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## 2006-2007 Academic Year Calendar

### Fall 2006

#### August 2006

Saturday	August 19	New students arrive/Orientation
Sunday	August 20	Returning students arrive
Monday	August 21	Registration
Tuesday	August 22	Day classes begin
Friday	August 25	Advisee group meetings 11:00am
Tuesday	August 29	Last day to drop/add without record

#### September 2006

Friday graduation	September 8	Last day submit Intent to Grad for Dec
Monday	September 11	Opening Convocation
Friday-Sunday	September 15-17	Family Weekend

#### October 2006

Friday	October 13	Midterm grades due
Monday-Tuesday	October 16-17	Fall Break
Monday	October 23	Advisee group meetings 11:00am
Monday	October 30	Senior Pre-Registration
Tuesday	October 31	Junior Pre-Registration

#### November 2006

Wednesday	November 1	Sophomore Pre-Registration
Thursday	November 2	Freshman Pre-Registration
Saturday	November 4	Homecoming
Friday	November 10	Last day "Intent to Graduate" for May
Tuesday	November 22	Residence Halls close 5:00pm
Wed.-Sunday	November 22-26	Thanksgiving Holiday
Sunday	November 26	Residence Halls open 2:00pm
Monday	November 27	Classes resume
Tuesday	November 28	Last day to Drop w/WP or WF

#### December 2006

Tuesday	December 5	Day classes end
Wednesday	December 6	Reading Day/Last Day to adjust Spring Schedule
Thurs.-Thursday	December 7-14	Final Examinations
Monday	December 11	Senior grades due
Saturday	December 16	Graduation Day Residence Halls close 5:00pm
Monday	December 18	Final grades due

#### MC at Night

Autumn Term I	August 14-October 7, 2006
Autumn Term II	October 16-December 9, 2006

## 2006-2007 Academic Year Calendar

### Spring 2007

#### January 2007

Sunday	January 7	New/returning students arrive/Orientation
Monday	January 8	Registration
Tuesday	January 9	Day classes begin
Friday	January 12	Advisee group meetings
Monday classes)	January 15	Martin Luther King, Jr. Holiday (no
Tuesday	January 16	Last day to drop/add without record

#### February 2007

Monday	February 5	Spring Convocation
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#### March 2007

Friday	March 2	Midterm grades due
Monday-Friday	March 5-9	Spring Break
Monday	March 19	Advisee group meetings
Monday	March 26	Senior Pre-Registration
Tuesday	March 27	Junior Pre-Registration
Wednesday	March 28	Sophomore Pre-Registration
Thursday	March 29	Freshman Pre-Registration

#### April 2007

Monday	April 2	Awards Day
Friday	April 6	Good Friday (no classes)
Tuesday	April 16	Last day of day classes Last day to WP/WF
Tuesday	April 24	Day classes end
Wednesday	April 25	Reading Day
Thurs.-Thursday	April 26-May 3	Final Examinations
Monday	April 30	Senior grades due

#### May 2007

Saturday	May 5	Graduation Day Residence Halls close 5:00pm
Monday	May 7	Final grades due

#### July 2007

Friday-Saturday	July 6-7	Summer Orientation
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#### MC at Night

Spring Term I	January 2-February 24, 2007
Spring Term II	March 5-April 28, 2007

#### Summer School 2006

Term I	May 14-June 8, 2007
Term II	June 11-July 6, 2007 (July 4 Holiday no classes)
Term III	July 9-August 3, 2007
Term IV (Evening)	May 14-July 7, 2007

**Academic Calendar is subject to change at anytime.**

## Methodist College Department Numbers

Academic Affairs	7031
Accounts Payable	7007
Admissions (Day)	7027
Admissions (Evening)	7190
Admissions (Int'l)	7159
Athletic Department	7175
Book Store	7165
Business Office	7015
CAC Lab (computer)	7020
Campus Ministry	7157
Career Services	7279
College Events	7042
College Relations	7043
Dean of Students	7155
Dining Services	488-2104
Evening College	7485
Faculty Secretary	7065
Financial Aid	7192
Football Coach	7178
Fort Bragg Office	436- 3624
Golf Shop	7684
Graduate Studies	7081
Human Resources	7023
Library Circulation	7645
Library Reference	7123
Maintenance	7199
Mathematics Department	7131
Monarch Press	7032
Music Department	7100
Operator	7000
Payroll	7023
Physician Asst. Prgm.	7495
Police & Public Safety	7149
Post Office	7194
President	7005
Purchasing	7522
Registrar	7318
Residence Life	7370-7256
Science Division	7125
Student Activities	7022
Student Development Admin.	7152
Student Government	7108
Student Health	7164
Student Insurance	7652
Weather Alert & Messages Board	7351
Welcome Center	7098
Writing Center	7254



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 lives 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 always welcome. Please share them with the appropriate faculty and administrator or with me. 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,

A handwritten signature in cursive script that reads "M. Elton Hendricks".

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 help 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 provide. 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 of 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 to 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,

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

George J. Blanc  
Vice President for Student Development  
Dean of Students



Dear Fellow Students:

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

The Student Government Association exists to promote the needs and concerns of the student body and to protect student rights. We encourage all students to become actively involved in campus organizations and activities. Student involvement is the key to successful clubs, organizations, and student sponsored events. We would also like encourage you to use the Student Government Association as a way to express your concerns and suggestions about Methodist College and student life in general.

I would like to extend a personal invitation to each and every student to stop by the Student Government office in the Berns Student Center if you have any questions or concerns that you feel need to be addressed about the S.G.A. or any issue on campus. Also, if you have any suggestions, feel free to bring them as well. We look forward to working with you this year.

I look forward to meeting you all soon. Remember that it takes students working together to achieve success in improving Methodist College for a better quality of student life. May your experiences this year at Methodist College be outstanding and memorable.

Sincerely,

A handwritten signature in black ink, appearing to read "K. M. Page". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Kevin Michael Page  
President  
Student Government Association



## The College Seal

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

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

## Alma Mater

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

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



## **Methodist College 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 communications 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.

## 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 include 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 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.

### **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, Director of Residence Life, (Berns Student Center, 630-7256)

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. The Affirmative Action Officer should attempt to have both parties engage in resolving the dispute. If the dispute is not resolved, the complaint will be referred to the Affirmative Action Committee.
2. The chair of the Affirmative Action Committee shall convene a hearing board made up of three members of the Committee, one being a faculty member, one being a member of the staff, and if a student is involved in the complaint, the third member being a student. The chair will exercise discretion to ensure that members of the hearing board are from areas of the campus community that normally do not interact with the parties in the complaint, and may go beyond the membership of the Committee, with their approval, to ensure an impartial board.
3. The hearing board operates under the following procedures:
  - a. Both Complainant and defendant submit written information and supporting documents, identify witnesses and solicit their written submissions that the hearing board should hear from, before the board meets.

- b. The board interviews the complainant, and separately any supporting witnesses identified by the complainant. The board then interviews the accused defendant, and separately any supporting witnesses identified by the accused defendant. The board reserves the right to recall any witness after their initial testimony to help clarify the incident(s).
  - c. Both the complainant and accused defendant may be accompanied by one member of the Methodist College community for advice and counsel; if either the complainant or accused defendant wish to have advice and support from a party outside the Methodist College community they must notify and receive approval in advance of the hearing from (i) the other party and (ii) the hearing board; the chair of the Affirmative Action Committee will be the conduit for requests for support from outside the Methodist College community.
  - d. All interviews with the hearing board will be tape-recorded; through the boards' discussion of the testimony and final decision-making will not be tape-recorded, but presented in a summary written form.
4. If the complaint is not satisfied, the matter may be taken to the President of the College.
5. Complaints of discrimination regarding hiring should be taken directly to the President of the College.
6. 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.

### **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 Associate Dean of Student Development 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 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 Associate Dean of Student Development.
9. All posters/flyers must be removed within twenty-four (24) hours 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 and 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 only be released to appropriate members of the Methodist College administration at the discretion of the Senior 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 record 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 Development and Services—Vice President for Student Development and Services
5. Medical Records—Student Health Center—Director of Student Health Center.
6. Occasional Records—The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.
7. Athletic and Directory Information—the Athletics Office—Director of Athletics.
8. Students or qualifying parents have the right to ask to have records corrected that they believe to be inaccurate, misleading, or in violation of their rights of privacy.

Following are the procedures for the correction of records:

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

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

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

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

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

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

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

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

None of the provisions of either FERPA or MCSERPP should be construed in any way to affect the private relationship that exists between faculty member and student. Individual faculty members may inform individual students of grades awarded for coursework taken, so long as the information is shared in a private manner. Public posting of grades, even by a student, is forbidden. The United States Post Office is considered to be a private means of communication. This policy statement supersedes the statement of July 1, 1988.

## Tutoring Services and Testing

### Tutoring Services

Tutoring services are available to all Methodist College students free of charge. Professional and Peer tutors are available to work with students throughout the day and in the evenings Monday – Thursday. For more information, contact Ms. Z. Hinnant-Jones at 630-7151 (North Admin. Bldg.). (You may also access this information on the MC website under academic resources).

### CLEP and DANTES Testing

Methodist College students may earn course credit by performing satisfactorily on the College Level Examination Program (CLEP) 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 a week in advance. For further information or to schedule a test, please call Ms. Z. Hinnant-Jones at 630-7151 (North Admin. Bldg.). (You may also access this information on the MC website under academic resources)

Zelphia Hinnant-Jones, M.Ed.  
Academic Services Associate  
Tutoring, Testing and AEP Coordinator  
Methodist College  
910-630-7151  
Email: [zelphia@methodist.edu](mailto:zelphia@methodist.edu)

“I hope my achievements in live shall be these...  
That I will have fought for what was right and fair,  
That I will have risked for that which mattered,  
That I will have given help to those in need...  
That I will have left the earth a better place for what I have done  
and whom I have been.” C. HOFFE

## **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 above:

1. Demonstration or Peaceful Assembly—A demonstration or peaceful assembly is a public manifestation of welcome, approval, protest, or condemnation through a mass meeting, procession, or picketing. Exhibitions commonly associated with approved social or athletic events are not usually within the purview of this definition and the supporting regulation.

2. Unlawful Assembly—An unlawful assembly is the meeting together of three or more persons to the disturbance of the public peace with the intention of cooperating in the execution of some unlawful private enterprise.

### **Regulations**

The following regulations govern the policy above:

1. The demonstration is to be registered with the Vice President for Student Development and Services 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 the Vice President for Student Development and Services in 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 Development 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.

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**METHODIST COLLEGE  
PROGRAMS  
AND  
SERVICES**

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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 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 campus Judicial System, counseling, health services, food services, career planning and placement, intramurals, campus recreation, international student admissions and programs, security, and the operation of the Berns and Chris' House Student Center.



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





**Office of the Vice President for Development:** 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 Planning and Evaluation:** Mr. Don Lassiter, the Vice President for Planning and Evaluation coordinates preparation for the College's accreditation, and for ongoing assessment of the Colleges Academic and other programs.



**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.



**Office of the Director of Athletics: Mr. Bob McEvoy**, the Director of Athletics, is the chief administrative officer for the College and is responsible for the oversight of our nineteen intercollegiate sports programs. He has the responsibility to enforce College, USA South Conference and NCAA regulations. He is responsible for the oversight of student/athlete welfare and the responsibility to facilitate an effective relationship with the academic units of the College to ensure an athletic program with strong academic integrity.



**Office of the Vice President for Church and Community Relations and Chaplain to the College: Rev. Mike Safley**. The Vice President for Church and Community Relations and Chaplain to the College is to connect students with God and with each other. We believe that God loves all people and desires to be in relationship with us. Therefore, Campus Ministry works to provide opportunities for students to connect with God and with each other in meaningful ways. In addition to the above we also seek to develop positive relations with the community and church partners through events, publications, and inter-personal relations. The Campus Chaplain is responsible for spiritual formation and development for staff and students.

**Office of the Vice President for Academic Affairs and Dean of the College:** 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.

