



METHODIST UNIVERSITY
2008/2009

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2008-2009 ACADEMIC YEAR CALENDAR

FALL 2008

August 2008

Thursday-Monday	August 14-18	New students arrive/Orientation
Sunday	August 17	Returning students arrive
Monday	August 18	Registration (Day and Evening)
Tuesday	August 19	Day classes begin
Friday	August 22	Advisee group meetings 11:00am
Tuesday	August 26	Last day to drop/add without record

September 2008

Friday	September 5	Submit Intent to Grad for May Graduation
Monday	September 8	Opening Convocation
Friday-Sunday	September 26-27	Family Weekend

October 2008

Friday	October 10	Midterm grades due
Monday-Tuesday	October 13-14	Fall Break
Monday	October 20	Advisee group meetings 11:00am
Monday	October 27	Senior Early Registration
Tuesday	October 28	Junior Early Registration
Wednesday	October 29	Sophomore Early Registration
Thursday	October 30	Freshman Early Registration

November 2008

Friday-Saturday	Oct. 31-Nov. 1	Homecoming
Monday	November 24	Last day to /WP/WF
Wednesday-Sunday	November 26-30	Thanksgiving Holiday

December 2008

Tuesday	December 2	Day classes end
Wednesday	December 3	Reading Day/Last Day to adjust Spring Schedule
Thurs.-Thursday	December 4-11	Final Examinations
Monday	December 8	Senior grades due
Saturday	December 13	Graduation Day
Monday	December 15	Final grades due

MU at Night

Autumn Term I	August 18-October 11, 2008
Autumn Term II	October 20-December 13, 2008

SPRING 2009

January 2009

Sunday	January 4	New/Returning students arrive/Orientation
Monday	January 5	Registration
Tuesday	January 6	Day classes begin
Friday	January 9	Advisee group meetings 11:00am
Monday	January 13	Last day to WP/WF
Tuesday	January 19	Martin Luther King, Jr. Holiday (no classes)

February 2009

Monday	February 2	Spring Convocation
Friday	February 27	Midterm grades due

March 2009

Monday-Friday	March 2-6	Spring Break
Monday	March 16	Advisee group meetings
Monday	March 23	Senior Early Registration
Tuesday	March 24	Junior Early Registration
Wednesday	March 25	Sophomore Early Registration
Thursday	March 26	Freshmen Early Registration
Monday	March 30	Awards Day

April 2009

Friday	April 10	Good Friday (no classes)
Friday	April 10	Submit intent to Graduate for Dec. 09
Monday	April 13	Last day to WP/WF
Tuesday	April 21	Last day of day classes
Wednesday	April 22	Reading Day
Thurs.-Thursday	April 23-April 30	Final Examinations
Monday	April 27	Senior grades due

May 2009

Saturday	May 2	Graduation Day
Monday	May 4	Final grades due

MU at Night

Spring Term I	January 5-February 28, 2009
Spring Term II	March 9-May 2, 2009

Summer School 2008

Term I	May 11-June 5, 2009
Term II	June 8-July 3, 2009
Term III	July 6-31, 2009
Term IV (Evening)	May 11-July 3, 2009

ACADEMIC CALENDAR IS SUBJECT TO CHANGE AT ANYTIME.

METHODIST UNIVERSITY DEPARTMENT NUMBERS

Academic Affairs.....	7031	Mathematics Department	7131
Accounts Payable.....	7007	Monarch Press	7032
Admissions (Day).....	7027	Music Department	7100
Admissions (Evening).....	7190	Operator	7000
Admissions (Int'l).....	7159	Payroll.....	7023
Athletic Department.....	7175	Physician Asst. Prgm.....	7495
Book Store.....	7165	Police & Public Safety	7149
Business Office.....	7015	Post Office	7194
CAC Lab (computer).....	7020	President	7005
Campus Ministry.....	7157	Purchasing.....	7522
Career Services.....	7279	Reeves Aud. Tickets.....	7114
Dean of Students.....	7155	Registrar	7318
Dining Services.....	488-2104	Residence Life.....	7370-7256
Evening University.....	7485	Science Division	7125
Faculty Secretary.....	7065	Student Activities	7022
Financial Aid.....	7192	Student Development Admin.....	7152
Football Coach	7178	Student Government	7108
Fort Bragg Office	436- 3624	Student Health.....	7164
Golf Shop.....	7684	Student Insurance	7652
Graduate Studies.....	7081	University Publications	7114
Human Resources.....	7023	University Relations and Events.....	7043
Library Circulation.....	7645	Weather Alert & Messages Board	7351
Library Reference.....	7123	Welcome Center.....	7098
Maintenance.....	7199	Writing Center.....	7254

Dear Students:

It is always a pleasure to greet students entering or returning to Methodist University. This is a community of many people students, faculty, and 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 University 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 MU a better place.

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

Sincerely,

A handwritten signature in cursive script, reading "M. Elton Hendricks".

M. Elton Hendricks
President

Dear Students:

Welcome or welcome back to Methodist University. 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 make our University 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 University 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 University students and to help you make the most of your University experience.

National studies have shown that students who properly balance their time in University between curricular and extracurricular activities are normally better prepared to deal with the challenges of University life and life after University. I encourage all of you to make the most of your time at Methodist University 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 welcome 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, reading "George J. Blanc".

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

Dear Fellow Students:

The Student Government Association welcomes all new and returning students to Methodist University. I hope this year and the rest of your college career here at Methodist will bring you countless memorable experiences.



The Student Government Association exists to promote the needs and concerns of the student body and to protect student rights. The success or failure of the organization will rest on how well we can cultivate student involvement in our many clubs, organizations, and student sponsored events. If at any time you are dissatisfied with our efforts in this regard, please let us know about it. The student voice must be heard in order to accomplish the many tasks before us.

The S.G.A. office is located in the Berns Student Center. Please feel free to stop in with any suggestions or concerns. We also have an information booth located just before the entrance to the Lion's Den that can serve as an effective means of communication between this organization and the student body. S.G.A. will do everything possible to help the students with any problem or concern they have. We look forward to working with all of you.

I am excited to meet as many of you as possible this year. Our campus is in a stage of growth and development. Now, more than ever, is the time when students can have the greatest positive impact on what tomorrow's Methodist University will look like. Please join this S.G.A. and me in our efforts to develop a college experience worthy of remembrance. We look forward to this year and many more to come.

Sincerely,

A handwritten signature in cursive script, appearing to read "Anthony Liuzza".

Anthony Liuzza
President
Student Government Association



THE UNIVERSITY SEAL

The University seal was designed early in the life of Methodist University. 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 UNIVERSITY, God go with thee

Now and through eternity.

The Methodist University 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 University, entered it in a competition before the Methodist University 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 University chorus presented the original manuscript to President L. Stacy Weaver in a formal ceremony.

METHODIST UNIVERSITY MISSION STATEMENT

Methodist University, 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 University is committed to an ecumenical spirit, respects diversity, and recognizes the dignity and worth of all human beings. The University's programs are based on the conviction that a liberally educated person is sensitive to the needs and rights of others. Methodist University affirms the importance of intellectual values and ethical principles such as truth, virtue, justice, and love. The University community seeks to develop whole persons who will contribute substantially and creatively to the Professions and to civic life. Therefore, Methodist University 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 University 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 University 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 University is effectively accomplishing its mission.

BOMB POLICY STATEMENT

Methodist University, 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 University.

Upon receipt of a telephoned bomb threat, it is the policy of Methodist University 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 site.

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 University must follow certain fund-raising and gift recording guidelines as defined by the Internal Revenue Service. The University'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 including sponsorships. Solicitations off campus are **not** permitted without **prior** permission from the Vice President for Institutional Advancement.

Currently, there are only two solicitations of Faculty/Staff permitted each year. The first is the Annual Fund (Loyalty Day) drive. Traditionally conducted in February of each year, the funds are used to support student scholarships. The University 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 or staff must go before the Vice President for Institutional Advancement and are subject to approval.

Special fund raising projects such as car washes, bake sales, barbecues, or other functions in which donors receive a good or service in return for their support may or may not include a charitable contribution. When the gift exceeds the value of the good or service the difference can be considered a contribution. It is always in the organizations or individuals best interest to make the Vice President of Institutional Advancement aware of their intentions a month prior to any event. Raffles are not permitted at Methodist University.

When departments, faculty, or staff obtain gifts, they must be directly related to an educational purpose. The University 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 Specialist. 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 IRS penalties and/or 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 University. It is the responsibility of all members of the Methodist University community to work toward understanding, preventing, and combating sexual harassment. The purpose of the University'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 University 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. Unwelcome 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 UNIVERSITY SOCIAL RELATIONS POLICY

Social relationships (romantic, dating, other special relationships, etc.) between staff and currently enrolled students are strongly discouraged by Methodist University. History has shown that such relationships are more often than not painful for all parties, especially for students. They are frequently detrimental to the University'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 University may not be involved romantically with a resident student at Methodist University. 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 University is a co-educational, liberal arts University governed by a Board of Trustees elected in part by the North Carolina Conference of the United Methodist Church. All practices of the University shall be consistent with its purpose and mission. The foundation for the educational programs and policies of the University is belief in God and the equal rights of all people.

Methodist University does not discriminate on the basis of age, race, gender, national or ethnic origin, religion, sexual orientation or disabilities for otherwise qualified persons in the administration of its admissions, educational policies, scholarships, loan programs, athletics, employment or any other university-sponsored or advertised program.

Methodist University 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 University community. When there are employment vacancies, Methodist University will use appropriate media and means to invite applications from all qualified persons.

The President of the University 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 University 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 University 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 University 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 University 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 University 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 University 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 University should be recommended to the President.

Grievance Procedure

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

1. Without fear of retaliation, discuss the matter with the Affirmative Action Officer, who if he or she deems it appropriate, will accompany the complaining party to visit the alleged discriminator. If the complaint cannot be resolved, the Affirmative Action Committee may be convened to seek a resolution.
2. If the complaint is not satisfied, the matter may be taken to the President of the University.
3. Complaints of discrimination regarding hiring should be taken directly to the President of the University.
4. Complaints against the Affirmative Action Officer should be taken to the President of the University.

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 Planning and Evaluation), two members of the Administrative Committee, two faculty members, five members of the staff, and one student.

OWNERSHIP OF INTELLECTUAL PROPERTY

DEFINITIONS

Course Content refers to the expression of intellectual content of the course as taught at or through Methodist University.

Creator is used to describe the author(s) of a copyrightable work or the inventor(s) of a patentable invention. The creator may be any faculty, staff, or student at Methodist University.

Imprint is the pattern, design, or mark to indicate origin.

Intellectual property includes works eligible for copyright protection and inventions eligible for patent protection under U.S. and international law.

Ownership is legal title coupled with exclusive legal right to possession.

Sponsored Research refers to intellectual property created as a result of work conducted under an agreement between an external sponsor and the University, or between the University and employee (faculty, staff, and/or student), that specifies the ownership of such intellectual property shall be owned as specified in said agreement.

Work for hire is a work prepared by an employee of Methodist University (faculty, staff, and/or student) within the scope of his/her employment, or a work specially ordered or commissioned by Methodist University.

POLICY

Traditional/Individual/Aesthetic Products. This term refers to work reflecting research and/or creativity, normally considered as evidence of professional advancement and scholarship. It includes scholarly publications, journal articles, reports (contracted or otherwise), research bulletins, monographs, books, plays, software, and works of art. Such products are protected by traditional copyright and solely belong to the author(s). Unless specifically stipulated by the categories below, all intellectual property produced by faculty, staff, or students belongs to its creator.

- a. **Sponsored Research.** This term refers to products in which faculty or staff has received additional research funding or support. If Methodist University sponsors the research it may assert ownership with research funding or support. If Methodist University sponsors the research it may assert ownership with the creator, but only with a written agreement authorizing the sponsored research; Methodist University cannot at a later date claim ownership. If a body other than Methodist University is sponsoring research, then Methodist University should ensure that any external sponsorship written agreements are explicit about ownership issues for the creator and for Methodist University. In absence of any written agreements regarding ownership of results of the sponsored research, the intellectual property will belong to the creator.
- b. **On-line Courses.** Ownership of online or digitalized course materials remains with creator. Faculty, staff, and students shall not license, sell, or grant third parties a right to use online materials they have created, own, and that is technologically mediated by Methodist University when the material contains the imprint of Methodist University without the prior approval of the Vice President for Academic Affairs or his/her designee.

- c. **Work for Hire.** This term refers to intellectual property created by Methodist University faculty, staff or students assigned as part of their normal paid employment or specially commissioned to produce defined works of intellectual property in which the creator knows property will be used by Methodist University to improve its operations or to further its stated mission and objectives. In cases in which the parties have agreed that ownership will not be on a work-for-hire basis, said ownership must be governed by a separate written agreement that is (a) signed by employer and employee at the commencement of employment or when the work is commissioned and (b) explicit about ownership of intellectual property.

[Formulated by the ad hoc Copyright, Committee and approved by the President, April 14, 2005, and by the full Faculty, April 22, 2005]

HONOR CODE

In the pursuit of academic studies at Methodist University, every student has the responsibility of obeying the Honor Code, which prohibits cheating (including plagiarism), theft, and academic misrepresentation. Each student is responsible for becoming familiar with the Honor Code. All work submitted to instructors must be in compliance with the rules of the Honor Code and “pledged” as an indication of its conformity to the rules of the Honor Code. Violations of the code may be reported by any member of the Methodist University Community.

