



METHODIST COLLEGE

STUDENT HANDBOOK

..... AND

ACADEMIC PLANNER

• 2003 - 2004 •



Office of Student Development & Services
5400 Ramsey Street
Fayetteville, NC 28311-1498



The College Seal

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

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

Alma Mater

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

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



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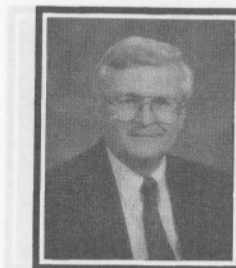
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Dear Students:

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

In order for the maximum benefit of our life together to be realized and for the truest sense of community to be achieved, there must be a commitment from all members to “make it work.” We are committed to making Methodist College a good community for you. We need your help to make it a good place for everyone. Your comments and suggestions regarding ways to improve our community are welcome. Please share them with the appropriate faculty and administrator. I am always willing to meet with any student or group of students to consider how we might make MC a better place.

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

Sincerely,

M. Elton Hendricks
President



Dear Students:

Welcome or welcome back to Methodist College. It is great to have you on our campus as a new or continuing member of a very special community of students, staff and faculty that helps to make our college a very special place to live and grow.

Our motto in Student Development is *To Serve and To Develop*. This statement signifies that all of us, in the Student Development and Services Community, are committed to making your time at Methodist College one of both academic and personal growth. Our primary goal is to complement your curricular education by providing you with varied and numerous opportunities for extracurricular personal development.

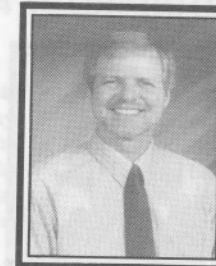
I also hope that you will fully utilize the many support services that we provided. All of our customer-oriented programs are designed to provide you with the assistance that you need to deal with many of the challenges faced by today's college students and to help you make the most of your college experience.

National studies have shown that students who properly balance their time in college between curricular and extracurricular activities are normally better prepared to deal with the challenges college life and life after college. I encourage all of you to make the most of your time at Methodist College and to commit yourselves make a positive difference in our community; you will be all the better for it.

Please know that you are welcomed to stop by my office for a friendly visit, or with any concerns you may wish to share. On behalf of the Student Development and Services staff I would like to wish all of you great success this year. We look forward to living, learning and growing together with you.

Sincerely,

George Blanc
Vice President for Student Services
Dean of Students



Dear Prospective Methodist College Graduate:

On behalf of the faculty and academic staff at Methodist College, I am pleased to extend our warmest welcome and to wish you a rewarding educational experience. It is my sincere hope that you will strive to take full advantage of the unique combination of academic, spiritual, and social opportunities Methodist College has to offer.

You will find that the academic programs at Methodist College can be custom-tailored to meet a variety of individual needs. They have been designed to coordinate the strongest features of a traditional liberal arts core with the realities of modern career, professional, and graduate preparation.

Please feel free to seek us out if we can be of assistance to you as you continue your academic career at a challenging new level. We are here to serve you as you seek guidance in that endeavor. In fact, I believe you will find that our faculty and academic staff are as interested in learning from you as you are in learning from us! Many of us have chosen to work at Methodist College precisely because we enjoy working with and learning from the diverse community of scholars who have made this college their academic home.

I wish you success as you pursue your academic goals at Methodist College.

Sincerely,

Dr. Philip C. Williams
Vice-President for Academic Affairs and
Dean of the College



Dear Fellow Students:

The Student Government Association welcomes all of you who are returning and those who are attending Methodist College for the first time. I hope you will have many great experiences throughout your career here.

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 the campus organizations and activities. We also would like to encourage you to use the Student Government Association as an avenue through which your concerns and suggestions can be met.

I would like to extend a personal invitation to each and every one of you to stop by the Student Government office in the union if you have any questions or concerns regarding the Association and the various committees. Also, if you have any suggestions, please bring them as well. We look forward to working with you this year.

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

Sincerely,

Danielle Smith
President
Student Government Association

2003-04 ACADEMIC CALENDAR

August 2003

16	Saturday	New resident students arrive
17	Sunday	Residence halls open for returning students
18	Monday	Registration
19	Tuesday	Classes begin at 8:00 A.M.
25	Monday	Advisee group meetings at 11:00 A.M.
26	Tuesday	Last day to add a class

September 2003

5	Friday	Last day to submit "Intent to Graduate" forms for December
8	Monday	Opening Convocation at 11:00 A.M.

October 2003

10	Friday	Midterm grades due in the Office of Registrar by 5:00 P.M.
13-14	Mon-Tues	Fall break (no classes)
27	Monday	Group meetings, Advisors in offices at 11:00 A.M.

November 2002

1	Saturday	Homecoming
3	Monday	Senior Preregistration begins
4	Tuesday	Junior Preregistration begins
5	Wednesday	Sophomore Preregistration begins
6	Thursday	Freshman Preregistration begins
7-9	Friday-Sunday	Family Weekend
12	Wednesday	Schedule Adjustment Begins
25	Tuesday	Residence Halls close at 5:00 P.M.
26-30	Wed-Sun	Thanksgiving Holiday
30	Sunday	Residence Halls open at 2:00 P.M.

December 2003

1	Monday	Classes resume at 8:00 A.M.
2	Tuesday	Last day to drop a class with <i>WP</i> or <i>WF</i>
		Day Classes End
3	Wednesday	Reading Day
		Last Day to Adjust Sprint Schedule
4-11	Thurs-Thurs	FINAL EXAMINATIONS
8	Monday	Senior grades (Day and Evening) due to Registrar by 9:00 A.M.
12	Friday	Baccalaureate service at 10:30 A.M.
		Graduation at 2:00 P.M.
		Residence halls close at 5:00 P.M.
15	Monday	All grades due to the Registrar by 5:00 P.M.

MC at NIGHT

Autumn Term I—August 11 - October 4, 2003
Autumn Term II—October 13 - December 6, 2003

2003-04 ACADEMIC YEAR CALENDAR

January 2004

11	Sunday	Students arrive/New Student Orientation Residence halls open for returning students
12	Monday	Registration
13	Tuesday	Classes begin at 8:00 A.M.
16	Friday	Advisee group meetings at 11:00 A.M.
19	Monday	Martin Luther King Holiday - No Classes
20	Tuesday	Last day to Add a class Last day to Drop a class without record
30	Friday	Last day to submit "Intent to Graduate" forms for May graduation

February 2004

2	Monday	Opening Convocation at 11:00 A.M.
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March 2004

5	Friday	Midterm grades due to Registrar by 5:00 P.M.
8-12	Mon-Fri	Spring Break
14	Sunday	Residence halls open at 2:00 P.M.
15	Monday	Classes resume at 8:00 A.M.
22	Monday	Group Meetings, Advisors in offices at 11:00 A.M.
29	Monday	Senior Preregistration begins
30	Tuesday	Junior Preregistration begins
31	Wednesday	Sophomore Preregistration begins

April 2004

1	Thursday	Freshman Preregistration begins
5	Monday	Awards Day
9	Friday	Good Friday (no classes)
11	Sunday	Easter
12	Monday	Drop/Add Schedule Adjustment begins
19	Tuesday	Last day to drop a class with <i>WP</i> or <i>WF</i> Day classes end
28	Wednesday	Reading Day

April/May 2004

29-6	Thur-Thur	FINAL EXAMINATIONS Senior grades (Day and Evening) due to Registrar by 9:00 A.M.
3	Monday	Baccalaureate service at 10:30 A.M. Graduation at 2:00 P.M.
8	Saturday	Residence halls close at 5:00 P.M. All grades due to Registrar by 5:00 P.M.
10	Monday	Physician Assistant Classes Begin

July 2004

9-10	Fri-Sat	Orientation
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MC at NIGHT

Spring Term I — January 5 - February 28, 2004

Spring Term II — March 8 - May 1, 2004

SUMMER SCHOOL

Day Term I — May 17 - June 12, 2004

Day Term II — June 14 - July 10, 2004 (July 4 — no classes)

Day Term III — July 12 - August 7, 2004

Evening Term IV — May 24 - July 17, 2004

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 undergraduate and graduate education firmly grounded in the liberal arts tradition that nurtures moral values and ethical decision making; to provide distinctive professional and graduate programs that complement the undergraduate programs; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

General Goals

Student-Oriented Goals

1. 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.
2. To attain an understanding of themselves and their social and physical world through a broad study of the liberal arts and an in-depth study of an academic discipline.
3. 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.
4. To acquire competence in written and oral communication and in critical thinking.
5. To acquire proficiency in common uses of personal computers.

Graduate Level Goals

6. To graduate master's level students who are competent in their academic discipline.
7. To graduate master's level students who are ready for the job market and/or are equipped to pursue further graduate training.

Other Goals

8. To attract, develop, and retain a faculty that strives for excellence in teaching, scholarship, professional service to the community, and service to the college outside the classroom.

9. To provide significant services and facilities to groups within the community and state.
10. To engage in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that result in continuing improvement and demonstrate that the college is effectively accomplishing its mission.

General Education/Core Curriculum Goals

Students who complete the General Education core will be able to demonstrate:

- a) The skills needed for advanced studies: in written and oral communication, mathematical reasoning, and the use of computers;
- b) Basic knowledge of the fine arts, fitness and wellness, humanities, mathematics, natural science, and social science; and
- c) The ability to think critically about complex subjects

Office of Student Development & Services Mission Statement

The Office of Student Development & Services 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. Philip C. Williams, 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 Development and Alumni Affairs: Mrs. Robin Davenport, the Director of Development is the chief administrative officer of the College in charge of development and fundraising. She 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 Development & Services and Dean of Students: Mr. George Blanc, the Vice President for Student Development & Services, is the chief administrative officer of the College in charge of student services. He 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, international student services and programs, 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	8:00 A.M.-9:00 P.M. 8:00 A.M.-5:00 P.M. 7:00-9:00 P.M.	Monday-Thursday Friday Sunday
Student Center	8:00 A.M.-12:00 A.M.	Daily
Student Government	Will be posted on the Association office door	Monday-Friday
Student Development and Services	8:00 A.M.-5:00 P.M.	Monday-Friday
Campus Ministry	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.-5:00 P.M. Available other times by appointment ONLY.	Monday-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.	Saturday
	5:00 P.M.-6:00 P.M.	Sunday
	(Dining Hall hours may be changed with notice)	
Snack Bar	8:00 A.M.-5:00 P.M. 8:00 A.M.-2:00 P.M.	Monday-Friday Friday
	(Snack Bar hours may be changed with notice)	
Library	7:45 A.M.-11:00 P.M. 7:45 A.M.-6:00 P.M. 11:00 P.M.-7:00 P.M. 1:00 P.M.-11:00 P.M.	Monday-Thursday Friday Saturday Sunday
Health Center	8:00 A.M.-1:00 P.M.	Monday-Friday
Riddle Center	1:00 P.M.-9:00 P.M. 9:00 A.M.-4:00 P.M. 7:00 P.M.-9:00 P.M.	Monday-Thursday Friday Sunday
	(Hours subject to change due to classes, athletic events, or practice)	
Bookstore	8:00 A.M.-5:00 P.M.	Monday-Friday
Post Office	8:00 A.M.-4:00 P.M.	Monday-Friday
Intramural Office	8:00 A.M.-10:00 P.M.	Monday-Friday
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

CENTER FOR PERSONAL DEVELOPMENT

Who goes to the Center for Personal Development? Only people who want to be the best they can be. People who are seeking to meet their highest potential are people who take advantage of the opportunity that the Center for Personal Development offers.

Counseling and Consultation

How often can you tell someone all that is on your mind and know that they will listen and not judge, not give you advice and not tell anyone else about what you said? Wouldn't it feel great to have someone's undivided and caring attention while you work through to your best solution? The Center for Per-

sonal Development's focus is to help students be successful in college, in careers, and in life in general. Anything that is a concern to you is an appropriate concern to bring to the Center for Personal Development. If our professional staff can't help you, we will help you find someone who can. Consultation services of the Center for Personal Development are also available to Methodist College faculty and staff.

Programs

The Center for Personal Development is a place where you can come to relax, meet friends, study, or just hang out. The Center for Personal Development sponsors a variety of group meetings which include: SUCCESS! a group of students dedicated to supporting each other in being successful student leaders, a relationship discussion group, Alcoholics Anonymous, Yoga and Meditation Class, and Women's Group. The Center hosts a variety of educational programs and offers meeting space to student groups. Also provided by the Center for Personal Development are excellent opportunities to gain training and experience in the human service field. Applications for work study and volunteer positions as Peer Counselors are always being accepted.

Books and Information

Every semester, peer counselors hold information booths in the Student Center to give students information on matters such as: time management, depression, eating disorders, chemical dependency, violence, abuse and stress management. Center for Personal Development's best kept secret: a social services research and lending library that makes writing social science research papers much easier. Also in the Center for Personal Development library are many self help books and audio tapes pertaining to issues facing college students today. The Center also maintains a well stocked literature rack that provides quick tips and facts about topics of interest.

Confidentiality

Secrets, concerns, sorrows, jublations, and worries shared between a counselor and a client are treated as confidential material in accordance with the standards of ethics and confidentiality established by the counseling profession. No information will ever be released to anyone, including parents or college personnel, without your written permission, unless your life or someone else's life is in danger. You can count on the confidentiality of the services provided by Center for Personal Development. You can even make a completely anonymous contact by calling the Center for Personal Development (630-7150) and asking to schedule a telephone session. At the scheduled time, you can call back and a professional counselor will listen to you without ever even knowing your name, if this is your preference. The Center for Personal Development also manages a contract with an outside agency which will provide students, staff, and faculty with three free sessions. You may contact them directly by calling 829-1733.

Staff

The center is run by a trained and licensed psychotherapist who has twenty years experience in assisting students and providing them with an opportunity to learn about themselves. The center employs an assistant director and graduate interns who are in the process of completing their masters degrees. Also employed are peer counselors who are a diverse group of people from different backgrounds. The peer counselors range from the traditional 18-22 year old residential student to the 30+ non-traditional evening student and are comprised of different ethnic backgrounds, including international students.

Peer Counseling

Peer counselors are carefully selected and trained by the Director of the Center for Personal Development. Peer counselors maintain confidentiality, provide supportive listening and solution finding counseling. Such counseling can be provided in the Center for Personal Development on a drop-in or appointment basis, however; most peer counseling happens outside the Center, informally, during class breaks, in the union, in the library or in the residence hall. Names and contact numbers of the peer counselors are posted around campus, or you can call the Center for Personal Development and request a list. Some students want to take advantage of peer counseling and others want to work as a peer counselor. Working as a peer counselor is great work experience for anyone planning a career in psychology, social work or criminal justice. Other students who want a chance to learn communication skills or a chance to be of service to the college community are also welcome. You can inquire by telephone or stop by and pick up an application packet.

Hours

Our official hours are from 8:00 am until 5:00 pm Monday through Friday for scheduled and drop-in appointments. Unofficially, counselors are available anytime you have a problem between classes, during lunch, during a crisis, and the middle of the night. You may call the Center for Personal Development and request a list of names and contact numbers of peer counselors. Or if you are a resident student, just ask your RA for the closest Residential Peer Counselor. The Residential Peer Counselors live in the residence halls and are available around the clock to students who need to talk. You may also call the Center for Personal Development after hours and you will get a message giving you information about how to get professional help in a crisis.

Location

The Center for Personal Development is conveniently located in Pearce Hall. Remember that you may call (630-7150) and schedule an appointment or talk anonymously.

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 majority of the library's electronic resources can be accessed both on and off campus by students. These resources include the Online Catalog and various databases for journal article searching including *Academic Search Elite*, *Lexis-Nexis*, various InfoTrac products, *Project MUSE*, and many others. Access is through a web browser. No special software is required, but a password, available from the circulation desk, is needed for off-campus access. Additionally, patrons can renew books, place holds and request Interlibrary Loans (ILL) online.

There are 43 computers for student use in the library. Of these, eight connect to a student's personal campus-wide computer work space (CAC) and eleven are for word processing only. Designated computers provide access to specialized resources in chemistry, English, athletic training, music, law, accounting and business. For complete information and links to resources, go to the Electronic Resources section on the library web site.

The library houses over 93,705 book volumes and over 1,656 video-recordings. For full-text sources students can select from over 5600 electronic journals and 22,000 e-books. Guides to materials in specific subject areas are on the web site.

