and the Assistant Dean of Students for Residence Life certifies that there are no damages to the room or other college property for which the student is responsible.

The College will not absorb the costs of damages and vandalism which occur in the residence halls during the academic year. Therefore, every student is responsible for his or her residence hall room. Damages which occur to the room will be charged to the occupants unless they can prove that another person has been the cause. Students are also held responsible for the public areas of the halls in which they live. Damages to the halls, restrooms, lobbies and other public areas will be charged to the individual(s) responsible where they can be identified. In cases in which the perpetrator can not be identified the costs for repair will be pro-rated among the residents of the hall/building.

The Maintenance Department of the college has developed a list of the cost of repairs which are typically necessary in residence halls. Copies of this list are available from the Office of Residence Life. Damages not included on the list will be billed at the estimated cost to the college for such repairs. Labor charges of \$10.00 per man hour will also be charged.

RESIDENCE HALL GUIDELINES

4. RESIDENCE HALL OCCUPANCY

Room assignments are made by the Office of Residence Life on a one semester basis. New students must pay a fee of \$50.00 on July 1 of the year in which they will enroll or within seven days after notification of acceptance after July 1. Returning students must make reservations in the Spring semester of each year for the following academic year. A specific reservation plan and schedule will be announced by the Office of Residence Life during the year. Reservation of rooms for the spring semester will take place during the fall semester for all students. A specific reservation plan will be announced by the Office of Residence Life during the semester. Only students who make advance reservations will be allowed to leave belongings in residence hall rooms during the Christmas break.

Students checking out of a residence hall during a semester or at the end of a semester must do so properly with the residence hall director. At that time a staff member will determine the condition of the room, assess any damage or cleaning fees if necessary, and make other arrangements for the student's withdrawal from the hall. All rooms must be cleaned prior to check out. A fee of \$15.00 per student will be assessed for students who fail to clean their room properly prior to check out. A cleaning fee of \$10.00 per student will be assessed for students in the women's halls who fail to clean joint bathrooms prior to check out.

5. ROOM CHANGES

Room changes are permitted during the fourth week of each semester and at one other time during the semester (dates to be posted in each residence hall at the beginning of each semester). In an emergency situation changes may be made with the permission of the Assistant Dean of Students for Residence Life. **Room changes must be authorized by the Hall Director PRIOR to any move.** Room change forms will be available from Hall Directors.

Residents will be allowed one authorized room change without charge during the academic year. Any additional authorized room changes will result in a \$15.00 processing charge, payable before the change.

A. Room Change Procedure - The student requesting a room change must first consult with the hall director of the residence hall in which he or she is currently living. The hall director will give a complete explanation of the procedure which must be followed in order to complete an authorized room change. After the explanation of the procedure by the hall director it is the responsibility of the student to complete the necessary forms and return the completed forms to the hall director. All room changes must be approved by a hall director or the Assistant Dean of Students for Residence Life.

B. Unauthorized or Illegal Room Changes - Unauthorized or illegal room changes are defined as those room changes which occur without proper authorization from the hall director. (NOTE: An illegal room change may occur during established room change periods if proper procedures are not followed by the student). Students who make an unauthorized or illegal room change will be assessed a \$25.00 fine and judicial action will be taken. Furthermore, the student will be responsible for any damages found in the room where the unauthorized or illegal room change took place. In the event of an illegal or unauthorized room change, the student(s) will move back into original assignments until proper authorization can be obtained.

6. FIRE EVACUATION PROCEDURES

Fire evacuation procedures will be posted in each hall. In case of fire please follow these procedures and the directions of residence hall and security staff. One or more fire drills may be held in each residence hall during the year. These drills will be announced in advance.

RESIDENCE HALL GUIDELINES

Failure to evacuate the building or follow the directions of staff during a fire drill will result in disciplinary action.

7. QUIET HOURS

The quiet enjoyment of a residence hall room and the opportunity to study there in peace and quiet are the minimum which students should be able to expect of a college. In order to provide this opportunity the college has determined that a number of hours each day must be set aside as quiet hours for the residence halls. As such, the following periods will be observed as quiet hours during which no loud music or other disturbances will be tolerated. Judicial action will be taken against violators.

Monday-Thursday	until 12 noon and after 7:30 p.m.
Friday and Saturday	until 12 noon and after 1:00 a.m.
Sunday until 12 noon	and after midnight

Students are expected to maintain reasonable quiet at all times.

Quiet hours in the residence halls may be modified by a resident petitioning to the individual residence hall council for a vote. However, quiet hours may not begin after midnight Sunday through Thursday, nor after 1:00 a.m. on Friday or Saturday, and must extend through the night until 7:00 p.m.

8. APPLIANCES AND FIRE HAZARDS

No electrical appliances other than refrigerators, radios, televisions, stereos, hair dryers, fans, razors, and lamps may be attached to residence hall electrical outlets. Cooking equipment may be used only in designated areas of the halls. Extension cords, or other temporary type multiple receptacles or outlets are strictly prohibited. Any questions should be directed to residence hall staff members.

9. PETS

For health reasons, no pets (except fish) are to be kept in the college residence halls.

10. INSURANCE

College insurance does not cover the loss or damage of your personal property. The College assumes no liability for the security of your property and encourages students to secure their rooms at all times and to provide themselves with insurance to cover possible loss.

11. ATHLETIC ACTIVITIES

Athletic activities are prohibited in the residence halls at all times. Violators face possible judicial action and temporary confiscation of equipment.

12. BICYCLES

Bicycles may be stored only in designated areas within the residence halls. They should not be secured in hallways or stairs where they may limit or prohibit entrance or exit of the halls.

13. FURNITURE

Hall or room furniture is not to be removed or disassembled without authorization from the hall director. Furniture assigned to a specific room must remain there. Mattresses may not be removed from the beds except for cleaning purposes. Unauthorized use of College furniture (i.e. lobby furniture) is not permitted. Violation may result in judicial action.

14. ROOM DECORATIONS

Residence hall rooms may be decorated in ways which meet the guidelines which are

RESIDENCE HALL GUIDELINES

available from the Residence Life Office. They must not be decorated in a manner which is destructive of property, hazardous to the physical well-being of resident students or guests, or in violation of good taste as determined by residence hall staff. Students are not to nail, tack or glue items to the walls or woodwork; masking tape may be used for this purpose. **Nothing should be fixed or taped to the ceiling.** Objects should not be placed in a way which will prevent or hinder access to or from the room or within the room.

15. ROOM INSPECTIONS

There will be regular inspections of residence hall rooms by hall staff to assure safety and cleanliness. Students whose room fails to pass inspection will be required to put their rooms in clean, orderly, and safe fashion within twenty-four hours. Failure to do so will be cause for judicial action. (See policy on room entry and search on pages (60-63).



CODE OF CONDUCT

INTRODUCTION - Every society, from the beginning of communal man to the present, has set a code of standards for the behavior of its members. Sociologists tell us that this is necessary for any society to succeed and prosper. This is no less true of a college community than for a more complicated society such as that around us in the larger world. Recent history has shown us the problems which occur when members of a society fail to adhere to these basic concepts. The Methodist College community has developed a set of standards, up to which its members must live, and has designed a code of conduct which is the basis for the operational life of the community. The section which follows describes this code. Because the Methodist College community, like the world around it, is constantly evolving, this code is subject to change. Persons who feel that change is needed should involve themselves actively in the process of change through positive informal and formal channels. Disagreement with this code is not a reason for failing to abide by the restrictions within. By enrolling at Methodist College you have agreed to a contract with the college and adherence to this code is a part of the contract. Methodist College reserves the right to interpret the code through the student judicial system and administrative action.

DRUGS - The possession, use or sale of illegal drugs, stimulants, hallucinogens, depressants, or any other illegal substance as well as the improper use of prescription drugs is prohibited. Violation may lead to suspension or expulsion from the College and may result in referral to local law enforcement agencies for action. The Methodist College definition of possession of drugs includes the presence of such substances on the student's person, among the property owned by the student or among such College property as is being used by the student.

ALCOHOLIC BEVERAGES - The possession or use of alcoholic beverages by Methodist College students or their guests is prohibited. Violation may result in a written warning. Repeated violations, noise, disorderly conduct related to alcohol use, destruction to property related to alcohol use or acts of violence related to alcohol use may result in suspension from the College.

ARSON - Tampering with fire alarm systems or intentionally lighting a fire in college buildings is prohibited and will be handled in accordance with the ordinances and penalties of the City of Fayetteville and the Code of North Carolina. Students in violation will also be subject to suspension or expulsion from the College.