## 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 online at [www.fafsa.ed.gov](http://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) 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 arrangements 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 and the North Carolina Contractual Scholarship are credited before October 15 and March 15. 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 Book slip*—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, driver's 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 2006** are:

<b>September 7, 2006</b>	Evening Students/Term I
<b>September 14, 2006</b>	Day Students
<b>November 9, 2006</b>	Evening Students/Term II

The earliest scheduled pick-up dates for **Spring 2007** are:

<b>February 1, 2007</b>	Evening Students/Term I
<b>February 1, 2007</b>	Day Students
<b>April 5, 2007</b>	Evening Students/Term II

The earliest scheduled pick-up dates for **Summer 2007** are:

<b>June 7, 2007</b>	Evening Students
<b>June 7, 2007</b>	Day Students/Term I
<b>July 5, 2007</b>	Day Students/Term II
<b>August 2, 2007</b>	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 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 are authorized to live off-campus and 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 are authorized to live off campus and 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 prorated weekly basis. Residential Hall dues are not prorated. No proration is done for Summer terms.

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## **LIBRARY SERVICES**

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

The library houses more than 98,000 book volumes, 1,900 video-recordings, and many other formats for 124,500 items. For electronic full-text sources, students can select from over 19,500 journals and 24,000 e-books. More information about the library is available at

**<http://www.methodist.edu/library/davis.htm>.**

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 Premier*, *ACS Web Editions*, *Lexis-Nexis*, *PsycArticles*, and many others. Access is through a web browser. No special software is required, but a password is needed for off-campus access. Guides to materials in specific subject areas are on the web site. In addition, patrons can renew books, place holds and request interlibrary loan service (ILL) online.

There are 41 computers for student use in the library. Designated computers provide access to specialized resources or software in athletic training, chemistry, geographic information systems, image manipulation, legal research, and statistics. Complete information and links to resources are on the library web site. Wireless service is available in the building for students with laptop.

Services available include research assistance, interlibrary loan, information literacy classes, and instruction in the use of library equipment. Equipment available includes: photocopier, microform reader/printers, audio/visual equipment, opaque projector, overhead projector, and scanner. 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.

### **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 public safety office. The sticker shows the current semester and year (i.e. Spring 2006). No ID is valid without this sticker.

### New students

- Obtain college ID from security during registration
- On your first visit to the library complete your registration record at the circulation desk.

### Returning students

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

### **Loan periods** (full details in circulation brochures)

Books, music scores, CD-ROMs, and floppy disks that accompany books = 28 days

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

TMC fiction, non-fiction, multimedia CD-ROMs, art prints and maps = 7 days

TMC professional = 14 days

TMC textbooks (education students only) = 14 days

TMC big books and kits (education students only) = 7 days

Videos/DVDs = 3 days

Check-out limit = 25 items

Renewal limit = 2 times (You can renew by phone or through the online catalog at <http://davislibrary.methodist.edu>, as long as the 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 checks 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 (replacement cost of item, \$5 restocking fee per item, and non-refundable \$5 billing fee per item) is sent to the Business Office 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. The replacement cost and restocking charge will be **refunded within 36 months** in good condition.



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 only be charged for the damage or loss.

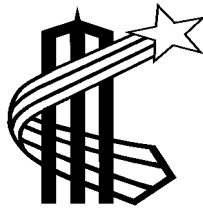
#### **Interlibrary loan**

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



## **LURA S. TALLY CENTER FOR LEADERSHIP DEVELOPMENT**

*“Where Leadership Can Be Learned!”*

Since its inception in 1995, the Tally Center has prepared hundreds of Methodist College students to serve as effective leaders in all walks of life. The Center offers an academic minor in Leadership Studies, and it sponsors special campus-wide events. In addition to theory and practice, the Leadership Program emphasizes values and ethics, civic responsibility, and personal character.

Founded on the belief that our nation urgently needs talented and ethical leaders, the Tally Center offers courses to develop the character traits and practical skills employers look for. Students in **LSS 300, Principles of Leadership**, receive certified training in Stephen Covey’s acclaimed *7 Habits of Highly Effective People*. This valuable credential is widely recognized and highly respected throughout corporate America. Recently, MC Online made this course available through the Internet.

The Tally Center grants **Leadership Scholarships** to selected, outstanding students. Also, one exceptional leadership student is recognized each year with the Lura S. Tally Award, which includes \$500.

The Tally Center also serves as a resource for the community. Working with the Chamber of Commerce and others, the Center provides workshops to enhance the leadership skills of business people, volunteers, and others. Recently, the Center was instrumental in developing Fayetteville’s Institute for Community Leadership, a nine-month training program for citizens desiring to serve on local boards and commissions.

An outstanding Advisory Board of distinguished citizens links the Tally Center with the community and the business world. Board members include Mr. George Breece, Dr. Suzan Cheek, Dr. Loleta Foster, Rev. Ernest Johnson, Congressman Mike McIntyre, and State Senator Tony Rand. These dedicated members ensure Tally Center courses and activities are meeting current needs for leadership training.

For information, contact Dr. Andrew Ziegler, T-103, 910-630-7488, [aziegler@methodist.edu](mailto:aziegler@methodist.edu), or Dr. Bill Watt, T-103, 630-7191, [wmwatt@methodist.edu](mailto:wmwatt@methodist.edu). Or visit the web site at [www.methodist.edu/tallycenter](http://www.methodist.edu/tallycenter).

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## ACADEMIC INFORMATION

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### **Student Responsibility**

Each student is responsible for all materials and information included in the *Academic Catalogue of Methodist College*. Students should consult their advisors before making changes in their academic program.

### **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 and its enforcement procedures are printed in the *Methodist College Academic Catalogue* and can be found online at [www.methodist.edu](http://www.methodist.edu).

### **Transcripts**

A transcript is the official record of your academic performance and credits earned. Students must authorize the Registrar, in writing, to send out such reports. Students need to go to the Office of the Registrar and fill out the required forms. The first copy of a transcript is sent without charge. A fee of \$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.

### **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](http://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.

### **Convocations**

There are several convocations each semester. The campus community, family members, and the public are invited to attend all convocations. 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.

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## EVENING COLLEGE AND SUMMER SCHOOL

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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 2004-2005 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-305, Trustees Building (630-7485).
- 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.

### **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. **AH transfer students must complete the English Placement Examination before registering for classes.**

### **Student Activity Fee for Evening College Students**

Evening students can, by paying a \$55.00 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 Studies, 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, Computer Information Technology, Criminal Justice, History, Occupational Environmental Management Program, Political Science, Sociology, and Spanish. Social Work and Global Studies may require some day classes.

### **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** at the Registrar's Office.

## Tuition and Financial Aid

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.

### 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.

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.**

### 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, [www.methodist.edu/online](http://www.methodist.edu/online), 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, and passwords), course starting and ending dates, along with any breaks, 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 \$180 per credit hour (\$540 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 three 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.



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## **STUDENT DEVELOPMENT & SERVICES**

### **“TO SERVE AND TO DEVELOP”**

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#### **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.

On the following pages, you will be introduced to our various departments that are in place to provide you with opportunities for personal and professional growth while providing you with essential student-related services.

Please take a few minutes to familiarize yourself with the services that these departments can provide you.

#### **CAMPUS MINISTRY CENTER**

The mission of Campus Ministry at Methodist College is to connect students with God and with each other. We believe that God loves all people and desires to be in a relationship with us. Therefore, Campus Ministry works to provide opportunities for students to connect with God and with each other in meaningful ways. We offer a variety of ministry groups where students can connect with one another: Gospel Choir, a multicultural choir singing both contemporary and traditional gospel music; Fellowship of Christian Athletes; Deeper Life, a group that promotes higher standards in Christian living; Men’s and Women’s Bible studies; and PGM Bible study, an outreach to student golfers. We also offer two weekly worship opportunities to connect with God in worship: “Chapel” a traditional campus service on Wednesdays at 11 am, and “7:17 – a new way of doing an old thing” on Thursday nights. Both services meet in Hensdale Chapel. Retreats, special events, missions, and service projects during the year offer other opportunities to connect with God and others. The Campus Ministry Center is located in the Berns Student Center and a full-time chaplain is available to our students.

## OFFICE OF CAREER SERVICES

*www.methodist.edu/careerservices*

The office of the Career Services supports the mission of the Office of Student Life and provides career services and resources to all students and alumni from the first year of college to graduation and beyond. The Career Services Offices guides and instructs students and alumni in the development of the skills necessary to obtain employment and work satisfaction, to succeed in a diverse and rapidly changing workforce, and to manage their life-long career strategies. Career Services achieves its mission by providing one-on-one counseling, group workshops, outreach services, and online assistance by establishing meaningful partnerships with faculty and employers.

The Office of Career Services, located on the first floor of the Berns Student Center, is open to all Methodist College students and alumni. **All students are required to register with College Central Network found at [www.methodist.edu/careerservices](http://www.methodist.edu/careerservices)**. The staff will assist students with career exploration through personal career counseling and computerized skills assessments such as SIGI<sup>3</sup> found ant Career Services webpage. The Career Resource Library contains reference materials and information for résumé and cover letter writing, job searches, internships, graduate schools, and employment opportunities. *Perfect Interview* is available for students to practice interviewing skills while selecting the level of difficulty and categories of question. Each interview is recorded for the student to review. Career Services counselors provide résumé and cover letter critiques and mock interviews. 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.

Student employment is awarded through the Financial Aid Office. Students receiving an award letter should report to the Office of Career to obtain additional information regarding work-study.

Main contact 630-7333  
Garland (Guy) Stewart, 630-7279  
Kim Genova, Assistant Director 630-7257

## CENTER FOR PERSONAL DEVELOPMENT Counseling, Psychological & Disability Services

The focus of Center for Personal Development is to help students be successful in college, in careers, and in life in general. 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? 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.

### Disability Services

Students requiring accommodations due to a disability must bring the appropriate documentation to the Disability Services Office in the Center for Personal Development, Pearce Hall, no later than the first week of classes during which the accommodations are required. Together the student and disability services staff will decide upon the modifications to be implemented. **Please note that Methodist College cannot make accommodations retroactively.**



Therefore, it is important that we start this process as early as possible. For further information, please contact Disability Services at 630-7402.

### **Peer Counseling**

The Center for Personal Development is a place where you can come to relax, meet friends, study, or just hang out with other students. Peer counselors are available to help others by offering a listening ear as fellow students work through to their own solutions. The Center for Personal Development provides 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, jubilation, 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 that will provide students, staff, and faculty with three free sessions. You may contact them directly by calling 829-1733.

### **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. Our hours of operation are Monday through Friday from 10:00 A.M. through 5:00 P.M. For further information please contact Darlene Hopkins at [dhopkins@methodist.edu](mailto:dhopkins@methodist.edu) or Linda Szulc at [lszulc@methodist.edu](mailto:lszulc@methodist.edu).

## **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 resume building items when seeking employment. The Associate Dean for Student Development 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.

### **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 is 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 and 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 until 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 14-17, 2006**

Residence Halls:

Closed

Dining Hall:

Closed

Last Meal served:

Lunch at Noon, Friday 10/13/06

First Meal served:

Dinner at 5:00 P.M., Tuesday 10/17/06

**Thanksgiving**

**Wednesday - Sunday**

**November 22-26, 2006**

Residence Halls:

Closed

Dining Halls:

Closed

Last meal served:

Lunch at Noon, Tuesday, 11/21/06

First meal served:

Dinner at 5:00 P.M., Sunday 11/26/06

**All residence halls are closed during the Christmas break.**

**Spring Break**

**Monday-Friday**

**March 5-9, 2007**

Residence Halls:

Closed

Dining Hall:

Closed

Last meal served:

Lunch at Noon, Friday, 3/2/07

First meal served:

Dinner at 5:00 P.M., Sunday 3/11/07

**Easter Holiday/Good Friday**

**Friday - Sunday**

**April 6-8, 2007**

Residence Halls:

Open

Dining Hall:

Open

### **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 and physician assistant provide medical services. Staff is available for after hours 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.

### **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 used 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.

Student Health Services located in West Hall

Hours of Operation

8:00 A.M. to 5:00 P.M. Monday, Wednesday, Thursday

Tuesday and Friday 8:00 A.M. to 1:00 P.M.

A Women's Wellness Clinic will be offered on Tuesday nights 5:00 P.M. to 8:00 P.M.