Services available include: library orientation, research assistance, interlibrary loan, photocopying, and training in the use of library equipment. Equipment available in the building includes: microform reader/printers, audio/visual equipment, opaque projector, overhead projector, electronic MIDI keyboard, and scanner. Resources for visually impaired students include a book magnifier and a computer screen reader which provides voice output. Study options include: four group study rooms, six individual study rooms, lounge seating, individual carrels and large tables and areas set aside for Quiet Study. Rooms may be reserved. More information about the library can be accessed at <http://www.methodist.edu/library/davis.htm>.

Library Circulation Policies for Students

A current college photo ID is required to check out materials and to use some equipment. Students are responsible for any items checked out under their library barcode. Students should notify the library immediately if they lose their college ID card.

How to Obtain / Renew a Library Card

Student ID Validation

All student college IDs must have a current validation sticker. This sticker can be obtained during registration from security personnel or from the security office. It will have the current semester and year (i.e. Spring 2003). NO ID is valid until this sticker is affixed.

New students

- Obtain college ID from security during registration
- Go to the library to register for library services.

Returning students

- Update college ID card with current validation sticker.
- Go to the library to update library registration.

Loan periods (full details in circulation brochures)

Books and music scores = 28 days

Items on Reserve = in-house, overnight, or three-day

TMC fiction, non-fiction = 7 days

TMC professional = 14 days

TMC textbooks (education students only) = 14 days

TMC big books (education students only) = 7 days

TMC kits (education students only) = 7 days

Recordings/CDs = in-house use only

Multimedia CD-ROMs, art prints and maps = 7 days

CD-ROMs and floppy disks that accompany books = 28 days

Videos/DVDs = 1 day

Check-out limit = 25 items

Renewal limit = 2 times (renew by phone or through the online catalog, if material is not overdue)

Overdue materials and fines

Books & scores = \$0.10/day with 7 day grace period; fines accrue from due date. When the fine per item reaches \$2.80 a bill is generated. There is no grace period for the last due date for graduating seniors.

Multimedia CD-ROMs, videos, DVDs, big books, equipment = \$1.00/day with NO grace period; overdue notice is sent immediately and borrowing privileges are suspended. When the item is 10 days overdue, a bill for the cost of replacing the item plus fees is sent and general check out privileges are reinstated. **The \$1.00 fine per day CONTINUES to accrue.** Please

return these items on time or ask for a renewal.

Reserve materials = \$1 per day fine; Check out privileges are suspended until items are returned.

Materials over 28 days late

A bill is sent to the Business Office (replacement cost of item, \$5 restocking fee per item, and non-refundable \$5 billing fee per item) and charged to the student's account. The student receives a copy of the bill. The replacement cost of item and restocking fee are refunded when an item is returned.

Lost or damaged items

A fee is assessed for items returned damaged that are still usable. For damaged items that need replacement and for lost items the cost of purchasing a replacement and a \$5 restocking fee are charged.

If you report the damage or loss before the due date for the item, then a fine or billing fee is not assessed. You will be only be charged for the damage or loss.

Interlibrary loan

Materials borrowed on interlibrary loan are due back at the library on the date stated on the ILL borrowing slip. All check out privileges are suspended if an item is not returned by the due date, and administrative charges are incurred. Material requested but not picked up is also subject to a charge.

Suspension of check out privileges

Check out privileges for all materials (this includes reserves) are suspended for the following reasons:

- overdue interlibrary loan material
- overdue multimedia CDROM, video, DVD, big book, kit or equipment
- overdue reserve materials

ACADEMIC DEVELOPMENT CENTER

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 7:00 - 9:00 p.m. Sunday evening. Check the Method-

ist College web-site for up-dated tutoring schedules or pick up a schedule from the ADC. If the scheduled times are not convenient for students, we can arrange other times with tutors with advance notice.

Tutorials

The ADC has computer tutorials in Biology, Chemistry, 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.

Disability Services

If students require accommodations due to disabilities they must bring the appropriate documentation to the Assistant Dean of Academic Services in the Academic Development Center no later than the first week of classes during which the accommodations are required. Together students and the Assistant Dean will decide upon the modifications to be implemented.

*Please note that Methodist College cannot make accommodations retroactively.

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

www.methodist.edu/careerservices

The Office of Career Services, located in Room 11 of the Berns Student Center, is open to all Methodist College students and alumni. The office can assist students with career exploration through personal career counseling and computerized assessments such as eChoices, a comprehensive online career planning program. Services also include resume and cover letter development, preparation for interviews, information on graduate school, establishment of credential files, and listings for full-time, part-time and internship positions. Each semester, the Office of Career Services sponsors a variety of events including career fairs, on-campus recruiting, and workshops on a variety of

career-related issues.

Career Services Policies and Procedures

1. The office is open Monday through Friday from 8am to 5pm. Walk-ins are welcome during these hours. However, students with scheduled appointments will be assisted first.
2. Appointments are encouraged to ensure personalized one-on-one attention. Call 630-7279 to schedule an appointment.
3. To have a resume critiqued, students are encouraged to drop off their resume and an appointment will be set at that time to go over corrections. Typically, appointments are set one to two days after the drop off date.
4. Computers are available for career related use only (i.e. resumes, Internet job searches, career assessments, etc.).
5. Credential files can be established at the Career Services Center. They can be sent out at the student's request up to but no more than 10 employers or graduate schools of his/her choice. Please allow 2 days for processing.
6. A Career Resource Library is available to all students and alumni. You may check out up to 2 books at a time for one week. If books are not returned in a timely manner, you will be charged for the amount of the book.

The Office of Career Services is here to help students and alumni in the career planning and job searching process. Please visit us anytime to check out all of our resources. We look forward to helping you on the road to success!

HEALTH SERVICES

The Student Health Services Office located in West Hall provides the same health services for undergraduate and graduate students. The student health registered nurse provides medical services. Hours are 8:00 A.M. to 1:00 P.M., Monday-Friday, and Tuesday evenings from 6:00 P.M. to 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.

Student Health Services provides a broad range of medical services and can treat a wide range of illness and complaints 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.-1:00 P.M., 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

Students 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 (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.

A clinician in the student health services must evaluate students, who wish to obtain on-going injections such as allergy injections or Depo-Provera, 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 students will automatically be enrolled in the student accident and health insurance program. Please refer to the insurance brochure for additional information. All students **must** report to the Student Insurance Coordinator 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 Programs 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 Development & Services 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 Development & Services Office. Facilities in the upstairs floor of the Berns Student Center must be reserved through the Student Development & Services Office. Academic facilities are reserved through the Assistant Registrar. Riddle Center facilities must be reserved through the PAC Coordinator. Hensdale Chapel should be reserved through the Chaplain's office. Other facilities must be reserved through the Director of Community Relations. Forms must be completed for a facility to be reserved. If a public address system or special lighting is required, the form must be completed one week before the event.

Chaperones

All registered social events require one or more chaperones depending on

the type of activity and the number in attendance. The Vice President for Student Development & Services 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, 630-7094.

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 problems of heating, air-conditioning, or lighting in the residence hall should be reported. Because of the pride we take in our campus buildings and grounds, students' assistance is greatly appreciated.

STUDENT PUBLICITY SERVICES

The Public Relations Office, located in the Mallett-Rogers House Annex, makes a sincere effort to keep students' hometown newspapers advised of their accomplishments at Methodist College by sending out press releases. News of extraordinary achievements is sometimes sent to other media (i.e. the *NC Christian Advocate*) as well.

In order for the Public Relations Office to provide accurate information (i.e. names of students' parents) to the media, each student must complete a Student Information Form and update his or her file when changes occur. Student Information Forms are distributed to students by advisors during the fall semester each year; the advisors collect and forward these forms to the Public Relations Office. Students or parents can arrange to have copies of press releases sent directly to them or their hometown newspapers by phoning 630-7042.

News releases regarding the accomplishments of student athletes are handled by the Sports Information Director, who can be reached at 630-7172.

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 book slip. All book slips must be issued/approved at the Business Office at the start of each semester or term.

Schools supplies, Methodist College clothing, greeting cards, prepaid phone cards, faxes, and gift items are also available at the Student Store. Normal hours of operation are 8:00am - 5:00pm Monday through Friday. The store is also open during all Saturday home football games from 11:00 am - 3:00 pm.

Hours are extended the first week of each new evening term. Extended hours are Monday and Tuesday 8:00 A.M. - 8:00 P.M.; Wednesday, Thursday, and Friday 8:00 A.M. - 6:00 P.M.; Saturday 8:00 A.M. - 10:00 A.M.

Student Store Return Policy

1. Supplies: notebooks, pens, pencils, highlighters, etc. are NOT returnable.
2. Non-book items can be EXCHANGED only, with receipt and in original condition within 15 days of purchase.
3. Computer products and electronic items can only be returned if defective.
4. Book returns are as follows:
 - A. Books can only be returned during the same semester that they are purchased; do not purchase books too early.
 - B. Items removed from their shrink wrap will be discounted by 10%.
 - C. Books returned **BEFORE** the drop/add must be in the same condition as purchased and be accompanied by a receipt.
 - D. Books returned **AFTER** the drop/add must be in the same condition as purchased and accompanied by a receipt and a completed drop/add slip.
5. All Checks and Credit Cards **MUST** be in your name. If you are going to use checks or credit cards of a parent or spouse you **MUST** have a notarized letter giving you the authority to use their checks or credit cards.

REMEMBER!!

No Receipt-No Return or Exchange. SAVE YOUR RECEIPT!!

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 Blues Bash, Carnival, 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. China, glasses and silverware may not be removed from the dining hall. A "Meals To Go" program is offered to students who do not have the time to stay in the cafeteria to eat. Meals can be prepared for students with special dietary needs. Meal plan exemptions are made only in extreme circumstances.

All resident students with the exception of those in Cape Fear Commons and The Pines are required to be on the meal plan. For students in these two residences there are two reduced meal plan options (see meal plan options below).

Meal plans are designed for one student alone and can not be shared by two or more students.

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, will be open throughout the day Monday through Friday. "A la Carte" services are available in the "Lion's Den". Our feature concept in the "Lion's Den" are "Sunset Strips", a crispy chicken breast strip served in combo meals. A full line of sandwiches, French fries, cold drinks, candies, chips and other deli items are also available. Students may use cash or "Lion's Den" dollars included on their meal cards to purchase items at the "Lion's Den". Hours of operation will be determined by student purchasing patterns and will be posted.

Meal Plan Options

- With all meal plan choices, the student is limited to one meal per meal period.
- "Lion's Den" Dollars can be used to buy a friend a meal in the cafeteria as well as the "Lion's Den".
- Additional "Lion's Den" Dollars can be purchased at the business office. (\$25 minimum is required).

The Monarch Choice - This plan features unlimited access to the main dining hall. Breakfast, lunch and dinner served 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. During dining hall hours, the meal plan allows recipients unlimited servings of any food item offered that day. is limited to one meal per meal period. The student can treat a guest to a meal in the cafeteria by using "Lion's Den" Dollars".

The Green and Gold Combo - Features limited access of **fourteen (14)** meals per week in the main dining hall plus \$100.00 "Lion's Den" Dollars (per semester). Your student ID card acts as your meal card. The \$100.00 is set up as a declining balance on your ID card.

This plan is the most flexible in that the student can get a meal in the "Lion's Den" if he or she misses the set meal hours in the cafeteria. The "Lion's Den" is open 8am till 5pm on weekdays.

The Commons Choice - This plan is only available to students residing in Cape Fear Commons or The Pines. This plan features limited access to **seven (7)** meals per week in the main dining hall plus \$50.00 "Lion's Den Dollars" (per semester).

The 75 Block Plan - This plan is only available to students in Cape Fear Commons or The Pines. This plan features 75 meals to be used for Breakfast, Lunch or dinner any day of the week. This plan offers great flexibility because you can eat 21 meals in one week or zero meals in one week according to your needs. When the 75 meals are gone you can purchase another block of 75 or pay the cash price at the door. Meals do not carry forward to the next semester.

Residence Hall and Dining Services

Fall Break

Saturday-Tuesday	October 11-14, 2002
Residence Halls:	Closed
Dining Hall:	Closed
Last Meal served:	Lunch at Noon, Friday 10/10/03
First Meal served:	Dinner at 5:00 P.M., Tuesday 10/14/03

Thanksgiving

Wednesday - Sunday	November 26- 30, 2003
Residence Halls:	Closed
Dining Halls:	Closed
Last meal served:	Lunch at Noon, Tuesday, 11/25/03
First meal served:	Dinner at 5:00 P.M., Sunday 11/30/03

All resident halls are closed during the Christmas break.

Spring Break

Monday – Friday	March 8-12, 2004
Residence Halls:	Closed
Dining Hall:	Closed
Last meal served:	Lunch at Noon, Friday, 3/5/04
First meal served:	Dinner at 5:00 P.M., Sunday 3/14/04

Easter Holiday/Good Friday

Friday – Sunday	April 9-11, 2004
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 12:30 P.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 2:00 P.M. Monday through Friday.

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

The Financial Aid Office is located in Joe Stout Hall and is open for operation Monday through Friday from 8:00a.m.- 5:00p.m.

All students who would like to be considered for financial aid **MUST** be enrolled full time per semester (at least 12 semester hours), and must complete the Free Application for Federal Student Aid (FAFSA) every academic year. The federal government strongly encourages the completion of the FAFSA on line at www.fafsa.ed.gov. The paper FAFSA can be obtained at the Financial Aid Office. To ensure **MAXIMUM** consideration for **ALL** types of financial assistance, the student must be in the process of receiving his/her first bachelor's degree, enrolled in at least 12 semester hours in the day program, making satisfactory academic progress (SAP) and have a demonstrated financial need (financial need is defined as the difference between the resources of the student and/or parent(s)/adoptive parent(s) and the cost of attending Methodist College). It is strongly recommended that students apply for financial aid as soon as the Federal income taxes are completed in the spring for the following fall and spring semesters. Financial aid is awarded on a first-come first-served basis.

Methodist College offers a variety of institutional, federal, and state financial

assistance. The awarding of financial aid can be merit based (academic or performance), or financial need AND academic based. Students may contact the Financial Aid Office or can refer to the Financial Aid Section of the Academic Catalogue for information regarding specific awarding policies and scholarship/loan guidelines. **Scholarship guidelines are subject to change from one academic year to the next. Students should contact the Financial Aid Office regarding their individual scholarship(s) for any changes. Students should also contact the Financial Aid Office regarding any changes in their status (marital, financial, etc).** Institutional financial aid is not available to students attending Evening College or to students enrolled in less than 12 semester hours. However, there may be limited federal money available (contact the Financial Aid Office for details).

Continuing students applying for financial assistance (institutional, state, or Title IV funds) are evaluated at the end of one full academic year to determine if they have met the institution's Academic Probation Policy and Satisfactory Academic Progress (SAP). These policies can be found in the *Methodist College Academic Catalogue*. Satisfactory Academic Progress (SAP) must be maintained for renewal of ALL financial aid.

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

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 checks 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 at (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, except 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 student's 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 after 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 residence hall 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 students have 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, 2003 are:

September 4, 2003	Evening Students/Term I
September 11, 2003	Day Students
November 6, 2003	Evening Students/Term II

The earliest scheduled pick-up dates for Spring, 2004 are:

January 29, 2004	Evening Students/Term I
February 5, 2004	Day Students
April 1, 2004	Evening Students/Term II

The earliest scheduled pick-up dates for Summer, 2004 are:

June 10, 2004	Evening Students
June 10, 2004	Day Students/Term I
July 8, 2004	Day Students/Term II
August 5, 2004	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

Effective August 1, 2000, Methodist College adopted the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. If a student withdraws from the college and is receiving federal Title IV funds, a federal refund 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. If no Title IV funds are involved, then only the Institutional calculation is performed. 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 college, 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.

Federal Refund Calculation

If a recipient of Title IV aid withdraws before completing 60 percent of the period of enrollment, the institution must calculate the amount of Title IV aid the student did not earn and return these funds to the appropriate sources. The amount of unearned aid equals the difference between Title IV aid that was dispersed or could have been dispersed and the amount of Title IV aid that was earned. This earned aid calculation is based on a percentage of the calendar days completed divided by the total calendar days in the enrollment period. Students withdrawing after 60 percent of the semester is completed are not eligible for a refund.

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 week 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	90.00%
3rd Week	75.00%
4th Week	70.00%
5th Week	65.00%
6th Week	60.00%
7th Week	55.00%
8th Week	50.00%
After 8th Week	0.00%

Board (cafeteria) charges will be prorated on a weekly basis from the first day of classes through the date of withdrawal. 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:

Unsubsidized Federal Stafford, Subsidized Federal Stafford, Perkins Loan, Federal Plus Loan, Pell Grant, FSEOG, Other Title IV Aid programs. 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.