ASSAULT - Members of the Methodist College community believe that an assault on a fellow member of the college community, or on anyone else present on the campus, is a very serious violation of the law and the other persons' rights. As a result, malicious assault, physical abuse or verbal harassment of any person on the campus is prohibited. Such assaults may result in disciplinary probation, suspension or expulsion from the College and may also include referral to law enforcement agencies. The minimum penalty for malicious physical assault is suspension for one semester. The minimum penalty for physical assault on a staff member of the college, including students in a supervisory capacity, during the performance of their duties is expulsion from the college.

THEFT - Any person found guilty of theft of College or other private property on campus will be subject to suspension or expulsion from the College.

DISORDERLY CONDUCT - Methodist College students are expected to act in an orderly and responsible manner. Therefore, students who are involved in such actions as physical restriction, coercion, or intimidation of any person on campus; participation in or encouragement of any effort to disrupt any class or other college function; defiance or belligerence toward any college staff member including students acting in a supervisory capacity will be considered in violation of this standard. Such violations may result in penalties ranging from a written warning to suspension from the College depending upon the seriousness of the particular incident.

CODE OF CONDUCT

VANDALISM - Malicious destruction of public or private property on campus may result in required payment for damages, monetary fines, disciplinary probation, or suspension from the College.

POSSESSION OF WEAPONS - Possession or use of any firearms or explosives including pellet guns, air guns, firecrackers, noisemakers and smoke devices as well as the possession of any other dangerous weapon on the campus is prohibited. Violation may result in disciplinary probation, suspension or expulsion from the college.

CONVICTION IN A COURT OF LAW - Students who are convicted of violations of local ordinances, North Carolina law or federal law may be subject to disciplinary action by the college.

CAMPUS BUILDINGS AND FACILITY ACCESSIBILITY - Normally, all non-residential campus buildings and facilities, including faculty and staff offices are closed for usage after normal operating hours 8:00 a.m.-5:00 p.m., Monday through Friday. This does not include 1) any supervised building or facility with approved and posted operational hours after 5:00 p.m. and on weekends, 2) activities and functions sponsored by College recognized organizations or approved groups which have prior permission, and 3) any college classes which may meet after 5:00 p.m. during the week.

Students with a specific need to utilize campus facilities after normal operating hours must have prior written permission from the Student Affairs Department. Any individuals who are found to be in or around college facilities without authorization may be subject to disciplinary action.

KEYS - Possession or use of an unauthorized College key is prohibited. Duplication of College keys is prohibited. Violations of these regulations will result in disciplinary action and may result in suspension from the College.

VISITATION REGULATIONS - As noted earlier, the College has established regulations regarding visitation between male and female students in college residence halls. These regulations and the hours of allowed visitation will be posted in each residence hall. Violation of these regulations may result in loss of visitation privileges, monetary fines, disciplinary probation, removal of campus housing rights and ultimately suspension from the College.

SMOKING AND USE OF TOBACCO PRODUCTS - The use of tobacco products is offensive to many persons and much research has linked such use to a number of illnesses and medical conditions. As a result, students should use common courtesy to members of the college community when they choose to use such products. Improper disposal of the residue of such products will be considered as vandalism and will subject the violator to disciplinary action.

RESPONSIBILITY FOR ONE'S ACTIONS - Every student is responsible for his or her actions at all times. Being under the influence of alcohol or other drugs is no excuse for improper action, and in fact, makes the violation more serious. Students are also responsible for the actions of their off-campus guests.

DESCRIPTION AND RATIONALE

As a result of the code of conduct described above there is a need for the establishment of a system whereby accused violations may be adjudicated. The system described below has been developed to involve students as directly and fully as possible in the operation of this system so that they may learn by participation in this process. It has also been established in order that students accused of violations might also gain a more positive outlook on the College and system by a program of judgement by their peers. Finally, the system has been established to assure that students accused of violations of college standards are given all of the process to which they are due and that they have the opportunity to observe the fairness of that process.

ACADEMIC VIOLATIONS - The search for knowledge and the passing of knowledge to new generations are the avowed goals of colleges and universities around the world. Such goals cannot be achieved unless the men and women who participate in their achievement are honorable persons with a common desire for the highest level of academic integrity. As a result a system used to determine if violations of academic integrity have taken place and to provide appropriate action for those who violate the trust placed in them must be developed. The system described below is a response by the Methodist College community to that need.

The Methodist College Honor Code

In the pursuit of academic studies at Methodist College, it shall be the responsibility of every student to obey the Honor Code which prohibits cheating (including plagiarism), theft and academic misrepresentation. Violations of the code may be reported by any member of the Methodist College Community.

- A. Academic endeavor is undermined by cheating, plagiarism, theft or lying for academic advantage. The faculty has the duty to promote an atmosphere of honest learning, first, through its own example as a community of scholars, but also through the establishment and support of a system by which students charged with academic wrongdoing can be fairly judged and punished. Such a system should be founded on the following principles:
1. Student civil rights must be protected. Among these are the right to an orderly hearing following due process, the right to confront accusers, the right to avoid self-incrimination, and the right to present evidence and call witnesses.
 2. Grading is the prerogative of the faculty member, even in cases in which cheating has occurred. In those cases, however, in which the student is dissatisfied with such a private settlement, fairness dictates that faculty members accept the recommendations of the college community which have resulted from a hearing process.
 3. More severe penalties (suspension and expulsion) are the responsibility of the College as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.
 4. A fair and independent appeal process is vital to protect student rights and correct abuses.
 5. The relationship between student and teacher is essentially a private one, and academic violations can and should be kept between the two parties and resolved to their satisfaction. In cases in which matters cannot be resolved in this way they may be appealed by either party to the Honor Board.
 6. Consistency requires that a relatively small and fixed group hear and judge Honor Board cases.
 7. The adversary system utilized in litigation is not to be used in Honor Board cases. Rather, the procedure will be more conversational in character.

B. Jurisdiction - Plagiarism and cheating in academic work, theft and academic misrepresentation (lying) are offenses which fall under the jurisdiction of the Methodist College Honor Code. It is important that students understand what these offenses are and how to avoid them.

1. Cheating - Students must complete all tests and examinations without help from any other source. Students may not look at another student's paper or at any opened textbook or notebook while taking the test. They may not use any kind of "crib" sheet, i.e., any paper or other materials which has helpful information on it. Possession of a "crib" sheet while taking a test will be considered evidence of intention to cheat. Students may not ask another student for information during a test or give another student information. Students may not talk to another student while a test is being given except with the explicit permission of the professor. These rules apply to take home examinations and to all others unless the professor says otherwise.

Students who find a misplaced test question sheet should return it as soon as possible to the professor whose test it is. Exception to these rules may be made, but only by the professor.

2. Plagiarism - Anything that is written in a paper, book report, or any other written assignment must be in the student's own words or must properly and fully indicate the source(s). Anything that students copy word for word from another source is a direct quotation. All direct quotations must be shown as such and must be properly documented. Students must also rewrite paraphrased material in a style and language that are distinctively their own; merely rearranging the words found in a scholarly source is plagiarism. Material that is paraphrased must be documented. For methods of documentation and all other aspects of manuscript forms, students should follow either current practices advocated by the Modern Language Association (M.L.A.) or other reliable manuals recommended by individual departments and/or professors.

Students may not submit as their own or copy any part of their papers from another student's paper, a paper they have bought or anything written by a friend or relative. Students may not use an outline written by somebody else. They may not knowingly permit another student to copy their paper. Within limits, students are allowed and even encouraged to get the help of other students on papers. They may get the ideas or suggestions on source materials from other students, and may have another student read the paper for clarity and correctness. However, once students start putting words down on paper, they must be on their own and every word written must be their own. Students should check with professors if they are not sure what may or may not be done.

3. Academic Misrepresentation - Students may not lie to gain academic advantage. Cases of Academic Misrepresentation may include, but are not limited to, presenting forged or false excuses for class absences, or lying to teachers concerning class assignments.
4. Theft - The taking of property belonging to another without his or her consent, with intent to deprive the owner of the property, and/or to appropriate the item(s) for academic gain, constitutes theft.

