

METHODIST COLLEGE



Student Handbook
1996-1997

Methodist College Student Handbook

1996-1997



Methodist College does not discriminate on the basis of age, race, sex, national or ethnic origin, religious denomination, or disabilities for otherwise qualified persons in the administration of its admission, educational policies, scholarships, loan programs, athletics, employment, or any other College-sponsored or advertised programs.

The College Seal

The college seal was designed early in the life of Methodist College. The horse and rider in the center are reproduced from a picture of Francis Asbury, the first bishop of the Methodist Church in America, who was 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 education with the Christian virtues of faith, hope, and love.

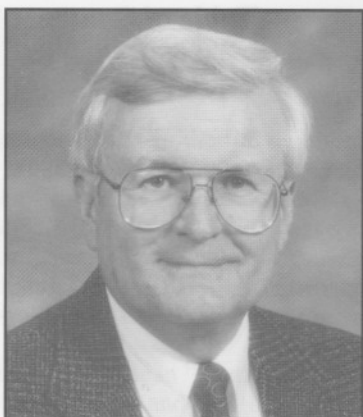
ALMA MATER

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.

The Methodist College Alma Mater is very unusual, for both the words and the music are original. Miss Lois Lambie, a music teacher at Seventy-First High School in Fayetteville and a friend of the college, entered it in a competition before the Methodist College student body. It was adopted by the students and approved by the Board of Trustees in 1967. Dr. John Tobler and a committee of faculty and students worked on the project for a year; and Mr. Sammy Williams, student chairman of that committee and president of the College chorus, presented the original manuscript to President L. Stacy Weaver in a formal ceremony.

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Dear Students:

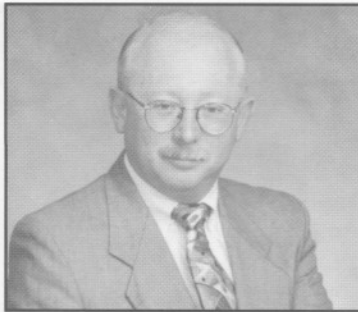
It is always a pleasure to greet students entering or returning to Methodist College. This is a community of many people—students, faculty, staff, administrators—who live, study, and work together. This process of sharing our lives together offers the opportunity for each of us to be better, wiser, stronger, 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 are a new student or a student returning for another year.

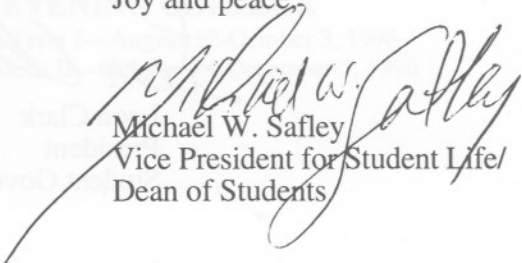
I look forward to having the opportunity of meeting each of you. I'm confident that we will work together to create the best environment possible. I have found Methodist College to be a special and unique place in terms of its people and programs. It is my hope that through the efforts of the staff and programs of the Student Life Office, you will find the same warmth and friendliness that I have found, as well as challenges to grow and to broaden your horizons. My greatest hope is that you will feel comfortable and a part of the community quickly and easily.

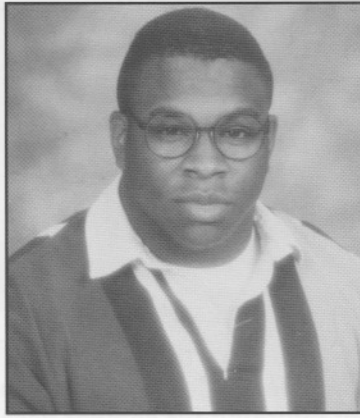
The purpose of the Student Life Office is to provide opportunities for you to develop as a whole person. This means that we work to complement the efforts of the faculty, staff, and administration to help you grow intellectually, socially, emotionally, and spiritually.

In order to accomplish this goal, the Student Life Office provides numerous programs. We also offer you opportunities to become prepared for the many situations that you will face in life.

Please do not hesitate to stop by my office for a visit or with any concern you may wish to share. You will always be welcome.

Joy and peace,


Michael W. Safley
Vice President for Student Life/
Dean of Students



Dear Fellow Students:

On behalf of the Student Government Association, I would like to extend a warm welcome to those students who are returning and to those who are attending Methodist College for the first time.

The Student Government Association exists to promote the needs and concerns of the student body and to protect their rights. We encourage all students to become actively involved in campus organizations and activities. More important, we want to strongly encourage you to use the Student Government as an avenue through which your concerns and suggestions can be met.

I would like to also extend a personal invitation to everyone of you to stop by my office in the Student Union should you have any questions about SGA and the various committees or should you have any suggestions for improvements here at Methodist College. The Student Government Association looks forward to serving you this year.

I look forward to meeting you. May your experiences this year at Methodist College be outstanding and memorable.

Sincerely,

A handwritten signature in cursive script that reads "Leon Clark". The signature is written in dark ink and is positioned above the printed name.

Leon Clark
President
Student Government Association

ACADEMIC CALENDAR 1996-97

1996

August 18	Sunday	New resident students arrive
August 19	Monday	Orientation and faculty advising for new students Residence Halls open for returning students 2:00 p.m.
August 20	Tuesday	Registration
August 21	Wednesday	Classes begin at 8:00 a.m.
August 27	Tuesday	Last day to add a class
September 3	Tuesday	Last day to drop a class without record
September 9	Monday	Opening Convocation at 11:00 a.m.
September 13	Friday	Last day to file intent-to-graduate forms for December Mid Term
October 10	Thursday	Mid Term Grades to Registrar
October 11	Friday	Fall Break
October 14-15	Mon-Tue	Homecoming
October 19	Saturday	Advisee group meeting at 11:00 a.m.
October 21	Monday	Individual advisee conferences begin
October 22	Tuesday	Pre-registration materials due to Registrar by noon
November 8	Friday	Residence halls close at 5:00 p.m.
November 26	Tuesday	Thanksgiving Holiday
November 27-December 1	Wed-Sun	Residence halls open at 2:00 p.m.
December 1	Sunday	Classes resume at 8:00 a.m.
December 2	Monday	Last day to drop class with WP or WF
December 3	Tuesday	Last day of class
December 4	Wednesday	Reading day
December 5-12	Thurs-Thurs	FINAL EXAMINATIONS
December 9	Monday	Day and Evening Senior grades due to Registrar by 9:00 a.m.
December 13	Friday	Graduation at 2:00 P.M.
December 16	Monday	Residence halls close at 5:00 p.m. All grades due to Registrar by 10:00 a.m.

EVENING COLLEGE

Autumn Term I—August 12-October 3, 1996
Autumn Term II—October 14-December 5, 1996

1997

January 1	Sunday	New Year's Day Holiday
January 12	Sunday	New resident students arrive 2:00 p.m.
January 13	Monday	Orientation and faculty advising for new students Residence halls open 2:00 p.m. for returning students
January 14	Tuesday	Registration
January 15	Wednesday	Classes begin at 8:00 a.m.
January 21	Tuesday	Last day to add classes
January 28	Tuesday	Last day to drop a class without record
February 3	Monday	Opening Convocation at 11:00 a.m.
February 7	Friday	Last Day to file intent to graduate for May graduation
March 7	Friday	Mid Term
March 7	Friday	Mid Term grades due by 5:00 p.m.
March 10-16	Mon-Fri	Residence halls close at 5:00 p.m. Spring vacation (no classes)
March 16	Sunday	Residence halls open at 2:00 p.m.
March 17	Monday	Classes resume at 8:00 a.m. Advisee group meetings at 11:00 a.m.
March 18-April 1	Tues-Tues	Individual advisee conferences
March 28	Friday	Good Friday (no classes)
March 30	Sunday	Easter
April 1	Tuesday	Pre-registration materials due to Registrar
April 4-6	Friday-Sunday	Family Week End
April 25	Friday	Awards Day at 11:00 a.m.
April 29	Tuesday	Last day to drop a class with <i>WP</i> or <i>WF</i> Last day of classes
April 30	Wednesday	Reading Day
May 1-8	Thur-Thur	FINAL EXAMINATIONS
May 5	Monday	Senior grades (Day and Evening) due to Registrar by 8:00 a.m.
May 11	Sunday	Graduation at 2:00 p.m.
May 11	Sunday	Residence halls close at 5:00 p.m.
May 12	Monday	All grades due to Registrar by 5:00 p.m.

EVENING COLLEGE

Spring Term I—January 6-February 27, 1997

Spring Term II—March 10-May 1, 1997

SUMMER SCHOOL 1997

Day Term I—May 19-June 6, 1997

Day Term II—June 16-July 11, 1997 (July 4—no classes)

Day Term III—July 15-August 11, 1997

Evening Term IV—May 26-July 18, 1997

PROGRAMS
AND
SERVICES



CAMPUS OFFICES

Following is a list of the offices of the major administrative officers of the college. The persons who hold these positions have responsibility for the supervision of the overall operation of the college and can be of great assistance students here at the college. Students should feel free to consult these persons if there is a need for their services.

Office of the President: Dr. M. Elton Hendricks, the President, is the chief executive officer of the college. As such, he is responsible for the overall operation of the college and 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.

Office of the Vice-President for Academic Affairs and Dean of the College: Dr. Anthony J. DeLapa, the Vice-President for Academic Affairs and Dean of the College, is the chief academic officer of the college. He has responsibility for all of its academic operations, including the faculty, the Office of the Registrar, grants, and the Evening College.

Office of the Vice-President for Business Affairs: Mr. Gene Clayton, the Vice President for Business Affairs, is the chief business officer of the college. He has responsibility for all of the business operations of the college, including the Office of the Comptroller, personnel, food services, the Snack Bar, the Student Store, the Mail Room, maintenance, grounds and physical plant, purchasing, Print Shop, and budget development and management.

Office of the Vice-President for Institutional Advancement: Mr. Jay Dowd, the Vice-President for Institutional Advancement, is the chief administrative officer of the college in charge of development and fund-raising. He seeks to gain support from individual friends of the college, corporations, foundations, the Methodist Church, and various governmental agencies in order that the college may remain financially strong and provide programs of high quality to its students.

Office of the Vice-President for Student Life and Dean of Students: Mr. Michael W. Safley, the Vice-President for Student Life, is the chief administrative officer of the college in charge of student services. He has responsibility for student-related, non-academic operations of the college, including residence life, student activities, the Student Government Association, the Office of the Campus Minister, the campus judicial system, counseling, health services, food services, guidance and placement, intramurals, campus recreation, security, and the operation of the Berns Student Center.

Office of the Director of Student Enrollment—Mr. Rick Lowe—The Director of Student Enrollment, is the chief administrative officer of the college in charge of student enrollment services. He has responsibility for all of the recruiting, admission, and financial aid services on and off campus.

HOURS OF CAMPUS SERVICES

Student Center	8:00 a.m.-10:00 p.m.	Daily
Student Government Association	Will be posted on the office door	Monday-Friday
Student Life	8:00 a.m.-5:00 p.m.	Monday-Friday
Career Services	9:00 a.m.-5:00 p.m.	Monday-Friday
Counseling Center	8:00 a.m.-9:00 p.m.	Monday-Thursday
	9:00 a.m.-5:00p.m.	Friday
Cafeteria		
Breakfast	7:15 a.m.-8:15 a.m.	Monday-Friday
Continental Breakfast	8:15 a.m.-9:00 a.m.	Monday-Friday
Lunch	11:30 a.m.-1:15 p.m.	Monday-Friday
Dinner	5:30 p.m.-6:45 p.m.	Monday-Friday
Continental Breakfast	9:00 a.m.-10:00 a.m.	Weekends
Lunch	12:00 a.m.-1:00 p.m.	
Dinner	5:00 p.m.-5:45 p.m.	Saturday
	5:00 p.m. 6:15 p.m.	Sunday
Snack Bar	8:00 a.m.-2:00 p.m.	Monday-Friday
	5:30 p.m.-9:00 p.m.	Monday-Friday
Library	7:45 a.m.-10:00 p.m.	Monday-Thursday
	7:45 a.m.-5:00 p.m.	Friday
	12:00 a.m.-7:00 p.m.	Saturday
	12:45 p.m.-9:00 p.m.	Sunday
Health Center	8:00 a.m.-Noon	Monday-Friday
Riddle Center	8:00 a.m.-10:00 p.m.	Monday-Friday
	4:00 p.m.-10:00 p.m.	Saturday
	4:00 p.m.-10:00 p.m.	Sunday
	(Hours subject to change due to athletic events or practice)	
Bookstore	7:45 a.m.-4:00 p.m.	Monday-Friday
Post Office	8:00 a.m.-4:00 p.m.	Monday-Friday
	(Money orders not issued after 2:00 p.m.)	
Intramural Office	7:30 a.m.-10:00 p.m.	Monday-Friday
	Noon-9:00 p.m.	Saturday
	2:00 p.m.-9:00 p.m.	Sunday
Business Office	8:00 a.m.-5:00 p.m.	Monday-Friday
Registrar's Office	8:00 a.m.-5:00 p.m.	Monday-Friday

COUNSELING AND PSYCHOLOGICAL SERVICES

Life as a college student demands personal strengths and problem-solving skills. Counseling and Psychological Services is dedicated to assisting Methodist College students to develop the strengths and skills needed for a successful life. Any problem that is of concern to a student is an appropriate problem to bring to the counseling service.

Confidentiality

Communication between the counselor and the student will be treated as confidential information according to the standards of ethics and confidentiality established by the counseling profession.

Personal Counseling

Appointments for individual counseling sessions are available. Students often ask for help with self-esteem issues, problems relating to their family or friends, depression, eating difficulties, substance abuse, loneliness, anxiety, sexual problems, and academic adjustment difficulties. Personal counseling can be arranged for one session or for a series of sessions. If more extensive therapy is needed, referrals and follow-up services will be provided.

Crisis Intervention

Should a student have an emergency situation, it is possible to get help immediately. During regular office hours, a student should call the counseling office (630-7150 or 7152) and state that he/she is in crisis. After hours, students needing assistance in a crisis should contact the area coordinator in the residence hall or call 3630-1212. Students may also call 609-HELP for help from a community agency.

Peer Counseling

Sometimes students find it helpful to talk to another student about their concerns. Trained and supervised peer counselors are available to provide confidential assistance. Interested students should ask for the peer counselor on duty when they call or come in.

Hours

The office of Counseling and Psychological Services is open from 9:00 a.m.-9:00 p.m. Monday through Thursday and 9:00 a.m.-5:00 p.m. on Fridays. Appointments may be made by calling 630-7150.

Location

The office of Counseling and Psychological Services is located in the Counseling Center in Sanford Residence Hall. Use the side entrance to the building. The door is clearly marked. Parking is available.

Fees

There are no charges for any services to students, faculty or staff of Methodist College.

LIBRARY SERVICES

Davis Memorial Library houses 83,500 volumes, 634 periodical and newspaper subscriptions, 2700 recordings, and over 6,000 volumes of material on microform. The facility is open seven days a week for eighty-one hours during semesters.

Resource location aids include a computerized catalog covering 60% of the library's materials, a traditional card catalog, 18 print journal indexes and 4 CD-ROM based indexes and access to indexes and full-text resources via FirstSearch and the Internet.

Library orientation and research assistance, interlibrary loan services, and photocopying are available. Publications produced include a journal holdings list, videorecording holdings list, student user guide, and guides to resources on specific topics. Individual study rooms and a group study room are available, as is equipment for listening to recordings and using multimedia CD-ROMs.

Incoming freshmen receive orientation to the library and its major computer systems through IDS 110. Additional material is presented in English 101 classes.

The Teaching Materials Center, a branch of the main library, houses over 9,000 audio-visual items, audiovisual equipment, a children's literature collection of over 6,200 items, and teaching aids for the Teacher Education Program.

A library card or College I.D. is required to check out books and to use some equipment.

STUDENT SUCCESS SERVICES

Every possible effort will be made by the Student Success Services (S³) to help the student realize his/her full academic and personal growth potential while at Methodist College. The goal of Student Success Services is to help the student and to facilitate the student's helping himself/herself to academic and social success.

Because the freshman year of college is a critical time of transition in the life of each student and this transition is more difficult for some individuals than it is for others, Student Success Services can help ease the concerns of the new freshman and help the student successfully make the transition from high school to college via its Academic Enrichment Program (AEP), Academic and Social Success Program (ASSP), and Academic Resource Center (ARC).

Academic Enrichment Program

The Academic Enrichment Program is a two-semester program that is designed to provide students the opportunity to experience academic success in a supportive and controlled environment. It strives to facilitate the successful transition from high school with its familiarity and routines to an environment filled with uncertainty and new challenges. The academic progress of the student is closely monitored so that S³ can remain cognizant of the student's status and be pro-active, rather than reactive, to any of the issues/concerns facing the student. Consequently, the AEP is designed to assist the student in his/her adjustment to college life via its mandated curriculum, monthly seminars or workshops, "no-cut" attendance policy as well as the campus support services available.