Moving On-Campus During a Semester

Students who elect to move on-campus after the first two weeks of classes of the fall and spring semesters will be charged room and board on a pro-rated weekly basis. Residential Hall dues are not pro-rated. No pro-ration is done for Summer terms.

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, and an officer at the residence halls on both the north and south side of campus. The department provides an escort service twenty-four hours a day, as well as ID card and lost-and-found services. There is a Crime Prevention Officer and a Campus Safety 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.

Vehicle Operation

Pedestrians on campus have the right-of-way at all times. The speed limit on campus streets is 15 MPH. The speed limit within campus parking areas is 5 MPH. Speed limits on campus are strictly enforced. Police Officers are trained and certified in the utilization of speed detection devices. It is unlawful to transport passengers in excess of the number for which the vehicle was designed. It is unlawful to transport passengers in the open bed of a pickup truck unless the passengers are seated in the bed and tailgates is raised.

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.

Campus Emergency Phones

Methodist College has emergency phones strategically located throughout the campus to assist with both emergency and routine calls. Its

bright yellow casing can identify the emergency phone. The phone can be easily identified at night by the blue light at the top of the pole and a blue reflective sign with white letters above the phone. In event of an emergency, press the RED button. The phone will automatically announce your location and open a direct line to the Security Supervisor on duty for immediate assistance. For routine assistance (jump start, vehicle entry, etc.) please press the black button, which will connect you to the Welcome Center.

Escort Service

Student escorts are provided during the academic semester from 6:00pm until midnight. The Campus Crime Prevention Officer supervises the Escort Service. Escorts are provided to any location on campus. Community members should call the Welcome Center at 7098 to obtain an escort. If a student escort is not available, a Security Officer will be dispatched to your location.

Campus Safety Services

A Campus Safety Officer is on staff to provide safety advice and safety instructions to the campus community. The Campus Safety Officer is also responsible for all safety prevention programs. These programs include but are not limited to; fire safety device inspections/recommendations, personal accident investigations, community safety training classes such as Bloodborne Pathogens, First Aid, CPR, and the campus Drivers Familiarization Training Program. The Campus Safety Officer is also responsible for submitting recommendations to enhance the safety of this community to the Campus Safety and Security Committee. Community members may contact the Campus Safety Office at 630-7554 to report any personal accidents or to make any safety recommendations for the community.

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 30 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 within the residence halls. These programs include, but are not limited to, Operation I.D., Bicycle Registration, Crime Stoppers, Community Watch, Self-Defense classes for female students, and other campus safety and security initiatives. The Crime Prevention Officer is also responsible for recommending crime prevention initiatives to

the Campus Safety and Security Committee. Community members may contact the Campus Crime Prevention Office at 630-7487 to request services or to make recommendations for crime prevention efforts within the community.

ID Card Services

Student, faculty, and staff identification (ID) cards are issued at the Public Safety Office Monday through Friday from 8:00am until 5:00pm. Hours of operation are extended to 8:00pm *during the Evening College registration period only* to provide an opportunity for those community members who are unable to arrive prior to 5:00pm to acquire an ID card. Any of the below listed forms of identification are sufficient evidence to verify your social security number.

- A Social Security card or a receipt from the Social Security Office
- A valid Military ID card with your social security number displayed.
- A valid State Drivers license with your picture and social security number displayed
- A valid State ID card with your picture and social security number displayed

There is no cost for your initial card; however, there is a \$5.00 charge for a replacement card.

CAMPUS MINISTRY CENTER

Methodist College is committed to helping each student grow physically, mentally, socially, and spiritually. Recognizing that spiritual well being is important to personal growth, the college offers a diverse religious life program.

Different denominations are present at Methodist College. As a unifying principle, these groups appeal to the Apostle Paul's confession that "there are many gifts, but one Spirit." Each Christian group is expected to explore its individual identity as well as to share with the other groups in the common ministry on campus.

Ongoing campus ministry activities include weekly worship service at 11:00 A.M. on Wednesdays, Bible studies, prayer groups, Holy Communion, fellowship meals, spiritual growth retreats, forums and open discussions, and community service projects. The Campus Ministry Center sponsors a peer ministry program as well as occasional domestic and international mission teams. Seasonal campus ministry events include a Christmas Moravian Lovefeast, the community Thanksgiving Service, and Holy Week and Easter Sunrise Services.

Chaplain Benjamin Wells (630-7157) coordinates the religious life program along with the student religious organizations. Groups of a religious na-

ture inform the chaplain of their meeting times. Groups must also receive permission from the chaplain's office to use Hensdale Chapel. The Campus Ministry Office seeks to serve all students, faculty, and staff, while the Chaplain is available to all as counselor and guide.

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 Assistant Dean for Student Services is responsible for developing the volunteer services program, and works closely in this task with local agencies that need assistance. The Interdisciplinary Course—IDS 105—offers students the chance to 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.

ATHLETICS

A primary goal of the Department of Athletics is to provide positive, enriching programs that complement and reinforce the educational pursuits and academic success of student-athletes. We subscribe to the philosophical statement of the NCAA Division III 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 USA-South Athletic Conference and National Collegiate Athletic Association (NCAA) Division III. Our track team participates in the Mason Dixon Conference. Both the conference and NCAA regulations prohibit athletic scholarships. The College offers cheerleading for men and women, dance, 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, volleyball, and lacrosse.

CAMPUS RECREATION AND INTRAMURAL PROGRAM

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 minor 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 theories 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 leadership forums led by guest speakers. Scholarships are available for selected students pursuing a leadership minor. An outstanding Junior leadership minor is recognized each year with a \$500 award.

For further information, contact Dr. Suzan Cheek, T-120 or 630-7070, scheek@methodist.edu; or Dr. Drew Ziegler, T-227, 630-7488, aziegler@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 Development and Services. 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. The most current club listing is maintained on the College's web site (www.methodist.edu).

Accounting Club

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

Mary Kirchner, 630-7048

African-American Cultural Society

The African-American Cultural Society is an organization working for better campus relations between people of all backgrounds. The association encourages all students to become involved in those issues affecting equality and positive human relations within the campus community. Members are involved in community relations projects and campus programs, especially those acknowledging minority accomplishments.

William Walker, 630-7030

Alpha Chi

North Carolina Mu Chapter

Alpha Chi is a coeducational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Alpha Chi admits to membership students from all disciplines. To be eligible for membership, a student must be in the top-ranking 10 percent of the junior or senior class. The candidate should clearly understand that Alpha Chi is a national honor scholarship society, and that the candidate must seek to realize its ideals of truth and character not only for him/herself but in all campus relationships.

Linda Gravitt, 630-7074

Alpha Psi Omega

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

Paul Wilson, 630-7105

Alpha Sigma Lambda Lambda Epsilon Chapter

Alpha Sigma Lambda National Honor Society is a nonprofit organization devoted to the advancement of scholarship and to the recognition of nontraditional students continuing their higher education. The Society was established in 1945-1946 to honor superior scholarship and leadership in adult students. To attain chapter membership, the institution must be a regionally accredited college or university that offers two- or four-year degrees to nontraditional/adult students.

Linda Gravitt, 630-7074

American College of Healthcare Executives

The purpose of the Student Chapter of ACHE is to inform members, potential members, and others in the community of changes, programs, and benefits in the healthcare arena. It is also our purpose to provide students, medical practitioners, and faculty a forum for professional interaction and dialogue concerning issues in health services administration.

Michael Sullivan, 630-7591

Athletic Trainers Association

The purpose of the MC Student Athletic Trainers Association is in aiding in the recognition of the organization, aiding in the increase knowledge of the organization to the student body of Methodist College, aiding in the increased knowledge of the student athletic trainers, aiding in making our program appealing to the student body of Methodist College and incoming students, and aiding in the recovery of the student body and athletes of Methodist College.

Brandon Reynolds, 630-7177

Beta Beta Beta

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

Lori Brookman, 630-7128

Cheerleaders

The Monarch Cheerleaders are a co-ed team dedicated to the pride and tradition of Methodist College. The Cheerleaders cheer for football and men's and women's basketball. In addition, the Cheerleaders perform throughout the community. The Monarch Cheerleaders continue to maintain national recognition by demonstrating excellence at the College Cheerleading National Championships.

Rickey Hill, 630-7154

Christian LYFE Fellowship

LYFE ("Living Your Faith Ecumenically") is the model for campus ministry at Methodist College. The program recognizes the rich diversity of religious experience on campus. LYFE is rooted in scripture: "The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body" (I Corinthians 12:12 - NIV). As the church on campus, LYFE invites the community to "celebrate our diversity; affirm our unity," through Wednesday worship, Bible study, prayer groups, forums, debates, mission projects, retreats, and recreational activities.

Benjamin Wells, 630-7157

Circuit Players

The purpose of Circuit Players is to provide a community service by bringing both sacred and secular drama to local churches, organizations, and schools as a learning tool and entertainment. We also provide our theatre students with a lab for practical experience using what they've learned in their theatre classes.

630-7106

Collegiate Music Educators National Conference

The purpose of this organization is to make available to members opportunities for professional development; acquaint students with the privileges and responsibilities of the music education profession; provide all members with the opportunity to become acquainted with leaders in the music education profession through participation in programs, demonstrations, discussions, workshops, and performances planned by this chapter, the North Carolina Music Association and the Music Educators National Conference; assist the school in various projects throughout the year; and provide the opportunity to have contact with collegiate members from other schools.

Betty Neill Parsons, 630-7153

Commuter Student Association

Commuter Student Association is an organization designed to serve the concerns and interests of the Methodist College commuter student as they per-

tain to campus life. Membership is open and encouraged of all Methodist College students; day, evening, full- and part-time students. The Association is designed to provide information about all campus social events and current events, communication with regard to other clubs and organizations on campus, and campus spirit. Commuter Student Association welcomes all Methodist College students interested to participate and become involved in this organization.

Carla Raineri, 630-7139 and Cu Phung 630-7137

Computer Science and Mathematics Club

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

Shivappa Palled, 630-7133

Methodist College Concert Choir

The Methodist College Concert Choir is a select group of individuals chosen for their personality, moral character, and leadership qualities, as well as for their talent in music. The choir is well-known for its spirited rendition of many types of music. Past programs have included a country music medley with contemporary and popular selections, as well as a standard classical repertoire. Frequent tours of the eastern seaboard have taken the members from Connecticut to Florida. The choir has toured the Bahama Islands three times and in 1996 toured France, visiting St. Avold, Fayetteville's sister city.

Betty Neill Parsons, 630-7153

Crime Stoppers

The objective of the Methodist College Crime Stoppers organization is to provide students with an incentive to assist the Public Safety office in reducing and preventing crime. The Crime Stoppers program empowers community members to assist in reducing crime. If you have information regarding a crime that has taken place, or is in progress, please call Crime Stoppers at 630-PATROL (7287). Remember, we want your information, not your name or identity.

630-7149

Criminal Justice Association

The purpose of Criminal Justice Association is to foster fellowship of Sociology/Social Work/Criminal Justice majors; to educate and assist members in networking with the respected professionals in their field; to bring together students of Methodist College who are interested in the principles and procedures of the Criminal Justice System and who wish to encourage the advancement of professionals within that system; to promote and support programs within Methodist College and the surrounding communities that advance the prevention, detection and control of crime.

Larry Marshall, 630-7280 and Darl Champion, 630-7050

Delta Mu Delta

Delta Mu Delta is a national honor society in the field of business administration. Delta Mu Delta has a two-fold mission—to promote higher scholarship in training for business and to recognize and reward business administration students who have distinguished themselves scholastically. Membership requirements are as follow: be enrolled in business administration programs; be a candidate for the baccalaureate degree; have completed at least half the work required for the degree; have a cumulative grade point average of 3.2 or better; be in the top 20 percent of the class; and be of good character.

Robert Cooper, 630-7074

Fellowship of Christian Athletes

The Fellowship of Christian Athletes is a nationally prominent Christian organization and a popular group on the Methodist College campus. In addition to conventions and recreational events, regular meetings are held on Tuesday evenings at 9:00 pm, in the FCA room in the basement of Weaver Residence Hall. The purpose of FCA is "to present to students, athletes, and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church."

DeeDee Jarman, 630-7283

Lady Monarch Golf Association

This group is for women interested in golf. The group exists not only to promote and play golf, but also to serve the community through clinics, tournaments, and service projects.

Kim Kincer, 630-7180

Methodist College Golf Association

The purpose of the Golf Association is to run golf tournaments and represent the student body.

Jerry Hogge, 630-7144

Methodist College Gospel Choir

The Gospel Choir is designed to educate campus members about Christ through music and praise. The Gospel Choir sings during chapel service as well as at various churches and other places in the community. The choir is open to all persons who wish to participate.

Tanya Davis, 630-7092

Health Occupations Society

The Health Occupations Society is designed to support and promote interest in the study of Healthcare Professions. It is oriented to individuals interested in learning about the Health Professions. Membership is open to all Methodist College students who express an interest in the Health Professions, regardless of their major.

Margaret Folsom, 630-7127

History/International Studies/Political Science Club

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

Peter Murray, 630-7075

International Club

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

Magda Baggett, 630-7049

Kappa Delta Pi

The purpose of Kappa Delta Pi is to ensure professionalism in our future educational endeavors.

Elizabeth Belford, 630-7054

The Lector

The purpose of The Lector is to foster critical reading skills, cultural awareness, support of the arts, and community service. This purpose is extended to members of the Honors Program, as well as other students with similar interests and goals.

Jennifer Rohr-Walsh, 630-7076

Marketing Club

The Marketing Club is designed to be a group for all those who show an interest in marketing. Members will work on projects and provide various services throughout the year.

Sherri Schmidt, 630-7624

MC Scholarship Vocal Ensemble

The Methodist College Scholarship Vocal Ensemble (popularly known as "Rainbow's End" and/or Monarch Quartet) is a select group of individuals chosen for their personality, moral character, and leadership qualities, as well as for their exceptional talent in music. This group of auditioned musicians is well-known for its frequent performances of a variety of musical styles to wide and varied audiences in the area and state.

Betty Neill Parsons, 630-7153

Media Club

Students who are interested in working on the yearbook, newspaper or campus photography are encouraged to join the Media Club. Its purpose is to reward students for their efforts, services and accomplishments in all aspects of print media. Members must elevate the cause of mass communications by practicing journalism ethics and techniques, by reporting the truth objectively, and by allowing freedom of expression and exchange of ideas throughout the campus and community. Membership requires that the student be active on a student media staff and/or communications major.

Lindsey Stevens, 630-7292

Methodist Men's Volleyball Club

The purpose of the Volleyball Club is to extend the interest, play, and achieve a higher learning for men's indoor volleyball at any level of play.

Pat Fountain, 630-7688

Monarch Playmakers

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

Paul Wilson, 630-7105

National Residence Hall Honorary (NRHH)

This organization provides recognition for those students living in the residence halls who have exhibited exceptional leadership and service to the advancement of the residence hall system at Methodist College, and to promote activities which encourage leadership qualities in residents. This national organization recognizes the top 1% of student leaders on campus and inducts students to their organization twice a year.

Sherry Ingram, 630-7242

Novelties

Novelties is a club which provides cultural stimulation, encourages creative expression, and promotes a sense of community among English, Writing, and Communication majors/minors, as well as other students interested in English.

Nancy Alexander, 630-7695

Omicron Delta Kappa

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

Cu Phung, 630-7137

Outdoor Adventure Club

The Outdoor Adventure Club activities and excursions are designed to be exciting and educational, allowing participants to explore nature, learn and share skills, develop leadership traits, but most importantly to have fun. Activities include, but are not limited to: skiing, scuba diving, hang gliding, kayaking, white water rafting, windsurfing, mountain climbing, repelling, sailing, and sky diving.

Mike Sinkovitz, 630-7161

Pep Band

The Pep Band is open to all students on campus. This ensemble performs throughout the football and basketball seasons. If enough students are interested in participating a Marching Band will be formed in addition to the Pep Band. Students participating in the Pep Band may receive a scholarship.

630-7101

Peer Counselor Association

The Peer Counselor Association is open to all people who wish to learn more about counseling and advising techniques, as well as those who just want to help around campus. There are different workshops that will be held for members and other students throughout the year.

