

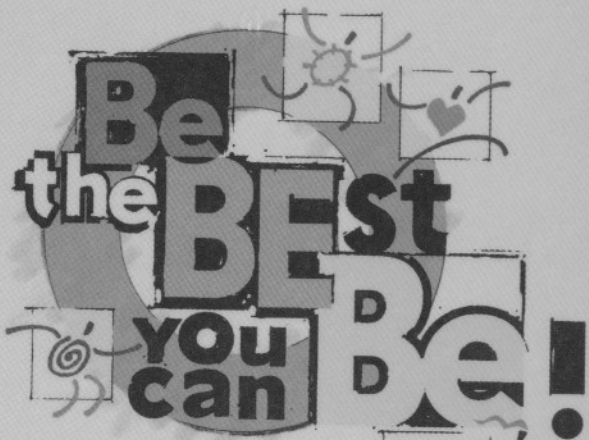
Methodist College
Student Handbook
& Academic Planner



1999-2000

Welcome

to a new school year!
Premier School Agendas'
theme for 1999-2000 is ...



It means the world
to you and me!

All rights reserved.
No part of this
publication
may be reproduced,
stored in a retrieval
system, or transmitted
in any form, without the
written permission of
the publisher.

United States of America
copyright © 1999
Premier Agendas Inc.
2000 Kentucky Street
Bellingham, WA 98226.
Phone: (360) 734-1153
E-mail: premier@agendas.com

Photo credits:
PhotoDisc, Inc. © 1999


Premier
School
Agendas
A FRANKLIN COVEY COMPANY

Methodist College Student Handbook & Academic Planner 1999-2000



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.

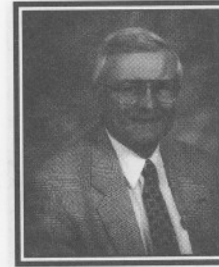
The Methodist College Alma Mater is very unusual, for both the words and the music are original. Miss Lois Lambie, a music teacher at Seventy-First High School in Fayetteville and a friend of the College, entered it in a competition before the Methodist College student body. It was adopted by the students 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.

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.

 Printed on
recyclable paper

Table of Contents

Academic Calendar	4
Campus Offices	7
Hours of Campus Services	8
Counseling and Psychological Services	9
Library Services	10
Academic Services	11
Office of Career Services	12
Health Services	12
Use of Campus Facilities	14
Cultural Events	15
Maintenance Services	15
Student Information Services	15
Student Store	16
Dining Services	16
March F. Riddle Center for Physical Activities	18
Postal Services	19
Financial Aid	19
Business Services	20
Public Safety Services	24
Campus Ministry Center	25
Community Service Program	26
Shuttle Service	26
Athletics	26
Campus Recreation and Intramural Activities	27
Tally Center for Leadership Development	28
Clubs and Organizations	29
International Students	29
Student Publications	30
Residence Life	31
Residence Services	34
Computer Resources and the Internet	38
Policy Regarding the Release of Students' E-mail Addresses	39
Residence Hall Expectations	40
Residence Hall Room Entry and Search Procedures	42
Vehicle and Parking Regulations	45
Campus Judicial Code and Student Court System	50
Academic Information	64
Inclement Weather Policy	65
Honor Code	67
Policy of Human Immunodeficiency Virus	71
Bomb Policy	72
Fund Raising Policy	72
Methodist College Sexual Harassment Policy	73
Methodist College Social Relations Policy	74
Affirmative Action Policy	75
Poster and Flyer Policy	77
Student Travel Policy	77
Policy on Use of Personal Cars	78
Educational Records Privacy Policy	78
Demonstration and Peaceful Assembly	82
Student Grievance Procedures	84
Academic Grievance Procedure	85



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

M. Elton Hendricks
President

Eddie Price

Eddie Price
President
Student Government Association



Dear Students:

Welcome to the Methodist College community! Whether you are a new student or a returning one, my sincere hope is that the 1999-2000 academic year will be stimulating and productive for you. I look forward to an opportunity to meet each one of you and to work together to build a community in which all members learn from and respect one another.

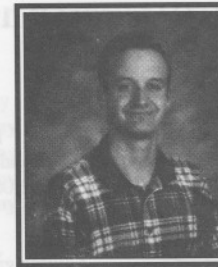
I have found Methodist College to be a unique place, especially in terms of our people and programs. There is truly something for everyone, and I hope that you will take advantage of the many extracurricular opportunities for involvement and leadership experience.

I also hope that you will utilize the many services provided by the Department of Student Life. Students are our priority, and our aim 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.

Please know that you are welcome to stop by my office for a visit or with any concern you may wish to share. Heartfelt good wishes to you as you pursue the Methodist College experience. I look forward to living, learning and growing together.

Sincerely,

Kimberly L. Dowd
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 each one 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,

Eddie Price
President
Student Government Association

ACADEMIC CALENDAR 1999-2000

1999

August 11	Saturday	New resident students arrive
August 12	Saturday	Orientation and faculty advising for new students
August 13	Sunday	Residence halls open 2:00 P.M. for returning students
August 14	Monday	Registration
August 15	Tuesday	Classes begin at 8:00 A.M.
August 16	Monday	Advisee group meetings at 11:00 A.M.
September 1	Tuesday	Last day to add classes
September 2	Tuesday	Last day to drop a class without record
September 3	Friday	Last day to submit intent-to-graduate for December
September 4	Monday	Opening Convocation at 11:00 A.M.
September 5	Monday	Advisee group meetings at 11:00 A.M.
September 6-7	Friday-Sunday	Family Weekend
September 8	Friday	Midterm grades due to Registrar by 5:00 P.M.
September 9-10	Monday/Tuesday	Fall break (no classes)
September 11	Monday	Advisee group meetings at 11:00 A.M.
September 12-13	Tuesday/Wednesday	Senior Preregistration begins
September 14-15	Thursday/Friday	Junior Preregistration begins
September 16	Saturday	Homecoming
September 17-18	Tuesday-Friday	Freshman/Sophomore Preregistration begins
September 19	Monday	Advisee group meetings at 11:00 A.M.
September 20	Tuesday	Residence Halls close at 5:00 P.M.
September 21-22	Wednesday/Sunday	Thanksgiving Holiday
September 23	Monday	Classes resume at 8:00 A.M.
September 24	Tuesday	Last day to drop a class with <i>WP</i> or <i>WF</i>
September 25	Tuesday	Last day of classes
September 26	Wednesday	Reading Day
September 27	Thursday	Final exams begin
September 28-29	Monday	Senior grades (Day) and Evening College grades due to Registrar no later than 9:00 A.M.
September 30	Friday	Baccalaureate service at 10:30 A.M.
October 1	Friday	Graduation at 2:00 P.M.
October 2	Friday	Residence halls close at 5:00 P.M.
October 3	Monday	All grades due to Registrar by 9:00 A.M.

EVENING COLLEGE

Autumn Term I—August 16-October 9, 1999
Autumn Term II—October 18-December 11, 1999

2000

January 9	Sunday	Students arrive/New Student Orientation
January 10	Monday	Registration
January 11	Tuesday	Classes begin at 8:00 A.M.
January 17	Monday	Advisee group meetings at 11:00 A.M.
January 24	Monday	Last day to Add classes
		Last day to Drop a class without record
January 28	Friday	Last day to submit "Intent to Graduate" forms for May graduation
January 31	Monday	Opening Convocation at 11:00 A.M.
February 7	Monday	Advisee group meetings at 11:00 A.M.
March 3	Friday	Midterm grades due to Registrar by 5:00 P.M.
March 6-10	Mon-Fri	Spring Break
March 12	Sunday	Residence halls open at 2:00 P.M.
March 13	Monday	Classes resume at 8:00 A.M.
		Advisee group meetings at 11:00 A.M.
March 14-15	Tuesday/Wednesday	Senior Preregistration begins
March 16-17	Thursday/Friday	Junior Preregistration begins
March 21-24	Tuesday-Friday	Freshman/Sophomore Preregistration begins
March 29	Wednesday	Drop/Add begins
April 10	Monday	Advisee group meetings at 11:00 A.M.
April 21	Friday	Good Friday (no classes)
April 23	Sunday	Easter
April 24	Monday	Awards Day
April 25	Tuesday	Last day to drop a class with <i>WP</i> or <i>WF</i>
		Day classes end
April 26	Wednesday	Reading Day
April 27-May 4	Thur-Thur	FINAL EXAMINATIONS
May 1	Monday	Senior grades (Day and Evening) due to Registrar by 8:00 A.M.
May 6	Saturday	Baccalaureate service at 10:30 A.M.
		Graduation at 2:00 P.M.
May 7	Sunday	Residence halls close at 5:00 P.M.
May 8	Monday	All grades due to Registrar by 5:00 P.M.

EVENING COLLEGE

Spring Term I—January 3-February 26, 2000
Spring Term II—March 6-April 29, 2000

SUMMER SCHOOL 2000

Day Term I—May 15-June 9, 2000
Day Term II—June 12-July 7, 2000 (July 4—no classes)
Day Term III—July 12-August 6, 2000
Evening Term IV—May 22-July 14, 2000

Methodist College Mission Statement

Methodist College, historically supported by the North Carolina Annual Conference of the United Methodist Church, owes its origin and values to the life and teachings of Jesus Christ. The College is committed to an ecumenical spirit, respects diversity, and recognizes the dignity and worth of all human beings. The College's programs are based on the conviction that a liberally educated person is sensitive to the needs and rights of others. Methodist College affirms the importance of intellectual values and ethical principles such as truth, virtue, justice, and love. The College community seeks to develop whole persons who will contribute substantially and creatively to the professions and to civic life. Therefore, Methodist College provides opportunities for spiritual, academic, and social growth, to the end that students may acquire enlightened minds and responsible spirits, as well as a continuing thirst for knowledge.

The purpose of Methodist College is: to provide an education firmly grounded in the liberal arts tradition; to nurture moral values and ethical decision making; to prepare students for a variety of careers; and to provide educational and cultural services and resources to the community.

General Goals

Student-Oriented Goals

1. To attain an understanding of themselves and their social and physical world through a broad study of the liberal arts and in-depth understanding of an academic discipline.
2. To live meaningfully in the world, as reflected in satisfaction with their career development and social relations, through the understanding they have attained of themselves and the world.
3. To acquire competence in written and oral communication and in critical thinking.
4. To acquire proficiency in common uses of personal computers.
5. To be immersed in an environment in which they are encouraged to develop good moral values, practice ethical decision making, and to have an opportunity to enhance their spiritual development.

Other Goals

6. For its faculty to develop professionally through continual improvement in teaching effectiveness and (a) professional service to the community, (b) service to the College outside the classroom, or (c) research, scholarships, and/or artistic endeavor.
7. To provide significant services and facilities to groups within the community and state.

The Office of Student Life of Methodist College supports the mission of the College and provides opportunities for personal growth and advancement. We serve the entire community through supporting the educational process. We offer a variety of programs and services that seek to nurture, challenge, and stimulate all persons. Our support system is the catalyst for the development of the whole person.

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 to 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, Monarch Press, 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 Business Office, personnel, food services, the Snack Bar, the Student Store, the Mail Room, maintenance, grounds and physical plant, purchasing, 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 fundraising. 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: Mrs. Kim Dowd, the Vice President for Student Life, is the chief administrative officer of the College in charge of student services. She has responsibility for student-related, nonacademic 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, career planning and placement, intramurals, campus recreation, security, and the operation of the Berns Student Center.

