## CATAWBA COLLEGE TOBACCO USE POLICY

A Policy to Prohibit Smoking (in undesignated outside areas) and the Use of Any Tobacco Products in the Buildings of Catawba College.

Due to the acknowledged hazards arising from exposure and use of tobacco products, it is the policy of Catawba College to provide a smoke-free environment in all common areas of the campus. This policy covers the smoking of any tobacco product and the use of smokeless tobacco and applies to students, employees and visitors of the College. Tobacco use of any kind is prohibited in all campus buildings.

To limit the difficulties associated with second-hand smoke, a number of outdoor smoking areas have been established on the campus. Smoking is only permitted in the designated area and not in transit to or from it. To assist you in finding these locations, a cigarette receptacle will be placed only in established smoking areas. Those areas are:

- The area on the sidewalk between Lerner Wellness Center (in the Cannon Student Center and Ketner Hall.
- Hoke Hall: The uncovered portion of the patio located on the interior campus side of Hoke Hall.
- 3. **Abernethy Physical Education Center**: The patio at the entrance to the Kirkland Lobby, located on the interior side of campus (Ruth Richards House/Abernethy Village side).
- 4. Robertson College Community Center in the areas specified below:
  - a. On the patio located between Peeler Crystal Lounge and Hedrick Little Theatre.
  - b. To the left of the entrance area to the main doors to **Keppel Lobby**, under the tall covered walkway area (portico).
  - Outside the Keppel Lobby doors which lead out to the parking lot behind the Robertson College Community Center (at the far opposite end of the lobby from Peeler-Crystal Lounge).
  - d. At the stage door entrance of the **theatre**, located on the right side of the building as you face the front of the building from the street.
- 5. Catawba College Theatre Annex: Immediately outside of the front entrance.
- 6. Florence Busby Corriber Theatre: Immediately outside of the lobby entrance.
- Shuford Science Building: Outside on the concrete sidewalk from the greenhouse to the side entrance of the Shuford Science Building.
- 8. Immediately outside main entrance to Newman Park Baseball Stadium.
- 9. On the **Dearborn Patio** between **Shuford Stadium** and the Baseball Clubhouse.
- 10. On the loading dock outside of the Maintenance Facility.
- 11. On the loading dock outside the Chartwells kitchen area of the Cannon Student Center.

All students found in violation of smoking outside of a designated area will be subject to the sanctions set forth by the College.

## \*\*\*Policy Update\*\*\*

Catawba College strongly encourages all members of the community to utilize resources to assist in the cessation of tobacco related products. If you need additional information or resources related to tobacco cessation programs, please visit the Proctor Student Health Center. Catawba College Board of Trustees has the clear authority to adopt, implement and enforce a written policy prohibiting at all times the use of any tobacco product by any person in college buildings on college property whether the building be owned, leased or operated by the College.

The 2006 and 2010 U.S. Surgeon General's Reports have concluded the secondhand smoke exposure causes disease and premature death in children and adults who do not smoke; and that any exposure to tobacco smoke, even an occasional cigarette or exposure to secondhand smoke, is harmful. Achieving a tobacco-free environment requires support from all members of the College. College officials will develop and maintain a plan for communicating the policy to their constituents including, but not limited to, students, college employees, contractors, vendors and visitors.

Catawba College is committed to providing its employees and students with a safe and healthy working and learning environment. The College recognizes that the use of tobacco products in campus buildings is detrimental to the health and safety of students, staff, faculty and visitors.

# Therefore, beginning 06/01/2013 Catawba College will implement the following additional policy:

- 1. Smoking and use of other tobacco products is prohibited by students, staff, faculty and visitors: a. In all campus buildings, facilities or property owned, leased or operated by Catawba College;
- 2. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco, e-cigarettes, hookah; and other kinds and forms of tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus or at school events.
- Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
  - a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
  - b. All tobacco advertising, such as billboards and signs owned and used by Catawba College.
- 4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by Catawba College.
- 5. Smoking and the use of tobacco products are prohibited in buildings of Catawba College being used for private events.

Through existing health plans, Employee Assistance Program and community sponsors, Catawba College will consult with appropriate health organizations to provide students and employees with information and access to QuitlineNC at 1-800-QUIT-NOW or www. QuitlineNC.com, support systems, programs and services to encourage abstinence from the use of tobacco products, including publicizing free, accessible tobacco cessation classes, seminars and support groups on or off campus.

Promotional materials for QuitlineNC and cessation classes, seminars and support groups shall appear regularly in student and staff publications. They shall be posted in buildings, through Student Affairs and other appropriate means.

\*All students found in violation of tobacco use inside any building will be subject to the sanctions set forth by the College

## Implementation and Compliance:

- The Health and Wellness or appropriate committee shall develop a plan for communicating
  the policy to students, staff, faculty and visitors. The administration will develop a plan for
  communicating the policy that may include information in student and employee handbooks,
  announcements at institutionally-sponsored or related events, and appropriate signage in
  buildings and around campus.
- 2. Each curriculum and continuing education instructor shall address the College's tobacco-free building policy.
- 3. Coaches of intercollegiate athletic teams will explain the policy at the beginning of each sport's season as a part of the Policies Contract. They shall also communicate the policy to the coaches of visiting teams.
- 4. The College will provide appropriate signage and other physical indicators of our policy.
- Smoking waste management products such as ashtrays shall be removed from undesignated smoking areas.
- 6. Personal vehicles on College property will not qualify as a designated smoking zone.

Compliance for students: Consequences for students engaging in the prohibited behavior will be provided in accordance with the institution's sanctions. Students who violate the tobacco-use policy will be processed through established disciplinary protocol. Student violators will be provided with access to up-to-date information on the many consequences of tobacco use, offered techniques that students can use to stop tobacco use, and provided referrals to local youth tobacco cessation programs.

#### **Tobacco Sanctioning Schedule:**

- First Offense: Written Warning, Educational Component and Optional Cessation Program
- Second Offense: \$25 Fine and 5 Hours Community Service
- Third Offense: \$50 Fine and 10 Hours Community Service

Compliance for staff and visitors: Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies of Catawba College and may include verbal warning, written reprimand and/or termination. Visitors using tobacco products in undesignated areas will be asked to refrain while on Catawba College property or leave the premises. College Public Safety officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

It is the responsibility of each faculty and staff member to promote compliance with the tobacco-free policy in the buildings. Instructors should use tact and good judgment in dealing with possible violations. They should report these violations to the Office of Student Affairs.

## \*\*\*Policy Update\*\*\*

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# STUDENT EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

SEVIS is an online tracking system for International Students in F-1, J-1 and M-1 (and their dependents) Visa status. Through SEVIS, colleges enter and update various data regarding the International Students who have been issued Form I-20 by their institution. Federal law requires that Catawba regularly update vital information about the statutes of our International Students. This information includes, but is not limited to: change of address, change of name, change of major, dropping below full-time enrollment, practical training, illegal employment and non-enrollment. These and other occurrences are considered reportable events and Catawba College is mandated to report it.

#### STUDENT IDENTIFICATION CARDS

You are required to have a valid Catawba College student identification card during your time of enrollment. Cards are provided during registration through the Office of Student Affairs. When asked by any authorized College official, you are required to present your student ID card. Failure to do so will jeopardize your privilege of remaining on campus since we must have a method of determining our students from non-students. Students who fail to properly identify themselves upon request by a College official will be subject to referral to the Student Conduct Administrator. Student ID cards are necessary for admission to the dining hall, athletic events, gym facilities and for borrowing library materials. Cards are not transferable to other persons, and it is a violation of College policy to be in possession of another student's ID card for any reason, at any time, under any circumstance, except for the purpose of obtaining a "sick tray" from the dining hall on behalf of a student who is ill. A \$20 fee for a replacement card will be charged for all lost, stolen or damaged cards.

## **VISITORS**

Off-campus persons who visit resident students are expected to remain in the company of the person/s being visited. Students will be held responsible for the behavior of their guests as if that behavior were their own. For security reasons, the College does not permit the presence of visitors who have no stated reason for being on campus. The College reserves the right to have these persons escorted from campus.

# WEAPONS ON-CAMPUS OR OTHER EDUCATIONAL PROPERTY

It is against College policy to possess weapons (concealed or otherwise) on the College campus. This can be defined as any illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. No persons, including but not limited to students, faculty, or staff shall possess, or carry, whether openly or concealed, any gun, rifle, dynamite cartridge, bomb, grenade, mine, explosive, bowie knife, dirk, dagger, sling-shot, leaded cane, switchblade knife, blackjack, metal knuckles or any other weapon of like kind, not used solely for instructional or College-sanctioned ceremonial purposes, in any public or private College building or vehicle. Possession of any type of firearm, explosive (including any type of fireworks) or any other weapon is not allowed on campus. All BB, pellet or air rifles are considered firearms and are not permitted on campus. This policy pertains to all campus areas including, but not limited to, common areas, public or private buildings, vehicles, student housing, and any campus residences occupied by full-time and/or part-time employees of the College. This policy does not apply to law enforcement personnel who are on campus in the conduct of their duties. Persons violating the provisions of this section may also violate state and/or federal law and be subject to fines and penalties. Catawba College will implement strict consequences for members who violate these provisions, and violators are subject to, termination, suspension and/or expulsion from the College.

# **ONLINE WEB PAGES**

Students are reminded that online webpages, such as Facebook, Twitter, Instagram, etc. are unregulated areas available to any online user. We encourage students to take special precautions to limit online personal information, as this type of content is available to the general public including other students, College Officials and future employers.

## OTHER VIOLATIONS

Students may be subject to disciplinary action for violating any other published or posted college regulation not specifically mentioned in this section, including the Housing Contract or other residence guides, student activities regulations and any other campus guidelines. Students may be subject to disciplinary action for acting as an accomplice through any act or negligence to the commission of any prohibited act, or by attempting or intending to commit any violation of the Student Conduct Code and other college policies.

# NOTIFICATION POLICY

The administration of Catawba College believes that the greatest opportunity for social and academic success exists when all members of the College community work together as a team to meet student needs. To this end, College administrators reserve the right to notify and inform such other College personnel who may have a significant relationship to a student of matters arising under the Student Conduct Code. Other personnel who may be notified include student advisors, professors, athletic director, coaches and/or other College administrators. The College further reserves the right to notify parents of students found to be in violation of the College policies regarding the possession or use of alcohol and other drugs. If a member of a College athletic team is issued a violation of the Alcohol or Drug Policy, the athletic director and/or coaches will also be notified.

## **CAMPUS MINISTRY AND RELIGIOUS LIFE**

http://www.catawba.edu/academic/religionphilosophy/chaplaincy.asp

The Rev. Dr. Kenneth Clapp, Sr. Vice President and Chaplain

704-637-4446, kclapp@catawba.edu

As a church-related institution. Catawba takes seriously its commitment to the spiritual growth of each individual at the same time that the College recognizes the varied expressions of religious belief that are present in a college community. Students are encouraged to maintain a relationship with a local congregation of the denomination with which they are affiliated. Weekly worship is held in the Chapel and is open to all students regardless of denominational background. Seasonal celebrations are held also for the entire Catawba community. Campus ministry at Catawba is a ministry of caring through which students are enabled and encouraged in their spiritual growth journeys. The Campus Minister serves as spiritual leader, counselor and representative of the church on campus as well as coordinator of the religious life of the campus. He works closely with the students' spiritual needs and responding to those needs with meaningful programs and activities that will facilitate the students' growth in their relationship with God and with one another. Among the primary functions of the Campus Minister is to provide counseling for students regarding personal and spiritual concerns. Two major offerings of the College that are closely aligned with the Campus Ministry are Volunteer Catawba and the Lilly Center for Vocation and Values. Volunteer Catawba assists students in identifying opportunities to serve persons in the community and beyond in meaningful ways. Both domestic and international mission trips are facilitated by Volunteer Catawba.

# The Lilly Center for Vocation and Values

## http://www.catawba.edu/lillycenter

The Lilly Center located on the corner of Brawley and Summit Avenues provides numerous opportunities for students to explore what they will do with their lives following graduation from Catawba. This guidance and exploration begins on the Freshman retreats which take place in the summer for students entering in the fall and continues with vocation and values dinners and mini-retreats throughout the year which provide forums for students and faculty members to think together about how they can use the gifts God has given them in work that will be meaningful and be a source of joy and fulfillment.

## CENTER FOR CAREER SERVICES

http://www.catawba.edu/administrative/careerdevelopment/

Robin Perry, Director of Career Services

704-637-4384, rmperry@catawba.edu

Career Services offers an opportunity for Catawba College students to develop a personalized career strategy—one that satisfies their unique individual career needs. The Center (located in the Cannon Student Center in the Student Affairs suite) helps first-year students begin the career exploration process. This includes learning about the different majors the college offers, identifying occupations of interest and meeting with the career counselor to help identify areas of interest, skills and values. We want students to start building their resumes early in their college career, not waiting until they reach their senior year. Once decisions have been made, it is important for students to learn how their academic experience can be enhanced through experiential learning opportunities such as internships, shadowing, community service and extra-curricular activities. Career Services can also help students identify alumni working in their field of interest who will provide valuable insight into the day-to-day specifics of their career. We also pride ourselves on the individualized assistance offered to students of all majors in identifying new and existing internship opportunities.

Of course, no career center would be complete without specialized services focused on striving for success for each student after graduating from Catawba. These services include job search resources, resume and cover letter writing skills, job/graduate school fairs, mock interviews, networking techniques and hosting recruiters on campus – both professional and academic. We want our students to be ready for the real world, knowing how to write a resume and cover letter, how to interview, how to dress and know proper business etiquette. We are here for the student to help achieve their best using the knowledge and skills acquired during their Catawba College experience.

# **COUNSELING AND DISABILITY SERVICES**

http://www.catawba.edu/counseling

Dr. Nan Zimmerman, Director of Counseling and Disabilities Services

704-637-4307, nzimmera@catawba.edu

Mr. Avery L. Barber, College Counselor

704-637-4259, albarber@catawba.edu

Counseling and Disability Services provides services to students in the areas of mental health and disability assistance. These services include: personal counseling, psychological testing, disabilities services, educational programming and a self-help library. The office is located in the Cannon Student Center, in the Student Affairs suite.

**Personal Counseling** services are available to students in the day program, free of charge. Students often seek out counseling for help with family conflict, feeling lonely, substance abuse, relationship issues, anxiety and stress, sexual assault, financial worries, depression, grief and many other concerns. Appointments are necessary and may be made by calling 704-637-4307 or by stopping by the office. Counseling is confidential and operates under the ethical standards of the American Counseling Association. Long-term therapy needs may be referred to off-campus mental health resources; any costs will be the responsibility of the student and/or the family.

**Psychological Testing** is available at no charge or at a nominal charge for students in the day program. Such testing covers the areas of psychological disorders, career interests, attention-deficit/hyperactivity disorder and personality testing.

**Disabilities Services** are provided for those students with physical, psychological or learning disabilities. It is the responsibility of students who wish to request accommodations to provide appropriate documentation of the disability to the disability coordinator and to complete the accommodations process as outlined in greater detail on our webpage on the Catawba College website.

A Self-Help Library of materials for use by students is available on counseling topics such as depression, eating disorders, grief and anxiety. Books are available on a lending library basis, and many handouts and brochures are free for students to take with them.