Darlene Hopkins, 630-7150

Phi Alpha

Eta Rho Chapter

The Phi Alpha Honor Society affords its student members fellowship with those dedicated to the promotion of humanitarian goals and ideals for which quality educational preparation is deemed imperative. Students and faculty involved in social work education foster high standards of education and invite into membership those who have attained excellence of scholarship and distinction of achievement as students in the social work major.

Deborah Murray, 630-7699

Phi Sigma Iota

Phi Sigma Iota is an international honor society for juniors and seniors majoring or minoring in foreign languages who have at least a B average in their entire college work and in all foreign language courses, have completed at least one course at the third-year level, and rank in the highest thirty-five percent of their class in general scholarship. The purpose of this honor society is stated in the motto: "To understand others is to understand oneself, one's culture, and one's heritage." The goal is to foster the learning of foreign languages as a means of achieving a better understanding among individuals and nations. Phi Sigma Iota awards scholarships, fellowships, and grants to deserving, ambitious, young undergraduate and graduate students, as well as faculty, to complete scholarly programs in foreign languages, literatures, and cultures. The Kappa Gamma Chapter at Methodist College was chartered in 1985.

630-7082

Pi Gamma Mu

The purpose of Pi Gamma Mu is to recognize academic research and excellence in the social sciences, identify students meeting membership criteria, and sponsoring students to submit original research to regional and national Pi Gamma Mu conferences.

Trevor Morris, 630-7078 and Jeff Zimmerman 630-7064

Professional Tennis Management Association - Club PTM

The purpose of Club PTM is to encourage and promote all aspects of the tennis industry. Club PTM is for all PTM majors that would like to learn more about the field, while putting on tournaments and doing various community service projects.

630-7484

Psi Chi

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

Donald Lassiter, 630-7081

Psychology Club

The purpose of Psychology Club is to support and promote interest in the field of psychology.

Don Lassiter, 630-7081

Residence Hall Association

The Residence Hall Association (RHA) is a collection of resident students who share a common goal to improve residential life. These students comprise their respective hall councils, which are governed by an executive board. The organization is committed to serving all resident students and providing them a means of communication with staff and administration. RHA serves as a catalyst for change and provides opportunity for leadership and fellowship through a variety of activities on and off campus. These activities include meetings, programs, retreats/conferences, committees and hall council functions.

Chris Wolfe, 630-7249

ROTC-Raider Team

The purpose of the ROTC-Raider Team is to provide adventure type training in an outdoor environment for ROTC cadets and to aid in the recruiting effort of non-cadets. Also, to instill in its members pride and esprit de corps through a variety of challenging team and individual events as well as organized civic and fund raising events.

SFC Eric Dawson, 630-7693

Show Choir

The Methodist College Show Choir...SYNERGY...is a group of individuals chosen for their personality, moral character, leadership qualities, as well as for their interest in and dedication to the performance of music. This group performs a repertoire of popular music with choreography and is accompanied by a variety of musical instruments.

Betty Neill Parsons, 630-7153

Sigma Omega Chi

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

John Sill, 630-7086

Sigma Tau Delta

The purpose of Sigma Tau Delta is to be literary, educational, and charitable. Sigma Tau Delta strives to confer distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies; provide, through its local chapters, cultural stimulation on college campuses and to promote interest in literature and the English language in the surrounding communities; foster the discipline of English in all its aspects, including creative and critical writing; promote good fellowship among its members; and exhibit high standards of academic excellence.

Nancy Alexander, 630-7695

Social Work Club

Students who are interested in or majoring in social work are encouraged to join the social work student organization. The student organization is autonomous, but is assigned a social work faculty adviser. Students elect officers, approve changes to the by-laws, and decide on their annual program of activities. Speakers, visits to social service agencies and job fairs, community service activities such as helping with food harvests for the food bank, providing holiday food boxes for families, and social events such as barbecues or picnics are among the activities. Dues are nominal and waived for anyone who can not afford them. The group meets weekly. Meeting times and locations are posted weekly on social work bulletin boards beside classrooms and faculty offices on the ground floor of the Trustees' Building.

Deborah Murray, 630-7699

Student Activities Committee

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

Chris Ryan, 630-7022

Student Council for Exceptional Children (SCEC)

SCEC is the Methodist College chapter of the Council for Exceptional Children (CEC). CEC is the largest international professional organization dedicated to improving educational outcomes for individuals with exceptionalities. Student CEC is the part of CEC which serve the needs of future professionals in special education and related fields. Student CEC membership is open to all students interested in making positive change in the lives of those with disabilities and/or who are gifted. Special education majors are particularly encouraged to join. SCEC membership offers opportunities for leadership and development, career advice, and peer support.

Jerrie Bundy, 630-7142

Student Education Association

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

Dr. Jaunita Heyward, 630-7051

Student Government Association

The Methodist College S.G.A. is composed of all full-time day students and evening students who choose to pay the activity fee. The association is governed by a constitution and directed by officers and senators elected by the student body. The purpose of the S.G.A. is to represent the students to the College administration and design programs to meet the needs of the students. All students are encouraged to participate in the programs sponsored by the S.G.A. and to provide new ideas for implementation. Meetings are held weekly and are open to all students.

George Blanc, 630-7155

Students In Free Enterprise

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

Jeff Zimmerman, 630-7064

Methodist College Young Democrats

The purpose of MCYD is to develop and promote the student body's interest in politics and to improve the student body of Methodist to promote inter-collegiate relations through involvement in local, state, and national politics and to increase participation and communication in their respective fields of study. Only active during election years.

Trevor Morris, 630-7078

Methodist College Young Republicans

The purpose of the MCYR is to promote the general interest of politics to the Methodist College community and to develop means of increasing involvement of the community in local, state, and national elections through participation, communication, and related activities. Only active during election years.

Trevor Morris, 630-7078

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. Methodist College offers an exciting blend of cultural heritage, which gives a unique character to the relationships and friendships between United States and international students.

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. Permission is only granted in demonstrated cases of severe economic hardship. 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 MEDIA

The Director of Student Media/Campus Photographer advises the campus newspaper, yearbook and student photography team.

The *smallTALK* is Methodist College's student-run newspaper. *smallTALK* holds three purposes:

- (1) to report the truth objectively;
- (2) to provide students the opportunity to learn and gain experience in mass communications skills ranging from writing, editing, layout design and advertising management;
- (3) to allow freedom of expression and exchange of ideas.

The role of the Director of Student Media with *smallTALK* is to advise without censoring, editing, or producing. The director should not modify a student's writing in risk of taking educational opportunity away from student reporters and thus damaging their rights to free expression.

The paper is produced once every two weeks, and is distributed to students, faculty and staff at no cost through various newspaper stands on campus. Subscription services are available to any person living off campus who is neither a present student nor present employee of Methodist College. The paper is affiliated with Associated Collegiate Press and College Media Advisers, Inc.

The *Carillon* is the student-run yearbook published once a year and delivered in the fall of the following year. Copies are available to students, faculty and staff and will be shipped to graduates at no charge.

The Director of Student Media hires both editor-in-chiefs, who in turn will hire section editors, photographers, staff writers, layout designers and ad managers. Both editor-in-chiefs receive a \$1,000.00 stipend (\$500.00 per semester) for their work on these publications. Other staff members will receive work-study money if they qualify for the work-study program. The newspaper and yearbook staffs' two offices are located on the second floor of the computer services building.

The student photography team assists the Director of Student Media/Campus Photographer. The student photographers help capture all events on campus for future reference and current publication use.

HOUSING & RESIDENCE LIFE

www.methodist.edu/residence

RESIDENCE LIFE

"Community of Opportunity"

Mission Statement

The Department of Housing and 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 Development & Services 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 for their first year 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 Housing and Residence Life, Hall Director/Assistant Director of Housing and Residence Life, Area Coordinators, Resident Directors, Residence Hall Maintenance Technician, 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.

Occupancy Over Breaks/Holidays

The residence halls remain open during fall break, Thanksgiving, and spring break. **All students must vacate the residence halls during Christmas 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 Housing and Residence Life office 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 Development & Services Office for assistance.

Checkin Procedure

Upon acceptance to Methodist College, the Department of Housing and Residence Life will require you to complete a housing contract, emergency key card and Room Condition Report. The housing contract establishes you as a full-time resident of the college. The emergency key card will contain any emergency information in regards to individuals of contact in case of an emergency, health concerns as well as codes for the keys that will be issued to you.

Upon receiving your assignment and keys, you will receive the Room Condition Report or RCR that is specific to your room/apartment. It is strongly suggested that you compare the condition of your room to the RCR. If there are any additions, please inform a Residence Life Staff member within 24 hours.

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 Housing & Residence Life Office. Students may contact the Director of Housing & 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 Housing and Residence Life within thirty days of vacating the residence halls. In the event that a student moves off campus or to another residence hall, personal items left in the residence hall room will be stored for two weeks. After such time the items will be dispersed. Methodist College assumes no liability for belongings left in the room after the student has checked out or items discarded.

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

Weaver Hall	All Rooms Rooms 101 and 104-108	Female Health & Wellness
Pearce Hall	First Year Experience	Coeducational
West Hall	Priority Given to Upper Classmen	Coeducational
Pines Apartments	Priority Given to Upper Classmen	Coeducational
Cape Fear Commons Apartments	Priority Given to Upper Classmen	Coeducational
Cumberland Hall	All Rooms	Male
Sanford Hall	All Rooms Rooms 101-119	Male Health & Wellness
Garber Hall	Priority given to upper classmen Rooms 101-117	Male Health & Wellness

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 students are encouraged to participate in special health and wellness programs provided by Housing & Residence Life.

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. Ex-

perience 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 & OPPORTUNITIES

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, vacuumes, DVD'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)

The Residence Hall Association (RHA) is a collection of resident students who share a common goal to improve residential life. These students comprise their respective hall representatives, which are governed by an executive board. The organization is committed to serving all resident students and providing them a means of communication with staff and administration. RHA serves as a catalyst for change and provides opportunities for leadership and fellowship through a variety of activities on and off campus. These activities include meetings, programs, retreats/conferences, committees, and hall council functions.

National Residence Hall Honorary (NRHH)

This organization provides recognition for those students living in the residence halls who have exhibited exceptional leadership and service to the advancement of the residence hall system at Methodist College, and to promote activities which encourage leadership qualities in residents. This national organization recognizes the top 1% of student leaders on campus and inducts students to their organization twice a year.

Telephone Service

Methodist College provides local telephone service in each residence hall room through Sprint. The College provides a phone line and voice mail in each room. Each room will be assigned a phone number which will be in operation when students arrive in the fall.

Time Warner Cable Television Services

Each room is cable-equipped with basic cable channels, which is included in room fees. 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 or not evacuating the building will receive a \$100 citation and face judicial action.

Vending Machines

Vending machines for soft drinks 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 Development & Services Office.

Laundry Services

Washing machines and dryers are available in each residential area. 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 Development & Services Office. The College is not responsible for damaged items due to misuse of machines.

Residence Hall Housing Application/Contract

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

Damage Deposits and Assessments

Methodist College requires that a damage deposit of \$100.00 be posted by every resident student of the College. This deposit is held in escrow to cover the costs charged for damage to the student's room or to public areas of the residence halls. 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 Housing and Resi-

dence 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. There will be a \$5 minimum assessment for community billing charges. 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).

If a damage has occurred in a student's room, Housing & Residence Life along with the Maintenance staff will repair those damages. All damage charges (including labor charges) will be absorbed by the student(s) of that particular room. In some cases repairs will be done by an outside vendor which may increase the cost of repairs. An invoice with cost and labor charges will be provided upon request from the student. All damages will be billed to the student's account in the Business Office.

Listed below you will find the standard charges for damage assessments and replacement charges that commonly occur in the residence halls:

Mattress replacement	\$120.00
Not returning beds to original location or having beds disassembled	\$50.00
Room cleaning	\$25.00
Screen replacement	\$55.00
Painting of entire room (single wall in room)	\$175.00
Removal of furniture	\$25.00
Removal of personal property	\$50.00

Keys

Each student is issued keys to allow access to his/her residence hall. Students who lose a key or fail to return a key upon checking out of the residence hall will incur replacement fees. Key replacement costs are \$10 for the room key, \$50 for the front door key, and \$100 for changing the tumbler.

Lockouts

If a student is locked out of their room they should begin by attempting to contact the Resident Advisor on duty in their building. If they can not locate the RA or it is during the time that the RA is not on duty, students should follow

the following protocol:

- Contact the Resident Advisor in your building
- Contact the Area Coordinator/Resident Director of the building you reside in
- Contact the Area Coordinator/Resident Director on call
- Contact the central Housing & Residence Life Office (x7626)
- Contact the Student Development & Services Office (x7152)
- Contact the Welcome Center (x7098)

Anytime a staff member (RA, Residence Life Staff Member, Public Safety) unlocks a room, the student will be subject to charge. The first two times a student is locked out during the academic year there will be no charge. On the third and each lockout after that a student will be charged \$10.00. The \$10.00 charge must be paid within 30 days of the lockout to the Housing & Residence Life Office.

RESIDENCE HALL EXPECTATIONS

Residence Hall Occupancy

Room assignments are made by the Department of Housing and 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 \$100.00 room reservation fee during the spring reservation period. A specific reservation plan and schedule are announced by the Housing & 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 Assistant Director of Housing & Residence Life. Students may request a room change during the room change period. Other room changes after this period will be based on administrative decision. You must complete your move within 48 hours.

Unauthorized Room Changes

Unauthorized room changes are defined as those room changes that occur without properly following the room change procedure as stated above. Students who make an unauthorized or illegal room change are assessed a \$100.00 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

Private rooms are only available if space permits. 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 Assistant Director of Housing & 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 the Assistant Director of Housing and Residence Life. 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 Assistant Director of Housing & Residence Life. Students moving from a double occupant room into an open room will be charged a private room fee.

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 \$100.00 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. Each Residence Hall has the right to set its own specific quiet hours. Violators face a \$50.00 fine.

Visitation Policy

The Department of Residence Life believes that 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 Residen-

tial Area 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 guests out beyond ten minutes late during non-visiting hours —\$50.00 fine. After more than two visitation fines 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 Area Coordinator. 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 Office of Residence Life. 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 Area Coordinator. 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 Area Coordinator 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 stu-

dent will be held responsible for all fines incurred by his/her visitor.

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 and candles is prohibited. Ceiling fans, halogen lamps, and open-coil appliances (i.e. space heaters, hot plates, etc.) 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 in a 10 gallon tank or less) are to be kept in the College residence halls. There is a \$100.00 fine for having a pet in the residence halls. Students who violate this policy are also subject to paying for cleaning and exterminator fees.

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 and mattresses, 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 not paint their own rooms.

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 \$25.00 fine and administrative sanction.

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 in violation of this standard shall receive a minimum of probation and a maximum of removal from the residence hall.

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 petition 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 petition for search form by stating his/her "reason to believe" that a search is necessary to a residential coordinator or his/her supervisor, who may issue a petition to search. The form should specify the place to be searched, the reason for the search, the names of residents of the room.

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., alcoholic beverages, 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 petition to search form 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 Development & Services 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, the petition to search form is not 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 petition was issued.

7. Residents of the room need not be present for a room search to take place.

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 Associate Dean of Student Development & 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 for the state of North Carolina 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. A valid state vehicle registration certificate is required for each vehicle to be registered. Students may pay for their vehicle registration decal by check or cash at the Public Safety Office at the time they register their vehicle. Payment by any other method must be made at the Business Office and proof of purchase must be shown at the Public Safety Office when the vehicle is registered. **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 the first day the vehicle is brought on campus.

NOTE: STUDENTS WHO DESIRE TO REGISTER A VEHICLE ON CAMPUS BELONGING TO SOMEONE OTHER THAN THEMSELVES, OR A FAMILY MEMBER, MUST RECEIVE SPECIAL AUTHORIZATION FROM THE DIRECTOR OF POLICE AND PUBLIC SAFETY.

Vehicle Operation

Pedestrians on campus have the right-of-way at all times. The speed limit on campus streets is 15 MPH unless otherwise posted. The speed limits within campus parking areas is 5 MPH. Speed limits on campus are strictly enforced. Police officers are trained and certified in utilization of speed detection devices. It is unlawful to transport passengers in excess of the number for which the vehicle is designed. It is unlawful to transport passengers in the open bed of a pick-up truck unless the passengers are seated in the bed and the tail gate is raised.

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, or a student affixes a sticker assigned to one student on another vehicle.