Office of the Vice President for Enrollment Services: Mr. Rick Lowe, the Vice-President for Enrollment Services, 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

Academic Development Center	9:00 A.M.-9:00 P.M. 9:00 A.M.-5:00 P.M. 5:00-9:00 P.M.	Monday-Thursday Friday Sunday
Student Center	8:00 A.M.-10:00 P.M.	Daily
Student Government	Will be posted on the Association	Monday-Friday office door
Student Life	8:00 A.M.-5:00 P.M.	Monday-Friday
Career Services	8:00 A.M.-5:00 P.M.	Monday-Friday
Counseling Center	9:00 A.M.-8:00 P.M. 9:00 A.M.-5:00 P.M.	Monday-Thursday Friday
Dining hall		
Breakfast	7:15 A.M.-8:15 A.M.	Monday-Friday
Continental Breakfast	8:15 A.M.-9:30 A.M.	Monday-Friday
Lunch	11:00 A.M.-1:15 P.M.	Monday-Friday
Dinner	5:00 P.M.-7:00 P.M.	Monday-Friday
Continental Breakfast	9:00 A.M.-10:00 A.M.	Weekends
Lunch	12:00 P.M.-1:00 P.M.	
Dinner	5:00 P.M.-6:00 P.M. 5:00 P.M.-6:00 P.M.	Saturday Sunday
Snack Bar	(Dining Hall hours may be changed with notice) 8:00 A.M.-5:00 P.M. 8:00 A.M.-2:00 P.M.	Monday-Friday Friday
Library	(Snack Bar hours may be changed with notice) 7:45 A.M.-10:00 P.M. 7:45 A.M.-5:00 P.M. 12:00 P.M.-7:00 P.M. 12:45 P.M.-9:00 P.M.	Monday-Thursday Friday Saturday Sunday
Health Center	8:00 A.M.-Noon	Monday-Friday
Riddle Center	8:00 A.M.-10:00 P.M. 4:00 P.M.-10:00 P.M. 4:00 P.M.-10:00 P.M.	Monday-Friday Saturday Sunday
Bookstore	(Hours subject to change due to athletic events or practice) 7:45 A.M.-4:30 P.M.	Monday-Friday

Post Office	8:00 A.M.-4:00 P.M.	Monday-Friday
Intramural Office	7:30 A.M.-10:00 P.M. Noon-9:00 P.M.	Monday-Friday 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.

Personal Counseling

Appointments for individual counseling sessions are available at the Counseling Center at no charge to students, faculty, or staff of Methodist College. Any problem that is of concern to a student is an appropriate problem to bring to the Counseling Center.

Confidentiality

Any communication between a counselor and a student will be treated as confidential information in accordance with the standards of ethics and confidentiality established by the counseling profession.

Crisis Intervention

Should an emergency situation arise, it is possible to get assistance 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 630-1212. Students may also call 609-HELP for help from an off-campus agency.

Peer Counseling

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

Location and Hours

The Office of Counseling and Psychological Services is located in the Counseling Center through the side entrance of Sanford Hall. The Counseling Center is open from 9:00 A.M. to 8:00 P.M., Monday through Thursday and 9:00 A.M. to 5:00 P.M., on Friday. Appointments can be made by calling 630-7150. Parking is also available.

LIBRARY SERVICES

Davis Memorial Library, a vital component of Methodist College, provides access to resources, knowledge, information, and ideas for the intellectual inquiry of students, faculty and staff, supports the instructional program, and promotes scholarship on campus. Fundamental to this philosophy of service is a commitment to freedom of information and equity of access to information.

The library houses over 84,000 book volumes, 621 periodical and newspaper subscriptions, and over 1,300 recordings. From all over campus students have access to the Voyager online catalog (available on the web too), to Encyclopedia Britannica Online, and to NC LIVE (A state-wide project providing access to many electronic databases and full-text resources). Additional specialized print and CD-ROM indexes are available in the library. The library has 20 computers for student use.

Services available include: library orientation and research assistance, interlibrary loan, photocopying. Equipment is provided for: reading/printing from microforms, compact disks, lps, audiocassettes, video-recordings, and multimedia CD-ROMs. Study options include: 4 group study rooms, 6 individual study rooms, lounge seating, individual carrels and large tables. Some carrels provide campus network/Internet access hookups for laptops. Many of the library's publications are accessible at <http://www.methodist.edu/library/davis.htm>.

Library Circulation Policies for Students

Students are responsible for any items checked out under their library barcode. Students should notify the library immediately when they lose their college ID card or evening college library ID card.

Loan Periods

Davis books	28 days
Teaching Materials Collection	1 week
Recordings/CDs	in-house use only
Multimedia CD-ROMs	1 week
Music scores	28 days
CD-ROMs and floppy discs that accompany books	28 days
Videos	1 day (due back by 9:00 A.M. next day library is open)
Reserves	in-house, overnight, or three-day

Checkout Limit—25 items

Renewal Limit—2 times

Overdue materials and fines

Books and scores: \$.10 per day with 7 day grace period; fines accrue from due date. When fine per item reaches \$2.80, bill is sent. There is no grace period attached to the last due date for graduating seniors.

Multimedia CD-ROMs and videos: \$1.00 per day with NO grace period; overdue notice is sent immediately and borrowing privileges are suspended. When a fine reaches \$5.00, a bill is sent and general borrowing privileges are reinstated.

Reserve materials: no fines

Borrowing privileges are suspended when unpaid fines have accrued to over \$10.00.

Materials over 28 days late

Bill is sent to Business Office (replacement cost of item, \$5 restocking fee per item, and non-refundable \$5 billing fee per item) and charged on student's account. Borrowing privileges are reinstated. The replacement cost of item and restocking fee are refunded when the item is returned.

Lost or damaged items: The cost of repair or replacement will be charged for items returned damaged. A billing fee is not charged if the loss is reported before the book becomes overdue.

Other Services

Interlibrary loan: Materials borrowed on interlibrary loan are due back at Davis on the date stated on the Davis ILL borrowing slip. Borrowing privileges are suspended if an item is not returned by the due date.

ACADEMIC SERVICES

Every possible effort will be made by the staff at the Academic Development Center (ADC) to achieve their goal of helping all students meet their full academic growth potential while at Methodist College. There are a number of ways that students can be helped:

Tutoring

Tutoring in various subjects is available free of charge to all Methodist College students. There are both peer tutors and professional tutors willing to help students throughout the week. Tutors are available until 9:00 p.m. Monday - Thursday and from 5:00 - 9:00 p.m. Sunday evening. A drop-in schedule is available at the ADC and at various locations around campus. If the drop-in times are not convenient for you, we can arrange other times with tutors with advance notice.

Tutorials

The ADC has computer tutorials in Biology, Chemistry, History and Math. Students can use the tutorials at any time. Be sure you schedule enough time to use them (at least 30 minutes). Also there are video tapes, audio tapes and books to help students improve their study skills.

CLEP and DANTES Tests

Methodist College students may earn course credit by performing satisfactorily on the College Level Examination Program (CLEP) Tests or DANTES Subject Standardized Tests. These tests are offered for a number of subjects and the amount of credit depends on the test taken. Please note that these tests CANNOT be used to replace previously earned academic grades at Methodist College. You must schedule testing in advance in order to be sure we have the test on hand.

To obtain information on any of these areas or to schedule a test, please call 630-7251. The staff at the ADC look forward to helping students reach the academic success for which they are striving.

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 Methodist College Experience course required of 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. SIGI PLUS, 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 career fairs, a teacher's job fair, and interviews with potential employers. The Office of Career Services can also provide information about student employment opportunities both on and off campus.

HEALTH SERVICES

Health services are provided to students by the Student Health Services Office located on the second floor of the Berns Center in the northeast corner of the building. Medical services are provided by the student health staff which include a registered nurse and two certified physician assistants. Hours are 8:00 A.M. to Noon, Monday-Friday, and by appointment only Tuesday evenings from 6:00-8:00 P.M. Staff is available for after-hour emergencies and can be reached through the Resident Advisor, Area Coordinator, Director of Residence Life, or the Dean of Students.

Students are encouraged to use the more cost effective student health services whenever possible. Nursing services are available at no cost. A modest utilization fee will be charged for visits to the clinician. There are no charges when referral is required.

Student Health Services provides a broad range of medical services and can treat a wide range of illness and complaints (from colds to minor surgery), as well as provide care for routine medical problems. Should you have any question as to whether your particular problem can be handled by Student Health, please call the school nurse at 7164 between the hours of 8:00 A.M.-Noon, Monday through Friday or check with your RA.

Chronic Illnesses

Students who have a history of chronic illness such as allergies, asthma, diabetes, hypertension, or those who take medications on a regular basis should notify student health services and their resident advisor of their medical history.

Medical Information for Instructors

Medical notes (excuses), will be issued by the Student Health Services for those students requiring absences or tardiness to class due to a medical illness or medical problem.

Contagious Diseases

Students suspected of having a contagious disease should be seen by Student Health Services as soon as possible. In the case of certain contagious diseases, the student will be placed in medical isolation or will be sent home (if possible). This determination is to be made by the clinician in student health.

Special Diets

Special diets are prepared to meet the needs of students under medical care but are limited to the resources of the dining hall. Notify the nurse and food services director of special needs.

Accident or Illness Away from College While on College Sponsored Activities

Any residential student involved in an accident or illness requiring medical treatment away from the College while on College-sponsored activities should report to the student health center immediately upon return to campus to preserve student insurance rights.

Emergency Services

Student experiencing medical emergencies after hours should immediately notify their resident advisors. The RA and/or Area Coordinator will determine how the problem can be best cared for either through notification of medical personnel on call or referral to another medical facility. Students are encouraged to call 911 for assistance in situations where there are life threatening illnesses or injuries. In these situations, the RA should be contacted as quickly as possible after the ambulance has been called. The student should also notify security at 1212 of the call to Emergency Medical Services.

Injections

North Carolina State Law requires basic immunizations (shots), be received by all students entering institutions of higher learning within the state. Basic requirements (it varies depending on the age of the student) include a basic series of diphtheria/tetanus/pertussis with subsequent tetanus boosters; a basic series of polio, and an MMR (measles, mumps and rubella), with a second MMR booster. If your immunizations are not current, you may obtain them at the Cumberland County Health Department.

Students who wish to obtain on-going injections such as allergy injections or Depo-Provera must be evaluated by a clinician in the student health services before being able to receive these injections.

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. 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 dining hall. Student courtesy and cooperation are necessary for the College to provide this service.

CULTURAL EVENTS

The dates and times of these events are listed in a calendar of all campus events. Students may attend most events on campus free of charge. For questions about programs for which students must pay an admission charge, please contact 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, 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 a timely 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 their accomplishments at Methodist College. Additionally, news of awards, achievements, elected offices, etc., is sent to regional newspapers 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 distributed to each incoming student at the time of initial registration, 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. Effective Fall 1998, the Public Relations Office will ask returning students to update a Student Activities Summary for their individual PR files, listing college activities and honors to date and where they wish press releases to be sent.

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, Discover Card, or charge sale slip. All charge sale slips must be issued/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 4:30 P.M. Monday through Friday.

DINING SERVICES

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 dining hall will ever rival mom's peach cobbler; however, the dining 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 dining hall also proves to be a great social center.

Purchase of the meal plan entitles the individual student to eat in the dining hall 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 dining hall at all times. Food, china and silverware may not be removed from the dining hall.

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

Dining Services 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 dining hall. 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 dining hall 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 \$25.00 is required to activate it.

The Green and Gold Combo—Features limited access of fourteen meals per week in the main dining hall 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 Dining Hall to a student's account at any time. A minimum of \$25.00 must be deposited at a time.