C. Organization - The Honor Board shall hear two types of cases. First, the student involved may appeal to the Honor Board if it is felt that the faculty member's settlement was unfair. Second, any member of the College community may bring a case directly to the Honor Board. These cases shall be heard by an Honor Board panel with student participation and with the right to appeal to the Vice President for Academic Affairs. At the end of each academic year, the files will be consigned to the care of the Registrar for permanent storage. A five member Honor Board shall be nominated and elected by the Faculty at the end of each academic year, and confirmed by the

President of the college. The Board shall choose its own chairperson, who will from time to time constitute hearing panels of two faculty members and one student. The other four members shall serve on the hearing panels. The Student Government Association Executive Council shall nominate three representative student members to serve on the hearing panels, subject to the confirmation of the President of the College. Student vacancies shall be filled by the Honor Board subject to confirmation by the President of the College. The Honor Board chairperson shall keep the files and records of the Honor Board. The chairperson shall arrange the time, place and personnel for the hearing panels.

D. Process - A faculty member who learns of a possible violation from personal observation, physical evidence, or the complaint of a student may wish to settle this matter privately with the offending student. The maximum penalty by a faculty member is an F in the course. The faculty member is obligated to inform the student of his or her decision and to report any infraction, the name of the student involved, and the decision on the matter to the Honor Board chairperson for the permanent record. If the faculty member considers a more severe penalty appropriate, the faculty member may bring the case directly to the Honor Board, having first given the grade of F for the course.

The Honor Board shall handle this case according to its initial case procedure. It is recommended that all written communications be hand delivered and not entrusted to campus mail.

1. Appeal Procedure

a. The student shall contact the Honor Board chairperson to initiate an appeal and file such appeal in writing. The Honor Board chairperson shall arrange for a panel consisting of two faculty members of the Honor Board and one student member. The chairperson shall arrange the time and place for this hearing and notify the parties involved.

b. The Honor Board chairperson shall also inform the student of the right to have any person from the College community attend as an advisor and counsel. The hearing panel shall choose one of its members to preside. The proceedings shall be tape recorded.

c. The faculty member involved shall briefly describe the alleged offense and the penalty imposed.

d. The student shall state the reasons for his/her appeal.

e. The faculty member shall, in the presence of the accused student, present the evidence for the alleged offense and the rationale for the penalty. This may consist of personal testimony, the testimony of others, and the physical evidence of tests or papers. The panel members shall ask any questions that they may feel are needed to clarify the issue.

f. The student and the advisor shall present evidence for the student's position in the presence of the faculty member. This may consist of personal testimony, the testimony of others, and interpretation of the physical evidence. The panel members shall ask any questions they may feel are needed to clarify the issue, except that the student shall not be required to incriminate himself or herself.

g. The panel will retire to consider its decision and it shall reconvene as soon as possible to announce it. The panel's deliberations in reaching a decision shall not be recorded. The panel may decide penalties as follows: F on the assignment(s), F in the course, suspension, or expulsion. Panel decisions shall be by majority vote. The complainant is obligated to accept the panel's decision.

h. If the panel upholds the decision of the faculty member or assigns another penalty, the leader of the panel shall inform the student of the right to appeal to the Vice President for Academic Affairs in writing within 24 hours or by the end of the next working day, which ever is later. No formal grounds for this appeal shall be necessary.

i. The leader of the panel shall be responsible for sending the Vice President for Academic Affairs a report on the Board's decision and the tape recording of its deliberations. The panel leader shall deliver a copy of this report to the Honor Board chairperson for the permanent file.

j. The Vice President for Academic Affairs may use the tape recordings as the basis for a judgment on any appeal and may choose to speak to the parties involved and examine the physical evidence. The Vice President shall communicate the result of any appeal in writing to the student and to the Honor Board chairperson for the permanent file and state the reason for any change.

k. A decision of the Vice President for Academic Affairs may be appealed to the President of the College. Such appeals shall be in writing. The appeal must be submitted by the student within 24 hours or by the end of the next working day, which ever is later, after the receipt of the decision. No formal grounds for appeal shall be necessary. The President may make any decision which he/she deems fit.

2. Initial Case Procedure

a. Any member of the College community may bring a case to the Honor Board. The complainant shall contact the Honor Board chairperson to initiate the complaint. The Honor Board chairperson shall arrange for a hearing panel consisting of two faculty members of the Honor Board and one student member of the Honor Board. The chairperson shall arrange the time and place for the hearing and notify the accused student in writing 48 hours in advance. A copy of this notification shall go to the Vice President for Academic Affairs. This written communication shall also advise the student of the charges and inform the student of the right to ask any person to attend the hearing or an advisor or a counsel.

b. The hearing panel shall choose one of its members to preside. The proceedings shall be tape recorded.

c. The complainant shall briefly describe the alleged offense.

d. The student shall plead "guilty" or "not guilty." A guilty plea may be accompanied by a statement of extenuating circumstances. If the plea is guilty, the panel members shall ask any questions of either party they may feel are needed to clarify the issue. The hearing shall move to step g. below.

e. If the plea is "not guilty," the complainant shall present the evidence for the alleged offense. This may consist of personal testimony, the testimony of others, and the physical evidence of tests or papers. The panel members shall ask any questions they may feel are needed to clarify the issue.

f. The accused student and the advisor shall present evidence for the student's defense using personal testimony, the testimony of others, and the physical evidence of tests or papers, as appropriate. The panel members shall ask any questions they may feel are needed to clarify the issue, except that the student shall not be required to incriminate himself or herself.

g. The panel will retire to consider its decision and reconvene as soon as possible to announce

it. The panel's deliberations in reaching a decision shall not be recorded. The panel may decide penalties as follows: F on the assignment(s), F in the course, suspension, or expulsion. Panel decisions shall be by majority vote. The complainant is obligated to accept the panel's decision.

h. The leader of the panel shall inform the student of the right to appeal, to the Vice President for Academic Affairs in writing within 24 hours or by the conclusion of the next working day, whichever is later. No formal grounds for this appeal shall be necessary.

i. The leader of the panel shall be responsible for sending the Vice President a report on the board's decision and the tape recording of its deliberations. The panel leader shall deliver a copy of the panel's report to the Honor Board chairperson for the permanent file.

j. The Vice President for Academic Affairs may use the tape recordings as the basis for a judgment on any appeal and may choose to speak to the parties involved and examine the physical evidence. The Vice President shall communicate the result of any appeal in writing to the accused student and to the Honor Board chairperson for the permanent file and state the reason for any change.

k. A decision of the Vice President for Academic Affairs may be appealed to the President of the college. Such appeals shall be in writing. The appeal must be submitted by the student within 24 hours after the receipt of the decision, or by the conclusion of the next working day, whichever is later. No formal grounds for appeal shall be necessary. The President may make any decision which he/she deems fit.

E. Penalties

1. Grade of "F" - The student is given a failing grade on the particular assignment(s) involved.
2. Grade of "F" in the Course - The student is given a failing grade in the course. This course may be repeated.
3. Suspension - Suspension means that a student's enrollment at the college is terminated involuntarily. The student may apply for readmission after a specified amount of time and may return if his or her application is approved by the Director of Admissions and the Vice President for Student Affairs. Notice of suspension will not be placed on the student's transcript. Instead, it will become a matter of separate record in the student's permanent file and revealed only when deemed appropriate by the Vice President for Academic Affairs or the President.
4. Expulsion - The student is required to leave the College permanently and is not allowed to return. The student forfeits all fees paid except board fees paid in advance. Notice of expulsion will be placed on the student's official transcript.

NON-ACADEMIC VIOLATIONS - While violations of the trust placed in an academic community must be considered as the most serious violation which may take place on a college or university campus, violations of the rights and privileges of those who gather to learn must also be considered as very serious. Any group, and particularly one gathered to learn, must have a set of behavior standards to which its members must adhere. Violations of these non-academic standards must also be dealt with as violations of trust and violations of the need for mutual dependence in a community of learning.

JUDICIAL SYSTEM OPERATION

Introduction - The campus judicial system consists of two student courts which serve as hearing bodies for alleged violations, administrative staff members who may hear cases in lieu of the courts at student request, and an Appellate Review Board to whom appeals are submitted. Alleged violations

may be reported to the Student Affairs Department for action by any member of the College community. The staff of the Student Affairs Department has the responsibility for coordination of the system in cooperation with the Student Government Association which has been given the responsibility for the establishment of the student courts.

When an alleged violation occurs a written report regarding the circumstances surrounding the violation will be submitted to the Assistant Dean of Students for Residence Life. The Dean shall determine the appropriate court to which the violation should be submitted for adjudication and will notify the accused student of the accusation and their rights regarding the disposition of the case. The student will be given the opportunity to discuss the case with the Dean and to read the report which has been submitted. If the student does not choose to admit guilt to the violation or to have an administrative hearing the case will be referred to the appropriate court for action.