The Physician Assistant's hours will be posted.

### **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 7577 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 **full-time day students** will automatically enrolled in the student accident and health insurance program at registration. This is intended as a secondary policy and in the event that the student does not have a primary insurance, the student insurance policy can act as primary insurance with limitations. Please refer to the insurance brochure for additional details of coverage. It is very important that students have their insurance cards with them at all times; the student insurance brochure. The student insurance card changes every academic year and must be updated at registration. Parents need to inform their insurance company of the student's change in status and obtain an in network referral if necessary for treatment.

Students must obtain a referral form from the Student Health Center before receiving off campus treatment of treatment is for non-emergency reason. Treatment after hours should be for emergency only and a referral form filled out as soon as possible to avoid being billed for medical services.

**All international students are required to carry adequate health and accident insurance. A special policy is available for international students and information may be obtained thru the international office or from the insurance coordinator.**

The Student Insurance Coordinator Office is located in West Hall.

Hours of Operation

Monday thru Friday 8:00 A.M. to 5:00 P.M. Extension 7652

## **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.

## **HOUSING & RESIDENCE LIFE**

*[www.methodist.edu/housing](http://www.methodist.edu/housing)*

### **HOUSING & 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.

## Residence Hall Procedures

The residential experience has a positive impact on college students, during the time in college and afterwards. Studies have shown that living in the residence halls makes a great impact on student success both academically and socially. Research has proven that students who live in the residence halls were more likely to achieve a higher grade point average, complete their degree in four years, participate in more extracurricular activities and have positive self image and go on to attend graduate school.

One of the purposes of the Department of Housing and Residence Life is to aid students in making their time at Methodist College a valuable developmental experience. The residence halls provide a structured environment for students to live, work and grow together while gaining from experiences that unite them and make them a united fellowship. Methodist College supports this precept.

**As a result, it is the policy of the College that all students who have earned 62 hours or less must live in College-operated residence halls unless they commute from the home of a parent or legal guardian. A local resident is defined as a person residing within 60 miles of the College. All requests for waivers of the policy must be directed in writing to the Dean of Students.**

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

## Residence Hall Expectations

### Housing & Residence Life Staff

The College employs the Director of Housing and Residence Life, Resident Coordinators, Residence Hall Maintenance Technician, and Resident Assistants 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.

### 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

Cape Fear Commons Apartments	Priority Given to Upper Classmen	Coeducational
Creekside Apartments	Priority Given to Upper Classmen	Coeducational
Cumberland Hall	All Rooms Freshmen	Male
Garber Hall	Priority given to upper classmen	Male
Pearce Hall	First Year Experience	Coeducational
Pines Apartments	Priority Given to Upper classmen	Coeducational
Sanford Hall	All Rooms Freshmen	Male
Weaver Hall	All Rooms	Female
West Hall	First Year Experience	Coeducational

### **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.

### **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. Priority is given to residential students, then commuters, then transfer/grad students. A more specific reservation plan and schedule are announced by the Housing & Residence Life Office during the year.

### **All About Roommates**

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

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

**2. Establish House Rules**—Roommates need to establish ground rules regarding the use of each other's belongings, room cleaning, phone use and bill paying, 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 assistant. 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.

## **Residence Hall Policies and Procedures**

### **Appliances and Fire Hazards Policy**

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, DVD players, microwaves, hair dryers, fans, 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, toaster ovens, etc.) are not permitted in the students' rooms. It is important that when plugging in your appliances and/or computers that you do not overload the unit breaker. Health and Inspections are conducted at least once a month. Any questions should be directed to the residence hall staff members.

### **Illegal Appliances**

The following appliances are prohibited from the residence halls: halogen lamps, hot plates, incense, candles, toaster ovens, space heaters, and any other appliance with an open coil. This is not exhaustive list. Questions regarding other appliances please direct them to your RA or Residential Coordinator.

### **Bicycle Policy**

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

### **Check-in Procedure**

Upon acceptance to Methodist College, the Department of Housing and Residence Life will require you to complete a housing contract, emergency data card and Room Condition Report. The housing contract establishes you as a full-time resident of the college. The emergency data 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 are 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 changes or additions, please inform a Residence Life staff member within 24 hours. Anything not noted on the RCR could become the responsibility of the student at the end of their residency.

### **Check-out Procedure**

It is the responsibility of every student to remove all of his/her personal property from and thoroughly clean 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 Assistant. 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 a \$50 cleaning fee if they reside in a traditional residence hall and a \$100 cleaning fee if they reside in an apartment. If trash is left either inside or outside of a room or apartment, a trash removal fee of \$25.00/\$50.00 for apartments, may also be assessed. If a student does not follow the correct checkout procedure, additional fines may be imposed.

#### **Improper Check-out Policy**

Students failing to follow proper checkout procedures waive their right to appeal room damage fees and may incur a \$50.00 improper checkout fee. 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. If such items are left behind, a \$50 removal of personal property fee will be assessed. Methodist College assumes no liability for belongings.

#### **Community Billing**

**The College will not absorb the cost of damage and vandalism that occur in the residence halls during the academic year. In cases in which the perpetrator cannot be identified, the costs for repair are prorated among the residents of the hall/building. There will be a \$5 minimum assessment for community billing charges.**

#### **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 their 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 their 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 that is 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 Residence Life office certifies that there are no damages to the room or other College property for which the student is responsible.

Every student is responsible for his/her residence hall room. Damages to the room will be 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 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
Mattress Cover Replacement	\$25.00
Not returning beds to original location Or having beds disassembled	\$50.00
Room Cleaning	\$50.00
Apartment Cleaning	\$100.00
Screen Replacement (Garber/Weaver)	\$15.00
Screen Replacement (Cumberland/Sanford)	\$25.00
Painting of the entire room	\$225.00
(Entire apartment CFC)	\$800.00
(Entire Apartment Pines)	\$600.00
(Single wall in room)	\$50.00
Removal of Furniture	\$75.00
Removal of personal property	\$50.00

#### **Failure to Meet Health and Welfare Standards**

This term shall be defined as failure to pass room inspections, which pertains to the minimum health and welfare standards acceptable within the residence halls. Any student found in violation of this standard shall receive a \$25.00 fee and a maximum of removal from the residence halls. In addition, it is the policy of the Housing and Residence Life Department, that each room have a working LAN line phone. This phone will be used to disseminate information in regards to emergencies, inclement weather, school closings, etc. During the monthly Health and Safety inspection, each room will be checked to see if there is a working phone in the room.

#### **Fire Evacuation Procedures**

Hall or room furniture is not to be removed or disassembled. In case of a 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. In Cumberland and Sanford halls, the outside stairwells are considered fire evacuation routines are not designated places to convene, smoke, or engage in other activity. Violators may suffer penalty.

#### **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. **No cinder blocks may be used as loft construction material.** 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**.

### **Methodist College First Year Experience program**

The First Year Experience program was designed for a select group of freshmen men and women who desire additional programming, social interactions, and community development during their transition to college. There are, however, additional responsibilities required of the participants of this program. If at any time during your tenure with the program you are found in violation of the alcohol and/or other drug policy, you will be required to move out of West Hall and the FYE program. Other requirements will be discussed in the first hall meeting with the Housing and Residence Life Professional.

### **Health and Wellness Policy**

Health and Wellness floors are designed for those students whose lifestyle 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 or if credible information is obtained regarding the same. Any student breaking the contract will lose his/her space on the health-and-wellness floor.

### **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.

### **Keys/ID Access Card**

Each student is issued keys/ID access card 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 \$60 for the room key and \$10 for the replacement ID card. For Cape Fear Commons and Creekside replacement costs are \$120.00, and \$120.00 for the Pines apartments. These fines are imposed so, that for security purposes, tumblers can be changed out to prevent theft.

### **Lockout Procedure**

If students are locked out of his/her room, he/she should begin by attempting to contact the Resident Advisor on duty in their building. If he/she cannot locate the RA, or it is during the time that the RA is not on duty, students should follow the following protocol:

- Contact all Resident Assistants in your building
- Contact the Area Coordinator/Resident Director of the building you reside in
- Contact the Central Housing & Residence Life Office (x7256) Business Hours between 8:00 A.M. to 5:00 P.M.
- 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 a charge. The first two times a student is locked out during the academic year there will be no charge. On the third time 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.

### **Occupancy Over Breaks/Holidays**

The residence halls remain open during fall break, Thanksgiving, and spring break. Any student who wishes to stay in the residence halls during this time must complete a request for housing over the holidays/breaks form and submit it to the Housing and Residence

Life office or the Residential Coordinator 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 Residence Life Office in advance for assistance. **All students must vacate the residence halls during Christmas break (NO EXCEPTIONS).**

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.

#### **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 by students. 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.

#### **Private Rooms/Consolidation**

**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 Director of Housing & Residence Life.

#### **Room Consolidation**

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 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 Director of Housing & Residence Life. Students moving from a double occupant room into an open room will be charged a private room fee. Private room charges are \$950.00 per semester.

#### **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. **Courtesy hours are in effect 24 hours a day.**

#### **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 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 double sided are prohibited. Furniture or objects must not hinder access to or from the room or within the room.

### **Health and Safety Inspections**

Regular inspections of residence hall rooms by the residence hall staff will ensure safety and cleanliness. Notice will be given before an inspection takes place. 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.

### **Room Paint Policy**

**Students may not paint their own rooms.**

### **Room Selection**

The room selection process is designed to assist students in securing a residence hall room for the upcoming academic year. Each year the Department of Housing and Residence Life will announce the process for selection. Priority is given for selection in the following order: current residential students, commuter students, transfer students and graduate students.

### **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 the Residential Area Coordinator. 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.

### **Smoking Policy**

**All residence halls of Methodist College are non-smoking.** Designated smoking areas will be assigned at the beginning of the school year.

### **Residence Hall Visitation**

The Department of Housing and Residence Life believes that residence hall students at Methodist College are adults. With adulthood comes a different type of responsibility. The responsibility for visitation in the residence halls lies directly with the residents. The visitation policy at Methodist College encompasses the following guidelines:

1. The residence halls are open for visitation from 11:00 a.m. to 1.00 a.m. Sunday through Thursday nights and 11:00 a.m. to 2:00 a.m. Friday and Saturday nights. Each residence hall has the right to set its own visitation times within these hours. Residence hall visitation hours are posted in the lobby of each residence hall.
2. No person may have more than two guests of the opposite sex at any one time. For special permission regarding family members, see the Residential Area Coordinator.
3. Students must sign in **ALL** (male or female) 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. If the visitation violation involves two Methodist College students, both will incur the 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.

#### **Visitation Policy – Non-Resident Overnight (Same Sex Only)**

Any resident student may have an overnight visitor of the **same sex**. A resident may not have a non-resident visitor (off campus in particular) without **prior written approval** from the Residential Coordinator, within 24 hours of the visit. The maximum amount of time a student may apply to have a visitor, excluding family members, is four consecutive nights.

The roommate(s) of the resident applying for an overnight visitor must be present and give written consent when turning in the request. The rights of the roommates must be paramount at all times. If you are going to have a guest for more than three days, you must gain permission from your Residential Coordinator.

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 for the remainder of that semester or for a length of time designated by the Dean of Students.

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

## **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.

### **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 (less than a mile away) 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.

### **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. Each machine operates coin-free for unlimited usage. The College is not responsible for damaged items due to misuse of machines. Only residents of the building may use the laundry services of the building in which you may only reside.

### **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.

### **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.

### **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 is assigned a phone number that will be in operation when students arrive in the fall. Each student will be responsible for bringing his/her own phone and securing his or her own long distance service. **In order for inclement weather notifications to be delivered, we are requiring all residents to have access to a LAN Line for the message to be received. This means that every resident must have a hard line phone in his or her room during the school year.** Further information regarding the emergency notification system will be given during the first hall meeting.

### **Time Warner Cable Television Services**

Each room is cable-equipped with basic cable channels, which is included in room fees. Each student will be responsible for providing his or her own cable wire. 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.

### **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 Business Office.

## **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.

#### **Health and 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. The residential coordinator or other appropriate College officials may determine other emergency situations.