Office of Retention and Academic Support Services

http://www.catawba.edu/administrative/studentaffairs/retention/

Andie O. Lynch, Director of Retention and Academic Support Services

704-637-4210, aolynch@catawba.edu

Kelly Heinemann, Area Coordinator for Housing, RA Programming and Academic Support Services

704-637-4382, kheinema@catawba.edu

**Retention** is all about engaging our students and encouraging them to become part of the Catawba community. Our goal is to help connect each student with different offices, faculty, staff and coaches, etc. on campus to start building the student's academic and social networks. We also provide academic support, help coordinate counseling, offer tips and advice for staying on track academically and help students set and attain goals. Our office works closely with faculty members to ensure we're providing the best support possible to our students. The Office of Retention and Academic Support Services is located in Student Center in the Student Affairs suite.

Academic Support: The most important resource on campus for academic support is the faculty. Professors are available to help students individually during office hours as well as in the classroom setting. Building close working relationships with professors is the best support students can seek. In addition to faculty support, the Office of Retention and Academic Support offers an extensive peer-tutoring program, subject-specific tutors and self-help study materials. Peer tutors are provided to students without charge, and students may also request tutoring assistance through the Tutoring Coordinator located in the Office of Student Affairs. Departmental group tutorials are offered throughout the year as needed. Free study skills materials are also available in the resource room in Student Affairs. The Writing Center (Hedrick Hall), the Math Center (Corriher-Linn-Black Library), Corriher-Linn-Black Library and academic advisors all serve as additional academic resources on Catawba's campus.

**Supplemental Instruction** (SI) is a program with a rich history of increasing students' grades, retention and graduation rates. SI targets courses that students tend to find particularly challenging. SI leaders are students who have already taken and done well in the class. These SI leaders then audit the class again and act as a model student by attending lectures, taking notes and reading all assigned materials. Additionally, the SI leaders conduct three weekly SI sessions to engage students in the material using collaborative learning techniques. These sessions are also made available to other sections of the same class with the same professor. These SI leaders work closely with both the professor and SI coordinator.

## **CAMPUS ACTIVITIES AND PROGRAMS**

http://www.catawba.edu/administrative/studentaffairs/studentlife/wigwam/

Jan Gillean, Assistant Dean for Campus Activities and Programming

704-637-4410, jgillean@catawba.edu

**Policies for Campus Social Functions and Fund Raisers** 

**Organizations** – Any social function, fundraiser or program to be held on campus by a College sponsored organization must be approved by the organization's advisor and the Assistant Dean for Campus Activities and Programming prior to any advertising or other preparation of the event. In order to gain approval the organization must be registered with the Assistant Dean for Campus Activities and Programming and provide information regarding the nature of the proposed function, cost and use of any revenue generated by the function. The office is located in the Cannon Student Center within the Student Affairs suite.

**Alcohol** – College policy prohibits the distribution or consumption of alcohol at any function sponsored by a student organization. This policy applies to functions on and off campus. No student organization funds may be used for the purchase of alcoholic beverages. No student organization may co-sponsor a function cooperatively with any alcoholic beverage distributor, brewing company, or bar, nor lend its name to any such activity at which an alcoholic beverage is to be dispensed as a promotion for a bar, brewing company, or its distributor.

**Raffles** – College policy prohibits raffles (games of chance) as a means of generating revenue for a student organization.

Co-sponsorship of functions – An organization outside of Catawba College may use College facilities free of charge if the following criteria are met: the event is co-sponsored by a registered student organization; the idea for the event originates with the student organization, contact with the outside organization is initiated by the student organization; the primary audience for the event is Catawba College students, faculty and staff; and the event is approved by the Assistant Dean for Campus Activities and Programming before contact with the outside organization is established. Student groups will not be permitted to enter into partnerships with credit card solicitors.

# CLUBS AND ORGANIZATIONS

Catawba College offers a wide range of clubs and organizations for you, and we are always open to organizing a new group in response to student interest. Brief descriptions of many campus organizations are listed below. For additional information on any of these groups, or to talk with someone about getting a new organization started, contact the Office of Campus Activities and Programming at 704-637-4410 or jgillean@catawba.edu.

## Eligibility to Hold Office

While the importance of participation in campus leadership roles cannot be overstated, participation in extracurricular activities must not hinder a student's academic progress. A student must hold a minimum cumulative GPA of 2.0 in order to hold an office in any student organization. Student Government officers must maintain a minimum of 2.2 GPA at the time of the election and during the term of office.

#### **ALPHA Program**

The ALPHA Program recognizes the new beginning being made by incoming students at Catawba, and it offers the means by which the transition to college life can be made in a smooth and meaningful manner. Upper class students known as Alphas work with faculty advisors during the Orientation program to assist new students in adjusting to the academic, co-curricular and social environment of Catawba. These Alphas provide peer assistance with academic and personal needs, help with questions, listen to concerns and serve to welcome new students into the Catawba community.

#### Alpha Chi

A national honorary society, Alpha Chi seeks to recognize junior and senior students who have demonstrated outstanding scholarship and character in pursuit of a liberal arts education. Membership is limited on the basis of academic standing (3.7 grade point average as a junior, 3.5 as a senior and rank in the top 10 percent of the class) and all members must be elected by the faculty. Alpha Chi is the highest recognition of academic excellence on the Catawba campus for students in the B.A., B.F.A. and B.S. degree programs.

#### Alpha Psi Omega

Alpha Psi Omega is the national honor society for theatre students. Election to membership is based on character, leadership, exceptional performance of production responsibilities and scholarship. The purpose of Alpha Psi Omega is to provide an honor society for those doing a high standard of work in dramatics; and, through the expansion of Alpha Psi Omega among the colleges and universities, provide a wider fellowship for those interested in theatre.

## Alpha Sigma Lambda

Alpha Sigma Lambda is the national honor society promoting academic excellence in non-traditional programs and recognizing the academic accomplishments of outstanding students in the Evening and Graduate Studies at Catawba College. Student membership is limited to the top 10 percent of Evening and Graduate Studies students who have earned at least 24 semester hours at Catawba College (and a minimum of 12 semester hours in liberal arts subjects here or at other institutions) and who have attained a minimum GPA of 3.5. Induction into Alpha Sigma Lambda is the highest recognition of academic excellence at Catawba College for students in the B.B.A. and B.A.E. degree programs.

## American Chemical Society - Student Affiliates

The American Chemical Society – Student Affiliates (SAACS) program supports undergraduate students and faculty in promoting professional development, mentoring and peer-support mechanisms. SAACS gives students interested in the chemical sciences the professional edge by allowing them to network with top professionals, attend scientific meetings and directly access research.

#### Arrowhead

The Arrowhead is the literary magazine published by Catawba students. Students, faculty and staff may submit poetry, prose, art or photography for publication. Anyone interested is eligible for membership on the staff. The publication consists of two issues yearly, one each semester. Other activities include an annual poetry and prose reading and an awards reception.

#### Beta Beta Beta

Beta Beta is a national honor and professional society for biology students, and is dedicated to improving the appreciation of biological study and undergraduate research. The Tau Eta Chapter meets monthly and programs include research reports by faculty and students, field trips, maintenance of collections, community service and social gatherings. Induction proceedings take place in March, and members attend the annual regional meeting in April. Regular membership is for those students who show great interest in biology and demonstrate superior academic achievement. Associate membership is open to all students with an interest in the biological sciences.

#### Blue Masque

The Blue Masque is open to all students of Catawba College who are interested in any phase of theatre production. Experience is not necessary. The purpose of the club is to gather those students who have a common interest in theatre, unify their efforts and thereby promote theatrical interests in the community. The club holds regular meetings and provides a varied program of activities throughout the year, including Blue Masque productions, student-directed experimental projects and various one-act plays. Annual awards are presented at the Blue Masque Awards Banquet.

#### **Campus Crusade for Christ**

Campus Crusade for Christ exists to provide regular opportunities to study and discuss the Bible, worship and pray, all in a group setting, which also provides opportunities for fellowship, encouragement and spiritual development among members. Campus Crusade for Christ has an open-door policy, and all members of the campus community are welcome to attend Bible studies and meetings.

# Catawba Athletic Training Club (CATS)

The CATS Club is open to all athletic training majors and students who are interested in promoting health and wellness. Members perform community service projects, plan social events to educate the public on health issues, attend educational symposiums and conferences and promote careers in allied health.

#### Catawba Guides

Catawba Guides is the student volunteer outreach organization for the Office of Admissions. Responsibilities include leading campus tours for parents, students, guidance counselors and alumnae. Other opportunities include visiting hometown high schools, attending receptions and taking prospective students to class, lunch or housing overnight. Membership is limited to approximately 40 students. The application and interview process takes place in January, and is open to all freshmen, sophomores and juniors with a GPA of at least 2.25.

#### Catawba PRIDE Band

The Catawba PRIDE Band entertains audiences at all home football and basketball games, as well as select away games. The PRIDE is comprised of student members from all academic disciplines across the college campus (regardless of major/minor). In addition to performance on the football field in the way of entertaining half-time shows, the PRIDE is also responsible for stirring spirit in the stadium and arena bleachers. Membership is determined by audition and interview through the Director of Bands.

#### Cheerleaders

The cheerleading squad serves to promote spirit and generate support for Catawba's athletic teams. Football and basketball cheering squads are chosen in the spring of each academic year through a series of tryouts before a panel of judges.

#### **Choral and Instrumental Music Ensembles**

Catawba's choral, instrumental and popular music ensembles perform frequently and participate in a variety of campus and community programs. The choral groups include the Catawba Singers and Chamber Singers. The instrumental groups include the Wind Ensemble and Community Band as well as the Catawba PRIDE marching band. The popular music ensembles include rock, urban, country and American roots groups in addition to a contemporary Christian band and a gospel choir. Membership for all ensembles is by audition, with non-music majors encouraged to participate.

#### **Dance Ensemble**

Auditions for Dance Ensemble are open to any Catawba student regardless of major. Dance Ensemble is a dance company that performs a mixed repertoire on campus once each semester, and occasionally performs for local schools, organizations and arts events.

## Dead Athenian Society (D.A.S.)

The Dead Athenian Society is a society of male students providing opportunities for fellowship, service, as well as social and spiritual growth. These goals are accomplished through enrichment sessions, social activities, overnight retreats and participation in service projects such as working at the local homeless shelter or ushering for special events. Membership is by invitation.

## **Delphinian Society**

The Delphinian Society intends to enrich the lives of the women at Catawba College through creating friendships and fellowships, serving the college community and extending aid to fellow students. The society intends to provide opportunities for Catawba women to enhance their academic and social skills throughout exposure to essential characteristics, which will enable them to grow and lead a meaningful and beneficial life. Membership is by invitation.

#### **Diversity Club**

The club's goal is to make the Catawba community aware of diversity by encouraging all races, creeds and religions to be involved together as a unified campus. Membership is open to the entire campus community. The club hosts activities during Black History Month as well as throughout the year.

## **Environment Catawba Outreach (ECO)**

ECO is the campus environment club. ECO strives to educate and encourage the Catawba community and the local region to be good stewards of our planet by promoting environmentally sound habits and techniques. ECO works closely with the Center for the Environment and other clubs on campus to raise environmental awareness and plan events and community service opportunities. Membership is open to all students.

#### Fellowship of Christian Athletes

Catawba has an active, student-centered chapter of Fellowship of Christian Athletes. All students are invited as members. Involvement in the athletic program is not necessary for participation. Meetings include speakers, fellowship, activities, planning for statewide involvement with other FCA groups and a spiritual emphasis.

## Gamma Sigma Epsilon

Gamma Sigma Epsilon is a national honor society in chemistry. Membership is open to chemistry majors and minors who have successfully completed two years of chemistry courses and labs and have an overall GPA of at least 3.0 and a chemistry GPA of at least 3.0. The purpose of Gamma Sigma Epsilon is to unite those men and women with a high scholastic grade in Chemistry, in Class A colleges, in order to foster a more comprehensive and cooperative study that great branch of science and its immediately allied studies.

## **Helen Foil Beard Society**

The Helen Foil Beard Society, named for the first woman to graduate from Catawba College in 1893, is a women's organization for students, faculty and staff that encourages its members to explore and celebrate the accomplishments of women. The organization promotes scholarship, character, culture and service, hosting forums and presentations on women's issues and encouraging service projects that benefit women.

# Iota Tau Alpha

Iota Tau Alpha is the national honor society for athletic training students. Membership is limited to those athletic training students who meet the election criteria (Junior or Senior standing and 3.2 overall GPA). The purpose of Iota Tau Alpha is to recognize and honor those individuals in the field of Athletic Training who have through scholarship, integrity and outstanding achievement been a credit to their profession.

## Kappa Delta Pi

Kappa Delta Pi is an international honor society in teacher education dedicated to scholarship and excellence. Membership is composed of students, faculty and educators from the community. The purpose of the organization is to further the cause of good teacher education and to advance scholarship, leadership, and service. Juniors and seniors majoring or minoring in teacher education who have a 3.2 GPA and are recommended by the Department of Teacher Education faculty are eligible for membership.

## Kappa Mu Epsilon

Kappa Mu Epsilon is a national honor society for students and faculty in mathematics, or a closely related field, who have professional merit or who have attained academic distinction. In order to be selected for Kappa Mu Epsilon a student must have:

- Completed at least three semesters at Catawba College
- Rank in the upper thirty-five percent (35%) of their class
- Completed at least three (3) college mathematics courses, including Calculus, and maintain at least a B average in all mathematics courses.

Kappa Mu Epsilon sponsors activities for Catawba students with a mathematical theme: Pi Day, movies with at least some mathematical content, problem contests and etc.

#### Lambda Pi Eta

Lambda Pi Eta (LPH) is the official communication studies honor society of the National Communication Association (NCA). To be eligible for membership, students must have completed 60 semester hours in undergraduate credit courses; have a cumulative GPA of at least 3.0; have completed the equivalent of 12 semester hours in courses in communication and have a GPA of at least 3.25 in these courses; be in the upper 35% of their graduating class; and currently be enrolled as a fulltime student in good standing at Catawba.

#### **Majors Club**

The Physical Education Majors Club is an organization for majors in Physical Education, Recreation, Sports Management, Therapeutic Recreation, Athletic Training and other students who are interested in the area of Physical Education. Members of the organization will be involved in campus and community wide service projects and attend professional conferences. Members will meet regularly to discuss issues related to the profession and to socialize in an informal setting.

#### Math Club

The Math Club exists to support interaction between students and faculty outside the classroom. The club encourages fellowship among students with common interests, and provides information on graduate schools and employment opportunities for mathematics majors.

#### National Association for Music Educators

The National Association for Music Educators promotes college student involvement in the performance and teaching of music in local schools. The Catawba chapter is very active in serving many facets of music performance and education, both on and off campus. Meetings and service projects are usually combined with a social activity. Membership requirements include: an interest in promoting music and education in the schools; participation in one or more of the Catawba music ensembles; and payment of an annual membership fee.

#### The Order of The Blue and The White

The Order exists to recognize young men who have manifested scholarship, character, culture and service in their lives. No more than fifteen rising juniors are initiated each spring. Membership is by invitation only.

## Phi Beta Lambda (PBL)

PBL gives members the opportunity to learn, travel and grow as business professionals. PBL gives members the change to gain cutting-edge skills and prepares them for the "real world" after college. By taking advantage of the many programs that PBL offers, students acquire the leadership skills, business savvy and technical knowledge that will set them apart from the average graduate.