Academic endeavor is undermined by cheating, plagiarism, theft, or lying for academic advantage. The faculty has the duty to promote an atmosphere of honest learning through its own example as a community of scholars but also through the establishment and support of a system by which students charged with academic wrongdoing can be fairly judged and punished. That system at Methodist University is founded on the following principles:

1. Student civil rights must be protected. Among these are the right to an orderly hearing following due process, the right to confront accusers, the right to avoid self-incrimination, and the right to present evidence and call witnesses.
2. Grading is the prerogative of the faculty member, even in cases in which cheating has occurred. In those cases, however, in which the student is dissatisfied with such a private settlement, fairness dictates that faculty members accept the recommendations of the University community resulting from a hearing process.
3. More severe penalties (suspension and expulsion) are the responsibility of the University as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.
4. A fair and independent appeal process is vital to protect student rights and correct abuses.
5. Although the relationship between student and teacher is essentially a private one and while academic violations can and should be kept between two parties and resolved to their satisfaction, fairness to the larger community requires that all violations be reported to the Honor Board. In cases in which matters cannot be resolved in this way, they may be appealed, by either party, to the Honor Board. Repeat violators face mandatory Honor Board hearings.
6. Consistency requires that a relatively small and fixed group hear and judge Honor Board cases.
7. The adversary system utilized in litigation is not used in Honor Board cases; rather, the procedure is more conversational in character.

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

Cheating—Students must complete all tests and examinations without help from any other source. They may not look at another student’s paper or at any opened textbook or notebook while taking tests. They may not use any kind of “crib” sheet, i.e., any papers or materials that have helpful information on them. Possession of a “crib” sheet while taking a test is considered evidence of intention to cheat. Students may not ask another student for information during a test or give another student information. Students may not talk to another student while a test is being given except with the explicit permission of the professor. These rules apply to take-home examinations and to all others unless the professor says otherwise. Students who find a misplaced test question sheet should return it as soon as possible to the professor whose test it is. Exceptions to these rules can be made only by the professor.

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

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

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

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

Honor Board

Organization—The Honor Board hears two types of cases. First, a student may appeal to the Honor Board if he/she considers a faculty member's settlement unfair. Second, any member of the University community may bring a case directly to the Honor Board. These cases are heard by an Honor Board panel with student participation and with the right to appeal to the Vice President for Academic Affairs. At the end of each academic year, the files are consigned to the care of the Registrar for permanent storage.

The Honor Board is appointed by the Academic Standards Committee, a committee appointed by the faculty and approved by the President. The chair of the Academic Standards Committee serves as a non-voting moderator of the Honor Board. The Board consists of two students (designated by the Student Government Association and approved by the President) and three faculty members (designated by the chair of the Academic Standards Committee). The chair of the Academic Standards Committee keeps the files and records of the Honor Board and arranges the time, place, and personnel for the hearing panels.

Process—A faculty member who learns of a possible violation from personal observation, physical evidence, or the complaint of a student may wish to settle the matter directly with the offending student. The maximum penalty by a faculty member is an *F* in the course. The faculty member is obligated to inform the student of his/her decision and to report any infraction, the name of the student involved, and the decision on the matter to the Honor Board chairperson for the permanent record. If the faculty member considers a more severe penalty appropriate, he/she may bring the case directly to the Honor Board, having first given the grade of *F* for the course. All written communications should be hand delivered and not entrusted to campus mail. Students who learn of possible violations may also bring such matters to the Honor Board. Repeat violators face a mandatory Honor Board hearing.

Appeal Procedure

1. One wishing to allege a violation or dispute an allegation or penalty contacts the chair of the Academic Standards Committee to initiate an appeal and files the appeal in writing. The Academic Standards chair arranges an Honor Board Panel, the time, and the place of for the hearing and notifies the parties involved.
2. The Academic Standards chair informs the accused of the right to have any person from the University community attend as an advisor and a counsel. The proceedings are tape-recorded.
3. The accuser briefly describes the alleged offense and the penalty imposed (if applicable).
4. The accused states the reason for his/her appeal.

5. The accuser, in the presence of the accused, presents the evidence for the alleged offense and the rationale for the penalty, using personal testimony, the testimony of others, and the physical evidence of tests or papers, as appropriate. The panel members ask any questions needed to clarify the issue.
6. The accused (or his/her representative) presents evidence for the accused's position in the presence of the accuser, using personal testimony, the testimony of others, and interpretation of the physical evidence, as appropriate. The panel members ask any questions needed to clarify the issue, except that the accused is not required to incriminate himself/herself.
7. The panel retires to consider its decision and reconvenes as soon as possible to announce it. Its deliberations in reaching a decision are not recorded. It decides penalties as follows: F on the assignment(s)/evaluation(s), F in the course, suspension, or expulsion. Panel decisions are by majority vote, and the complainant is obligated to accept the panel's decision.
8. If the panel finds in favor of the accuser (or adds additional penalties), the accused has the right to appeal in writing to the Vice President for Academic Affairs within 24 hours or by the end of the next working day, whichever is later. No formal grounds for this appeal are necessary.
9. The moderator of the panel sends the Vice President for Academic Affairs a report on the board's decision and the tape recording of its deliberations. A copy of the report is kept is also kept in the permanent file.
10. The Vice President for Academic Affairs may use the tape recordings as the basis for a judgment on any appeal or may choose to speak to the parties involved and examine the physical evidence. The Vice President communicates the result of any appeal in writing to the accused and to the Academic Standards chairperson for the permanent file and states the reason for any change. The accused remains in class pending resolution of the appeal.
11. A decision of the Vice President for Academic Affairs may be appealed to the President of the University. Such appeals must be in writing and must be submitted by the accused within 24 hours or by the end of the next working day, whichever is later, after the receipt of the decision. No formal grounds for appeal are necessary. The President may make any decision which he/she deems fit.

Penalties

1. Grade of *F*—The student is given a failing grade on the particular assignment(s) involved.
2. Grade of *F* in the course—The student is given a failing grade in the course. This course can be repeated.
3. Suspension—The student's enrollment at the University is terminated involuntarily. The student can apply for re-admission after a specified amount of time and can return if his/her application is approved by the Vice President for Enrollment Services and the Vice President for Student Development and Services. Notice of suspension is not placed on the student's transcript. Instead, it becomes a matter of separate record in the student's permanent file and is revealed only when deemed appropriate by the Vice President for Academic Affairs or the President.
4. Expulsion—The student is required to leave the University permanently and is not allowed to return. He/she forfeits all fees paid except board fees paid in advance. Notice of expulsion is placed on the student's official transcript.

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 University 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 University:

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 University 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 University and those that are the responsibility of the student. Funds provided by the University 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 University, 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 University 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 University community acting on University business elects to utilize a personal automobile for such purpose, the University will not afford liability insurance coverage for such use. Each member of the University 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 University insurance.

POLICY REGARDING DISRUPTIVE CLASSROOM BEHAVIOR

If, in the reasonable judgment of the faculty member, the behavior of a student(s) is disrupting classroom instruction in a manner detrimental to other students, the faculty member may ask the offender(s) to leave the classroom.

If a student refuses to respond to a dismissal from class, the faculty member may choose from one or more of the following options:

Ignore the student and continue the class.

Dismiss the class for the remainder of the period.

Contact Security if the student's words or actions appear to be creating a physical danger to any other person.

Regardless of the faculty member's choice of options, s/he should report the matter to the Vice President for Academic Affairs prior to the next class period. The Vice President for Academic Affairs will cause the matter to be investigated and will recommend appropriate action. A student dissatisfied with the decision of the Vice President for Academic Affairs may submit an academic grievance pursuant to the terms of the Academic Catalogue.

Faculty members are offered the following cautions for their own safety:

Do not call Security unless you believe someone is in physical danger.

Do not use physical force to remove a student from class.

The administration of Methodist University believes that each faculty member has the right to conduct classes and each student has the right to attend classes without disruption and interference and that each individual, faculty member or student, has the right to have his or her grievance heard by the designated representatives of the University.

STUDENTS' RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

MANDATORY STUDENT E-MAIL POLICY

For Undergraduate Students:

An e-mail account (ending in @methodist.edu) will be created for all Methodist University students. All students are responsible for obtaining a password for that account at the CAC Lab in the Trustees Building (T-375). All students are responsible for checking their e-mail daily for messages from the university. All official university information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No university information will be sent to any other e-mail address.

For Graduate Students:

The above policy applies to all Methodist University graduate students. However, for graduate students in the Master of Justice Administration (MJA) and the Professional MBA at Pinehurst Programs, e-mail addresses and passwords will be issued to students by their Program Coordinators.

EDUCATIONAL RECORDS AND PRIVACY RECORDS

Methodist University 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 University has used these definitions of terms:

Student

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

Educational Records

Any records (in handwriting, print, tapes, file, or other medium) maintained by Methodist University 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 University and the records do not relate to the person as a student.

Disciplinary Records

Methodist University 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 University 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 University attended.

Access to Educational Records

All educational records maintained at Methodist University 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 of 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 University 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 University, 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 University.
7. Individual Directory Information will be released without prior written consent unless Methodist University 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 University official, that official will make the needed arrangements for access to the records on the University 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 University.

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 University. 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 University 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 University 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 University 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 University 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 University 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 University 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 University discloses the contested portion of the record, it must also disclose the statement.
8. If Methodist University 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 University 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 630-7151 (North Admin. Bldg.). (You may also access this information on the MU website under academic resources).

CLEP and DANTES Testing

Methodist University 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 University. You must schedule testing a week in advance. For further information or to schedule a test, please call 630-7151 (North Admin. Bldg.). (You may also access this information on the MU website under academic resources)

Tutoring, Testing and AEP Coordinator

Methodist University

910-630-7151

DEMONSTRATION AND PEACEFUL ASSEMBLY

Methodist University, 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 University community, both individually and collectively, are therefore encouraged to express their views through the normal channels of communication. The University 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 University 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 University is also obligated to protect its property and to prevent interference with scheduled activities of students, faculty, and staff of the University, as well as of any person who may be a guest on the campus. Methodist University 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 University 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 University officials and student staff members.

Penalties

Methodist University students or personnel involved in unregistered demonstrations that become disruptive or are otherwise in violation of Methodist University 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 University 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 University 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 University 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 University 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 University 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 University 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 documentation 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 University 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 University 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 University 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 University 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 University 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 University 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 University. 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.

METHODIST UNIVERSITY PROGRAMS AND SERVICES

The following is a list of the offices of the major administrative officers of the University. The persons who hold these positions have responsibility for the supervision of the overall operation of the University and can be of great assistance to students here at the University. 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 University. As such, he is responsible for the overall operation of the University and for the coordination and planning of all of the functions with which the University 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 University in charge of student services. He has responsibility for student-related, nonacademic operations of the University, 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 Student Center, Chris' House, and Nimocks Fitness 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 University. He has responsibility for all of the business operations of the University, including the Business Office, personnel, food services, the Snack Bar, the Student Store, the Mail Room, maintenance, grounds and physical plant, purchasing, and budget development and management.



Office of the Vice President for Institutional Advancement: Mrs. Robin Davenport, the Vice President of Development, is the chief administrative officer of the University in charge of development and fundraising. She seeks to gain support from individual friends of the University, corporations, foundations, the Methodist Church, and various governmental agencies in order that the University may remain financially strong and provide programs of high quality to its students.



Office of the Vice President for Planning and Evaluation: Dr. Don Lassiter, the Vice President for Planning and Evaluation coordinates preparation for the University's accreditation, and for ongoing assessment of the University's 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 University 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 University and is responsible for the oversight of our nineteen intercollegiate sports programs. He has the responsibility to enforce University, 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 University to ensure an athletic program with strong academic integrity.



Office of the Vice President for University Relations and Campus Ministry: The Rev. Dr. Mike Safley. The Vice President for University Relations and Campus Ministry is responsible for creating a cohesive, mutually beneficial bond between Methodist University and its constituencies and providing the general public and media with accurate information concerning the University. As the Campus Chaplain, he is responsible for the spiritual formation and development of staff and students. He seeks to promote awareness that everyone is welcome to participate in Campus Ministry for worship, fellowship, study, support, pursuit of justice, and service to our neighbor.



Office of the Vice President for Academic Affairs and Dean of the University: Dr. Delmas Crisp. The Vice President for Academic Affairs and Dean of the University is the chief academic officer of the University. He has responsibility for all of its academic operations, including the faculty, the Office of the Registrar, grants, Monarch Press, and the Evening University.

FINANCIAL AID SERVICES

The Office of Financial Aid 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 and charged as full time Day 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. The paper FAFSA can be called by calling 1-800-433-3243. 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 and charged as a full-time Day student, 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 University). 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 University 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 Office of Financial Aid 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 Office of Financial Aid regarding their individual scholarships for any changes. Students should also contact the Financial Aid Office regarding any changes in their status (marital, financial, on/off campus, etc).** Institutional financial aid is not available to students attending MU at Night or to students who are not charged as full-time Day. However, there may be limited federal money available (contact the Office of Financial Aid 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 University 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 Office of Financial Aid and is not a part of the student's general file with Methodist University. Students coming into the office wanting personal information on their file must show their school ID number. Students calling the office must give the counselor their student ID number. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records created or maintained by a school that receives Federal funds. The Office of the Financial Aid requires students to complete a FERPA form if they want any of their personal information released to outside parties, including parents.