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 to search from 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 at least three times, 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, and 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. All room residents must give consent.
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 that should not be on the Methodist College campus will be confiscated, logged and destroyed at the discretion of the Senior Associate Dean of Students. The only exception to this will be illegal drugs and/or drug paraphernalia, which will be held until the judicial process is completed**

## 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 and sophomore International students are expected to live on the campus of Methodist College.
2. International students are required to maintain health and accident insurance. Information about insurance is available in the International Programs Office.

The insurance provides year-round coverage for students and is available to buy from the Health Insurance Coordinator. 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.

3. 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:

A. International students must, at all times, carry a full course load. This means that they must register and maintain twelve hours of study per academic semester.

B. International students may not work off campus without special permission and completed one year or two semesters of study in the United States, which is only granted in demonstrated cases of severe economic hardship. Permission is only granted in demonstrated cases of severe economic hardship. The application process is very complicated and obtaining permission to work off campus is difficult.

C. When traveling outside the country, International students must carry I-20 forms with them at all times.

Students who breach items A and B 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. They must be in compliance with all United States Immigration and Naturalization regulations and with all Methodist College policies. They must report departure dates of travel and provide copies of social security cards, I-20 forms, and Optional Practical Training (OPT) cards

## **PUBLIC SAFETY SERVICES**

The Methodist College Public Safety Department provides a very high level of security throughout the College community. A Cumberland County Deputy is on duty twenty-four hours a day, seven days a week. There is also a mobile Security Supervisor and a stationary Security Officer on duty at the Welcome Center twenty-four hours a day. The Welcome Center 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.

### **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. Sheriff 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 are raised.

### **Emergency Number**

**630-7577**

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 the 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 will be available during the academic semester, Monday-Thursday 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 or the Crime Prevention Office at 7487 to obtain an escort. If a student escort is not available, a Security Officer will escort you 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 Blood borne 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

**NOTE:** There is no cost for your initial card; however, there is a **\$15.00** charge for a replacement card.

### **Severe Weather Alert Notification Systems**

Methodist College has two Severe Weather Alert Notification Systems that work together in order to reach the greatest number of people in case of a tornado warning in this area. The first is a phone system that will dial every phone number on campus. Once the line is answered, the recipient will hear a recording that will alert them to the situation. The second is an air siren. At times that a tornado warning is issued for this area, the air siren will be activated. The air siren will sound for a 3 minutes to alert everyone to start moving to designated shelter areas. When all is clear the siren will sound for 1 minute to let everyone know that it is clear to come out of the shelter areas.

**(This should not be confused with the Weather Alert Line 630-7351, which is for inclement weather, cancellation of classes, or other information on classes or work status.)**

### **The Silent Witness Program**

Students who have witnessed a crime or who have knowledge of a crime may report the information through the Silent Witness Program. Submission of the information is completely confidential, and providing contact information is optional. To report information, log onto [http://www.methodist.edu/student\\_life/ps\\_silent.htm](http://www.methodist.edu/student_life/ps_silent.htm).

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## **VEHICLE AND PARKING REGULATIONS**

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### **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. Lacks 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. Not being warned upon entry to the campus by the Security Officer at the Welcome Center that your campus registration sticker is expired, falsified, or non-existent is not grounds for dismissal of citation for "No Valid Parking Permit". It is the responsibility of the student to read and comply with all vehicle and parking regulations. **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.**

#### **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 when 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 vehicles 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

<u>Day Program</u>	
Entire Academic Year	\$130.00
One Semester Only	\$70.00
<u>Evening Program</u>	
Entire Academic Year	\$50.00
One Semester Only	\$30.00
**Summer Session (Regardless of session)	\$30.00
Second Car/Replacement Decal	\$10.00

### 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 has 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. **Bicycle registration under "Operation ID" is encourage.**

### 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 for non-resident students.

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 pm.)
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 Bems 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 Bems 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 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	\$60.00
Parking in a handicap space	\$100.00
Parking in a fire zone; near hydrant	\$50.00
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	\$30.00
Reckless driving and unsafe movement (This includes but is not limited to: drag racing, scratching-off or "spinning wheels")	\$7500
Exceeding a safe speed	\$75.00
Stop sign violation	\$25.00
Displaying a mutilated and defaced permit	\$10.00
Displaying a counterfeit, stolen, or lost decal	\$60.00
False registration	\$60.00
Backing into an angled parking space	\$ 15.00
Parked in a visitor's parking space	\$30.00

**Reporting of Accidents**

All persons involved in motor vehicle accidents shall report such accidents to the Public Safety Office immediately. By state law, all accidents involving vehicles in which bodily injury or damage to one or both vehicles appears to be \$1,000.00 or more or a hit and run shall be reported by the driver(s) involved to the Public Safety Office.

**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.

**STUDENT ACTIVITIES**

*The Office of Student Activities*

The Office of Student Activities is located in Chris's House, across from the Cape Fear Commons Apartments. The Office serves as the "lifeline" for many student programs and activities for all students on the campus of Methodist College. Students interested in learning about and executing special events, alternative programs, event planning, facilities management and student entertainment may wish to participate in Student Activities Committee (SAC) or find a job within the Student Centers.



***Student Centers (Berns Student Center & Chris's House)***

The primary goals of the Student Centers are to provide quality services, maintain aesthetically appealing Student Center facilities and promote programs that are responsive to student developmental needs and to the physical, social, recreational, cultural and continuing educational needs of the campus community. To reserve space in the Student Centers or outdoor recreational facilities (*The Sink, Fannie Farmer Park, Ben's Lake & outdoor Basketball Courts*) please contact the Office of Student Activities at **(910) 630-7022**. Please note that clients outside of the college community must go through the Office of College Relations to reserve college facilities. Permission to use these facilities are done on a first come, first served basis with preference going towards student organizations and their programming.

***Berns Student Center Services***

***Facility Hours Academic Year 7 am – 12 midnight (Sunday - Saturday)***

***Break Periods 7 am – 6 pm (Sunday-Saturday)***

*The following services are available in the Berns Student Center:*

Campus Bookstore  
Campus Mail Room  
Meeting Rooms  
Games Area  
Vending Machines  
ATM Machine  
Restrooms  
TV/Study Lounges  
Green & Gold Cafe  
Lion's Den Snack Bar  
Various A/V, Sound & Light Equipment  
Student Union Area  
Cheerleaders/Dance Team Coach's Office

*Student Development & Services Offices:*

Dean of Students  
Associate Dean of Students  
Housing & Residence Life  
Recreation and Intramurals (*CRIMP*)  
International Programs  
Office of Career Services (1<sup>st</sup> Floor)  
Evening Security Manager  
Student Media (1<sup>st</sup> Floor)

***Chris's House Student Center Services***

***Facility Hours Academic Year 7:30 a.m. – 10 p.m Monday – Friday***

***1 p.m. – 8 p.m. Saturday – Sunday***

***Break Periods 9 a.m. – 5p.m. Monday – Friday (Closed Weekends)***

***The following services are available in Chris's House:***

BBQ Deck  
TV/Study Lounge  
DVD Players  
Playstation 2 Console

***Student Activities Offices:***

Director's Office  
Student Activities Committee Office

## **Student Activities Committee Student Center Reservations & Scheduling**

### ***Student Activities Committee***

The Student Activities Committee assists the Director of Student Activities in planning and promoting an extensive variety of activities that address the educational, social, cultural and recreational interest of the campus community. Popular programs include concerts, comedy shows, dances, Homecoming events, etc. To become part of the committee contact the Director of Student Activities or attend our staff meetings. Look out for postings indicating time, date & place.

### ***MC Late Night Express***

MC Late Night Express is a series of alternate student activities usually taking place on Wednesday or Thursday nights from 10 p.m. until 2 a.m. A variety of events are held on campus, such as talent shows, game shows, cookouts, comedy night, a Hawaiian luau, Monte Carlo night, and special performers. Students participating in MC Late Night Express also enjoy events off campus, such as roller-skating and "Bowling for Dollars."

### **Conference Use Policy**

Conference Use is defined as any sponsoring group from outside the Methodist College community. Conference groups are required to reserve campus facilities through the Office of College Relations.

### **Candles & Fire Policy**

Under no circumstance is open flame allowed in the Student Centers. Enclosed candles may be permitted on a limited basis upon discretion of the management.

### **End of Usage Inspection**

A routine inspection of Student Center equipment and facilities will be done after each period of use for damage and/or excesses custodial needs among other facility care issues. The reserving organization will be billed for any excessive damage incurred, and the organization's representative will be named as the contact person.

### **Smoking Policy**

The Student Centers are smoke-free facilities. Smoking is only permitted outdoors.

### **Solicitation/Vending Policy**

Vendors for the purposes of this document are defined as persons or groups who wish to sell merchandise within the student center facilities.

Vendors who wish to use the Student Centers for on-site sales or marketing will pay a vendor fee of \$200 per day or a 20% fee of sold goods fee per each day of sales activity. All vendor activities must be approved by the Dean of Students.

Businesses or persons seeking to hire students for temporary, part-time or full-time employment must be approved by the Director of Career Services. This includes postings of work opportunities, appearances or correspondence directed to student organizations, etc. The Office of Career Services will in turn work with the appropriate campus communication channels to publicize said opportunities to the student body. This policy does not apply to registered student organization fundraisers.

### **Animal/Pets Policy**

Animals are not permitted in the building, with the exception of those animals that provide assistance to people with disabilities.

### **Maintenance Policy**

- Maintenance issues for the Student Centers should be reported to the Director of Student Activities. The Director will be responsible for the reporting and follow up on these maintenance issues.

### **Bicycle Policy**

- Bicycles, skateboards, and roller blades are not permitted in the building.

### **Lost Items Policy**

The Office of Student Activities or Methodist College is not responsible for lost or stolen articles in a student center.

### **Audio Visual Policy**

Only trained Student Activities staff may transport & operate office technical equipment for use by requesting Methodist College affiliated organizations and will remain with the equipment from set-up, usage and breakdown. In accordance to the policy regarding use of campus facilities, one week advanced notice is needed to reserve audio visual equipment. Request must be submitted to the office in writing using the request for services form found in Chris's House & in the Office of Student Development. Any last minute request will be honored under the discretion of the Director and the availability of qualified staff. Student organizations will not be charged for use of said equipment. Methodist College departments and event sponsors not affiliated with the college should contact the Director of Student Activities for any use and availability of this service.

### **Non Methodist College Affiliated Student, Staff and Administrative Staff**

#### **Guest Policy**

- The following policy shall comply with all guests of the Student Centers for all events, programs, and private parties:
- There can be up to three guests to one Methodist College student, faculty, or staff member for any event, program, or private party. The hosting student must accompany all guests and personally check them in at the Welcome Center.
- Identification of a guest has to be checked before entering the campus for any event, program, or private party.
- **No one will be admitted into a event without proper identification.**
- Special exception guests should be listed and given to the office of Police & Public Safety no later than five working days before an event, program, or private party. Examples include entertainers, dining staff not affiliated with Methodist College, etc.

#### **Chaperones/Security Policy**

- Events/programs held in a student center must adhere to general policies of Methodist College and laws of the state of North Carolina.
- Sponsoring organizations agree that programs will not conflict with any copyright, civil rights, free speech law, etc.
- Events held by student organization should have a faculty or staff chaperone (i.e. the organization's advisor) present.
- Events with an expected attendance of 200 or more persons will be required to contact the office of Police & Public Safety no later than 1 week before the event to arrange any needed parking and/or security requirements.

### **Greek Life**

#### **Greek Council**

The social fraternities and sororities at Methodist College are governed by the Greek Council. The council is responsible for creating and enforcing policies, coordinating all-Greek events such as Greek Week, maintaining contract and cooperation between all of the individual chapters. The council will be reactivating sometime within the 2004 - 2005 school year.

### **Statement on Greek New Member Education**

Potential members are selected by the organization to participate in new member education activities (a.k.a. pledging, new member intake, development, rush, etc) that include but may not be limited to interviews, meet & greets and learning the tenants and history of the organization. New member education activities are managed solely under the guidance of the individual chapters and their respective official faculty/staff and/or alumni advisor(s). The activities within new member education are prescribed by the organization's International headquarters (if applicable) or constitution.

All Methodist College social Greek organizations include a non-hazing statement of potential and current members in their constitutions which must be in full compliance with the Methodist College Judicial Code.