## Phi Epsilon

Phi Epsilon is an honor society with a membership of 30 Junior and Senior students. Election to membership is based upon the character, leadership and service of those students eligible by virtue of their scholarship record. The purpose of the organization is to unite the outstanding members of the student body as members of a single group in order to promote scholarly and cultural activities for the members themselves and for other students of the college community.

## Phi Sigma Iota

A national honorary society, Phi Sigma Iota recognizes outstanding achievement in the study of foreign languages. Members are selected from among advanced foreign language students who have maintained an overall average of at least B and an average of B or better in foreign languages.

## Philomathean Society

The Philomathean Society is a society of male students providing opportunities for fellowship, service and social and spiritual growth. These goals are accomplished through enrichment sessions, social activities, overnight retreats and participation in service projects. Membership is by invitation.

#### The Pioneer

The Pioneer is the online student newspaper for the College and is staffed and edited by students under the leadership of a Communication faculty advisor. Staff members include students in CA2249 Applied Journalism (one credit hour) and volunteers. Students cover campus news, local news, lifestyles and sports as well as providing a platform for campus discourse. All interested students are invited join the Pioneer which offers options for writing, reporting, photography and new media.

#### Pre-Health Organization

The Pre-Health Organization assists students who are pursuing a career in the health-care industry. The organization assists students in choosing courses that will benefit them for specialty schools and emphasizes the importance of preparing for graduate admissions exams (i.e., PCAT, MCAT, DCAT, and GRE). Students are informed about the range of health career options in the process.

#### Psi Chi

Psi Chi is an honor association for those students who show exceptional progress and ability in the study of Psychology.

## **Psychology Club**

The Psychology Club is composed of psychology majors and other underclassmen that may be interested in majoring in this field. Career people in psychology and related fields are invited to participate in the meetings thus widening the interest in vocational opportunities in this field.

#### Residence Hall Association

RHA is a group committed to the concept of building community through campus-wide activities and programs. The group includes the Resident Assistants, but is open to students who enjoy programming for the residential and college community. This group sponsors campus wide activities, fundraising for community service and late night intramural activities.

## Sigma Tau Delta

Sigma Tau Delta is an honor society for English majors and minors that seeks to promote the study of the English language and it's literature. Membership is open to students of high academic standing.

## Student Athlete Advisory Club

The Student-Athlete Advisory Committee (SAAC) is a group composed of representatives from each of the varsity sports and athletic trainers as nominated by their coaches. This group allows the student-athletes to have a voice on NCAA legislation and athletic department policy. They are also a service group promoting school and community spirit. The SAAC helps to build the relationships between athletes, faculty, staff, administration and community. Meetings are conducted monthly with representatives and the club officers.

# **Student North Carolina Association of Educators (SNCAE)**

Catawba's prospective teachers club, the SNCAE is open to anyone majoring or minoring is education. The regular monthly meetings are devoted to the professional and social enrichment of the member and to the advancement and refinement of the profession. Among other activities, each year the SNCAE sponsors a pinning ceremony in which candidates who have been admitted to a teacher education program are honored.

# **Student Government Association (SGA)**

The Student Government Association seeks to represent a variety of student needs and interests and promotes self-government and participation through many types of structures. The SGA Cabinet and its various committees provide the focal point for the legislative functions of the SGA. Executive functions are carried out by the Executive Council, which can recommend legislation to the Cabinet. The Student Conduct Board serves as the "judicial" branch of the student government association. A full text of the SGA Constitution is available at the Catawba College website.

## 2013-14 Student Government Cabinet Officers

President:	TJ Olsen
Vice-President:	Anne Mabry
Secretary:	Ashley Everidge
Treasurer:	DJ Colson

# **Student Honors Advisory Council**

An organization for Business majors, SHAC is an honors group which promotes the activities and programs of the Ralph W. Ketner School of Business. The group's objectives are to create a climate which promotes a sense of belonging, a feeling of ownership, a sense of pride, excellence, a tradition of success, desire for service, commitment to leadership and open communication between students and faculty.

#### Volunteer Catawba

Volunteer Catawba, a Lilly Center program, coordinates the collective volunteer efforts of committed students, faculty and staff. Lilly Center staff and student coordinators work with schools, hospitals, nursing homes, homeless shelters and other nonprofit organizations to provide opportunities for students to serve those in need in the surrounding community and beyond.

## **Wigwam Productions**

Wigwam Productions is the student programming board that selects, promotes and produces campus entertainment and special events for the campus community. Members of Wigwam have the opportunity to experience the many aspects of college programming, from working with agents and artists to learning the nuts and bolts of sound and lighting. Wigwam Productions provides many social, cultural and educational activities on campus including movies, comedians, musicians and other artists. The goal of these programs is to enhance student involvement as well as to develop leadership skills. Students interested in participating in Wigwam Productions should contact the Office of Campus Activities and Programs. Students are eligible to serve on the board after one (1) semester as a full-time Catawba student.

# INTRAMURAL AND RECREATIONAL SPORTS

## http://www.catawba.edu/administrative/studentaffairs/intramurals/

Emily L. Schneider, M.Ed., Assistant Director for Housing, Director for Intramural Sports and Wellness

#### 704-645-4577, eschneid@catawba.edu

The College's intramural and recreational sports program attempts to offer something for everyone on the campus. The program is designed to provide opportunities for the students, faculty and staff to participate in recreational activities in a competitive atmosphere. All students are encouraged to explore intercollegiate athletic participation. Team selection is based upon skill levels. Some of the goals of the program include:

- To provide enjoyable recreational experiences for the College community.
- To develop habits of participation that will carry over into everyday life.
- To promote wholesome social relationships and sportsmanship through group and individual activities.
- To provide an opportunity for the development of a healthy body along with an alert mind.
- To promote Catawba College through organized recreational activities.

You can find more detailed information on the intramural and recreational sports program at the website from the Catawba College homepage or stop by the office located in the Student Affairs suite of the Cannon Student Center.

# STUDENT SERVICES AND RESOURCES BOOKSTORE

#### http://catawba.bkstr.com

Stephanie Taylor, Manager

# 704-637-4470, sataylor@catawba.edu

The Catawba College Bookstore is located in the Cannon Student Center. The store is open prior to all home football games and occasional Saturdays during the school year. A variety of spirit items and apparel are also available for purchase at the Shuford Stadium during home football games. The college bookstore is open throughout the summer during the week, but only half a day on Fridays. Along with textbooks and supplies essential to your classroom success, the store offers a wide range of apparel, food, drink, health and beauty products, computer software, laptops, tablets, gifts, greeting cards and novelties. Acceptable forms of payment are cash, checks, MasterCard, Visa, Discover, American Express, debit cards and Catawba ONE card.

# **INFORMATION TECHNOLOGY (IT)**

http://www.catawba.edu/administrative/computerservices/

Joanna Jasper, Chief Information Officer

704-637-4666, jljasper@catawba.edu

## HOURS AND LOCATION

The Information Technology department is located in the basement of Hoke Hall. The public entrance is on the North Park Drive side of the building. The office is open Monday through Friday, 7:45 a.m.-5:00 p.m., and until 6:30 p.m. on Mondays and Thursdays when the School of Evening and Graduate Studies is in session.

#### **CATLink**

CatLink is a web-based software package (aka web portal) that allows students to register for classes online as well as view their personal information and announcements, class schedules, grades, housing information, degree audits and more. Faculty and staff can advise students, see class rosters, student schedules and more. Online grading for faculty and online course evaluations for students and instructors are offered through CatLink. To access CatLink, open a web browser and type https://catlink.catawba.edu. Alternatively, log in to CatLink from the Catawba homepage (www.catawba.edu) Cat-U tab.

#### HELF

To report a computer, telephone or cable TV problem, submit an online help request by logging into CatLink. Then, navigate to the Services tab and select "Contact IT Help Desk" from the Make a Request channel. If you are a first-time user of this online system, click on the appropriate link to register your username and password. Use this system to check on the status of your information technology service requests. If you cannot submit a request online, call 704-637-4666. To report a campus-wide interruption of a mission-critical service that occurs outside normal business hours, call 704-637-4666 and press option 6. This will notify on-call IT personnel.

## TECHNOLOGY INFORMATION AND TUTORIALS

Technology information and tutorials are available on the Technology tab of the CatLink web portal, especially via the **IT Resources** channel. Additional information can be found at the Information Technology website at http://www.catawba.edu/administrative/computerservices/.

#### COMPUTER ACCOUNT SETUP

Accounts are automatically created for students. If your last name is seven characters or more, then your username is your first initial and the first seven letters of your last name (e.g. Joe Bob Somebody = jsomebod). If your last name is six characters or less, then your username is your first initial, middle initial and up to six letters of your last name (e.g. Joe Bob Some = jbsome). Your initial password is your social security number with dashes. This will be the same for the network, email, Blackboard and CatLink. Refer to the next section to reset your password to something more secure. You must change your initial password within 30 days of account creation, or your account will be flagged as inactive and will not work until you contact Computer Services.

#### CHANGING PASSWORDS

- Log in to CatLink. Click the My Account tab. In the Change Password channel, enter your new password and then confirm your password. Your password will update within 10 minutes of clicking the "Submit" button.
- 2. If you are a student with a Windows personal computer that has been through the CatNet Connect process or an employee with a College laptop, your Windows password must be changed to match your new Catawba network password. To do this, click the "Start" button on your computer. Select "Control Panel," then "User Accounts," then "Change an account," then the account whose name matches your Catawba network username. Select "Change my password" and follow the prompts to change your Windows password. Now restart your computer. Once 10 minutes have elapsed from the time you changed your password in CatLink, you should be able to successfully login to your computer using your Catawba username and your new password.

- 3. You will be required to change your password every 120 days. You will be sent several email reminders and your password expiration date is viewable in the **User Information** channel of CatLink.
- 4. For more information, visit the **Passwords and Security** channel on the **Technology** tab of CatLink.

#### **EMAIL**

Your email address is username@catawba.edu. Check your Catawba email anywhere there is internet access by logging in to CatLink and then clicking the "Webmail" icon in the upper right-hand corner. Maximum email storage space is 10GB. Maximum email message size is 25MB with a maximum attachment size of 10MB. Check out the WebMail help system for more information on how to use WebMail, as well as the **Email** channel on the **Technology** tab of CatLink. You can elect to temporarily or permanently forward your @catawba.edu email to another email address. To do this, log in to CatLink. Click on the **My Account** tab. In the **Change Forward** channel, click the "Change" button. Enter the new email address to forward your Catawba email to and press the "Submit" button.

# OUTLOOK, IMAP/POP, AND SMARTPHONE EMAIL ACCESS

- Microsoft Outlook is another option for interfacing with the Catawba email system. A
  one-time Outlook user profile setup is necessary on each computer where Outlook will be
  used.
- Any email client that supports secure IMAP or POP can be used to read Catawba email.
- Any smartphone can be set up to read Catawba email. Smartphones that support ActiveSync
  can also keep your contacts and calendars in synch between your smartphone and the
  Catawba email system.
- See the CatLink **Technology** tab, the **Email** channel, for more details on all of the above.

#### BLACKBOARD

Blackboard is a web-based software package that allows faculty members to post assignments and class information for students and create an online learning environment that augments the classroom learning experience. All faculty, staff and students have a Blackboard account. Your username and password are the same as your network account. To access Blackboard, login to CatLink. Under the **Quick Links** channel on the Home tab, click the "Blackboard" link.

## **COMPUTER LABS**

- Two labs are available in Ralph W. Ketner Hall. Ketner 322 is open 24 hours, with 17 computers. Ketner 340 is available daily until 11 p.m., except during scheduled class times, with 25 computers. Ketner 340 includes a color laser printer. Ketner 322 includes a scanner.
- The Corriher-Linn-Black Library has 24 desktop computers on the main floor available for cam- pus and community use, as well as several wireless laptops available for checkout. An additional 32 desktop computers are located in a computer lab on the main floor, and are available for campus use when the lab is not being used for training. The hours for these facilities are the same as the library hours.
- The Hedrick Administration building houses one lab in room 228. There are 25 stations available from 8 a.m. 5 p.m., Monday Friday, except during scheduled class times.
- Each lab is equipped with a laser printer and a full suite of software, including Microsoft Office (Word, Excel, PowerPoint, Access), Project, Visio, Visual Studio.NET, and Adobe Creative Suite Design Premium (Acrobat, Photoshop, Illustrator, and more).
- Many departments have labs with discipline-specific hardware and software, such as Biology, Chemistry, Environmental Science, Music, Teacher Education, and Theatre Arts.

#### COMPUTER DRIVES WHEN LOGGED IN TO A CATAWBA COLLEGE COMPUTER

- Most campus computers have at least two USB ports on the front to facilitate the use of USB thumb drives and other USB peripherals.
- C:\ Hard Drive locally installed within the computer
- D:\ DVD player/burner with CD player/burner or DVD player with CD player/burner, depending on computer model
- H:\ Personal Network Drive Space; students have 100MB of space.
- T:\Public Network Drive Space; Files can be read by all Catawba faculty, staff, and students.
   Only faculty and staff can write to this drive, up to 50MB per person.

The Windows My Documents link points to the H: drive (rather than the C: drive) by default on Catawba-owned computers. It is recommended that files be saved to the H: drive because:

- 1. They get backed up by a regularly scheduled network process.
- 2. Files saved to the H: drive can be accessed from any computer on campus (and from off- campus using FTP).
- 3. On lab computers, there is software in place that restores the local hard drive (C:) to its original state upon reboot, deleting any files you may have saved there prior to reboot.

#### **BACKUPS**

Scheduled backups on all network drives are performed Monday-Wednesday-Friday for faculty and staff and on Tuesday-Thursday-Saturday for students. Contact IT for file recovery services. Please provide filename and date file last existed on the network.

## PAPER OUOTAS

Students are given 450 free pages for printing every semester. Check your quota in CatLink (**My Account** tab, **Quotas** channel). Note that for all print requests sent to a color printer or copier, each page counts as two. Students running low on pages may click the **Add** link next to their CatLink print quota information to buy additional pages online. Each additional page costs \$0.10. The charge is automatically posted to the student's Business Office account. Students using their personal print quota while employed by Catawba College or for Catawba-sponsored club activities should ask their department or club supervisor to contact Computer Services to discuss having pages added to their quota for these printing purposes.

## NETWORK ACCESS FOR PERSONAL COMPUTERS

Wired and wireless network access is available in almost all campus buildings. To connect to the secure wired or wireless network, personal computers running Windows (XP, Vista, or 7) or Mac OS must authenticate via the 802.1x protocol with a valid Catawba username and password. Gaming consoles and Apple computers must be registered for network access. Visit https://catnetconnect.catawba.edu for more information on getting connected to the network.

#### **CATAWBALERTS**

Register your emergency contact information so that the College can communicate with you in the event of a campus emergency or a school delay or closure. To register, click **CatawbAlerts** in the **Quick Links** channel on the CatLink **Home** tab. For more information, visit http://www.catawba.edu/emergency/alerts.asp.

#### **POLICIES & PROCEDURES**

Members of the College community are expected to abide by the College's information technology policies at all times. These policies can be found in the **IT Policies** channel of the CatLink **Technology** tab. The complete *Acceptable Usage Policy* can also be found on the Information Technology webpage at http://www.catawba.edu/administrative/computerservices/policy.asp.