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 University, income tax refunds, or checks from other students) will not be cashed by the Business Office. Local area banks are available for check-cashing and other services. The Methodist University 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 Initial Billing Statements 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 University Academic Catalogue*, or call the Business Office at (910) 630-7012.

Reimbursements

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

Withdrawals

See the policy on withdrawal in the current *Methodist University 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 Meals—Charges for room and meals 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 student 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-serve 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 2008** are:

September 11, 2008 Evening Students/Term I

September 11, 2008 Day Students

November 13, 2008 Evening Students/Term II

The earliest scheduled pick-up dates for **Spring 2009** are:

January 29, 2009 Evening Students/Term I

January 29, 2009 Day Students

April 2, 2009 Evening Students/Term II

The earliest scheduled pick-up dates for **Summer 2009** are:

June 4, 2009 Evening Students

June 4, 2009 Day Students/Term I

July 2, 2009 Day Students/Term II

July 30, 2009 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 University

Effective August 1, 2000, Methodist University 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 University 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 University will credit any refund amount due to the student's account if the student also owes a repayment or unpaid charges to the University.

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 University, 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 University 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 University after the last day to drop classes will not be eligible for a refund.

2 – Regular Academic (Day) Program

Students withdrawing from the University 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 University will be refunded the following percentages of tuition and room expenses:

1st Week	100.00%	6th Week	60.00%
2nd Week	90.00%	7th Week	55.00%
3rd Week	75.00%	8th Week	50.00%
4th Week	70.00%	After 8th Week	0.00%
5th Week	65.00%		

Meal (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 University 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 University 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. Meal (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.

LIBRARY SERVICES

Davis Memorial Library, a vital component of Methodist University, 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 99,000 books and over 5,700 audiovisual materials such as DVDs, VHS-tapes, CDs, and CD ROMS. Students also have access to over 19,500 journals and 25,000 e-books and audio books. More information about the library is available at

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

The library website provides access to the library's online catalog, journal databases, subject and research guides, and more. The library offers many general and subject-specific databases for locating journal and newspaper articles as well as book reviews, monographs, reports, etc; these include: *Academic Search Premier*, *ACS Web Editions*, *Lexis-Nexis*, *PsycArticles*, etc. The majority of the resources can

be accessed both on and off campus. **A password is needed for off-campus access and can be obtained by logging into the library's online catalog.** In addition, patrons can renew books, place holds and request interlibrary loan service (ILL) using the online catalog.

The library provides access to computers for use of the internet and word processing. 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 available on the library's website. Wireless service is available throughout the 1st and 2nd floors.

The following library services are offered: individual research assistance, interlibrary loan, information literacy classes, and instruction in the use of library equipment. Available equipment includes: photocopier, microform reader/printers, audio/visual equipment, opaque projector, overhead projector, and scanner. Study options include: three 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 University photo ID is required to borrow materials and to use some equipment. Students are responsible for any items borrowed with their library account. Students should notify the library immediately if they lose their Methodist University ID card.

How to Obtain/Renew a Library Card

Student ID Validation

All student University 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. Fall 2007). No ID is valid without this sticker.

New students

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

Returning students

- Update University ID card with current validation sticker.
- Visit the library to update your library account information.

Loan periods (full details on library website)

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

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

14 days: TMC professional

14 days: TMC textbooks (education students only)

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

3 days: Videos/DVDs

Items on Reserve: *in-house, overnight, or three-day*

Borrowing limit

25 items

Renewal limit

2 times. (Patrons 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. 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.

Interlibrary Loans: \$1 per day for books. Borrowing privileges are suspended.

Multimedia CD-ROMs, videos, DVDs, TMC big books, equipment = \$ 1.00/day with NO grace period. Overdue notice is sent immediately and borrowing privileges are suspended. After an item is overdue for 10 days the borrower is charged the replacement cost of the item(s) and billing fee(s). **Borrowing privileges are reinstated and the item(s) continue to accrue a fine of \$1.00 per day.**

Reserve materials = \$1 per day fine. Borrowing 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. The billing fee is non-refundable.

Lost or damaged items

A fee is assessed for damaged items that are still usable. Students who return a lost item(s) that are damaged beyond repair are charged the replacement cost, a \$5 restocking fee, and a \$5 billing fee per item. Replacement costs and billing fees may be **refunded for items that are returned, in good condition, within 36 months** of billing. A fine is not assessed for a lost item as long as the student informs the library before the item(s) is due.

Interlibrary loan

Books borrowed through interlibrary loan are due back at the library on the date printed on the interlibrary loan borrowing slip. If an interlibrary loan book is overdue, all borrowing privileges are suspended and administrative fees are charged. Patrons who do not pick up articles or books they request are charged an administrative fee to cover shipping and handling, in addition to any fees charged by the lending institutions.

Suspension of check out privileges

Borrowing privileges for all materials (including reserve materials) 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 University 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, MU 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, U.S. Representative, 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, or Dr. Bill Watt, T-103, 630-7191, wmwatt@methodist.edu. Or visit the web site at www.methodist.edu/tallycenter.

CAMPUS MINISTRY CENTER

The mission of Campus Ministry at Methodist University is to promote awareness that everyone is welcome to participate in Campus Ministry for worship, fellowship, study, support, pursuit of justice, and service to our neighbor. 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.



STUDENT DEVELOPMENT & SERVICES

“TO SERVE AND TO DEVELOP”

MISSION STATEMENT

The Office of Student Development & Services of Methodist University supports the mission of the University 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.

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 University 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 University students and alumni. **All students are required to register with College Central Network found at www.methodist.edu/careerservices.** The staff will assist students with career exploration through personal career counseling and computerized skills assessments such as SIG³ found on the 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 Services to obtain additional information regarding work-study.

Main contact 630-7333

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 University, 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 University faculty and staff. Also the Center for Personal Development has a library of self-help books and audio tapes pertaining to issues facing University students today.

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 University 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 or you can contact via email Darlene Hopkins at dhopkins@methodist.edu.

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 contact with an outside agency that will provide students, staff, and faculty with three free sessions. You may contact them directly by calling 829-1733.

Disability Services

It is our desire that all students have the opportunity to be successful at Methodist University. Therefore it is very important to start the registration process early so each student has an equal opportunity to achieve their goals. A recent IEP and/or professional diagnosis is required for each student requesting reasonable accommodations as discussed on the university website. Our Director for Disability Services works with each student to ensure that their needs are met to the best of our ability. **Please note that Methodist University cannot make accommodations retroactively.** The Disability Services Office is part of the Center for Personal Development and is located in Pearce Hall, Suite 102. For further information, please contact Disability Services at (910) 630-7402 or email Linda Szulc at lszulc@methodist.edu.

Temporary Disability

In the event of an injury resulting in a temporary physical disability the student must present a medical note to the Health Clinic office located in West Hall. Our nurse will direct the student to Public Safety at (910) 630-7149. The Disability Services office is to be notified at (910) 630-7402. The university does not provide mobility equipment. However, an injured student is permitted to rent a electric wheelchair or scooter to be used to navigate on campus. In no case are students to bring golf carts on campus for personal use.

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 can be attained by coming by the Center or via email. Every semester Peer Counselors hold information booths in the Student Center (Berns) to give students information on matters such as: time management, depression, eating disorders, chemical dependency, violence, abuse, and stress management.

Sexual Assault

Sexual assault is an act of aggression and a profoundly serious violation of a person and community. The Center for Personal Development has trained counselors to aid in the recovery of being sexually assaulted. Anyone who has been through sexual assault, whether recently or in the distant past deserves the chance to talk about the awful experience and get help in dealing with the feelings. Get the help you deserve.

Legally it is a crime. Sexual assault-and specifically date rape-will be dealt with as a serious violation of campus standards.

Methodist University will not tolerate rape, sexual assault or any form of non-consensual sexual activity.

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 9:00 A.M. through 5:00 P.M. For further information please contact Darlene Hopkins at dhopkins@methodist.edu, Linda Szulc at lszulc@methodist.edu, or Katie Smith at ksmith@methodist.edu.

COMMUNITY SERVICE PROGRAM

Methodist University 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 Director of Campus Recreation is responsible for developing the volunteer services program, and works closely in this task with local agencies that need assistance.

DINING SERVICES

Coming to a University 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 University 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, and other special events all serve to enhance meals at Methodist University. The Green & Gold Cafe also proves to be a great social center. Purchase of the meal plan entitles the individual student to eat in the Green & Gold Cafe 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 Green & Gold Cafe 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 are required to be on the meal plan. Meal plans are designed for one student alone and cannot 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.

Carte Blanche Meal Plan

This plan features unlimited access to the Green and Gold Cafeteria, plus \$125.00 Monarch Money. 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. The student can treat a guest to a meal in the cafeteria by using "Monarch Money" dollars.

Green and Gold Meal Plan

Features limited access of **fourteen (14)** meals per week in the main dining hall, plus \$250.00 "Monarch Money" Dollars per semester. Your student ID card acts as your meal card. The \$250.00 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.

Monarch Meal Plan

This plan features limited access of **ten (10)** meals per week in the main dining hall, plus \$500.00 "Monarch Money" Dollars per semester. Your student ID card acts as your meal card. The \$500.00 is set up as a declining balance on your ID card and can be used at any of the food venues on campus. This plan is available to upper classman only, and is designed for the students who have a more demanding schedule and off campus internships that take them away from the traditional dining hours.

Apartment Dwellers Meal Plans

The following optional meal plans are available to students residing in Cape Fear Commons, Creekside, or The Pines apartments.

- Monarch Meal Plan-This plan features access to **seven (7)** meals per week in the Green & Gold Café.
- Monarch Money and Meal Plan-This plan allows the student to eat any **five (5)** meals a week in the Green and Gold Café and use the \$125.00 DCB at any of our dining facilities on campus.
- Monarch DCB Plan-This plan allows the student to purchase food at any of our dining facilities on campus.
- Monarch Money and a Meal Plan-This plan allows the student to eat any **five (5)** meals a week in the Green and Gold Café and use the \$125.00 Monarch Money at any of our dining facilities on campus.

Monarch Money

This is a declining balance account attached to an existing meal plan as described above. All Monarch Money purchases are tax-free.

Dining Policies & Procedures

- Upon entry into the cafeteria, your student ID is required. Cashiers can not enter your ID number manually.
- Remember that Meal Cards and Meal Plans are non-transferable. "Monarch Money" and DCB can be used to buy a friend a meal in the Green & Gold Café as well as the Lion's Den.
- Please bus your tray and disposables from your table when you have finished dining.
- Additional DCB dollars can be purchased at the Business Office. You must bring the receipt to the Dining Facility Office located in the Green & Gold Café to get the dollars added to your account.

Check out the many exciting opportunities you have to use your meal plan on the website, then let us know what we can do to make it even better. We want Methodist University to have the best university dining service there is, and with your help we can do it!

Green and Gold Cafeteria Hours

The Green and Gold Cafeteria is on a continuous feeding schedule Monday through Saturday, Monday thru Friday

Full Hot Breakfast	7:00 a.m. to 9:30 a.m.	<u>Saturday</u>	
Continental Breakfast	9:30 a.m. to 10:45 a.m.	Brunch	11:00 a.m. to 1:00 p.m.
Lunch	10:45 a.m. to 1:30 p.m.	Lite Lunch	1:00 p.m. to 5:00 p.m.
Lite Lunch	1:30 p.m. to 5:00 p.m.	Dinner	5:00 p.m. to 7:00 p.m.
Dinner	5:00 p.m. to 7:15 p.m.		

Sunday

Brunch 11:00 a.m. to 1:00 p.m.

Dinner 5:00 p.m. to 7:00 p.m.

Lion's Den

subconnection™



The Lion's Den located in the Berns Student Center, features Subconnection, Grill 155, and Seattle's Best Coffee. A full line of drinks, candies, chips, and other items are also available. Students may use cash or "Monarch Money" Dollars included on their meal cards to purchase items at the "Lion's Den."

Lion's Den Hours

Monday thru Thursday 7:00 a.m. to 10:00 p.m.

Friday 7:00 a.m. to 4:00 p.m.

7:00 p.m. to 10:00 p.m.



Freshens Smoothie Bar-Located in The Nimocks Fitness Center.

Hours

Monday through Thursday 11:30 a.m. to 8:00 p.m.

Friday 11:30 a.m. to 3:00 p.m.

Residence Hall and Dining Services

Fall Break

Saturday-Tuesday October 11-14, 2008

Residence Halls: Closed

Dining Hall: Hours listed below

Green & Gold Cafe: Brunch & Dinner

Thanksgiving

Wednesday - Sunday November 26-30, 2008

Residence Halls: Closed

Dining Halls: Closed

Last meal served: Brunch, Tuesday, 11/20/07

First meal served: Dinner at 5:00pm, Sunday 11/30/08

All residence halls are closed during the Christmas break.

Spring Break

Monday-Friday March 2-6, 2009

Residence Halls: Closed

Dining Hall: Closed

Lion's Den: Closed

Easter Holiday/Good Friday

Friday - Sunday April 10-12, 2009

Residence Halls: Open

Dining Hall: Brunch & Dinner

HEALTH SERVICES

The Student Health Services Office located in West Hall and provides health services to the university community. The student health registered nurse and physician assistant provide medical services. Staff is available for after hour's 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 University While on University-Sponsored Activities

Any residential student involved in an accident or illness requiring medical treatment away from the University while on University-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
(910) 630-7164

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. (By Appointment only)

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 call security at 7577 about the call to Emergency Medical Services.