Residence Hall and Dining Services

Fall Break

Saturday - Tuesday	October 16-19, 1999
Residence Halls:	Closed
Dining Hall:	Closed
Last meal served:	Lunch at Noon, Friday, 10/15/99
First meal served:	Dinner at 5:00 P.M., Tuesday, 10/19/99

Thanksgiving

Wednesday - Saturday	November 24-28, 1999
Residence Halls:	Closed
Dining Hall:	Closed
Last meal served:	Lunch at Noon, Tuesday, 11/23/99
First meal served:	Dinner at 5:00 P.M., Sunday 11/28/99

Spring Break

Monday-Friday	March 6-12, 2000
Residence Halls:	Closed
Dining Hall:	Closed
Last meal served:	Lunch at Noon, Friday, 3/3/00
First meal served:	Dinner at 5:00 P.M., Sunday, 3/12/00

Easter Holiday/Good Friday

Friday - Sunday	April 21-23, 2000
Residence Halls:	Open
Dining Hall:	Open

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 inappropriate 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 aggression are prohibited.
11. The emergency exits are for emergency use 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. A student receiving an initial citation will be suspended from the gymnasium for one week. Upon receipt of a second citation, the student will be banned from the gymnasium for the semester. Should a third citation be necessary, the student is banned from the gymnasium 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 Methodist College 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 Lion's Den, 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 11:00 A.M.

All residence hall students are assigned mailboxes 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 3:30 P.M. Monday through Friday and Noon Saturday.

Money Orders are available at the Post Office.

Resident students **should check their 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 in 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.

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 institution's Academic Probation Policy and Satisfactory Academic Progress Guidelines. These policies 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 for the following year as soon as both the students' and the parents' Federal income tax forms are completed in the spring. 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 may 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. All students receiving loans, grants or scholarships should make the necessary arrangements with the Financial Aid Office to receive these funds prior to making arrangement with the Business Office, since the amount paid to the Business Office will depend on the amount of aid each student is receiving. Students are encouraged to make the necessary financial payment arrangements with the Business Office starting approximately six weeks prior to the beginning of the fall and spring semesters. At this time, the Business Office will send out Promissory Notes showing the expected charges and financial aid credits for each student and will specify what payments are required and the due date. Clearing the Business Office can be done either by mail or in person. Class schedules will not be issued, nor will students be allowed to attend class, until all financial matters are arranged with the Business Office.

For specific information on payment plans available and payment deadlines, please consult your *Methodist College Academic Catalogue*, or call the Business Office on (910) 630-7012

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 Academic Catalogue*.

Refunding of Excess Financial Aid Policy

Procedures for refunding of credit balances

Credit balances are created by Financial Aid and payments that exceed charges.

Financial Aid Processing

Loans—Students are not eligible for Stafford and Plus Loan monies until the drop/add period is over. Once this period is complete, and the student is still enrolled, loan funds are credited to student accounts as received. Some students are subject to two loan disbursements instead of one. All assessed charges are deducted from the first disbursement and any credit balance is refunded to the student. First time Stafford Loan borrowers receive their first loan disbursement thirty days after classes begin. The loan disbursement date is not the refund date.

State Grants, State Scholarships and Military Tuition Assistance—North Carolina Legislative Tuition Grant, North Carolina Contractual Scholarship, and Military Tuition Assistance monies are not credited to student accounts until shortly before the funds are received. The NCLTG is credited before October 15 and March 15, while the North Carolina Contractual scholarship is credited before October 15 and at the end of the drop/add period of the Spring term. MTA is also credited before October 15 and March 15, unless for evening students, for whom it is credited at the end of each term.

Pell Grants, Perkins Loans, Institutional Aid, Outside Scholarships, other aid—These forms of aid are credited to the students account after the drop/add period is over, if this aid has been awarded and all paperwork has been processed and approved. Otherwise, it is credited after processing.

Processing of Charges

No refunds can be issued until all charges are posted to all accounts.

Tuition—Charges for classes are assessed after all drop/adds are processed. This is complete approximately two weeks after the drop/add period is over.

Room and Board—Charges for room and board are not completed until all room occupants are verified. This occurs approximately three weeks from the start of classes.

Books and Supplies Charged on a Bookslip—Actual book charges are assessed against the student accounts approximately one week after the drop/add period is over. This allows the students sufficient time to charge books and supplies.

Other Charges—Charges for dorm dues, damage deposits, golf and tennis lab fees, entertainment fees, applied music lessons, late registration fees, and other fees are charged within three to four weeks of the start of classes.

Processing of Refunds

The Business Office processes refunds on a first-come, first-served basis.

Refund List

The Business Office establishes refund lists to schedule student refunds. After the student has confirmed that they have a credit balance with the Business

Office, they may request to be put on a refund list. The lists are started no earlier than three weeks after the start of classes, and continue throughout the semester.

Students will be given an identification number and the date when their refund will be available for pick-up once they are put on a refund list.

Calculating the Refund—The Business Office requires approximately one week to issue a refund check after a student is put on a refund list. This allows time for analyzing and verifying all charges and credits, determining eligibility for loans and grants, calculating multiple refunds, and scheduling multiple checks for disbursement.

Pick-up Checks—Refund checks are available for pick-up after 3:00 P.M. on the scheduled date. Please have a valid student I.D. card, drivers license, or a picture I.D. available for positive identification. Checks not picked up within two weeks of issuance will be mailed.

The following dates are the earliest dates available for refunds:

The earliest scheduled pick-up dates for Fall, 1999 are:

September 9, 1999—Evening Student/Term I

September 16, 1999—Day Students

November 11, 1999—Evening Students/Term II

The earliest scheduled pick-up dates for Spring 2000 are:

January 27, 2000—Evening Student/Term I

February 10, 2000—Day Students

March 30, 2000—Evening Students/Term II

The earliest scheduled pick-up dates for Summer 2000 are:

June 1, 2000—Day Students/Term I

June 8, 2000—Evening Students

June 29, 2000—Day Students/Term II

July 27, 2000—Day Students/Term III

Refund Checks are available for scheduled students on Tuesdays and Thursdays after 3:00 P.M.

Students that drop classes and fall below twelve semester hours will be subject to partial or full loss of their financial aid.

Refund/Repayment Policy on Withdrawals From College

There are three calculations pertaining to students who withdraw from the college. Depending on whether the student is a first time or subsequent recipient of Title IV funds, either the Pro-Rata Refund calculation or the Federal Refund calculation is used. This calculation is compared to the Institutional calculation and the calculation which yields the greatest refund for the student is used. If no Title IV funds are involved, then only the Institutional calculation is performed. Title IV funds include Federal Stafford Loans, Federal Plus Loans, Federal

Supplemental Educational Opportunity Grants, Federal Pell Grants and Federal Perkins Loans and other federal programs. The college will credit any refund amount due to the student's account if the student also owes a repayment or unpaid charges to the college. The date of withdrawal is considered as the formal date on the Withdrawal Form. Students may obtain instructions for withdrawal from the Registrar's Office. If the student fails to withdraw formally from the institution, then the date of withdrawal is considered to be the last documented date of attendance. Worksheets are used to calculate each student's refund. Examples of these calculations are available in the Financial Aid Office.

Pro-Rata Refund Calculation

This refund type applies to first-time recipients of Title IV Assistance who have not previously attended at least one class at Methodist or had received a 100% refund from Methodist College. If the student withdraws before 60% of the semester has elapsed, this calculation must be performed.

Federal Refund Calculation

Subsequent recipients of Title IV Assistance who withdraw one week before classes begin will be given a 100% refund of tuition, fees, room and board. A 90% refund is given to students withdrawing within 10% of the enrollment period; a 50% refund when withdrawing between 10% and 25% of the enrollment period; and a 25% refund when withdrawing between 25% and 50% of the enrollment period.

Institutional Calculation

1—Evening College and Summer Programs

Students withdrawing from the Evening and Summer Programs on or before the last day to drop classes will receive a refund of the amount paid. Those students withdrawing from the college after the last day to drop classes will not be eligible for a refund.

2—Regular Academic (Day) Program

Students withdrawing from the college during the first two weeks of classes (during the drop/add period) will receive a refund of the refundable amount paid. Those students withdrawing from the college will be refunded the following percentages of tuition and room expenses:

1st Week	100.00%
2nd Week	100.00%
3rd Week	50.00%
4th Week	25.00%
After 4th Week	0.00%

Board (cafeteria) charges will be prorated on a weekly basis from the first day of classes through the last official day of attendance. Any student failing to officially withdraw from a course will be charged for the course irrespective of attendance.

Students withdrawing from the college or those reducing their course load below a certain level will be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid

monies to the following sources, in order of priority:

Federal SLS loan, Unsubsidized Federal Stafford, Subsidized Federal Stafford, Federal Plus Loan, Perkins Loan, Pell Grant, FSEOG, Other Title IV Aid Programs, Other Federal Sources of Aid, Other State, and Private or Institutional Aid. Any remaining funds are returned to the student.

Moving Off-Campus During a Semester

Students enrolled in college courses who elect to move off-campus during the first week of classes will not be assessed any charges for room. After this period, the student will be assessed 25% of the total room charges during the second week of classes, 50% during the third week, and 75% during the fourth week of classes. No reduction in cost is given after the fourth week of classes. Board (cafeteria) charges will be prorated on a weekly basis from the first day of classes through the last date of occupancy.

PUBLIC SAFETY SERVICES

The Methodist College Public Safety Department provides a very high level of security throughout the College community. A state certified Police Officer is on duty twenty-four hours a day, seven days a week. A Security Officer is on duty twenty-four hours 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, and an officer in the Residential Apartment Complex area. 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 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 officer 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 nonprofit organization.

Crime Prevention Services

A 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 through Friday from 8:00 A.M. until 5:00 P.M. The cost for replacing one's ID card is \$5.00.

Visit our web site at www.policeworld.net/methodist

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 also 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 members of the student body. The Campus Ministry Center (CMC) is open to all students, faculty, and staff.

COMMUNITY SERVICE PROGRAM

Methodist College encourages all members of the campus community to engage in acts of compassion and justice through community service. Several opportunities are made available for our students to gain valuable job experience through community service, both on- and off-campus. These community service jobs serve as resumé building items when seeking employment. The Chaplain 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 get involved with volunteer services and receive academic credit while doing so. This is a one credit hour course. See the *Methodist College Academic Catalogue* for more information on IDS 105.

SHUTTLE SERVICE

Methodist College presently uses the services of S&D Airport Express to provide shuttle service for our students throughout the school year to local bus stations, the Amtrack train station, and Fayetteville airport. They also provide shuttle service to and from the Raleigh-Durham Airport. The shuttle fee is based upon the number of riders, and must be paid at the time of boarding. S&D Airport Express is privately owned and operated. Methodist College has no affiliation with this company except allowing them to service our community. Transportation fees are determined by the company management. All transportation needs should be directed to: S&D Airport Express, (910) 424-7275/850-2279, or Pager #(910) 433-5867.

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 state-

ment of the NCAA Division III particularly as it relates to fair play and amateur athletics competition and must provide 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. Our track team participates in the Mason Dixon Conference and the football team is a member of the Atlantic Central Football Conference (ACFC). 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 ACTIVITIES

The Methodist College Campus Recreation and Intramural Program (CRIMP) 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 in the Berns Student Center, 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 minor 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.



TALLY CENTER FOR LEADERSHIP DEVELOPMENT

Our motto: "Leadership Can Be Learned"

Helping every *interested student* develop his or her inherent leadership abilities is the objective of the Lura S. Tally Center for Leadership Development.

Students can earn a minor in leadership studies; however, it is not necessary to be a leadership in or to enroll in any leadership course (except the internship). The 18 semester hour minor is appropriate to combine with any major. Students participate in enjoyable, innovative courses, student-led activities, campus and community service, and off-campus internships.