Hearing Bodies - Cases presented to the judicial system may be heard by the following hearing bodies:

- 1) **The Community Court** - The Community Court consists of a Chief Judge and six Associate Judges who are appointed by student representatives. Cases will be heard by a hearing body of three judges which may include the Chief Judge. The Community Court may hear cases for which a penalty of less than suspension from the College will be given. The Assistant Dean of Students for Residence Life may determine which cases meet this requirement. The Community Court may assign any of the full range of sanctions available except suspension or expulsion from the College upon finding of guilt. Decisions of the Community Court may be appealed to the Appellate Review Board. A faculty or staff person will be appointed by the President of the College to serve as an advisor to the Court. The advisor is present when the Court is in session to answer procedural questions and to assist the Court when requested by the Chief Judge/Justice. The advisor has no vote in determining innocence or guilt or in determining any sanctions.
- 2) **The High Court** - The High Court consists of a Chief Justice and six Associate Justices who are either elected by the student body or appointed by its representatives. Cases will be heard by a body consisting of four Associate Justices and the Chief Justice. The High Court may hear cases which involve violations for which a penalty of suspension or expulsion from the College may be given upon a finding of guilt. The High Court has the authority to assign the full range of sanctions for violations. Decisions of the High Court may be appealed to the Appellate Review Board. A faculty or staff person will be appointed by the President of the College to serve as an advisor to the Court. The advisor is present when the court is in session to answer procedural questions and to assist the Court when requested by the Chief Judge/Justice. The advisor has no vote in determining innocence or guilt or in determining any sanctions.
- 3) **Administrative Hearings** - Students may choose to have an alleged violation heard in an administrative hearing in lieu of a hearing by one of the courts. These cases will be heard by the Assistant Dean of Students for Residence Life. Hearings will be informal in nature. The Dean may call whomever she feels appropriate to provide information at the hearing. The Dean may assign the full range of sanctions available for any case which she hears in administrative hearing. Decisions of Administrative Hearings may be appealed to the Appellate Review Board.

Appeals - Cases which are heard by any of the hearing bodies may be appealed. These appeal procedures are outlined below. **All appeals must be in writing and must be submitted to the Assistant Dean of Students for Residence Life no later than two business days after a decision by the hearing body.**

- 1) **The Appellate Review Board** - This board shall be appointed by the President of the College and shall consist of 5 members: an administrator (not from the Student Affairs Department); two faculty members and two student representatives nominated by the Student Government

Association, with no other ties to the judicial system, i.e., serving as a judge/justice or attorney general/public defender. The President of the College will appoint one of the five Board members to serve as chairman.

The Review Board shall be convened by the Chairman, when notified by the Assistant Dean of Students for Residence Life that there is an appeal. The Review Board shall study the appeal. The Review Board may affirm the decision of the first hearing body or may decide that the case merits rehearing. If a rehearing is deemed appropriate then the Review Board will rehear the case. In all cases, the Appellate Review Board is the final appeal.

- 2) **Other Appeals** - In cases in which staff members of the Student Affairs Department or other members of the community who are directly associated with a particular judicial case believe that the student judicial system has improperly dealt with that case they may lodge an appeal. Appeals of this nature must also be made in writing within two days of the rendering of the decision. They should be forwarded to the Assistant Dean of Students for Residence Life for review by the Appellate Review Board.

Sanctions - The following are sanctions which may result when a finding of guilt for a violation of the Code of Conduct or residence hall guidelines has been made by one of the judicial bodies. These penalties are not absolutes, and may be amended to benefit students in particular situations.

- 1) **Written Warning** - A Written Warning is a statement given to a student to indicate that a violation has occurred and to indicate that future improper behavior will result in more severe sanctions. Such warnings will be placed in a student's active disciplinary file for the year in which the violation takes place but will not become part of the permanent record of the student.
- 2) **Social Probation** - Social Probation is a sanction which creates a period of time during which the involved student will be made aware of the seriousness of his or her violations of College standards and be provided with opportunities to gain a better understanding of the need to become positively involved with student developmental activities. The minimum period of time during which a student may be placed on Residence Hall Probation is two weeks. Violations by the student during the probation period will result in a minimum penalty of Disciplinary Probation. During the probation period the student will:
- Meet with a member of the staff of the Student Affairs Department;
 - Attend a one session workshop to discuss the Code of Conduct of the College; and
 - Contribute five hours of service to the residence hall government of his or her hall in some project designated by the hall President.
- 3) **Disciplinary Probation** - Disciplinary Probation is a sanction which is designed as a time of growth and learning for the individual - a time of establishing priorities and learning to make responsible decisions. Additional counseling services are available for students on Disciplinary Probation who need help with special problems. The minimum period of time during which a student may be placed on Disciplinary Probation is one month. Students found guilty of any violation while on Disciplinary Probation are subject to Suspension from the College. During the period of the probation the student will:
- Meet with a member of the Student Affairs Department on a regular basis;
 - Attend a series of mandatory Disciplinary Probation workshops as directed by staff members of the Student Affairs Department; and
 - Notify his or her parents of the probation, or allow College staff to do so, unless the student can demonstrate that he or she provides over one half of his or her own financial support for College expenses. The parents should then be asked to contact the Vice President for Student Affairs to discuss the situation.

At the discretion of the hearing body the student may also be required to comply with the following:

- Lose all motor vehicle privileges;
 - Contribute five hours of work per week, as directed by a member of the Student Affairs Department staff, to the betterment of the College community;
 - Be excluded from participation in any intercollegiate athletic events;
 - Be excluded from participation in College sponsored clubs and organizations;
 - Be excluded from participation in the residence hall visitation program;
 - Not miss any regular scheduled class sessions without **prior written permission** from the Assistant Dean of Students and the instructor;
 - Not be allowed to participate in graduation exercises and/or have transcripts withheld during the period of the probation; and
 - Be referred to a professional counselor or physician, at his or her own expense, for evaluation and/or treatment.
- 4) **Removal from the Residence Halls** - A student may be removed from residence hall living. This means that a student would be allowed to attend classes and complete all academic requirements but would not be allowed to live or visit in the halls or to participate in other non-academic activities. Such students would forfeit all housing fees. Such students would be allowed to live off-campus but housing arrangements must be approved in advance of off-campus residence by the Student Affairs Department. The minimum length of removal from the residence hall will be the remainder of the semester, and the length of time will be determined by the hearing body.
- 5) **Suspension** - Suspension means that the student is dropped from the college. The minimum length of a suspension is the remainder of the current semester. The hearing body may determine any longer suspension which they feel is in the best interests of the student and the College. The student may apply for readmission after a specified period of time and may return if his or her application is approved by the Director of Admissions and the Vice President for Student Affairs. During the period of the suspension the student is not to return to campus without prior written permission of the Vice President for Student Affairs. The student forfeits all fees paid.
- 6) **Expulsion** - The student is required to leave the College and is not allowed to return at any time. The student forfeits all fees paid except board fees paid in advance.
- 7) **Temporary Suspension** - If the Vice President for Student Affairs determines that the behavior of an individual is dangerous to the welfare of persons and/or property in the College community and that immediate removal from the campus is necessary, the Vice President or his designee will implement a Temporary Suspension. A student who is temporarily suspended must leave the campus immediately and will not be allowed to return until the date and time of a scheduled hearing before the High Court. This hearing will be scheduled within five business days after the notification of the temporary suspension. Returning to campus prior to the date and time of the hearing without prior written permission of the Vice President for Student Affairs will result in an arrest for trespassing. Students will be allowed to make up any missed class work if a decision other than suspension or expulsion from the College is reached.
- 8) **Withdrawal** - A student may choose to withdraw from the College rather than face possible disciplinary action. If a student withdraws from the College he/she is eligible to apply for readmission for the next academic semester. The application must be approved by the Director of Admissions and the Vice President for Student Affairs. No reason for the withdrawal will be placed on the student's record. A student must complete all appropriate withdrawal procedures properly or they will lose all fees and be given grades of "F" in all classes.

Release Of Information

Access to student records is regulated by the Family Educational Rights and Privacy Act (PL 93-380) (FERPA), designed to protect the privacy of the student's records. Methodist College complies fully with this act.

Local policy explains the procedures to be used by the college for compliance. Copies of the policy statement can be found in the following offices: President, Vice President for Student Affairs, Vice President for Academic Affairs, Registrar and Admissions.