## **FINANCIAL AID**

## http://www.catawba.edu/administrative/financialaid/index.asp

Dawn Snook, Director of Financial Aid

704-637-4416, dasnook@catawba.edu

#### Office of Financial Aid

Questions regarding **financial aid, work-study opportunities** and **scholarships** should be directed to the Financial Aid Office in Hedrick Administration Building. Additional information can be found in the Catawba College Catalog.

#### The Business Office

The Business Office, in the Hedrick Administration Building, can cash a personal check for you for up to \$50.00 daily, deposit and transfer funds to your Catawba ONE card, give you information about your student account and can accept tuition payments, payments for parking tickets and other charges.

Work-study checks are available for pick-up in the Business Office on the 15th of each month, or the preceding Friday when the 15th falls on a weekend and prior to semester breaks and holidays that fall before the 15th.

The Business Office processes documentation and acquires student signatures on Catawba Loans and Federal Perkins Loans, and can accept repayments for these two loans. For other rules and regulations, please see the College Catalog.

## **MAIL SERVICES**

## http://www.catawba.edu/administrative/postoffice/index.asp

Lori Sipes, Director

## 704-637-4107, lsipes@catawba.edu

All registered full-time Catawba College day students are assigned a numbered post office box. Once assigned, the student will keep the same box for their entire stay at Catawba. Commuting students who are full-time also have a campus mailbox – and should check their mailbox periodically. Mail is distributed Monday-Friday in student boxes by 3 p.m.. Students who have received packages that are too large to fit in a box or require a signature receive a package slip in their mailbox. Packages may be picked up at the Post Office window Monday-Friday from 9 a.m. to 4 p.m.

## PROCTOR STUDENT HEALTH CENTER

# http://www.catawba.edu/administrative/studentaffairs/healthcenter/index.asp

Kathryn Welborn, R.N., Director

## 704-637-4404, kwelborn@catawba.edu

The Proctor Student Health Center is located in the Cannon Student Center. The Health Center is staffed by two Registered Nurses throughout the week from 8 a.m.-4:30 p.m. Monday through Friday. All full time students in the day program may receive assistance in the Health Center by virtue of the regular student fees paid each semester. A full time student is defined as any student who is taking 12 or more credit hours per semester. This fee does not cover the services of off- campus physicians, lab tests or prescriptions. If a student needs the services of a physician, the student will be referred off-campus by the nurses. The student's personal insurance will be filed and any co-pays will be due at time of service.

Thirty (30) days prior to registration at Catawba College all students are required to file a completed Health History, Immunization record, and Physical Examination form with the Health Center. All candidates for intercollegiate teams are required to have an annual physical examination within three (3) months prior to their arrival on campus. Failure to comply may affect the student's registration for classes.

## **Physician Services**

Salisbury Pediatric Associates will provide the clinic physicians to full time day students through the age of 25. Health services will work with those students above the age of 25 to provide first aid response and referrals to obtain medical care with alternative local physicians.

#### **Health Insurance**

Catawba recognizes the importance of good health and its potential impact on your success in school. The College recognizes the ultimate risk you face with inadequate or the absence of insurance. In order to minimize this risk, the College offers to the students an accident and health insurance policy. This can be purchased through the College. It is mandatory all full time undergraduate students be covered by personal <u>or</u> school insurance. If a student cannot provide proof of coverage to Health Services the student <u>will be</u> charged for school insurance. The charge for school insurance will be placed on <u>all</u> students' accounts at the start of the semester. <u>Students must submit proof of insurance to Health Services at the start of the semester for the charge to be removed. Students must notify Health Services of any changes in health coverage immediately. Failure to do so may result in student financial responsibility.</u>

**All International students are required to purchase school insurance**. An international student is defined as any student whose citizenship is outside the United States.

Student's personal insurance will be billed by Salisbury Pediatric Associates for all on campus visits during physician hours on Monday, Wednesday, and Friday. The co-pay for these on campus visits will be waived.

Physician Hours: Monday 11 a.m. -Noon

\*Wednesday 11 a.m. -Noon

Friday 11 a.m. -Noon

After hours clinics for Salisbury Pediatrics is posted on the Health

Center door.

\*Allergy injections and other required physician supervised services on campus will be ad-ministered on Wednesday clinic hours only.

In addition to the on-campus physician hours, Salisbury Pediatric Associates will be available during Health Center hours, 8 a.m.—4:30 p.m. for telephone consultation. Students are also eligible for referral and other physician services in their offices located at 129 Woodson Street in Salisbury. Students should contact Health Services to schedule an in office visit with the physicians.

If a student's coverage is an out of state HMO, parents are advised to inquire about "guesting privileges" from their private insurance company. Out of state HMO's pay "out of network" benefits at a lesser amount. It is encouraged that a student with an HMO ask their insurance carrier to use Salisbury Pediatric Associates as their primary physician while at Catawba. Out of state Medicaid <u>cannot</u> be filed in North Carolina; students with out of state Medicaid will be charged school insurance.

If you have any questions regarding this insurance, you may access more detailed information on the College website or through the Proctor Student Health Center.

## Non - Emergency Medical Transportation

Catawba College is committed to the total health and safety of our students. If a student is not able to provide or obtain transportation for a doctor's appointment, the College can provide transportation. Students must report to Health Services twenty (20) minutes prior to scheduled appointment time.

## **PUBLIC SAFETY**

## http://www.catawba.edu/administrative/studentaffairs/publicsafety/staff.asp

Shane Flowe, Director of Public Safety

704-637-4335, seflowe@catawba.edu

The Office of Public Safety exists to help ensure a safe environment for all members of the Catawba community. Officers are specifically responsible for patrolling the campus, securing buildings and property, enforcing campus motor vehicle operations and parking regulations, enforcing federal, state and local laws as well as College regulations, assisting with traffic and crowd control at campus sponsored events, responding to calls for assistance, and providing campus-wide crime prevention education. Ensuring a safe environment is also the responsibility of students and all members of the Catawba community. Students are, therefore, asked to be certain that their own rooms and belongings are not made accessible to unauthorized persons. The majority of campus theft recorded in the past few years could have been prevented if the victims had locked their room door or windows. Although the campus is routinely patrolled, students are asked to assist officers and to protect themselves and the community by reporting suspicious behavior to the Office of Public Safety or the Office of the Dean of Students. The Office of Public Safety is located in the Jann House and can be reached at 704-637-4000, or by dialing x4000 from any campus phone, twenty-four (24) hours a day, seven days a week. Should any member of the College community desire a Public Safety escort while on the campus grounds, please do not hesitate to call the 4000 line to make such a request. This safety escort service is free of charge.

## The Jeanne Cleary Act and Annual Security Report

Catawba College is pleased to comply with The Jeanne Cleary Act, which mandates that colleges and universities publish statistics for certain categories of substantiated crimes, to help ensure that students, faculty and staff at those institutions are aware of the facts about crime and safety on their campuses. While colleges in general are relatively safe places, national patterns clearly show that there is a need for vigilance by all campus members against crime on campus. The Office of Public Safety maintains crime statistics and annual security report in accordance with The Jeanne Cleary Act and the FBI's Uniform Crimes Report definitions and publishes them annually in coordination with the Salisbury Police Department. Copies of the current Catawba College crime statistics may be obtained from the Office of Public Safety or you can view the statistics on the Catawba College web page under Public Safety.

#### Investigations

The Office of Public Safety will assign an officer to follow up on all reported incidents. This includes confidential (where the reporting parties' names are known but not released) and anonymous (where the reporting parties' names are not known) reports. If necessary, the officer will coordinate or provide assistance with local law enforcement. When the officer closes a case, the information will be turned over to the Office of Student Affairs for review.

#### Reporting a Missing Student and Contact Procedures

The Higher Education Act of 2008 requires institutions that provide on-campus student housing to establish a missing student notification policy and procedures. Catawba College takes student safety very seriously. The following policy and procedures have been developed in order to assist in locating Catawba students living in college-owned, on-campus housing, who have been determined to be missing, based on the reports and circumstances known to the College at the time the report is made.

Missing person reports are usually the result of a parent, concerned family member or friend not being able to reach a student. This is often due to a student changing his or her routine or behavior without informing friends, family members or roommates of the change. Anyone who believes a student to be missing for 24 hours should contact the Office of Public Safety, Residence Life or a Resident Assistant. Every report made to the College will be followed up with an immediate investigation to determine whether the student is missing. Students are under no obligation to notify the College of plans to spend time away from their residences.

At the beginning of each academic year, each student living in an on-campus student housing facility has the option to register through the Office of Student Affairs a confidential contact person to be notified in the case that a student is determined to be missing. The information that is obtained will only be provided to authorized campus officials and law enforcement officers in furtherance of a missing person investigation. This emergency information will be kept on file in the Office of Student Affairs. The contact information will be updated each academic year. The student is responsible for ensuring that the contact information is up to date and accurate. Catawba College will notify local law enforcement for all students, even if they have not registered a contact person, if a student has been determined as missing.

If a student is determined to be missing and has designated a contact person, the contact person will be notified no later than 24 hours after the determination. If a missing student is under the age of 18, and not an emancipated individual, the college is required to notify the parent or guardian of the missing student no later than 24 hours after the determination is made that the student is missing. Public Safety will notify the appropriate local law enforcement agency when the student is determined to be missing. The Dean of Students and his/her designee will notify the appropriate emergency contact person listed for a missing student.

# Procedures Catawba College will follow when a student who resides in an on-campus student housing facility is determined to be missing for 24 hours.

- The College official who receives a report that a student is missing, or has reason to believe that a student is missing, will report the information or evidence immediately to the Office of Public Safety. The Office of Public Safety will then notify the Dean of Students.
- Upon notification that a student may be missing, Catawba College may use any or all of the following resources to assist in locating the student:
- Contact the missing student via his/her cell phone, email and any other social media, which
  may be used as a medium for communication (e.g. Facebook, Twitter and etc.)
- Go to the room of the missing student to verify his or her whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for them.
- Key into the room to perform a health and safety check. While in the room, the staff
  members will look for visible items (e.g. wallet, keys, phone and etc.) that may provide
  clues to the missing student's whereabouts.
- Talk to the student's Resident Advisor, roommate(s) and floor mates to see if they can
  confirm the missing student's whereabouts and/or confirm the date, time and location the
  student was last seen.
- Check all possible locations mentioned by friends such as the library, residence hall lounges, other friends' rooms, etc.
- Check all college parking lots in an attempt to locate the student's vehicle, if applicable.
- If no information is gained by visiting the missing student's room, and speaking with the
  other occupants of the house, the Office of Student Affairs and/or Dining Services will be
  contacted to determine the last time the student used his/her Student ID card to access the
  cafeteria or other buildings.
- Information Technology Services may be contacted to ascertain the last log-in or access
  of the PC network.
- If there is sufficient evidence to suggest that the student may be in danger or if foul play
  is suspected at any time during this process, the Office of Public Safety will immediately
  contact the appropriate local law enforcement agencies. If it is necessary to contact local
  or state authorities, police procedure and protocol will be followed by the College.

## Parking and Vehicle Registration

All students are permitted the privilege of maintaining a car on campus and adjacent areas as long as they observe campus traffic and parking regulations and applicable city and state laws. The privilege of maintaining a vehicle on campus may be rescinded when a student fails to observe the regulations outlined below.

#### **Definitions**

**Resident Students**: students who live in one of the College's residential facilities

**Commuter Students**: full and part-time day students who live off-campus or Evening and Graduate Studies students

Faculty and Staff: individuals who are full or part-time employees of the College

Visitors: individuals who are visiting the College and who have no formal affiliation with the College

Daily: Monday through Friday

Weekend: Friday at 4 p.m. through Monday at 7 a.m.

**Classes Are In Session**: The fall semester and spring semester during the published dates for the first day of class and the final day of exams or commencement. This does not include the period between fall and spring semesters or spring break.

**Summer:** The time period between commencement at the end of the spring semester and the first day of class of the fall semester.

#### **Policy Enforcement**

All parking regulations will be enforced by the Office of Public Safety and will continue to be enforced throughout the calendar year.

## **General Parking Regulations**

- 1) **DISPLAY OF PARKING REGISTRATION DECALS**: All vehicles operated on campus, including vehicles operated temporarily, must be registered with the College and have a current decal. The decal should be attached inside to the lower right-hand corner (passenger's side) of the vehicle's front windshield. The cost of each registered vehicle for the 2013-2014 academic year is fifty dollars (\$50.00) per semester. Students enrolled in the School of Evening and Graduate Studies, Part-time students and Joint Enrollments are charged twenty-five dollars (\$25.00) per semester. Students requesting *credit* for parking decals must fill out a Parking Decal Credit form, located in the Office of Student Affairs. The completed Parking Decal Credit form must be returned to the Student Affairs Office with the parking decal attached. No credit will be given past the Last Day to drop a class date in each semester.
- PARKING SPACES: Vehicles must be parked in a designated marked space (valid white lines on both sides of the vehicle). There are no guaranteed spaces within a designated parking area.
- 3) FIRE LANES, GRASS, WALKWAYS, UNMARKED PAVEMENT: Parking is not permitted in fire lanes, on the grass, walkways or on unmarked pavement.
- 4) **RESIDENT STUDENT PARKING**: Resident students may park only in lots designated on the Parking Map as "Resident Student Parking" between the hours of 7 a.m. and 4 p.m. daily both when classes are in session and summer. Resident students may also park in areas that are designated as "General Parking" 24 hours a day, seven days a week with the exception of the Faculty/Staff Circle and Ketner Faculty/Staff lot which are designated as faculty-staff lots Monday-Friday 7 a.m.-4 p.m. Resident students may park in Faculty/Staff Circle and Ketner Faculty/Staff lot from 4 p.m. through 7 a.m. Monday-Friday and 4 p.m. Friday until 7 a.m. Monday.
- 5) COMMUTER STUDENT PARKING: Commuter students may park in areas that are designated as "Commuter Parking Lot" or "General Parking" 24 hours a day, seven days a week with the exception of the Faculty/Staff Circle and Ketner Faculty/Staff lot which are designated as Faculty/Staff lots Monday Friday from 7 a.m. to 4 p.m. Commuter students may park in Faculty/Staff Circle and Ketner Faculty/Staff lot from 4 p.m. to 7 a.m. Monday-Friday and 4 p.m. Friday until 7 a.m. Monday.

- 6) **FACULTY AND STAFF**: Faculty and staff may park only in marked spaces designated on the Parking Map as "Faculty/Staff Parking" or "General Parking" between the hours of 7 am and 4 pm daily both when classes are in session and during the summer. Employees should not park in areas designated for students between 7 a.m. and 4 p.m. daily. Between 4 p.m. and 7 a.m., faculty and staff may park in any lot on campus.
- 7) VISITORS: The semi-circle in front of the Hedrick Administration Building is designated for visitors to the College 24 hours a day, 7 days a week. Visitors to the College may park in the circle in front of the Hedrick Administration Building. All visitors, including guests of students (friends, relatives and etc.), should obtain a Visitor's Parking Pass for their vehicle. If possible, student hosts should obtain a Visitor's pass for their guest prior to the guest's arrival. Visitor's Parking Passes may be obtained from the Offices of Public Safety located in Jann House.
- 8) HANDICAPPED PARKING: Individuals who park in designated handicapped spaces must have a valid State handicapped parking hangtag, decal, license plate or College-issued handicapped hang tag indicating that the driver of the vehicle requires this type of parking space. Individuals holding the proper designation may park in any handicapped parking space available on the campus at any time.
- 9) TEMPORARY HANDICAPPED OR SPECIAL NEEDS PARKING: Temporary handicapped or special needs parking hangtags are available for those students, faculty or staff who may experience a physical condition that would require temporary handicapped or special needs parking. Temporary handicapped or special needs parking hangtags are available through the Office of Public Safety.