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	\$100.00
One Semester Only	\$50.00

Evening Program

Entire Academic Year	\$40.00
One Semester Only	\$20.00

**Summer Session (regardless of session)	\$20.00
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.

Bicycle Operation

In an effort to reduce the incidence of disability and death resulting from injuries incurred in bicycle accidents, the State of North Carolina have passed a law that persons under the age of 16 are required to wear an approved protective bicycle helmet. In the interest safety for community members who desire to ride a bicycle on campus property, the **Campus Safety Committee** has issued a campus-wide alert as a reminder of the hazards that exist when riding a bicycle without protective headgear.

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. Exceptions: 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, and 2-hour parking is permitted in the visitors spaces in front of the residence halls.

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 large lot adjacent to Clark Hall and the Trustees' Building is reserved for commuter students, faculty/staff and visitors on Monday-Fridays 8:00 A.M. - 2:00 P.M.
3. The small lot at the south end of the Trustees' Building is reserved for faculty/staff.
4. The small parking lot between the Berns Student Center and the Library is reserved for faculty/staff
5. The small parking lot at the upper level of the Science Building is reserved for faculty/staff.
6. Loading areas should be used only for loading and unloading.
7. The street leading from the Berns Student Center to the Physical Plant is a fire lane, and parking is not allowed.
8. No parking is allowed in any area adjacent to or blocking a dumpster.
9. No parking is allowed in front of any residence hall.
10. No parking is allowed in any area marked "No Parking" or painted in a manner to restrict parking.
11. No vehicle may be parked in a manner that restricts traffic flow.
12. No vehicle shall be parked along curbs unless that curb is designated as a parking area.
13. Spaces marked in yellow in front of the residence halls are reserved 24 hours a day for "Resident Advisor Parking Only".
14. No parking is allowed in the spaces marked "Maintenance Vehicles Only".

Parking Around The Residence Halls

Each residential area has a lot adjacent to the building for students to park in. Resident students may park in any parking space which isn't reserved for Residence Life Professional Staff or Resident Advisors. All other spaces are open to any registered and valid permit holding resident students. All students must adhere to the following:

1. Students who have visitors must explain the parking policy to those visitors. If they are commuter students or non-student visitors, they must park only in the spots reserved for visitors. If there are no visitor spaces

available, guests are encouraged to park in the Student Union/PAC parking lot.

2. There is **no parking** on the curb in front of any residence hall at anytime for any reason. Service vehicles (i.e.- emergency vehicles, phone company, Time Warner, or campus maintenance vehicles) are the **only** exceptions!
3. Parking on campus and around the residence halls is a privilege. Students who park illegally around the residence halls will be issued campus parking citations.

Campus Parking/Traffic Citations

Parking regulations will be strictly enforced. **Violators of campus parking privileges and campus traffic rules and regulations who receive seven or more citations in one academic year will have their campus parking and driving privileges revoked for the remainder of that academic year.** In any case of suspension of driving privileges, the registration fee is not refunded.

Moving violations that are potentially dangerous, such as speeding and reckless driving, are subject to campus judicial action in addition to any campus citation fines levied. Such violations may also result in the issuance of a State Citation. Fines levied on Campus citations should be paid at the Business Office. Fines levied on State citations should be paid at the Cumberland County Courthouse.

Violations for which traffic citations may be issued include, but are not limited to:

No valid parking permit	\$50.00
Parking in a handicap space	\$50.00
Parking in a fire zone; near hydrant	\$40.00
Parking in driveways, tow-away zones, no parking zones, parking on grass or sidewalks	\$25.00
Blocking access to dumpsters	\$50.00
Improper display of a parking permit	\$15.00
Parking in a reserved space/lot	\$25.00
Parking along curbs; blocking traffic lanes; double parking	\$25.00
Reckless driving and unsafe movement (This includes but is not limited to: drag racing, scratching-off or "spinning wheels")	\$50.00
Exceeding a safe speed	\$50.00

NOTE: Community members who exceed the posted campus speed limit will be charged with "Exceeding a Safe Speed" as well as the graduated speed fine listed below.

0 - 5 mph over the speed limit	\$10.00
6 - 10 mph over the speed limit	\$25.00
11 - 15 mph over the speed limit	\$40.00
16 mph and Over	\$55.00
Stop sign violation	\$25.00
Displaying a mutilated and defaced permit	\$10.00
Displaying a counterfeit, stolen, or lost decal	\$45.00
False registration	\$45.00
Backing into an angled parking space	\$15.00
Parked in a visitor's parking space	\$30.00

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 Cumberland County Sheriff's 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. Methodist College also reserves the right to lock the wheels of any vehicle restricted from campus.

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 a community member wishes to appeal a campus citation written by a Public Safety officer for a traffic or a parking violation, they should obtain an appeal form from the Public Safety office. The appeal form and a copy of the citation must be returned to the Public Safety office within 72 hours, not including weekend and holidays, after the citation is written. **Appeals received after the 72 hour deadline will not be adjudicated.** Relying upon the campus distribution system or other avenues of delivery to the Public Safety office is not a defense for a means not arriving to the Public Safety office within the prescribed time. It is important that the information you provide is thorough,

factual, and truthful when writing your appeal. All appeals that meet the above deadline will be investigated by the Traffic Clerk and adjudicated by the Vehicle Regulations Board. The Vehicle Regulations Board consists of five community members and will meet twice a month in a closed session to review the appeals and make decisions based upon the information you provide in your written statement and other investigative findings. The community member will be notified by mail of the Board's decision. All decisions made by the Regulations Board are final.

NOTE: State citations issued by police officers are not subject to the campus appeals process and will be adjudicated through the Cumberland County Court System.

COMPUTERS AT METHODIST COLLEGE

Published by the Office of Institutional Computing 2004 first edition

This booklet is also available at the Methodist College website: <http://www.methodist.edu/oic/redbook.html>

The Computer Services Department of the Office of Institutional Computing exists to aid students in the utilization of computer resources on our campus. We seek to provide an open environment where the rights and sensibilities of all members of the academic community are respected. In order to facilitate this goal, we are committed to promoting ethical and responsible use and allocation of computer and network resources. Every student, faculty member, and staff person should read the Methodist College Computer Use Policy located at the end of this publication. ***Everyone who uses computer resources at Methodist College is bound by that policy and acknowledges its provisions by the act of using those resources and facilities.***

Frequently Asked Questions about Computing at Methodist College

We hope that the following questions and answers will give you an idea of what to expect when using a computer at Methodist College.

Q 1: What is McNet?

A: McNet is the college Internet access and E-mail system, carried by the fiber optic backbone that connects all permanent buildings on campus.

Q 2: I live in one of the residence halls. Do I need to have my own computer at Methodist College?

A: 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 Microsoft Windows, Internet access, 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. Students in all permanent residence halls are able to connect directly to McNet, using sockets in their rooms. The workstation in your room can emulate the CAC (Computer Assisted Composition) Lab in the Trustees' 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 anytime you wish.

Q 3: What kind of computer should I buy?

A: Computer Services recommends the following minimum computer configuration. A Pentium II class or better PC having a USB port, NIC (Network Interface Card), and Windows 98, ME, NT, 2000, or XP Professional/Home. Be sure that you ask about the Warranty and Technical support provided by the company you purchase your computer from. It is recommended that you get at least a 3 year warranty with on-site repair and parts. *No versions of Windows 95 are supported by Computer Services.* The computer/laptop must be fully functional. If your computer meets these specifications, you will be able to connect with McNet and receive the full range of internet and email services. However, there may be limitations encountered in the range of our campus services with operating systems released within the past 12 months. Also, if you have a Macintosh G3 or better that runs OS/8.1 or later, you should be able to connect it as well. We recommend that you buy a new Windows PC if you are going to connect to McNet, because we are a PC (as opposed to Macintosh) campus and the staff only has PC experience. PCs outnumber Macintoshes on our campus by about 100 to 1. You MUST have at least 64 MB of RAM and at least 100 MB of free hard drive space. You should also have a CD ROM drive and a 3½ inch floppy drive (A drive). We strongly recommend that you also bring an Uninterruptible Power Supply (UPS) to plug your computer into, and install some type of Antivirus software on your computer. You do not need a modem to connect to McNet.

Q 4: Can I buy a computer through Methodist College?

A: No. You can only purchase the Category 5 (CAT V) network cable, USB network interface card (USB NIC), or PCMCIA card (used in laptops) from the college bookstore. You should make your own arrangements to buy the computer before you come to Methodist or buy it from a local (Fayetteville area) vendor.

Q 5: I don't want to bring my computer to school on the airplane or bus. Can I have it shipped to the college?

A: Yes you can. You must notify Computer Services to expect the package. For insurance reasons, Computer Services must hold the computer as received. We will not break any packing seal. Once you arrive on campus, you should come to the Computer Services office with a picture I.D. We will sign the computer over to you as we received it. You should ship the computer to the following address:

**Attention: Sam Clark
Computer Services
Methodist College
5400 Ramsey Street
Fayetteville, NC 28311**

Q 6: How do I get an Internet account at Methodist College?

A: Methodist College provides students with the ability to send and receive E-mail as well as World Wide Web resources from laboratory computers and residence hall rooms. An account in your name is necessary to access the Methodist College Network (McNet). You will need to go to the Computer Assisted Composition (CAC) Laboratory in the Trustees' Building (T-244) to obtain an account.

Q 7: I am a resident student at Methodist College. To whom do I talk concerning hooking my computer up to get E-mail and getting on the Internet? How do I actually get my computer hooked up to McNet?

A: In order to get your computer hooked up, first you must go to the CAC lab in the Trustees' Building (T-244) to obtain an Internet account. You should have received an Internet Installation CD-ROM during orientation that gives you instructions on how to setup your computer for access to MCNET. If you did not receive it, please ask the lab attendant for an Internet Installation CD.

Q 8: What is this going to cost me?

A: There is no actual charge for your connect time to McNet. What you will pay for is the hardware to make the connection to MCNET. You may already have what is necessary. Most computers now come with a built in Network Interface Card (NIC). If you special ordered a computer and it didn't come with a NIC, you can connect a USB adapter to one of the USB ports on the back of your computer. You have a NIC if you can find a square port on the back of your computer that looks a lot like a modular telephone jack, but is slightly larger. If you already have a NIC and a CAT V patch cable, see question 7. If you have a laptop, you can use a PCMCIA card (refer to the instructions that came with your laptop). If you don't have either one, use a USB NIC adapter. You can purchase all of these items at the college bookstore. You can also purchase these items off campus, but be aware that some items are not compatible with McNet. To be on the safe side, buy them from the bookstore. After

you have those hardware items, just insert our Internet Installation CD-ROM into your computer and follow the instructions. The configuration that you do may require your original software CDs and/or diskettes as part of the installation and configuration. **You should keep the CAT V cable, NIC, and all floppy disks for your network interface card when you remove the computer from your room or move to another room. They belong to you. If you misplace them, you must purchase new ones.**

Q 9: What if I already have a CAT V cable, USB NIC or PCMCIA card (laptop) for my computer/laptop?

A: You will not have to purchase these items, but they must be compatible with the college network. See question 8.

Q 10: What can I do on the Internet?

A: You can send and receive E-mail and have access to the world of resources that resides on the 'net. Be careful, though, because anything as powerful as the Internet can get you into trouble. At Methodist College, Internet access is granted for **Educational Purposes Only**. Using campus systems and networks for commercial gain, or pornographic, racist, or abusive purposes is strictly prohibited. Good taste and discretion must be exercised on the Internet. You must not engage in any conduct that might hurt someone else. A good rule of thumb is, if in doubt, don't do it. Methodist College will under no circumstances be responsible for financial obligations incurred by students using the Internet facilities of the college.

Q 11: What if I already have an Internet Provider?

A: If you already use an Internet provider such as AOL, you will need a modem and a telephone line to dial into the Internet. You can use this system at Methodist College if you would like. 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).**

Q 12: What if I have a laptop computer?

A: As long as your laptop meets the specifications listed in question 3, you will be able to hook it up to McNet.

Q 13: Are there any restrictions concerning programs that I can run on my computer connected to McNet? How about Instant Messenger and Internet file sharing programs like KaZaA or Morpheus?

A: Read the MC Computer Use policy at the back. Such activities as using

services like Instant Messenger and the downloading of huge files from sites such as KaZaA, Morpheus etc, take big chunks of the bandwidth that you share with everyone else on McNet. We accept no responsibility as to how well or fast such programs run or whether they run at all. **We will not install, configure, or support any Instant Messenger services or file sharing programs, including AOL, Hotmail, KaZaA, Morpheus etc.**

Q 14: What sort of software resources do I have access to on the campus network?

A: As far as software resources you will Not have any access to download software. You will be able to access any document that you can access in the CAC Lab. You can also access many library resources.

Q 15: Do I have access to a laser printer on McNet?

A: There are laser printers in the CAC Lab and Library. You can print your documents on one of them whenever the lab is open. Of course, you can't use the laser printer from your room; you have to go to the lab or library.

Q 16: I sit down in my room in Weaver Hall to bring up my paper that I was working on in the CAC Lab but I can't because I don't have Microsoft Word or any of the Microsoft Office suite that is in the CAC Lab.

A: The software programs installed on the computers in the labs on campus can't be used across the network. Only data files you have created can be accessed across the network, but licensed software from the labs cannot be transferred. If you want to use Microsoft Word or any other licensed software program on your computer in your dorm room, you must purchase that software for your own use.

Q 17: What if I already have Word Perfect loaded on my computer?

A: Microsoft Word is the Methodist College word processing program of choice. That means that you will probably use Microsoft Word in the CAC Lab for word processing chores. If you use Microsoft Word in the CAC Lab, you will have to convert your document to Word Perfect format in order to access it in your dorm room. You can also save your documents in Rich Text Format (RTF) If you don't save your files in RTF, you can go back and forth between word processing programs, but it is cumbersome.

Q 18: I have Microsoft Office 2002, which has a different version of Microsoft Office from what you have in the lab. Won't that cause problems?

A: It can. If you save your documents in Rich Text Format (RTF) you should not have a problem. If you are having a problem, check with the CAC lab

assistant. He/she can convert your documents for you and/or show you the format to save documents in to move between versions.

Q 19: Can I copy programs to and from the network?

A: You must not try to install or copy program files to or from the network systems. This includes files that have an extension of .EXE, .CAB, .COM, .DLL, .OVL or .SYS. If you do, we will delete them immediately. If you don't know what we are talking about, you probably don't need to worry about this.

Q 20: What if I have a problem configuring my computer even with the Internet Installation CD-ROM?

A: We do proceed from the assumption that your computer is operating properly before you attempt to connect it to McNet. If it was, and you still cannot get it to connect, then call us at 7300 and we will attempt to troubleshoot your problem over the telephone. If this doesn't work, we may then need to dispatch a technician to your room to take a look at it. **Be Advised, we do not make same day appointments.** You will have to make an appointment for a technician for the following day. When the technician first enters your room, he/she will evaluate your computer to determine if it is working properly and meets the specifications mentioned earlier. This means that your computer must be out of any container or box, set up, plugged in, with the monitor, keyboard and mouse attached and the computer/laptop turned on. If not, you will have to make another appointment after you set up your computer. **We do not setup any other devices to include, printers, scanners, zip drives, etc.** If you are having a problem with your computer, you will have to contact your original vendor for support/repair or local computer vendor for support/repair. Once you have done this, follow the instructions on the Internet Installation CD-ROM. If you have trouble after that, we will check the socket in your room to verify that it is working properly. **The network up to the wall socket is our responsibility. The computer is your responsibility.**

Q 21: What if I get a virus like Funlove or I Love You on my computer and it won't work anymore?

A: Be very careful about loading diskettes, CDs, or programs into your computer. Be careful about opening E-mail messages or attachments from people you do not know. You will not get a virus from McNet (See question 22). **We strongly advise that you purchase and install one of the current virus protection software packages on your computer.** They are available at almost any store that sells software. The college bookstore sells AntiVirus software as well. Be warned. College does not provide or install any antivirus software on student computers. This is an individual users' responsibility.

Q 22: I think I picked up a virus from McNet. What do I do?

A: That is highly unlikely. We spend quite a lot of money every month to make sure that our virus checking routines are installed and up to date. If you are worried that you have a virus on a diskette, bring it to the CAC Lab and the lab assistant will take a look at it for you. We monitor our servers for virus-like activities to insure that viruses do not appear or spread within our network. If we determine that your computer has a virus that is affecting McNet, we will disable your account until we determine the problem. If your computer has a virus, we will not reactivate your account until you purchase a Virus program and install it. When you install the virus program, update the virus definitions and scan your computer. Call 7300 and advise the lab attendant that you have completed the above steps and we will then check the server connections and re-activate your account.