Academic and Social Success Program

The purpose of the Academic and Social Success Program is to assist students in their adjustment to college life. The program is geared toward assisting the student in acquiring the skills, attitudes, and behaviors that are essential in overcoming the obstacles and handling the challenges encountered in this stage of life. Because time management is one of the most important keys to success in college as well as in life, the program strives to help the individual develop a sense of responsibility for time. It also counsels the student on academic survival skills, such as note-taking and test-taking strategies, and social survival skills, to include stressing the importance of appropriate behaviors for success.

Academic Resource Center

The purpose of the Academic Resource Center is to provide students with the means for academic success. Under the tutelage of the ARC, academic support and tutoring are available, free of charge, to the student. Peer and non-peer tutors are available as are individual and group tutoring sessions. Non-peer tutoring is available in accounting, business, economics, mathematics, English, history, biology, chemistry, earth science, and physical science. Peer tutoring is available in mathematics, chemistry, biology, French, Spanish, English, accounting, and social sciences. The ARC houses academic support material to include TV/VCRs and videotape aides, computers and computer tutorials, and cassette players/recorders and instructional tapes.

A small computer lab is located in the lobby of Garber Hall. This affords the student the opportunity to have access to a computer even when the CAC Lab is not open. (Its hours are projected to be 7:00 p.m.-12:00 a.m.) The computers in this lab are CAC-compatible; therefore, the student can start on his/her papers in the CAC lab and finish them as well as print them in the Garber Lab.

Special Needs

Limited services are available to the student who has special needs. The individual who is concerned about having a special need should contact the Office of Student Success Services at 630-7033.

CLEP/DANTES Testing

Methodist College students may earn course credit by performing satisfactorily on the College Level Examination Program (CLEP) Tests or DANTES Subject Standardized Tests (DSSTs). CLEP General Examinations are available for many of the core subjects, and CLEP Subject Examinations are offered for a number of other subjects. DANTES offers tests in a wide variety of subjects, some of which are not covered by the CLEP tests. The amount of credit a student receives depends on which test he or she takes and the score earned. CLEP credit cannot be earned to replace the grade of a course previously taken at Methodist College. Tests are offered on a regularly scheduled basis. To schedule a testing appointment or to obtain additional information, students may inquire at the Office of Student Success Services in the Berns Student Center or call 630-7151.

OFFICE OF CAREER SERVICES

The Career Services Office, located in the Berns Student Center, is open to all Methodist College students. The office can assist students with career decisions through a variety of tools including interest inventories, values clarification, abilities assessment and personal career counseling. New students will begin their career planning through the "Introduction to Methodist College" course required of all freshmen.

The Office of Career Services will assist each student on a one-to-one basis in customizing resumes, writing cover letters, and preparing for interviews. Resources in the career center include graduate school catalogs, employer profiles and job opportunity listings. DISCOVER, a comprehensive career planning software, is available to help students determine career goals and target graduate schools. Seminars include resume writing, changing trends, interviewing skills, and job search tips. Other career services include a career fair, a teacher's job fair, and interviews with potential employers during the annual Job Fair.

TALLY CENTER FOR LEADERSHIP DEVELOPMENT

Our country urgently needs abler and more ethical leaders in all walks of life. Methodist College's Lura S. Tally Center for Leadership Development offers courses to develop traits and skills that employers will be looking for in the 21st century. Students participate in innovative courses, student-led activities, campus and community service, and off-campus internships. In addition to leadership theory and techniques, the Center emphasizes ethics, character, and self-confidence. The center offers workshops and seminars on such leadership skills as:

- communicating effectively
- negotiating and resolving conflict
- empowering others
- planning and conducting effective meetings
- building linkages among diverse people
- leading teams
- making decisions
- being strong team players
- integrating individual leadership styles with others

For more information contact coordinator of leadership programs, Dr. Suzan K. Cheek, at Trustees' Building T-217 or 630-7070.

HEALTH SERVICES

Health services are provided to students by a physician's assistant and by a registered nurse. Services are available during clinic hours and on call when necessary. Emergency medical needs should be brought to the attention of the residence hall staff. The staff of the student health services provides presentations to students on a variety of wellness issues. Office hours are 8:00 a.m. to noon, Monday-Friday, in the Health Center located in the Berns Student Center.

Students are encouraged to use the more cost effective student health services. Nursing services and consultations with with the physician assistant are free to students. Students who have medical problems that require immediate referral to an off-campus physician will not be charged a utilization fee. Students will be charged a utilization fee for other visits to the physician assistant.

Special Medications

Students who take special medications for allergies, diabetes, etc. must notify the nurse of the problem and the names of the special medications immediately upon their arrival at Methodist College.

Medical Information for Instructors

Medical notes from the Health Center can be obtained by the student to explain class absences to instructors.

Accident or Illness Away from College While on College Activities

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

Transporting Injured Students

Persons should not be transported to a doctor or hospital without the approval of the college nurse or another 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 immediately one of the following: the College Nurse, the Physician Assistant, Residential Coordinator, Resident Advisor, Security, or the Student Life Office.

Special Diets

Special diets can be prepared to meet the needs of students under medical care but are limited to the resources of the cafeteria. Notify the nurse and cafeteria director of special needs.

Immunization Requirements

North Carolina Law requires that students bring an adequate immunization record to the college. This immunization record must clearly document that students have received the following minimum immunizations:

Rubeola (Red Measles Vaccination)—shot must have been received on or after the first birthday, required for all new students born in 1957 or later and a 2nd measles booster is now required.

Rubella Vaccination (German Measles)—required for all new students up through 49 years of age.

Tetanus-Diphtheria (TD) Vaccination—three-dose series. This immunization was probably administered as a DPT during infancy. One dose within the past ten years is required.

An individual's record of immunizations should be available from his/her physician, clinic, or former high school. Most parents maintain their child's immunization record.

Medically verified records will be required; that is, the immunization record must contain the number of doses of vaccine and dates of administration (Month/Day/Year preferably), and it must be signed or stamped by a health care provider. Every student must present an immunization record within thirty days of registration at Methodist College. **All students must comply or be removed from classes.**

Student Health and Accident Insurance

All resident students will automatically be enrolled in the student accident and health insurance program. Student insurance for commuting students is optional. Please refer to the insurance brochure for additional information.

All students enrolled in the Student Accident and Health Insurance Program **must** report to the Student Insurance Coordinator or the Health Center to obtain a claim form for any illness or accident seen off campus.

All international students are required to carry adequate health and accident insurance. A special policy is available through the International Students' Office.

USE OF CAMPUS FACILITIES

The facilities of the college are used extensively by a wide variety of individuals from the campus community and outside agencies.

Campus Calendar

The campus calendar is kept in the office of the Director of Community Relations. All proposed projects must be cleared with the Student Life Office and the Office of the Vice-President for Academic Affairs to avoid schedule conflicts.

Scheduling Campus Facilities

Reservation forms for campus facilities are kept in the Student Life Office. Facilities in the upstairs floor of the Berns Student Center must be reserved through the Student Life Office. Academic facilities are reserved through the Assistant Registrar's Office. Other facilities must be reserved through the Director of Community Relations. Forms must be completed for a facility to be reserved. If a public address system or special lighting is required, the form must be completed one week before the event.

Chaperones

All registered social events require one or more chaperones depending on the type of activity and the number in attendance. The Vice President for Student Life will determine the number of chaperones and the necessary security for student activities or functions.

Church and Civic Organizations

The Methodist College campus is the site of many church and civic programs. A thousand visitors may be on campus on a given day and over 70,000 during the course of a year. Some groups use the college cafeteria. Student courtesy and cooperation are necessary for the college to provide this service.

CULTURAL EVENTS

Methodist College has made special arrangements with certain civic organizations to permit student attendance at no charge upon presentation of a college I.D. Included are the Fayetteville Symphony, the Dance Theatre of Fayetteville, the Cumberland Oratorio Singers, and the North Carolina Symphony. The dates and times of these events are listed in a calendar of all campus events. For questions about programs for which students must pay an admission charge, please contact the office of the Director of Community Relations.

Students may receive credit for attendance at cultural events by enrolling in the following Humanities courses:

Humanities 201-204 Humanities Enrichment Series—
1/2 s.h. each—Up to 2 s.h. of elective credit (1/2 hour of credit per semester). Must attend 14 campus events during the course of the semester. Campus events include, but are not limited to: Fine Arts programs convocations, lectures, award ceremonies, the Southern Writers' Symposium, art shows, concerts, seminars, Student Government Association Programs, and worship services in Hensdale Chapel. A list of approved events will be distributed to participants each semester. Grading-pass/fail. Attendance checked by tickets/programs turned in after events and by program evaluations. Monitored by the Vice-President of Student Life.

MAINTENANCE SERVICES

The Maintenance Department of Methodist College strives to work with students to make day-to-day activities as comfortable as possible. Cooperation by students is imperative. Prompt reporting of maintenance needs to the resident advisor or area coordinator will make an immediate response possible. Any problem of heating, air-conditioning, or lighting in the area of residence should be reported. Because of the pride we take in our campus buildings and grounds, students' assistance is greatly appreciated.

STUDENT INFORMATION SERVICES

Methodist College makes a sincere effort to keep students' hometowns advised of any and all accomplishments students achieve while at Methodist College. Additionally, news of awards, achievements, elected offices, etc., is sent to regional papers and radio and television stations. In order for the Public Relations Office to provide accurate information on these releases to the media, each student must complete a Student Information Form and continue to update the form when changes occur. These forms are mailed to each incoming student, and additional forms are available from the Public Relations office in the Mallett-Rogers House Annex. Once complete, forms are kept on file in the News Bureau but are available to students upon request.

STUDENT STORE SERVICES

The Student Store is located in the north end of the Berns Student Center. Textbooks can be purchased by cash, check, Visa, Master Card, or charge sale slip. All charge sale slips must be approved at the Business Office at the start of each semester or term.

School supplies, clothing, greeting cards, prepaid phone cards, and gift items are also available at the Student Store.

Hours of operation are 7:45 a.m. to 4:00 p.m. Monday through Friday.

FOOD SERVICES

Cafeteria

Coming to college proves to be a major change in most students' lives. One of the more significant changes is no longer having home cooking. This means that students can no longer raid the refrigerator in the middle of the night or sit down at dinners with the family to discuss the days' events. No college cafeteria will ever rival mom's peach cobbler; however, the food service system and its employees go to great lengths to provide students with an enjoyable meal and atmosphere. Special Steak Nights, theme nights such as Halloween, Christmas, and Homecoming, and other special events all serve to enhance meals at Methodist College. The college cafeteria also proves to be a great social center.

Purchase of the meal plan entitles the individual student to eat in the cafeteria from orientation through graduation excluding specified holiday periods.

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.

Food may not be removed from the cafeteria.

All resident students are required to be on the meal plan. Exceptions may be granted to residents of Honors Hall. Meals can be prepared for students with special dietary needs. Meal plan exemptions will be made only in extreme circumstances.

Food Service is glad to accommodate students who cannot attend a meal due to illness so long as a note of verification is secured from a member of the Student Life staff.

Lion's Den

The Lion's Den, located in the Berns Student Center, is open throughout the day Monday through Friday. Hours of operation will be determined by student purchasing patterns and posted.

"A la carte" services are available in the Lion's Den. A full line of sandwiches is available, as are French fries, cold drinks, candies, crackers, and other deli items.

Meal Plan Options

The Monarch Choice—This plan features unlimited access to the main cafeteria. This option includes breakfast, lunch and dinner seven days a week during the academic year. The student determines the number of meals eaten per week. There is no need to worry about meals running out before the end of the semester. This plan is the best value. As long as the cafeteria is open, this plan will allow for unlimited seconds on any food item offered that day. This plan also allows the opportunity to add "a la carte" dollars to be used in the Lion's Den Snack Bar. A minimum deposit of \$50.00 is required to activate it.

The Green and Gold Combo—Features limited access of twelve meals a week in the main cafeteria plus \$100.00 "a la carte" dollars in the Lion's Den Snack Bar. A student's account will be debited, through the use of the college I.D. card, the amount of the purchase in the snack bar. Additional "a la carte" dollars may be deposited in the business office to a student's account at any time. A minimum of \$50.00 must be deposited at a time.

Residence Hall and Cafeteria Services

Fall Break

Saturday - Tuesday	October 12-15, 1996
Residence Halls:	Closed
Cafeteria:	Closed
Last meal served:	Lunch at noon., Friday, 10/11/96
First meal served:	Dinner at 5:00 p.m., Tuesday, 10/15/96

Thanksgiving

Wednesday - Saturday	November 22-25, 1996
Residence Halls:	Closed
Cafeteria:	Closed
Last meal served:	Lunch at Noon, Tuesday, 11/26/96
First meal served:	Dinner at 5:00 p.m., Sunday 12/1/96

Spring Break

Saturday - Saturday	March 8-16, 1997
Residence Halls:	Closed
Cafeteria:	Closed
Last meal served:	Lunch at Noon, Friday, 3/7/97
First meal served:	Dinner at 5:00 p.m., Sunday, 3/16/97

Easter Holiday/Good Friday

Friday - Sunday	March 28-30, 1997
Residence Halls:	Open
Cafeteria:	Open
Cafeteria:	No disruption in food service

THE MARCH F. RIDDLE CENTER FOR PHYSICAL ACTIVITIES

The March F. Riddle Center is available for student use during prescribed hours. Free play hours will be posted weekly. The center has the following rules and regulations pertaining to both athletic events and general student use:

1. Current Methodist College ID card necessary for admittance to the gym during free play hours.

2. No stereo equipment without earphones.

3. No smoking, dipping, or chewing of tobacco products.

4. No spitting in the gymnasium.

5. No food or drinks allowed in the arena.

6. No alcohol.

7. Appropriate shoes. Anyone with otherwise "appropriate" shoes that are scuffing or leaving marks on the floor will be asked to cease participation with said shoes.

8. No hanging or grabbing the rims. **Dunking is not allowed.**

9. No profanity.

10. Fighting, shoving, pushing and inciting acts of aggressions are prohibited.

11. The emergency exits are for emergency only, not for general traffic in and out of the arena.

12. Violation of these rules will result in a citation from the gym supervisor. With the initial citation goes a week's suspension from the gymnasium for free play; a second citation bans for the semester; should a third one be necessary, the student is banned from the gymnasium for free play for the academic year.

13. A one-day visitor's pass may be obtained for out-of-town guests for a weekend or an overnight stay. **Students may obtain a pass from the Athletic Office between the hours of 8:00 a.m.-Noon or 1:00-4:00 p.m., Monday through Friday. A visitor will not be allowed to participate without a pass.** Rules for the weight room are posted.

In order to obtain free admission to Methodist College athletic events, Methodist College students must present their current MC ID card at the appropriate admission gate. Methodist College students will not be admitted free when the institution is hosting an NCAA or conference tournament event.

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.-4:00 p.m.

Mail delivery to the Methodist College Branch is distributed and available in the individual mailboxes after 10:30 a.m.

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

Exterior collection boxes are located at the north end of the Berns Student Center. Collection time is 3:40 p.m. Monday through Friday and noon Saturday.

Money Orders are available at the Post Office. However, due to postal-reporting procedures, money orders cannot be issued after 2:00 p.m.

Resident students should check boxes daily. Boxes are too small for use as storage areas.

FINANCIAL AID SERVICES

All students who would like to be considered for financial aid must be enrolled for at least 12 semester hours and must complete the Free Application for Federal Student Aid (FAFSA) each year. The FAFSA can be obtained at the Office of Financial aid. However, Methodist College will also accept results from the Financial Aid Form (FAF).

The financial need of the student is defined as the difference between the resources of the student and the parent(s) and the cost of attending Methodist College. The FAFSA provides the basis upon which a student's need is determined. All information concerning the student's financial situation and the family's circumstances is held in complete confidence by the office of Financial Aid and is not a part of the student's general file with Methodist College.

Continuing students applying for financial assistance (institutional, state, or Title IV funds) are evaluated at the end of each academic year to determine if they have met the institutions Academic Probation Policy. This policy can be found in the *Methodist College Academic Catalogue*. Satisfactory Academic Progress must be maintained for renewal of all financial aid.

It is strongly recommended that students apply for financial aid as soon as their and their parents(s) income tax forms are completed in the spring for the following fall and spring semesters. Financial aid is awarded on a first-come first-serve basis.

BUSINESS SERVICES

Check Cashing

Personal checks (not to exceed \$25.00 per day) can be cashed in the Business Office. Parents' checks will be honored up to \$50.00. Absolutely no third party checks (such as payroll checks issued to students for wages earned outside of Methodist College, income tax refunds, or checks from other students) will be cashed by the Business Office. Local area banks are available for check-cashing and other services. The Methodist College I.D. card must be shown prior to any check's being cashed. Personal checks for the amount of purchase only can be used in the Student Store. Personal checks will not be cashed during the three weeks prior to the end of the semester. This is to allow all checks to clear the bank prior to the end of the semester. A \$25.00 charge will be assessed in the event that a check is returned for insufficient funds on an account. The student will then be denied check-cashing privileges for the semester.