### **Alpha Xi Delta (National Sorority, Zeta Mu Chapter)**

A national women's social fraternity originally chartered at the College in the Spring of 1974. The organization re-established its chapter at the College on November 23, 2002. The Zeta Mu chapter offers a bond of sisterhood and lifelong friendship to its members, along with an opportunity for leadership training and service to the needs of the campus community.

### **Zeta Phi Alpha Sorority (Local Sorority)**

Zeta Phi Alpha Sorority's purpose is to promote education. The sorority expresses concerns and recognizes the need to push young women to reach for higher education, by exposing them to a variety of occupations and extracurricular activities. Zeta Phi Alpha seeks to create an environment for its members in whom lasting friendships are established and in which members find the processes, the experiences and the disciplines, which will stimulate clear thought. Its intention is to foster an atmosphere in which women will develop a deeper love and consideration for mankind, a more profound understanding of the purpose of life, and a basic wisdom upon which to build their lives. During the first week of each semester, the sorority shall set up a booth at which potential members may inquire about the sorority and get application forms. The second week of school will be known as Rush Week, during which interviews will be conducted on an individual basis and task performed. In the third week, approved new members will be informed and pledged into the sorority as sisters. Membership is open to any female of Methodist College with a cumulative grade point average of 2.5 or higher and 12 or more credits completed. The requirements to remain a member of the sorority are to maintain the grade point average of 2.5 or higher and to participate in community service projects provided every semester. Each member is also required to pay dues each semester.

### **Phi Alpha Gamma (Local Fraternity)**

Founded on November 3, 2003, Phi Alpha Gamma stands for brotherhood, power & high standards. Membership is open to male students at Methodist College. To be apart of Phi Alpha Gamma, a male Methodist College student should have completed at least 12 hours of classes and have a 2.0 GPA. The pledge process can take anywhere from 3 months to a semester.

### **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.

## **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.

### **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. Student clubs and organizations may obtain a copy of the *Publications and Marketing Manual* from the College Relations Office to learn more about the College's policies regarding printing and other marketing guidelines. 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](http://www.methodist.edu)).

#### **Accounting Club**

The Methodist College Accounting Club is the gathering of accounting and non-accounting majors interested in accounting issues. The club invites speakers to visit the campus and talk to students about their accounting background, experience, and expertise. The club engages in fund 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

#### **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 membership to 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 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

**Beta Beta Beta**

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

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.

Melissa Hay, 630-7154

**Collegiate Music Association**

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

#### **Computer Science and Mathematics Club**

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

Eleanor Ninestein, 630-7229

#### **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. Avoir, 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.

Annette Thompson, 630-7487

#### **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."

Justin (J.T.) Rimbey, 630-7278

**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 and Lori Brookman, 630-7128

**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

**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.

Tiffany Nabors, 630-729

#### **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.

Cliff Bobbitt, 630-7249 and Joey Harris, 630-7248

#### **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.

Betty Neil Parsons, 630-7153

#### **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

#### **Pi Sigma Alpha**

Pi Sigma Alpha is the national honor society for Political Science. It was founded in 1920 at the University of Texas for the purpose of bringing together students and faculty to stimulate scholarship and intelligent interest in Political Science. Today there are over 460 chapters nationwide. Qualifications include being ranked in the top third of one's graduating class, and having a 3.0 GPA in all Political Science classes. Methodist College's Omega Chi chapter has been active since 2001, and has inducted 39 members. Information about scholarships and other opportunities can be obtained from the national web site: <http://www.apsanet.org/~psa/>.

Andrew Ziegler, 630-7488

#### **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

#### **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.

Steve Andrews, 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.

Dr. John F. Campbell, 630-7069

#### **Psychology Club**

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

Dr. Robert Ritzema, 630-7612

#### **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.

Cliff Bobbitt, 630-7242 and Joey Harris, 630-7305

#### **RUSH Campus Ministry**

RUSH Campus Ministry is a student-led, Bible-based Christian ministry empowered by a full-time campus minister. Our goal is to equip and mobilize each student to take leadership on their campus and in life. We believe every lesson learned from the Scriptures needs to be walked out in day-to-day living to become a reality in our lives. RUSH emphasizes passionate prayer coupled with life-giving outreach, as we serve the physical and spiritual needs of the campus. RUSH operates within relational small group meetings which provides students an avenue to connect with one another. These small groups help students to discover and use their unique talents and gifts as they come into the purpose for which they were created. RUSH is a local ministry outreach of Manna Church, which is located on 5117 Cliffdale Road in Fayetteville, NC. Manna Church is a nondenominational Christ-centered and people-driven church. Avoiding traditional religious structures, our small group format and energetic worship services are designed to help God's people experience the best God has for them. Manna Church believes; "God created you for a very special purpose. You were specifically designed to fit perfectly into His plan, a plan formulated before time began! Our deepest desire is to help you find that purpose and enter into that place of usefulness in God's kingdom. There is excitement, peace, and fulfillment in that place. It is there you discover true satisfaction and a sense of belonging. It is there you build relationships that last. It is there you will find a deeper sense of destiny. It is there you discover that, together, we really can change the world." For more information about Manna Church or RUSH Campus Ministry please call (910) 867-9151 or visit [www.mannachurch.org](http://www.mannachurch.org) and [www.rushministries.org](http://www.rushministries.org).

#### **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 bi-monthly. Meeting times and locations are posted on bulletin boards in and near T-310 and on social work faculty office doors in the Trustees' Building.

Mary Deyampert-McCall, 630-7698

### **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.

Duane Grooms, 630-7022

### **Student 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.

Jennifer Hoeing, 630-7596

### **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 that serves the needs of future professionals in special education and related fields. Student CEC membership is open to all students interested in making positive changes 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 Republicans**

The purpose of the MCR is to promote general interest in politics among the Methodist College community and to develop means for increasing involvement by MC students with local, state, and national political organizations. MCR members participate in political campaigns and assist with election administration.

Andrew Ziegler, 630-7488

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## JUDICIAL CODE AND STUDENT JUDICIAL SYSTEM

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### 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. The College President is the community leader, the Administrative Committee is like a town council, and the Maintenance Department provides public works services. Everyone who lives, works and studies on our campus, is a member of the Methodist College community. Like any other community, Methodist College has developed a set of standards for its members to follow. The Methodist College Judicial Code is the set of rules that every member of the Methodist College community has agreed to follow. Students should review and understand the Judicial Code, because every student who enrolls at Methodist College is subject to the provisions of the Judicial Code.

It is impossible for a single Judicial Code to cover every situation. **With this in mind, the President and the Board of Trustees of Methodist College have authorized the Vice President of Student Development and Services (hereafter referred to as the Dean of Students) to enforce, by sanction or policy, situations that may not specifically be addressed in this handbook including matters that are governed by local, state, and/or federal laws. Changes to the handbook will be published in the form of an addendum, which will be given the widest distribution reasonably possible.**

Students are responsible for their actions. 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. Those students whose behavior puts themselves or others at risk or who unreasonably disrupt the college environment will be expelled from the College.

### The Silent Witness Program

Students who have witnessed a crime or who have knowledge of a crime may report the information through the Silent Witness Program. Submission of the information is completely confidential, and providing contact information is optional. To report information, log onto [http://www.methodist.edu/student\\_life/ps\\_silent.htm](http://www.methodist.edu/student_life/ps_silent.htm).

### 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 the overall development experience for any of our students. With this in mind, we have established and long maintained the policy described on the following pages.

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, the **possession or consumption of any alcoholic beverage is prohibited on the Methodist College campus regardless of one's age.**

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 may be searched for alcohol. All residents and/or visitors who are present in a common living area when 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 or were possessing or consuming it.

#### **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, any 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, and a maximum of suspension.**
- 3. If the student is under the age of 21, 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 become directly involved in an effort to create a situation that will minimize the chances of the student becoming involved in a second alcohol related incident.**

The second time that a current student is found responsible for 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. 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, and a maximum of expulsion.**
- 3. If the student is under the age of 21, 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 become directly involved in an effort to create a situation that will minimize the chances of the student becoming involved in a third alcohol related incident (for students under 21).**

The third time that a current student is found responsible for possession, on campus, of an alcoholic beverage or a commercially produced alcoholic beverage container; 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 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, minimum additional \$250 fine, and a maximum of suspension***

***Third incident, 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 that the counselor recommends 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 Dean's 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 abuse treatment and education at the discretion of the Director of the Counseling and Psychological Services. 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 are subject to the same sanctions as the individual(s) who brought the drug into the environment or were possessing it or consuming it. 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 other discipline 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, or drug-related paraphernalia, or in violation of the College's policy against the abuse or sale of prescription drugs 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 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 wishes to be considered for readmission to Methodist College, will be required to undergo a substance abuse assessment, conducted by a certified substance abuse counselor. The student must also successfully complete all prescribed education and treatment and must pass periodic drug testing during the period of their suspension, as directed by the Dean of Students.

The student's substance abuse counselor must then write a formal letter to the Dean of Students clearly indicating the specific treatment and education administered to the student and reporting 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 that allows his or her substance abuse counselor to freely discuss the student's 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 the Dean's decision on the 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 or her 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, restrooms, offices, classrooms and residence halls and apartments. 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.

### **Tobacco Sanctions**

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

### **Resources for Help**

Methodist College provides counseling and treatment for its 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 Center for Personal Development:** The Methodist College Center for Personal Development is located in Pearce Hall. The staff includes a North Carolina Certified Substance Abuse Counselor. Services provided by the Center for Personal Development may be obtained by calling 630-7150.

**Campus Minister:** The Campus Minister also provides help and assistance. The Campus Minister's office is in the Berns Student Center, and the minister 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 sliding scale basis. All inquiries about counseling or treatment are strictly confidential. No student or employee will ever be penalized for seeking or accepting assistance.

### **Arson and Fire Safety**

It is a violation of the judicial Code to tamper with fire alarm systems, fire extinguishers, or other fire protection equipment or to intentionally light a fire in a College building. Violators will receive a minimum of probation and may receive a maximum of expulsion from the College along with a fine of \$100.00. Such violations will also be handled in accordance with the ordinances and penalties of the City of Fayetteville and the Code of North Carolina.

### **Assault and Battery**

For purposes of this policy, assault is defined as a verbal threat to do harm to another. Students who commit assault on another member of the Methodist College community or who are defiant or belligerent toward a College staff member, including students acting in a supervisory capacity, will receive a minimum of probation and may receive a maximum of expulsion from the College. Also for purposes of this policy, battery is defined as a physical attack upon another and/or an attempt to do harm to another. Unwanted physical contact by one person on another person may also constitute battery in certain situations. Students who commit battery on another member of the Methodist College community will receive a minimum of probation and may receive a maximum of expulsion from the College. Assault, battery, physical abuse, or verbal harassment of any person on the campus is prohibited.

### **Bias-Related Intimidation or Harassment**

Demeaning or degrading comments regarding race, religion, creed, gender, age, ethnicity, national origin, physical disability, or sexual orientation are prohibited. Students who commit these offenses will receive a minimum of a verbal warning and may receive a maximum of expulsion from the College.

### **Breaking and Entering**

Breaking and entering is unlawful entry to a building or a room. Unlawful entry into a locked or an unlocked exterior door is prohibited and will not be tolerated. Breaking and entering is an offense punishable under criminal law and under campus rules and regulations.

Students who commit breaking and entering will be charged the cost of repairs, will receive a minimum of probation, and may receive a maximum of expulsion from the College.

#### **Contempt**

Contempt is defined as disobedience of a judicial order, to include using violent or profane language or threatening any individual associated with the judicial system. Students who bribe, intimidate, or threaten anyone associated with the judicial system before or after a meeting or a hearing will also be found in contempt. Students found in contempt will 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 up to expulsion from the College.

#### **Disorderly Conduct**

Disorderly conduct is physical restriction, coercion, or intimidation of another person or participation in or encouragement of any effort to disrupt any class or other College function. A student who engages in disorderly conduct will 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**

Failure to comply with the direction of a college official is defined as the disobedience of or disregard for a reasonable request by a College official. A College official is defined as faculty, staff, or students acting in a supervisory capacity in the performance of their duties. Students who do not comply with the direction of a College official will receive a minimum of probation and may receive a maximum of expulsion from the College.