Founded on the belief that our country urgently needs abler and more ethical leaders in all walks of life, the Tally Center for Leadership Development offers courses to develop the traits and skills that employers look for. In addition to leadership theory and techniques, the Center emphasizes ethics, character, and self-confidence. Students in LSS 200, Introduction to Leadership, receive certified training in Stephen Covey's acclaimed *7 Habits of Highly Effective People*. Also, every year, large numbers of students and faculty participate in the major Leadership Forum that the Center holds. The topic in the spring 2000 is "Thinking Internationally: Global Challenges for the New Century," February 21-23.

For further information, contact Dr. Suzan Cheek, T-224 or 630-7070, scheek@methodist.edu; or Dr. Drew Ziegler, T-227, 630-7488, azeigler@methodist.edu.

CLUBS AND ORGANIZATIONS

A student club or organization is defined as any group of students who 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 Vice President for Student Life. 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.

Students may contact clubs in which they are interested by contacting the faculty advisor for those clubs. Advisors' names and phone numbers follow the general description of the Methodist College Clubs. Students who are interested in a club or organization for which no advisor is listed may contact the Director of Student Activities (630-7152) for further information.

INTERNATIONAL STUDENTS

International Students are an important and very special part of the campus life of Methodist College. There are more than sixty international students here from nearly thirty different countries. American students are encouraged to get to know the international students and 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. Freshman 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 Programs Office and provides year-round coverage for students. However, if international students have their own health insurance, they must show proof of that insurance within two weeks of their enrollment date or they will be required to accept the insurance provided by the College.

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 they must register and maintain twelve hours of study.

2. International students may not work off campus without special permission. This process is very complicated and obtaining permission to work off campus is difficult.

3. International students who leave the country for any reason must have their I-20 forms with them at all times.

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

International students should always remain in touch with the International Programs 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

The student newspaper and the yearbook are advised by the Director of Student Media.

Pride is the Methodist College student newspaper, which is distributed once every three weeks to students and faculty at no cost. It has won numerous awards in the last decade from the Associated Collegiate Press and the American Scholastic Press Association.

Carillon is the yearbook published as an annual pictorial record of Methodist College student life and distributed to students free in October. 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.

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

Student Editors—The editors of the three student publications are selected by the advisor of the publication and approved by a Publications Committee made up of Methodist College faculty, staff members, and students. Student editors receive a stipend of \$1,000 (\$500 per semester) for their work on these publications. The newspaper and yearbook staffs share an office on the second floor of the South Administration Building.

RESIDENCE LIFE

RESIDENCE LIFE “Community of Opportunity”

Mission Statement

The Department of Residence Life of Methodist College supports the mission of the College and the philosophy that a college education facilitates the development of the whole person. Our staff recognizes that residence hall living is an integral part of the educational process. We recognize that our students must have a healthy, clean, and safe environment. Residence hall living cherishes diversity and celebrates similarities as well as promotes moral and ethical decision making, emphasizes the value of active citizenship, and encourages the development of positive self-image. We build relationships with students, facilitate community, and help students gain an appreciation for their community.

The residential experience has a great impact on college students, during the time in college and afterwards. One of the major purposes of the Department of Student Life 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 halls 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 Life Staff

The College employs the Director of Residence Life, Hall Director/Assistant Director of Residence Life, Residential Area Coordinators, 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-learning 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 Residence Hall Association and residence hall staff members.

Occupancy Over Breaks/Holidays

The residence halls are open during some of the designated breaks, fall break, Thanksgiving, and spring break. 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 submit it to the Residential Area Coordinator at least 48 hours prior to the beginning of the break. 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.

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. Contact the Student Life Office for assistance.

Checkout 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 checkout procedure. The College reserves the right to remove and dispose of all personal property left after the announced closing date. A \$100.00 fine will be imposed upon any student not vacating his/her room at the designated time. **All residents must vacate the residence halls within 24 hours of their last exam.** Graduating seniors must vacate the residence halls within 24 hours of graduation or the designated time stipulated by the Residence Life Office. Students may contact the Director of Residence Life to discuss extenuating circumstances.

Students checking out of a residence hall during or at the end of a semester must do so properly with the Residential Area 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 checkout procedure.

Students failing to follow proper check-out procedures waive their right to appeal room damage fees. Students wishing to appeal room damage fees must do so in writing to the Director of Residence Life within thirty days of vacating the residence halls.

Requirements for Living in the Residence Halls

Students living in the residence halls must carry a minimum of twelve semester hours in the day program at all times. Exceptions can be granted only by the Dean of Students.

Housing Communities

Female Residential Options

Weaver Hall	Rooms 101 and 104-108	Health & Wellness
Pearce Hall	Priority given to upperclassmen Minimum GPA of 2.25 Subject to judicial review	Coeducational Housing
West Hall	Priority given to upperclassmen Minimum GPA of 2.25 Subject to a judicial review	Coeducational Housing
Residential Apartment Complex	Priority given to those with a GPA of 2.75 with a minimum of 32 semester hours completed.	

Male Residential Options

Cumberland Hall	Rooms 100-107	Health & Wellness
Garber Hall	Rooms 101 and 104-108	Health & Wellness
Pearce Hall	Priority given to upperclassmen Priority given to upperclassmen Minimum GPA of 2.25 Subject to judicial review	Coeducational Housing
Sanford Hall	Rooms 112-119	Health & Wellness
West Hall	Priority given to upperclassmen Minimum GPA of 2.25 Subject to a judicial review	Coeducational Housing
Residential Apartment Complex	Priority given to those with a GPA of 2.75 with a minimum of 32 semester hours completed	

Health-and-wellness floors are designated for those students whose life style does not include the use of alcohol, other drugs, 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. A student is also in violation of his/her contract if tobacco products or alcohol containers, or other drug paraphernalia are found in his/her room. Any student breaking the contract will lose his/her space on the health-and-wellness floor.

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 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, helpful suggestions. Students should always bear in mind that it is basic courtesy to speak with one's roommate first.

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, during appropriate visitation hours, 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.

RESIDENTIAL 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.

Community Resource Desk (CRD)

This desk is located in Weaver Hall. The CRD is a program which caters to the needs of our residential students including questions about housing and various other programs sponsored by the Residence Life Office. Room keys are available for students who are locked out of their room and change is available for laundry and vending machines. Games, VCR's, and cleaning supplies are also available for check-out and snack and drink items are sold at the CRD. The desk is staffed by students in our Student Employment Program and positions are available for incoming students.

Residence Hall Association (RHA)

RHA will do everything in its power to enhance the living conditions of the Methodist College resident students. RHA shall be the voice for the resident students to the SGA, Methodist College Administration, Residence Life Staff and the Dean of Students. RHA shall provide opportunities for cultural, educational and recreational activities for the resident students.

Telephone Service

Methodist College provides local telephone service in each residence hall room through Carolina Telephone Company. The College provides a phone and voice mail in each room. 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 an access number. Students are responsible for all long distance services charged to their room telephone number.

Time Warner Cable Television Services

Each room is cable-equipped with basic cable channels provided free of charge. Any student can sign up with Time Warner Cable of Fayetteville for additional cable services. Installation and payment for additional cable services are 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 are available on each floor and smoke alarms have been installed in all living areas (including individual residence hall rooms). The College is served by the Fayetteville Fire Department, which has a station located on Stacy Weaver Drive 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. Students found in violation receive a \$100 citation and face judicial action.

Vending Machines

Vending machines for soft drinks and snacks are available in several residence halls 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. The College is not responsible for damaged items due to misuse of machines.

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.

Eighth Semester Free Program

Students living on campus for **(eight consecutive)** semesters will qualify for a credit on their Business Office account equal to the basic room rate (the rate to live in Cumberland, Garber, Sanford, or Weaver Halls). This policy applies to a student's eighth consecutive semester only, regardless of a student's anticipated date of graduation.

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. Students who are billed for damages will have that amount deducted from the damage deposit. They will be required immediately to reimburse the deposit to the \$100.00 level in order to continue as a residential 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 residential 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 residence halls 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 rooms or common areas. If any piece of furniture is damaged or broken, the student(s) responsible will be charged for the cost of replacing the item(s).

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. An invoice with cost and labor charges will be provided upon request from the student concerned.

Damage Assessments

Bed repair (minor)	\$20.00
Ceiling repair	at cost
Chair repair	\$25.00
Chair replacement	\$50.00
Desk repair	at cost
Glass door replacement	at cost
Door repair	\$40.00
Door replacement	at cost
Floor damage	at cost
Light fixture repair	at cost
Light fixture replacement	at cost
Lock repair	\$20.00
Lock replacement	\$60.00
Mattress replacement	\$120.00
Mattress cover replacement	\$25.00
Mirror replacement	\$30.00
Not replacing bed to original location	\$50.00
Phone repair/replacement	\$50.00
Room cleaning	\$25.00
Screen replacement	\$30.00
Wardrobe repair	at cost
Wardrobe replacement	at cost
Window glass replacement	\$50.00
Painting a room	\$175.00
Removal of furniture	\$50.00
Painting a wall	\$25.00
Removal of personal property	\$50.00

Keys

Each student is issued key(s) to allow access to his/her residence hall. Key replacement costs are \$10.00 for the room key and \$50.00 for the front door key. When a student checks out of the residence hall without turning in the key, an additional charge of \$60.00 is imposed for replacement of the lock tumbler.

COMPUTER RESOURCES AND THE INTERNET

Questions you might have about the computer resources at Methodist College:

• How do I get an Internet account at Methodist College?

Methodist College provides students with the ability to send and receive Internet E-mail as well as World Wide Web resources from laboratory computers and most residence hall rooms. An account in your name is necessary to access the Methodist College Network System (McNet). Please go to the Computer Assisted Composition (CAC) Laboratory in the Trustees' Building (T-244) to obtain an account. There will be orientation sessions on McNet during the first few weeks of classes. The schedule will be posted outside the CAC Lab.

• Do I need to have my own computer at Methodist College?

A personal computer is important to any student, but Methodist College students are not required to purchase one. The computers in several laboratories on campus are equipped with Windows, Internet access, and word processing capabilities, and are accessible for over eighty hours per week. Nevertheless, many students own their own computers because it is more convenient to have one equipped as desired, available when needed, and loaded with personal software and data. Resident students (with the exception of the Residential Apartment Complex) are able to connect directly to McNet, using jacks in their rooms. The workstation in your room can emulate the CAC lab in the Trustee's Building. This means that you have direct, 24-hour Internet access (without dialing or using a telephone line), and are able to use resources on the laboratory data server. For instance, you can create a research paper in the library or the CAC lab, save it, and then access it from your room any time you wish.

• What kind of computer should I buy?

Methodist College Computer Services will only connect either a Pentium class or faster computer operating Windows 98, or an Apple Macintosh PowerPC G3 to McNet. Either will serve you well. We recommend that a new purchase be a Windows 98 PC. They outnumber Macintoshes on the campus by about 20 to 1 and we have much more PC experience. You MUST have at least 16 MB of RAM (32 is recommended) and at least 100 MB of free hard drive space. A CD ROM drive and sound card would also be nice. A 14 or 15 inch color SVGA monitor will be adequate. A printer is an optional convenience and an inkjet printer would be a good choice. Poor quality and improperly installed network cards can create problems across the network. Therefore, you must buy a network card from us and we must install it in your computer in order to access McNet. A modem is not needed if you plan to be plugged only into McNet. We strongly recommend that you purchase an uninterruptible power supply (UPS) as well.

In order to hook up, you will need to get an Internet account in the CAC lab. Then, call and schedule the Methodist College Computer Services technician to come to your residence hall room and install and configure your network card and computer to operate on McNet.