Payment for Tuition, Room, Board, and Fees

Before registration for the current semester can be completed, all prior semester charges must be paid in full. The current semester's costs of tuition, room, board, and fees are due and payable at the Business Office prior to registration for the semester. However, the college will accept a minimum of 1/3 of the balance owed (after pending financial aid and loans are deducted) at or before registration, with the remaining 2/3 to be paid over the following two months. A ten-month tuition installment plan (first payment due June 1) is also available through a third party servicer named Eduserv.

Students are encouraged to make the necessary financial arrangements with the Business Office starting approximately six weeks prior to the beginning of the semester. This can be done either by mail or by visiting the office. Class cards will not be issued, nor will students be allowed to attend class until all financial matters are arranged with the Business Office.

Reimbursements

The college reserves the right to apply reimbursements against any unpaid balance currently due.

Withdrawals

See the policy on withdrawal in the current Methodist College catalogue.

Date of Withdrawal-Amount of Refund

See the policy on withdrawal and refunds in the current Methodist College catalogue.

PUBLIC SECURITY SERVICES

The Methodist College Public Safety Department provides a very high level of security throughout the college community. A commissioned Police Officer is on duty twenty-four hours a day, seven days a week. A Security Officer is on duty twenty-four a day at the Welcome Center, which is located at the south entrance of the campus. The Welcome Center gives an added dimension for a safer campus and allows better control of vehicular traffic entering and exiting the campus. Additional security measures include: an officer conducting a twenty-four hour vehicular patrol for immediate response to any location on campus; an officer on main campus during evening classes, an officer at the residence halls, an officer at Honors Hall, and an officer at the lower athletic field complex from dusk to dawn. The department provides an escort service twenty-four hours a day, as well as ID card and lost-and-found services. There is also a state-trained crime prevention officer on staff for professional services within the community.

Welcome Center 630-7098

This number reaches the Welcome Center at the south entrance to the College. This center is staffed twenty-four hours a day, seven days a week. Information and escort assistance can be obtained by calling this number. Residence Hall students who are expecting visitors should call the Welcome Center and inform the officer on duty that a visitor (s) is/are expected.

Emergency Number 630-1212

This number reaches the radio/telephone that the mobile patrol office carries, and **should only be used in cases of emergency**. When using this number, please pause between statements to allow the officer time to reply over the radio. Radio traffic may cause a brief delay in answering the call.

Escort Service

Student escorts are provided during the academic semester from 6:00 p.m. until midnight. The Escort Service is supervised by the Campus Crime Prevention Officer. Escorts are provided to any location on campus. To obtain an escort, a person should call 7098, and an escort will be dispatched.

Motor Vehicle Assistance

Such assistance is limited to jumping dead batteries, retrieving keys locked in cars, and providing access to a phone to summon additional assistance. **NOTE:** Owner/operator must sign a liability statement prior to assistance being provided.

Lost-and-Found

Campus Security serves as the central clearing place for lost and found items. Items not claimed within thirty days are donated to a non-profit organization.

Crime Prevention Services

A state-certified Crime Prevention Officer is on staff to provide safety advice and safety instructions to the campus community. The Crime Prevention Officer is also responsible for all campus crime prevention programs.

ID Card Services

Student, faculty, and staff ID cards are issued at the Public Safety Office Monday, Tuesday, Thursday, and Friday from 12:00 p.m. until 2:00 p.m., and Wednesday from 12:00 p.m. until 1:00 p.m. Fees are listed in the *Student Handbook*.

THE CAMPUS MINISTRY CENTER

Methodist College is committed to helping each student grow toward wholeness—physically, mentally, socially, spiritually, academically. Because the college recognizes that spiritual well-being is essential to wholeness, a diverse religious life program is offered to help students along this journey.

The vision for campus ministry at Methodist College is LYFE—"living your faith ecumenically." The various Christian faith families are encouraged to explore their individual identities as well as to share faith together as one body.

Ongoing opportunities for such sharing include: weekly worship services at 11:00 a.m. on Wednesdays, Bible studies, prayer groups, Holy Communion, fellowship meals, spiritual growth retreats, forums and open discussions, cell groups, and community service projects. The Campus Ministry Center sponsors a peer ministry program as well as national and international mission teams. Seasonal opportunities include the Christmas Moravian Love Feast, the community Thanksgiving service, Holy Week and Easter Sunrise Services.

The Fellowship of Christian Athletes is a strong group that meets weekly and is open to athletes and non-athletes as well. Campus Crusade for Christ has a group at Methodist College.

The chaplain/campus minister coordinates the religious life program and works with the Christian LYFE Council to plan and implement various activities. The chaplain is also available as counselor, guide and friend to all member of the student body. The Campus Ministry Center (CMC) is open to all faculty, staff and students.

VOLUNTEER SERVICES

Methodist College encourages all members of the campus community to engage in acts of compassion and justice through community service. The Director of Volunteer Services is responsible for developing the volunteer services program, and works closely in this task with local agencies that need assistance. The Interdisciplinary Course—IDS 105—offers students the chance to do volunteer work and receive academic credit (one course only).

SHUTTLE SERVICE

A shuttle service is available for student use during designated college break periods to the local bus station, Amtrack train station, and Fayetteville airport. The cost of the shuttle is ten dollars per one way use of the shuttle. A shuttle to the Raleigh-Durham Airport will be available at designated times for a cost of twenty dollars per one way use of the shuttle. The proper request form must be filled out completely at least forty-eight hours in advance of need for the shuttle. Transportation forms can be secured from the Office of Student Life.

ATHLETICS

A primary goal of the Department of Athletics is to provide positive, enriching programs that complement and reinforce the educational pursuits and academic success of student-athletes. We subscribe to the philosophical statement of the NCAA Division III (Appendix A), particularly as it relates to fair play and amateur athletics competition and must provide the opportunities for educating and developing the whole person.

We endeavor to create and maintain an interactive environment, encouraging the development of character, loyalty, cooperation, teamwork, work ethic, leadership, and high standards of performance. The safety and physical well-being of all student-athletes are primary in every aspect of the program. Members of the department promote the program through positive attitudes and examples as professional role models. The programs must afford for all who wish to participate an opportunity to qualify for team membership through a fair selection process. The College strives to provide fair and equitable programs for men and women.

An intercollegiate athletic program is a traditional, desirable aspect of life within the college. Methodist College historically has acknowledged this responsibility and continues to endorse this obligation. Intercollegiate athletics

should contribute to the student-athlete's educational experience in a positive manner. Athletic programs provide educational opportunities through developing performance skills, enhancing knowledge of strategies and rules, providing unique social interacting, and developing personal values.

Though intercollegiate athletics exist primarily for the student-athlete, the programs also affect the College community. Campus pride, cohesiveness, student loyalty, and public relations can be enhanced by sound and competitive athletic programs. The athletic programs also assist in the recruiting and retention of students. Methodist College encourages and promotes good sportsmanship and expects appropriate behavior and conduct at athletic events to be evidence of this statement of philosophy.

Many opportunities for participation in 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 offers cheerleading for men and women and fields the following intercollegiate sports for men: baseball, basketball, cross country, football, golf, soccer, tennis, and track.

The Lady Monarchs participate in the following intercollegiate sports: basketball, cross country, fast pitch softball, golf, soccer, tennis, track, and volleyball.

CAMPUS RECREATION AND INTRAMURAL SERVICES

The Methodist College Campus Recreation and Intramural Program (C.R.I.M.P.) provides an opportunity for students to make constructive use of their leisure time. The program involves informal use of facilities and a comprehensive vigorous sports competition among the men and women of the college. Intramural activities include but are not limited to: touch football, basketball, softball, volleyball, table tennis, pool, camping, canoeing, and hiking. Activities are open to males and females.

The intramural bulletin boards, located at the CRIMP Office, contain current information regarding sign-up procedures, upcoming events, schedules, team standing, etc.

The intramural schedules and notices are the backbone of the intramural communication system and are available at 1:00 p.m. on Friday of each week. The schedules on the bulletin board are to be used as a ready reference.

First Aid and Accident Policy

Methodist College assumes no responsibility for injuries sustained during intramural activities. Students, faculty, and staff are reminded that intramural participation is completely voluntary.

Each year a small number of injuries occur that require treatment at the local hospital. The nature of intramural activity and the number of Methodist College students, faculty, and staff who participate combine to make this inevitable. It

is strongly recommended that all participants have a physical examination and secure adequate medical insurance before participation.

CLUBS AND ORGANIZATIONS

A student club or organization is defined as any group of students that organize themselves around a common purpose and are not otherwise funded through the college budget. All student clubs and organizations must be approved by the Student Government Association Senate. Senate approval allows clubs and organizations to use campus facilities, publicize events, and petition the Student Senate for funding. If students wish to organize, they should talk with the Assistant Dean of Students. Clubs and organizations must meet the following criteria for approval:

1. Have a written constitution
2. Have a membership of ten or more students
3. Have a designated Methodist College employee as an advisor
4. Have a written purpose that is compatible with the mission of the college.

The following clubs and organizations are on the Methodist College Campus:

Accounting Club, African-American Society, Alpha Chi, Alpha Psi Omega, American College of Health Care Executives, Beta Beta Beta, Campus Crusade for Christ, Christian Life Council, Computer Science and Mathematics Club, International Studies/Political Science/History Club, Criminal Justice Association, Delta Mu Delta, Fellowship of Christian Athletes, International Club, Library Club, Literary Society of Methodist College, Methodist College Chorus, Methodist College Debate Team, Methodist College Democratic Party, Methodist College Investment Club, Methodist College Men's Volleyball Club, Methodist College Republican Club, Methodist College ROTC, Methodist College Student Chapter of the Council for Exceptional Children, Minority Student Association, Monarch Playmakers, Music Educators' National Conference, Omicron Delta Kappa, Phi Gamma Mu, Phi Sigma Iota, Psi Chi, Residence Hall Council, Sigma Omega Chi, Sigma Tau Delta, Social Work Club, Student Activities Council, Student Education Association, Student Government Association, Students in Free Enterprise.

Students may contact clubs through their faculty advisors. The following is a partial listing of advisors.

Accounting Club	Mr. William Richardson	7062
Alpha Chi	Dr. Anthony DeLapa	7031
	Mr. Michael Rogers	7102
Alpha Psi Omega	Dr. Paul Wilson	7104
Beta Beta Beta	Dr. Margaret Folsom	7127
Campus Ministry (LYFE)	Rev. Carrie Parrish	7157
Computer Science & Mathematics Club	Dr. Shivappa Palled	7133
Criminal Justice Club	Dr. Darl Champion	7050
Fellowship of Christian Athletes	Mr. Jim Peebles	7186

History/Political Science/International Studies Club	Dr. Peter Murray	7079
International Club	Mrs. Jane Cherry	7049
	Dr. Arnal Guzman	7069
Methodist College Chemical Society	Dr. Narendra Singh	7132
Methodist College Chorus	Mr. Alan Porter	7101
Minority Student Association	Dr. Gary Long	7589
Monarch Playmakers	Dr. Paul Wilson	7105
National Association of Teachers of Singing	Mr. Alan Porter	7101
Omicron Delta Kappa	Mr. Robert Bloodworth	7066
	Dr. Linda Sue Barnes	7128
Phi Eta Sigma	Dr. Richard Walsh	7077
Phi Sigma Iota	Mrs. Elaine Porter	7082
Psi Chi	Dr. Donald Lassiter	7081
Psychology Club	Dr. Donald Lassiter	7081
Residence Hall Councils	Residential Coordinators	
ROTC-Monarch Company	Major Paul F. Connolly	7068
Sigma Omega Chi	Dr. John Sill	7087
Sociology & Social Work Club	Dr. Joyce White	7083
	Dr. John Sill	7087
Student Activities Council	Mr. Chris Ryan	7153
Student Education Association	Dr. Gillie Benstead	7060
Student Government Association	Mr. Michael Safley	7157
Student Government Association Senate	Mr. Michael Safley	7157
Student Government Judicial System	Mr. Chris Ryan	7152
Student Music Educators National Conference	Mr. Michael Rogers	7102
Students in Free Enterprise	Dr. Jeffrey Zimmerman	7064
Veterans' Club	Mr. Frank Orians	7174

Accounting Club

The Methodist College Accounting Club is the gathering of Accounting and non-accounting majors interested in accounting issues. The club invites speakers to visit the campus and talk to students about their accounting background, experience, and expertise. The club engages in fund raisers and also is involved in Homecoming activities. It is a good resource of first-hand information about the accounting profession. The club is a student chapter of the National Association of Accountants and is involved in local activities with this organization.

Alpha Chi

Membership in Alpha Chi, the academic honorary, is by invitation only. This invitation is extended to seniors who are academically ranked in the top five percent of their class and to juniors who are ranked in the top three percent of their class. At graduation, members are distinguished by a sapphire blue and emerald-green cord and tassel.

Alpha Psi Omega

Alpha Psi Omega is a national honor society dedicated to the advancement of theatre. A student does not need to be a theatre major to qualify for membership; however, belonging is limited to those individuals who have made outstanding contributions to college theatre, including both technical work and acting. They sponsor the annual *Hail Dionysus* playwriting contest. At the end of the academic year, the Omicron Mu chapter presents an award to the student who has shown exemplary interest in theatre arts at Methodist College.

Beta Beta Beta

Tri Beta is a national honor and professional society for students in the biological sciences. Its objectives are to promote scholastic excellence and research in appointed areas of science. Anyone interested in the biological sciences may hold associate membership; however, full membership (the right to hold office) is limited to students who have completed three biology courses with a *B* average. The local chapter, Tau Zeta, was chartered in 1982. Its members participate in various service projects and sponsor speakers from wildlife centers and other colleges. Club members take field trips to the North Carolina Zoological Park, the Carolina Beach and Fort Fisher Marine Laboratories, and other places of interest. Students who enjoy any phase of the Biological Sciences are encouraged to join.

Computer Science and Mathematics Club

The purpose of the Computer Science and Mathematics Club is to bring together students with a common interest in Computer Science and Mathematics. The club provides the students with a social setting in which they can interact with the faculty in an informal manner outside of the classroom, as well as receive information about their major field of study and work opportunities in this area. The club conducts regular meetings and provides presentations concerning topics of current interest in their field. The club sponsors field trips to area employers to observe how local companies operate. The club is open to all Methodist College students.

History/Political Science/International Studies Club

The History/Political Science/International Studies Club is open to anyone interested. It tries to increase awareness of and interest in both history and important current issues through several different means, e.g., field trips to historical sites, or guest speakers discussing major issues and career development. The club generally sponsors at least one out-of-town trip per year.

International Club

The International Club provides an environment for promoting the culture of international students and making the campus more aware of foreign cultures. Any member of the Methodist College Community who has an interest in foreign culture may join.

Minority Student Association

The Minority Student Association is an organization working for better campus relations between all races and dealing with minority issues. The organization is helpful to all students who are having difficulties. All students are welcome.

Monarch Playmakers

Monarch Playmakers is the student support group for the Methodist College Theatre Department productions. Membership is open to anyone interested in theatre who supports college productions by working backstage on crews or performing on stage. Among the many functions of the Playmakers is the presentation of Outstanding Technicians' Awards. Members are also involved in college and community volunteer projects.

The Methodist College Chemical Society

The purpose of the Methodist College Chemical Society is to unite those students seeking a major or a minor in the field of chemistry, to discuss current events in areas of research that are of importance to the field of chemistry, and to provide information on employment opportunities for those seeking jobs in the area of chemistry. The Methodist College Chemical Society cultivates interest in the area of chemistry through the use of field trips and invitations to outside speakers and by attending area as well as national meetings of the American Chemical Society.

Methodist College Chorus

The Methodist College Chorus is a select group of individuals chosen for their personality, moral character, and leadership qualities, as well as for their exceptional talent in music. It is well-known for its spirited rendition of many types of music. Past programs have included a country music medley with contemporary and popular selections, as well as standard classical repertoire. Frequent tours of the eastern seaboard have taken the members from Connecticut to Florida. Recently, the Chorus toured the Bahamas. It is in constant demand at churches, civic clubs, military installations, conferences, and rallies throughout eastern North Carolina.

Omicron Delta Kappa

Omicron Delta Kappa (ODK) is a national society for juniors and seniors. ODK recognizes and encourages superior scholarship, leadership, and exemplary character. Membership in ODK is a mark of highest distinction and honor. The society recognizes achievement in scholarship, athletics, student government, journalism, speech, mass media, and the creative and performing arts. Emphasis is placed on the development of the whole person, both as a member of the college community and as a contributor to a better society.