Immunizations

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 (within 10 years), 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 University. All students must comply or be removed from classes.

Student Health and Accident Insurance

All **full-time day students** will automatically be 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 card changes every academic year. 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 if 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 through 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 University 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

HOUSING & RESIDENCE LIFE

“Community of Opportunity”

Mission Statement

The Department of Housing and Residence Life of Methodist University supports the mission of the University and the philosophy that a University 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 University students, during their time at the University 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 University 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 University supports this precept.

Freshmen and Sophomore Residency

As a result, it is the policy of the University that all students who have earned 62 hours or less must live in University-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 University. 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 University, the occupancy of the residence hall room is considered the use of a University facility. This usage does not give the same latitude, as does a lessee or leaser rental contract.

RESIDENCE HALL EXPECTATIONS

Housing & Residence Life Staff

The University 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 University 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	Coeducational
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	Priority Given to Upper Classmen	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 University reserves the right to change these guidelines, without 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 \$125.00 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 **\$125.00** 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 University 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 University 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, physical harm, emotional harm, and illegal substances;
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 with the exception of Cape Fear Commons, Creekside, and the Pines Apartment. The following small appliances are permitted: computers, refrigerators (2 amps or less), radios, televisions, stereos, DVD players, microwaves, hair dryers, fans, George Foreman grills, 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 Wellness 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, all gas, electrical, and charcoal grills are also strictly prohibited. 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 University, 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 University. 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 University 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 \$50.00 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 \$100.00 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 University assumes no liability for belongings.

Community Billing

The Residential Coordinator will notify residents within 48 hours of the act of vandalism. It is within the discretion of the Residential Coordinator to assess community billing charges for other action not considered vandalism (i.e. excessive trash in community areas). A list of these items will be posted in community areas, discussed in hall meetings, and may be made available to residents upon request. The University 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 University requires that a damage deposit of \$100.00 be posted by every resident student of the University. 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 University 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 University 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 University property. University 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	Painting of the entire room	\$225.00
Mattress Cover Replacement	\$30.00	(Entire apartment CFC)	\$800.00
Not returning beds to original location	\$50.00	(Entire Apartment Pines)	\$600.00
Or having beds disassembled		(Single wall in room)	\$50.00
Room Cleaning	\$50.00	Removal of Furniture	\$75.00
Apartment Cleaning	\$100.00	Removal of personal property	\$50.00
Screen Replacement (Garber/Weaver)	\$15.00		
Screen Replacement (Cumberland/Sanford)	\$25.00		

Disruptive Students

In situations where a student is deemed a threat to other residents and/or visitors of a floor community or residence hall, the Dean of Students or the Associate Dean of Students reserve the right to immediately remove the student from the floor or residence hall. If a student becomes violent or threatens to harm anyone, he or she will be removed from campus housing immediately, and he or she will face judicial sanctions. In situations where a student is believed to have vandalized university property and/or student property, the Dean of Students or the Associate Dean of Students reserve the right to remove the student from the floor, residence hall or campus immediately. Student will also face judicial sanctions.

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 LAND line phone. This phone will be used to disseminate information in regards to emergencies, inclement weather, school closings, etc. During the First Month of school, a Health and Safety inspection, of each room will be conducted to see if there is a working phone in the room. Each room will receive a fine that is not equipped with a LAND line phone by the first inspection.

Fire Evacuation Procedures

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 and not designated places to convene, smoke, or engage in other activity. Violators may suffer penalty or penalties as deemed appropriate by the Residential Coordinator.

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 University furniture (i.e., lobby furniture) is not permitted. A violation will result in a fine of **\$100.00**.

Methodist University 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 University. 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 Pearce 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 obtain regarding the same. Any student breaking the contract will lose his/her space on the health-and-wellness floor.

Insurance

University insurance does not cover the loss or damage of personal property. The University 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 parents' 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 are required to carry their student ID on their person at all times. 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 Residential Coordinator of the building you reside in
- Contact the Central Housing & Residence Life Office (x7256) Business Hours 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, or if a student is found without an ID card to allow them entry into the residence hall, 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 University vacations should contact the Housing and Residence Life Office in advance for assistance. **All students must vacate the residence halls during Christmas break (NO EXCEPTIONS).**

The University 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.

Parking in Cape Fear Commons and Creekside

Students who reside in Cape Fear Commons and Creekside Apartments will be issued an apartment complex identifiable sticker for your vehicle. This sticker will improve each students access to parking in the Cape Fear Commons or Creekside apartments parking area, which are distinguishable by signs. Student found in violation, may receive a parking citation.

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 University 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 private room charges are \$1060.00 per semester. 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 ends 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 \$1060.00 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 University. 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. Each semester 24-hour quiet hours will be enforced starting on Reading Day and ending after graduation. 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. Decorations must remain within the confines of the student's room and must not be visible outside the room. Commercially produced alcohol paraphernalia (e.g. bottles, cans, caps, boxes) are not permitted in any residence hall room, floor or building. Students are not to nail or glue items to the walls or woodwork; push pins 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. Inspection of rooms will be conducted by the Housing and Residence Life Department. Any decorations deemed inappropriate or excessive must be removed immediately.

Health and Safety Inspections

Regular inspections of residence hall rooms by the residence hall staff will ensure safety and cleanliness. Pest extermination will also conduct routine spraying of the halls and students will be given at least 48 hours notice prior to inspection. 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. Students will be notified in advance of the housing selection process. Priority is given for selection in the following order: current residential students, commuter students, transfer students and graduate students. Squatting is the process of reserving one's current room for the following year.

Room Change Procedure

The student requesting a room change must first consult with the Residential Coordinator. Room change requests will not be granted until after the drop/add period. The Residential Coordinator will give a complete explanation of the procedure that must be followed to complete an authorized room change.

After the explanation of the procedure by the Residential Coordinator, the student must complete the necessary forms and return them to the Residential Coordinator. All room changes must be approved by the Residential Coordinator and will not be approved until after the drop/add period. 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 University are non-smoking. Students who choose to smoke outside the residence halls must do so in designated areas defined by Housing and Residence Life. The areas must be kept clean. Smoking receptacles are located in these areas for proper disposal of cigar and cigarette butts. Failure to comply may result in fines as deemed appropriate by then Residential Coordinator.

Residence Hall Visitation

The Department of Housing and Residence Life believes that residence hall students at Methodist University 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 University encompasses the following guidelines:

1. The residence halls are open for visitation from 9:00 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.
2. No person may have more than two guests at any one time. For special permission regarding family members, see the Residential Coordinator.
3. Students must sign in **ALL** (male or female) guests using full names in the lobby of the residence hall.
4. Guests of the residence hall must be escorted at all times
5. It is the responsibility of the resident to make sure that his/her guest abides by all residence hall rules established by Methodist University. Violations by guests are considered violations by the resident. In cases involving Methodist University 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 late—\$50.00 fine. If the visitation violation involves two Methodist University 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.

Commuter students are visitors of the residence halls and must abide by all policies and regulations.

Visitation Policy –Overnight Guest Policy

Any resident student may have an overnight guest of the **same sex**. Guest will not be permitted 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, six times per month, but no more than three consecutive nights.

The roommate(s) of the resident applying for an overnight visitor must give written consent when turning in the request. The rights of the roommates must be paramount at all times. Requests for exceptions must be submitted to the 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 Overnight Guest Policy will receive a penalty of a \$50.00 citation. 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 University rules and regulations. The student will be held responsible for all fines incurred by his/her visitor.

RESIDENTIAL SERVICES & OPPORTUNITIES

Methodist University 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 University 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 University 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 University 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 University. Each machine operates coin-free for unlimited usage. The University is not responsible for damaged items due to lost or 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 University 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 University provides local telephone service in each residence hall room through Sprint. The University 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 LAND 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 or subject to a fine.** 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.

Pest Control

Pest control services will provide extermination for halls, rooms and common areas, routinely or by request.

RESIDENCE HALL ROOM ENTRY AND SEARCH PROCEDURES

Definitions

The following definitions pertain to students' residence hall rooms:

1. A Room Search involves a close physical examination of all areas, common areas, apartments, materials, and persons in the room or apartment and may require the physical presence of a person (other than the resident of the room) for reasons of official business of the University.
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 University 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 University 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, pest control (Antex), maintenance (routine room inspection may be necessary).
 - a. Methodist University reserves the right to make periodic entry into and inspection of any residence hall room for reasons of establishing that University 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 reinspection. Failure to pass the reinspection will result in a \$25.00 fine and an additional reinspection. 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 University officials may determine other emergency situations.
4. Violation of Law or of University 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 University reserves the right to search any student's room at any time for any purpose that is a reasonable exercise of the University'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 University 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 University 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 an inspection reveals that the odor comes from a specific room or apartment.
 - 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, 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 professional staff member.
4. When a search takes place, it should be as complete as possible and may include the physical search of room occupants all persons present, and their vehicles. 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 University 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 University 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 special part of the campus life at Methodist University. There are approximately 75 international students here from over forty different countries. Methodist University offers an exciting blend of cultural heritage, which gives a unique character to the relationships and friendships between United States and international students.

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

1. Freshman and sophomore students are expected to live on the campus of Methodist University.
2. Methodist University requires all international students to be covered by the University's Medical Insurance Plan. All students are automatically provided with and charged for health insurance each semester. The fee for the insurance is added to the semester Invoice, which is due and payable with the tuition and all other charges.
3. International students are legally in this country on student visas (F-1) 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:
 - i) International students must, **at all times**, carry a full course load (at least 12 credit hours per academic semester) and maintain satisfactory progress toward completion of the degree objective.
 - ii) International students may not work off campus without proper authorization and only authorization after completion of one year or two academic semesters in the United States. This is only granted in demonstrated cases of severe economic hardship. The application process for obtaining permission to work off campus is complicated and is not guaranteed. However, there are two other categories that a student can work legally, Curriculum Practical Training (CPT) or Optional Practical Training (OPT). Please see your international advisor for additional information.
 - iii) When traveling in and out of the U.S., **international students must carry their I-20 forms with them at all times.**
 - iv) Before traveling outside the United States before completion of studies, international students must have their I-20s signed on page 3 by the Principal Designated School Official (PDSO) or Designated School Official (DSO). A travel signature is valid for one year except for travel to Canada, Mexico, and adjacent islands, in which case the signature is valid for six months.

Students who breach items i) and ii) 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 (IPO). They must be in compliance with all United States Immigration and Naturalization regulations and with all Methodist University policies. They must report departure dates of travel provide copies of social security cards, I-20 forms, avoid working off-campus and report change of addresses. Failure to comply with these rules may result in the loss of your F-1 status.

PUBLIC SAFETY SERVICES

The Public Safety Department provides security and police coverage and services throughout the community. From the Welcome Center security officer to the campus police officer, this department remains on-duty all day, every day.

IMPORTANT NUMBERS

- 630-7577 Campus Emergency
- 630-7661 Campus Police Office (Non-Emergency)
- 630-7487 Crime Prevention Office
- 630-7287 Crime Stoppers
- 630-7098 Escort Office, Welcome Center (Visitation or After Hours Assistance)
- 630-7149 Lost & Found, Motor Vehicle Assistance (Unlock & jump start), Parking Permits (including temporary Handicapped passes), Public Safety, Request a copy of a report, Vehicle Crash Reporting
- 630-7554 Safety Office
- 630-7662 Security Office (Non-Emergency)

IMPORTANT E-MAIL ADDRESSES

Methodist.edu/student_life/ps_silent.htm

dhamerla@methodist.edu

jbird@methodist.edu

asmith@methodist.edu

cdouglas@methodist.edu

athompson@methodist.edu

Silent Witness

Dawn Hamerla, Director, Public Safety

Janet Bird, Assistant Director, Public Safety

Arthur Smith, Lieutenant, Campus Police

Carl Douglas, Lieutenant, Campus Security

Annette Thompson, Crime Prevention Officer

QUICK REFERENCES

Pedestrians ALWAYS have the right of way

The parking lot speed limits is 5 miles per hour

The campus-wide speed limit is 15 miles per hour unless otherwise posted.

Guests and visitors must be registered, obtain and display a parking pass while on campus.

Students are responsible for the actions of their guests.

All vehicles parked on campus must have a valid parking permit or pass.

All motor vehicle laws apply including requirement for valid registration, insurance and operator's license.

Observe all parking restriction including reserved and restricted parking.

Security Officers may issue Campus Citations for violations of any campus policy.

Campus Police Officers may issue Judicial Referrals or State Citations for any criminal or traffic violation.

PUBLIC SAFETY SERVICES

Campus Emergency Phones

Seventeen emergency call boxes are strategically located around the campus. The call boxes are mounted in yellow housings. Most have a blue light and a distinctive Emergency Call Box sign mounted directly above each box. Callers experiencing a true emergency should push the **RED** button on the emergency call box automatically announcing over the campus radio the caller's location. Those in need of routine assistance should press the **BLACK** button which connects them directly to the Welcome Center.

Campus Escort Service (phone 630-7098)

Student escorts are available upon request Monday through Thursday from 6:00 PM until Midnight during the academic year. Contact the Welcome Center or the Crime Prevention Office to request a Student Escort. Security officers are available to assist when student escorts are not available.

Crime Stoppers (phone 630-PATrol)

Crime Stoppers is an anonymous tip line for reporting information about known or suspected criminal activity in and around the community.

Callers should listen carefully to the recorded message for complete instructions.