You must pay a connection fee of \$180 in the Business Office before we can connect you. This fee buys you a network card and covers installation costs of a network adapter card in your computer. When you get a receipt from the Business Office, we will install and connect you to McNet. There is no cost beyond installation for using McNet. You will need to have on hand your original software CDs and diskettes if we need to re-install software as part of the configuration. Installation time will vary depending on the computer and its configuration. At the beginning of the semester, there will be a backlog of requests. It could take as long as three weeks to get all students on line.

If you have a problem with your computer after the initial installation, you can take it for service to your original vendor, or there is a list of local computer vendors in the free booklet available in the CAC lab. As a service to students, we maintain a computer service facility on campus. If you choose to use our facility, bring your computer to us, and we will charge you for our labor at the rate of \$60 per hour plus parts (we must charge 6% sales tax on the parts).

• What if I already have an Internet Provider?

If you already use an Internet provider such as AOL, you will need a modem and a telephone line to dial the Internet. You can use this system at Methodist College, but you will not be on McNet unless we install a network card in your computer. Using the modem will tie up the telephone in your room and access time will be about 50 times slower than McNet. You must make a choice between your existing Internet provider and us, because connection to McNet will require that we disable your existing Internet service (such as AOL).

You will need to pick up a copy of *Computers at Methodist College* in the CAC lab (T-244). This little booklet will tell you all you need to know about computers at Methodist.

Methodist College Policy Regarding the Release of Students' E-Mail Addresses

In order to protect our students and the College community, faculty and staff are not to release students' e-mail addresses to anyone outside the Methodist College community. If a faculty or staff member receives an inquiry regarding a student's e-mail address, the faculty/staff member should forward the inquiry to the student whose address is being sought. It is then that student's choice whether or not to contact the person making the request.

RESIDENCE HALL EXPECTATIONS

Residence Hall Occupancy

Room assignments are made by the Department of Residence Life. 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 who wish to reserve a room for the fall must pay a \$50.00 room deposit during the spring reservation period. A specific reservation plan and schedule are announced by the Residence Life Office during the year.

Room Change Procedure

The student requesting a room change must first consult with the Residential Area Coordinator. The Residential Area 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 Area Coordinator, the student must complete the necessary forms and return them to the Residential Area Coordinator. All room changes must be approved by a Residential Area Coordinator and the Director of Residence Life. Students may request a room change during the first two weeks of the semester. Other room changes after this period will be based on administrative decision.

Unauthorized Room Changes

Unauthorized room changes are defined as those room changes that occur without properly following the room change procedure as stated above. (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 private rooms during registration for housing. Students occupying private rooms that have 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 Director of Residence Life. Any student not requesting a private room but ending up in a room by him/herself, may be required to move in order to consolidate rooms. If students wish to request private rooms while living in the residence hall, they need to contact their Residential Area Coordinator. If a student ends up in a room by him/herself without requesting it, the beds must remain in their original position available for two persons to occupy. Students wishing to change from private room status to double occupancy must do so within the first week of classes by making a request in writing to the Director of Residence Life.

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. Two or more fire drills are held in each residence hall during each semester. These drills may be announced or unannounced. A \$25.00 fine will be issued to anyone not vacating the residence halls during a fire or fire drill.

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. Students are expected to be reasonably quiet at all times. No loud music or other disturbances are tolerated in or around the residence halls. Violators face a \$25.00 fine and possible judicial action.

Appliances and Fire Hazards

No large electrical appliances are permitted in any residence hall. The following small appliances are permitted: computers, refrigerators (2 amps or less), radios, televisions, stereos, VCRs, microwaves, hair dryers, fans, razors, and extension cords (UL approved heavy duty cords only). Excessive use of extension cords is prohibited. The possession of incense, candles, and objects of like kind is prohibited. Ceiling fans and halogen lamps are not permitted in the students' rooms. Room/Fire Safety Inspections are conducted at least once a month. 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. Students are encouraged to check their parent's homeowners insurance to assure that their belongings are covered.

Bicycles

Bicycles may be stored only in designated areas outside the residence halls and secured in the bike racks. They may not be stored in hallways or stairs where they limit or prohibit entrance or exit of the halls. Bicycles and other personal property found in residence hall stairwells or closets will be removed and disposed of.

Furniture and Lofts

Hall or room furniture is not to be removed or disassembled. Students may request, in writing to the Residential Area Coordinator, permission to build lofts in their rooms. A copy of the loft plans should accompany the request. All lofts must 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 will result in a fine of \$100.00.

Room Paint Policy

Students may request in writing to have their rooms painted. Students may not paint their own rooms. 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 may not have their rooms painted.

Room Decorations

Residence hall rooms may be decorated in ways that meet the following guidelines. 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 must be used for this purpose. Nothing should be fixed or taped to the ceiling or window. Nails and putty are prohibited. Furniture or objects must not hinder access to or from the room or within the room.

Room/ Fire Safety Inspections

Regular inspections of residence hall rooms by the residence hall staff will ensure safety and cleanliness. Students whose rooms fail to pass inspection are required to have them clean, orderly, and safe within twenty-four hours. Students who fail to comply within 24 hours will face a fine and judicial action.

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 over 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 over to law enforcement officials.

Room/Fire Safety Inspections

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

1. A periodic check of conditions of furniture, safety, 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. Failing room inspections will result in a 24 hour re-inspection. Failure to pass the re-inspection will result in a \$25.00 fine and an additional re-inspection. Failure to pass the second re-inspection will result in an incident report being filed with the Student Community Court.
 - b. Residents should be present for inspections if possible. If residents are not present, a master key 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 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 master key, 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.

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 Law or of College and Residence Hall Regulations—

If a student or professional residence hall staff member has reasonable cause to believe that a violation of 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 that illegal articles (i.e., guns, drugs, explosive devices, etc.) may be 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 Department. 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 residents of the room give verbal permission for a search, no warrant is necessary. Consent must be given by all room residents.

6. Any illegal materials or other materials that violate College or residence hall regulations may be seized and used as evidence in a judicial 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 must be made, however, to ensure 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.

Items that are found during an inspection or search which should not be on the Methodist College campus will be confiscated, logged and destroyed at the discretion of the Director of Residence Life or the Assistant Dean of Student Services. The only exception to this will be illegal drugs and/or drug paraphernalia, which will be held until the judicial process is completed.

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 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 effect 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 to any vehicle other than the one to 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 vehicle 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 member 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

Day Program

Entire Academic Year	\$80.00
One Semester Only	\$40.00

Evening Program

Entire Academic Year	\$36.00
One Semester Only	\$18.00

**Summer Session (regardless of session)	\$18.00
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 end of the last summer session 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 in the small lot next to the Trustees' Building 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 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 Residential Area Coordinators 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 Pearce or West Residence Halls. A student who parks in another's space will receive a ticket. The student should report to his/her Resident Advisor that his/her space is be-

ing 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 may park in the gravel lot behind the PAC or the lot adjacent to Pearce or West Residence Halls. **Exception:** Resident students visiting in the Honors Hall may park in Visitor parking.

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.

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 may park in the gravel lot behind the PAC or in the lot adjacent to Pearce/West 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 five or more citations in one year will 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 zones, no parking zones, parking on grass and sidewalks	\$25.00
Blocking access to dumpsters	\$25.00
Improper display of a parking 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 angled 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 Police and 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 \$1000.00 or more or a hit and run shall be reported by the driver(s) involved to the Police and 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 such vehicles 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 roads, on grass, and in Tow-Away zones). This also applies to abandoned vehicles.

Double Parking

A vehicle is considered to be double parked if it occupies more than one parking space or is parked beside a vehicle already parked along the curb.

Appeals

If students wish to appeal parking/traffic citations, 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 Assistant Dean of Student Services who will set up an appeal hearing with the Student Community Court.

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 put forth for consideration 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 offense.

Alcohol and Other Drug Policy

Methodist College is a community of people who learn, teach, work, play and grow together. As a community we recognize our obligation to each other to maintain an environment that supports us all. We encourage each member of our community to protect his/her own health and wellness. We set the following policy to protect the quality of our community.

Alcohol Policy: The use of alcohol by persons under the age of 21 is prohibited by state law. It is also illegal for persons of age to purchase or provide alcohol for anyone who is underage. Methodist College supports and upholds the state law. Because the overwhelming majority of our students are underage and because we support the mandate of the United Methodist Church, possession of any alcoholic beverage on campus is not permitted. Possession is defined as having an alcoholic beverage or its container on the student's person or among the properties owned or used by the student. Given probable cause, residence hall rooms may be searched.

The quality of our community life is very important to us. For this reason we will apply greater consequences for acts that are disruptive to the community and involve the use or possession of alcohol (and/or illegal drugs, see section below for policy definition of illegal drugs). Such acts include (but are not limited to) supplying alcohol to minors, acts of vandalism, destruction of property, disruptive noise, public drunkenness, regurgitation in shared living quarters or public places, verbal attacks, harassment, and acts of violence.

Other Drug Policy: Possession, use or sale of illegal substances is prohibited by federal and state laws. Methodist College upholds and supports the law. The prohibition against the use of drugs extends to the misuse and/or sale of prescription drugs including (but not limited to) Ritalin, Valium or Steroids.

Methodist College defines the possession of controlled or illegal substances as the presence of such substances or associated paraphernalia on the student's person, or among the properties owned or used by the student. Given probable cause, drug testing may be required of students.

Tobacco Policy: Out of concern for the well-being of all the members of our community and with awareness of the adverse health effects of exposure to secondary cigarette smoke, smoking is prohibited in all campus buildings. This prohibition extends to all hallways, lobbies, stairwells, restrooms, classrooms, laboratories and offices. Out of concern for the cleanliness and esthetics of our facilities, the use of smokeless tobacco is also prohibited in all these places.

Smoking and use of smokeless tobacco are permitted in private residential rooms only when all residents of the room *and* suite give permission. Any resident who does not wish to live on a hall where smoking is permitted in some rooms should speak to the Director of Residence Life. Efforts will be made to arrange for a completely smoke-free environment.

Consequences of Violations: For Methodist College students, the consequences of possession of an alcoholic beverage or container on campus are to attend a 3-hour alcohol education session *and* to write a 3-page paper from a list of topics provided at the education session. The alcohol education session will be at a time and place designated by the Dean of Students. Failure to attend and participate in the session or failure to complete the paper to acceptable standards will result in \$150 fine. This fine (and all fines referred to under **Consequences of Violations**) must be paid in cash or money order within 30 days of the citation. It is possible to reduce or eradicate the fines by doing community service at the discretion of the Dean of Students. Failure to pay the fines (or complete the approved community service) will result in a minimum of suspension and probation and a maximum of expulsion.

If a second violation of the policy against possession of an alcoholic beverage or container occurs (during anytime while being a student at Methodist College), the consequence will be a fine of \$75 and disciplinary probation. The offending student will also be required to undergo a substance abuse assessment and to complete any recommendations made by the counselor who does the evaluation. The substance abuse assessment may be completed on campus at the Counseling Center or off campus as arranged by the student and approved by the Dean of Students. Failure to comply will result in a minimum of

suspension and probation and a maximum of expulsion.

If a third violation of the policy against possession of an alcoholic beverage or container occurs (during anytime while being a student at Methodist College) the consequence will be a minimum of suspension and treatment and a maximum of expulsion.