Q 23: What, besides my computer and printer, can I connect to my wall computer socket?

A: Residence hall connections to McNet are for a single computer or laptop use Only. It is against college policy for a user to connect any device to the campus network that will allow additional equipment to be connected. Such devices may include, but are not limited to: bridges, routers, switches, hardware and software servers, transceivers, converters, hubs, printers, concentrators, etc. You are not allowed to attach anything to our network that we don't authorize.

Q 24: I want to share devices such as drives, printers and modems with other users over the network. How can I do that?

A: You can't. It is a violation of college policy to share computer devices over the network. You can't configure a device that is attached to your computer, such as a printer, scanner, or hard drive in such a manner that makes it visible or usable by anyone else on the network. If you need to share files, use floppy disks, CD-Writer, or zip disks.

Q 25: Can I let my roommate use my computer for his or her E-mail?

A: Yes, but you must have a valid account (See question 6).

Q 26: Are there any times when McNet won't be available?

A: For system maintenance and user management, McNet will be unavailable during the following time periods:

Monday – Friday and Sunday, 3:00 – 3:30 am.

Saturday, 2:00 – 6:00 am.

During the summer, we conduct maintenance on McNet. While the system will be up most of the time, we cannot guarantee the same level of service that we

maintain during the regular spring and fall semesters, and any students living in the residence halls during the summer can expect periodic fluctuations and outages at any time.

Q 27: I take my computer home at Christmas (or next summer), use it, and bring it back to college at the end of the break. It won't allow me to login or access the internet or email when I plug it in. How come?

A: If you have changed your configuration or added programs such as Instant Messaging service, dot-net, or other software or hardware, your computer may not connect. You will need to contact the vendor of the software or hardware that you have installed, or just remove it, to restore the computer back to its original configuration. Then follow the Methodist College Internet Installation CD-ROM instruction.

Q 28: I am an athlete and will be moving in two or three weeks earlier in August than other students. Can I get my McNet connection hooked up early?

A: You sure can. Follow the instructions in question 8. One warning, though. You should be aware that we still may be performing regular summer maintenance on McNet during the time before classes start in the fall, so you can expect periodic fluctuations and outages at any time.

Q. 29: Are there space limitations on the McNet E-mail or regular data servers?

A: Yes. You should be aware that you can only have fifty megabytes of data stored on the main data server at one time. We ask that you keep your E-mail mailbox under one megabyte in total content. This space limitation includes all messages and attachments in all folders. (Such as SENT ITEMS and DELETED ITEMS.) If you wish to save attachments, save them to your C: drive. We conduct mailbox maintenance throughout the year, and if you haven't saved your files to your C: drive, they may be deleted due to space limitations on the Email server.

Q. 30: I lived in the Pines Residence Hall last year, and you would not install my computer on McNet? Why?

A: The Pines is on the far south side of campus and is not connected to the campus backbone. There are no plans to connect it. When you move to the Pines, you lose your access to McNet. Hang on to your network cable, USB network interface card/PCMCIA card, and all floppy disks for your network adapter card, because you might move back to one of the wired residence halls in the future, and you will need them to connect to McNet.

Q. 31: Can you install Instant Messenger or network paging on my computer?

A: Due to bandwidth capacity limitations, we will not install, configure or support any Instant messaging services (AOL, Hotmail etc..), network paging services or file sharing programs on computers connected to McNet.

Q. 32: What are Computer Services' responsibilities in all of this?

A: Computer Services' responsibilities include:

- maintaining McNet (Methodist College Network) so as to maximize the time it is available for student use
- monitoring systems to assure that individuals are not using the system without express authority. The activities of McNet users may be monitored at any time to insure that the use is consistent with the guidelines spelled out in this publication. *To use a system on McNet is to consent to such monitoring.* If such monitoring reveals possible evidence of criminal activity or violations of college policy, system personnel will provide the evidence of such monitoring to both college administration and to law enforcement officials
- protecting the integrity of your work by providing a secure computing environment, including network server anti-virus protection, assuring reasonable confidentiality of correspondence, and making backup copies of materials stored on common
- adhering to, and making sure that our users adhere to, copyright law

Q 33: What are the student's responsibilities?

A: Your responsibilities include:

- setting up your computer and following the instructions in this book and on the Internet Installation CD-ROM
- installing and configuring your own printers, zip drives, jazz drives, scanners and speakers to your computer
- never using another person's account
- never attempting to read, modify, copy, or destroy another user's data files, diskettes or other materials without the permission of the owner. All members of the electronic community have ownership rights to their own intellectual work.
- never harassing other users by altering system software, by propagating viruses and other damaging software, sending malicious, annoying, or offending messages
- accessing your own account to read and remove mail at regular intervals so that ample storage space remains on the systems for all users. Each user will have an assigned storage quota for storage of essential data

- refraining from tying up resources by staying on the Internet for long periods of time, or by using bandwidth hogging programs such as Instant Messenger services or File Sharing programs. Each user will be logged off by us after a maximum of 8 hours
- never allowing others to use your account and always selecting passwords that cannot be guessed

Q 34: What if I have problems and need help?

A: Call 630-7300.

If you don't read anything else, read the following!

Methodist College Computer Use Policy

The college reserves the right to modify and/or expand this policy at any time.

1. All users shall respect the privacy of other users. This means that no users will attempt to access, copy, or disrupt the use of information that belongs to others. This includes E-mail files. Proscribed behavior includes any attempt to "hack" or any "hacking" behavior. Any unauthorized attempt to access campus resources or any disruptive behavior on campus networks or systems will be dealt with immediately and severely.
2. All users shall abide by copyright laws. This means that copying or use of programs or files that are not licensed to the user is forbidden. If you don't own a copy of a program, you cannot load it on your computer. You cannot load multiple copies of programs for which you don't own multiple licenses. If of computer software is loaded on a Methodist College computer and no license can be produced for the software, the computer staff will remove the software from the computer.
3. All users that are authorized to use the Methodist College Student Information System are required to exercise diligence and discretion to ensure that confidential information contained within the Methodist College Student Information System is protected against unauthorized disclosure. This means safeguarding passwords, as well as informing the Computer Services staff immediately when a user suspects that security has been compromised. Each user is required to obtain a unique account and password and use only that account and password. Users are also required to log off of any terminal when they are physically away from the keyboard. Each user must confine the use of the information contained in the Methodist College Student Information System to official needs. Individual users must not allow unauthorized parties to load software on their systems, and they must not download information onto removable media without proper authorization.

4. All users shall follow appropriate standards of civility and conduct and respect the feelings of others when engaged in communication. This means that all users will identify themselves and refrain from any behavior or communication that might be considered harassing, discriminatory, or in any way calculated to cause discomfort or embarrassment to readers or users of the communication.
5. All users shall use Methodist College computing resources for college related work consistent with the stated mission of the college. This means that no one shall use college resources for personal financial gain or any activity that would jeopardize the tax-exempt status of the college. The college will not be responsible for unauthorized debts or obligations incurred by users.
6. All users will realize that, although there is no set bandwidth, CPU time, or other limit applicable to all users of Methodist College computing resources, Methodist College may require users of these resources to limit or refrain from specific uses in accordance with the principles stated elsewhere in this policy. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances at the time.
7. All users shall abide by all applicable state and federal law pertaining to communications. This includes the sending of chain letters on the Internet, which is a violation of federal law.
8. All violations of the above policies will be investigated by college authorities and/or law enforcement agencies. At such time that a violation is discovered, the Computer Services staff will take the appropriate action to immediately curtail the activity. This includes, but is not limited to, the immediate revocation of all rights on computer systems at Methodist College. In carrying out an investigation pertaining to the violation of any of the above policies, or the violation of any college policy, it may become necessary for college authorities to examine files, accounting information, printouts, tapes, or any other materials. For reasons of potential liability, the college reserves the right to monitor all communications on the college systems. Users should be aware of this fact and the fact that any computer correspondence can be used against them in disciplinary actions within the college disciplinary system, as well as used as evidence in a court of law.
9. Penalties for the violations of the above provisions may include, but are not limited to, expulsion, suspension, discharge from employment, and possible prosecution by state and federal authorities.
10. Use of the Methodist College computer system(s) signifies acceptance of the Methodist College Computer Use Policy.

CAMPUS JUDICIAL CODE AND STUDENT JUDICIAL SYSTEM

INTRODUCTION

Every semester Methodist College is reincorporated as a community of students, staff and faculty. This unique community has many of the aspects of a small town. It has a community leader in the form of our college president, it has an Administrative Committee, made up of senior college administrators, that serves very much like a town council or board of advisors. We also have our own police force, which is represented by our Police and Public Safety Department. Public works services are provided by our Maintenance Department, and so on. Our citizenry is made up of everyone who lives, works and studies on our campus. Like any other community Methodist College has developed a set of standards, a code of conduct for its members to follow in the form of our judicial code. The judicial code is, in effect, our set of laws that all of us are required to abide by, and that contribute to the quality of life on our campus.

As a member of the Methodist College community, it is very important that you take the time to review and understand our Judicial Code. It represents the standards of conduct to that you should follow during the time that you spend in our community. **Get to know the Methodist College Judicial Code it outlines violations of the code of conduct for which all members of our campus community will be held accountable.** Every student that enrolls at Methodist College is subject to the provisions of the judicial code and is required to adhere to it.

Unfortunately, it is impossible to cover every eventuality or situation that might arise under a single judicial code. **With this in mind, the President and the Board of Trustees of Methodist College have authorized the Dean of Students to enforce, by sanction or policy, reasonable modes of behavior that may not specifically be addressed in this handbook. If a fundamental change is required to this handbook or the judicial code it will be published in the form of a published addendum which will be given the widest distribution.**

Accessory to the Fact

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

Alcohol and Other Drugs (AOD)

Alcohol Policy

Excessive use of alcohol has led to the early termination of more academic careers, and the disruption of more personal lives, among college students, than any other single cause. Half of all accidental deaths, involving college students, can be attributed to the excessive use of alcohol. At Methodist College we are very concerned about the negative impact that alcohol is having on the youth of our country. We also feel that there is no place for the excessive use of alcohol as part of our student's overall development experience. With this in mind, we have established and long maintained the policy listed below.

The State of North Carolina prohibits the use of alcohol by persons under the age of 21. It is also illegal, in our state, for a person of legal alcohol drinking age to purchase for or provide alcohol to anyone who is underage. Methodist College fully supports and upholds the state law. Because the overwhelming majority of our students are underage and very susceptible to the negative impact of alcohol, and because we support the mandates of the United Methodist Church. **Therefore, the possession or consumption of any alcoholic beverage is prohibited on the Methodist College campus.**

Possession is defined as having any alcoholic beverage or its commercially produced container on the student's person, in the student's room, in the student's automobile, or among properties owned or being used by the student. Given reasonable cause, residence hall rooms and automobiles will be searched for alcohol. All residents and/or visitors who are present at a time that illegal alcohol possession or consumption is established, in a common living area, are subject to the same sanctions as the individual(s) who actually brought the alcohol and/or alcohol containers into the environment.

Consequences of Alcohol Related Violation

The first time that a student is found responsible for the possession, on campus, of an alcoholic beverage or a commercially produced alcoholic beverage container, he or she will be subject to the following sanctions:

1. Up to a \$100 fine (The actual amount of the fine is related to the severity of the offense).
2. Required participation in a substance abuse assessment and, if required, follow-up counseling, education, and/or treatment to be conducted by the Director of the Center for Personal Development. If a student fails to comply with the assessment, education, and/or treatment recommended by the Director of the Center for Personal Development he or she will be subject to, a minimum of, an additional \$500 fine, to a maximum of suspension. (The substance abuse assessment and treatment are provided without fee, however, a \$50 rescheduling fee will be charged when a student fails to show up for a scheduled appointment.)
3. The Dean of Students will write a letter to the parent(s) or legal guardian(s) of the student informing them that the student has been found responsible

for his or her first alcohol related offense. The letter will also recommend that the parents get directly involved in an effort to create a situation which will minimize the chances of the student becoming involved in a second alcohol related incident.

The second time that a student is found responsible for possession, on campus, of an alcoholic beverage or a commercially produced alcoholic beverage container, (during any of the time while he or she is a student at Methodist College) he/she will be subject to the following sanctions:

1. Payment of a \$200 fine.
2. Additional participation in a substance abuse assessment and, if required, follow-up counseling, education, and or treatment to be conducted by the Director of the Center for Personal Development. As in the case of the first offense, if a student fails to comply with the assessment, education, and or treatment related directions provided by the Director of the Center for Personal Development, he or she will be subject to a minimum of an additional \$500 fine, to a maximum of expulsion.
3. The Dean of Students will write a letter to the parent(s) or legal guardian(s) of the student informing them that the student has been found responsible for his or her second alcohol related offense. The letter will also recommend that the parents get directly involved in an effort to create a situation which will minimize the chances of the student becoming involved in a third alcohol related incident.

The third time that a student is found responsible for possession, on campus, of an alcoholic beverage or a commercially produced alcoholic beverage container, (during any of the time while he or she is a student at Methodist College); he or she will be subject to a **minimum of suspension and a maximum of expulsion.**

Alcohol and Disruptive/Destructive Acts of Behavior

Maintaining a high quality of life in our community is very important to us. For this reason we will apply even greater consequence for acts that are disruptive or destructive to our campus that include the possession of alcohol. Such acts include, but are not limited to, supplying alcohol to minors, acts of vandalism, destruction of personal or college property, disruptive noise, public drunkenness, regurgitation in shared living areas and public areas, verbal attacks, harassment, and acts of violence.

If a student is found responsible of conducting acts that are disruptive and or destructive to our campus community while in the possession or under the influence of alcohol, they will be subject to the following sanctions:

First incident, **an additional \$150 fine**

Second incident, (during anytime that he or she is a student at Methodist

College) a minimum, **an additional \$250 fine, and a maximum of suspension**

Third incident, (during anytime that he or she is a student at Methodist College) a **minimum of suspension and a maximum of expulsion**

If a student's disruptive or destructive acts result in damage to personal or college property, the student will also be fined the same amount that will be required to repair or replace the damaged property. **Students who commit disruptive or destructive acts can also be held responsible for other violations of the judicial code, if warranted.**

Readmission after Alcohol Suspension

Any student who is suspended for an alcohol related offense, and who wishes to be considered for readmission to Methodist College will be required to undergo a substance abuse assessment, given by a certified, substance abuse counselor. The student must also successfully complete all prescribed education and treatment. The student's substance abuse counselor must then write a formal letter to the Dean of Students, that clearly indicates what specific treatment/education was administered to the student. The letter must also note that the student has successfully completed that treatment, and finally, the letter must recommend that the student be allowed to return to Methodist College. The student must also sign a release, for his/ her substance abuse counselor, that allows that individual to freely discuss the student's treatment and rehabilitation status with both the Dean of Students and with the Director for Counseling and Psychological Services.

Once the contents of the letter are verified, the Dean of Students will inform the student, in writing, of his/her decision on his/her request for readmission. **Any student who is suspended for an alcohol related offense, and is eventually allowed to return to Methodist College will be required to continue substance treatment and education, at the discretion of the Director of the Counseling and Psychological Services Department. The Dean of Students may impose additional readmission restrictions on a case by case basis.**

Drug Policy

The consumption of illegal drugs and the misuse of prescription drugs represent one of the most serious socioeconomic problems in our country today. Hundreds of thousands of American lives are directly or indirectly affected every year by this social plague. The impact of illegal drug use has also seriously disrupted or ended many academic careers. In far too many instances the use of illegal drugs, on college campuses, has also resulted in the tragic loss of life.

Methodist College has never tolerated the sale, possession or consumption of illegal drugs on our campus. Equally intolerable, to us, is the misuse or the sale of over-the-counter or prescription drugs for illegal or harmful purposes. Such actions are not only prohibited by our judicial code, but are also a violation of North Carolina and federal laws.

Drug Possession

Methodist College defines the possession of controlled or illegal substances

as the presence of such substances or associated paraphernalia on the student's person, in his or her room, automobile, or among properties controlled, owned or used by the student. All residents or visitors who are present at a time that illegal drug possession or consumption is established, in a common living area, are subject to the same sanctions as the individual(s) who actually brought the drug into the environment. Given reasonable cause, drug testing may be required of students suspected of a drug related offense. Refusal to participate in such testing may be used as grounds for the suspension or expulsion of a suspected violator.