ID Card Services

Methodist University Identification Cards are an integral part of the University life, used for everything from access to authorized residential halls, meals in the Green and Gold Café, entry to athletic events, and many other services. **Community members must have their MU ID Card with them at all times while on campus.** Their MU ID must be presented to any University official upon request while on campus. MU ID Cards remain the property of Methodist University.

MU ID Cards are issued free of charge at the Public Safety Office during regular business hours. Special arrangements are made for extended hours during Spring and Fall registration, and evening class registration periods. In order to obtain a Methodist University ID, community members must produce proof of the following: military identification card, driver's license, or any other valid state identification card. Lost or stolen cards should be reported immediately to the Public Safety Office. There is a \$15.00 replacement cost for lost MU ID cards.

Lost-and-found (phone 630-7149)

Any found items turned over to campus security are entered into lost and found located at the Public Safety Office. Anything left unclaimed after more than 30 days will be donated to a local charitable organization.

Motor Vehicle Assistance

Public safety officers are authorized to provide some assistance to stranded motorists on campus. Officers are equipped with emergency unlock kits to retrieve keys from locked vehicles. The officers can help jump start dead batteries. The person requesting assistance must sign a written liability waiver and they must produce a valid Methodist University identification card and proof of responsibility for the vehicle before the officer provides assistance. The officers may also provide access to a phone to call for assistance.

Silent Witness (www.methodist.edu/student_life/ps_silent.htm)

Community members who have information or knowledge with regard to criminal or illegal activity may anonymously report that information through the Silent Witness program. Submissions should be made to www.methodist.edu/student_life/ps_silent.htm.

Unified Emergency Notification System

In the case of severe weather, the University is equipped with an emergency call service and an air siren. In the event of severe weather or any other emergency, an automatic telephone call is generated to every Methodist University telephone stating the emergency in a recorded message. Community members are encouraged to **take the appropriate action for protection**.

- The AlertNow telephone system requires valid telephone numbers and e-mail addresses in order to provide timely notification in the event of an emergency. Students must provide a valid, working contact number to the Public Safety Department to be maintained on the AlertNow System. Students are encouraged to provide as many telephone and cell phone numbers, as well as e-mail addresses as they have. This will help ensure the student receives the relevant information as soon as it is available.
- This information shall not be disseminated to anyone without the express permission of the student.
- Public Safety will provide a form with an explanation of the AlertNow System and a detail of the use of their personal information for the sole purpose of the AlertNow notification.
- Failure to provide a positive contact number could result in disciplinary action by the University.

An air siren is located on the roof of Garber Hall. The siren is tested once each month. In the event of severe weather or other emergency requiring immediate response, the air siren will sound for three minutes. Community members should immediately seek shelter. When the emergency has passed, the siren will sound again for one minute. When the emergency has passed, the siren will be sounded again for one minute signaling the situation appears clear.

Please note Public Safety has no authority with regard to cancellation or delay of classes due to inclement weather. Community members are referred to the Weather Alert Line phone 630-7351 for information on this matter.

Vehicle Parking Permits

Parking permits may be purchased by registered students at the Public Safety Office during regular business hours. Special arrangements are made for extended hours during Spring and Fall registrations, and evening class registration periods. Parking permits are issued upon proof of valid vehicle registration, current driver's license, presentation of valid MU ID card and payment of the appropriate fee.

Payments for parking permits may be made in cash or check to the Public Safety Office, while credit and debit card payments must be made at the Business Office. Students may present their receipt from the Business Office as proof of payment in order to obtain their parking permit.

Parking Permit Fees

Academic Year	\$150.00	Single Semester Evening	\$34.00
Single Semester	\$80.00	Summer Session	\$34.00
Full-Term Evening	\$56.00	Additional Vehicle	\$15.00

Temporary Handicapped Parking Permits are issued as needed at the Public Safety Office. Special Handicapped Parking Permits allow community members who have temporary injuries to park in Visitor's parking spaces. Those in need of this service should obtain proper documentations from the Student Health Center explaining their specific need and the length of time for which the Temporary Handicapped Parking Permit will be necessary. The Temporary Handicapped Parking Permit issued by the Public Safety Office DOES NOT authorize parking in handicapped parking spaces.

Methodist University reserves the right to revoke vehicle parking privileges at any time.

Visitor, Guest, and Events Passes

Passes are defined as follows:

Guest pass—issued to invited visitors to the residential halls during visitation hours.

Visitor pass—issued to visitors using the common areas of the campus.

Day pass—issued to patrons of major events on campus. These are disposable.

All passes are obtained from the Welcome Center.

Guest and Visitors passes require a valid identification card which is retained at the Welcome Center until the pass is returned.

No guest shall be allowed entry onto the campus without authorized from the student they intend to visit unless they are accompanied. The resident sponsor of the guest should contact the Welcome Center prior to the arrival of the guest.

PUBLIC SAFETY STRUCTURE

Public Safety Office 630-7149

Many services are available at the Public Safety Office, which is open Monday through Friday from 8:00 a.m. to 5:00 p.m., except during holidays. The Public Safety Office is located on the south campus, between the Pines Apartments and the Soccer Field. Students, Faculty and Staff can purchase parking permits, obtain University identification cards, file or pick up a police or security report. Lost and found is located in the Public Safety Office, as are the Director of Public Safety, the Campus Safety Officer, the Campus Police and the Security Offices.

Welcome Center 630-7098

The Welcome Center is located at the main entrance to the University. A security officer is on duty 24 hours a day. All vehicles must enter through the Welcome Center Gate. The Welcome Center should be contacted after regular business hours to request non-emergency calls for service including campus escort assistance and to request a campus police officer or security officer. Residents who are expecting visitors should call the Welcome Center to check-in visitors and guests before they arrive. No guest shall be allowed entry onto the campus without authorization from the student they intend to visit.

Campus Police 630-7661

All the campus police officers are sworn law enforcement officers, certified by the state. Our campus police officers are available to answer calls for service, assist stranded motorists, and provide information or guidance to our community. The campus police are trained in traffic enforcement including radar. Campus police are on duty twenty-four hours a day.

Security 630-7149

Security officers provide the bulk of services from the Public Safety Department. The Welcome Center officer is a security officer, as is the Crime Prevention officer, the Campus Safety Officer, and all the Public Safety Office staff. Security officers provide various services on and around the campus including unlocking office and classroom doors, enforcement of parking and registration regulations on campus, foot patrol and calls for service or assistance.

Safety Office 630-7554

The Campus Safety Officer provides many necessary and important services to the community. The Safety Officer is responsible for coordinating all safety and prevention programs, including First Aid and CPR classes, HazMat training, campus Drivers' Familiarization Program. The Campus Safety Officer is the acting campus fire marshal, conducting annual fire inspections as well as maintaining fire extinguisher regulation and alarm systems requirements. As a member of the Campus Safety and Security Committee, the Campus Safety Officer conducts investigations of personnel accidents in the community, presents findings and recommendations for improving safety concerns. The Campus Safety office supervises the Crime Prevention Programs and initiatives.

Crime Prevention 630-7487

The Crime Prevention Office is located in the lobby of Garber Hall. The Crime Prevention officer provides and coordinates many services for the community including: the campus Escort service, Operation ID, Bicycle Registration, Crime Stoppers, Community Watch, Rape Aggression Defense classes for women, and many other campus safety and security initiatives.

VEHICLE OPERATION AND PARKING REGULATIONS

Parking and driving on the campus of Methodist University is a privilege. All vehicles parked on campus must have the appropriate parking permit or pass issued by Public Safety; however parking permits do not guarantee a parking space. Lack of space, ignorance of the rules or inclement weather does not excuse violations of campus vehicle operations and parking regulations. All vehicles must enter the campus through the Welcome Center Gate. Neither Methodist University nor its employees assumes any responsibility for loss from theft or damage to vehicles parked on University or operated on the campus.

VEHICLE OPERATION

Pedestrians have right of way

Pedestrians shall have the right of way on campus. Vehicle operators are expected to yield to pedestrians at all times. Vehicles shall be operated with due caution for the safety of the pedestrians and other motorists on campus.

State laws apply

All motor vehicle laws of the State of North Carolina apply on campus. Any vehicle operated on Methodist University property shall have in full force and affect the financial responsibility for their vehicle as required by the State. Vehicles are required to be properly registered, inspected and licensed by the state of the driver's residency.

Campus speed regulations

The campus-wide speed limit on named streets is fifteen (15) miles per hour unless otherwise posted. The speed limit in all parking areas on campus is five (5) miles per hour. The speed limit in front of the Berms Student Center on Joe Stout View Drive is 5 miles per hour. The speed limit on Robert Johnson Drive from Joe Stout View to Ramsey Street is 20 miles per hour.

Motorcycle, Bicycle, and Moped operations

Motorcycle, bicycle, and moped operations and their passengers must wear appropriate headgear. The number of passengers on any motorcycle, moped, or bicycle shall not exceed the maximum number of riders for which the vehicle was designed. Proper motorcycle license endorsements are required when operating a motorcycle on campus.

PARKING REGULATIONS

Vehicle Registration

All vehicles parked on campus must have the proper Parking Permit or the appropriate parking pass issued by Public Safety. Parking permits are issued only to current students, faculty or staff members and their immediate family members. Parking passes shall be issued to all visitors and guests of the campus except in the event of special events or programs. Vehicles belonging to non-students may be issued parking permits registered to the current student BY SPECIAL AUTHORIZATION from the Director of Public Safety only!

It is the responsibility of the student, faculty, or staff member to obtain the proper parking permit prior to parking on campus. Expired permits must be replaced prior to parking on campus

Change of Address

It is the responsibility of the student to notify Public Safety in the event of a change of address. Students who have purchased a resident parking permit, but move off campus must obtain a commuter Parking Permit prior to parking on campus. Alternatively, commuter students who become campus residents must obtain a Residential Parking Permit. Replacement Parking Permits will be free of charge so long as the old permit is surrendered to Public Safety.

False Registration

The following actions are considered false registration and may result in suspension or loss of driving privileges on campus.

The Parking Permit shall not be affixed to any vehicle than that for which it was registered.

No vehicle shall be registered in the name of another student.

Placement of the Parking Permit

Parking permits must be affixed to the driver's side front windshield either in the upper corner of the windshield or the permit may be affixed to the driver's side front bumper below the headlight. Vehicles are not properly registered until the parking permit is affixed as described to the vehicle for which it was issued. The Parking Permit must be clearly visible and legible from at least 6 feet away. Damaged or worn decals will be replaced free of charge so long as the old permit is surrendered to Public Safety.

Temporary Parking Permits may be obtained, free of charge from Public Safety, for any student, faculty or staff member who has a current Parking Permit. Temporary Parking Permits are issued for not more than seven (7) days and must be obtained prior to parking on campus. Applicants must produce a valid vehicle registration, driver's license, and MU ID card when requesting a Temporary Parking Permit.

Parking

It shall be prima facie evidence that the person to whom the vehicle is registered with Public Safety is the operator of any vehicle in violation of the campus parking regulations. The person to whom the Parking Permit is issued shall be issued any necessary parking citation. All vehicles must be pulled into the parking space with the front of the vehicle facing the curb or median. Parallel parking shall face the direction of travel authorized for that travel lane.

Reserved and Restricted Parking

Spaces marked Faculty/Staff are reserved 5:00 AM to 4:00 PM for faculty or staff members.

The large parking lot in front of Clark Hall is reserved for commuter students from 8:00 AM to 2:00 PM.

The small lot adjacent to the lower level of the Trustee's Building is reserved for faculty and staff, and it is a loading zone.

The small lot adjacent to the lower level of the Library is reserved for faculty and staff, and it is a loading zone.

The upper level of the Science Building is reserved for faculty and staff.

The small lot adjacent to the Science Building is reserved for handicapped parking only.

No parking is allowed at any time in any area marked or bearing a sign reading "No Parking."

No parking is allowed in any fire lane. This includes the area so marked directly in front of any residence hall.

No parking is allowed in any loading zone.

No parking is allowed in front of or adjacent to any dumpster.

No parking is allowed at any time in any space reserved for "Maintenance Vehicles Only."

No vehicle shall be parked in such a manner so as to restrict the flow of traffic.

No vehicle shall be parked along a curb unless the curb has been designated as a parking area.

No parking on grassy areas and/or sidewalks.

Residence Hall Parking

Each residence hall has a parking lot to the building for that building. Residential students, guests, or visitors may not park in spaces reserved for Residence Life Professional staff or Resident Advisors.

Residents are responsible for ensuring their guests and visitors adhere to the proper parking regulations.

Overflow parking for guests and visitors are available in the Student Union parking lot and in the Player's Center parking lot.

The parking lots of Creekside and Cape Fear Commons residential halls are reserved for residents and their guests of those facilities.

No parking along the curb in front of any residence hall is permitted at any time for any amount of time except for service and maintenance vehicles.

Visitors Parking Spaces are reserved for visitors only except as follows:

One hour parking is permitted in the Visitor's spaces in front of the Horner Administration Building for persons conducting business in that building.

30 minute parking is permitted for loading and unloading in the small lot next to the Trustee's Building.

Two hour parking is permitted for commuter students in the Visitor's spaces in front of the residence halls during authorized visitation time.

ENFORCEMENT ACTIONS

Campus Citations, State Citations, Judicial Referrals

Vehicle operations and registration laws as well as parking regulations are strictly enforced on campus. Violations in excess of seven (7) campus citations in one academic year may result in suspension or revocation of the campus Parking Permit. Parking Permit fees shall not be refunded.