## **Parking Ticket Enforcement**

Student vehicles will be ticketed and towed for each parking violation after the seventh ticket received on campus. For violating this policy the student will also lose the privileges of maintaining a vehicle on campus. The seven-ticket policy will be set on a semester basis and will start back at zero at the beginning of each semester. For the purpose of this policy, a semester will be considered as follows:

Fall: August 1 – December 31 Spring: January 1 – May 31 Summer: June 1 – July 31 Parking Ticket Appeals

The parking appeal process is designed to assist individuals who have been ticketed in error. All appeals of tickets issued for violation of the College's Parking Policies and Procedures must be submitted online. The Parking Appeal Form can be found on the Public Safety section of the Catawba College website www.catawba.edu/requests/appeal.asp. Telephone appeals cannot be accepted. Appeals must be submitted by the individual registering the vehicle. All appeals must be submitted within ten (10) calendar days of the date the ticket was issued.

## Skateboards, Rollerblades, Scooters and Bicycles Policy

Catawba College permits students, faculty and staff to use skateboards, rollerblades, scooters, bicycles and the other such devices for transportation outdoors throughout the campus. Due to the dangers involved in such activities, such modes of transportation are used at the person's own risk. Using these devices for purposes other than transportation (i.e. tricks, jumps, rail slides, grinds) is prohibited on the Catawba College campus. Further, individuals are entrusted to use common sense and respect in their use of skateboards, rollerblades, scooters, bicycles and the like. This policy is based on good faith and maturity, and individuals are asked to exercise care and courtesy as they pass pedestrians on campus (especially from behind). Public Safety officers (or other designated College officials) may make the determination if someone is riding dangerously or without consideration of others. Individuals not directly affiliated with Catawba College are prohibited from skateboarding and rollerblading on campus.

## **REGISTRAR'S OFFICE**

## http://www.catawba.edu/administrative/registrar/

Carol Gamble, Registrar

## 704-637-4411, cgamble@catawba.edu

The Office of the Registrar is located on first floor of the Hedrick Administration Building and maintains all official academic records for each Catawba student. All courses taken and grades are kept up-to-date on each student's transcript. Requests for transcripts, either for personal use or for graduate school, transfer or employment purposes, are processed in this office. The office also coordinates the procedures for registration for each regular semester and the summer sessions. The College will make midterm and final grades available only via CATLink.

## Student Educational Records: Rights to Access and Release

The Congress of the United States, on August 21, 1974, enacted into law the Family Educational Rights and Privacy Act (FERPA). This act sets out requirements of educational institutions de- signed to protect the privacy of students and their records. Specifically, the act governs access to education records maintained by educational institutions and the release of information contained in such records. Copies of the law as recorded in the Federal Register may be reviewed in the Registrar's Office. The following statements and policies govern the College's compliance with the provisions of the act:

The term "education records" means those records, files, documents and other materials which contain information relating directly to a student and are maintained by the College or a person acting for the College. **The term "education records" does not include**:

- Records of instruction, supervisory or administrative personnel and educational personnel
  ancillary thereto which are in the sole possession of and maker thereof and which are not
  accessible or revealed to any other person except as a substitute;
- Records and documents of the University's Security Department which are kept apart and
  are maintained solely for law enforcement purposes and are not made available to persons
  other than law enforcement officials of the same jurisdiction;
- Records on a student which are made or maintained by a physician, psychologist, psychiatrist
  or other registered professional or paraprofessional acting in their professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only
  in connection with the provision of treatment to the student and are not available to anyone
  other than persons providing such treatment, except that such records can be personally
  reviewed by a physician or other appropriate professional of the student's choice.

## A student's rights with respect to their education records are as follows:

- 1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. In the event the requested record includes information on more than one student, each student shall be entitled to review or be informed only of that part which pertains to them.
- 2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students requesting the College to amend a record that they believe is inaccurate or misleading must do so in writing to the College official responsible for maintaining the record. The written request should clearly identify the part of the record in question and specify why it is believed to be inaccurate or misleading.

- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without such consent. One exception that permits disclosure without a student's prior written consent is disclosure by the College to school officials whom the College has determined to have a legitimate educational interest in such information. The term "school officials" includes faculty, staff and trustees of the College including public safety officers and student health staff. The term "school officials" also includes students serving on an official College committee such as a disciplinary or grievance committee, or assisting another school official perform his or her official tasks. The term "school officials" further includes certain contractors, consultants, volunteers and agents of the College, such as attorneys, contractors or consultants acting on the College's behalf. A school official has a legitimate educational interest if the official needs to review an education record or personally identifiable information derived from an education record in order to fulfill his or her professional responsibilities.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Catawba College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

# Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW

Washington, DC 20202-4605

FERPA does allow Catawba College to disclose educational records to parents of dependent students just as they would to the student. Dependent means a dependent pursuant to the definition under the IRS Code. Therefore, proof that a parent is including a student as a dependent under the federal tax laws will be required to disclose (without the student's permission) information to the parents of a student 18 years of age or older.

Catawba College hereby designates the following student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion. However, generally this information is only shared with College officials on a need-to-know basis as defined in the Catawba College FERPA Policy Statement located in the Registrar's Office: Name, Local and Permanent Address, Local and Permanent Telephone Number, Cell Phone Number, Date and Place of Birth, Dates of Attendance, Major and Minor Fields of Study, Degree and Date Awarded, Academic Honors, Classification, email address, photographs, parents' names, student schedule and student load. Athletic information about student participation in sports and data such as height and weight will be released to the media and published by appropriate College publications.

Except for directory information, the College will not disclose information about students to individuals other than school officials with a legitimate educational interest or parents of dependent students without the student's written consent, unless the disclosure is compelled by law, a court of law, an emergency or some other extraordinary circumstance; is in conjunction with organized educational research; or is required by an accrediting agency. Exceptions to this policy may be made in individual cases with the permission of the Provost, provided that the exceptions are consistent with applicable law and are judged to be in the interest of the student's educational progress.

Currently enrolled students may direct the College to withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Registrar's Office at Catawba College on or before the last day to add a class. Catawba College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

## **DINING SERVICES**

#### http://www.dineoncampus.com/catawba/

Corey Fischer, Director

704-637-4400, cfischer@catawba.edu

## Catawba College Cafeteria

All-you-care-to-eat restaurant dining. A great place to take a break and get away from it all with a friend. Specializing in comfort foods like mom used to make, ethnic cuisines, hot pizza and more. The cafeteria is located on the first floor of the Cannon Student Center.

## **Faculty and Staff Free Lunch**

Faculty and Staff have one free meal per week. The weeks run from Friday to Thursday. You must present your card each time you come to the dining hall.

## **Cashless Dining**

The Dining Hall and Snack bar & Starbucks are cashless. We are no longer accepting cash. We accept Master Card, Visa, Discover and Catawba One Cards.

# To-Go Box Program

If you would like to use a to-go box, you can purchase one for a non-refundable \$5.00 charge. Once purchased it is your box to keep. You can keep your box until you are ready to use it again or you can trade it in for another box. As before, you do not have to wash your box upon returning, we will give you a new sanitized box each time you come to the dining hall. Meal plan holders are not required to sign up: however, if you want to take food out of the dining hall, you must purchase a reusable to-go container. Faculty and Staff must also purchase a reusable container if they want to take food out of the dining hall as well.

Under no circumstances is our china and small wares to leave the dining hall.

# **Hours of Operation:**

# Monday - Thursday

Breakfast	7:30 a.m 10 a.m.
Light Breakfast	10 a.m.– 11 a.m.
Lunch	11 a.m.– 1:30 p.m.
Light Lunch	1:30 p.m 5 p.m.
Dinner	5 p.m.– 7:30 p.m.
Friday-Saturday-Sunday	

Breakfast	7:30 a.m 10 a.m.
Light Breakfast	10 a.m. – 1 a.m.
Lunch	11 a.m. – 1:30 p.m.
Light Lunch	1:30 p.m. – 5 p.m.
Dinner	5 p.m. – 7 p.m.

Continental Breakfast	8 a.m. – 10 a.m.
Brunch	11 a.m. – 1:30 p.m.
Dinner	5 p.m. – 7 p.m.
Brunch	11 a.m. – 1:30 p.m.
Dinner	5 a.m. – 7 p.m.

<sup>\*</sup>The Dining Hall, Smokestack Grill and Starbucks will be closed during Spring Break.\*

# Smoke Stack Grill & Snack Bar- Upstairs in the Cannon Student Center Hours of Operation:

10:30 a.m. – 10 p.m.
10:30 a.m. – 2 p.m.
Closed
5 p.m. – 10 p.m.
7 am – 7 pm
7 am – 2 pm
Closed
5 pm – 7 pm

Our goal is for your dining experiences to be enjoyable. To help accomplish this, we need your cooperation with the following policies and procedures for the dining hall:

- You must present your valid Student ID card to the person at the dining hall entrance, and your card must "pass" through the card reader in order for you to be admitted to the dining hall. "Sign-ins" or manual ID entries will not be accepted. This policy applies to computer-related failures and any other reason your card does not "pass" by valid card only.
- Shirts and shoes must be worn at all times while in the dining hall.
- Arrangements for a "sick tray" can be made. These arrangements need to be made in
  advance by asking a person at the Campus Health Center to contact the Dining Services
  Office. The person who picks up the "sick tray" will need to present the student ID card
  of the person who is sick.
- Please do not waste food and beverages. Enjoy all you want, but be responsible and take
  only what you will actually eat and drink. Wasted food drives up the cost of everyone's
  meal plan.
- When you are through with your meal be considerate of the people who will dine after you –return all trays, glasses, plates, silverware and soiled napkins to the dish return area. Leave your table in a neat, orderly condition.

## **Meal Plan Options**

## • Unlimited Meals Per Week Plus \$100 Declining Balance Dollars

This plan enables you to access the dining hall for each of the 30 allowed meals per week. You will also receive \$100.00 in Declining Balance Dollars per semester to be used as cash at any dining services facility. Missed meals and unspent credits are forfeited.

#### • 14 Meals Per Week Plus \$175 Declining Balance Dollars

This plan enables you to have access to the dining hall for 14 of the 30 allowed meals per week. You will also receive \$175.00 in Declining Balance Dollars per semester to be used as cash at any campus dining service facility. Missed meals and unspent credits are forfeited.

## • 10 Meals Per Week Plus \$225 Declining Balance Dollars

This plan enables you to access the dining hall for 10 of the 30 allowed meals per week. You will also receive \$225.00 in Declining Balance Dollars per semester to be used as cash at any dining services facility. Missed meals and unspent credits are forfeited.

As incoming resident students, you are automatically assigned the 14 Meals Per Week Plus \$175.00 Declining Balance Meal Plan. However, at the beginning of each semester, you have the option to change your plan prior to the drop/add period. If you find your plan isn't fitting your needs, go ahead and change it.

**Standing Reservations** – Meals in a Standing Reservation are to be used at the Cannon Dining Hall and are provided in an all-you-care-to-eat format. Standing Reservations are sold in blocks of meals and do not expire. Meals roll over from semester to semester and year to year until you use all of your meals or you are no longer a student at Catawba College. Standing Reservations are sold to you at a discount instead of paying the door price each time you enter the Cannon Dining Hall. As an incentive to purchase a plan, we will add extra bonus meal(s) to your plan. For example, if you purchase 60 meals at \$300, we'll add 65 meals to your card.

# **Standing Reservation Options:**

**20 Meals + 1 Bonus Meal = \$100** 

40 Meals + 3 Bonus Meal = \$200

60 Meals + 5 Bonus Meal = \$300

#### **Declining Balance**

Declining Balance is an optional account that can be added to your card. Declining Balance rolls over from semester to semester and year to year. We have two Declining Balance packages available that provide extra Bonus Dollars for signing up. You can add other amounts to your card, but these are the only plans that provide Bonus Dollars.

\$150 Declining Balance + \$10 Bonus Dollars \$250 Declining Balance + \$15 Bonus Dollars

You can purchase one of these packages online and receive the Bonus Dollars at www. dineoncampus.com/catawba. Other Increments can be deposited to your account.

For information on the Catawba ONE Card visit: www.catawba.edu/cashcard

To deposit money on Catawba ONE Card as a guest: <a href="http://bbcs.catawba.edu">http://bbcs.catawba.edu</a>

## Lost/Misplaced ID Card

A lost or misplaced card can be replaced in the Office of Student Affairs for a fee of \$20.00.

# **Carry-Out Trays**

See information on "sick trays" above. Also, when participation in athletics forces you to miss a meal you normally would eat, your coach can make arrangements in advance for your meal/s. If you miss meals due to class or other academically related conflicts, see the Office of Student Affairs in advance. The Student Affairs staff will work with the Director of Dining Services, to make arrangements to assist you.

## DINEONCAMPUS.COM

This interactive health and wellness resource was awarded a Nation's Restaurant News Technology Innovator Award for its innovative approach to integrating technology with campus dining. At <a href="https://www.DineOnCampus.com/catawba">www.DineOnCampus.com/catawba</a>, your campus' own dining and wellness website, students can quickly look at the daily menu, find our operating hours or locations, submit their favorite recipes or even manage their dining service account. There is an online comment card to capture and route any feedback, and most importantly, students can find a wealth of nutrition and wellness resources.

#### **Nutrition Charts**

Chartwells has the entire USDA Nutritional Database available for customers to view. Simply type in what you are looking for and a nutrition facts label will appear on the screen.

#### **Nutrition Journal**

Interested in tracking what you have eaten over a period of time? Simply click the add button next to the items you have eaten in the nutrition charts and it will be added to your personal password protected journal. Your journal will create a cumulative nutrition facts label based on a day, week or month.

## **Nutrition Tools**

Calculate your body mass index to determine if you are under or over weight. Interested in learning how many calories you burn through an activity? Try our Calorie Calculator.

## Manage Meal Plan

Purchase meal plans and fund declining balance accounts through an online, secure transaction.

#### Health and Wellness Links

Over 30 links to various health and wellness sites such as ADA, The New Food Pyramid, eFitness, Eating Disorder Resources, WebMD, Zagat, Vegetarian Resources Group and much more. Links are frequently updated.

## Myth vs. Reality

Ever wonder what's really true about food and dieting? Use our Myth vs. Reality section to find out what you really need to know.

## **Nutrition Questions**

This section hosts commonly asked nutrition questions and encourages students to submit their own.

# Recipes

Many times we hear from students about a delicious dish they just had in a restaurant, or how they miss their mother's lasagna. This page lets you submit recipes for our Executive Chef to review and, if possible, incorporate into the menu.

# THE CORRIHER-LINN-BLACK LIBRARY

#### http://libweb.catawba.edu/

Mr. Steve McKinzie, Library Director

## 704-637-4448, smckinzi@catawba.edu

Additional information about library policies and services, electronic databases available and virtual reference service can be found at the library homepage at http://libweb.catawba.edu.