#### **Fans' Code of Conduct**

Methodist College encourages and promotes good sportsmanship. Fans of organized sports and intramurals are encouraged to support the participants and officials in a positive manner. Profanity, racial or ethnic comments, intimidating actions, or physical violence directed at officials, visiting teams, student-athletes, coaches, or team representatives will not be tolerated. Students who violate the fans' code of conduct will receive a minimum of a verbal warning and may receive a maximum of expulsion from the College.

#### **Fire Safety**

Methodist College has installed fire alarm systems in each residence hall. Fire extinguishers are available on each floor, and smoke alarms have 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. Students who tamper with fire protection equipment will be fined \$100.00, and will receive a minimum of probation, and may receive a maximum of expulsion from the College. Furthermore, it is also a federal offense to pull a fire alarm.

#### **Gambling**

Gambling is defined as the playing of games of chance or betting for money. Gambling is illegal in the state of North Carolina. Students who gamble will be given a minimum of a verbal warning and may receive a maximum of expulsion from the College.

## **Hazing**

### **Policy:**

As used in this 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 where such acts, either intentionally or unintentionally, has the effect of physically injuring, humiliating, harassing, intimidating, demeaning, or endangering the physical or the emotional health of any student. A violation of the hazing code can occur **on or off campus**. Methodist College will treat any act of hazing involving Methodist College students either on or off campus precisely the same manner.

Under North Carolina state laws, hazing is defined more narrowly as follows: "to subject another student to physical injury as part of an intimidation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." N.C. Gen. Stat. 14-35. Such acts are criminal (Class 2 Misdemeanor) under this statute. In addition to disciplinary action for acts of hazing as defined more broadly by the College, a student who violates the state law definition of hazing is subject to prosecution by local or state authorities.

### **Sanctions:**

Students who are 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** from the College. As stated above, any student who violates the North Carolina statute on hazing, may also face criminal charges.

## **Keys/Access Cards**

Unauthorized possession, duplication or use of a College key or access card is prohibited. Violators of this regulation shall receive a minimum of probation and may receive a maximum of expulsion from the College.

## **Perjury**

Perjury is defined as the willful giving of testimony that the student knows to be false concerning any investigation or hearing conducted under the Student Judicial Code. Students who commit perjury will be given a minimum of probation and may receive a maximum of suspension from the College.

## **Responsibility for One's Actions**

Being a student at Methodist College is a privilege. All of our students must abide by the regulations published in the Methodist College Student Handbook. Those whose behavior puts themselves or others at risk or which unreasonably disrupts the college environment will not be allowed to continue the privilege of being a student at Methodist College.

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

## **Sexual Misconduct**

Sexual Misconduct is defined as unwelcome sexual advances of a physical or verbal nature, sexual abuse, or relationship violence. Sexual misconduct 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.

Students who commit sexual misconduct will receive a minimum of probation and may receive a maximum of expulsion from the College. Students who commit nonconsensual sexual intercourse or relationship violence will 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 calls. These codes can only be used for official business. Long-distance calls that are made using these codes are charged to Methodist College. Methodist College students are prohibited from using these codes for personal purposes or providing these codes to any other student. Students who are found responsible for the unauthorized use or disclosure of the College's long-distance phone codes will be required to reimburse the College for the cost of their calls and will receive a \$100 fine. Students may also be given a minimum of probation and may receive a maximum of expulsion from the College.

### **Theft**

Any person found guilty of theft or possessing on campus property that he or she knows or should know is stolen will receive a minimum of probation and may receive a maximum of expulsion from the College.

### **Traffic Violations**

Students who habitually violate vehicle and traffic regulations shall receive a minimum of paying all fines and 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.

### **Off-campus Conduct**

Although the College is not legally responsible or financially liable for the behavior of students off campus, it does reserve the right to take disciplinary action against students when their off-campus behavior violates college expectations and policies or when the behavior affects the College community. This rule applies whether or not the College sponsors the off-campus activities.

### **Vandalism**

Vandalism is defined as the destruction of another person's or the college's property. Any student who commits vandalism will owe full restitution and will receive in addition a minimum of probation, and a maximum of expulsion from the College. Removal from campus housing may also be a penalty for vandalism.

### **Violation of Sanctions**

Any student who fails to fulfill the expectations or conditions of sanctions imposed by the Dean of Students, Student Community Court or the Review Board shall be given a minimum of suspension and may receive a maximum of expulsion from the College.

### **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**

<b>Failure to sign in/out a visitor</b>	<b>\$25.00</b>
<b>Failure to escort his/her visitor or be escorted</b>	<b>\$25.00</b>
<b>Late check-out or early check-in of a visitor (1-30 min)</b>	<b>\$25.00</b>
<b>Having a visitor outside of visiting hours (30 mins. +)</b>	<b>\$50.00</b>

Students who have more than two visitation fines during the academic year will face judicial action.

Penalties range from a minimum of disciplinary probation to a maximum of removal from the residence halls.

### **Weapons Policy**

A weapon is defined for the purposes of this policy as any item that can be used to intimidate, threaten or harm another person. A weapon 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 knives of any type. Methodist College policy, state law, and federal law prohibit possession or use of any weapon on campus.

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 students are found in the possession of a kitchen knife outside of their residence hall apartment, they will be in violation of the College's weapon's policy. Possession is defined as having a weapon (see above) on the student's person, in the student's room, automobile, or any other property he or she owns or uses.

Students who violate the weapons policy will receive a \$200 fine and in addition a minimum of probation and may receive a maximum of expulsion from the College. The possession of weapon may lead to other criminal charges by law enforcement personnel.

## **JUDICIAL SYSTEM**

### **Structure**

Any member of the Methodist College community may file a written complaint of alleged violations with the Senior Associate Dean for Student Development and Services, the campus judicial officer. The Senior Associate Dean for Student Development and Services has the right to collect additional information and further investigate the alleged violations. The Judicial Code, Residential Guidelines, and College policies will serve as the controlling rules for conduct. The Senior Associate Dean for Student Development and Services has the authority to assign a case to a specific hearing body after considering the seriousness of the incident, probationary status of student(s) involved, prior punishment for similar conduct by others, and the potential for suspension or expulsion from the College. All cases that may result in suspension or expulsion will be given to the Dean of Students for adjudication, and all other cases will be given to the Student Community Court for adjudication. Depending upon the violation, the following methods of adjudication will be used to resolve any allegations: Educational Conferences, Student Community Court, and Dean of Students.

### **Educational Conferences**

An educational conference is a meeting conducted by a Residence Life Staff Member or the Associate Dean for Student Development and Services to adjudicate minor violations (those that are not likely to result in suspension or expulsion) when responsibility is freely admitted, and/or when there is no dispute of evidence.

Educational conferences have jurisdiction over, but are not limited to, such violations as:

- First and second alcohol policy violation
- First and second incidents of disruptive acts involving alcohol
- Tobacco policy violations
- Bias-related intimidation or harassment
- Fire safety
- Gambling
- Violations of key/access cards regulations
- Violation of telephone long-distance codes regulations

## Vandalism

### Visitation policy violations

Students have the right to appeal the decision made in an educational conference to the Student Community Court.

## **Representation**

Every student has the right to a fair hearing at any hearing body. Every student can choose to have representation by a Methodist College Student Attorney at both the Review Board and the Student Community Court. In cases that can result in suspension or expulsion, where students are required to meet with the Dean of Students, students are allowed to have an individual from the Methodist College community present with them in the meeting.

The representative must keep the information in the proceedings confidential. The representative will maintain professional conduct. If the representative does not behave in professional manner, the Dean of Students may request that the representative leave the meeting. Students can either continue the meeting without representation or postpone the meeting. If students choose to postpone the meeting, the second meeting will be scheduled within one week. If there is a disruption during the second meeting, students will not be allowed further representation. The Dean of Students will ask the representative to leave, and the meeting will continue. The hearings will be recorded.

## **Methodist College Student Attorney**

Students may volunteer to become a student attorney. Student attorneys will receive training with proper faculty members. Student attorneys must be approved and confirmed by the Student Attorney Coordinator and the Associate Dean of Students.

Students will also be required to participate as both a defense attorney and prosecuting attorney in order to be qualified to participate as an attorney. Students who wish to become a student attorney should read the brochure available in the office of the Dean of Students.

## **HEARING BODIES**

### **Student Community Court**

The function of the Student Community Court (SCC) is to provide a fair hearing and decision for students, and by students, in cases arising under the jurisdiction of the SCC.

The student Community Court adjudicates minor violations (those that are not likely to result in suspension or expulsion) when responsibility is not freely admitted and/or there is dispute of evidence. Violations of a more serious nature (those that would result in suspension or expulsion) fall under the jurisdiction of the Dean of Students. The SCC also has jurisdiction over any traffic violation when responsibility is not freely admitted.

The SCC consists of a Chief Justice elected by the student body and up to twelve Associate Justices, who will be appointed by the SGA Senate with approval of the SGA President and by nomination of the Chief Justice. The SCC has the right to adopt its bylaws in order to function consistently and appropriately. The bylaws must not contradict Methodist College policies or the SGA Constitution.

The SCC has power to issue a subpoena requiring the attendance of any witness to testify in any matter related to the hearing process. Subpoenaed witnesses who cannot attend the trial must submit a pertinent reason before the appointed trial date for not being present at the trial. The SCC may impose punishments for contempt of the court. Any member of the Methodist College community can be fined up to \$100.00 for contempt.

A hearing body of three to five Associate Justices and the Chief Justice will hear cases. If the decision of the Associate Justices results in a tie, the Chief Justice will cast a tie-breaking vote.

Normally, all sessions of the court are closed. Records of the hearings must be maintained. If a defendant is found guilty, the Student Community Court may impose sanctions, with the exception of suspension, as authorized by the Methodist College Judicial Code. Students who are found guilty by the SCC may appeal the decision to the Dean of Students.

#### **Student Community Court Traffic and Parking Hearings**

Students may appeal their on-campus parking and traffic citation to the SCC, which will have the power to hear and determine traffic and parking cases. The established guidelines of the Student Community Court must be followed by the SCC. Students will have only five business days from the date of the citation to file an appeal with the Senior Associate Dean of Students, which will be heard by the SCC. Students, who appear in person, may have a Student Attorney represent them during the hearing. Appeals of parking or traffic citations decided by the SCC will be heard by the Senior Associate Dean of Students.

#### **Vice President for Student Development and Services**

The Vice President for Student Development and Services (hereafter referred to as the Dean of Students) will hear charges of violations of a more serious nature (those that can result in suspension or expulsion). All hearings before the Dean of Students are closed. The Dean of Students shall conduct such investigations and interviews, as the Dean deems appropriate. All hearings will be recorded. The Dean may assign such sanctions as are deems appropriate. Sanctions by the Dean of Students may be appealed to the Appeals Board.

#### **Dean of Students' Hearing and Appeal Procedures**

If a student faces possible suspension or expulsion from Methodist College, he or she will have a judicial hearing with the Dean of Students. All hearings before the Dean of Students will be recorded on audio tape. All hearings before the Dean of Students are closed; however, students are entitled to bring one Methodist College faculty or staff member to their hearing to be present during the time they are being questioned. Accused students will have the opportunity to call witnesses and present evidence to the Dean of Students.

In cases that can result in suspension or expulsion, it is the aim of the Campus Judicial Officer, the Dean of Students and the Campus Judicial Advisor to complete the initial hearing and any appeals in the time frame of a week. If a student is suspended or expelled from Methodist College, he or she will be given a letter outlining the sanctions being imposed. The Dean of Students will also forward a copy of the letter and the tape of the hearing (upon request) to the Campus Judicial Advisor. All appropriate departments and offices will be notified of the disposition of the student's case by an email sent from the Campus Judicial Officer.

If the result of the hearing is suspension or expulsion, the student will have until 5:00 p.m. (two working days) after the hearing to make a decision to appeal or not to file an appeal. If the student chooses not to appeal, the student must leave campus, and if applicable, the residence halls within two days of the time the decision is made. If the student chooses to appeal the suspension or expulsion, he or she will be allowed to remain in class, and if he or she is a residential student, he or she will be allowed to remain in the residence halls until the appeal process has been concluded. If the appeal process upholds the decision of the Dean of Students, the student must leave campus two days after the final decision has been rendered.