Methodist University Security Officers enforce campus regulations and policies including Parking Permit regulations. MU SO's issue campus citations for these violations.

Campus Police Officers enforce state law and may issue campus judicial referrals and/or state citations at their discretion. Judicial Referrals are reviewed by the Director of Public Safety. The violation cited on the Judicial Referral may be transferred to a campus citation for further action by the University Judicial System.

Judicial Referrals may be issued by any campus police officer for any moving violations or other violations of the law as authorized by the state. Charges, fines, and punishments may be determined by the campus judicial authority.

Campus Citations and Judicial Referrals may also be issued for violations of campus policies other than Vehicle Operation and Parking Regulations.

Fines

Campus Citations, may be issued for the following Vehicle Operation and Parking Regulations with accompanying fines:

No Valid Parking Permit	\$60.00	Reckless driving and unsafe movement*	\$100.00
Parking in a handicapped space*	\$100.00	Exceeding safe speed*	\$100.00
Parking in a fire zone, near hydrant*	\$50.00	Stop sign violation	\$75.00
Parking in driveway, tow-away zone, no parking zone, parking on grass or sidewalk	\$30.00	Display mutilated or defaced Parking Permit	\$15.00
Blocking access to dumpster	\$50.00	Display counterfeit, stolen, or lost decal	\$60.00
Improper display of a Parking Permit	\$15.00	False Registration	\$60.00
Parking in reserved space/lot	\$25.00	Backing into angled parking space	\$15.00
Parking along curb; blocking traffic lane; double Park	\$30.00	Parked in a visitor's parking space	\$30.00

*(A State Citation may be issued for this violation)

Fines levied for Campus Citations must be paid at the Business Office. State Citations are handled at the Cumberland County Court House. It shall be the responsibility of the violator to make any necessary court appearance and associated fine, penalty or cost resulting from a State Citation.

MISCELLANEOUS

Accidents—Traffic accidents must immediately be reported to Public Safety. Campus Police Officers will take any necessary report. The law requires accidents resulting in damage in excess of \$1000.00, having personal injury or hit and run accidents must be report to the State of North Carolina.

Towing—Methodist University reserves the right to tow any vehicle off campus property for any reason at the owner's expense. Vehicles found parked in a dangerous or unsafe manner may be towed. Contact Public Safety for the towing company contact information.

Wheel Lock—Methodist University reserves the right to place a wheel lock on any vehicle parked on campus.



STUDENT ACTIVITIES

The Office of Student Activities

The Office of Student Activities is located in Chris' 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 University. 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 at Chris' House.

Student Centers (Berns Student Center & Chris' 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 University community must go through the Office of University Relations to reserve University 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:

University Bookstore	Student Union Area
University Mail Room	Campus Ministry office
Meeting Rooms	Cheerleaders/Dance Team Coach's Office
Games Area including Ping Pong Tables and Pool Tables	<i>Student Development & Services Offices:</i>
Vending Machines	Dean of Students
ATM Machine	Associate Dean of Students
Restrooms	Housing & Residence Life
TV/Study Lounges	International Programs
Green & Gold Cafe	Office of Career Services (1st Floor)
Lion's Den Snack Bar	Student Media (2nd Floor)
Various A/V, Sound & Light Equipment	Resident Hall Association

Chris' House Student Center Services

Facility Hours	Academic Year	8:00 a.m. – 10p.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' House:

BBQ Deck	XM Radio
TV/Study Lounge	Wireless Internet
DVD Players	Weekend Food Vending
Direct TV	

Student Activities Offices:

- Director's Office
- Student Activities Committee Office
- Student Government 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, the Miss Methodist Pageant, 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.

Monarch Madness

Monarch Madness is a series of alternate student activities usually taking place on Wednesday nights from 8 p.m. until 12 a.m. Other activities take place on the weekends; time, place, and event TBA. A variety of events are held on campus, such as talent shows, movie and a meal, game shows, cookouts, comedy night, a Hawaiian luau, casino night, and special performers. Students participating in Monarch Madness also enjoy events off campus, such as Hockey Games with local team the Fire Ants, "Destination Unknown," and "Bowling for Dollars."

Conference Use Policy

Conference Use is defined as any sponsoring group from outside the Methodist University community. Conference groups are required to reserve campus facilities through the Office of University 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 University 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 University affiliated organizations and will remain with the equipment form setup, 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' 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 University departments and event sponsors not affiliated with the University should contact the Director of Student Activities for any use and availability of this service.

Non Methodist University Affiliated Student, Staff and Administrative Staff Guest Policy

The following policy shall comply with all guest of the Student Centers for all events, programs, and private parties:

There can be up to three guests to one Methodist University 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 University, etc.

Chaperones/Security Policy

Events/programs held in a student center must adhere to general policies of Methodist University 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 organizations 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 Life at Methodist University provides the opportunity for students to participate in a unique experience. Fraternities and sororities have a long standing tradition of community service, excellence in scholarship, leadership development, risk management programs, and sisterhood/brotherhood. The Methodist Greek Life program is dedicated to upholding the traditions of fraternal organizations with the goal of continuing the expansion process to form new colonies over the next couple of years. For more information about Greek Life, please see the Greek Life Coordinator in the Office of Greek Life in Chris' House or you may contact the Office of Greek Life via email at greeklife@student.methodist.edu.

Recruitment Information

Fall recruitment will begin on September 1, 2008 and will continue until Bid Day on September 5, 2008. All students interested in participating in fall recruitment will need to sign up in the Office of Greek Life before August 29, 2008. Spring recruitment will take place in January (dates to be announced). Please come to the Office of Greek Life for information about specific rules and regulations, and events taking place during recruitment week.

Interest Group and Expansion process

Any individuals or groups interested in forming a new interest group for the purpose of affiliating with a National Panhellenic, National Pan-Hellenic, North Atlantic Inter-fraternal, or any other Nationally recognized Greek organization not already present on campus should contact the Greek Life Coordinator in the Office of Greek Life in the Chris' House for specific information regarding the expansion process.

- With the support of the Student Government Association, the Greek Council takes full responsibility for initially recognizing new organizations with the goal to be established as a Greek Organization.
- All individuals or interest groups should be prepared to present their constitution, goals, and affiliation requests to the Greek Council at a Greek Council meeting.
- The Greek Council under the direction of the Greek Life Coordinator has the authority to approve or disapprove any and all Greek interest groups.

Statement for Accountability

All students involved in Greek letter organizations, including but not limited to chapters, colonies, local sororities/fraternities, and interest groups that are classified as social in nature will be held accountable to the rules and regulations outlined in the 2008-2009 Methodist University Greek Life Handbook. A copy of the 2008-2009 Methodist University Greek Life Handbook will be provided to all active chapters, colonies, local sororities/fraternities, and interest groups. Copies of the 2008-2009 Methodist University Greek Life Handbook are available upon request through the Greek Life Coordinator in the Office of Greek Life.

Current Organizations

Alpha Delta Pi Colony

For more than 150 years, extraordinary women have called Alpha Delta Pi home. Originally called the "Adelphian Society," Alpha Delta Pi was the first sorority in the world and forged the way for women in the fraternity system. Our founding took place on May 15, 1851 at Wesleyan Female College in Macon, Georgia-the first college in the world chartered to grant degrees to women. Throughout time we have consistently placed a high priority upon scholarship, service to the community, and the personal

development of each of our members. Alpha Delta Pi recently joined the Methodist University campus in the spring of 2008, and we will be recruiting additional members in the fall of 2008.

Kappa Sigma Colony

The Kappa Sigma fraternity is committed to fostering a close cooperative partnership with all colleges and universities with existing chapters. Kappa Sigma promotes academic achievement and assists each member to achieve his academic potential. The fraternity promotes involvement in all aspects of campus life. The creation of lifelong bonds is a primary benefit of fraternity membership. As brothers, our members have an obligation to have a caring concern for the welfare of our members. Brotherhood is a lifetime commitment; therefore, we encourage strong alumni-undergraduate relationships for the mutual benefit of the students and alumni. We teach young men social skills that will benefit them throughout their lifetime. The multitude of leadership opportunities available through the fraternity prepares members for success in their chosen careers. We organize well-rounded programs and strive for excellence and quality in all undertakings.

Omega Xi

Omega Xi is a local fraternity that was established in January 2008. The organization is dedicated to community service, scholarship, and brotherhood. Omega Xi's philanthropy is Hillsboro Elementary School for which they provide various services such as book donations, and assistance with after school reading programs. Like Methodist's Greek organizations, Omega Xi recruits in both the fall and spring semesters. For more information on recruitment and membership, please contact the Office of Greek Life.

CAMPUS RECREATION AND INTRAMURAL PROGRAM

The Methodist University 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 University. 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 Nimocks Fitness Center, contain current information regarding sign-up procedures, up-coming events, schedules, team standing, etc.

NIMOCKS FITNESS CENTER

General Information

Hours of Operation

Monday to Friday:	6 a.m. to 10 p.m.
Saturday:	12 p.m. to 8 p.m.
Sunday:	1 p.m. to 10 p.m.

General Policies and Regulations

The Nimocks Fitness and Recreation Center is available for all current MU students, faculty, and staff use during listed hours. All participants **MUST** present current Methodist University ID card to enter and use the Nimocks Fitness and Recreation Center at anytime.

*Access into fitness center ends 30 minutes before closing. We ask members to be out of the facility by the designated closing time.

*The Nimocks Fitness and Recreation Center reserves the right to reduce hours during breaks, final exams, between academic semesters, and during the summer. The Nimocks Center may temporarily close each semester for maintenance purposes.

The Nimocks Center has following rules and regulations pertaining to general student, faculty, and staff use:

1. All participants entering the Nimocks Fitness and Recreation Center are to comply with Nimocks Center staff's directives regarding enforcement of policies related to safety, programming, and exercise techniques.
2. No stereo equipment without earphones.
3. No smoking, dipping, or chewing of tobacco products.
4. No spitting inside the building.
5. No food or drinks(except water) allowed beyond the Welcome Desk.

6. No hanging or grabbing the rims. Dunking is not allowed.
7. Fighting, shoving, pushing, and inciting acts of aggression are prohibited.
8. The emergency exits are for emergency use only, not for general traffic in and out of the facility.
9. Violation of these rules will result in a citation from the Center supervisor. A student receiving an initial citation will be suspended from The Nimocks center for one week. Upon receipt of a second citation, the student will be banned from The Nimocks Center for the semester. Should a third citation be necessary, the student is banned from The Nimocks Fitness and Recreation Center for the academic year.

Dress Code

Proper athletic/fitness dress and footwear must be worn for the gym area.

Shoes

Non-athletic shoes or dress shoes are not allowed.

No boots or black-soled shoes allowed on basketball courts and fitness areas.

Clothing

Pants and shorts must be worn at the waistline.

T-shirt or tank tops must be worn at all times.

Equipment

Basketballs and volleyballs may be checked out from the Welcome Desk in exchange for your MU ID.

Equipment may not be taken out of the Center and must be turned in by the end of the day.

Replace all equipment and dumbbells to their original storage place.

Lockers

The Nimocks Fitness and Recreation Center is not responsible for personal items. Valuables should be secured in a locker in the locker room(s) for protection.

Lockers are available on first come, first serve basis.

User must supply his/her own lock.

The Nimocks Fitness and Recreation Center is not responsible for any personal items placed in the locker.

All lockers must be cleared out when each individual leave, The Nimocks Fitness and Recreation Center, all items left in the locker will be discarded after that day.

The following items are not allowed in any locker: Illegal substances, weapons, and food.

Guest Policies

Members (Current MU students, faculty, and staff with valid MU ID) may bring 1 (one) guest per visit. Guest must be accompanied by a member at all times.

Guest must show a photo ID, complete the guest registration and sign the guest waiver.

Guest ID's must be left with The Nimocks Fitness Center Attendant and are returned when the individual leaves the facility.

Guest must be at least 17 years of age and follow all policies and regulations of The Nimocks Fitness and Recreation Center.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Approved by the Student Government Association of Methodist University

Preamble

We, the students of Methodist University, 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 University, do establish this constitution to promote and protect the general welfare of the student body and the University.

Students may view the SGA constitution at Methodist.edu on the SGA website.

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 University 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 Office of University Relations to learn more about the University'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 University employee as an advisor
4. Have a written purpose that is compatible with the mission of the University.

Students may learn more about 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 University Clubs. The most current club listing is maintained on the University's web site (www.methodist.edu).

Accounting Club

The Methodist University 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 University 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 or graduate programs. Additional requirements may apply.

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.

P. Jennifer Rohrer-Walsh, 630-7076

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 University or university that offers two or four-year degrees to nontraditional/adult students.

Linda Gravitt, 630-7074

American University 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 Universities. 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

Co-Ed Bible Study

Co-Ed Bible Study is a student led, Bible-Based Christian study of God's inspired word. The goal is to equip students through biblical studies and fellowship that can be practiced in day-to-day living. Through student-led group meetings, students have the opportunity to relate to and connect with one another. This group study gives each individual the opportunity to discover the plans that God has in store for their personal walk in faith.

Rev. Dr. Michael Safley. 630-7515

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, work-shops, 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.

Michael Martin, 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 University students.

Eleanor Ninestein, 630-7229

Crime Stoppers

The objective of the Methodist University 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 University 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 University and the surrounding communities that advance the prevention, detection and control of crime. Any student interested in any of the disciplines listed can join CJA.

Dave Pauly, 630-7420 and Eric See, 630-7460

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.