Methodist College categorizes the following information as directory information, released in the best interests of students, as determined by the college:

Name, address, telephone number, date and place of birth, parents' name, major field of study, participation in officially recognized activities and sports, most recent previous educational institution attended by the student, weight and height of members of athletic teams, dates and attendance at Methodist and degrees and awards received.

Under FERPA, students have the right to withhold disclosure of any or all of the directory information. Requests for non-disclosure must be filed annually with the Registrar if withholding directory information is desired. Methodist College assumes that failure on the part of the student to file such a request indicates approval for disclosure.

Registration

The time for registration is designated in the academic calendar. Students will not be permitted to attend any class until they have completed registration.

Students will not be permitted to register after the date designated in the academic calendar as the last day permitted to enter classes. A penalty of \$10.00 is imposed when fees are paid on or after the date designated for "classes begin" in the academic calendar.

Student Responsibility

Every student at Methodist College is admitted to a degree program normally completed in four academic years. The College provides counseling resources, and every student has a faculty advisor to assist in planning his/her program. However, each student is responsible for all materials and information included in the catalogue of Methodist College and for the satisfaction of all college requirements. Students should consult their advisors before making changes in their academic program.

Course Load

The student's normal course load is 12 to 18 semester hours. Students who make the Dean's List in the previous semester or have a grade point average of 3.20 or higher can register for 19 semester hours with the approval of the faculty advisor. All students must have the approval of the Vice President for Academic Affairs or Registrar for 20 or more semester hours. An additional fee per semester hour will be charged for each academic semester hour over 18.

Withdrawal from the College

A student withdrawing from the college must follow the college procedures for withdrawal. The withdrawal is initiated by the Vice President for Student Affairs, and the student must be cleared by the Business Office, the Registrar, and the Vice President for Academic Affairs.

Classification of Students

1. FULL-TIME STUDENTS: those enrolled in any semester (or two terms of the Continuing Education Program) for 12 or more semester hours.
2. PART-TIME STUDENTS: those enrolled for fewer than 12 semester hours per semester

3. SPECIAL STUDENTS: those not enrolled in an academic program but admitted by the college for specific courses.
4. CLASS STANDINGS: students are classified according to the following semester hours completed:

Freshman	0-30 s.h.
Sophomores	31-62 s.h.
Juniors	63-94 s.h.
Seniors	95-124 s.h.

Residential students whose academic load drops below 12 semester hours are not eligible for continued residence unless authorized by the Vice President for Student Affairs.

ATTENDANCE POLICY

Methodist College considers that each enrolled student is obligated to attend all classes promptly and that, in turn, each faculty member is obligated to meet all classes and to start and end them promptly.

Missing classes can seriously jeopardize a student's standing, and faculty will record all student absences, marking them justified or unjustified. In both cases, the student must make up all work missed. Copies of all correspondence related to student absences will be retained in the files of the students, and students should be aware that their record of absenteeism can also influence prospective employers.

Students must discuss the reasons for their absences with their instructors and provide validation as necessary.

Recommendations for dismissal of students from class will be forwarded to the Assistant Dean of Academic Affairs or, in the case of military students, to the Director of Continuing Education. Student appeals will be heard in accordance with guidelines of the Academic Standards Committee. Students will be allowed to attend class until formal action has been taken. Individual attendance policies must be filed with the Vice-President for Academic Affairs, the Assistant Dean of Academic Affairs, the Vice-President for Student Affairs, and the Director of Continuing Education.

Except in the case of freshmen, military students, students on Academic Probation, and students admitted provisionally, instructors will determine their own attendance policies and provide them the first day of class on the syllabus of each class. No policy set by an individual faculty member can be more stringent than that set for freshmen. Absences that fall within the guidelines of the Attendance Policy will not affect grades. Violations will be sent to the Assistant Dean for Academic Affairs.

Freshmen will be permitted only five unjustified absences for a fifty-minute class or three unjustified absences for a seventy-five-minute class. Instructors will send copies of all correspondence related to their absences to the advisors and to the Assistant Dean of Academic Affairs.

Students on Academic Probation or students admitted provisionally will be permitted only three unjustified absences for a fifty-minute class or two unjustified absences for a seventy-five-minute class. Instructors will send copies of all correspondence related to their absences to the Assistant Dean for Academic Affairs.

The absences of military students will be submitted weekly to the Director of Continuing Education.

When any student misses consecutive Monday-Wednesday-Friday or Tuesday-Thursday classes, the absences should be reported to the Vice-President for Student Affairs to investigate for sickness or mishap.

CAC Laboratory

The Computer-Assisted Composition (CAC) Laboratory at Methodist is equipped with twenty IBM PC (or compatible) microcomputers (each with at least 256 K) and impact printers. Every freshman student takes English 90 or English 101 in the laboratory. He or she learns to write on the computer, composing drafts directly onto the machine, making changes at will, moving text, and inserting new sentences and paragraphs wherever they are needed. Students submit draft after draft until their professors call for the final revision. The emphasis on making changes and on editing and revising his/her text prior to "publication" makes each student a more serious and a more nearly professional writer. Once students leave English 90 and 101, they can continue to use the laboratory to do homework or to compose all their papers, as they wish. The CAC Laboratory is open from eight in the morning until nine at night on most weekdays. Several other courses are also taught in the CAC Laboratory, including Advanced Composition, Journalism, and even Accounting. All students and faculty members are invited to use the facility whenever a microcomputer becomes available.

Special Students

Special Students are reminded that their Admissions files must be completed prior to pre-registration for their second semester at Methodist College. If SAT scores or transcripts necessary to full acceptance into the institution have not been entered in the student's file, he/she cannot preregister for the next semester.

Transcripts

A transcript is the official college record of your academic performance and credits earned. You must authorize the Registrar, in writing, to send out such reports. Go to the Office of the Registrar and fill out the required forms. The first copy of a transcript is sent out without charge. A fee of \$4.00 is charged for each subsequent copy of your record.

Class Schedules

Each semester the Registrar prepares a schedule of classes for the following semester. This schedule is distributed to students by their faculty advisors during pre-registration, to be used by students in making out their individual schedules in consultation with their advisors.

Convocations

Convocations are a viable part of the college education program. They emphasize (1) communication; (2) intellectual stimulation; (3) performance of student groups and (4) recognition of honors and achievements.

There are four convocations a semester. Additional ones are held if an appropriate subject is available and with the approval of the Convocations Committee. One convocation is given each month.

The Convocation Committee encourages any input from faculty, staff, students and organizations that will maintain our commitment to timely events.

Many other cultural events will be held on campus during the year, including dance recitals, music recitals, drama productions, concerts, lectures, etc. All students will be encouraged to enrich their college experience by attending as many of these cultural presentations as possible. The city/county community will be invited to attend all convocations.

Orientation

In the fall of 1986-87, Methodist College will begin the following required course:

109 Orientation to the Liberal Arts Experience 1 s.h.

An immersion in the liberal arts and in life at Methodist College, with attention to the

development of personal and study skills and an introduction to the achievements and offerings of each liberal arts discipline. Required of all new students unless waived by the Vice-President for Academic Affairs. There is no charge for this course, which can be carried as an overload.

METHODIST COLLEGE HONORS PROGRAM

Beginning in the autumn of 1986, selected freshmen who have distinguished themselves in high school by demonstrating outstanding academic capability will be admitted to the Methodist College Honors Program. A student's high school academic record, SAT score, and personal essay will be examined by an Honors Board comprised of the Honors Director, the Director of Admissions, the Registrar, two faculty members and the Vice-President for Academic Affairs. If necessary, the board will conduct personal interviews with the honors candidates during Orientation Week.

Students enrolled in this program will be expected to maintain a 3.4 grade point average and to fulfill the following requirements instead of the usual General Education/Core requirements:

- 1) One Honors Seminar each semester for a total of 24 hours
 - Honors Seminar 292 - Humanities
 - Honors Seminar 293 - Fine Arts
 - Honors Seminar 294 - Social Sciences
 - Honors Seminar 295 - Sciences
 - Honors Seminar 296 - Humanities
 - Honors Seminar 297 - Fine Arts
 - Honors Seminar 298 - Social Sciences
 - Honors Seminar 299 - Sciences
- 2) Six hours of Religion
- 3) Eight hours of Foreign Language
- 4) Two hours of Physical Education
- 5) Mathematics 110 (Honors)
- 6) English 102 (Honors)

The purpose of these interdisciplinary seminars is to acquaint the honors student with the major discoveries by and creations of the human race during a particular period of time or in connection with a certain subject. Topics range from literature to the sciences, and emphasis is placed on the creative energy of the human being. Each semester, a different academic division is responsible for the content of the course, and each honors seminar is designed to satisfy General Education/Core requirements. The seminar is interdisciplinary in nature, and, ordinarily, all fields in a division contribute to its content.