Students who participate in acts that are disruptive to the community (see examples of such acts in **Alcohol Policy** above) and involve the possession or use of alcohol or other drugs (and/or containers or paraphernalia) will be subject to a \$100 fine for the first offense. They will also be required to complete the education and writing requirement described in the first section above. Second offenses during anytime at Methodist College will result in a \$150 fine, disciplinary probation and the requirement of the evaluation process described in the second section above. A third violation will result in a minimum of suspension and treatment and a maximum of expulsion. **Disruptive acts may also be violations of the Judicial Code and may carry additional penalties.**

Students who violate the community's policy against use or possession of drugs of abuse other than alcohol or associated paraphernalia will be subject to a fine of \$75 and a minimum of suspension or a maximum of expulsion, on the first offense. Such students also will be required to undergo a substance abuse assessment and to complete any recommendations made by the counselor who does the evaluation. The substance abuse assessment may be completed on campus at the Counseling Center or off campus as arranged by the student and approved by the Dean of Students. Given probable cause, students may be required to submit to drug testing at the discretion of the Dean of Students. A student refusing to submit to a drug test and/or release the results of such a test to the Vice President for Student Life will be subject to a minimum of suspension to a maximum of expulsion.

If a second violation of the policy against possession or use of drugs of abuse other than alcohol occurs (during anytime while being a student at Methodist College), the consequence will be a minimum of suspension and treatment and a maximum of expulsion.

Students who violate the community's policy against the use of tobacco (as defined above) will be subject to the minimum of a warning and probation and the maximum of a \$50 fine.

Resources for Help: We believe when concerns about substance abuse are addressed early and well, serious problems are less likely to develop. Methodist College provides counseling and treatment for our students, employees and their families who have substance abuse problems or are concerned about substance abuse in themselves or others. There is no fee for counseling services provided on campus.

The Counseling Center. The Methodist College Counseling Center is located in Sanford Hall. The staff includes a North Carolina Certified Substance Abuse Counselor. Counseling Center Services may be obtained by calling 630-7150.

Campus Minister. The campus minister is also eager to provide help and assistance. The campus minister's office is in Berns Student Center and can be

reached at 630-7157.

Employee Assistance Program. Methodist College provides free assessment and referral services for students, employees and their families through a contract with Cape Fear Valley Health Systems. To use this program call 609-3802 and ask for the Methodist College Employee Assistance Program Representative. Fees for many referral services are provided on a reduced or sliding scale basis.

We believe that our community's best interests are served by caring for our employees and students. Therefore, all inquiries about counseling or treatment are strictly confidential. No student or employee will ever be penalized for seeking or accepting assistance.

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. In addition to a fine of \$100.00, violators 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, assault, physical abuse, or verbal harassment of any person on the campus is prohibited. Assault is defined as a physical attack upon another and/or an attempt or threat to do harm to another. Unwanted physical contact by one person upon another may also constitute assault in certain situations. The minimum penalty for malicious assault is suspension. The minimum penalty for 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 found guilty of bias-related intimidation or harassment shall receive a minimum of a verbal warning and a maximum of expulsion.

Breaking and Entering

Forcible entry into an otherwise locked exterior door is prohibited and will not be tolerated. This procedure of gaining entry to a building or a room is considered "breaking and entering", an offense punishable under criminal law as well as under campus rules and regulations. Violators will be cited in the following manner:

first offense	\$ 50.00
second offense	\$100.00
third offense	\$200.00

In addition to the fines listed above, the student committing the violation will be charged the cost of repairs and shall receive a minimum of probation to a maximum of expulsion from the College.

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, interference with the judicial process, or failure to answer a subpoena or indictment. There shall be no contact by any individuals associated with a case with any Student Community Court Justices before or after the hearing. 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 or faculty/staff member shall receive a minimum of probation and may receive a maximum of expulsion from the College.

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 failure to comply shall receive a minimum of probation and may receive a maximum of expulsion.

Failure to Meet Health and Welfare Standards

This term shall be defined as failure to pass room inspections and pertains to the minimum health and welfare standards acceptable within the residence halls. Any student found guilty of violating this policy shall receive a minimum of probation and a maximum of removal from the residence hall.

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 are available on each floor and smoke alarms have also been installed in every residence hall living area (including individual rooms). It is a serious violation of College standards and state laws for students to tamper with fire protection equipment. In addition to a \$100.00 fine, 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, duplication, or unauthorized use of College keys is prohibited. Violators of this regulation 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. In addition to a \$100.00 fine, violators shall receive a minimum of probation and may receive a maximum of expulsion from the College. In addition, the violation will be reported to campus law enforcement officials. It should be noted that baseball bats may be perceived as weapons in certain situations.

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.

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 Department of Residence Life believes that the residence hall students at Methodist College are adults. With adulthood comes 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 11:00 A.M. to 1:00 A.M. Sunday through Thursday nights and 11:00 A.M. to 2:00 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 using full names in the lobby of the residence hall as well as escort them while they are in the residence hall.
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. In cases involving Methodist College students as guests, not only will the host be held responsible, the guest(s) will be also.
6. Consequences of visitation violations: any person not signing in/out a visitor—\$25.00 fine; any student failing to escort his/her visitor or be escorted — \$25.00 fine; students checking their guest(s) out one to ten minutes late after visiting hours—\$20.00; beyond ten minutes late during the academic year, a student will face judicial action. Penalties range from a minimum of disciplinary probation to a maximum of removal 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 Director of Residence 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 Residence 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 Director of Residence 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 roommates 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 Director of Residence Life must be given by the occupants of the room where the guest will reside.

All visitors must have their vehicles registered with the Public Safety 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 penalty of a \$50.00 citation per night. The guest will be escorted off campus. The student also forfeits overnight visitation of the same sex for the remainder of that semester or for a length of time designated by the Dean of Students.

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 address 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. Anyone may report a violation by filing an incident report or statement of complaint.

Alleged violations of these standards which take place in or around the residence halls will be forwarded to the appropriate Residential Area Coordinator. The Area Coordinator will hold an educational conference with the student(s) involved to discuss the incident. Based on this conference, the Area Coordinator may cite the student(s) for the violation, if appropriate, or may refer the incident to the Assistant Dean for Student Services for an investigation. Following the investigation, the incident is referred to the Student Community Court for action. In situations where the violation may result in suspension or expulsion, the incident is referred directly to the Dean of Students. Should the Area Coordinator be involved in the initial incident, the educational conference

will be facilitated by the Director of Residence Life.

Alleged violations of these standards which take place away from the residence halls will be forwarded to the Assistant Dean for Student Services. Thereafter, the same process is followed. In either case, 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 Vice President for Student Life/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 Services 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, by completing an Appeal Form, to the Assistant Dean of Student Services 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.
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 Student Services 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.

If the student fails to adhere to the sanctions imposed by the Review Board, additional disciplinary action will be taken.

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. the sanction that was given is inconsistent with the Methodist College Judicial Code;
3. the facts of the case would not convince a reasonable person of one's guilt.

In order to submit an appeal, the student must complete an Appeal Form, which may be obtained in the Student Life Office.

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 Community Court and/or the Dean of Students may place a student on 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 tuition and other 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. The student forfeits all tuition and other fees paid.

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. Alcohol and other drug fines must be paid within 30 days of the citation or the student faces additional disciplinary action.

Amounts	Violation
\$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	Violating quiet hours

- \$75.00 Scaling the outside walls of any residence hall
- \$25.00 Visitation violation—not signing in/out a visitor
- \$20.00 Visitation violation—not checking their guest(s) out under ten minutes late after visiting hours
- \$50.00 Visitation violation—beyond ten minutes late after visiting hours
- \$25.00 Visitation violation - failure to escort visitor or be escorted
- \$50.00 Not following proper check-out procedures from the residence halls
- \$25.00 Possession of incense, candles or items of like kind
- \$25.00 Failure to vacate residence halls for a fire or fire drill
- \$25.00 Illegal room change
- \$50.00 Yanking or pulling open locked residence hall exterior doors
- \$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 Possession of a ceiling fan
- \$100.00 Removal of personal property
- \$50.00 Breaking and entering - first offense
- \$100.00 Breaking and entering - second offense
- \$200.00 Breaking and entering - third offense

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 \$100.00 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 *Academic 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. Any student may register for nineteen or more semester hours upon approval from the Registrar or Academic Dean. An additional fee per semester hour is charged for each academic semester hour over eighteen. The maximum load for the summer term is eighteen semester hours and is twenty-four semester hours for the fall and spring semesters. These limits cannot be waived. Students violating these rules may be dropped from the excess classes by the Registrar and will not be entitled to any refund of 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.

Student-athletes who expect to miss classes due to scheduled athletic events 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.

Inclement Weather Policy

Determination of whether classes will be canceled and the College closed will take place by 6:00 A.M. for day classes and 3:00 P.M. for evening classes. The television and radio stations that will broadcast cancellations of classes include:

Television	Radio
WRAL-TV 5	WFNC-640 AM
WKFT-TV 40	WQSM-98.1 FM

WTVD-TV 11
WECT-TV 6

WFAI-102.3 FM
WKNL-95.7 FM
WRCQ-103.5 FM
WRAL-101.5 FM
WMTX-96.5 FM
WZFX-99.1 FM

Some stations broadcast only closing or delay announcements and will not broadcast announcements that classes will take place as usual.

When classes are being held, the decision about attending class rests with the individual driver. No student should attend class if he/she believes that driving conditions are too dangerous. If a student misses classes because of dangerous weather, no penalty will be imposed by the faculty; and the student will be allowed to make up any work missed. The student is, however, responsible for the material covered in all classes.

Transcripts

A transcript is the official College record of a student's 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 \$6.00 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 other students for information during a test or give other students information. Students may not talk to other students 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.

The Honor Board is appointed by the Academic Standards Committee, a committee appointed by the faculty and approved by the President. The committee chooses its own chairperson who will constitute as necessary hearing panels of two faculty members and one student. 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 a grade of 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. One wishing to allege a violation or dispute an allegation or penalty 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, designates the time and the place for the hearing, and notifies the parties involved.

2. The Academic Standards Chairperson informs the accused 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 accuser briefly describes the alleged offense and the penalty imposed.

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

5. The accuser 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 accused (or his/her representative) present evidence for the accused's position in the presence of the accuser 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 accused is not required to incriminate himself/herself. The accuser is permitted fifteen minutes to rebut.

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 finds in favor of the accuser (or adds additional penalties), the leader of the panel informs the accused 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 accused and to the Academic Standards Chairperson for the permanent file and states the reason for any change. The accused 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 Vice President for Enrollment Services 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, is occasionally subjected to prank calls announcing the presence of a bomb on campus. These calls have all been hoaxes at Methodist College.

Upon receipt of a telephoned bomb threat, it is the policy of Methodist College to evacuate buildings as deemed appropriate by the President or his designated representative. Because the evacuation of buildings creates a disruption of classes, each faculty member is to identify an alternate site in which to continue instruction. It is expected that classes will resume as soon as instructors and students have reached the designated alternate sites.

Any student, faculty, or staff member making a false report of a bomb will be subject to immediate and permanent expulsion or termination as appropriate.

Under North Carolina law making a false report concerning a destructive device is a felony punishable by a fine as determined by the court and by imprisonment for up to three years.

FUND RAISING POLICY

In order to maintain a proper communication link between faculty, staff, and student organizations regarding external or non-budgetary contributions for their programs, it is required that they get approval from the Office of Institutional Advancement before beginning their fund raising efforts. This includes direct solicitations of individuals, corporations, and foundations for both in-kind and cash gifts. Solicitations both on and off campus are not permitted without prior permission.

There are many instances in which the institution is working with an individual or organization about making gifts to the College, and therefore addi-

tional or uninvited requests might hamper the efforts of the institution to secure the gift. While we do not wish to discourage individuals or organizations from obtaining support for their program, we must have this form of a "clearing house" before seeking private gifts.

When gifts are obtained by departments, faculty, or staff, they must be directly related to an educational purpose. The College is not bound to accept any item, liquid or in-kind, that does not support the academic program. All gifts must be recorded through the Office of Institutional Advancement. If there are questions concerning acceptance or receipt of any gift, please contact a member of the Advancement Office before taking action. Not following such guidelines can result in the loss of non-profit status.