#### **Note:**

If the Dean of Students determines that, a student poses a safety risk to anyone in Methodist College Community, the Dean of Students has the authority to remove the student from campus, including classes, immediately.



### Criteria for an Appeal

Consideration for an appeal will 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 the guilt of the accused;
4. the Methodist College personnel/staff failed to follow established procedures, which significantly impacted the rights of the student.

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

### Appeal Advice for Students

Students, who are facing suspension or expulsion are encouraged to seek the immediate counsel of Methodist College's Judicial Advisor, Dr. Wenda Johnson. Dr. Johnson, who operates independently of the Dean of Students office, will advise the student about whether or not there are appropriate grounds for an appeal to the Appeal 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 the students appeals. When appropriate, such discussions, in and of themselves, can lead to a change in the sanctions that have been issued by the Dean of Students.

Dr. Johnson can be reached at her office (in the Science Building) by calling 630-7168. She can also be reached via e-mail at [wjohnson@methodist.edu](mailto: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 Appeals Board, as appropriate, will act promptly on the appeal as agreed upon by all parties involved. In the meantime, the sanctions of the hearing body will be observed.

In case of an appeal, the following three alternatives are available to the Dean of Students or the Appeals 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, 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 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 to have 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 students and is not allowed to speak for the defense. If students fail to adhere to the sanctions imposed by the Review Board, additional disciplinary action will be taken.

#### **The Appeal Board**

The Appeal Board consists of the Chairperson, one faculty member, one staff member, and one student. The Chair of the Review Board will also serve as the Chair of the Appeal Board. The Chair does not vote. The Appeal Board will review each appeal and decide if a case meets one of the criteria for an appeal; the Appeal Board will set the case aside to be heard by the full Review Board. If the case does not meet any of the criteria for an appeal, the Appeal Board will dismiss the case and affirm the decision of the Dean of Students.

#### **Review Board**

The President of the College appoints the Review Board, which consists of : two administrators, two faculty members, and three student representatives nominated by the Student Government Association and who have no ties to the judicial system, i.e., serving as a justice.

The Chairperson will convene the Review Board when notified by the Associate Dean of Student Development and Services that there is an appeal of a decision made 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 present.]

#### **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**
- f. **from attending athletic events**

##### **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 has been fully satisfied.** A suspended student will not be allowed to complete his or her ongoing academic studies. During the period of suspension, a suspended student 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 invoked, a student must leave the campus immediately and will not be allowed to return until the date and time of a scheduled hearing. The hearing will be scheduled within five business days after notification of temporary suspension. Students will be permitted to make up any work missed if a decision other than suspension or expulsion is reached.

#### **Expulsion**

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

<b>Amounts</b>	<b>Violation</b>
\$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
<b>\$100.00</b>	<b>Failure to vacate residence halls for a fire or fire drill</b>
\$100.00	Illegal room change
<b>\$100.00</b>	<b>Yanking or pulling open locked residence hall exterior doors</b>
\$100.00	Setting off alarm systems
<b>\$100.00</b>	<b>Possession of a weapon or explosive material</b>
<b>\$100.00</b>	<b>Possession of an unauthorized pet in the residence hall</b>
\$100.00	Unauthorized use of College property and/or furniture
<b>\$100.00</b>	<b>Possession of a ceiling fan</b>
<b>\$100.00</b>	<b>Removal of personal property</b>

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## 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, unless you are attending one of the Business or PGM Programs that require student(s) to have a laptop computer. There are 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 your room, library or the CAC Lab, save it, and then access it anytime you wish.

#### **Q 3: What kind of computer should I buy?**

A: Computer Services recommends the following minimum computer configuration. A Pentium III/IV class or better PC/Laptop having a USB port, NIC (Network Interface Card), and Windows 98, 2000, or XP Professional. 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. In coordination with IBM and Methodist College Laptop Initiative, you may want to purchase a Laptop through IBM. You will deal directly with and through IBM for the laptop purchase, not Methodist College. These laptops are specific and maybe purchased "On Line" using a credit card. Additional items may also be purchased on the same website for this configured laptop. Computer services "**Highly**" recommends students purchase a laptop case when ordering a laptop.

[IBM laptop page for Methodist College Featured Notebook Computers.](#)

**No versions of Windows 95 are supported by Methodist College.** The computer/laptop must be fully functional. If your computer meets these specifications, you will be able the 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/Laptop 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 256 MB of RAM and at least 100 MB of free hard drive space. You should also have a CD ROM drive and 3 1/2 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 and keep it updated regularly. 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. However, if you would like to purchase a laptop thorough IBM, see question 3.

**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-375) 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-375) 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. You may also go to Computing Services Web page for additional information on how to access your **iFolder (files)** and **Email access**.

**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. Additionally, if you would like to use the wireless access located in the Library, Clark Hall, PA building or PGM classroom you would need to purchase a wireless PCMCIA Card that is “**B**” and/or “**G**” compatible. **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.

**Q10: 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.

**Q11: 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).**

**Q12: 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: Please read the [MC Computer Use policy](#). Please read the MC Computer Use Policy. 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 or problems these software programs may cause by installing them to your computer.**

**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.

**Q15: 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.

**Q16: 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.

**Q17: 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.

**Q19: 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 is, 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 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, the college does not provide or install any antivirus software on student computers. This is an individual user's 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: wireless access points, 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 to include Wireless Access Points. 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, USB thumb drives, CD-Writer, CD-Rewriter, 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, upgrades, 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. You may have also installed a Spyware/Adware program with or without your knowledge and can be a cause of not being able to connect to the network. You will need to install a Spyware/Adwasre program to remove this type of software.

**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 two hundred 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 e-mail server.

**Q. 30: I have a laptop that came with a internal wireless card. Will it work with the Methodist College Wireless network? If I didn't have a wireless card in my laptop, how would I access the Wireless Access Points in Clark Hall, Library, or the PGM Classroom?**

A: If you currently have a laptop that came with an internal or external (PCMCIA) wireless network card, you will need to find out if it is compatible with the college's wireless access points. The college uses 3COM wireless access points that are **"B", "G", or "B/G" compatible**.

If your wireless network card supports one of these standards, then yes it will work with Methodist College Wireless network. If you do not have a internal or external (PCMCIA) wireless card and wish to use the wireless network in one of the three locations above, you will need to purchase one from a local store such as Best Buy, Office Max, and etc., to ensure that the PCMCIA wireless access card is **"B", "G", or "B/G" compatible**. If it is not, it will not work on the college wireless network.

**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) 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 spaces.
- Strictly adhering to, and making our users adhere to, copyright laws.

**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.
- You are authorized to install or configure such devices to connect to McNet, which may include, but not limited to: wireless access points, bridges, routers, switches, hardware and software servers, transceivers, converters, hubs, printers, or concentrators.

- You are not allowed to attach anything to our network that we do not authorize.
- Installing and configuring your own printers, wireless cards, network cards, zip drives, jazz drives, scanners, and speakers to your own 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, or by using bandwidth-hogging programs such as Instant Messenger services or file sharing programs. We will log off each user after a maximum of 8 hours.
  - Never allowing others to use your account **and** always selecting passwords that cannot be guessed.
  - Strictly adhering to copyright laws.

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

A: Call 630-7300.

**If you do not 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 or 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 do not own a copy of a program, you cannot load it on your computer. You cannot load multiple copies of programs for which you do not own multiple licenses. If 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.

4. 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.

## **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 overnight stay. **Students may obtain a pass from the Athletic Office between the hours of 8:00 am – noon or 1:00 – 4:00 pm, Monday - 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.

## 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.

## STUDENT MEDIA

### Location

The Director's office and newspaper and yearbook lab are located on the second floor of the Berns Student Center, across the hall from the Alumni Dining Room.

### Photography Team

The student photography team assists the Director of Student Media/ Campus Photographer to help capture all events on campus for current publications including the student newspaper, yearbook, and the quarterly alumni magazine *MC Today*. These photographs will be archived and may be used for any future publication.

### smallTALK

The *smallTALK* is Methodist College's student-run newspaper. The paper is normally produced once every two weeks, and is distributed at no cost through various newspaper stands on campus.

Paid subscription services are available to any interested parties. The paper is affiliated with Associated Collegiate Press (ACP) and College Media Advisers, Inc. (CMA).

### **smallTALK holds three purposes, and they are:**

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

**In each issue, smallTALK includes, but is not limited to, the following sections:**

- (1) News: The news section is primarily comprised of student-written articles, but may sometimes feature articles by guest writers from staff, faculty, or administration. The articles in this section cover campus, local, and national news that is relevant and pertinent to the Methodist College campus and community.
- (2) Opinions/Editorial: The opinions/editorial section is primarily comprised of student-written opinion pieces that may include but are not limited to an editor's column or a point/counterpoint piece. These articles do not necessarily reflect the views and positions of the Methodist College faculty, staff, administration, or even of the *smallTALK* staff. All opinion pieces will be labeled as such. *smallTalk* also welcomes letters to the editor. All submissions must be typed, and must include the author's phone number and first and last name signed and typed. *smallTALK* reserves the right to edit all submissions for length, style, and standards of good taste.
- (3) Entertainment: The entertainment section may include student-written features, CD reviews, book reviews, movie reviews, fashion columns, restaurant reviews, or stories that the entertainment editor finds fit. The purpose of this section is to provide *smallTALK* readers an alternative to hard news.
- (4) Sports: The sports section is dedicated to the coverage of all Methodist College's intercollegiate, club, or intramural athletic teams and may include student-written articles on the national sports level. The *smallTALK* staff attempts to cover all home sporting events.

#### **Carillon**

The *Carillon* is the student-run yearbook published once a year and normally delivered in the fall of the following year. Its purpose is to present a permanent pictorial and written record of each school year at Methodist College. Copies are available to students, faculty, and staff and will be shipped to graduates at no charge. Yearbooks are also available to any interested party, who is neither a present student nor a present employee of Methodist College for \$30.00.

**For the complete Student Media Policy & procedures, please see Appendix A.**

## **STUDENT PUBLICITY SERVICES**

The College Relations Office, located in the Mallett-Rogers House behind the Soccer field, is the only office authorized to write and distribute press releases (except athletic releases) on behalf of the College to local, regional, and national news media. The Office also has oversight over the College website and designs or approves and places all College advertising. Please submit requests for publicity services to the director at least three weeks in advance of the news event. For major events or coverage, allow at least six weeks advance notice to properly plan and execute a successful marketing plan.

In order for the College Relations Office to provide accurate information to the media regarding students' accomplishments, each student or parent is asked to complete a Student Media Information Form and update it as often as necessary. These forms are available during Registration or can be found in the College Relations Office or Parents Programs Office in Student Development and Services. Students or parents can arrange to have copies of press releases sent directly to them by phoning (910) 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 clubs and organizations may obtain a copy of the *Publication and Marketing Manual* from the College Relations Office to learn more about the College's policies regarding printing and other marketing guidelines.



## 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.-5:00 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 pm. 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.**

## 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, MasterCard, 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're 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!***

## USE OF CAMPUS FACILITIES

The Methodist College campus is the site of many civic and church programs. With over 70,000 visitors on campus during the course of a year students' courtesy and cooperation is greatly appreciated in making the guests feel welcome.

Students reserving the upstairs Berns Student Center, Lion's Den, or Chris' House for group, organization, and club meetings must fill out a reservation form in the Student Development and Services Office. All proposed projects must be cleared with the Student Development and Services and the Office of the Vice President for Academic Affairs to avoid schedule conflicts. If a public address system or special lighting is required, the reservation form must be completed and returned to the Student Development office one week prior to the event.

To reserve other campus facilities, contact the following offices:  
(910) 630-7042  
[collegeevents@methodist.edu](mailto:collegeevents@methodist.edu)

## CULTURAL EVENTS

The cultural events, dates and times are listed on the MC web page, [www.methodist.edu](http://www.methodist.edu) under Public Events Calendar. Students may attend these events. Some events have a fee, while other events are free of charge to the students. The College Relations Office, (630-7042) has the information for these events.