VEHICLE REGULATIONS

College Responsibility - Methodist College does not, nor does any of its employees, assume any responsibility for loss from theft or damage to vehicles parked in college parking areas. The College urges automobile owners to acquire adequate insurance to cover such losses.

Registration Requirements - Every motor vehicle operated on college property (other than by visitors) must be registered with the Business Office. Registration must be done at the beginning of the year or prior to the time the vehicle is operated on the campus. A fee of five dollars (\$5.00) will be charged for registration. A fine of five dollars (\$5.00) will be charged for late registration.

Eligibility for Vehicle Operation - Any student may operate a motor vehicle on campus once it has been properly registered with the Business Office. All motor vehicles (including motorcycles, mopeds and minibikes) must be registered. Students planning on having a motor vehicle on campus for only a short time can obtain a temporary permit from the Business Office.

Each student who applies for registration of a motor vehicle must provide proof that the vehicle is owned by himself or his parents or guardian, proof of liability insurance (as required by North Carolina law), a valid driver's license, and proof of registration. Falsifying such information shall result in immediate suspension of the privilege to operate a vehicle on campus and further disciplinary action.

Identification stickers are issued upon registration. These are to be displayed on the **right side of the rear bumper**. Any other display of the sticker makes the registration invalid. Stickers are not transferable.

Parking Regulations - The following parking regulations must be followed by all vehicles. Violations will result in fines, towing and/or immobilization of the vehicle.

- 1) Vehicles are to be parked so that the registration sticker is easily visible from the street.
- 2) Parking is permitted in marked parking spaces - except in the following areas:
 - a) Any parking spaces marked reserved or which are numbered.
 - b) The small lot at the south end of the Classroom Building is reserved for faculty.
 - c) The loading dock beside the Fine Arts Building.
 - d) The small parking lot between the Student Union and the Library is reserved for employees.
 - e) The street leading from the Student Union to the Gymnasium and Boiler Plant is a fire lane and must not be blocked by parked cars.
 - f) Any area where the curb is painted yellow.
 - g) The small parking lot at the lower level of the Science Building is reserved for faculty and staff.
- 3) Any accident involving a motor vehicle on college property shall be reported to a security officer or to a member of the Student Affairs Department staff immediately.
- 4) When new license plates are obtained each year, students must notify the Business Office of their new license number, if changed.
- 5) The motor vehicle laws of North Carolina and College regulations are in effect on college property.
- 6) The maximum speed limit on campus is twenty (20) miles per hour.
- 7) Speed bumps have been placed in a variety of locations around the campus. Care should be taken at all times to pass over these very slowly. This will allow students to avoid damage to vehicles. The college takes no responsibility for damage to vehicles due to improper driving over speed bumps.

VEHICLE REGULATIONS

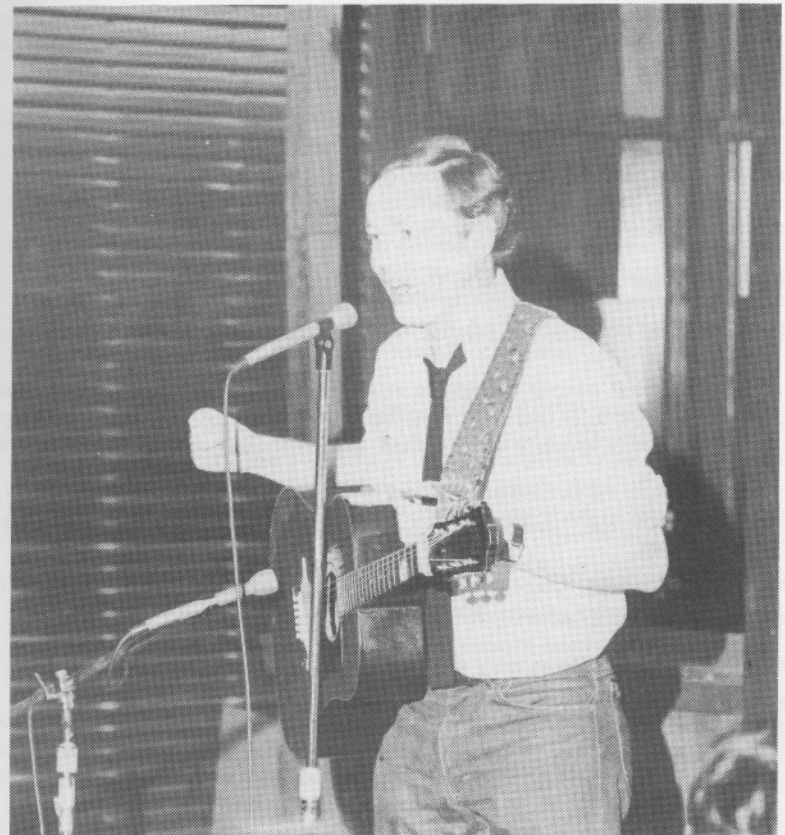
Traffic Violations - The operation of a motor vehicle on the Methodist College campus is a privilege granted to students. (It may be revoked for cause.) Students who receive four (4) traffic citations in one semester will have the privilege to operate a vehicle suspended.

Moving violations such as speeding or reckless driving are subject to disciplinary action within the campus judicial system. In any case of suspension of driving privileges the registration fee will not be refunded.

Fines will be paid to the Business Office. Appeals should also be lodged in writing with the Business Office.

The fine for the first violation will be two (2) dollars. The fine for the second violation will be four (4) dollars. The fine for the third, and further, violations will be eight (8) dollars per citation.

Abandoned vehicles will be towed from campus at the owner's expense. An abandoned vehicle will be defined as one which is left parked in an improper parking area for seventy-two (72) hours or more or a vehicle which is left in any campus parking lot during times in which the college is not in session without prior notification to the Business Office, and receipt of their approval.



STUDENT RIGHTS AND RESPONSIBILITIES

INTRODUCTION - The College has chosen, within the contractual setting in which it operates in relation to its students, to establish a number of procedures which are intended to extend to students a number of rights and privileges. Along with these, however, go a corresponding set of responsibilities. The College also recognizes that it too is bound by the provisions of this contractual relationship and that it has certain rights, privileges and responsibilities as a result. Many of the rights, privileges and responsibilities for students and the College are described above, in the SGA Consistituion, in the College Catalogue and in other College publications. Students having questions in this regard should consult those documents and College officials for clarification. Listed below are a number of items which provide specific reference to a number of these items.

ROOM ENTRY AND SEARCH PROCEDURE

Definitions - The following definitions regard student residence hall rooms:

- 1) **Room Entry** - A room entry involves the physical presence of a person (other than the residents of the room) for reasons of official business of the college.
- 2) **Room Inspection** - An inspection involves a visual examination of furniture and other materials which are in plain view. Opening the closet, desk or dresser drawers may be part of an inspection as long as the belongings in these areas are not disturbed. Any illegal items or items which violate the college Code of Conduct or residence hall regulations may be confiscated and/or turned in to law enforcement officials.
- 3) **Room Search** - A search involves a close physical examination of all areas, materials and persons in the room and may involve going through an individual's personal belongings (i.e. suitcases, boxes, contents of desks and dressers, clothing, pockets, etc.) Any illegal items or items which violate the college Code of Conduct or residence hall regulations may be confiscated and/or turned in to law enforcement officials.

Room Inspections - There are several reasons for room entry and/or inspection. These are:

- 1) **Periodic Check of Conditions of Furniture and Maintenance** (Routine Room Inspection)
 - a) Methodist College reserves the right to make periodic entry into, and inspection of, any residence hall room for reasons of establishing that college property within the room has not been abused or destroyed and that clean, sanitary and safe conditions exist in the room.
 - b) Such inspections will be announced at least twenty-four (24) hours in advance and all room residents should be present if possible. If residents are not present a pass key will be used to enter the room.
- 2) **Residence Hall Closings** - Each residence hall room will be inspected by the residence hall staff at the beginning of every vacation period.
- 3) **Emergency Situations** - Room entry may be made when an emergency situation exists.
 - a) Examples of emergency situations are evidence of a fire in the room, good reason to believe that a person is sick or injured in the room, or good reason to believe that a theft or unlawful entry is in progress. Other emergency situations may be determined by the Residence Hall Director or other appropriate college official.
 - b) In most cases such conditions should be readily observable so that there would be little reason for much inspection of the room.