#### Accommodations

The Library underwent a major renovation in 2007 and reopened in the spring of 2008. The renovation gave the College an opportunity to create a truly inviting and multi-faceted library environment, complete with varied collaborative learning spaces (study rooms and soft seating areas), an attractive mezzanine, a learning commons with dozens of computer workstations, a spacious computer lab and a wired outside patio.

## The Collection

In addition to its core collection of books, periodicals, DVDs and government documents, the library offers an array of subject-specific databases and (due to a collaborative effort with the Student Government Association) a burgeoning popular DVD collection.

#### Website

The library's website includes access to information about borrowing policies, Interlibrary Loan (a service enabling students to borrow materials from other libraries) and reference assistance. It also links users to databases and the library's catalog of materials — all of which can be accessed both on and off campus.

#### Reference

The librarians and staff members at the library are eager to help students with research. Inquiries can be made in person at the reference desk, by email: http://libweb.catawba.edu/services/virtref.php or by phone: (704)637-4448.

#### Policies and Procedures

Since the library's policies and procedures are subject to change, students are encouraged to inquire at the circulation desk or online.

Note: students subject themselves to fines when they fail to return materials or equipment on time. For a detailed explanation of fees, see the library's website.

## **Writing Center**

## http://www.catawba.edu/writingcenter

Dr. Margaret L. Stahr, Assistant Professor of English, Writing Center Director and Director of the Writing Program

## 704-637-4355, mlstahr@catawba.edu

The Catawba College Writing Center provides free, one-to-one tutoring to all Catawba students who are working on writing projects. Our undergraduate peer tutors are extensively trained to work with writers of all abilities and at every stage of the writing process. The Writing Center's primary goal is to help students become better writers. Thus, while tutors will offer feedback and strategies to help students improve their writing, students will do the writing and revising themselves. All appointments are conducted face-to-face in Admin 211 (weekday afternoons) or in the CLB Library, Study Room #5 (evenings). Walk-ins are welcome, but we honor appointments first. Students can make an appointment by using our online appointment system. To make an appointment, or to learn more about the Writing Center, visit www.catawba. edu/writingcenter.

#### **Math Center**

## http://www.catawba.edu/academic/math/center.asp

Dr. John Zerger, Professor of Math, Math Center Director

## 704-637-4426, jzerger@catawba.edu

The Catawba College Math Center provides free, individual and group tutoring to all Catawba students enrolled in the college's general education math courses. Depending on the tutors' expertise, they are sometimes able to assist students with quantitative assignments for courses from other disciplines (e.g. chemistry, physics). All sessions are conducted face-to-face in the CLB Library, Study Room #2. No appointment is needed. To find out when the Math Center will be open, visit http://www.catawba.edu/academic/math/center.asp.

## HOUSING AND RESIDENCE LIFE

## http://www.catawba.edu/administrative/studentaffairs/residencelife/

Ms. Kara L. Ostlund, M.A., Associate Dean for Housing & Residential Life and Conduct Administration

704-637-4114.

Ms. Emily L. Schneider, M.Ed., Assistant Director for Housing, Director for Intramural Sports, and Alcohol and Wellness Programs

704-637-4557, eschneid@catawba.edu

Ms. Kelly Heinemann, B.A., Area Coordinator for Housing and Programming

#### 704-437-4382: kheinema@catawba.edu

The Office of Housing and Residential Life is a department of the Division of Student Affairs responsible for providing an environment that supports and enhances academic performance, social development and a sense of community for Catawba College students. The Residence Life Staff includes the Assistant Dean (AD), two (2) Area Coordinators (AC) and/or Directors and 28 student Resident Assistants (RA). Resident Assistants provide support, social and educational programming, advice, guidance and act as a resource for every aspect of the college experience. These students are trained to be knowledgeable in campus resources, crisis intervention, counseling referral, leadership development and communication, and are the first recourse in the case of conflict resolution and an emergency on the hall.

#### **Policies and Procedures**

**Assistant Dean and Director of Residence Life (AD)** – The AD supervises the Area Coordinators and Head Resident Assistants and is responsible for overseeing the department.

**Area Coordinators (AC)** – The College employs professional staff members to live in and supervise the buildings and RA staff. The ACs are responsible for programming within the residence halls through the Office of Student Affairs. The ACs report to the Associate Dean.

Resident Assistants (RAs) – The Residence Life Office hires upper-class students referred to as Resident Assistants to live in each hall. RAs serve as a resource for residents to advise, assist, enforce policies, report maintenance concerns and respond to emergency situations. RAs work closely with the Residence Life Office and residents to create a healthy and safe community in the buildings.

## **Housing Policy**

The Residency Requirement Policy

Catawba College requires all full-time students (enrolled for 12 or more semester hours) to live in one of the College's residential facilities. Exceptions to this policy include the following:

- Students who are 21 years of age or whose 21st birthday occurs during the semester in which the student wishes to live off campus. The student's 21st birthday must occur prior to the last day of final exams during the fall semester, and prior to the date of commencement during the spring semester.
- Students who have completed at least 90 hours.
- Students who live at home with their parents or legal guardians within 25 miles of campus.
- Students who are married or have a child.
- Students enrolled in fewer than 12 semester hours may request on-campus housing through the Office of Housing and Residence Life.

## Students transferring into Catawba College

Catawba College requires all full-time students (enrolled for 12 or more semester hours) to live in one of the College's residential facilities. Exceptions to this policy include the following:

- Students who are 21 years of age or whose 21st birthday occurs during the semester in which the student wishes to live off campus. The student's 21st birthday must occur prior to the last day of final exams during the fall semester, and prior to the date of commencement during the spring semester.
- Students who have completed a 60 hour degree (such as the Associate of Arts or Associate of Science degrees) prior to attending Catawba College.
- Students who have completed at least 90 hours.
- Students who live at home with their parents or legal guardians.
- Students who are married or have a child.
- Students enrolled in fewer than 12 semester hours may request on-campus housing through the Office of Housing and Residence Life.

#### **Deadlines**

Returning students must notify the Office of Housing and Residence Life, in writing, by May 1 for fall semester and November 1 for spring semester of intent to live off campus prior to the beginning of the appropriate semester. Failure to obtain approval to reside off campus in accordance with this policy may subject a student to full payment of housing fees.

#### **Residence Hall and Room Assignments**

The Office of Housing and Residence Life is responsible for making all room and residence hall assignments. Students may not change their room or residence hall assignment without securing permission from the Director for Housing and Residence Life. The Residence Life Office reserves the right to make administrative room changes.

## **Changing Rooms**

The Office of Housing and Residence Life is responsible for keeping accurate housing records and rosters for all housing assignments. Professional staff and Resident Assistants will routinely check rosters to verify their accuracy. Room or roommate changes may only be made with the prior approval of the Area Coordinator. Students making changes without the approval of a designated official will be fined \$50 and moved back to their original housing assignment. Students that have been given permission for a change in their housing assignment must complete the move within 48 hours.

## **Single Rooms**

There is an <u>additional</u> cost for a single room. The single room rate of \$1,800.00 for a private room will be assessed. If a single room is requested in the second four weeks, the charge will be 75% of the semester single room rate. If the room is requested in the weeks after the first eight, then the charge will be 50% of the semester single room charge. Single room charges will not be prorated for withdrawals, dismissals, suspensions, expulsions or change of status after the private room has been secured. Single rooms are optional and only available when residential capacity allows.

#### Residence Hall Check-In and Check-Out

You should follow check-in and check-out procedures at the beginning and end of each academic school year or upon leaving Catawba College at any point during the year. The same procedures also will apply if you wish to change rooms or roommates at any time during the semester. You should check in and out through the Resident Assistants in your hall.

You will be expected to observe published dates for residence hall openings and closings. You should not plan to arrive on campus prior to the published date. If there is a compelling reason for you to arrive prior to the published opening date, you must obtain prior permission from the Associate Dean for Housing and Residential Life. The early arrival room charge is \$25 per night payable by cash or check.

#### Room Check-In

You should meet with your Resident Assistant upon your arrival to campus to complete a Room Condition Report (RCR). The RCR inventories the furniture provided by the College and records the existing condition/damage to your room and all its furnishings. In order to avoid charges for damages to the room or missing items, you should carefully inspect the room and make any notations on the RCR. The Office of Housing and Residential Life maintains this form on file to be used again during checkout. It is your responsibility to report any discrepancies in the Room Condition Report. You are responsible for the condition and furnishings in your room. You will be charged for any discrepancies after check-out. If you move from the assigned room, it is your responsibility to check out with a Residence Life Staff member.

#### Room Check-Out

In order to check-out of your residence hall room at the end of the year or when making a room change, you must schedule a "check-out time" with your Resident Assistant. After removing all personal items from your room, cleaning the room and returning all contents to their original position, you are ready for checkout. Failure to clean and/or restore the room to its original arrangement will result in a charge. If you fail to schedule a check-out time or leave without signing the RCR, you will be charged \$50.00 for improper checkout. Also, failure to return the same key issued at the beginning of the year will also result in a fine of \$50.00.

#### **The Room Condition Report**

The Room Condition Report is very important. A Housing Administrator will validate any discrepancy between your comments and those of your Resident Assistant. Any attempt to falsify the information submitted on this form will result in its invalidation, and you will be charged as if the form were never submitted. You should not forget to sign the RCR. If you fail to sign the RCR, you will forfeit your right to contest any room damage charges. If this form is not returned by the date indicated by the Office of Housing and Residence Life at the beginning of the year, you will be held responsible for any problems found by your Resident Assistant.

# **Tips for Conducting Your Own Room Inspection**

When you inspect your room, you should note the following:

- The location of any damages to doors (both sides) and door frames
- · Any scratches or dents, nail or dart holes, tape residue
- Malfunctioning or missing hardware
- Cleanliness of and damage to any walls, including holes, tape, and plastered areas
- Size and location of any stains, holes, or tape in ceilings or ceiling tiles and stains
- · Tears or burns in the tile flooring
- The condition of windows, window screens, blinds, shades (cracks, tears, holes and/or stains) and check to see that they operate properly
- Light fixtures do they work, and do they all have shades or covers? Are switch plates, outlet covers, and phone/data outlets intact and functional?
- Quantity and condition (e.g., chips, scratches, stains, burns, loose handles) of furniture
- Any screws, tacks, nails, tape, decals, stickers or any item attached by these means to doors, walls, ceilings, furniture or windows. (Remember that your housing contract prohibits the use of nails, screws, decals, tacks, or adhesives on walls, furniture, fixtures, or windows). You will be charged for the labor and materials required to remove and repair the surfaces on which they were used.

A Housing Administrator will appoint an inspection team to review the rooms for damages, missing furnishings, trash, and cleaning needs after check out. Anything reported by the team not indicated on the Room Condition Report will be billed to the student as damage. Resident Assistants are not in a position to determine whether a damage charge will be assessed to you during check-out. A Housing Administrator will make all final room assessments after check-out is complete. You should expect that it will take a few weeks to assess and determine room damages at the end of the academic year. Unless we have a signed letter or other documentation from an occupant accepting full responsibility for a problem, all charges will be split equally among roommates.

# **Room Personalization Guidelines**

Please be aware of the following guidelines when personalizing your room:

- Contact paper to shelving units and inside dresser drawers is acceptable but must be removed when checking out. Test a small area to make sure that the Contact Paper does not remove the paint. If it does then do not apply.
- We recommend adhesive/tape/hooks: 3M Command Adhesive (found at most retail stores).
- Any adhesive you use that leaves a residue when removed will result in a damage charge.
- Lofts must be self-supporting (not attached to the walls, ceiling, floor or stacked on any piece of College furniture), have a rail and ladder.
- Area rugs or wall-to-wall carpeting are acceptable.
- Curtains can be affixed around the window fixture using existing holes or by tension rods.
   Do not create new holes.
- In Hurley Hall, nothing can be affixed to the walls. All pictures, posters, etc. must be hung from the picture mold.
- Nothing may be attached to the ceiling such as sheets, tapestries, Christmas lighting, posters, etc.

The following will result in substantial damage charges:

- The removal of shelves, fixed furniture, doors, the attempt to rewire any outlets or lighting, sawing doors to accommodate carpeting, etc.
- Fixing lofts or other personal furnishings/belongings to current walls, ceiling, floor or other furniture for support by nails, screws or adhesive
- Painting of walls, doors, woodwork or furniture

- The use of yellow and blue putty, two-sided tape (foam tape), duct tape, electrical tape and other adhesives to hang posters, bulletin boards, dry erase boards, cable wire, etc.
- · Use of foam hooks
- Use of glow-in-the-dark stickers that cannot be removed without damage to the wall or ceiling
- Alteration of College assigned furniture, including but not limited to the use of nails, screws, adhesive, drilling holes, sawing, marking in any way, etc.

# Room Decoration/Public Display

The Residence Life Office reserves the right to restrict any belonging, picture, sign, decoration or other item regarded as potentially destructive, harmful or offensive to the College community. Stu- dents are expected to use areas in public view carefully and remember that other members of the community share the space. Students are not permitted to hang or display items in the residence hall windows.

# Keys

If a student loses their keys or they are stolen, a lock change is necessary and required to maintain the safety and security of persons and belongings. A student must report missing or stolen keys immediately to the Student Affairs Office to ensure proper measures are taken to notify roommates and/or suitemates. Students (except those living in Abernathy Village) will be charged a \$50.00 fee for all lost keys. In Abernethy Village, because two sets of locks will need to be changed, the fee will be \$100.00.

# **Lock Out Policy**

When students are locked out of their residence hall room, there are two options available. The first option is to come to the Student Affairs Office and check out an extra key to their room; this option is only available during office hours. Students have 24 hours to return the key to the office. The other option available to students is to contact a RA in the building they live in or Public Safety; this option should be utilized at night and on the weekends. The RA Staff and Public Safety Officers will keep a record of lock-outs requested by each student.

# **FIRE SAFETY**

# Fire Fighting Equipment/Systems

Fire Alarm systems, fire extinguishers, and other fire-fighting equipment are placed in each building for the protection of occupants. Such systems and devices are required by applicable law and must be in operating condition at all times.

The unlawful use, tampering, destruction or theft of fire alarm and fire-fighting equipment is a serious offense. The College will charge violators with a policy violation and take disciplinary action that may include suspension or expulsion from the College. Any person(s) who intentionally compromises these systems, in any way, will be held accountable, sanctioned and/or arrested and fined. Fire equipment includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc.

# Fire Safety- North Carolina Statute

Tampering with fire equipment or giving a false alarm is a serious offense and may result in suspension from the College. North Carolina General Statute 14-286 reads as follows: Giving false fire alarms; molesting fire-alarm, fire-detection or fire-extinguishing system. It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel or aid and abet anyone in giving a false alarm or fire or to break the glass key protector or to pull the slide, arm or lever of any pull station or signal box of any fire-alarm system, except in case of fire, or willfully misuse or damage a portable fire extinguisher, or in any way to willfully interfere with, damage, deface, molest or injure any part or portion of any fire-alarm, fire-detection, smoke-detection or fire-extinguishing system. Any person violating any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00), imprisonment for not more than six months or both.