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 should 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 to any member of the Sexual Harassment Resource Team. 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 students; it may take place between students 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

Tanya Davis, residential area coordinator, (Weaver Hall, 630-7092/7205)

Kim Kincer, women's golf coach, (Player Center, 630-7180)

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

METHODIST COLLEGE SOCIAL RELATIONS POLICY

Social relationships (romantic, dating, other special relationships, 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, to include both students and staff members. 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 halls between such persons is prohibited.

3. Staff members should also be careful not to develop inappropriately close relationships with students or other staff members whom they supervise. Inappropriately close relationships are considered those in which the faculty/staff member has a special relationship with a particular student or staff member whom he/she supervises that would lead to a perception of favoritism.

Disciplinary action will be taken against faculty/staff members who violate the terms of this policy. Such action may range from a written warning to termination.

AFFIRMATIVE ACTION POLICY

Methodist College is a co-educational, liberal arts college governed by a Board of Trustees elected in part by the North Carolina Conference of the United Methodist Church. All practices of the College shall be consistent with its purpose and mission. The foundation for the educational programs and policies of the College is belief in God and the equal rights of all people.

In keeping with this belief, Methodist College is committed to the concept and practice of equal opportunity for all persons regardless of race, color, national origin, sex, age, religion, or disability. Therefore, Methodist College does not discriminate on the basis of any of the above characteristics in educational programs, admissions policies, financial aid, employment, promotions, pay, tenure, disciplinary action, layoffs, or termination of employment.

Methodist College aims to achieve a diversity of faculty, staff, and student body in order to provide an excellent educational experience for its students. In student recruitment and job appointments, efforts will be made to recruit and retain minority groups in the Methodist College community. When there are employment vacancies, Methodist College will use appropriate media and means to invite applications from all qualified persons.

The President of the College has ultimate responsibility for the affirmative action program. He/she delegates responsibility for development and operation of the program to an affirmative action officer and a standing committee representing administration, faculty, staff, and students. Responsibility for the implementation of the program, however, will be shared by all managers and supervisors.

All employees of Methodist College are expected to cooperate with the Affirmative Action Plan. Any employee who violates the principle of equal opportunity shall be subject to appropriate disciplinary action.

The Affirmative Action Plan includes a complaint procedure so that any current or former employee, applicant for employment, or student who has reason to believe he/she has been discriminated against may have his/her complaint heard and resolved.

Methodist College prohibits retaliatory action of any kind against any current or former employee, applicant for employment, or current or former student because that person made a charge, testified, assisted, or participated in any manner in a hearing, proceeding, or investigation involving discrimination.

An Affirmative Action Plan to implement this policy will be established and maintained. This plan will be disseminated to the Methodist College community in appropriate ways.

Functions of the Affirmative Action Officer

The responsibilities of the affirmative action officer shall include the following:

- A. Chair the Affirmative Action Committee.
- B. On an ongoing basis gather data on students, faculty, and staff from various officers on campus for the committee to assess in order to formulate a

profile and identify underrepresented populations annually.

C. Act as liaison with administration, faculty, staff, and students regarding affirmative action.

D. Process complaints of acts of discrimination against students, faculty, and staff, according to the grievance procedure.

Functions of the Affirmative Action Committee

The Affirmative Action Committee will fulfill the following responsibilities:

A. Review data regarding students, faculty and staff. Establish a profile of these groups and identify underrepresented populations.

B. Monitor the hiring, promotional, and compensation practices of the College to identify possible inequities.

C. Annually report to the President on the profile of underrepresented groups and goals.

D. Recommend to the President of the College a plan designed to improve identified inequities and assist in plan implementation as needed.

While it remains the responsibility of the administrators of their various areas to fill job vacancies, it is also their responsibility to insure that qualified individuals from groups previously underrepresented in the College community will be included in the pool of employment applicants. The Affirmative Action Committee will provide information and assistance in location of sources for achieving this goal.

This committee will also maintain a record of grievance complaints taken to the Affirmative Action Officer and assess the complaints to see if changes within the systems utilized by the College should be recommended to the President.

Grievance Procedure

A member of the faculty, staff, or student body who believes that he or she is the victim of discrimination should follow these steps:

1. Without fear of retaliation, discuss the matter with the affirmative action officer, who, if he or she deems it appropriate, will accompany the complaining party to visit the alleged discriminator. If a complaint cannot be resolved, the Affirmative Action Committee may be convened to seek a resolution.

2. If the complainant is not satisfied, the matter may be taken to the President of the College.

3. Complaints of discrimination regarding hiring should be taken directly to the President of the College.

4. Complaints against the Affirmative Action Officer should be taken to the President of the College.

Dissemination of the Policy

The Affirmative Action Policy will be placed in the *Faculty and Staff Manual* and the *Student Handbook*.

The Affirmative Action Officer will, at least once each year, meet with administrative officers and department chairs to discuss the Affirmative Action Policy, the role of the Affirmative Action Officer, and the Affirmative Action Committee. In addition, the Affirmative Action Committee will identify the profile of the faculty, students, and staff, in order to assure that each of these administrators is aware of the policy and the need to include underrepresented groups in the hiring process.

The Affirmative Action Officer will provide a copy of the policy and plan to anyone interested upon request.

The Affirmative Action Policy will be posted on the bulletin board where all job vacancies are posted.

The committee membership will include the Affirmative Action Officer (Vice President for Academic Affairs), two members of the Administrative Committee, two faculty members, five members of the staff, and one student. A full list of the membership is in the *Methodist College Directory and Current Information*.

POSTER AND FLYER POLICY

1. Posters, banners and flyers 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 Student Services before they are displayed.

3. The Assistant Dean of Student Services 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 Davis Memorial Library or Hensdale Chapel.

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 Student Services.

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 representatives 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 the 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 RECORDS

Methodist College notifies both current students and their parents of their rights under Section 99.6 of the regulations implementing the Family Educa-

tional Rights and Privacy Act of 1974, as set forth in this policy, by the publication of the annual *Student Handbook* and *Academic 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 Health Services 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.

Disciplinary Records

Methodist College handles disciplinary records differently than other educational records. Disciplinary records include all information regarding a student's violation(s) (alleged or actual) of the Judicial Code, investigative notes, and sanctions imposed upon the student as a result of such violation(s). Disciplinary records may be reviewed by the student but will not be released to the student. As a practice, disciplinary records will not be released to anyone without the student's consent. Disciplinary records will only be released to appropriate members of the Methodist College administration at the discretion of the Vice President for Student Life.

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

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 educational 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:

1. Cumulative Academic Records (including admissions records on accepted students)—Office of the Registrar—Registrar
2. Financial Records (no more than five years old)—Financial Aid Office—Director of Financial Aid
3. Placement Records—Office of the Career Services—Director of Career Services
4. Disciplinary Records—Office of Student Life—Vice President for Student Life
5. Medical Records—Health Clinic—Clinic Nurse
6. Occasional Records—The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review
7. Athletic and Directory Information—the Athletics Office—Director of Athletics.
8. 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.

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, one additional administrator 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.

Academic Grievance Procedure

Should a student have a grievance which is academic in nature (i.e. with a particular faculty member regarding a particular course, etc.), the student should complete a Methodist College Academic Grievance Form. Forms can be ob-

tained from the Registrar's Office or from the Student Life Office. Once the grievance form is completed by the student, it should be submitted to the faculty member involved; and the student and faculty member should meet to resolve the issue. If no resolution of the issue can be made at this stage, the student is encouraged to meet next with the faculty member's immediate supervisor. If this conference does not satisfactorily resolve the issue, the student may request a hearing with the Academic Standards Committee. Students who have questions regarding the Academic Grievance Procedure should contact the Assistant Dean for Academic Affairs. Students' academic complaints will not be heard unless this procedure is followed.

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

Whom to call....when you don't know whom to call

(When dialing from an outside line, use the prefix 630-and the four numbers listed below.)

Your Concern	Whom to see	Phone	Location
Academic Advising	Academic Advisor	7241	Berns
Academic Appeals	Chair, Academic Standards	7037	Trustees'
Academic & Social Success Program	Ms. Lori Bumgarner	7151	Aca. Dev. Center
Academic Services	Ms. Nicolette Starkie	7033	Aca. Dev. Center
Academic Probation	Ms. Nicolette Starkie	7033	Aca. Dev. Center
Academic Dev. Center	Ms. Lori Bumgarner	7151	Aca. Dev. Center
Academic Records	Registrar's Office	7036/7035	Administration
Adding/Dropping Courses	Registrar's Office	7036/7035	Administration
Airport Shuttle	Student Life Office	7152	Berns
Alumni Affairs	Ms. Summer Brock	7167/7200	Administration
Athletics	Mr. Bob McEvoy	7182/7175	Riddle Center
Attendance Issues/ Appeals	Dr. Bob Perkins	7037	Administration
Automobile Registration	Security	7149	South Administration
Books, supplies	Student Store	7165	Berns
Bills, Fees	Business Office	7012	Administration
Career Planning	Mrs. Lynley Asay	7279	Berns
Campus Ministry	Rev. Carl King	7157	Berns
CLEP/DANTES Testing	Ms. Lori Bumgarner	7151	Berns
Community Service Program	Rev. Carl King	7157	Berns
Counseling Services	Mrs. Darlene Hopkins	7150	Sanford
Declaring a Major	Registrar's Office	7036/7035	Administration
Emergency	Campus Police	1212	South Administration
Evening College	Ms. Linda Gravitt	7074	Trustees'
Food Services	Sodexo Marriott	488-2104	Berns
Grades	Registrar's Office	7036/7035	Administration
Graduation Requirements	Registrar's Office	7036/7035	Administration
Health Services	Mrs. Sandra Combs	7164	Berns
	Mr. Lew Schafer/ Mr. Ron Foster	7167/7156	Berns
Housing	Student Life Office	7152	Berns
ID card replacement	Security	7149	South Administration
International Students	Mr. George Blanc	7049	South Administration
Intramurals	Mr. Mike Sinkovitz	7161	Berns
Library Services	Librarian	7123	Library
Loans	Financial Aid Office	7192	Stout Hall
Lost and Found	Security	7149	South Administration
Mail Services	Post Office	7160	Berns
Medical Emergency	Resident Advisor/Area Coordinator		
	Ms. Sandra Combs/Mr. Ron Foster	7164/7156/7280	Berns
	Security	1212	South Administration

Whom to call....when you don't know whom to call

(When dialing from an outside line, use the prefix 630-and the four numbers listed below.)