STUDENT RIGHTS AND RESPONSIBILITIES

- c) Except for situations of extreme emergency, the person entering the room will knock on the door, identify himself or herself, and enter the room with a pass key if necessary.
- 4) **Violation of Civil Law or College and Residence Hall Regulations** - If there are reasonable grounds to believe a violation of regulations or laws will take place, is taking place, or has taken place in the room, entry into and inspection of the room is acceptable.
 - a) If a staff member enters a room and makes a cursory inspection, thus obtaining reasonable cause for a search he or she may 1) ask the occupants to leave the room and stay with a staff member while a warrant for search is being obtained and 2) may seal the room to prevent destruction of evidence.
 - b) Except in instances of extreme emergency, the person entering the room will knock on the door, identify himself or herself, and enter the room with a pass key if necessary if the residents do not answer immediately.

Room Search - Methodist College reserves the right to search any student's room at any time for any purpose which is "a reasonable exercise of the College's duty to maintain discipline in an 'educational atmosphere.' However, the authority to conduct such a search may not be transferred to civil authorities. Civil authorities must conform to the standards of the Fourth Amendment"²

- 1) Before a search takes place the staff member must secure a warrant for search by stating his or her "reason to believe" that a search is necessary to a residence hall director or his/her supervisor who may issue a warrant. The warrant should specify the place to be searched, reason for the search, residents of the room, and materials for which the room is being searched.
- 2) There are several reasons for a search. These include:
 - a) **Violation of Civil Law or College and Residence Hall Regulations** - In these cases, if a student or professional residence hall staff member has reasonable cause to believe that a violation of civil law or college and residence hall regulations has taken place or is taking place, he/she may seek authorization to search a residence hall room. Some examples of situations which may be deemed as reasonable cause are:
 - i) If a staff member received information from a reliable source that illegal articles (i.e. guns, drugs, explosive devices, etc.) are present in a specific student's room;
 - ii) if a staff member smells the odor of burned marijuana in the hall and a subsequent inspection reveals that the odor comes from a specific room;
 - iii) If a staff member, upon entering the room for inspection or other purposes, sees illegal items in plain sight in the room.
 - b) **Emergencies** - In cases that constitute an immediate threat to life or property (for example: possible fire, theft, assault, explosive devices, etc.) a room search may take place. In cases in which this type of reasonable cause exists a search warrant is not necessary.
 - c) **Additional Reasons** - There are always situations for which policy is not adequate. In these cases permission for a room search will be at the discretion of a residence hall director or other senior staff member of the Student Affairs Department. Reasonable and prudent judgement would be the guidelines in these situations.

²Young, Parker D. and Gehring, Donald D. **The College Student and the Courts**, College Administration Publications, Inc., Asheville, N.C., 1973, p. 33.

STUDENT RIGHTS AND RESPONSIBILITIES

- 3) There must always be at least two staff members present during a room search. At least one of these should be a senior staff member (Head R.A. or Hall Director).
- 4) When a search takes place it should be as complete as possible and may include the physical search of room occupants. Staff members should be as courteous as possible and leave the room in the same condition as when the search began.
- 5) If occupants of the room give oral permission for a search no warrant is necessary. Consent must be given by all room residents. A consent to search form will then be signed by the residents.
- 6) Any illegal materials or other materials which violate college or residence hall regulations may be seized and used as evidence in a campus hearing even if they are not the materials for which the warrant was issued.
- 7) Residents of the room need not be present for a room search to take place. Efforts will be made, however, to assure that the residents are informed that a search has taken place, and that the reasons for the search are stated in writing.
- 8) The above statements dealing with the search for a student's room are also applicable to student vehicles, and other areas used by the student such as lockers or other storage areas. These statements are also true of areas such as offices used by student organizations.

PUBLIC DEFENDERS

Any student who is accused of a violation of the Methodist College Code of Conduct which may result in a hearing before the Courts have the right to be advised by a Public Defender. These offenses which may result in a penalty of disciplinary probation, suspension, or expulsion from the college are serious enough that special care must be taken to assure that the student has help to investigate the alleged offense and advising in the preparation of his/her own defense. Public Defenders are students who are chosen by the Student Government Association who are willing to serve in this capacity. Their duties will be to investigate charges, talk to witnesses, study physical evidence if necessary, and to help the student to prepare his/her defense in any way possible. He/she could then act as the student's advisor in the High Court hearing and **would not** act as the student's spokesperson.

The Public Defender will have access to any and all evidence, etc. which may be used against his/her advisee. It would also be the responsibility of the defender to make the Student Affairs Office aware of any evidence or witnesses which will be used in the defense of his or her advisee.

The use of the services of the Public Defender is entirely voluntary on the part of the accused student; **HOWEVER, THE STUDENT IS STRONGLY ADVISED TO CONTACT A DEFENDER PRIOR TO THE HEARING.** Public defenders may be secured by contacting any S.G.A. officer or the Student Affairs Office.

DEMONSTRATION AND PEACEFUL ASSEMBLY

Methodist College as an educational institution believes that the right of expression and inquiry is essential to both the pursuit and dissemination of knowledge and truth and must be guarded, protected and preserved. Members of the College community, both individually and collectively, are therefore encouraged to express their views through the normal channels of communication. The college also recognizes the right of the individual to express his/her views by demonstrating peacefully and constructively for concepts and beliefs he/she wishes to make known.

STUDENT RIGHTS AND RESPONSIBILITIES

The College also has an obligation to protect the rights and freedom of individuals who do not wish to participate in a demonstration, and do not wish to have their educational and employment pursuits interrupted. The college is also obligated to protect its property and to prevent interference with scheduled activities of students, faculty and staff of the College and any person who may be our guest on the campus. Methodist College will also uphold local, state and federal laws and will attempt to inform students, staff and faculty of such laws and other regulations.

To meet these obligations the following regulations/definitions have been established as reasonable guidelines for the public display of concern and opinions:

Definitions - The following definitions apply to the policy stated below:

- 1) **Demonstration or Peaceful Assembly** - A demonstration or peaceful assembly will be considered to be a public manifestation of welcome, approval, protest or condemnation through a mass meeting, procession or picketing. Exhibitions commonly associated with approved social or athletic events are not usually within the purview of this definition and the supporting regulations.
- 2) **Unlawful Assembly** - An unlawful assembly is considered to be the meeting together of three or more persons, to the disturbance of the public peace with the intention of cooperating in the execution of some unlawful private enterprise.

Regulations - The following regulations will govern the policy stated below:

- 1) The demonstration is to be registered with the Assistant Dean of Students for Student Activities at least forty-eight (48) hours in advance. Registration is in no way to be used as a means of restricting freedom of speech, but is a means of providing for appropriate utilization of space.
- 2) At the time of the registration, the registrant is informed regarding reasonable demonstration activities, including location of areas, and length of time for the completion of the demonstration activity.
- 3) Demonstrations may not block vehicle or pedestrian traffic and should not occur in the vicinity of classes in session, Davis Library, or inside of any building except the gymnasium.
- 4) The number of pickets may be limited by reasonable consideration of space in the proposed demonstration areas. Students are to be informed at the time of registration of such limits.
- 5) The right of expression is not to be confused with license to incite violence or to use indecent language since these are beyond legal and reasonable espousal of any cause for which demonstrations are conducted. These activities may not occur.
- 6) Individuals participating in an unauthorized demonstration such as an assembly of students in a "sit-in" or "lie-in" in a restricted building or area, shall disband within the time stipulated when directed to do so by the Vice President for Student Affairs or his designee.
- 7) If a disturbance from observers begins to develop, the demonstrators are expected to refrain from altercations with observers.
- 8) Observers are expected to maintain a reasonable distance between themselves and demonstrators at all times.
- 9) Observers may not obstruct legitimate demonstrations by physically blocking the path, by

STUDENT RIGHTS AND RESPONSIBILITIES

physically blocking other observers, throwing objects, or in any way acting to limit the right to free expression.

- 10) Both demonstrators and observers are expected to follow directions of the security officers and other College officials and student staff members.

The Assistant Dean of Students for Student Activities shall submit to the Vice President for Student Affairs a summary of the directions given to the applicant(s) for demonstrations in advance and inform the Vice President for Business Affairs so that he may inform the campus security officers of the proposed demonstration. The Vice President for Student Affairs may assign one or more members of his staff to observe the demonstration. A complete report will be made concerning the activity.