#### Fire Alarms

Each residence hall is equipped with a fire alarm system that is monitored by the Catawba College Public Safety and the Salisbury Fire Department (SFD.) The SFD responds to each alarm on cam- pus. The fire alarm system is maintained to monitor all areas of the residence hall including rooms. Because it's impossible to immediately determine the difference between an actual emergency and a false alarm, students are required to evacuate the building for every alarm and assemble in the designated area outside of the building. Each semester the college will stage fire drills to test the response and evacuation time of students and to ensure all fire alarm equipment is operational. Any student found not evacuating the building immediately will be fined \$50.00 and is subject to additional disciplinary action.

The Student Conduct Administrator will use the resources and information provided by the Residence Life Staff, Public Safety Officers, other College officials and local fire and law enforcement officers to determine the circumstances involved in the activation of an alarm. The activation of a fire alarm will be investigated and subject to immediate conduct proceedings. The Student Conduct Administrator will make a determination of an (intentional) or (unintentional) fire alarm and proceed accordingly within the guidelines of the student conduct process. An unintentional fire alarm is defined as an event where the student could not have reasonably anticipated that the action or behavior would activate a fire alarm during normal daily activities within a college environment. Intentional fire alarm activation is defined as an event where the action, behavior or result of the behavior exceeds the expected, normal, daily activities within a college environment. The determination of unintentional and intentional fire alarms will be made in the context of a residential college environment that must consider the safety of all members of the community. The following categories provide a few examples of what may constitute a fire alarm. The list is not exhaustive and the Student Conduct Administrator will evaluate student behavior on a case by case basis to make a determination of the appropriate category.

#### **Open Flames**

Students are strictly prohibited from using any object with the capacity to create an open flame in the residence halls. This includes items intended to use a flame for normal operation (lighters, candles, incense, oil burners and etc.) and also improvised devices that can be modified to create a flame (aerosol spray, combustible items, etc.).

#### Candles and Incense

In conjunction with the open flames fire safety policy, all candles, incense, oil burners, etc. are strictly prohibited in the residence halls. ALL candles are prohibited even if the candle's wick has been cut off, it is still in its original wrapper or intended for decorative purposes only. First violations of this policy will result in fine of \$50.00 and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

#### Fireworks

The College strictly forbids the use or possession of fireworks, firecrackers or any other type of explosive. Anyone discovered using these will be fined \$50.00 for the first violation, along with immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

#### Decorations

The College strictly prohibits LIVE Christmas trees. Also, holiday and decorative lighting is prohibited as decoration in the room as this does not comply with fire safety regulations. First violation will result in a fine of \$50.00 per violation and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

#### **Electrical Equipment**

In the event that students need additional electrical outlets or plugs, surge protectors with an automatic circuit breaker are an accepted electrical device for use. All other plug extenders or multipliers are prohibited. Extension cords may not contain multiple plug ends, be connected to other extension cords or create a walking hazard. First violation will result in a fine of \$25.00 per violation and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

# Fire Safety Terms

**Fire equipment**: includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc.

Fire Alarm: any action that causes the alarm system to be activated

Flame: any form or source of a flame

**Confiscation**: the College will immediately remove all sources of hazardous materials or other items determined to be in violation of the fire safety policy. These items will not be returned to students.

**Unintentional Fire Alarm**: is defined as an event where the student could not have reasonably anticipated that the action or behavior would activate a fire alarm during normal daily activities within a college environment

**Intentional Fire Alarm**: is defined as an event where the action, behavior or result of the behavior exceeds the expected, normal, daily activities within a college environment

**Emergency Activation Fire Alarm**: The use of fire safety equipment in response to an emergency situation

# **Appliances and Cooking**

The College has approved only a limited number of appliances that may be used in the residence halls. The following appliances are strictly prohibited: Open coil burners (hot plates), griddles or grills, regular toasters, electric hamburger or hotdog cookers (including George Foreman grills), indoor/outdoor grills or hibachis and any high heat appliance capable of heating cooking oil to the boiling point. Violation of this policy will result in a fine of \$50.00 per violation and immediate confiscation of banned items.

Because residents of Abernethy Village and Hurley Hall will have access to kitchen facilities within their building, small plug in appliances (such as George Foreman grills, toasters, coffee makers and etc.) will be permitted in these areas. Appliances must use wall electrical outlets and special care should be taken to ensure that proper operating procedures are strictly followed. Items such as oil fryers and coil burners (hot plates) will not be permitted. Should you have questions about what appliances are appropriate, please contact a member of the Residence Life Office before purchasing the item.

# **GENERAL HOUSING AND RESIDENTIAL LIFE POLICIES**

# **Room Responsibility**

When a Catawba student accepts a room key and moves into a room, the student agrees to abide by all policies, regulations and rules of the College with regard to student housing. A student is responsible for any activity or any violation that occurs in their room regardless of whether or not he or she is present.

#### Residence Hall Access

Access to the residence halls is controlled by a card key system maintained by the Office of Public Safety. Every student is issued an identification card that controls access to areas the student has been granted permission to enter. Students will only be given card access to the hall in which they are assigned. Students are required to carry their cards with them at all times. Because identification cards control entrance to the residence halls, they are for personal use only and may not be shared with other residents or visitors.

# **Residence Hall Security**

Catawba College takes seriously its obligation to protect students. You, therefore, must be proactive in assuming responsibility for the safety and security of yourself and others. The following guidelines are recommended:

- Do not lend your keys to anyone
- Report lost, stolen or misplaced keys immediately
- Always lock your door, even if you are only going down the hall briefly

- Use emergency exits only in true emergencies
- Do not prop open exit doors
- Report all incidents of vandalism, damage or theft to your RA and Public Safety
- Do not store any flammable materials in your room

#### Visitation

#### Guests

A guest is defined as any individual who is not a resident of the room, suite or apartment that they are visiting while on campus. This includes other students, residential and commuter. non-students and family members. All guests are required to respect and follow the rules and regulations of Catawba College and the Office of Housing and Residence Life. Residents are responsible for their guest's conduct in the residence halls, including any financial charges resulting from damages or clean-up caused by their guests.

#### Visitation by Children

Catawba College works hard to provide residence halls that meet the needs of college aged students and that provide a healthy living and learning community. The residence halls are designed for use by adult college age students. All overnight guests must be at least 16 years of age. Children under the age of 16 may visit between the hours of 10:00 a.m. and 5:00 p.m. Children should never be left unattended and are the responsibility of the resident at all times. Residence hall rooms may not be used to baby-sit children, especially infants and toddlers.

#### Visitation

The administration may suspend or revoke residence hall visitation privileges individually, by room, suite, floor or building in response to violations of the policy or to protect the residence hall community. If you are found to be in violation of the visitation policy, you will be subject to referral to the college conduct administrator. Sanctions can include fines, college service, loss of visitation privileges and suspension/expulsion from the College. In addition, residents will be held responsible for their guest's violation of college policy as well as state and federal laws.

Significant penalties will be assessed for violations of the residence hall visitation policy, including, but not limited to, the following:

> 1st Offense: Written Warning

2nd Offense:

\$50.00 fine and 10 hours of Community Service 3rd Offense: \$100.00 fine, 20 hours of Community Service and loss of

visitation rights

The right of privacy must be maintained and visitation will not be permitted without the consent of all assigned students within a common living area of the residence hall. No resident shall be obligated to give up access/use of their room or bed in order to acquiesce to the visitation desires of their roommate(s)/suitemate(s). A student's right to study, sleep and maintain control over their personal belongings takes precedence over the privilege of others to host guests. If complaints arise from roommates or others in the community, the resident(s) hosting the guest is expected to cooperate and make compromises to resolve the situation.

#### Freshman Building Policy

Students residing in freshman buildings are permitted to host visitors in the residence hall during predetermined hours. Visitors in residence halls with community bathrooms should never enter the restroom if they are of a different gender than the residents of the building/hallway. No opposite gender guests are permitted on a floor or in a building during non-visitation hours. Because the freshmen residence halls are primarily designed as double occupancy rooms without private sleeping areas, students may not host guests (boyfriend, girlfriend, or other casual intimate relations) during non-visitation hours or overnight.

#### Visitation Hours:

9:00 a.m. - 1:00 a.m. Sunday – Thursday: Friday – Saturday: 9:00 a.m. - 4:00 a.m.

### **Upper Class Building Policy**

Students residing in upper class buildings are permitted to have guests in their rooms 24 hours a day. Residents who entertain visitors are expected to maintain standards of appropriate group living behavior. The right to privacy will take priority over the privilege to entertain a guest. Each roommate/suitemate/apartment group should discuss and agree upon appropriate visitation hours for their living space. If at any point any member of that living space wishes to reevaluate and/or make changes to the agreed upon policy, the other member(s) of that living space are expected to cooperate and amend the policy.

# **Overnight Guests**

An overnight guest is defined as any guest who will be present in a resident's room between 2 a.m. and 8 a.m. Accommodations for friends and family members of the same sex can be provided for a limited number of nights. Overnight guests are limited to two (2) consecutive nights, preferably on a weekend, and no more than 10 nights per semester. If you invite an overnight guest, you must first make sure that your roommate/suitemates agree. All overnight guests must be at least 16 years of age. Students residing in freshman residence halls should refer to the policy Freshman Building Policy listed above for additional restrictions.

Please note that cohabitation is not permitted in the residence halls. Cohabitation is defined as visitors residing with a resident for more than seven (7) nights in a calendar month. Guests may not give the impression of living in a space by having food, drawer space, closet/wardrobe space, belongings in the bathroom or possess a room key. Any resident found having an individual (other than a roommate/suitemate assigned by the Office of Housing and Residence Life) living with them is subject to disciplinary action.

# Acceptable Guest Behavior

Hosting guests on campus is considered a privilege and may be suspended or revoked at any time. Residents are expected to accompany their visitors at all times in common areas of the residence halls and other campus facilities. Students should only host visitors that can respect college policies, maintain a respectful presence on campus, and should not have any outstanding social or legal issues. Non-student guests are not provided any measure of protection or rights while on campus and all disputes, issues or incidents may be referred to the appropriate local authorities for resolution through the legal processes. Students will be held responsible for their guest's behavior on campus.

# Responsibility for Damaged, Missing, Lost or Stolen Property

The College will not be responsible for personal property that is damaged, missing, lost or stolen. The College will not replace, refund or reimburse students under any circumstances regardless of past experiences or precedent. The College's only responsibilities will be to facilitate a report be- tween the student and local law enforcement authorities and to repair any damages to facilities as a result of this event. Students are encouraged to purchase personal property insurance or verify they are covered under a current homeowner's policy, as this is the only means of seeking restitution for the costs associated with damaged, missing, lost or stolen property. The College will not be responsible for any damaged, missing, lost or stolen property associated with keys. It is your responsibility to secure your keys and ID card at all times. All missing, lost or stolen keys and/or ID card should be IMMEDIATELY reported to the Office of Student Affairs or the Public Safety Office. The College relinquishes all liability associated with damaged, missing, lost or stolen property and as a condition of living on campus, students burden sole responsibility for these occurrences.

#### Tips to keep your property safe:

- 1. Record all serial numbers and identifying characteristics (which may include taking photographs) of property and keep it in a secure location;
- Register your property with the Office of Public Safety and utilize their theft prevention/ deterrent resources;
- 3. Keep your door and windows locked at all times (even when you are in the room) and LOCK the door and windows whenever you leave;

- 4. Be aware of and monitor all guests you allow into your room;
- 5. Take valuable and irreplaceable property with you when leaving campus for an extended period of time;
- 6. Don't keep cash or large amounts of jewelry or other valuables in your residence hall room, other common areas or your vehicle:
- 7. Purchase or verify insurance, the College will not file an insurance claim on your behalf.

#### Room-to-Room Solicitations

The College does not permit room-to-room solicitation in the residence halls. If you encounter someone selling any product, conducting polls or advertising, please alert a Resident Assistant.

This is often an attempt to enter the residence halls to find unlocked rooms, valuable property or persons. The Director of Residence Life must approve solicitors of any kind and will notify RAs and ACs of those individuals who have been approved to be in the halls and the date and time of their presence.

# Room Inspection/Entry Policy

Authorized personnel of Catawba College have the right to enter student rooms at any time for purposes of maintenance and repair, inspection of health and safety conditions, investigation of a possible violation of College regulations, when pursuing criminal suspects and in cases where it is believed there is a medical emergency. If you fail to open your door when requested by a College official (Resident Assistant, Director of Residence Life, Public Safety Officer or other College official), the College has the right to open the door using a master key. When a College official enters a room pursuant to their duties, and if the official observes any code violation in plain sight, the official may charge the student with a code violation.

### **Search Policy**

The College will respect your privacy. However, when there is reasonable suspicion that College regulations or state/federal laws are being violated, the College may search your room and/ or other personal items. Determinations of what constitutes "reasonable suspicion" may be made by the "Dean on Call" or the Dean of Students. Vehicles you have registered with the College and that are parked on Catawba's private property are also in the realm of this policy. Any items found on Catawba College property that violate policy will be confiscated and may be withheld or returned to the owner at the College's discretion.

# **Inspection of Personal Items**

The College reserves the right to inspect the contents of book bags, shopping bags or other items that may be used to transport or conceal items potentially in violation of College policy.

# **Damage and Vandalism Charges**

Living on campus is a great experience and you will be expected to treat the residence halls and furnishings provided in both the rooms and the common areas with care. Normal wear and tear will be expected, however, when excessive damage occurs due to vandalism or as the result of inappropriate behavior, you will be charged for the repair or replacement of items damaged and/or cleaning needed.

When excessive damage is discovered in common areas and the person(s) responsible for the damage cannot be identified, the cost of the repair will be charged to all residents of that hall or building. All students will be billed, regardless of whether they were present on the date(s) of the incident. Students can be exempted if the remaining residents in the hallway or building agree that they do not share in the responsibility. However, the total amount will be recalculated, and the remaining residents will absorb the cost. The Residence Life Staff will make every effort to determine who is responsible. The College bases this policy on two understandings:

- Residents of a floor or residence hall make up a community and have certain responsibilities to look out for one another and work to keep the community clean, comfortable and safe.
- The possibility of incurring a common damage charge encourages residents to hold one
  another responsible for behavior. You should feel comfortable about confronting others
  who do not respect College property.

# **Furnishings and Furniture Removal**

The College provides each resident student a room, key, bed, dresser, lighting, closet or wardrobe, desk, desk chair, phone jack and cable television outlet. We would prefer that you keep all College furniture assigned to a room in the room; if you choose to remove college issued furniture you're your space, it must be returned in its original condition to your assigned space when you move out. Failure to replace your furniture in its original condition will result in being billed for the full cost of replacement. In addition, the Office of Housing and Residential Life reserves the right to restrict any furnishings that it regards as potentially destructive or dangerous to person or property or obstructive to the academic mission of the College (e.g., waterbeds, bars, fountains, etc.). You may not leave any personal furniture in the room during the summer break nor can this furniture be stored by the College. Any and all personal furnishings found in rooms upon checkout will be considered abandoned. You will be charged for removal of any such items, and they will be discarded. Students may not use common area or lounge furniture in their rooms.

# Personal Items in Public Areas

Dishes, cooking supplies, athletic equipment, room furniture and other personal belongings are not permitted to be left in public areas. Public areas include shared kitchens, hallways, bathrooms, lobbies, lounges, stairwells, etc. Items left in public areas are a safety, community health and cleaning issue. If any personal belongings are found in a public area, the Residence Life staff will dispose of these items immediately. Warnings will not be issued if you leave your personal property in the public areas of the residence halls.