Pamela J Strickland, 630-7064

Fellowship of Christian Athletes

The Fellowship of Christian Athletes is a nationally prominent Christian organization and a popular group on the Methodist University campus. In addition to conventions and recreational events, regular meetings are held on Tuesday evenings at 8:00 pm, in the Alumni Dining Center. 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."

Landon Bentham, 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 University 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 University Community who has an interest in cultural diversity and international understanding may join.

Magda Baggett, 630-7159

Iota Tau Alpha (MU Chapter)

"We heal those contending for the prize"

The purpose of the Iota Tau Alpha national honor society is to function as an honor and professional society for students in athletic training education programs. The activities of Iota Tau Alpha are designed to stimulate interest, scholarly attainment, and investigation in athletic training education. To be eligible for membership, a student must be in his or her second semester of the Methodist University athletic training education program and have obtained at least a 3.3 GPA in athletic training courses and a 3.0 GPA overall.

Jennifer Cuchna, 630-7143

Kappa Sigma

The Kappa Sigma fraternity is committed to fostering a close cooperative partnership with all colleges and universities with existing chapters. Kappa Sigma promotes academic achievement and assists each member to achieve his academic potential. The fraternity promotes involvement in all aspects of campus life. The creation of lifelong bonds is a primary benefit of fraternity membership. As brothers, our members have an obligation to have a caring concern for the welfare of our members. Brotherhood is a lifetime commitment; therefore, we encourage strong alumni-undergraduate relationships for the mutual benefit of the students and alumni. We teach young men social skills that will benefit them throughout their lifetime. The multitude of leadership opportunities available through the fraternity prepares members for success in their chosen careers. We organize well-rounded programs and strive for excellence and quality in all undertakings.

Cliff Bobbitt, 630-7242

The Lector

The Lector supports students who wish to attend plays, concerts, museums, lectures, tours, and other cultural events. Sponsored by The Honors Program, the Lector Club invites all students with similar interests and goals to join.

P. Jennifer Rohrer-Walsh, 630-7076, jrwalsh@methodist.edu

Linguasphere Spanish Club

This Club is open to everybody that wishes to merge into the Latin-American Culture as well as to better their language skills. Throughout the semester many activities are planned to make this possible. The

best thing to learn a language is to live the language and that is what this club intends to do. Meets at least twice a month in the Trustees Building

Dr. Reine L. Turcato, 630-7089

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

Media Club

Students who are interested in working on the yearbook, newspaper or campus photography are encouraged to join the Media Club (See Appendix A). 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 or journalism major.

Roxana Ross, 630-7292

Men's Bible Study

The purpose of the Methodist University Men's Bible Study is to promote individual spiritual growth, communal fellowship, and Christian understanding. The group does not base membership on race, ethnicity, or religious affiliation; any and all men are welcome to attend and to study. Our scriptural foundation is in Jesus' words: "Where two or more are gathered, there I am also," and we utilize this verse to endorse the importance and effectiveness of membership. Ultimately, the group is centered on the efficacy of Jesus Christ and on promoting the cultivation of spiritual excellence through weekly discussion, prayer, and community outreach.

Rev. Dr. Michael Safley, 630-7515

Methodist University Chapter of the National Association of Safety Professionals Honor Society (MU-NASP)

MU-NASP is an honor society based on the principles of ensuring environmental health and safety and occupational safety. The organization is comprised of primarily ENM (Environmental, Occupational Management) majors, but is open to all members of the MU community. The members of the organization enjoy being outdoors and external educational opportunities. If interested contact the advisor.

Carla Raineri Padilla, 630-7139, craineri@methodist.edu

Methodist University Chorale

The purpose of this organization is to enable members to work cooperatively in the pursuit of an expanded choral experience, to create opportunities for community outreach, to actively recruit for the university by touring and performing, and to primarily benefit the choral education of student members by presenting quality choral literature. The group is well-known for its performances throughout the region. Additionally, the organization exists to increase the awareness of music education and arts advocacy. Membership is open to all students of Methodist University, with successful membership determined by voice placement at the beginning of the academic year.

Michael Martin, 630-7153

Methodist University Student Athletic Training Association

The Methodist University Student Athletic Training Association (MUSATA) is a University recognized organization. MUSATA is dedicated to promoting and encouraging higher scholastic achievement and professional development in the study of athletic training. MUSATA provides information about nationally recognized organizations and associations such as the National Athletic Trainers' Association (NATA), North Carolina Athletic Training Association (NCATA), National Strength and Conditioning Association (NSCA), and the American College of Sports Medicine (ACSM).

MUSTA encourages professional growth and development by providing financial support to students attending state, district, or national conventions and symposiums. Funding to support these AT students is made available from MUSATA sponsored fundraising events and the student organization office of Methodist University.

Jennifer Hoenig, 630-7596

Mustard

Mustard is Methodist's new online magazine that made its debut in the spring of 2008. It is open to all MU students who wish to express views, tell stories and produce videos, cartoons and photojournalism. *Mustard's* purpose is twofold:

- 1) to inform, entertain and challenge the Methodist community;
- 2) to provide a forum for the meaningful exchange of ideas.

This online magazine can be found on the web at MustardMag.com and is proudly sponsored by the Communication Department.

The mustard seed is "the smallest of all seeds" that can become "the greatest of shrubs", "...if you have faith as a grain of mustard seed...nothing will be impossible to you" (Matthew 13:31-32 and 17:20-21).

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 University, and to promote activities, that 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, 630-7242 and Joey Harris, 630-7302

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

One Voice (MU Gospel Choir)

One Voice (MU Gospel Choir) is an organization under Campus Ministries that encourage the community by singing praises to our Lord and Savior. This is a good choir open to all students and it is also one of the most diverse clubs on campus. Much of what we do are Chapel services however, we also sing all around NC.

Mike Safley, 630-7515

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 University community and as a contributor to a better society.

Dr. 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.

Dr. Larry Wells, 630-7602

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

PGM Fellowship

The Professional Golf Management Fellowship is a campus Christian organization created by golf students to assist with exploring or continuing a relationship with Jesus Christ as our Lord and Savior in an open discussion format lead by the students or guest speakers. Students also participate in recreational activities as well as various events in and around campus. Regular meetings are held on Monday evenings at 8:00 pm, in the Commons at Creekside.

Bob Burns, 630-7180

Phi Alpha Delta

The purpose of this Fraternity shall be to form a strong bond uniting students and teachers of the law with members of the Bench and Bar in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to inspire the virtues of compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and to encourage their moral, intellectual, and cultural advancement; so that each member may enjoy a lifetime of honorable professional and public service.

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 University'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/>.

Dr. Jennifer Purvis, 630-7665

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 University 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 University 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 University 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

RMT/CMAA Club

The RMT/CMAA Club is designed to be a group for all those who show an interest in Clubs, Resorts, and Leisure Real Estate. Members in our club will learn/discuss current events in the industry and build their database of knowledge about resorts worldwide as well as work on projects and provide various services to the community throughout the year.

The Resort Management Club and the Club Managers Association of America meets once per month-check the RMT Club bulletin board in Clark Hall for the next scheduled meeting.

The RMT (Resort Management Club) also acts in partnership with CMAA (Club Managers Association of America) by providing the chance for student members to gain national club membership with CMAA. Both clubs meet at the same time and jointly conduct business by functioning as the same club.

Dr. Sharon Kendrick, 630-7309

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 provide 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 and www.rushministries.org.

Show Choir

The Methodist University 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.

Sharon McNair, 630-7100

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 University 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 or Whitney Larrimore, 630-7360

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 University campus. All full-time enrolled students are encouraged to participate in this open organization. Suggestions for future activities and entertainment are welcomed.

Doris Jackson, 630-7022

Student Council for Exceptional Children (SCEC)

SCEC is the Methodist University chapter of the Council for Exceptional Children (SCEC). SCEC is the largest international professional organization dedicated to improving educational outcomes for individuals with exceptionalities. Student **SCEC** is the part of SCEC that serves the needs of future professionals in special education and related fields. Student SCEC 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 University 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 University 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 University 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, 630-7320

Methodist University Young Democrats

The purpose of MUJD is to develop and promote the student body's interest in politics and to improve the student body of Methodist to promote intercollegiate 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.

Dr. Andrew Ziegler, 630-7488

Methodist University College Republicans

The purpose of the MUCR is to promote general interest in politics among the Methodist University community and to develop means for increasing involvement by MU students with local, state, and

national political organizations. MUCR members participate in political campaigns and assist with election administration.

Andrew Ziegler, 630-7488

Other Student Clubs, Organizations, and Honor Societies

Alpha Phi Sigma (National Criminal Justice Honor Society)

Alpha Psi Omega (National Theatre Honorary Fraternity)

Carillon - the student annual Chamber Music Ensemble

Chi Delta Chi (Veterans/Family Members Honor Society)

Dr. Harvey Estes Student Society (PA Student Organization)

Guitar Ensemble

Hockey Club

In His Grip International Business Club

Jazz Ensemble

Kappa Delta Pi (International Education Honorary Society)

Men's Lacrosse Club

MU Golf Association

MU Model United Nations Club

MU Sports Management Club

Monarch Playmakers

National Association of Teachers of Singing Orchestra

Phi Alpha Theta (National History Honor Society)

ROTC-Raider Team

Student Athlete Advisory Committee-SAAC

Student Music Educators

National Conference

Symphonic Band

Tapestry-the literary and art magazine

Women's Bible Study

JUDICIAL CODE AND STUDENT JUDICIAL SYSTEM

INTRODUCTION

Every semester Methodist University is reincorporated as a community of students, staff and faculty. This unique community has many of the aspects of a small town. The University 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 University community. Like any other community, Methodist University has developed a set of standards for its members to follow. The Methodist University Judicial Code is the set of rules that every member of the Methodist University community has agreed to follow. Students should review and understand the Judicial Code, because every student who enrolls at Methodist University 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 University 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 University environment will be expelled from the University.

Students must carry their University Identification Card at all times. All students must present their University Identification Card to any faculty or staff member upon request, failure to present their card will be considered a violation of the University's Failure to comply with the Direction of College Official policy. Students will be subject to the judicial sanction outlined under this policy.

The Silent Witness Program

Community members who have information or knowledge with regard to criminal or illegal activity may anonymously report that information through the Silent Witness program. Submissions should be made to 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 University students than any other single cause. Half of all accidental deaths involving University students can be attributed to the excessive use of alcohol. At Methodist University, 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 University 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 University 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 regardless of how long they were present in the room or common living area.

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). Students will also be assigned up to 20 hours of community service, which must be completed within the designated time given.**
- 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. Students will also be assigned up to 20 hours of community service, which must be completed within the designated time given.**

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 University 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 University 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 University 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 University. 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 the 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 University, 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 University campuses has also resulted in the tragic loss of life.

Methodist University 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 University 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 or consuming it regardless of how long they were present in the room or common living area.

Student(s) who possess expired prescription drugs and/or unreasonable, large quantities of prescription drugs will be asked to provide independent, medical verification that the quantity and the prescription is valid. If students are unable to obtain medical verification, he or she will be subject to the sanctions outlined in this policy.

Drug Sanctions

Any student who is found in violation of Methodist University's policy against use, possession, and or sale of illegal drugs, or drug-related paraphernalia, or in violation of the University'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 University, 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 University.

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 University 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 University 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 University 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 University 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 University 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 University building. Violators will receive a minimum of probation and may receive a maximum of expulsion from the University 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 University community or who are defiant or belligerent toward a University staff member, including students acting in a supervisory capacity, will receive a minimum of probation and may receive a maximum of expulsion from the University. 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 University community will receive a minimum of probation and may receive a maximum of expulsion from the University. 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 University.

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 University.

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 University.

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 University up to expulsion from the University.

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 University function. A student who engages in disorderly conduct will receive a minimum of probation and may receive a maximum of expulsion from the University.

Failure to Comply with the Direction of a University Official

Failure to comply with the direction of a University official is defined as the disobedience of or disregard for a reasonable request by a University official. A University 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 University official will receive a minimum of probation and may receive a maximum of expulsion from the University.

Fans' Code of Conduct

Methodist University 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 University.

Fire Safety

Methodist University 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 University 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 University. Furthermore, it is also a federal offense to pull a fire alarm if there is not a fire.

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 University.

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 University 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 University will treat any act of hazing involving Methodist University students either on or off campus in 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 University, 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 University Hazing Policy will be given a minimum penalty of **probation** and may receive a maximum penalty of **expulsion** from the University. 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 University 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 University.

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 University.

Responsibility for One's Actions

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

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 University. Students who commit nonconsensual sexual intercourse or relationship violence will be expelled from the University and may face criminal or civil charges.

Telephone Long-Distance Codes

Selected members of Methodist University'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 University. Methodist University 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 University's long-distance phone codes will be required to reimburse the University 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 University.

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 University.

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 University. Violators of campus parking privileges who receive seven or more citations in one year will have their vehicles restricted from campus parking. The University 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 University 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 University expectations and policies or when the behavior affects the University community. This rule applies whether or not the University sponsors the off-campus activities.

Vandalism

Vandalism is defined as the destruction of another person's or the University'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 University. 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 University.

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

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

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 University 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 University'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 University. The possession of weapon may lead to other criminal charges by law enforcement personnel.

JUDICIAL SYSTEM

Structure

Any member of the Methodist University 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 University 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 University. 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.