Phi Sigma Iota

Phi Sigma Iota is an international honor society for juniors and seniors majoring or minoring in foreign languages who have at least a B average in their entire college work and in all foreign language courses, have completed at least one course at the third-year level, and rank in the highest thirty-five percent of their class in general scholarship. The purpose of this honor society is stated in the motto: "To understand others is to understand oneself, one's culture, and one's heritage." The goal is to foster the learning of foreign languages as a means of achieving a better understanding among individuals and nations. Phi Sigma Iota awards scholarships, fellowships, and grants to deserving, ambitious, young undergraduate and graduate students, as well as faculty, to complete scholarly programs in foreign languages, literatures, and cultures.

Psi Chi

Psi Chi is the National Honor Society in Psychology. In order to be a member of Psi Chi, students must be majoring or minoring in Psychology and have at least 45 sh towards a degree. They must also have completed at least 9 hours in Psychology and be enrolled for 3 hours more before they will be considered for membership. Also, they must have a Methodist College GPA of at least a 3.0 in both Psychology courses and in all courses, and rank in the upper 35% of their class.

Residence Hall Council

Each residence hall has a Hall Council made up of the President, Vice President, Secretary, Treasurer, Social Chairman, and Fire Marshal. These councils provide various services, including programs that allow the RA's and Hall Council to work together. The Hall Council also serves as a voice for the residents with the Student Life Office. Though this is not an entertainment committee, programs and other activities are geared towards the interest of the residents.

Senate

The Senate is a duly elected body designed to have an impact on student life at Methodist College. The senate meets weekly to debate issues and deal with legislation designed to improve student life at the college. Elections for senators are held each spring. S.G.A. encourages all students to get involved with the Senate.

Sigma Omega Chi

Sigma Omega Chi is a local honor society open to majors or minors in Sociology, Social Work, or Criminal Justice. It was established in 1984. Initiation is held annually in April. Students must have completed twelve semester hours in Sociology, Social Work or Criminal Justice, have an overall G.P.A. of 2.7 and a G.P.A. in the major or minor of 3.0. Business meetings and service projects are held occasionally throughout the year.

Student Education Association

The SEA is the Methodist College chapter of the Student North Carolina Association of Educators (SNCAE) and the National Education Association (NEA), the professional organization for teachers and educators. The organization is open to freshmen, sophomores, juniors, and seniors planning to teach in any field or at any level; membership is affiliated with the state and national organizations, with access to all services (i.e., discounts). SEA provides programs of interest to students entering the teaching profession and opportunities for leadership and professional development.

Student Activities Council

The SAC is charged with the responsibility of the planning and implementation of the student entertainment and special activities (i.e., comedians, novelty acts, homecoming, coffee house series) held on campus. All full time enrolled students are encouraged to participate in this open organization. Suggestions for future activities and entertainment are welcome.

Student Government Association

The S.G.A. is composed of all full-time day students at Methodist College. The association is governed by a constitution and directed by officers elected by the student body. The purpose of the S.G.A. is to represent the students to the college administration and design programs to meet the needs of the students. All students are encouraged to participate in the programs sponsored by the S.G.A. and to provide new ideas for implementation.

Students in Free Enterprise

SIFE offers an opportunity for students to obtain leadership training in various economic projects. SIFE is open to all sophomores, juniors, and seniors with a cumulative G.P.A. of 2.5 and above. SIFE members take part in Regional and National competitions for trophies, cash prizes, and other awards. Students participating in SIFE for a full year receive four (4) credit hours toward graduation.

The Veterans' Club

This club is open to any Methodist College student who has served or is currently serving in any branch of the United States military service. The purpose of the club is to promote veterans' involvement in college activities and to address problems/concerns related to veterans' affairs.

INTERNATIONAL STUDENTS

International students are an important and very special part of the campus life of Methodist College. There are more than fifty international students here from nearly thirty different countries. American students are encouraged to get to know the international students and to learn about their cultures.

Methodist College has certain requirements of international students. These requirements are in the best interest of the safety, well-being, and legal status of the students. The most important requirements are:

1. International students are expected to live on the campus of Methodist College.
2. International students are required to maintain health and accident insurance. This insurance is available in the International Student Office and provides year-round coverage for students.

International students are legally in this country on student visas issued by the United States Embassy or consulate in their home country. International students must always be careful to guard their visa status. These are some of the important legal restrictions for international students:

1. International students must at all times carry a full course load. This means that international students must register and maintain twelve hours of studies.
2. International students may not work off campus without special permission. This process is very complicated, and obtaining permission to work off campus is very difficult.
3. International students who leave the country for any reason must have their I-20 forms signed in the admissions office.

International students who breach items 1 and 2 above are considered to be out of status and must reapply for a student visa. This usually means that a student must return to his home country to obtain the new visa.

International students should always remain in touch with the International Students' Office in order to make sure that they are in complete compliance with all United States Immigration and Naturalization regulations and with all Methodist College policies.

STUDENT PUBLICATIONS

Student publications are governed by the Publications Committee.

Pride is the Methodist College student newspaper, which is distributed monthly to students and faculty at no cost. It has won numerous awards in the last decade from the Associated Collegiate Press.

Tapestry is the creative arts/literary magazine published annually at Methodist College and distributed free in September. The best of student prose, poetry, graphics, and art work is selected for publication. Faculty and alumni also submit material.

Carillon is the yearbook published as an annual pictorial record of Methodist College student life and distributed to students free in September. Upon request, 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 \$12.50 to purchase a yearbook. Any *Carillon* not picked up within thirty (30) days of the initial distribution becomes the property of Methodist College.

Student Editors—The editors of the three student publications are nominated by their respective staffs and approved by the Publications Committee, which oversees all student publications. Student editors receive a stipend of \$1,000 for their work on these publications. The newspaper and yearbook staffs share an office on the second floor of the South Administration Building.



**RESIDENCE
HALL
LIVING
AND
GUIDELINES**



RESIDENCE HALL LIVING

The residential experience has a great impact on college students, during the time in college and afterwards. One of the major purposes of the Student Life Department is to aid students in making their time at Methodist a valuable developmental experience. As a result, it is the policy of the college that **all freshmen must live in college-operated residence facilities unless they are local residents.** Residence-hall housing is offered to provide a common learning experience for as many Methodist College students as possible. All requests for waivers of the policy must be directed in writing to the Dean of Students.

While any student is in residence at the college, the occupancy of the residence hall room is considered the use of a college facility. This usage does not give the same latitude as does a lessee-lessor rental contract.

Residence Hall Staff

The college employs Area Coordinators, Residential Directors, and Resident Advisors in the residence halls. They are available to provide information, counseling, and programming for residents. They have been trained to deal with emergencies, to protect individual and institutional rights through the enforcement of all college policies, and to assume the administrative responsibilities of the residence halls. Their goal is to develop living environments that promote close interpersonal relationships, individual growth and learning, and a strong sense of community responsibility and identity.

Get involved

Students are encouraged to become active and contributing members of their residence hall "communities" by helping their neighbors to develop hall themes and mottos, by joining hall intramural teams, by attending community meetings, by assisting in enforcing quiet hours, and by attending programs and activities sponsored by the hall governments and residence hall staff members.

Occupancy

The Residence halls are open during some of the designated breaks, i.e., fall break, Thanksgiving and spring holidays. Any student who wishes to stay in the residence halls during this time must complete a request for housing over the holidays/breaks form and turn it in to the residential area coordinator. Failure to complete and turn in this form will result in a \$50.00 fine. Students who are unable to find accommodations during college vacations should contact the Student Life Office in advance for assistance.

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 but will assist students in finding accommodations.

Check-out Procedure

It is the responsibility of every student to remove all of his/her personal property from his/her residence hall room by the specified date distributed each semester. It is also his/her responsibility to follow the check-out procedure distributed in the spring. The college reserves the right to remove all personal property left after the announced closing date. A \$50.00 fine will be imposed upon any student not vacating his/her room at the designated time.

Requirements for living in the Residence Halls are as follow:

1. All students in the regular college day program who register for twelve or more semester hours in any semester are considered to be full-time students.
2. Students living in the residence halls must carry a minimum of twelve semester hours at all times. Exceptions can be granted only by the Dean of Students.

Housing Communities

Female Residential Options

Weaver Hall	Rooms 101-108 Health & Wellness
East Hall	Highest GPA first priority
Honors Hall	Must have cumulative GPA of 2.75 with a minimum of 32 sh completed.

Male Residential Options

Cumberland Hall	Rooms 101-108 Health & Wellness
Garber Hall	Rooms 101-108 Health & Wellness 2.00 (+) GPA for upperclassmen
Sanford Hall	Rooms 112-119 Health & Wellness
West Hall	2.25 GPA minimum
Honors Hall	Must have a cumulative GPA of 2.75 with a minimum of 32 sh completed

Health-and-wellness floors are designated for those students whose life style does not include the use of alcohol or tobacco products. Students who reside on the health-and-wellness floor must sign a contract stating they will not use alcohol or tobacco products on or off campus. Any student breaking the contract will lose his/her space on the health-and-wellness floor and must find another place to reside.

All About Roommates*

Most people enjoy the company of others, and a roommate can be one with whom to share opinions, interests, and good times. However, sharing a room can sometimes result in a few problems. Moving away from home and sharing a space with another person can be stressful for both roommates. Experience shows that those roommates who get along well usually work at getting along well. Even those roommates who do not become lifetime friends contribute to

each other's growth process and college education. Here are a few hints for becoming a good roommate:

1. Communicate—Roommates should talk about habits, preferences, moods, and values at the beginning of the semester. Even "best friend" roommates may be surprised at how many things they can learn about their roommate. It is wise not to let frustrations build if conflicts arise. Examples of such conflicts include different study habits, different tastes in music (including volume), and different attitudes toward cleanliness and neatness. Talking about concerns can lead to a mutual understanding. Initial awkwardness may save future hurt feelings.

2. Establish House Rules—Roommates need to establish ground rules regarding the use of each other's belongings, room cleaning, phone use and bill paying, smoking, entertaining guests, and all-night typing. Asking first and discussing before going ahead with an action can result in a greater trust and respect.

3. Know When To Talk and When Not To—Sharing ideas and discussing situations is an integral part of residence life. Individuals should be aware, however, that excessive interruptions in studies can sometimes result in irritations and frustrations. Once again, roommates should talk before frustrations build and anger can occur.

Roommates are individuals, with individual interests, goals, likes and dislikes. It is not necessary to share every aspect of college life with one's roommate. If conflicts do arise, it is best to talk through a problem before it becomes a major conflict. If this step is not successful, students should consult the resident advisor. Each residence hall staff is experienced in dealing with these problems and should be able to offer sound advice. Students should always bear in mind that it is basic courtesy to speak with one's roommate first.

**Guide to Residence Hall Living, North Carolina State University, 1989-90.*

THE ROOMMATES' BILL OF RIGHTS

Each roommate has:

1. The right to read and study without interference, unreasonable noise and other distractions;
2. The right to sleep without undue disturbances;
3. The right to have personal privacy in one's room;
4. The right to live in a clean environment;
5. The right to host guests, with the understanding that guests will honor other residents' rights;
6. The right to have free access to one's room and hall facilities;
7. The right to be free from intimidation and physical and emotional harm;
8. The right to assume that there will be reasonable cooperation in telephone use; and
9. The right to expect respect for one's belongings and personal property.

RESIDENCE HALL SERVICES

Methodist College offers a wide variety of services to the students who live in the residence facilities. The services are intended to assist students in their everyday activities and to help create a quiet, comfortable, and safe atmosphere for study, sleeping, and mature socialization.

Telephone Service

Methodist College provides local telephone service in each residence hall room through Carolina Telephone Company. The students must provide their own phones. Long distance service will be provided by AT&T. Each room will be assigned a phone number which will be in operation when students arrive in the fall. Those students using the long distance service will be assigned a seven-digit access number. Students are responsible for all long distance services charged to their room telephone number.

Cablevision Service

Each room is cable-equipped with basic cable channels provided free of charge. Any student can sign up with Cablevision of Fayetteville at the beginning of each semester for additional cable services. Installation and payment for additional cable services is the responsibility of the student. Once the cable has been hooked up in a room, the student cannot transfer it to another room.

Fire Protection

The college has installed fire alarm systems in each residence hall for the protection of residential students. Fire extinguishers and smoke alarms are also available on each floor. 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.

Vending Machines

Vending machines for soft drinks and snacks are available in each residence hall and in various other locations around the campus. For refunds of any money lost in vending machines, complete a vending machine form in the Student Life Office.

Laundry Services

Washing machines and dryers are available in each residence hall. These machines are owned, operated, and maintained by a private company on behalf of the college. For refunds on any money lost in these machines, complete a form in the Student Life Office.

Office Services

Each residence hall has an office operated by hall staff and workers during various hours of the day. Office operating hours are posted in each hall.

Residence Hall Housing Agreement

Resident students must sign a housing agreement form when they check in. Failure to comply with these regulations or to sign a housing agreement can result in revocation of housing privileges and/or disciplinary action. Methodist College reserves the right to change these guidelines, with notice, at any time.

Damage Deposits and Assessments

Methodist College requires that a damage deposit of \$100.00 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 to 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 immediately to reimburse the deposit to the \$100.00 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 \$100.00 must be paid immediately as noted for other payments above.

The damage deposit noted above remains with the Business Office of the college throughout the student's career at Methodist. It is refunded only when a student permanently leaves the college (graduation, transfer, etc.) and the Student Life Office 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 damage and vandalism that occur in the residence halls during the academic year. Therefore, every student is responsible for his/her residence hall room. Damages to the room are charged to the occupants unless another person has been proven the cause. Students are also held liable for the public areas of the halls in which they live. Damages to the halls, restrooms, lobbies, and other public areas are charged to the individual(s) responsible. **In cases in which the perpetrator cannot be identified, the costs for repair are prorated among the residents of the hall/building.**

Students are required to conduct themselves as adults and to respect college property. College furniture must not be removed from the halls. If any piece of furniture is damaged or broken, the student responsible will be charged for the cost of replacing the item.

The Maintenance Department of the college has developed a list of the cost of repairs typically necessary in residence halls. Damages not included on the list are billed at the estimated cost of the college for such repairs. Labor charges of \$10.00 per hour are also charged.

Damage Assessments

Bed repair (minor)	\$20.00
Ceiling repair	at cost

Chair repair	25.00
Chair replacement	50.00
Desk repair	20.00
Glass Door replacement	150.00
Door repair	40.00
Door replacement	150.00
Floor damage	at cost
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
Not replacing bed to original location	50.00
Room cleaning	25.00
Screen repair	20.00
Screen replacement	30.00
Wardrobe repair	at cost
Wardrobe replacement	at cost
Window glass replacement	50.00
Painting a room	100.00
Removal of furniture	50.00

Keys

Each student is issued two keys (one room key and one front door key) and a mattress cover. Key replacement costs are \$10.00 for the room key and \$50.00 for the front door key. When a student leaves the campus permanently without turning in the key, an additional charge of \$40.00 is imposed for replacement of the lock tumbler.

RESIDENCE HALL RULES AND REGULATIONS

Residence Hall Occupancy

Room assignments are made by the Student Life Office on a one-semester basis. New students must pay a fee of \$100.00 within thirty days of acceptance in order to reserve a room in the Residence Halls. Returning students must make reservations in the spring semester of each year for the following academic year. A \$50.00 deposit is required to make a reservation. A specific reservation plan and schedule are announced by the Student Life Office during the year. Students reserve rooms for the spring semester during the fall semester.

Students checking out of a residence hall during or at the end of a semester must do so properly with the residence hall coordinator or Resident Advisor. At that time, a staff member determines the condition of the room, assesses any damage or cleaning fees, and makes other arrangements for the student's withdrawal from the hall. Damage fees are reported to the Business Office. All rooms must be cleaned before checkout. A student will be fined if he/she does not follow the correct check-out procedure.

Room Change Procedure

The student requesting a room change must first consult with the residential coordinator. The residential coordinator will give a complete explanation of the procedure that must be followed to complete an authorized room change. After the explanation of the procedure by the residential coordinator, the student must complete the necessary forms and return them to the residential coordinator. All room changes must be approved by a residential coordinator or the Student Life Office.

Unauthorized Room Changes

Unauthorized room changes are defined as those room changes that occur without proper authorization from the residential coordinator. (NOTE: An illegal room change occurs during established room change periods if proper procedures are not followed by the student.) Students who make an unauthorized or illegal room change are assessed a \$25.00 fine and face judicial action. Furthermore, the student is responsible for any damages found in the room vacated. 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.

Private Rooms

Students must state in writing their requests for a private room during registration for housing. Students receiving a private room that has been requested will be charged accordingly. If a student does not request a private room but does not register with a roommate, the student will be assigned a roommate by the Assistant Dean of Student Life. If students request private rooms while living in the residence hall, they need to contact their residential coordinator.

Fire Evacuation Procedures

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

Quiet Hours

The enjoyment of a residence hall room and the opportunity to study there in peace and quiet are the minimum that 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.

The following periods are observed as quiet hours, and during them no loud music or other disturbances are tolerated. Judicial action is taken against violators.