### Appendix A

**Code of Ethics** - As members of the journalism community, the staff members of *Carillon* and *smallTALK* shall conform to journalistic ethics and to good practices of that profession. This includes the following:

1. **Plagiarism** – Plagiarism is prohibited and illegal. Defined by the ACP, plagiarism is the word-for-word duplication of another person's writing and shall be limited to passages that contain distinctively personal thoughts, uniquely stylized phraseology or exclusive facts. A comparable prohibition applies to the use of graphics. Information obtained from a published work must be independently verified before it can be reported as a new, original story. This policy also forbids lifting verbatim paragraphs from a wire service without attribution or pointing out that wire stories were used in compiling the story. Material that is published online, on the Internet, should be treated in the same way as if it were published in more traditional broadcast media.

Defined by Methodist College, plagiarism is presenting another person's words or ideas as if they were your own. By not acknowledging a source, the writer misleads readers into thinking that the material he/she is presenting is his/her own when, in fact, it is the result of someone else's time and effort. In general, acknowledge all direct quotations, opinions, judgments, and insights of others that are summarized or paraphrased. You must also acknowledge information that is not well known, is open to dispute, or is not commonly accepted. Finally, document tables, graphs, charts, cartoons, and statistics taken from a source.

2. **Copyright Infringement** - In terms of the law, if the plagiarized work is then published in the newspaper it is called copyright infringement.

3. **Libel** - Libelous statements are provably false and unprivileged statements that do demonstrable injury to an individual's or business' reputation in the community. If the allegedly libeled party is a "public figure" or "public official," the accused must show that the false statement was published "with actual malice," i.e., the student journalist knew that the statement was false or that it was published with reckless disregard for the truth – without trying to verify the truthfulness of the statement.

4. **Obscenity & Indecency** – In *Miller v. California* (1973), the court's decision stated that obscene material is not protected by the First Amendment and that such speech may be regulated by the state under certain circumstances. However, expressions of views that do not involve a "clear and present danger of serious substantive evil" do come under the protection of the Constitution, which guarantees freedom of speech and freedom of the press.

In order to meet the definition of obscene material articulated in this case, the “Three Pronged Test” for obscenity was established. The following three conditions must be met:

- a) whether the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest;
- b) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law;
- c) whether the work, taken as whole, lacks serious literary, artistic, political, or scientific value.

5. **Controversial Issues** – While controversial issues will not be avoided, they will receive special consideration. Staff members should be guided by the principles of objectivity, fairness, accuracy, good taste, and relevance to the audience.

6. **Errors & Inaccuracies** – The *Carillon* and *smallTALK* staffs are dedicated to publishing quality publications, and will never knowingly publish errors or inaccuracies. However, when a mistake does occur, the staff will correct the error as soon as possible, regardless of the source of the error. These mistakes are used as a teaching tool for future publications and, when appropriate, a retraction will be printed.

7. **Grammatical Errors** – With proper training in the classroom and with proper teaching tools at the weekly meetings, staff writers should do everything in their power to use correct grammar and punctuation.

8. **Fair & Balanced** – To ensure fair and unbiased coverage, reporters should make every effort to research and seek comment from everyone with a direct interest in the story.

If a source is unwilling or unavailable for comment, the story should include that information.

9. **Checking Sources, Undocumented Allegations & the Internet** – Reporters should directly identify themselves to their sources prior to any meeting or interview. Reporters should be clear and straightforward with sources to make sure they are aware of what the reporter is doing. When possible, writers should cite from at least three sources, and from at least one opposing source. Staff members are encouraged to check key quotes, paraphrases, and facts with reliable sources. Staff members will correctly attribute in all articles. Information from the Internet should be attributed to its URL address. Since some information on the Internet may not be accurate, verification of facts through another source is especially important.

10. **Reporter’s Checklist** – According to the ACP, through all steps in the reporting process, from conceptualizing the story assignment through information gathering and pre-writing, to writing, editing, and final publication, a reporter must answer these questions:

- a) Why am I reporting the story?
- b) Is the story fair?
- c) Have I attempted to report all angles?
- d) Who will the story affect?
- e) Can I defend my decision to report the story?

11. **Content** - The content of the *Carillon* and *smallTALK* should reflect accepted journalistic principles, the Methodist College community standards, and the College’s mission statement.

**Learning Process & Roles Defined** The Department of Student Media fosters an educational environment which students develop effective journalism skills, learn responsible decision-making, and avoid violations of the code of ethics. The learning process and each individual’s role are described below.

1. **Pre-Semester Training** – At the beginning of each semester, a workshop will be held by the Director of Student Media for the staffs of the *Carillon* and *smallTALK*. At this time, the code of ethics will be addressed and an ethics statement will be signed by all staff members to ensure his/her understanding of these principles.

The Director should educate staff members that both the *Carillon* and *smallTALK* are forums for free and open dialogue for student expression. Each publication should provide a full opportunity for student journalists to responsibly inquire, question, and exchange ideas with the Methodist College community.

The Director will do everything in his/her power to train both staffs on proper techniques for journalistic writing, editing, layout, attributing, and all aspects of journalism. The Associated Press Stylebook should be used as a guideline. All staff members will also follow the guidelines set by The Society of Professional Journalists (SPJ). The Society believes “The duty of journalists is to serve the truth and to provide a fair and comprehensive account of events and issues. Conscientious journalists from all media strive to serve the public with thoroughness and honesty. Professional integrity is the cornerstone of a journalist's credibility. Members of the Society share a dedication to ethical behavior and adopt this code to declare the Society's principles and standards of practice.

Those responsibilities carry obligations that require journalists to perform with intelligence, objectivity, accuracy, and fairness. Journalists who use their professional status as representatives of the public for selfish or other unworthy motives violate a high trust.”

2. **Weekly Budget Meetings** – Each week throughout the academic year, both staffs meet to collect story ideas, and to assign stories and photographic needs to appropriate staff members.

At these meetings, important issues are discussed, continued training on relevant subjects takes place, and critiques of the current edition are offered. If staff members have questions or concerns that affect the entire staff, the Director will address these issues at this time.

3. **Staff Members** – Any interested student is invited to join the staffs of the *Carillon* and/or *smallTALK*. Some staff members may receive work-study money if they qualify for the work-study program. Others work on a voluntary basis. After stories and photographs are assigned to each respective staff member, the content and design processes begin. Staff members of both publications should adhere to the code of ethics and SPJ guidelines. If for any reason, a question arises, ethical, legal, or general, that student should first take the concern to the corresponding section editor.

4. **Section Editors** – Section editors are hired by the Editor-In-Chief and are required to adhere to the code of ethics and SPJ guidelines.

Section Editors may receive work-study money if they qualify for the work-study program. Others will work on a voluntary basis.

Responsibilities include assigning stories, photographs or artwork for his/her section, proofing those articles, and laying out the pages of the corresponding section. Section Editors are trained to answer all questions from staff members regarding issues or concerns. If the section editor cannot determine an adequate solution to a problem, the issue will be referred to the editor-in-chief.

5. **Editor-In-Chief** – The editor-in-chiefs of the *Carillon* and *smallTALK* are selected by the advisor and nominated for approval by the Vice President of Student Development & Services and the Publications Committee. Based on the candidates' qualifications, the committee may require appropriate training in media ethics, management, or law. After completion of any required training and execution of duties, the editor-in-chiefs receive a \$1,000.00 stipend (\$500.00 per semester) for their work on these publications. With the support and guidance of the advisor, the editor-in-chiefs will make the final determination on a publication's content in conjunction with the code of ethics and the SPJ guidelines, and in accord with the values of Methodist College community. The advisor will empower the editor-in-chiefs to provide correct and pertinent information to all staff members, and to answer any questions or concerns from the staff members. If the editor-in-chiefs identify potential violations of any journalistic code, they will first address the situation with the appropriate staff member to ensure the staff member understands the violation. After appropriate corrections are made, the publication process goes on as planned.

If, in the future, the staff member continues to violate the same code or guideline, the editor-in-chiefs may recommend the termination of the staff member to the advisor. If the editor-in-chiefs feels they cannot handle the situation adequately, it should be brought to the advisor.

6. **Advisor** – The Director of Student Media/Campus Photographer acts as advisor to the *Carillon* and *smallTALK* staffs. Because the newspaper and yearbook are learning tools produced in an educational environment, the advisor is always available for answering any questions or concerns before, during, and after publication. The advisor strives to make each staff member a better journalist; in turn, those staff members put that knowledge to work in producing the best publications possible. However, there should never be an instance where the advisor maximizes quality of a publication at the expense of providing students with a learning opportunity.

The advisor is a member of College Media Advisers, Inc., which means as the advisor, he/she is a journalist, educator, and manager who is, above all, a role model. As a member of CMA, the advisor should ensure that neither the medium, its staff, nor the advisor enter into situations that would jeopardize the public's trust in and reliance on the medium as a fair and balanced source of news and analysis.

At times, the editor-in-chiefs may choose to bring issues or concerns to the advisor, which they are unable to effectively address. In these situations, the advisor may also seek advice from the Vice President of Student Development & Services to resolve the issue. In other cases, if the advisor and Vice President cannot arrive at a suitable outcome, it may be necessary to seek the support and involvement of the Publications Committee.

7. **Publications Committee** - The Publications Committee sets general policies governing student publications. The committee consists of student editors of the campus publications, the faculty advisor to *Tapestry*, the Director of Student Media (who serves as the advisor to *smallTALK* and the *Carillon*), a student appointed by the SGA, additional faculty members assigned by the Faculty Concerns Committee, and the following ex-officio members: the Director of Public Relations, the Vice President for Academic Affairs, and the Vice President for Student Development and Services. The committee elects a chairperson and secretary. It is the policy of Methodist College to allow the staffs of student publications responsible freedom of expression. In case of legal problems or financial conflicts with outside vendors, the Publication Advisor will represent the College as publisher, but the advisor's recommendations for resolution must be pre-approved by the Publications Committee and by the appropriate vice president.

## 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.)

<b>Your Concern</b>	<b>Whom to see</b>	<b>Phone</b>	<b>Location</b>
Academic Advising	Academic Advisor	7037	Berns
Academic Appeals	Chair, Academic Standards	7037	Trustees'
Academic & Social Success Program	Ms. Nicolette Compos	7033	Administration
Academic Services	Ms. Nicolette Campos	7033	Administration
Academic Probation	Ms. Nicolette Campos	7033	Administration
Academic Records	Registrar's Office	7036/7035	Administration
Adding/Dropping Courses	Registrar's Office	7036/7035	Administration
Alumni Affairs	Mrs. Lauren Wike	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	Office of Career Services	7333	Berns
Campus Facilities	Melissa Jameson	7042	
Campus Ministry	Mike Safley	7515	Berns
CLEP/DANTES Testing	Zelphia Hennant-Jones	7251	ADC
College News & Events		7351	
Community Service Prog.	Mike Sinkovitz	7161	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	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	Career Services	7333	Berns
Pre-registration	Academic Advisor/ Registrar's Office	7036/7035	Administration
Publicity	Ms. Maria Sikoryak Robins	7043	Mallett-Rogers House
Refunds	Business Office	7012	Administration
Registration	Academic Advisor/ Registrar's Office	7036/7035	Administration
Residence Life Program	Tanya Davis	7256	Berns
Room Changes	Resident Advisor		

**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.)

<b>Your Concern</b>	<b>Whom to see</b>	<b>Phone</b>	<b>Location</b>
ROTC	Lt. Col. John Robbins	7693/7694	South Administration
Scholarships	Financial Aid Office	7192	Stout Hall
Student Activities & Organizations	Duane Grooms	7022	Chris' House
Student Concerns	Student Development & Services	7152	Berns
Student Employment	Office of Career Services	7333	Berns
Student Government	Student Government	7108	Berns
Student Media	Ms. Tiffany Nabors	7292	Berns
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	North Admin. Building	7151	North Admin. Building
Undeclared Majors	Academic Advisor/ Registrar's Office	7036/7035	Administration
Veterans Affairs	Mr. Randy Smith	7174	Stout Hall
Weather Alert Line		<b>7351</b>	
Withdrawals	Registrar's Office	7036/7035	Administration

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