Drug Sanctions

Any student who is found in violation of Methodist College's policy against use, possession, and or sale of illegal drugs, drug-related paraphernalia, prescription drugs, and or over-the-counter drugs will be subject to a **minimum of suspension** and to a **maximum of expulsion**. When large quantities of illegal drugs are involved, and or there is evidence of drug distribution; the implicated student will be subject to **criminal arrest and will face prosecution by civil authority**.

Readmission after Drug Suspension

Any student who is suspended for a drug related offense, and who wishes to be considered for readmission to Methodist College will be required to undergo a substance abuse assessment, given by a certified substance abuse counselor. The student must also successfully complete all prescribed education and treatment.

The student's substance abuse counselor must then write a formal letter, to the Dean of Students, that clearly indicates what specific treatment/education was administered to the student and that the student has successfully completed that treatment. Finally, the letter must clearly recommend that the student be allowed to return to Methodist College.

The student must also sign a release, for his substance abuse counselor, that allows that individual to freely discuss the students treatment and rehabilitation status with both the Dean of Students and with the Director of Counseling and Psychological Services.

Once the contents of the letter are verified, the Dean of Students will inform the student, in writing, of his/her decision on his request for readmission. **Any student who is suspended for a drug related offense, and is eventually allowed to return to Methodist College, will be subject to periodic and unannounced drug testing for a period of one year from the date of his registration. Additionally, the readmitted student will be required to continue substance abuse treatment and education at the discretion of the Director Counseling and Psychological Services. The Dean of Students may impose additional readmission requirements on a case by case basis.**

Tobacco Policy

Tobacco is a legal drug in this country, but it has also proven to be a very

lethal drug. Firsthand and secondhand tobacco smoke has been proven to be responsible for tens of thousands of American deaths every year. Out of concern for the well being of all the members of our campus community, and with awareness of the adverse health effects of exposure to secondhand smoke; smoking is strictly prohibited in all campus buildings. This prohibition extends to all hallways, lobbies, stairwells, restroom, and classrooms. Out of concern for the cleanliness and aesthetics of our facilities, the use of smokeless tobacco is also prohibited in all of the above places.

Smoking and use of smokeless tobacco are permitted in residence hall rooms only when all residents of the room, suite, or apartment give permission. **If a residential student continues to use tobacco products, without the permission of his fellow residents, he or she will be required to move to another room, if one is available.** If no other room is available, and the individual continues to smoke without permission, **he or she will be required to move off-campus.**

Tobacco Sanctions

Students who violate the community's policy against the use of tobacco will be subject to a minimum of a warning and to the maximum of a \$100 fine.

Additionally, if a residential student continues to use tobacco products, without the permission of his fellow residents, he or she will be required to move from their residence hall room. (See above for more details.)

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 others. There is no fee for counseling services provided on campus.

The Counseling Center. The Methodist College Counseling Center is located in Pearce 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 829-1733 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 in violation 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 in violation 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 or unlocked 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. 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. Students may also be charged under North Carolina Law by campus law enforcement.

Contempt

This term is defined as the willful act of showing disrespect for the author-

ity or dignity of a hearing as by disobedience or unruliness, interference with the judicial process, or failure to answer a subpoena or sanction. 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 in violation of contempt shall receive a minimum of probation and may receive a maximum of expulsion from the College.

Criminal Arrest , Charges or Conviction

Students who are charged, arrested or convicted for violating local ordinances, North Carolina Law or federal law may be subject to disciplinary action by the College. A decision to levy judicial sanctions is not arbitrary and the facts of the situation are taken into account.

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

Fans' Code of Conduct

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

Fire Safety

Methodist College has installed fire alarm systems in each residence hall for the protection of resident students. Fire extinguishers 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 found in violation of this standard 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 found in violation of gambling shall be given a minimum of a verbal warning and may receive a maximum of expulsion.

Hazing

Policy:

Hazing is defined as any act committed against a student by another student, acting individually or in concert with others, or aiding or abetting such acts in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization, team, or group affiliated with Methodist College and that, either intentionally or unintentionally, has the effect of humiliating, intimidating, demeaning, or endangering the physical and/or the emotional health of any student. A violation of the hazing code can occur **on or off campus**. Methodist College will treat any such violation involving Methodist College students in precisely the same manner.

Methodist College recognizes and supports the North Carolina State Law with regard to hazing. Legally, hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat, or harass him, or to subject him to personal indignity."

Sanctions:

Any student who is found in violation of the Methodist College Hazing Policy will be given a minimum penalty of **probation** and may receive a maximum penalty of **expulsion**. Furthermore, if the investigation determines that a student has violated the North Carolina Statute on hazing, he/she may also face criminal charges. **It is important to note that if a Methodist College student is found guilty of having violated the North Carolina hazing statute, the state requires that the student be expelled from the college.**

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 found in violation of perjury shall be given a minimum of probation and may receive a maximum of suspension.

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 in violation 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 in violation of non-consensual sexual intercourse or relationship violence shall be expelled from the College and may face criminal or civil charges.

Telephone Long-Distance Codes

Selected members of Methodist College's staff and faculty have been assigned telephone codes to be used to charge official long distance phone codes. These codes can only be used for official business. Long distance calls that are made using these codes are not free; Methodist College is charged for each and every one of these phone calls. Methodist College students are prohibited from using these codes for personal purposes or providing these codes to any other student. If a student is found responsible for the unauthorized use of the College's long-distance phone codes, he or she will, as a minimum, be required to reimburse the College for the cost of his or her calls and receive a \$100 fine. A student may also be subject to sanctions that range from probation to suspension.

Theft

Any person found in violation 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. Violators of campus parking privileges who receive seven or more citations in one year will have their vehicles restricted from campus parking. The College

reserves the right to lock the wheels of vehicles and tow vehicles at the owner's expense if restricted vehicles are found on campus.

Trespassing

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

Unfavorable Off-campus Conduct

From the time an individual enrolls as a student at Methodist College, until he or she withdraws, transfers or graduates he or she is an unofficial representative of our college. Actions, of a negative nature, taken by a student in the local Fayetteville/Cumberland County community, or during an off-campus road trip, can have a direct and harmful effect on the reputation of Methodist College. Such actions include, but are not limited to, public disturbance/drunkenness, civil disobedience, disrespect for authority, and violations of civil laws and regulations. If a student is found responsible for such acts, he or she will be subject to a minimum of probation and a maximum of expulsion. If warranted, the Dean of Students can require an off-campus student, that has been found responsible of serious or repeated actions against the local community, to move on campus, if that student wants to continue his or her education at Methodist College.

Vandalism

Vandalism shall be defined as the willful destruction of property. Any student found in violation 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 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.

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 guests out beyond ten minutes late during non-visiting hours —\$50.00 fine. After more than two visitation fines 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.

Violation of Sanction

Any student failing to fulfill the expectations set forth through a sanction shall be given a minimum of suspension and may receive a maximum of expulsion.

Weapons Policy

Possession or use of any weapon on campus is strictly prohibited by Methodist College, policy, as well as federal and state law. A weapon shall be defined as any item that can be used to intimidate, threaten or harm another person. This may include, but is not limited to: firearms (to include firearm imitations), explosives of any size or type (to include fireworks), air guns, explosive-like noisemakers, and all types of knives.

The only exception to the possession of a knife is for students who live in apartment style residence hall rooms with kitchens. These students may possess commercially produced kitchen knives, but these knives must be maintained within the student's apartment at all times. If a student is found in the possession of a kitchen knife outside of his or her resident hall apartment; that student will be in violation of the college's weapon possession policy.

Possession is defined as having an illegal weapon (see above) on/in the student's person, room, automobile, or any other property owned or in use by the student.

In addition to a \$200 fine, violators shall receive a minimum of probation, to a maximum of expulsion from the College. Additionally, any such violation will be reported to the campus police.

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 Associate Dean for Student Development and 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. The Associate Dean for Student Development and Services will designate which hearing body will hear the case. The Associate Dean of Students may meet with students to settle judicial issues if students take responsibility for their actions.

Alleged violations of these standards which take place away from the residence halls will be forwarded to the Associate Dean for Student Development and 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 disciplinary probation. Decisions of the SCC may be appealed to the Vice President for Student Services/Dean of Students. In such cases, the final appeal is to the Vice President for Student Services. (See the section on Appeals.)

Vice President for Student Development and Services

Charges of violations of a more serious nature, including repeated violations of residential guidelines, will be heard by the Vice President for Student Services (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 if students are in violation or not. 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 Associate Dean for Student Development and 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.

Appeal Advice for Students

Any student who is facing suspension or expulsion, as a result of a hearing by the Dean of Students, is encouraged to seek the immediate counsel of Methodist College's Judicial Advisor, Dr. Wenda Johnson. Dr. Johnson, who operates independently of the Dean of Student's office, will advise the student about whether or not there are appropriate grounds for an appeal to the Review Board. If it is determined that there are sufficient grounds for an appeal, Dr. Johnson will guide the student through the appeal process. Dr. Johnson also has the authority to meet with the Dean of Students to discuss the elements of your appeal. When appropriate, such discussions, in and of themselves, could lead to a change in the sanctions that have been issued by the Dean of Students. Dr. Johnson can be reached at he office (Room 202 Riddle Center) by calling 630-7168. Her home phone number is 423-0661. She can also be reached via e-mail at (wjohnson@methodist.edu).

Appeals

Appeals must be submitted in writing, by completing an Appeal Form, to the Associate Dean for Student Development and 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 decision, and impose a new sanction if appropriate.

All appeals filed in a timely manner will be subject to an initial review by the Review Board. If in the opinion of the Review Board that one or more of the criteria for an appeal are met. The Review Board has the authority to:

- 1.) negate or to alter the decision of the sanction of the original hearing body.
- 2.) rehear the case, render a new decision, and impose the same or a new sanction if appropriate.

If the criteria for an appeal are not met, the Review Board will sustain the decision of the original hearing body.

If the decision is that there is to be another hearing, the hearing will immediately follow the decision to hear the case. Students filing appeals should be prepared at the time of the initial review to present their cases at a hearing.

The Associate Dean for Student Development and 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. Parents may also advise students.

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.

Criteria 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.

Students who are facing suspension or expulsion are encouraged to seek the counsel of the judicial advisor, Dr. Wenda Johnson. Dr. Johnson will guide you through the judicial process. She can be reached 630-7168 or visit her office located in the Riddle Center.

SANCTIONS

The following are sanctions that may result when a student has been found in 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 Development and Services 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 Community Court or the Dean of Students:

- a. from all intramural sports
- b. from participation in clubs
- c. from operating motorized vehicles on campus
- d. from participation in visitation in residence halls.
- e. from living in campus residence halls

Community Service Work

The Community Court and/or the Dean of Students may assign a specific number of hours ranging from 5 - 100 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 Development and Services Office.

Psychological Evaluation

The Dean of Students may require a student to be evaluated by Methodist College Counseling and Psychological Services or by a local mental health specialist. A copy of the results of the evaluation, which can be used to determine disciplinary sanctions, will be made available to the Dean of Students. Based on the evaluation, the Dean may also require further counseling or treatment as a part of disciplinary sanctions. In that case, the content of consequent counseling or treatment will be held strictly confidential between the student and the mental health specialist. The Dean of Students may require documentation of the student's participation, but information about the content of the treatment will remain confidential.

Suspension

The student is separated from the College both academically and socially for a stated period of time, and or until the conditions of the suspension have been fully satisfied. A suspended student will not be allowed to complete his or her ongoing academic studies and will be placed in a "withdrawn failing" status from all of his or her academic classes. During the period of suspension, is not allowed to return to the campus without the expressed and written approval of the Dean of Students. A student who is suspended for the remainder of the current semester also forfeits all tuition and other fees paid. The appropriate academic officials will be notified of the suspension.

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 in-

voked, 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 Development and Services 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 to face possible disciplinary action. A student who takes such an action will place his or her disciplinary hearing on hold until the time that the student decides to return to Methodist College. He or she will also receive no credit for the studies that were completed before his or her departure. Further a student is subject to the forfeiture of all or part of the tuition and fees that have been paid to the College. If a student decides to return to Methodist College, he or she must apply to the Dean of Students for readmission and agree to participate in the hearing process that was suspended at the time of the student's withdrawal. Students in this category shall be eligible for readmission at the discretion of the Dean of Students.

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 Development & Services 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
\$40.00	Illegal parking around residence halls
\$50.00	Parked 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.
\$50.00	Violating quiet hours
\$75.00	Scaling the outside walls of any residence hall

- \$25.00 Visitation violation—not signing in/out a visitor
- \$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
- \$100.00 Failure to vacate residence halls for a fire or fire drill
- \$100.00 Illegal room change
- \$100.00 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

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. A student may register for nineteen or more semester hours upon approval from the 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

For the convenience of the entire campus community, a Weather Alert and Message Board telephone line has been installed. By dialing extension 7351 on-campus, or 630-7351 off-campus, callers will receive a recorded message concerning inclement weather or other college announcements that are pertinent.

This line will be updated daily by 5 p.m. The decision about a delay or closing will be made by 6:00 a.m. for day classes and no later than 3:00 p.m. for MC at Night classes.

Delays and closings will continue to be posted on the home page of the College's website at www.methodist.edu. 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, will take English 100 and/or Mathematics 103.

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. Although the relationship between student and teacher is essentially a private one and while academic violations can and should be kept between two parties and resolved to their satisfaction, fairness to the larger community requires that all violations be reported to the Honor Board. The Honor Board will take no action unless one of the two parties requests further action.

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. 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 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 accused 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 presents 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.
7. The accuser is permitted fifteen minutes to rebut.

8. The panel may ask any questions it deems appropriate.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

EVENING COLLEGE AND SUMMER SCHOOL

Ms. Linda Gravitt, Assistant Dean for Evening College and Summer School

EVENING COLLEGE: MC AT NIGHT

The Evening College provides an educational opportunity for non-traditional students, such as military personnel, those who work full- or part-time in civilian positions, and those who are beyond the usual college age or have major family responsibilities. The Evening College Office is located in the Trustees'/Classroom Building (T-203) and is open from 1:00-8:00 P.M. Monday through Thursday, and 8:30 A.M.-4:30 P.M. on Friday. **Advising** is available on the main campus and at **Fort Bragg (Room 16, Building T-3571, near the corner of Knox and Randolph Streets)**. Methodist College is also involved in a cooperative program with the Defense Language Institute Foreign Language Center (DLIFLC) for the awarding of Associate of Arts Degrees in languages taught by that institution.

Residents of North Carolina and military personnel stationed in North Carolina and their resident dependents are eligible for the North Carolina Legislative Tuition Grant **NCLTG** (\$1800 for the 2002-2003 school year) if they carry **12 s.h.** per semester (6 s.h. per Evening College term). In addition, the Army and the Air Force pay a significant percentage of the tuition for eligible service members. Interested students should contact the Methodist College Financial Aid Office (630-7193) or the Fort Bragg office (436-3624) for details.

Evening College Admission

- 1—Submit a completed Evening College application-for-admission form.
- 2—Completion of English Placement Examination
- 3—Request that official copies of all appropriate academic credentials, including a high school transcript, be forwarded to the Evening College Office of Admissions.
- 4—Arrange an interview with the Assistant Dean for Evening College and Summer School, Room T-203, Trustees Building (630-7074).
- 5—Students withdrawing from the Evening Program 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.

Students entering the Evening College have one semester to meet all admission requirements. However the English Placement Test must be completed before the initial registration. Students who do not complete the above requirement and are not fully admitted to the College are not eligible for Financial Aid, other Third Party Tuition Assistance programs, Veteran Benefits, or a Methodist College transcript.

Student Activity Fee for Evening College Students

Evening students can, by paying a \$50.00 fee in addition to other charges, be issued a card entitling them to free admission to cultural events in Reeves Auditorium (on the same basis as regular day students) and free admission to athletic contests. This fee is payable in the business office on a yearly basis (academic year). The card also entitles them to use of the facilities at the Riddle PAC and the right to participate in Student Government Association activities. Evening students are never allowed to participate in athletic programs or to live in the residence halls.

Evening College Programs

The Evening College of Methodist College offers select majors in a variety of degree programs, to include Associate of Arts, Bachelor of Arts, and Bachelor of Science Degrees.

The following Associate of Arts degrees are available in their entirety through the Evening College: Accounting, Business Administration, Health Care Administration, Criminal Justice, Foreign Languages (for Defense Language Institute graduates), General Studies, History, Political Science, Sociology, and Spanish.