Sunday-Thursday until twelve noon and after 7:30 p.m.

Friday and Saturday until twelve noon and after midnight.

Students are expected to maintain reasonable quiet at all times.

Appliances and Fire Hazards

No electrical appliances other than computers, refrigerators, radios, televisions, stereos, VCRs, microwaves, 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 multiple receptacles or outlets are strictly prohibited. Incense, candles, and other objects that have open flames are prohibited. Any questions should be directed to the residence hall staff members.

Pets

For health reasons and protection of animals, no pets (except fish) are to be kept in the college residence halls. There is a \$100.00 fine for having a pet in the residence halls.

Insurance

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

Bicycles

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

Furniture and Lofts

Hall or room furniture is not to be removed or disassembled. Students may request in writing permission to build lofts in their room. A copy of the loft plans should accompany the request. All lofts have to be approved before construction begins. All furniture, including bunk beds, 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. A violation may result in a fine of \$100.00.

Room Paint Policy

Students may request in writing to have their room painted. Only posted colors will be allowed. Color choice must be approved in advance. Upon approval, the maintenance staff will set up a convenient time with the student to paint the room. There will be no charge to the student to have the room painted unless damage has been done to the walls or ceiling. Students living in the new residence halls are not allowed to have their rooms painted.

Room Decorations

Residence hall rooms may be decorated in ways that meet the guidelines available from the Student Life Office. Rooms must not be decorated in a manner destructive of property, hazardous to the physical well-being of residential students or guests, or in violation of good taste as determined by the 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 must not hinder access to or from the room or within the room.

Room Inspections

Regular inspections of residence hall rooms by the residence hall staff will insure safety and cleanliness. Students whose rooms fail to pass inspection are required to have them clean, orderly, and safe within twenty-four hours.

RESIDENCE HALL ROOM ENTRY AND SEARCH PROCEDURES

Definitions

The following definitions pertain to students' residence hall rooms:

1. Room Entry involves the physical presence of a person (other than the resident of the room) for reasons of official business of the college.
2. A Room Inspection involves a visual examination of furniture and other materials 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 that violate the college Judicial Code or residence hall regulations may be confiscated and/or turned in to law enforcement officials.
3. A Room 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 that violate the college Judicial Code or residence hall regulations may be confiscated and/or turned in to law enforcement officials.

Room Inspections

Reasons for room entry and/or inspections include the following:

1. A periodic check of conditions of furniture and maintenance (routine room inspection may be necessary).
 - 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, and safe conditions exist in the room.
 - b. Residents should be present for inspections if possible. If residents are not present, a passkey will be used to enter the room.

2. **Residence Hall Closings**—Each residence hall room is 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. 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 residential coordinator or other appropriate college officials.

4. **Violation of Civil Law or of College and Residence Hall Regulations**—If there are reasonable grounds to believe that 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/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) 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/herself, and enter the room with a passkey, as 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 that 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."

1. Before a search takes place, the staff member must secure a warrant for search by stating his/her "reason to believe" that a search is necessary to a residential coordinator or his/her supervisor, who may issue a warrant. The warrant should specify the place to be searched, the reason for the search, the names of residents of the room, and materials for which the room is being searched.

2. There are several reasons for a search, including these:

a. **Violation of Civil Law or of 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 of college and residence hall regulations has taken place, he/she may seek authorization to search a residence hall room. Some examples of situations that may be deemed as reasonable cause are

i. If a staff member receives 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 (e.g., possible fire, theft, assault, explosive devices), 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 residential coordinator or other senior staff member of the Student Life Office. Reasonable and prudent judgment is the guideline in these situations.

3. At least two staff members must always be present during a room search. At least one of these should be a senior staff member.

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 that 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 insure 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 of a student's room are also applicable to student vehicles and other areas used by the students, such as lockers or other storage areas. These statements are also true of areas such as offices used by student organizations.



VEHICLE AND PARKING REGULATIONS



PARKING ON THE CAMPUS OF METHODIST COLLEGE

It is a privilege and not a right for a person to keep or operate a motor vehicle on the campus of Methodist College. Each student, faculty, and staff member must agree to comply with the rules and regulations set forth by Methodist College.

The college reserves the right to withdraw motor vehicle parking privileges from any person.

Parking facilities on campus are limited, and on occasions there will not be sufficient parking spaces to accommodate all vehicles. Lack of space, ignorance of regulations, or inclement weather are not considered valid excuses for violating any parking ordinance or regulation.

All of the provisions of the Chapter 20 of the General Statutes relating to motor vehicle laws, county and city ordinances and the college rules and regulations are in effect on college property. These provisions apply to the operators of all vehicles, whether public or private, and are in force twenty-four hours a day, unless otherwise specified.

College Responsibility

Neither Methodist College nor its employees assumes any responsibility for loss from theft or damage to vehicles parked in college parking areas or operated on the campus. The college urges automobile owners to acquire adequate insurance to cover such losses.

Vehicle Registration and Parking Permits

Staff/faculty and students who desire to operate and park self-propelled two and four wheel vehicles on campus, excluding mopeds, are required to register their vehicles. Students must purchase the registration decal in the Business Office and show proof of purchase to the Public Safety Department. **A vehicle is not registered until a decal is displayed on the vehicle in accordance with the display guide.** The registration sticker should not be affixed on any vehicle other than the one which it is registered. A valid state vehicle registration certificate for each vehicle to be registered, a valid state driver's license, and a current Methodist College I.D. or proof of college registration must be presented at the time of registration. Students and faculty/staff must register within three days of entering campus.

Vehicle Operation

Pedestrians on campus have the right-of-way at all times. The speed limit on campus inner streets is 15 MPH unless otherwise posted. The speed limit within campus parking areas is 5 MPH. Violators will be cited. It is unlawful to transport passengers in excess of the number for which the vehicle was designed.

False Registration

Any and all parties involved in false registration or an attempt at such shall be subject to administrative action and/or loss of driving privileges on the campus of Methodist College. A vehicle is considered to be falsely registered when one registered student registers a vehicle for another student.

Newly Acquired Vehicles

Newly acquired and/or replacement vehicles purchased after employment and/or academic registration must be registered on the first day that the vehicle is brought on campus.

Temporary Permits

Persons whose previously registered vehicle(s) are temporarily not available due to an accident, breakdown, or other emergency condition, may obtain a temporary permit without charge. Application for such a permit must be made before the first class on the first day the vehicle is brought on campus. The temporary permit can be issued for not more than seven days at a time. To obtain a temporary permit, the same documentation necessary for initial registration must be presented to the Public Safety Office.

Handicapped Decals

Methodist College does not issue permanent handicapped decals or permits; however, all state handicapped plates or placards are recognized. Methodist College does issue temporary permits, to be used on this campus only, to any student, staff or faculty who has a temporary infirmity that warrants the use of handicapped parking privileges for a limited period of time. The temporary permit will be placed on the driver's side of the front dashboard of the registered vehicle. The temporary handicapped parking permit does not take the place of the regular vehicle registration requirement.

Placement of Parking Permits

Parking decals must be affixed to and displayed on the vehicle for which issued. The decal must be permanently affixed to the driver's side front windshield (top corner) or to the driver's side front bumper. The decal must be on the outside of the vehicle. Each decal must be clearly visible and legible to a person standing within six feet of the vehicle to which it is affixed.

Student Parking Permit Fees

Entire Academic Year	\$65.00
One Semester only	\$45.00
Summer Sessions (regardless of session)	\$10.00
Second car/Replacement Decal	\$ 5.00

Expiration of Parking Permits

Academic year permits are valid for the entire academic year (Fall semester of one calendar year until the beginning of the next fall semester of the next calendar year).

Motorcycle Operation

It is unlawful to operate a motorcycle on campus without prescribed headgear for the operator and the passenger. It is unlawful to transport passengers in excess of the number for which the motorcycle was designed.

Parking

It is the responsibility of the motor vehicle operator to find a legal parking space. Staff/faculty and students are not permitted to park in Visitor Parking spaces. Exception: One hour parking is permitted in the Visitor spaces in front of the Administration Building for persons conducting business in that building, and 30-minute parking is permitted at the trustee small lot for loading and unloading.

When parked at an angle to a street curb or median, vehicles must be parked with the front end of the vehicle next to the curb or median. When parking is parallel to a curb or dividing median, vehicles must be parked with the front end of the vehicle facing the direction of travel authorized for that side of the street or driveway.

Motor vehicle operators should park in designated spaces or parking lots that they are authorized to use.

Whenever any motor vehicle is found to be parked contrary to or in violation of the rules prohibiting or regulating the parking of such vehicle, it shall be assumed that such vehicle was parked and left in violation of these regulations by the person in whose name the vehicle is registered with the college. If it is not registered with the college, the member of the college community with legal authority to use said vehicle will be responsible for any violation.

Reserved and Restricted Parking

1. "Reserved Spaces" are reserved for faculty and staff. (5:00 a.m.-4:00 p.m.)
2. The small lot at the south end of the Trustees' building is reserved for faculty/staff.
3. The small parking lot between the Berns Student Center and the Library is reserved for faculty/staff
4. The small parking lot at the upper level of the Science Building is reserved for faculty/staff.
5. Loading areas should be used only for loading and unloading.
6. The street leading from the Berns Student Center to the Physical Plant is a fire lane, and parking is not allowed.
7. No parking is allowed in any area adjacent to or blocking a dumpster.
8. No parking is allowed in front of any residence hall.
9. **No parking is allowed in any area marked "No Parking" or painted in a manner to restrict parking.**
10. No vehicle may be parked in a manner that restricts traffic flow.
11. No vehicle shall be parked along curbs unless that curb is designated as a parking area.

Assigned Parking Around the Residence Halls

At the beginning of each academic semester, the residence hall directors hold a mandatory meeting for the residents of each residence hall. During the meeting, the parking regulations and the parking assignments are discussed. All students are required to attend this meeting; if they do not, they will forfeit their right to an assigned parking space.

The parking spaces are assigned to students according to cumulative hours completed toward graduation.

If a student withdraws during the semester, that parking space will be assigned to the next qualified person.

Students are not permitted to give their parking space to another student. Students not using their parking spaces for a period of time will have their parking spaces temporarily assigned to the next qualified person.

Parking Rules and Regulations for Residence Halls

1. Students who have visitors, must explain the parking policy to those visitors. If they are not students here and they park in a visitor's parking place for over two hours, in someone else's space, or on the curb, the parking citation will be given to the **resident** whom they are visiting.

2. A student who finds that someone is parked in his/her space should park in the gravel lot behind the PAC or in the lot adjacent to East or West Residence Halls. A student who parks in another's space will receive a ticket. The student should report to a resident advisor that his/her space is being used by someone else.

3. Two spaces in front of each residence hall are reserved for **Visitor** parking only. Resident students may not park in these spaces. Only off-campus visitors and staff members visiting campus are to use these spaces, and for only two hours at a time. If these designated visitors' spaces are full, visitors must park in the gravel lot behind the PAC or the lot adjacent to East or West Residence Halls.

4. There is **No Parking** on the curb in front of any residence hall at anytime for any reason. Service vehicles (i.e., emergencies, the phone company, cablevision, maintenance) are the **only** exceptions!

5. It is the student's responsibility to find a resident advisor if someone is in his/her space.

6. A resident advisor is **not** responsible for locating an individual and asking for a car to be moved before a citation is given. A resident advisor will write the citation, and then the student or visitor responsible will be called down.

7. If a student has been assigned a space in front of the residence hall, that space is for the student's use only. Students who were not assigned a space must park in the gravel lot behind the PAC or in the lot adjacent to the new residence halls. If a student is to be away for a length of time, the student should inform the resident advisor in order that the space may be assigned to another student.

Parking Citations

Parking regulations will be **strictly enforced**. Violators of campus parking privileges who receive four or more citations in one semester may have their vehicle(s) restricted from campus parking.

Moving violations that are potentially dangerous, such as speeding and reckless driving, are subject to disciplinary action in addition to any citation fines levied. In any case of suspension of driving privileges, the registration fee is not refunded.

All fines are to be paid to the Business Office. Violations for which traffic citations may be issued include but are not limited to:

No valid parking permit	\$40.00
Parking in a handicapped space	\$50.00
Parking in a fire zone; near hydrant	\$25.00
Parking in driveways, tow-away zone, no parking zones, parking on grass and sidewalks	\$25.00
Blocking access to dumpsters	\$25.00
Improper display of a permit	\$10.00
Parking in a reserved space/lot	\$25.00
Parking in space marked "visitors"	\$10.00
Parking along curbs; blocking traffic lanes double parking	\$10.00
Reckless driving and unsafe movement (This includes but is not limited to: drag racing, scratching-off or "spinning wheels"	\$25.00
Exceeding safe speed	\$25.00
Stop sign violation	\$10.00
Displaying a mutilated or defaced permit	\$10.00
Displaying a counterfeit, stolen, or lost decal	\$30.00
False registration	\$30.00
Backing into an assigned parking space	\$10.00

Note: State citations may also be issued by Campus Police Officers.

Reporting of Accidents

All persons involved in motor vehicle accidents shall report such accidents to the Public Safety Office immediately. By state law, all accidents involving vehicles in which bodily injury or damage to one or both vehicles appears to be \$100 or more or a hit and run shall be reported by the driver(s) involved to the the Public Safety Department. The Methodist College Police Department has jurisdiction within this community.

Towing

Methodist College reserves the right to tow vehicles off campus at the owner's expense if they are found habitually improperly parked on campus or in areas potentially dangerous to safety (such as fire lanes, near fire hydrants, in traffic lanes, driveways, sidewalks, dumpster areas, along access road, on grass, and in Tow-Away zones). This also applies to abandoned vehicles.

Appeals

If students wish to appeal a parking/traffic citation, they must contact the Director of Campus Police/Public Safety within seventy-two hours of issuance. If students want to appeal the citation further, they must contact the Vice President of Student Life within twenty-four hours of the first appeal.

CAMPUS
JUDICIAL CODE
AND
STUDENT COURT
SYSTEM



JUDICIAL CODE

Every society, from the beginning to the present, has set a code of standards for the behavior of its members. Sociologists tell us that this action is necessary for any society to succeed and prosper. This is no less true of a college community than of a more complicated society such as that around us in the larger world. Recent history has shown us the problems that occur when members of a society fail to adhere to these basic concepts. The Methodist College community has developed a set of standards for its members and has designed a code of conduct that is the basis for the operational life of the community. The section that 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 changes. Disagreement with this code is not a reason for failing to abide by its restrictions. **By enrolling at Methodist College, every student has 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.

The Dean of Students of Methodist College is authorized by the President and the Board of Trustees of Methodist College to propound and enforce by sanction reasonable modes of behavior that may not specifically be addressed in this handbook.

Accessory to the fact

This term shall be defined as the possession of knowledge related to an act either before or after it is carried out. Any student convicted of being an accessory may be subject to the same penalties as the person charged with the offense.

Aiding and abetting

This term shall be defined as intentionally contributing, directly or indirectly, overtly or covertly, in the perpetration of an act. Any student convicted of aiding and abetting may be subject to the same penalties as the person being charged with the offence.

Alcohol Policy

Methodist College affirms the position of the United Methodist Church as outlined in *The Book of Discipline*. The United Methodist Church recommends abstinence but also recognizes the right of each individual to make responsible decisions. The church also supports educational programs encouraging abstinence.

In order to fulfill the mandate of the church and the mission of Methodist College, the following alcohol policy is in effect:

1. Possession of any alcoholic beverage on campus is not permitted.
2. In case of a disturbance or probable cause, residence hall rooms of those involved will be searched for alcoholic beverages.
3. Possession of an alcoholic beverage container (including a "beer bong") or disruptive behavior resulting from alcohol consumption will result in a citation.
4. Possession shall be defined as having an alcoholic beverage container on a student's person or in his/her room.
5. Citations shall result in a \$25.00 fine for the first citation and a \$50.00 fine for the second and any further citations.
6. Upon receiving the first citation, students will be notified and required to attend an alcohol education program at a designated time to be determined by the Student Life Office.
7. Upon receiving the second citation, students will be notified and required to complete a substance abuse evaluation and to follow through on the recommendations of the counselor who conducts the evaluation.
8. Upon receiving the third citation, students will be subject to penalties. Penalties will be a minimum of public service and a maximum of expulsion from the college.
9. Money collected from the citations will be placed in a separate account for special student life programs and activities, including alcohol education.

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 shall receive a minimum of probation and may receive a maximum of expulsion from the college.

Assault

Members of the Methodist College community believe that an assault of 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 person's rights. As a result, malicious assault, physical abuse, or verbal harassment of any person on the campus is prohibited. 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 suspension from the college. A student found guilty of assault upon another student shall receive a minimum of probation and may receive a maximum of expulsion from the college.