Penalties

Methodist College students or personnel involved in an unregistered demonstrations which becomes disruptive or are otherwise in violation of Methodist College policies will be asked by the Vice President for Student Affairs or his designee to disperse and comply with policy within a specified time. Failure to respond positively to such a request may result in arrest and/or disciplinary action by the College and up to and including dismissal.

GRADE APPEALS

Appeals involving evaluation or credit in a course should be directed to the faculty member who taught the course and then to the Department Chair and Division Director of the faculty member. In cases where the student feels that the problem has not been resolved he/she may appeal to the Academic Standards Committee of the college. The committee then makes a recommendation on the matter to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs can be appealed ultimately to the President of the college. Except in unusual circumstances, the student must appeal within six (6) weeks after notification of the grade.

NONDISCRIMINATION/GRIEVANCE STATEMENT

Methodist College admits students of any race, color, national and ethnic origin or any religious denomination to all of the privileges, programs and activities generally made available to students at the college. Methodist College does not discriminate on the basis of race, color, national or ethnic origin or religious denomination in administration of its educational policies, scholarships and loan programs, athletics and all other college administered programs.

The college policy on non-discrimination also applies to employment and admission of qualified handicapped individuals. No handicapped individual will be discriminated against on the basis of his/her handicap as covered under Section 504 of the Rehabilitation Act of 1973.

Any student, employee, or job applicant who has a complaint or grievance in regard to his/her rights under Title IX of the Educational Amendments of 1972 or Section 504 should contact the following:

Dr. William Lowdermilk
Vice President for Community/Church Relations
Horner Administration Building
Methodist College
Fayetteville, North Carolina, 28301
(919) 488-7110

FACTS ABOUT FAYETTEVILLE

Shopping in Fayetteville

Shopping facilities are plentiful in the Fayetteville area. There are department stores and specialty shops located in the downtown areas.

There are attractive shopping centers conveniently located in and around Fayetteville. Cross Creek Mall, located at the intersection of 401 Bypass and Morganton Road; Eutaw Village and King Shopping Center located on Bragg Boulevard; Talleywood Shopping Center and Fayetteville Mall, located on Raeford Road; Bordeaux Shopping Center, located at the intersection of Owen Drive and Village Drive; and Westwood Shopping Center, located at the intersection of Morganton Road and McPherson Church Road. Each shopping center offers every kind of store imaginable: department stores, boutiques, shoe stores, banks, theaters and restaurants, just to name a few.

In addition to these large shopping complexes, there are several smaller retail clusters scattered throughout the region.

CLIMATE:

Mean annual temperature, 61.5 degrees. Mean monthly temperature, January 42.9 degrees; July 79.6 degrees. Mean annual rainfall 47 inches.

RELIGION:

Over 200 houses of worship representing most major faiths and denominations

LIBRARY:

Cumberland County Public Library; seven branches, bookmobile; more than 170,000 volumes.

RECREATION:

Planned and supervised year-round programs for all ages by both city and county recreation and parks department; tennis, bowling, archery, boating, skating, golf, miniature golf. Fifty-three public and private golf courses within an hour's drive. Three public lakes. Diverse entertainment attractions, sports events at Cumberland County Memorial Auditorium and Arena. Over twenty theaters.

TRANSPORTATION:

Air: Fayetteville Municipal Airport passenger and freight service by Piedmont, American and Sunbird Airlines; Charter and general aviation.

Rail: Amtrak passenger schedules to New York and Florida.

Highway: Interstate 95; U.S. routes 13, 301, 401; state routes 24, 53, 59, 87, 210. Three interstate bus lines.

HEALTH CARE:

Two general hospitals; Veterans Administration Hospital; Womack Army Hospital for military personnel and their dependents, Fort Bragg, Cumberland County Health Department, nursing and rest homes. Physicians and surgeons, 200; dentists, over 60 (includes Veterans' Administration Hospital, Fort Bragg and Pope Air Force Base).

Communications:

Newspapers: one morning, one evening, Monday through Friday; combined Saturday and Sunday.

Television: local stations - Channel 40, Channel 62, cable television (All major networks, one educational channel); good reception with standard antenna, Channels 4, 5, 6 and 11. Radio; several local stations, good reception of other area stations.

Culture and the Arts:

Fayetteville Art Guild, Fayetteville Little Theater, Fayetteville Art Museum, Fayetteville Symphony, Civic Music Association, Friends of the Library; various offerings at Methodist College, Fayetteville State University, Fort Bragg and Pope Air Force Base.

FACTS ABOUT FAYETTEVILLE

Economy:

Based on military, manufacturing and processing industries, distribution, government, and agriculture.

Banks

Branch Banking & Trust Co.	Raleigh Road	488-6895
First Citizen Bank & Trust Co.	3604 Ramsey Street	488-9190
First Union National Bank	200 Green Street	483-8171
North Carolina National Bank	3722 Ramsey Street	864-2020
Peoples Bank & Trust Company	211 West Rowan Street	868-5141
Southern National Bank	300 Rowan Street	483-3131
United Carolina Bank	316 Gillespi St.	483-1131
Wachovia Bank & Trust Company	225 Green Street	323-0510

FAYETTEVILLE AREA CHURCHES

St. Luke AME Zion Church
522 Hillsboro Rd.

Evans Metropolitan
AME Zion Church
301 N. Cool Spring Street

Hood Memorial
AME Zion Church
Rosehill Road

Calvary Assembly Church
2512 Ft. Bragg Road

Baha's Faith
315 Cadmium Ct.

Eureka Baptist Church
Eureka Ave.

First Baptist Church
302 Moore Street

Snyder Memorial
Baptist Church
Westmont Drive

College Lakes Baptist Church
4704 Ramsey Street

Eastwood Free Will
Baptist Church
126 Eastwood Ave.

First Pentecostal
Free Will Baptist Church
1123 Turnpike Rd.

Calvary Baptist Church
1943 Palmalee Drive

Cedar Falls Baptist Church
6181 Ramsey Street

Gethsemane Baptist Church
4300 Blanton Rd.

New Hope Baptist Church
3675 Rosehill Road

Lutheran Church-of-Our Redeemer
1605 Van Buren Avenue

Shaw Heights Mission Center
1112 Tammy Road

Walstone Memorial Baptist Church
260 Walstone Road

Archangel Michael Antiochene Maronite
Catholic Church
806 Aresnal Avenue

St. Elizabeth Ann Seton
Catholic Church
Andrews Road

Christian & Missionary
Alliance Church
2306 Ft. Bragg Road

First Church of Christ-Scientist
1380 Pamalee Drive

North Ramsey Church of God
124 Circle Court

Holy Trinity Episcopal Church
1601 Raeford Road

St. John's Episcopal Church
240 Green Street

Fayetteville Friends Meeting
223 Hillside Avenue

Calvary Fellowship Church
902 Veda Road

Saints Constantine &
Helen Greek Orthodox Church
614 Oakridge Avenue

New Gallilee Church of God
in Christ Jesus
5118 Craft Rd.

Masjid Muhammad
430 Gillespie Street

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METHODIST COLLEGE ALMA MATER

LOIS JANET LAMBIE

Hail to thee, our al - ma Ma - ter! Raise we now our hearts to thee.

Sing ing forth our high - est prais - es. Pledg - ing our deep loy - al - ty

Green shall grow thy fields of learn - ing Gold shall glow thy torch of truth.

Methodist College, God go with thee Now and throu e ter ni ty

Dr. John O. Tobler and the Student-Faculty Committee worked on this project for a year. Miss Lois Lamble, a friend of the college and teacher at Seventy-First High School, wrote words and music.

"Hail to thee, our Alma Mater!
 Raise we now our Hearts to thee
 Singing forth our highest praises,
 Pledging our deep loyalty.
 Green shall grow thy fields of learning;
 Gold shall glow thy torch of truth.
 METHODIST COLLEGE, God go with thee
 Now and through eternity."

TELEPHONE DIRECTORY

RESIDENCE HALL TELEPHONES

CUMBERLAND HALL

CAMPUS EXTENSION	218
OFFICE	488-0315
HALL DIRECTOR	488-8496
HEAD RESIDENT	488-0301
SECOND FLOOR	488-9813
THIRD FLOOR	488-9850

GARBER HALL

CAMPUS EXTENSION	210
OFFICE	488-0020
HALL DIRECTOR	488-7575
HEAD RESIDENT	488-4452
SECOND FLOOR	488-9834
THIRD FLOOR	488-9969

SANFORD HALL

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OFFICE	488-6275
HALL DIRECTOR	488-2735
FIRST FLOOR	488-9841
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