Each student will receive a letter notifying them to contact the appropriate staff member to set up an educational conference. If a student fails to contact the staff member within three working days of the date of the letter, the Housing and Residence Life staff member or the Senior Associate Dean of Students will review the case and assigned appropriate sanctions without the student being

present. Students will also forfeit their right to an appeal; therefore, the decision of the staff member will be final.

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. 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 University 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.

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 University 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 University 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 University 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 that the Dean 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 University, 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 University 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 University, 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. on the second business day (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 the Methodist University Community, the Dean of Students has the authority to remove the student from campus, including classes, immediately.

APPEALS

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 University Judicial Code;
3. the facts of the case would not convince a reasonable person of the guilt of the accused;

4. the Methodist University 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 University's Judicial Advisor, Dr. John Fields. Dr. Fields, 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. Fields will guide the student through the appeal process. Dr. Fields also has the authority to meet with the Dean of Students to discuss the elements of the student's 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. Fields can be reached at his office (in the Science Building) by calling 630-7136. He can also be reached via e-mail at jfields@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.

APPEAL BODIES

Dean of Students

The Dean of Students will hear appeals originating out of the Student Community Court. The Dean of Students shall conduct investigations and interviews as the Dean deems appropriate. Hearings before the Dean of Students are recorded on audio tape. Hearings before the Dean of Students are closed. The Dean of Students has the authority to:

- 1.) to affirm the decision of the Student Community Court
- 2.) to negate or to alter the decision of the Student Community Court
- 3.) render a new decision and impose new sanctions if appropriate

The decision of the Dean of Students is the final decision of an appeal that originates out of the Student Community Court.

Appeal Board

The Appeal Board is appointed by the President of the University. The board will consist of a chairperson, one faculty member, one staff member and one student. The chairperson will not vote. The Appeal Board will review the appeals of the Dean of Students and decide if a case meets one of the criteria for an appeal. If the Appeal Board determines that the case meets one of the criteria for an appeal, the case will be set aside to be heard by the Review Board. If the case does not meet any of the criteria for an appeal, the Appeal Board will dismiss the appeal. All meetings of the Appeal Board are closed. The Appeal Board will review the written documents of the case and the appeal form submitted by the student.

Review Board

The President of the University appoints the Review Board which consist of: two administrators, two faculty members and three student representatives nominated by the President of the Student Government Association. The Chairperson will convene the Review Board when notified by the Senior Associate Dean for Student Development and Services that the Appeal Board has set aside a decision of 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, staff, administrator and the appointed chairperson). The Senior Associate Dean for Student Development and Services will present the case for the University. Students making an appeal before the Review Board may enlist the aid of any member of the Methodist University community, including other students, faculty or administrators. Parents may also advise students. Outside counsel may be present only to advise students and is not allowed to speak for the defense. Sessions of the Review Board are closed. The Review Board has the authority to:

- 1.) to affirm the decision of the Dean of Students
- 2.) to negate or to alter the decision of the Dean of Students
- 3.) render a new decision and impose new sanctions if appropriate

Rulings of the Review Board are final.

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 Student Community Court, the Dean of Students and the Associate Dean of Students may place a student on disciplinary probation on which, the student continues in attendance; however, the student is in danger of suspension from the University 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 University 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 University 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 University 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 University 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 University 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 University. 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 University. If a student decides to return to Methodist University, 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 University 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 University policy. It does not preclude the right of the institution to give greater or lesser fines for violations or for violations not listed (as appropriate).

The fines are payable in the Business Office. All fines not paid within thirty days will be added to the student's bill in the Business Office, indicating the purpose of the charge. Alcohol and other drug fines must be paid within 30 days of the citation or the student faces additional disciplinary action.

Amounts	Violation
\$40.00	Illegal parking around residence halls
\$50.00	Parked in handicapped space
\$25.00	Playing potentially dangerous sports in and around residence halls,(i.e., golf, baseball, hockey, soccer, water balloons, water guns, football, etc.)
\$50.00	Violating quiet hours
\$75.00	Scaling the outside walls of any residence hall
\$25.00	Visitation violation—not signing in/out a visitor
\$50.00	Visitation violation—beyond ten minutes late after visiting hours
\$25.00	Visitation violation-failure to escort visitor or be escorted
\$50.00	Not following proper check-out procedures from the residence halls
\$25.00	Possession of incense, candles or items of like kind
\$100.00	Failure to vacate residence halls for a fire or fire drill
\$100.00	Illegal room change
\$100.00	Yanking or pulling open locked residence hall exterior doors
\$100.00	Setting off alarm systems
\$100.00	Possession of a weapon or explosive material
\$100.00	Possession of an unauthorized pet in the residence hall
\$100.00	Unauthorized use of University property and/or furniture
\$100.00	Possession of a ceiling fan
\$100.00	Removal of personal property

COMPUTERS AT METHODIST UNIVERSITY

Published by the Office of Institutional Computing 2004 first edition

This booklet is also available at the Methodist University 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 University Computer Use Policy located at the end of this publication. **Everyone who uses computer resources at Methodist University 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 University

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

Q 1: What is MuNet?

A: MuNet is the University 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 University?

A: A personal computer is important to any student, but Methodist University 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 MuNet, using sockets in their rooms. The workstation or laptop 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 Inter-face Card), Optional Wireless Card that complies with the "B" or "G" Wireless Standards, 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 University 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 University. 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 University Featured Notebook Computers.](#)

No versions of Windows 95 are supported by Methodist University. The computer/laptop must be fully functional. If your computer meets these specifications, you will be able the connect with MuNET 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 MuNET, 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 31/2 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 MuNET.

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

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 University 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 through 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 University?

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 University
5400 Ramsey Street
Fayetteville, NC 28311**

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

A: Methodist University 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 University Network (MuNet). 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 University. 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 MuNet?

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 MuNet. 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 **Email via the web.**

Q 8: What is this going to cost me?

A: There is no actual charge for your connect time to MuNet. What you will pay for is the hardware to make the connection to MuNET. 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 did not 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 do not have either one, use a USB NIC adapter. You can purchase all of these items at the University bookstore. You can also purchase these items off campus, but be aware that some items are not compatible with MuNet. 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, Chris' House, Berns Student Center, 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 University 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 University, 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, do not do it. Methodist University will, under no circumstances, be responsible for financial obligations incurred by students using the Internet facilities of the University.

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 University 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 MuNet. **You must make a choice between your existing Internet provider and us, because connection to MuNet 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 MuNet.

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

A: Please read the MU Computer Use policy. Please read the MU Computer Use Policy. 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 MuNet?

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 cannot 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 cannot because I do not 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 University 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 do not 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 do not know what we are talking about, you probably do not 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 MuNet. 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 does not 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, and 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 will not 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 MuNet (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 University bookstore sells Antivirus software as well. Be warned, the University 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 MuNet. 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 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 MuNet, 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 MuNet are for a single computer or laptop use only. It is against University 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 do not 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 cannot. It is a violation of University policy to share computer devices over the network to include Wireless Access Points. You cannot 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, USB External Hard Drive 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 MuNet 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 MuNet. 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 University 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 University 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 MuNet 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 MuNet 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 have not 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 an internal wireless card. Will it work with the Methodist University Wireless network? If I did not 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 University's wireless access points. The University 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 University 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”, “C”, or “B/G” compatible. If it is not, it will not work on the University 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 MuNet.

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

A: Computer Services’ responsibilities include:

- Maintaining MuNet (Methodist University 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 MuNet 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 MuNet is to consent to such monitoring.** If such monitoring reveals possible evidence of criminal activity or violations of University policy, system personnel will provide the evidence of such monitoring to both University 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 servers.
- 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 not authorized to install or configure such devices to connect to MuNet, 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 University Computer Use Policy

The University 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 any hacking behavior. Any unauthorized attempt to access campus resources or any disruptive behavior on campus networks or systems will be dealt with immediately and severely.
2. All users shall abide by copyright laws. This means that copying or use of programs or files that are not licensed to the user is forbidden. If you 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 University computer and no license can be produced for the software, the computer staff will remove the software from the computer.
3. All users that are authorized to use the Methodist University Student Information System are required to exercise diligence and discretion to ensure that confidential information contained within the Methodist University 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 any terminal when they are physically away from the keyboard. Each user must confine the use of the information contained in the Methodist University 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 restrain 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 University computing resources for University related work consistent with the stated mission of the University. This means that no one shall use University resources for personal financial gain or any activity that would jeopardize the tax-exempt status of the University. The University 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 University computing resources, Methodist University 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 University 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 University. In carrying out an investigation pertaining to the violation of any of the above policies, or the violation of any University policy, it may become necessary for University authorities to examine files, accounting information, printouts, tapes, or any other materials. For reasons of potential liability, the University reserves the right to monitor all communications on the University 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 University 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, and discharge from employment and possible prosecution by state and federal authorities.
10. Use of the Methodist University computer system(s) signifies acceptance of the Methodist University Computer Use Policy.

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 University strives to provide fair and equitable programs for men and women.

An intercollegiate athletic program is a traditional, desirable aspect of life within the University. Methodist University 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 University 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 University 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 University 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 University 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.

Cheerleaders

The Monarch Cheerleaders are a co-ed team dedicated to the pride and tradition of Methodist University. 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 University Cheerleading National Championships.

Melissa Hay, 630-7154

STUDENT MEDIA

Location

The Director's office and newspaper and yearbook labs are located on the second floor of the Berns Student Center.

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 *MU Today*. These photographs will be archived and may be used for any future publication.

smallTALK

The *smallTALK* is Methodist University'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 University 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 University 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 University'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 typically 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 University. 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 University for \$30.00.

For the complete Student Media Policy & procedures, please see Appendix A, Page 90.

STUDENT PUBLICITY SERVICES

The University Relations Office, located in the Mallett-Rogers House behind the Soccer field, is the only office authorized to write and distribute press releases on behalf of the University (except athletic releases) to local, regional, and national news media. The University's Website is maintained within the Office of University Relations. The Office of University Relations approves and places all advertising. Please submit requests for publicity 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. To submit a request, call (910) 630-7043 or send an e-mail to: universityrelations@methodist.edu.

In order for the Office of University Relations to provide accurate information to the media regarding students' accomplishments, each student or parent is asked to complete a Student Media Information Form and submit it to the director of University Publications. These forms may be updated as often as necessary and must be on file for information to be released pertaining to student accomplishments. The forms are available during Registration or can be found in the Office of University Relations or Parents Programs Office in Chris' House. They can also be obtained by sending an e-mail to: universityrelations@methodist.edu. 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 Office of University Relations to learn more about the University's policies regarding printing and other marketing guidelines.

POSTAL SERVICES

United States Post Office (Methodist University 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 University 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 University 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 University 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 contact the Director of Student Activities at 630-7022. 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, special arrangements must met with the Director of Student Activities one week prior to the event.. To reserve other campus facilities, contact the following offices: (910) 630-7042 or Universityevents@methodist.edu

CULTURAL EVENTS

Dates and times are listed on Methodist University's website,

http://www.methodist.edu/Pub_Media/public_events.shtml. Students are encouraged to attend these events. Some events have a fee, while other events are free of charge to the students. For more information, contact the Office of University Relations and Events at (910) 630-7043.

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 University, 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 University community standards, and the University's mission statement.

Learning Process & Roles Defined The Department of Student Media fosters an educational environment in 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 University 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-chief 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 University 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 University 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 University 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 University 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.)

Your Concern	Whom to see	Phone	Location
Academic Advising	Academic Advisor	7037	Berns
Academic Appeals	Chair, Academic Standards	7037	Trustees'
Academic & Social Success Program		7033	Administration
Academic Services		7033	Administration
Academic Probation		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	Bems
Bills, Fees	Business Office	7012	Administration
Career Planning	Office of Career Services	7333	Berns
Campus Facilities	Jonathan Mitchell	7043	
Campus Ministry	The Rev. Dr. Michael Safely	7157	Berns
CLEP/DANTES Testing	Valeria Russ	7251	ADC
University News & Events	Monarch Hotline	7351	
Community Service Prog.	Mike Sinkovitz	7161	Bems
Counseling Services	Mrs. Darlene Hopkins	7150	Pearce
Declaring a Major	Registrar's Office	7036/7035	Administration
Emergency	Campus Police	1212	South Administration
Evening University	Ms. Linda Gravitt	7074	Trustees'
Food Services	Sodexho Marriott	488-2104	Bems
Fund-raising	Robin Davenport	7609	Administration
Grades	Registrar's Office	7036/7035	Administration
Graduate Studies	Don Lassiter	7081	North Admin. Bldg.
	Beth Butler	7422	North Admin. Bldg.
Graduate Programs			
MBA	Sheri Coultrup	7493	Clark Hall
	Anne Way	7493	Clark Hall
MJA	Darl Champion	7050	Trustees Bldg.
	Kristine Thomas	7268	Trustees Bldg.
MMS (PA Program)	Ron Foster	7614	Medical Science Bldg.
	Jennifer Mish	7615	Medical Science Bldg.
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	Bems
Intramurals	Mr. Mike Sinkovitz	7161	Bems

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	Pam McEvoy	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		
ROTC	Lt. Col. John Robbins	7693/7694	South Administration
Scholarships	Financial Aid Office	7192	Stout Hall
Student Activities & Organizations	Doris Jackson	7022	Chris' House
Student Concerns Development &		7152	Student Berns
	Services		
Student Employment	Office of Career Services	7333	Berns
Student Government	Student Government	7108	Berns
Student Media	Roxana Ross	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		7351	
Withdrawals	Registrar's Office	7036/7035	Administration

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