Bias-Related Intimidation or Harassment

Methodist College has a moral and ethical responsibility to maintain a learning environment that enables students to maximize their learning potential, foster respect, and encourage understanding and growth among cultures and individuals represented on our campus. Methodist College stands against assaults upon the dignity and value of any individual. Such assaults usually

involve, but are not limited to, demeaning or degrading comments regarding race, religion, creed, gender, age, ethnicity, national origin, physical disability, or sexual orientation. Any student or students found guilty of bias-related intimidation or harassment shall receive a minimum of a verbal warning and a maximum of expulsion.

Breaking and Entering

This term is defined as a forceful entry into an unauthorized facility or area. Any student convicted of breaking and entering shall receive a minimum of suspension and may receive a maximum of expulsion.

Contempt

This term is defined as the willful act of showing disrespect for the authority or dignity of a hearing as by disobedience or unruliness or failure to answer a subpoena or indictment. A student found guilty of contempt shall receive a minimum of probation and may receive a maximum of 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.

Disorderly Conduct

Methodist College students are expected to behave in an orderly and a 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; or defiance or belligerence toward any college staff member, including students acting in a supervisory capacity, will be considered in violation of this standard. A student found guilty of disorderly conduct toward another student shall receive a minimum of probation and may receive a maximum of expulsion from the college.

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, including steroids, is prohibited. The Methodist College definition of possession of drugs includes the presence of such substances and/or drug paraphernalia on the student's person, among the property owned by the student, or among such college property as is being used by the student. Any student found guilty shall receive a minimum of suspension and counseling and may receive a maximum of expulsion from the college. Violations may also result in referral to local law enforcement agencies for action. Given probable cause, drug testing may be required at the discretion of the Vice President for Student Life.

Failure to comply with the direction of a college official

This term shall be defined as the disobedience of or disregard for a reasonable request of a college official, acting in the performance of his/her duties. Any student convicted of failing to comply shall receive a minimum of probation and may receive a maximum of expulsion.

Fans' Code of Conduct

Methodist College encourages and promotes good sportsmanship by student-athletes, coaches and spectators. Fans are encouraged to support the participants and officials in a positive manner. Profanity, racial or ethnic comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated. Any student responsible for violating the fans' code of conduct shall receive a minimum of a verbal warning and may receive a maximum of removal from the site of competition.

Fire Safety

Methodist 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. 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 shall receive a minimum of probation and may receive a maximum of expulsion from the college.

Gambling

Gambling is defined as the playing of games of chance or betting for money. Gambling is illegal in the state of North Carolina. Methodist College neither condones nor encourages gambling. Any student convicted of gambling shall be given a minimum of a verbal warning and may receive a maximum of expulsion.

Keys

Possession or use of an unauthorized college key is prohibited. Duplication of college keys is prohibited. Violators of these regulations shall receive a minimum of probation and may receive a maximum of expulsion from the college.

Perjury

Perjury shall be defined as the willful giving of false testimony in regard to things material to the issue or the point of inquiry with intent to deceive. Any student convicted of perjury shall be given a minimum of probation and may receive a maximum of suspension.

Possession of weapons

Possession or use of any firearm, dangerous weapon, explosive, air gun, firecracker, noise maker or smoke device on campus is strictly prohibited by Methodist College policy as well as federal and state law. Possession is defined as having an illegal weapon on the student's person, in his/her room or in

his/her automobile. Violators of these regulations and laws shall receive a minimum of probation and may receive a maximum of expulsion from the college. In addition, the violation will be reported to law enforcement officials.

Responsibility for one's actions

Every student is responsible for his/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 their actions during off-campus trips.

Sexual Misconduct

Unwelcome sexual advances, verbal or sexual abuse, or relationship violence will not be tolerated. Engaging in non-consensual sexual intercourse by one person on another is defined as an invasion of a person through force or a threat of force whether the person is conscious, unconscious, or without capacity to consent.

A student found guilty of unwelcome sexual advances or verbal abuse shall receive a minimum of probation and may receive a maximum of expulsion from the college. A student found guilty of non-consensual sexual intercourse or relationship violence shall be expelled from the college and may face civil charges.

Smoking and use of Tobacco Products

Smoking and smokeless tobacco is prohibited in any building on the Methodist College campus. Smoking is permitted in a residence hall room when it is agreed upon by all occupants. Violations of this regulation shall receive a minimum of probation.

Theft

Any person found guilty of theft of college or other private property on campus shall receive a minimum of probation and may receive a maximum of expulsion from the college.

Traffic violations

Any student found guilty of habitually violating vehicle and traffic regulations shall receive a minimum of paying all fines and being placed on probation and may receive a maximum of loss of vehicle privileges from the college.

Trespassing

This term shall be defined as an unauthorized presence or entry into an area designated as restricted or off-limits. Any student convicted of being in a restricted area shall be given a minimum of a written warning and may receive a maximum of suspension.

Vandalism

Vandalism shall be defined as the willful destruction of property. Any student convicted of vandalism shall be given a minimum penalty of making full restitution and probation and may receive a maximum of full restitution and expulsion.

Visitation Policy

The Student Life Office believes that the residence hall students at Methodist College are adults. With adulthood come different types of responsibility. The responsibility for visitation in the residence halls lies directly with the residents. The visitation policy at Methodist College encompasses the following guidelines:

1. The residence halls are open for visitation from noon to midnight Sunday through Thursday nights and noon to 1:00 a.m. Friday and Saturday nights. Each residence hall has the right to set its own visitation times within these hours. Residence hall visitation hours are posted in the lobby of each residence hall.

2. No person may have more than two guests of the opposite sex at any one time. For special permission regarding family members, see the Residential Coordinator.

3. Students must sign in guests in the Office of the Residence Hall. Guests leave their ID's when they sign in, are escorted to the host's room, and pick up their ID's when they leave.

4. A guest may visit only the person he/she has come to see and has access only to the room being visited, not to the entire residence hall.

5. It is the responsibility of the resident to make sure that his/her guest abides by all residence hall rules established by Methodist College. Violations by guests are considered violations by the resident.

6. Consequences of visitation violations: any person not signing in a visitor—\$25.00 fine; students checking their guest(s) out ten to thirty minutes late after visiting hours—\$20.00; beyond thirty minutes late during non-visiting hours—\$50.00 fine; after more than three visitation fines during the academic year, a student will face the Student Community Court. Penalties range from a minimum of disciplinary probation to a maximum of suspension from the residence halls.

Non-Resident Overnight Visitation Policy (Same Sex Only)

Any resident student may have an overnight visitor of the same sex. This visitor may only stay on campus two consecutive nights per week without prior written approval. A resident may only have one guest of the same sex per week without prior written approval. A resident may have a non-resident visitor past those two days with **prior written approval** from the Assistant Dean for Student Life. The maximum amount of time a student may apply to have a visitor excluding family members is four consecutive nights.

An application for an overnight visitor to stay longer than two nights may be obtained through the Student Life Office. This application should be filed no later than one week prior to the arrival of a visitor. The application must be

presented in person to the Assistant Dean for Student Life. The roommate(s) of the resident applying for an overnight visitor must be present and give written consent when turning in the application. The rights of the roommate must be paramount at all times. If the guest is not staying in the host's room, then written consent in the presence of the Assistant Dean for Student Life must be given by the occupants of the room where the guest will reside.

All visitors must have their vehicles registered with the Security Office upon arriving to the campus. A resident may be given a citation of \$25.00 if his or her visitor does not register the vehicle on campus.

Any student found guilty of violating the Non-Resident Overnight Visitation Policy (Same Sex Only) will receive a minimum penalty of a \$50.00 citation and a maximum penalty of a \$200.00 citation. The guest will be escorted off campus. The student also forfeits overnight visitation of the same sex for the remainder of that semester.

The resident student is responsible for his/her guest at all times! The guest must abide by all Methodist College rules and regulations. The student will be held responsible for all fines incurred by his/her visitor.

Violation of Sanction

Any student found guilty of violating the conditions of a sanction shall be given a minimum of suspension and may receive a maximum of expulsion.

JUDICIAL SYSTEM

Purpose

The purpose of the Methodist College Judicial System is to maintain integrity and harmony in the Methodist College community and to deal with alleged violations of the judicial code, residence hall guidelines or any college policy in a fair and prompt manner.

Structure

The Campus Judicial System shall consist of three levels: the Student Community Court, the Dean of Students, and the Review Board.

The Judicial Code, Residential Guidelines, and college policies shall serve as the parameters for conduct. Alleged violations of these standards shall be forwarded to the Assistant Dean of Student Life. Anyone may report a violation.

The student(s) involved will be given the opportunity to discuss the case with the Assistant Dean of Student Life and to read the report submitted.

The Assistant Dean of Student Life shall determine if the reported violation warrants a hearing; if it does, the Assistant Dean of Student Life shall determine whether the matter is to be heard by the Student Community Court or the Dean of Students. The student may have his/her violation heard by the Dean of Students instead of the Student Community Court upon request.

HEARING BODIES

Student Community Court

The Student Community Court shall consist of a Chief Justice elected by the student body and six Associate Justices, who are appointed by the Student Senate. Cases will be heard by a hearing body of at least three justices, in addition to the Chief Justice. In the case of a tie, the Chief Justice shall vote. All sessions of the court shall be closed. In a finding of guilt, the Student Community Court may impose sanctions ranging from a written warning to removal from the residence halls. Decisions of the SCC may be appealed to the Dean of Students. In such cases, the final appeal is to the Vice-President for Student Life. (See the section on Appeals.)

Vice-President for Student Life

Charges of violations of a more serious nature, including repeated violations of residential guidelines, will be heard by the Vice-President for Student Life (hereinafter referred to as Dean of Students). Hearings before the Dean of Students are closed. The Dean of Students shall conduct such investigations and interviews as he/she deems appropriate.

The accused student shall have the opportunity to call witnesses and present evidence to the Dean of Students. The Dean of Students shall determine the innocence or guilt of the student(s). He/she may assign such sanctions as are deemed appropriate. Sanctions by the Dean of Students may be appealed to the Review Board (See the section on Appeals).

Review Board

The Review Board shall be appointed by the President of the college and shall consist of seven members: three administrators, two faculty members, and two student representatives nominated by the Student Government Association and with no other ties to the judicial system, i.e., serving as a justice. The President of the college will appoint one of the administrators to serve as chairperson.

The Review Board shall be convened by the chairperson when notified by the Assistant Dean of Student Life that there is an appeal of a decision by the Dean of Students. [A minimum of four members of the Review Board are required for a review, with at least one member from each category (faculty, student, administrator, plus the chair) being present.] The chairperson shall vote only in case of a tie.

Appeals

Appeals must be submitted in writing to the Assistant Dean of Students, within two business days after the date of the hearing. The Dean of Students or Review Board, as appropriate, will act promptly on the appeal (normally within two business days). In the meantime, the sanctions of the hearing body shall be observed. In case of an appeal, the following three alternatives are available to the Dean of Students or the Review Board, as appropriate:

1. to affirm the decision of the original hearing body.
2. to negate or to alter the decision of the sanction of the original hearing body. The Review Board can increase or decrease the sanctions.
3. to rehear the case, render a new verdict, and impose a new sanction if appropriate.

If the decision is that there is to be another hearing, it must be scheduled at the earliest opportunity. Twenty-four hours notice of the hearing will be given. Students filing appeals should be prepared at the time of the appeal to present their cases at a hearing.

The Assistant Dean of Students will present the case for the college in a rehearing. Students making an appeal before the Review Board may enlist the aid of any member of the Methodist College community, including other students, faculty, or administrators.

The sessions of the Review Board are closed.

Rulings of the Review Board are final.

Outside counsel will be permitted only at the Review Board. Counsel may be present only to advise the student and is not allowed to speak for the defense.

Guidelines for an Appeal

In order for an appeal to be considered, it must be based on one of the following:

1. information is available that was not available at the time of the decision;
2. a decision embodying a sanction inconsistent with the nature of the offense;
3. facts to justify the findings.

Sanctions

The following are sanctions that may result when a student has been declared guilty for a violation of the code of conduct or residence hall guidelines. **These penalties are not absolutes and may be amended to benefit students in particular situations.**

A Written Warning

This shall be defined as a statement by the Student Community Court or the Dean of Students of the circumstances of the violation and an admonition that is made a part of the student's record in the Student Life Office.

A Social Restriction

This shall be defined as a restriction of a student from one or more of the following activities for a period of time specified by the Student court or the Dean of Students:

- a. from all varsity sports
- b. from all intramural sports
- c. from participation in clubs

- d. from operating motorized vehicles on campus
- e. from participation in visitation in residence halls.

Community Service Work

The Community Court and/or the Dean of Students may assign a specific number of hours for community service. Community service work may be assigned on campus or in the Fayetteville community. This is a sanction imposed for the benefit of the student and the community. A person will be assigned to supervise the work and report when the hours are completed.

Disciplinary Probation

The student continues in attendance; however, the student is in danger of suspension from the college for any breach of good conduct during the period of probation. Further, the student may not hold any general elective office while on disciplinary probation. A record of the disciplinary probation, circumstances, and sanctions is kept in the student's file in the Student Life Office.

Psychological Evaluation

The Dean of Students may require a student to be evaluated by a local mental health specialist. The evaluation is for the benefit of the student. Psychological evaluations will be held in the strictest confidence. Results of an evaluation will not be used in subsequent court hearings or in imposing disciplinary sanctions.

Suspension

The student is separated from the college both academically and socially for a stated period of time. The student may return at the end of the period of suspension. A copy of the suspension letter is placed in the student's file. During the period of suspension, the student is not to return to campus without the prior written permission of the Dean of Students. The student forfeits all fees paid.

Temporary Suspension

If the Dean of Students or his/her designee 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, a temporary suspension may be implemented. If temporary suspension is invoked, a student must leave the campus immediately and will not be allowed to return until the date and time of a scheduled hearing. The hearing will be scheduled within five business days after notification of temporary suspension. Students will be permitted to make up any work missed if a decision other than suspension or expulsion is reached.

Expulsion

The student is permanently separated from the college both academically and socially. A copy of the expulsion letter is placed in the student's file in both the Student Life Office and the Registrar's Office.

Withdrawal

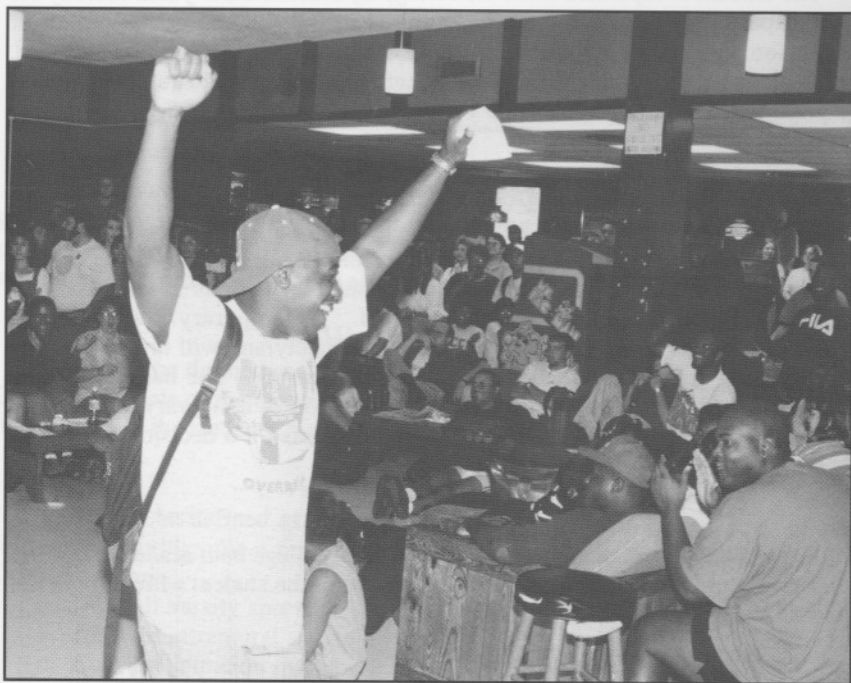
A student may choose to withdraw from the college rather than face possible disciplinary action. If a student withdraws, he/she is eligible to re-apply for admission for the next academic semester. The application must be approved by the Dean of Students. A student must complete all appropriate withdrawal procedures, or he/she will lose all fees and be given grades of *F* in all classes.

Fines

Methodist College reserves the right to fine students for non-compliance with the Housing Agreement, Residence Hall Guidelines, and the Judicial Code. Below is a listing of possible fines. This list is intended to be a guide for the Student Life Staff in assessing fines for violations of the *Student Handbook* and college policy. It does not preclude the right of the institution to give greater or lesser fines for violations or for violations not listed (as appropriate).

The fines are payable in the Business Office. All fines not paid within thirty days will be added to the student's bill in the business office, indicating the purpose of the charge.

The residential coordinator will receive a copy of all citations issued to resident students. If resident students wish to appeal a citation, they must do so within seventy-two hours of receiving the citation. All citations will stand as issued if not appealed within seventy-two hours. Resident students appeal their citations to the residential coordinator, and commuting students appeal their citations to the Assistant Dean of Students. If a further appeal is requested, the Assistant Dean of Students will set up an appeal hearing within forty-eight hours of the appeal request with the Student Community Court.