The following Bachelor of Arts or Bachelor of Science majors are available in their entirety through the Evening College: Accounting, Professional Accounting, Business Administration, Business Administration with a concentration in Health Care Administration, Criminal Justice, History, Occupational Environmental Management Program, Political Science, Sociology, and Spanish.

Academic Counseling

Academic Counseling is available at the Fort Bragg office and on the main campus by appointment during the Evening College terms and on a walk-in basis during the registration periods. However, **each student accepts full responsibility for reading all materials and information included in the *Catalogue of Methodist College* and the satisfactory completion of all graduation requirements.** Students must consult with their advisors before making changes in their academic program. **Formal evaluations of all transfer credit, including CLEP, DANTES, MOS, military schooling, and corporate and federal schools, are provided for students who have earned a minimum of 6 semester hours with a GPA of 2.00 or higher at Methodist College.**

Students register for or drop/add an Evening College class Monday through Friday at the Fort Bragg office or in the Office of the Registrar on the main campus. The college reserves the right to cancel a class through its first scheduled meeting. Published class schedules are tentative and are not contractual in nature. **Add/drop/late registration periods end on Friday of the first week of classes; no refunds are made after that time.**

Tuition for the Evening College is \$150.00 per s.h. No refunds are made after the add/drop/late registration period. Tuition is payable at the time of registration either by cash, charge card, or personal check. Military Tuition

Assistance and Veterans' Educational Benefits are available. Students should contact the Financial Aid Office on the main campus or the Fort Bragg office for details. Tuition-assistance forms must be initiated before the student can enter class; the college will aid in this process.

Evening College students desiring to transfer into the Academic Day College must complete a Day College application form and meet all other day entrance requirements. An Evening College student enrolled in 9 s.h. in the Regular Academic Day Program and sufficient hours in the Evening Program to qualify as full-time (12 or more s.h.), will be charged as a full-time day student.

Admission of Special Students

Special students at Methodist College are defined as non-degree seeking students who enroll in courses on a one-time or intermittent basis for reasons including personal enrichment, professional development, or completion of graduate school prerequisites. Special students can be separated into two categories: those who have completed a bachelor's degree and those who have not. Students who have completed a bachelor's degree must submit an official transcript from the degree granting institution as proof of graduation to be admitted as a special student. Students who have not completed a bachelor's degree must submit an official high school transcript or GED results to be admitted. It is the policy of Methodist College to admit those students who, in the professional judgment of the Admissions staff and the college faculty, appear to be prepared academically for success at the college. Special students will be allowed to register for up to 30 semester hours before being required to apply as degree-seeking, regular students and meet all admissions requirements. Special student enrollment is subject to the availability of space in the desired course(s). Special students wishing to enroll in a course with prerequisite requirements must be able to show successful completion of those prerequisites through provision of official college transcript(s). Special students may not live on campus, participate in intercollegiate athletics, receive federal financial assistance or utilize veteran's benefits.

Transfers

Applicants seeking admission as transfer students must fulfill the following requirements. They must have official copies of all High School transcripts, High School Equivalency transcript, or GED test results, and post-secondary transcripts forwarded to the Admissions Office. They must show overall academic success at all former institutions. Standardized Test Scores (SAT or ACT) must also be provided unless students have reached their twenty-first birthday by the date of enrollment. All transfer student applicants must be eligible to return to the last post-secondary institution attended. **All transfer students must complete the English Placement Examination before registering for classes.**

Registration/Dropping/Changing Courses/Evening College

Students are not permitted to make changes in courses later than the deadline specified for that purpose in the academic calendar:

- 1—A student cannot not add/enter a class after the first five school days of any term.
- 2—A student dropping a class after the drop/add period as specified in the academic calendar will be awarded a *WP* or *WF*. The *WF* grade will be treated the same as an *F* in computing the student's GPA.
- 3—A student unavoidably withdrawing from the institution will receive a *WD* grade.
- 4—Students withdrawing from the Evening Program 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.

All changes to academic programs or schedules must be initiated in writing through the Office of the Registrar and receive the approval of the student's academic advisor and instructors.

Course Load

The student's normal course load for the fall and spring evening semesters is 12 to 18 s.h.

All students must have the approval of the Assistant Dean for Evening College and Summer School for 19 or more semester hours. **The maximum course load during any one semester is 24 s.h. These limits cannot be waived. An additional fee per semester hour is charged for each academic semester hour over 18.** Students registering in excess of the above will be dropped from excess classes by the Registrar and may not be entitled to any refund of moneys paid for these courses.

Students whose academic course load drops below 12 semester hours may lose eligibility for Financial Aid.

Combining Regular Day Program and Evening College

Evening College tuition is charged separately and is not waived by the fact that a person is a full-time day student.

Methodist College Regular Day Program and Evening College are recognized as two completely separate units for the calculation of tuition. A student who qualifies as a full-time day student (12 or more s.h.) will be charged the full-time day tuition. If the student elects to enroll in additional courses in the Evening College, that student will be assessed an additional \$145 per s.h. for the evening courses.

A student enrolled in at least 9 but less than 12 s.h. in the regular day program, may enroll in additional semester hours in the Evening College to total between 12 and 18 s.h. as a total load and will be assessed the full-time day tuition. Any hours in excess of 18 hours in the Evening College will be assessed at the rate of \$150 per semester.

A student enrolled in less than 9 s.h. in the regular day program and addi-

tional semester hours in the Evening College will be assessed \$505 per s.h. for the day courses, and \$150 per s.h. for the evening courses.

SUMMER SESSION

Methodist College conducts a summer semester that includes both day and evening classes. The academic calendar should be consulted for the exact dates of the summer terms. Full details, including dates, course listings, and schedules, can be obtained from the Office of the Evening College or the Office of the Registrar.

Dropping/Changing Courses

Students are not permitted to make changes in courses later than the deadline specified for that purpose in the academic calendar.

Summer Sessions—Term I, II, III

- 1—A student may drop or add a class during the **first two days of the term**
- 2—A student dropping a class after two school days as specified in the academic calendar will be awarded a *WP* or *WF*. The *WF* grade will be treated the same as an *F* in computing the student's GPA.
- 3—A student withdrawing from the institution after two days as specified in the academic calendar will receive a grade of *WP* or *WF*.
- 4—Students withdrawing from the Summer Program 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.

Course Load

The maximum course load for the Summer School is 18 semester hours. This includes all combinations of day and evening terms combined. (Students should not attempt more than two courses in any given summer day term).

MC ONLINE

All courses taught on the Internet at Methodist College (known as MC Online) have the same content and quality of materials and instruction as the face-to-face on campus courses. The major difference is mode of delivery. Internet delivered courses are 12 weeks in length with daily 24-hour, 7-day a week access. Course descriptions are published at the MC Online web site as well as in the on-campus course catalog.

All courses offered by MC Online are applicable to the graduation requirements for an approved degree, diploma, or certificate.

Policies for enrolling and taking an Internet course are published on the MC Online web site. These policies cover requirements for admission into an online course, enrollment procedures (payment, books, user-id, passwords), course starting and ending dates along with any breaks (Thanksgiving, Evening

College, Summer School), course descriptions, faculty if available, and access to the course syllabus.

To register for MC Online courses, new students must complete and submit an Evening/Summer College Application for Admission and an MC Online Data Schedule. The completed documents must be returned to the Assistant Dean of Evening/Summer College, Methodist College, 5400 Ramsey St., Fayetteville, NC 28311. The documents may be sent by FAX to the Assistant Dean at (910) 630-7519.

Methodist College reserves the right to cancel an online class if the enrollment is less than six students.

The fee for an MC Online course is \$170 per credit hour (\$510 for a 3-s.h. course). Tuition does not include the cost of textbooks, software, other course materials, or technological equipment.

Payment arrangements must be made prior to the start of the online course. Contact the Business Office at (910) 630-7012 with questions. When paying, provide the course number, number of credit hours, your name, social security number, and address. Payment may be made one of four ways:

1. Payment in full by credit card (VISA, Mastercard, or Discover) through the Business Office at (910) 630-7012.
2. Payment in full by check. Send payment along with application and data schedule to the Assistant Dean (see address above).
3. **Continuing Methodist College students (non-military) who are using financial aid to cover the cost of online courses will arrange for this aid with the Financial Aid Office (910-630-7192) prior to the beginning of the course.**

Library

Students have access to faculty members through the use of office telephone numbers, email addresses and office hours that are published on the MC Online web site and in the on campus course catalog. Students have access to Davis Memorial Library via the Methodist College web site where topic abstracts can be obtained. Also through the library there is access to NC Live, which is an extensive database covering practically all subjects. The Media Specialists in the library are available through the use of email to assist in special research projects for online students.

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 Development & Services with the responsibility of education about HIV and other serious infectious diseases. The Office of Student Development & Services 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.

FUND-RAISING POLICY

In order to maintain non-profit status, Methodist College must follow certain fund-raising and gift recording guidelines as defined by the Internal Revenue Service. The College's Development Office serves as the clearing-house for all external solicitations and non-budgetary contributions, which includes direct solicitations of individuals, corporations and foundations for both in-kind and cash gifts. Solicitations off campus are **not** permitted without **prior** permission.

Currently, there are only two solicitations of Faculty/Staff permitted each year. The first is the Annual Fund (Loyalty Day) drive. Traditionally conducted in January/February of each year, the funds are used to support the day-to-day operating expenses of the College. The College community is also encouraged to participate in the United Way of Cumberland County's Fall campaign to help support local non-profit programs. Other on-campus solicitations of faculty/staff or students must go before the Administrative Committee and are subject to approval.

Special fund raising projects such as car washes, golf events, barbecues, or other functions in which donors receive a good or service in return for their support are not technically charitable contributions. When the gift exceeds the value of the good or service, however, the difference can be considered a contribution. It is always in the organization's or individual's best interest to make the Development Office aware of their intentions prior to any event. Raffles are not permitted at Methodist College.

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 that does not support the academic program. All gifts must be recorded through the Development's Office Gift Records Coordinator. If there are questions concerning acceptance or receipt of a gift, please contact a member of the Development 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 Development & Services 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 Office of Student Development & Services before they are displayed. This includes items displayed on tables in the dining hall and the Lion's Den.

3. The Dean of Students or the Assistant Dean of Student Services can refuse permission to display a flyer/poster if they feel that the content is inappropriate.

4. No poster/flyer may be larger than two feet by three feet. Advertisements and/or table tents displayed in the dining hall and Lion's Den may be no larger than five inches by seven inches.

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 Dean of Students or 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 Educational 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 be only be released to appropriate members of the Methodist College administration at the discretion of the Associate Dean of Students.

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 education programs.

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

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

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

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

8. Individual records will be released to accrediting organizations.

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

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

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

1. A grade transcript;

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

3. All secondary school transcripts;

4. Entrance and placement examination scores;

5. Application for admission;

6. Copies of all correspondence between the student and the College.

Records of all requests for and/or disclosure of information from a student's educational records will also be maintained. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party has in requesting or obtaining the information.

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

All procedures involving changes of or to the records maintained by the Registrar must be performed by designated individuals assigned to the Office

of the Registrar or staff employees of the College. These actions include, but are not limited to, additions to and deletions from the contents of the permanent folder, annotation of transcripts or other records, and any other actions necessary to the proper development and maintenance of a student's permanent academic record.

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

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 MC SERPP 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 condem-

nation 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 Development and Services 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 Development and Services 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 obtained from the Registrar's Office or from the Student Life Office. Once the grievance form is completed by the student, it should be submitted **first** to the faculty member who taught the course, **second** to the Department Head, **third** to the Division Director of the faculty member, and **fourth** to the Associate Academic Dean. If the student feels that the problem has not been resolved, he/she can appeal to the Academic Standards Committee of the College. The committee then makes a recommendation on the matter to the Vice President for Academic Affairs. Students who have questions regarding the Academic Grievance Procedure should contact the Associate 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 Development and Services 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 4 numbers listed below.)

Your Concern	Whom to see	Phone	Location
Academic Advising	Academic Advisor	7037	Berns
Academic Appeals	Chair, Academic Standards	7037	Trustees'
Academic & Social Success Program	Ms. Suzanne Reese	7151	Aca. Dev. Center
Academic Services	Ms. Nicolette Campos	7033	Aca. Dev. Center
Academic Probation	Ms. Nicolette Campos	7033	Aca. Dev. Center
Academic Records	Registrar's Office	7036/7035	Administration
Adding/Dropping Courses	Registrar's Office	7036/7035	Administration
Alumni Affairs	Mr. Tom Maze	7167/7200	Administration
Athletics	Mr. Bob McEvoy	7182/7175	Riddle Center
Attendance Issues/ Appeals	Mr. Michael Hadley	7557	Administration
Automobile Registration	Security	7149	South Administration
Books, supplies	Student Store	7165	Berns
Bills, Fees	Business Office	7012	Administration
Career Planning	Ms. Marisa Saenz	7279	Career Services
Campus Ministry	Rev. Benjamin Wells	7157	Berns
CLEP/DANTES Testing	Mrs. Melissa Dahmer	7251	ADC
Community Service Program	William Walker	7030	Berns
Counseling Services	Mrs. Darlene Hopkins	7150	Pearce
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	West Hall
ID card replacement	Security	7149	South Administration
International Students	Ms. Magda Baggett	7159	Berns
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	7164	West Hall
	Security	1212	South Administration
Overnight Guests	Area Coordinator		
Painting	Area Coordinator		
Parking Permits	Security	7149	South Administration
Placement, Job	Ms. Marisa Saenz	7279	Career Services
Pre-registration	Academic Advisor/Registrar's Office	7036/7035	Administration
Publications	Ms. Cynthia Curtis	7043	Mallett-Rogers House
Refunds	Business Office	7012	Administration
Registration	Academic Advisor/Registrar's Office	7036/7035	Administration
Residence Life Program	Tanya Davis	7626	Berns

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

(When dialing from an outside line, use the prefix 630-and the 4 numbers listed below.)

Your Concern	Whom to see	Phone	Location
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	Union Station
Student Concerns	Student Development & Services	7152	Berns
Student Employment	Ms. Marisa Saenz	7279	Berns
Student Government	Student Government Office	7108	Union Station
Summer School	Registrar's Office	7036/7035	Administration
Telephone/Television Problems	Resident Advisor		
Tickets			
Parking	Security	7149	South Administration
	Business Office	7012	Administration
Others	Resident Advisor/Area Coordinator		
	Student Life Office	7152	Berns
Transcripts & Transfer	Registrar's Office	7036/7035	Administration
Tutoring Services	Aca. Dev. Center	7151	Aca. Dev. Center
Undeclared Majors	Academic Advisor/Registrar's Office	7036/7035	Administration
Veterans Affairs	Mr. Frank Orians	7174	Stout Hall
Withdrawals	Registrar's Office	7036/7035	Administration

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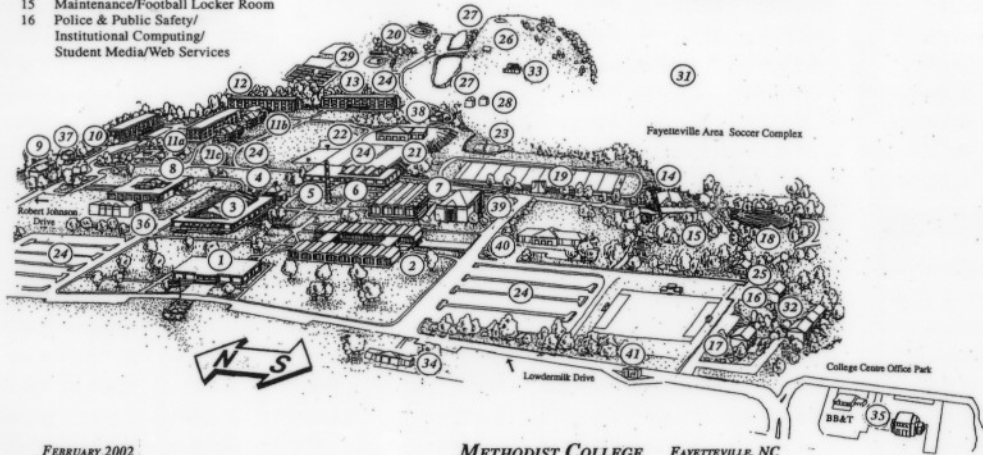
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FEBRUARY 2002

METHODIST COLLEGE FAYETTEVILLE, NC