Your Concern	Whom to see	Phone	Location
Overnight Guests	Resident Advisor		
Painting	Resident Advisor		
Parking Permits	Security	7149	South Administration
Placement, Job	Mrs. Lynley Asay	7279	Berns
Pre-registration	Academic Advisor/ Registrar's Office	7036/7035	Administration
Publications	Mr. Bill Billings	7043	Mallett-Rogers House
Refunds	Business Office	7012	Administration
Registration	Academic Advisor/ Registrar's Office	7036/7035	Administration
Residence Life Program	Residence Life Office	7152	Berns
Room Changes	Resident Advisor		
ROTC	SFC Eric Dawson	7693/7694	South Administration
Scholarships	Financial Aid Office	7192	Stout Hall
Student Activities & Organizations	Mr. Chris Ryan	7022	Berns
Student Concerns	Student Life Office	7152	Berns
Student Employment	Mr. Chris Ryan	7022	Berns
Student Government	Student Government Office	7108/7152	Berns
Study Abroad	Mr. George Blanc	7049	South Administration
Summer School	Registrar's Office	7036/7035	Administration
Telephone/Television Problems	Resident Advisor		
Teaching Materials Center	Mrs. Maureen Molter	7053	Trustees'
Tickets			
Parking	Security	7149	South Administration
	Business Office	7012	Administration
Others	Resident Advisor/Area Coordinator		
	Student Life Office	7152	Berns
	Registrar's Office	7036/7035	Administration
Transcripts & Transfer	Ms. Lori Bumgarner	7151	Aca. Dev. Center
Tutoring Services	Academic Advisor/ Registrar's Office	7036/7035	Administration
Undeclared Majors	Mr. Frank Orians	7174	Stout Hall
Veterans Affairs	Registrar's Office	7036/7035	Administration
Withdrawals			

Index

Academic Affairs	64	Contempt	55
Academic Calendar	4	Conviction in a Court of Law	55
Academic Development Center	11	Convocations	66
Academic Misrepresentation	69	Counseling/Psychological Services	9
Accessory to the Fact	51	Course Load	65
Accident Away from College	13	Crime Prevention Services	25
Affirmative Action Policy	75	Crisis Intervention	9
Aiding and Abetting	51	Cultural Events	15
Alcohol Policy	51		
All About Roommates	33	Damage Deposits and Assessments	36
Appeals, Grade	67	Demonstration and Peaceful Assembly	82
Appeals, Honor Board	70	Dining Services	16
Appeals, Judicial Code	61	Directory Information	79
Appeals, Parking	50	Disciplinary Probation	62
Appliances and Fire Hazards	41	Disorderly Conduct	55
Arson	54	Drug Policy	52
Assault	54		
Assigned Parking/Residence Halls	48	Educational Records Privacy Policy	78
Athletics	26	Eighth Semester Free Program	36
Attendance Policy	65	Emergency Number	24
		Emergency Services	13
Bias-Related Intimidation or Harassment	54	Escort Service	25
Bicycles	41	Evening College Terms	4, 5
Bomb Policy Statement	72	Expulsion	63
Breaking and Entering	55	Expiration of Parking Permits	47
Business Services	20		
		Failure to Comply with a Direction of College Official	55
Cable Services	35	Failure to Meet Health and Welfare Standards	56
Campus Calendar	14	False Vehicle Registration	46
Campus Offices	7	Fans' Code of Conduct	56
Campus Ministry Center	25	Financial Aid Services	19
Campus Recreation and Intramural Services	27	Fines	63
Canceling of Classes, Weather	65	Fire Evacuation Procedures	41
Career Services	12	Fire Protection	35
Chaperones	15	Fire Safety	56
Cheating	68	First Aid and Accident Policy	28
Check Cashing	20	Fund Raising Policy	72
Check-out Procedure	32	Furniture and Lofts	42
Chronic Illnesses	13		
Church and Civic Organizations	15	Gambling	56
Class Schedules	66	Grade Appeals	67
CLEP/DANTES Testing	12	Guidelines for an Appeal, Judicial System	61
Clubs and Organizations	29		
Community Resource Desk	35		
Community Service Program	26		
Community Service Work	62		
Computer Resources	38		

Index

Handicapped Decals	46	Payment for Tuition, Room, Board, and Fees	20
Harassment	54, 73	Peer Counseling	9
Health Services	12	Penalties, Honor Board	71
Hearing Bodies	60	Perjury	56
HIV Policy	71	Personal Counseling	9
Honor Board	69	Personal Cars	78
Honor Code	67	Pets	41
Hours of Campus Services	8	Placement of Parking Permits	46
Housing Communities	33	Plagiarism	68
Humanities Enrichment Series	15	Possession of Weapons	56
		Postal Services	19
ID Card Services	25	Poster and Flyer Policy	77
Illness Away from College	13	Privacy Policy, Educational Records	78
Immunization Requirements	12	Private Rooms	40
Inclement Weather Policy	65	Process, Honor Board	69
Injections	14	Programs and Services	7
Internet	38	Psychological Evaluation	62
Insurance	41	Public Safety Services	24
International Students	29		
Judicial Code	50	Quiet Hours	41
Judicial System	59	Refund Policy	21
Keys	37, 56	Registration	64
		Reimbursements	20
Laundry Services	36	Reporting of Accidents	50
Library Services	10	Requirements for Living in Residence Hall	32
Lion's Den	17	Reserved and Restricted Parking	48
Lost and Found	25	Residence Hall Association	35
		Residential Services	34
Maintenance Services	15	Residence Hall Housing Agreement	36
March F. Riddle Center for Physical Activities	18	Residence Hall Life	31
Meal Plan Options	17	Residence Hall Occupancy	40
Medical Information for Instructors	13	Residence Hall Room Entry and Search Procedures	42
Motorcycle Operation	47	Residence Hall Expectations	40
Motor Vehicle Assistance	25	Residence Hall Staff	31
		Responsibility for One's Actions	57
Newly Acquired Vehicles	46	Review Board	60
Non-Resident Overnight Visitation Policy	58	Room Change Procedure	40
		Room Decorations	42
Occupancy Over Breaks/Holidays	32	Room Inspections	43
		Room Paint Policy	42
Parking	45, 47	Room Search	43
Parking Rules and Regulations for Residence Halls	48	Roommates' Bill of Rights	34
Parking Appeals	50		
Parking Citations	49		

Index

Sanctions, Judicial Code	61	Welcome Center	24
Scheduling Campus Facilities	14	Whom to Call	87
Sexual Harassment	73	Withdrawal, Amount of Refund	20
Sexual Misconduct	57	Withdrawals	63
Shuttle Service	26	Written Warning	62
Skills Development Courses	67		
Social Relations Policy, Staff and Student	74		
Social Restrictions	62		
Special Diets	13		
Student Community Court	60		
Student Health and Accident Insurance	14		
Student Government Association Constitution	86		
Student Grievance Procedure	84		
Student Information Services	15		
Student Publications	30		
Student Responsibility	64		
Student Store Services	16		
Student Travel Policy	77		
Suspension	62		
Tally Center	28		
Telephone Service	35		
Temporary Permits	46		
Theft	57, 69		
Tobacco Policy	52		
Towing	50		
Traffic Violations	59		
Transcripts	66		
Trespassing	57		
Unauthorized Room Changes	40		
Use of Campus Facilities	14		
Use of Personal Cars for College Business	78		
Vandalism	57		
Vehicle and Parking Regulations	45		
Vehicle Operation	46		
Vehicle Registration	45		
Vending Machines	35		
Vice President for Student Life	60		
Violation of Sanction	59		
Visitation Policy	58		
Weapons	56		
Weather Conditions, Canceling Classes	65		



Notes

1	Student Center
2	Student Center
3	Student Center
4	Student Center
5	Student Center
6	Student Center
7	Student Center
8	Student Center
9	Student Center
10	Student Center
11	Student Center
12	Student Center
13	Student Center
14	Student Center
15	Student Center
16	Student Center
17	Student Center
18	Student Center
19	Student Center
20	Student Center
21	Student Center
22	Student Center
23	Student Center
24	Student Center
25	Student Center
26	Student Center
27	Student Center
28	Student Center
29	Student Center
30	Student Center
31	Student Center
32	Student Center
33	Student Center
34	Student Center
35	Student Center
36	Student Center
37	Student Center
38	Student Center
39	Student Center
40	Student Center
41	Student Center
42	Student Center
43	Student Center
44	Student Center
45	Student Center
46	Student Center
47	Student Center
48	Student Center
49	Student Center
50	Student Center
51	Student Center
52	Student Center
53	Student Center
54	Student Center
55	Student Center
56	Student Center
57	Student Center
58	Student Center
59	Student Center
60	Student Center

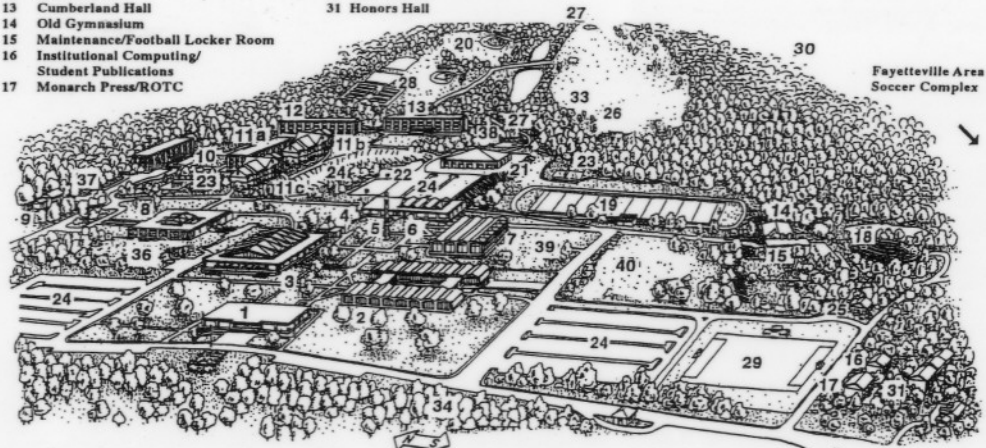


Notes

61	Student Center
62	Student Center
63	Student Center
64	Student Center
65	Student Center
66	Student Center
67	Student Center
68	Student Center
69	Student Center
70	Student Center
71	Student Center
72	Student Center
73	Student Center
74	Student Center
75	Student Center
76	Student Center
77	Student Center
78	Student Center
79	Student Center
80	Student Center
81	Student Center
82	Student Center
83	Student Center
84	Student Center
85	Student Center
86	Student Center
87	Student Center
88	Student Center
89	Student Center
90	Student Center
91	Student Center
92	Student Center
93	Student Center
94	Student Center
95	Student Center
96	Student Center
97	Student Center
98	Student Center
99	Student Center
100	Student Center

KEY

- | | | |
|---|---|--|
| 1 Horner Administration Bldg. | 18 O'Hanlon Memorial Amphitheater | 32 Police & Public Safety |
| 2 Trustees' Classroom Bldg. | 19 Football Field/Track/Press Box | 33 Richard L. Player Golf & Tennis Learning Center |
| 3 Reeves Auditorium/Fine Arts Bldg. | 20 Shelley Baseball Field/Athletic Fields | 34 Joe Stout Hall (Enrollment Services) |
| 4 Hendale Chapel | 21 March F. Riddle Center/Athletic Offices | 35 Medical Science Bldg. (Physician Asst. Program)/Family Medicine Clinic/College Centre Office Park |
| 5 Yarborough Bell Tower/Jones Carillon | 22 Basketball Court/Fannie Farmer Park | 36 Math & Computer Science Building |
| 6 Berns Student Center/Cafeteria | 23 Student Entertainment Complex | 37 Academic Development Center |
| 7 Davis Memorial Library | 24 Parking | 38 Student Recreation Center |
| 8 The Science Building | 25 Mallett-Rogers House/Public Relations/Church & Community Relations | 39 Library Annex |
| 9 The President's Home | 26 Golf Driving Range | 40 Walter & Margaret Clark Hall |
| 10 Weaver Hall | 27 Pauline Longest Nature Trail | |
| 11 a Garber Hall | 28 Tennis Courts/Softball Field | |
| 11 b Pearce Hall | 29 Soccer Field/Field House | |
| 11 c West Hall | 30 Golf Course | |
| 12 Sanford Hall | 31 Honors Hall | |
| 13 Cumberland Hall | | |
| 14 Old Gymnasium | | |
| 15 Maintenance/Football Locker Room | | |
| 16 Institutional Computing/Student Publications | | |
| 17 Monarch Press/ROTC | | |



FEBRUARY '99

METHODIST COLLEGE FAYETTEVILLE, NC

35 32