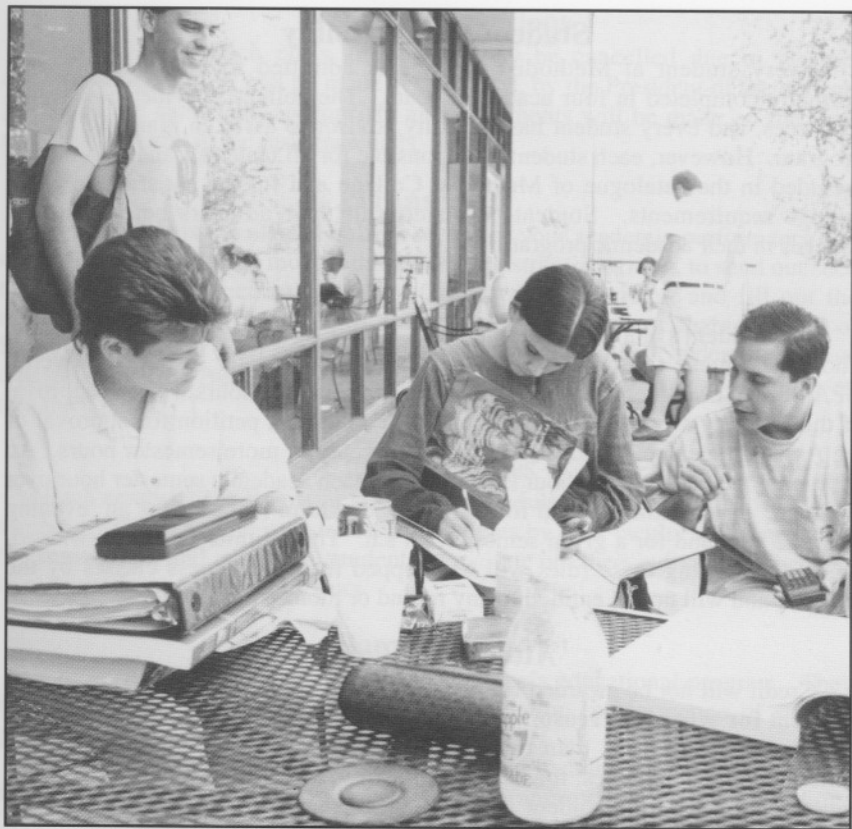


Amounts**Violation**

\$25.00	Possession of alcohol, first offense
\$50.00	Possession of alcohol, second offense and succeeding offenses
\$25.00	Illegal parking around residence halls or in handicapped space
\$25.00	Playing potentially dangerous sports in and around residence halls, i.e., golf, baseball, hockey, soccer, water balloons, water guns, football, etc.
\$25.00	Breaking quiet hours on any given day after receiving one verbal warning
\$75.00	Scaling the outside walls of any residence hall
\$25.00	Visitation violation—not signing in a visitor
\$20.00	Visitation violation—not checking their guest(s) out under thirty minutes late after visiting hours
\$50.00	Visitation violation—beyond thirty minutes late after visiting hours
\$25.00	Not following proper check-out procedures from the residence halls
\$25.00	Use of incense
\$25.00	Failure to vacate residence halls for a fire or fire drill
\$25.00	Illegal room change
\$100.00	Setting off alarm systems
\$100.00	Possession of a weapon or explosive material
\$100.00	Possession of an unauthorized pet in the residence hall
\$100.00	Unauthorized use of college property and/or furniture
\$100.00	Unauthorized installation of a ceiling fan



ACADEMIC INFORMATION



ACADEMIC AFFAIRS

Registration

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

Students are not permitted to register after the date designated in the academic calendar as the last day to enter classes. A penalty of \$75.00 is imposed when fees are paid on or after the date designated "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 must consult their advisors before making changes in their academic program.

Course Load

The student's normal course load is twelve to eighteen semester hours. Those who make the Dean's List in the previous semester or have an overall GPA of 3.20 or higher can register for nineteen semester hours with the approval of their faculty advisor. All students must complete a petition for approval of the Assistant Dean of Academic Affairs for twenty or more semester hours. An additional fee per semester hour is charged for each academic semester hour over eighteen. The maximum load for a summer day term is 9 s.h.; for an evening term, 12 s.h., and for a given semester, 24 s.h. These limits cannot be waived. Students violating these rules will be dropped from the excess classes by the registrar and will not be entitled to any refund or monies paid for these courses.

Attendance Policy

Credit will not be awarded for any 100, 200 level course in which a student is absent **for whatever reason** (sickness, family emergencies, college athletic events, etc.) from more than twenty-five percent of the class periods for the semester. When absences, for whatever reason, exceed twenty-five percent, the registrar will drop the student from the class and notify the student and the faculty member.

It is the student's responsibility to know how many classes he/she has missed. Ignorance of the number of classes missed is not a justification for not being dropped for excessive absences.

Exceptions to this policy (i.e., being allowed to remain in a class with more than twenty-five percent absences) require the approval of the Academic Dean on the recommendation of the faculty following a written explanation from the student justifying the exception and an interview with the Academic Dean. The

written explanation and request for an appointment and a reinstatement exception must be submitted to the Dean within five days of the notification of removal.

A student-athlete who expects to miss classes due to scheduled athletic event should plan not to be absent from class for other reasons because of the danger of exceeding the limit.

Faculty members may implement and enforce more rigorous attendance policies. These policies will be stated in the syllabus provided at the beginning of the semester. The attendance policy for 300, 400 level classes is at the discretion of the individual faculty member.

Junior and senior level students enrolled in 100, 200 level courses are subject to the 100, 200, level attendance policy. A student dropped for excessive absences will receive a grade of WF.

Weather Conditions

On days in which class attendance may be cancelled due to weather conditions, a decision will be made at 6:00 A.M. by the President of the college. If classes are cancelled, appropriate announcements will be made on the local radio stations and in the residence halls.

Transcripts

A transcript is the official college record of your academic performance and credits earned. Students must authorize the registrar, in writing, to send out such reports. Students need to go to the Office of the Registrar and fill out the required forms. The first copy of a transcript is sent without charge. A fee of \$5.00 is charged for each subsequent copy of student records. Students who have a balance with the Business Office cannot have an "Official Transcript" released to a third party.

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 and is used by students in making out their individual schedules in consultation with their advisors.

Convocations

Convocations are a viable part of the college's educational program. They emphasize communication, intellectual stimulation, performance of student groups, and recognition of honors and achievements.

There are several convocations each semester. Additional ones are held if an appropriate subject is available and with the approval of the Convocations Committee. The county and community are invited to attend all convocations.

The Convocation Committee encourages input from faculty, staff, students, and organizations.

Many other cultural events are held on campus during the year, including dance recitals, music recitals, drama productions, concerts, and lectures. All students are encouraged to enrich their college experience by attending as many of these cultural presentations as possible.

Skills Development Courses

Students needing special help in English and Mathematics, as determined by placement testing, should take English 100 and/or Mathematics 103.

Grade Appeals

Appeals involving evaluation or credit in a course should be directed **first** to the faculty member who taught the course, **second** to the Department Head, and **third** to the Division Director of the faculty member. If the student feels that the problem has not been resolved, he/she can appeal (**fourth**) to the Academic Standards Committee of the college. The committee then makes a recommendation on the matter to the Vice-President for Academic Affairs.

Honor Code

In the pursuit of academic studies at Methodist College, every student is responsible for obeying the Honor Code, which prohibits cheating (including plagiarism), theft, and academic misrepresentation. The Honor Code is printed in full in both the *Student Handbook* and the *Faculty Manual*, and each student is responsible for becoming familiar with it. All work submitted to instructors must be "pledged" as an indication of its conformity to the rules of the Honor Code. Violations of the code may be reported by any member of the Methodist College Community.

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 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. That system at Methodist College is 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 resulting 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 an 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 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 used in Honor Board cases; rather, the procedure is more conversational in character.

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

Cheating

Students must complete all tests and examinations without help from any other source. They may not look at another student's paper or at any opened textbook or notebook while taking tests. They may not use any kind of "crib" sheet, i.e., any papers or materials that have helpful information on them. Possession of a "crib" sheet while taking a test is 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. Exceptions to these rules can be made only by the professor.

Plagiarism

Anything that is written in a paper, book report, or any other 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 form, students should follow either current practices advocated by the Modern Language Association (MLA) 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 papers. Within limits, students are allowed and even encouraged to get the help of other students on papers. They may get 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 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 can or cannot be done.

Academic Misrepresentation

Students may not lie to gain academic advantage. Cases of academic misrepresentation include, but are not limited to, presenting forged or false excuses for class absences and lying to teachers concerning class assignments.

Theft

The taking of property belonging to another without his/her consent, with intent to deprive the owner of the property and/or to appropriate the item(s) for academic gain, constitutes theft.

HONOR BOARD

Organization

The Honor Board hears two types of cases. First, a student may appeal to the Honor Board if he/she considers a faculty member's settlement unfair. Second, any member of the college community may bring a case directly to the Honor Board. These cases are 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 are consigned to the care of the Registrar for permanent storage.

A six-member Honor Board is nominated and elected by the faculty at the end of each academic year and is confirmed by the President. The Board chooses its own chairperson, who will from time to time constitute hearing panels of two faculty members and one student. The other four members serve on the hearing panels. The Student Government Association Executive Council nominates three representative student members to serve on the hearing panels, subject to confirmation by the President. Student vacancies are filled by the Honor Board subject to confirmation by the President. The Honor Board Chairperson keeps the files and records of the Honor Board and arranges the time, place, and personnel for the hearing panels.

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 the 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/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, he/she may bring the case directly to the Honor Board, having first given the grade of F for the course. The Honor Board handles the matter according to its initial case procedure. All written communications should be hand delivered and not entrusted to campus mail.

Appeal Procedure

1. The student contacts the Chair of the Academic Standards Committee to initiate an appeal and files the appeal in writing. The Academic Standards Chairperson arranges a panel of two faculty members from the Academic Standards Committee and one student member, the time, and the place for the hearing and notifies the parties involved.

2. The Academic Standards Chairperson also informs the student of the right to have any person from the college community attend as an advisor and a counsel. The hearing panel chooses one of its members to preside. The proceedings are tape-recorded.

3. The faculty member involved briefly describes the alleged offense and the penalty imposed.

4. The student states the reason for his/her appeal.

5. The faculty member, in the presence of the accused student, presents the evidence for the alleged offense and the rationale for the penalty, using personal testimony, the testimony of others, and the physical evidence of tests or papers, as appropriate. The panel members ask any questions needed to clarify the issue.

6. The student and the advisor present evidence for the student's position in the presence of the faculty member, using personal testimony, the testimony of others, and interpretation of the physical evidence, as appropriate. The panel members ask any questions needed to clarify the issue, except that the student is not required to incriminate himself/herself. The faculty member is permitted fifteen minutes to rebut the testimony of the student.

7. The panel retires to consider its decision and reconvenes as soon as possible to announce it. Its deliberations in reaching a decision are not recorded. It decides penalties as follows: F on the assignment(s), F in the course, suspension, or expulsion. Panel decisions are by majority vote, and the complainant is obligated to accept the panel's decision.

8. If the panel upholds the decision of the faculty member or assigns another penalty, the leader of the panel informs 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, whichever is later. No formal grounds for this appeal are necessary.

9. The leader of the panel is 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 delivers a copy of this report to the Academic Standards Chairperson for the permanent file.

10. The Vice-President for Academic Affairs may use the tape recordings as the basis for a judgment on any appeal or may choose to speak to the parties involved and examine the physical evidence. The Vice-President communicates the result of any appeal in writing to the student and to the Academic Standards Chairperson for the permanent file and states the reason for any change. The student remains in class pending resolution of the appeal.

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

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 can be repeated.

3. Suspension--The student's enrollment at the college is terminated involuntarily. The student can apply for re-admission after a specified amount of time and can return if his/her application is approved by the Director of Admissions and the Vice-President for Student Life. Notice of suspension is not placed on the student's transcript. Instead, it becomes a matter of separate record in the student's permanent file and is 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. He/she forfeits all fees paid except board fees paid in advance. Notice of expulsion is placed on the student's official transcript.



METHODIST COLLEGE POLICIES



POLICY ON HUMAN IMMUNODEFICIENCY VIRUS

1—Methodist College shall conduct an ongoing educational program designed to provide students, faculty, and staff with basic information concerning the Human Immunodeficiency Virus (HIV).

2—Persons infected with HIV shall not be excluded from enrollment or employment or restricted in their access to college facilities or services unless a medically based judgment in an individual case establishes that such exclusion or restriction is necessary to the welfare of the infected individual or the welfare of other members of the community.

3—Persons who know that they are infected are urged to share that information, on a confidential basis, with the nurse in the Student Health Center so that the college can respond appropriately to their health and educational needs.

4—Persons who know, or have reasonable basis for believing, that they are infected, are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly, in accordance with such knowledge, for the protection of others.

Procedures

1—The President of the College shall charge the Office of Student Life with the responsibility of education about HIV and other serious infectious diseases. The Office of Student Life will work with other administrators to insure that basic information is available to all faculty, staff, and students and that more detailed information and personal consultations are available upon request.

2—A case-by-case management approach will be utilized if HIV is detected on campus. The nurse will be the case manager. The nurse, in conjunction with a small group of key campus officials, shall make a case-by-case assessment to determine whether there is a medically based reason to exclude or restrict the individual from enrollment or employment. The confidentiality of medical information shall be respected.

BOMB POLICY STATEMENT

Methodist College, along with other institutions across the country, has been subjected to persistent crank calls announcing the presence of a bomb on campus. These calls have all been hoaxes perpetuated by unknown callers attempting to gratify their sick sense of humor by disrupting the college learning environment. These repeated calls, sometimes more than one per day, have resulted in the College's evacuating all buildings, notifying the bomb squad of the City of Fayetteville, which goes to the expense of sending fire trucks and trained personnel to respond. This is entirely disruptive of the college learning environment, which, of course, is the intent of the hoax caller.

It is the policy of Methodist College to evacuate buildings as deemed appropriate upon receipt of any telephoned bomb threat. Since the evacuation of the building(s) will create a disruption of classes, each faculty member is to identify an alternate site in which instruction may be continued. It is expected that classes will continue as soon as the instructor and the class have reached the designated site. Faculty members should account for all students who were in their class prior to the bomb threat. At the beginning of each semester, each faculty member will notify in writing the Vice President for Academic Affairs of the designated site in order that conflicts in site selection might be avoided.

Security/police personnel of the campus will make an inspection of the building(s) as deemed appropriate by the Director of Police/Public Safety.

METHODIST COLLEGE STATEMENT ON SEXUAL HARASSMENT

Sexual harassment is an abuse of persons; it is a violation of the principle that all members of the Methodist community be treated fairly and equally, with dignity and respect. Sexual harassment is thus a violation of the freedom of others; it cannot and will not be tolerated at Methodist College. It is the responsibility of all members of the Methodist College community to work toward understanding, preventing, and combating sexual harassment. The purpose of the college's policy regarding sexual harassment is to help the entire community fulfill this obligation.

Any activity perceived as sexual harassment should be reported. Any person found to have violated this policy may be subject to disciplinary measures.

In addition to its policy regarding sexual harassment, Methodist College provides a resource team trained to deal with this issue. These persons have been chosen for their sensitivity and concern. They will listen objectively, provide support, answer questions about the policy on sexual harassment, and help victims pursue options for handling the problem. If a student feels that he/she has been sexually harassed or is uncomfortable with another person's response or behavior, he/she is encouraged to talk with a member of the resource team. Any contact with a member of the resource team will be held in strict confidence. **A full brochure may be secured in the Student Life Office and the Office of the Campus Minister.**

Defining Sexual Harassment

Sexual harassment is a form of sexual discrimination. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

—submission to such conduct is either an implicit or explicit condition of an individual's employment or education;

—submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or

—such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or when such conduct creates an intimidating, hostile or offensive work or educational environment.

Sexual harassment may occur in a variety of situations and relationships. It may take place between student; it may take place between student and professors, supervisors and employees, persons of the same sex, or persons of the opposite sex.

Sexual harassment may occur within social, fraternal or professional organizations; it may involve one-time or repeated actions or responses that are unwelcomed.

Sexual Harassment Resource Team

Ron Foster, physician assistant, (PA Office, 630-7495)

Darlene Hopkins, counselor (Counseling Center, 630-7150)

Peter Murray, professor of history, (T-237, 630-7079)

Carrie Parrish, minister (Berns Student Center, 630-7157)

David Reece, director of public safety and security, 630-7149

Rita Wiggs, director of athletics, (PAC 304, 630-7182)

METHODIST COLLEGE STAFF AND STUDENT SOCIAL RELATIONS POLICY

Social relationships (amorous, romantic, dating, etc.) between staff and currently enrolled students are strongly discouraged by Methodist College. History has shown that such relationships are more often than not painful for all parties, especially for students. They are frequently detrimental to the college's mission. The following practices are strictly prohibited:

1. Any romantic relationship between a supervisor and the person supervised. The supervisory relationship might involve an employee with the employer. It might involve a faculty member and a student in a course taught by that faculty member. It might involve a coach and a member of the team coached.

2. Any staff member, full-time or part-time, who lives in a residence hall at Methodist College may not be involved romantically with a resident student at Methodist College. Dating or visiting in the residence hall between such persons is prohibited.

POSTER AND FLYER POLICY

1. Posters, banners and fliers cannot contain offensive language or be demeaning to any individual or group. They must be in good taste, and free from threat or violence.
2. All posters and flyers must be approved by the Assistant Dean of Students before they are displayed.
3. The Assistant Dean of Students can refuse permission to display a flyer/poster if he/she feels that the content is inappropriate.
4. No poster/flyer may be larger than two feet by three feet.
5. No posters/flyers may be put in the Horner Administration Building, Davis Memorial Library, Hensdale Chapel, or any classroom.
6. No posters/flyers may be put on glass windows or doors.
7. Posters/flyers cannot be attached to trees, light poles, or the bell tower.
8. All posters/flyers are to be hung with masking tape or some other substance approved by the Assistant Dean of Students.
9. All posters/flyers must be removed within twenty-four (24) hours of the completion of the event.
10. Posters and flyers should be posted on the bulletin boards provided for this purpose.
11. Posters/flyers that have not been approved or that do not meet the guidelines above will be removed.

STUDENT TRAVEL POLICY

The College encourages student organizations and classes to take advantage of conferences and events that enhance their education. The following guidelines are intended to ensure a reasonably safe and worthwhile experience for students traveling as a representative of the College:

1. **Attendance:** When participating in a field trip or a conference, students are expected to attend all scheduled events. A student is required to reimburse the College for conference fees and/or expenses should he or she fail to attend events as scheduled.
2. **Lodging:** Students are expected to reside in living accommodations arranged prior to the event. Students may share a room only with members of the same sex. Students are responsible for any damages done or any expenses incurred beyond the cost of lodging.
3. **Funding:** The coordinator of an event is responsible for providing a written outline of expenses that are funded by the College and those that are the responsibility of the student. Funds provided by the College are expended in accordance with established guidelines and only for purposes authorized.
4. **Conduct:** Students are expected to conduct themselves in a manner consistent with the policies of the College, as published in the student

handbook. Inappropriate behavior is addressed through the campus judicial system. Students who exhibit inappropriate behavior may be required to return to the College at their own expense.

5. Supervision: All plans and expenditures for an event must receive prior approval from a group's advisor or faculty representative.

6. Releases: Students are required to sign a release prior to departure from the campus. Releases are provided by the responsible faculty or staff advisor and include information about special requirements or risks associated with the event.

POLICY ON USE OF PERSONAL CARS

Whenever a member of the College community acting on College business elects to utilize a personal automobile for such purpose, the College will not afford liability insurance coverage for such use. Each member of the College community must be aware that the individual policy on the vehicle being utilized will be the sole provider of liability insurance coverage. Each person who therefore embarks on any such venture needs to be adequately insured without reliance on College insurance.





**STUDENTS' RIGHTS,
PRIVILEGES,
AND
RESPONSIBILITIES**

EDUCATIONAL RECORDS PRIVACY POLICY

Methodist College notifies both current students and their parents of their rights under Section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974, as set forth in this policy, by the publication of the annual Student Handbook and catalogue.

For the purposes of this policy, Methodist College has used these definitions of terms:

Student

A student is any person who attends or has attended classes at Methodist College.

Educational records

Any records (in handwriting, print, tapes, file, or other medium) maintained by Methodist College or its agent that are directly related to a student except:

1. A personal record kept by a staff member if it is kept in the personal possession of the individual who made the record and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record of an individual whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment;

3. Records maintained by the Health Clinic if they are used only for treatment of a student and made available only to those persons providing the treatment;

4. Alumni records that contain information about a student after he/she is no longer in attendance at the college and the records do not relate to the person as a student.

Directory Information

Student's name, address, telephone number, date, and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous college attended.

Access to Educational Records

A person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person employed by or under contract to the college to perform a special task, such as an attorney or auditor.

All educational records maintained at Methodist College are subject to inspection and revision by the person to whom the records pertain and his/her parents, provided that the student was, at the time the records were generated, a dependent of those parents, according to the definition at Section 152 of the

Internal Revenue Code of 1954. Under no circumstances will educational records be released without written authorization from the person or qualifying parents except in the following cases:

1. Individual records will be released internally to the faculty and administrators of Methodist College when the registrar determines that legitimate educational interest will be served by said release. Legitimate educational interests are considered served when staff members are, as part of their contractual duties with the college, provided with primary or secondary student data in order to engage in research for the purpose of enhancing or improving the general educational process.

2. Individual records will be released to comply with a judicial order or a lawfully issued subpoena.

3. Individual records will be released to certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

4. Individual records will be released in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.

5. Individual records will be released if required by the state disclosure law adopted before November 19, 1974.

6. Individual records will be released to organizations conducting certain studies for or on behalf of the college.

7. Individual Directory Information will be released without prior written consent unless Methodist College is notified in writing and in a timely manner by the party involved. This notification must be renewed annually.

8. Individual records will be released to accrediting organizations.

When written consent is given by the student or qualifying parents for the release of records, the consent must specify the exact nature of the records to be released and the party(ies) to whom they are to be released.

At such time as a request is made for disclosure of information by the appropriate college official, that official will make the needed arrangements for access to the records on the college premises during normal working hours as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in forty-five days or fewer from the receipt of the request.

Educational records of individual students are reviewed on an annual basis, and all non-essential information is discarded. Information that is retained as essential in perpetuity consists of the following:

1—A grade transcript;

2—All transfer credit evaluations and the accompanying original foreign transcript (including CEEB, CLEP, and other academic credit scores);

3—All secondary school transcripts;

4—Entrance and placement examination scores;

5—Application for admission;

6—Copies of all correspondence between the student and the college.

Records of all requests for and/or disclosure of information from a student's educational records will also be maintained. The record will indicate the name of

the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party has in requesting or obtaining the information.

Original grade rosters are also maintained in perpetuity by the registrar.

All procedures involving changes of or to the records maintained by the registrar must be performed by designated individuals assigned to the Office of the Registrar or staff employees of the college. These actions include, but are not limited to, additions to and deletions from the contents of the permanent folder, annotation of transcripts or other records, and any other actions necessary to the proper development and maintenance of a student's permanent academic record.

Educational records are maintained at Methodist College in the following locations and are subject to the responsibility of the following persons:

Cumulative Academic Records (including admissions records on accepted students)—Office of the Registrar—Registrar

Financial Records (no more than five years old)—Financial Aid Office—Director of Financial Aid

Placement Records—Office of the Counseling and Placement—Director of Counseling

Disciplinary Records—Office of Student Life—Vice-President for Student Life

Medical Records—Health Clinic—Clinic Nurse

Occasional Records—The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review

Athletic and directory information—the Athletics Office—Director of Athletics.

Students or qualifying parents have the right to ask to have records corrected that they believe to be inaccurate, misleading, or in violation of their rights of privacy.

Following are the procedures for the correction of records:

1—A student must ask the appropriate official of Methodist College to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why it is believed inaccurate, misleading, or in violation of his/her privacy or other rights.

2—If it chooses not to comply with the request, Methodist College will notify the student of the decision and advise him/her of the right of a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

3—Upon request, Methodist College will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing.

4—The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The student may be assisted by one or more individuals, including an attorney.

5—Methodist College will prepare a written decision based on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6—If Methodist College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7—The statement will be maintained as part of the student's educational records so long as the contested portion is maintained. If Methodist College discloses the contested portion of the record, it must also disclose the statement.

8—If Methodist College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

None of the provisions of either FERPA or MCSERPP should be construed in any way to affect the private relationship that exists between faculty member and student. Individual faculty members may inform individual students of grades awarded for coursework taken, so long as the information is shared in a private manner. Public posting of grades, even by a student, is forbidden. The United States Post Office is considered to be a private means of communication. Any person having reason to believe that his/her rights of privacy or due process has been violated by Methodist College has the right file cation.

This policy statement supersedes the statement of July 1, 1988.

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 that right 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.

The college also has an obligation to protect the rights and freedom of individuals who do not wish to participate in a demonstration and who 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, as well as of any person who may be a 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 college has established the following regulations/definitions as reasonable guidelines for the public display of concerns and opinions:

Definitions

The following definitions apply to the policy stated below:

1. **Demonstration or Peaceful Assembly**—A demonstration or peaceful assembly is 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 regulation.
2. **Unlawful Assembly**—An unlawful assembly is 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 govern the policy above:

1. The demonstration is to be registered with the Student Life Office at least forty-eight (48) hours in advance.
2. At the time of the registration, the registrant is informed regarding reasonable demonstration activities.
3. Demonstrations may not block vehicle or pedestrian traffic and should not occur in the vicinity of classes in session or of Davis Memorial Library or inside any building.
4. The number of pickets may be limited by reasonable consideration of space in the proposed demonstration areas.
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.
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 Life or his/her designee.
7. If a disturbance from observers begins to develop, the demonstrators are expected to refrain from altercations with them.
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 of other observers, throwing objects, or in any way acting to limit the right of free expression.
10. Both demonstrators and observers are expected to follow the directions of the security officers and other college officials and student staff members.

Penalties

Methodist College students or personnel involved in unregistered demonstrations that become disruptive or are otherwise in violation of Methodist College policies will be asked by the Vice-President for Student Life or his/her 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 up to and including dismissal.

STUDENT GRIEVANCE PROCEDURES

Any student who feels that he/she has been unduly wronged or unfairly treated by a member of the College faculty, administration, or staff, may appeal to have his/her grievance heard through the following processes. This procedure does not apply in situations involving grade appeals. A separate procedure has been developed for those cases.

1. The student should, whenever possible and after a reasonable cooling off period, talk with the faculty, administrator, or staff person stating carefully and precisely why he/she believes a grievance exists. An attempt should be made in this conference to resolve the issue. If the College official involved in the grievance is not available on the campus (such as during the summer or other such breaks, leaves of absence, etc) or the situation itself is such as to obviously preclude this step, the student should talk with the person's immediate supervisor.

2. If no resolution of the issue can be made in the initial conference with the College official against whom the grievance is directed, the student may initiate a formal, written appeal/process with the person's immediate supervisor for the purpose of mediation.

This written appeal will form the basis for a conference between the supervisor, the student, and the College official against whom the grievance is directed. The written appeal must state in detail the grievance and reasons for appealing and must be presented in four copies, one each for the supervisor, the official against whom the grievance is being made, the student bringing the grievance, and for the record. Since the document is of primary importance, the student may seek assistance in preparing it for presentation. Any student or member of the College community may assist the student in preparing the written appeal. The formal written process must begin within thirty (30) days of the most recent incident precipitating the grievance. Supporting document and / or evidence related to the precipitating incident, such as earlier documentation and/or evidence related to the precipitating incident, such as earlier incidents, may be included in the appeal. The same information, however, should also be available in the earlier stages of the grievance process.

3. If the conference between the supervisor, the student, and the official against whom the grievance is directed does not satisfactorily resolve the issue, the student or the College official in question may request (using the same procedure as stated above) a conference with the authority on the next level of administrative supervision.

4. If the conference with the administrative division head does not satisfactorily resolve the issue, the student or the official against whom the grievance is directed, may request the division head to convene an ad hoc Grievance Committee to hear the issue. The decision whether or not to convene an ad hoc Grievance Committee to further hear the issue will rest with the appropriate administrative division head. In cases involving administrative

division heads, the decision rests with the President. Decisions at this level will be final.

5. The ad hoc Grievance Committee shall be composed of five (5) persons. The President shall nominate an administrator to chair the committee and two additional administrators and two faculty members. A student shall be nominated by the S.G.A. President.

6. The Grievance Committee shall hear the testimony of both the student and the College official and shall guarantee each the right to hear the other's testimony. An audio tape shall be made of the hearing proceedings and shall be made available to both parties. If the student or the College official fails to appear at a scheduled session of the Committee, and fails within seven (7) days to provide a satisfactory explanation to the chairperson for the absence, that person shall be considered to have waived his/her right to further consideration.

The ruling of the Grievance Committee shall be final. During all formal proceedings, beginning with item #2 of this procedure, both the College official and the student are entitled to the following due process rights:

a. To be present at all formal hearings

b. To be represented by an advisor. Any party may seek from within the College community of students, faculty, administrators, and staff a person who is willing to act as an advisor to assist him/her. Lawyers may not represent parties in these proceedings.

c. To cross-examine witnesses.

The records of the Committee shall be on file in the office of the President for a period of five years. Only the President, the respective Vice-President, and the Board of Trustees shall have access to the records. Members of the Committee shall observe strict confidentiality regarding the case.

The entire formal proceeding, beginning with the written appeal to the supervisor, shall be completed within thirty (30) days.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Approved by the
Student Government Association
of Methodist College

Preamble

We, the students of Methodist College, having faith in the ability of students to govern themselves in accordance with and subject to the policies of the Board of Trustees of Methodist College, do establish this constitution to promote and protect the general welfare of the student body and the college.

See the Student Life Office or the SGA Office to obtain a full copy of the Constitution.

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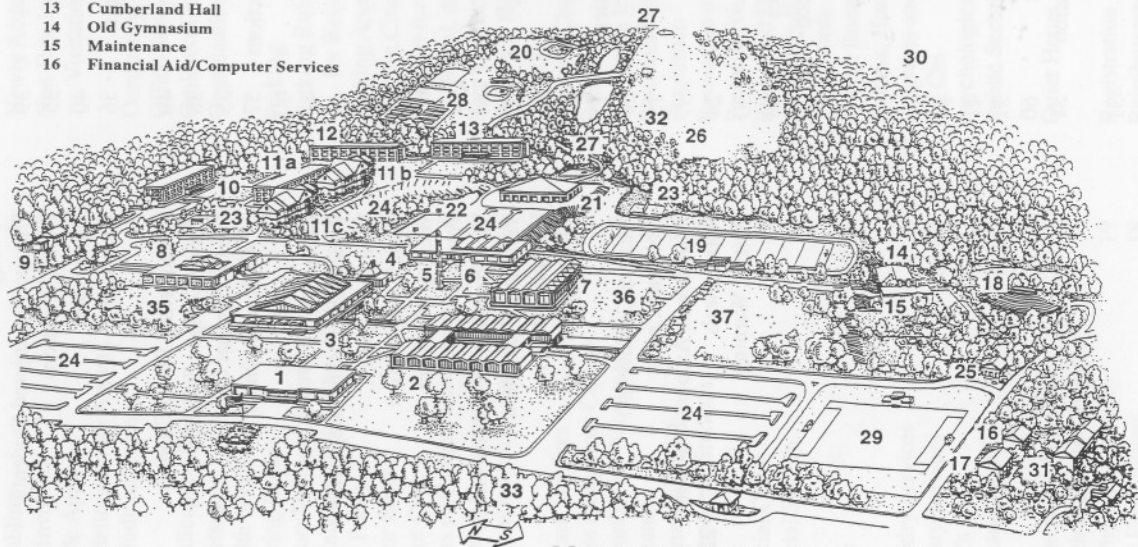
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KEY

- 1 Horner Administration Bldg.
- 2 Trustees' Classroom Bldg.
- 3 Reeves Auditorium/Fine Arts Bldg.
- 4 Hensdale Chapel
- 5 Yarborough Bell Tower
- 6 Berns Student Center/Cafeteria
- 7 Davis Memorial Library
- 8 The Science Bldg.
- 9 The President's Home
- 10 Weaver Hall
- 11 a Garber Hall
- 11 b East Hall
- 11 c West Hall
- 12 Sanford Hall
- 13 Cumberland Hall
- 14 Old Gymnasium
- 15 Maintenance
- 16 Financial Aid/Computer Services

- 17 Campus Police/ROTC/P. A. Program
- 18 O'Hanlon Memorial Amphitheater
- 19 Football Field/Track
- 20 Shelley Baseball Field/Athletic Fields
- 21 March F. Riddle Center
- 22 Basketball Court
- 23 Volleyball Courts
- 24 Parking
- 25 Mallett-Rogers House/P. R. Office
- 26 Golf Driving Range
- 27 Pauline Longest Nature Trail
- 28 Tennis Courts

- 29 Soccer Field
- 30 Golf Course
- 31 Honors Hall
- UNDER CONSTRUCTION OR PLANNED:
- 32 Richard L. Player Golf & Tennis Learning Center
- 33 Enrollment Services Bldg.
- 34 Allied Health Building/Family Medicine Clinic
- 35 Math & Computer Science Annex
- 36 Library Annex
- 37 Academic Bldg.



FEBRUARY '96

METHODIST COLLEGE FAYETTEVILLE, NC