# **Abandoned Personal Belongings and Summer Storage**

The College does not assume any responsibility for any personal property left in the residence halls after the close of the buildings. To ensure against loss of property, be sure to pack all of your belongings before closing time and dates. This includes sofas, chairs, tables, clothes, etc. You will be charged substantially for the removal of any items remaining in your room at the end of the term. Storage facilities are not available on campus during the summer months.

#### Maintenance

Residents should report all request for services and repairs directly to the maintenance department using the Catlink system. Students need to log on to their Catlink account and then click on the work order tab. Students should then fill out the work order form completely and correctly to ensure fast and accurate service to the reported issue. In the case of an emergency, work orders can be called in the maintenance department at extension 4505 during office hours. During non-office hours, all emergencies should be reported to Public Safety at extension 4000.

#### **Laundry Services**

Each residence hall is equipped with washers and dryers available to you 24 hours a day. Washers and dryers are available on a first-come, first-served basis. Report any laundry machine problems to the Mac-Gray at 1-800-MAC-GRAY.

#### Micro Fridge Program

Residence Halls are <u>not</u> furnished with Microfridge units. Students should collaborate with their roommate to decide who will bring the microwave / refrigerator since each residence hall room is limited to one microwave (1.1 cubic feet or smaller) and one refrigerator (no larger than 2.0 cubic feet). Students found in violation of this policy will face disciplinary sanctions through the student conduct system that may include fines and confiscation of microwaves and refrigerators that do not comply with this policy.

#### **Substance Free Housing**

All residence halls are designated as smoke-free facilities. Salisbury-Rowan, Heath Hill, Hollifield, and Woodson Hall are designated as substance-free residence halls. The use or possession of alcohol in these buildings is forbidden, regardless of age. Students found in violation will be charged with an alcohol policy violation and may be reassigned to another room.

#### **Smoking**

Smoking in or around the perimeter of residence halls is strictly forbidden. If you are a smoker, you should not smoke in your room or residence hall at any time or under any circumstance. In addition, the entrances to the residence halls are not designated smoking areas; therefore, smoking is strictly prohibited in these areas. Violation of this policy will result in conduct referral.

#### Pest Control

In order to help curb the number of unwanted insects in the buildings, you should make sure to seal and secure all food in plastic or metal containers in the residence halls. Dirty laundry, clothes left on the floor, filthy sinks, unwashed dishes and food left out will generally attract ants and other insects. The exterminator comes to campus each month to spray in the common areas and individual rooms of scheduled residence halls.

#### Pets

The only pets that are allowed in the residence halls are common aquarium fish. All other pets or animals are prohibited for health and humane purposes. "Visiting" pets are not permitted. Students found in violation will be fined \$75.00 and are subject to additional disciplinary action. Students will be given 24 hours to remove the animal from campus.

#### **Hall Sports**

The playing of sports (e.g. baseball, basketball, hockey, football, soccer, frisbee, the riding of a skateboard, bicycle, roller skates, roller blades, etc.) and the throwing of water in the living area is prohibited. Storage of sporting equipment and accessories is not permitted in public areas (i.e. lounges, hallways, stairwells, bathrooms, etc.). Sports items or equipment may be confiscated until further notice. Hall sports are a major source of hall damage and student injury.

#### **Bicycles**

Fire codes make hallways, lounges, stairwells and other common areas unacceptable places for storing bicycles. The Residence Life staff will make every effort to notify the owner to remove the item by a specified date (usually within 24-48 hours). If the items are not removed by the specific date, students will be fined \$50.00 and the bicycle will be confiscated and become property of the College. If there is a storage issue, contact the Office of Housing and Residence Life to inquire about what possibilities are available.

# **Telephone Service**

Catawba College provides intra-campus and local telephone service to each residence hall room. You will be expected to provide a touch-tone telephone and answering machine of your choice.

# **Consideration and Quiet Hours**

All residents are expected to observe "Consideration Hours" 24 hours a day, 7 days a week. This means that your music, television and voices should be kept at an acceptable level that does not disturb other residents at all times. You and the residents on your hall should be able to sleep AND study in your residence hall at any time throughout the day and evening. Quiet hours are: Sunday-Thursday: midnight-9 a.m.; Friday and Saturday: 2 a.m.-9 a.m.. During exams, "Quiet Hours" will be enforced 24 hours a day, seven days a week. During quiet hours residents must keep all noise to a minimum and nothing should be heard outside of the student's room. Violators may be asked to leave the residence hall during this time.

# **Mandatory Departure Dates/Times**

If you have completed your course work and exams at the end of the fall semester and you are not returning the following semester, you must check-out of your residence hall within 24 hours after your last exam. If you withdraw from the College at any time during the semester, you must check- out of your residence hall within 24 hours of your withdrawal notice. At the end of the spring semester, you must checkout of your room within 24 hours after your last exam. If you are a graduating senior, you will have until 5 p.m. the day of commencement to check out of your residence hall. Failure to depart your space at the required time will result in a \$100.00 fine per 24 hour period (to begin every 24 hours from required time and day), as well as formal charges from the College through the conduct process. Those who are required to be off campus may not continue to stay on campus with any other student who is permitted to remain on premises. If a student is allowing

another to stay with them they will also be charged through the student code for failure to comply.

### **Important Dates**

Friday, December 13, 2013 @ 5 p.m.

Residence Halls close for Christmas Break

Residence Halls open for Spring Semester

Residence Halls close for non-graduating students

Residence Halls close for non-graduating students

Residence Halls close for all students

Please plan for travel accordingly as extensions will not be granted for travel reasons.

The Alma Mater

"Fair Catawba"

WORDS AND MUSIC BY BERNICE AND ALVIN R. KEPPEL

Arr. Jeremy Krider '95; transcribed for brass quintet by J.G. Poolos (Dr. Alvin R. Keppel was president of Catawba College 1942-63)

Down in the verdant Southland,
High on the Piedmont plains,
There's a tower that is piercing the heavens,
And a campus of fond mem'ry lanes.
Higher than the walls of man's making
Are the thoughts of my sojourn there.
Brighter that the sun upon waking
Are the friendships time cannot outwear

Fair Catawba, my Catawba
Symbol of life and right!
We thy sons and daughters Hail thee, Queen of light!
Rich and glorious be thy future,
World of influence wide.
And with us, who bear thy culture, May thy precepts and spirit abide.

This Student Handbook is an official publication of the Division of Student Affairs. Nothing in this Handbook may be considered as setting forth the terms of a contract between a student or prospective student and Catawba College. The College reserves the right to modify the requirements for admission and graduation; to amend any regulation affecting the student body and to dismiss from the College any student if it is deemed by the College to be in its best interest or in the best interest of the student to do so.

Catawba College admits students without regard to race, national or ethnic origin, sexual orientation, religion, disability, or gender to all the rights, privileges, programs, and activities generally accorded or made available to students at Catawba, and does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other College-administered programs. It complies fully with the prohibitions against discrimination on the basis of sex contained in Title IX of the Educational Amendments of 1972. In employment of both students and staff, Catawba is an Affirmative Action and Equal Opportunity Employer.

# **SPORTS SCHEDULE**

	3PUR13 3		
M SOCC	ER	W SOCC	ER
8/20/13	Gardner-Webb Pre-season game , TBA	9/5/13	Belmont Abbey College (Home), 7:00 PM
8/23/13	Lees-McRae College Pre-season game	9/7/13	UNC-Pembroke (Home), 7:30 PM
0/20/10	depart @ 1 PM (Away), 6:00 PM	9/10/13	Lees-McRae College depart @ 2 PM
8/31/13	CSA Academy Pre-season game (Home),		(Away), 7:00 PM
	TBA	9/14/13	Anderson (Away), 1:00 PM
9/7/13	Barton College depart @ 1 PM (Away),	9/18/13	Mount Olive (Home), 5:00 PM
	7:00 PM	9/21/13	Carson-Newman College (Home), 7:00 PM
9/14/13	Anderson (Away), TBA	9/25/13	Wingate University depart @ 2 PM (Away),
9/18/13	Pfeiffer University (Home), 7:00 PM		5:00 PM
9/21/13	Carson-Newman College (Home), 2:30 PM	9/28/13	Newberry College (Away), 1:30 PM
9/25/13	Wingate University depart @ 3 PM (Away), TBA	10/2/13	Chowan College depart @ 8 AM (Away), 2:00 PM
9/28/13	Newberry College (Away), TBA	10/5/13	Coker College (Away), TBA
10/2/13	Chowan College depart @ 10 AM (Away).	10/9/13	Queens University (Home), 5:00 PM
	4:30 PM	10/12/13	Tusculum College (Home), 7:00 PM
10/5/13	Coker College depart @ 10 AM (Away),	10/16/13	Limestone College (Home), 5:00 PM
	4:00 PM	10/19/13	Brevard College (Away), 1:30 PM
10/9/13	Queens University (Home), 7:30 PM	10/23/13	Lenoir-Rhyne (Home), 7:30 PM
10/12/13	Tusculum College (Home), 7:30 PM	10/26/13	Lincoln Memorial University (Away),
10/16/13	Belmont Abbey College (Home), 7:00 PM		3:30 PM
10/19/13	Brevard College (Away), TBA	10/30/13	Pfeiffer University depart @ 1 PM (Away),
10/23/13	Lenoir-Rhyne (Home), 7:30 PM		3:00 PM
10/26/13	Lincoln Memorial University (Away), TBA	11/2/13	Mars Hill College (Home), 5:00 PM
11/1/13	Mars Hill College (Home), 7:30 PM	11/5/13	First Round SAC Tournament , TBA
CROSS (	COUNTRY	11/8/13	Semi-Final SAC Tournament , TBA
8/23/13	Mountain Trip depart Friday 3 PM , TBA	11/10/13	Final SAC Tournament , TBA
8/24/13	Mountain Trip depart Friday 3 PM , TBA	W VOLL	EYBALL
8/25/13	Mountain Trip depart Friday 3 PM , TBA	9/6/13	Shippensburg Catawba Invitational Tourna-
9/6/13	Meet @ Hurley & Salisbury City Parks		ment (Home), 7:00 PM
	(Home), 3:00 PM	9/7/13	Montevallo Catawba Invitational Tourna-
9/13/13	Meet @ Coastal Carolina depart @ 12 PM	0/40/40	ment (Home), 5:00 PM
9/21/13	(Away), TBA Wingate University depart @ 6:30 AM (Away)	9/13/13	Lenoir-Rhyne depart @ 4 PM (Away), 7:00 PM
10/5/13	Meet @ Haganstone Park depart @ 6:30 AM	9/14/13	Brevard College depart @ 8 AM (Away), 2:00 PM
10/11/13	(To Be Announced/Determined), TBA	9/20/13	Wingate University (Home), 7:00 PM
10/12/13	(To Be Announced/Determined), TBA	9/21/13	Coker College (Home), 1:00 PM
10/25/13	SAC Meet hosted by Mars Hill depart by 2	9/27/13	Tuesdam College deport @ 1 DM (Augus)
	PM (Away)		Tusculum College depart @ 1 PM (Away), 7:00 PM
10/26/13	PM (Away) SAC Meet hosted by Mars Hill depart by 2	9/28/13	
10/26/13	SAC Meet hosted by Mars Hill depart by 2 PM (Away)	9/28/13 10/4/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM
10/26/13 11/9/13	SAC Meet hosted by Mars Hill depart by 2		7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away),
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away),
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13 10/5/13 10/8/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away), 7:00 PM
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13 10/5/13 10/8/13 10/11/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away), 7:00 PM Newberry College (Home), 7:00 PM
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13 10/5/13 10/8/13 10/11/13 10/12/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away), 7:00 PM Newberry College (Home), 7:00 PM Anderson (Home), 5:00 PM
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13 10/5/13 10/8/13 10/11/13 10/12/13 10/18/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away), 7:00 PM Newberry College (Home), 7:00 PM Anderson (Home), 5:00 PM Lenoir-Rhyne (Home), 7:00 PM
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13 10/5/13 10/8/13 10/11/13 10/12/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away), 7:00 PM Newberry College (Home), 7:00 PM Anderson (Home), 5:00 PM Lenoir-Rhyne (Home), 7:00 PM Brevard College (Home), 5:00 PM Wingate University depart at 3:30 PM
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13 10/5/13 10/8/13 10/11/13 10/12/13 10/18/13 10/19/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away), 7:00 PM Newberry College (Home), 7:00 PM Anderson (Home), 5:00 PM Lenoir-Rhyne (Home), 7:00 PM Brevard College (Home), 5:00 PM Wingate University depart at 3:30 PM (Away), 7:00 PM Coker College depart @ 9 AM (Away),
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13 10/5/13 10/8/13 10/11/13 10/12/13 10/18/13 10/19/13 10/25/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away), 7:00 PM Newberry College (Home), 7:00 PM Anderson (Home), 5:00 PM Lenoir-Rhyne (Home), 7:00 PM Brevard College (Home), 5:00 PM Wingate University depart at 3:30 PM (Away), 7:00 PM Coker College depart @ 9 AM (Away), 2:00 PM
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13 10/5/13 10/8/13 10/11/13 10/12/13 10/18/13 10/19/13 10/25/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away), 7:00 PM Newberry College (Home), 7:00 PM Anderson (Home), 5:00 PM Lenoir-Rhyne (Home), 7:00 PM Brevard College (Home), 5:00 PM Wingate University depart at 3:30 PM (Away), 7:00 PM Coker College depart @ 9 AM (Away),
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13 10/5/13 10/8/13 10/11/13 10/12/13 10/18/13 10/19/13 10/25/13 10/26/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away), 7:00 PM Newberry College (Home), 7:00 PM Anderson (Home), 5:00 PM Lenoir-Rhyne (Home), 7:00 PM Brevard College (Home), 5:00 PM Wingate University depart at 3:30 PM (Away), 7:00 PM Coker College depart @ 9 AM (Away), 2:00 PM Tusculum College (Home), 7:00 PM Mars Hill College (Home), 5:00 PM Carson-Newman College (Home), 7:00 PM
	SAC Meet hosted by Mars Hill depart by 2 PM (Away) Regional Meet in Charlotte depart at	10/4/13 10/5/13 10/8/13 10/11/13 10/12/13 10/18/13 10/19/13 10/25/13 10/26/13 11/1/13 11/2/13	7:00 PM Mars Hill College (Away), 2:00 PM Carson-Newman College depart @ 1 PM (Away), 7:00 PM Lincoln Memorial University (Away), 2:00 PM Queens University depart @ 4 PM (Away), 7:00 PM Newberry College (Home), 7:00 PM Anderson (Home), 5:00 PM Lenoir-Rhyne (Home), 7:00 PM Brevard College (Home), 5:00 PM Wingate University depart at 3:30 PM (Away), 7:00 PM Coker College depart @ 9 AM (Away), 2:00 PM Tusculum College (Home), 7:00 PM Mars Hill College (Home), 5:00 PM

 11/12/13
 Queens University (Home), 7:00 PM

 11/15/13
 Newberry College depart @ 2 PM (Away), 7:00 PM

 11/16/13
 Anderson (Away), 2:00 PM

 11/22/13
 Conference Tournament @ Newberry

(Away), TBA

# **FOOTBALL**

9/7/13 West Liberty, WV (Home), 1:30 PM Livingstone College (Away), 6:00 PM 9/14/13 9/21/13 Newberry College (Home), 7:00 PM 9/28/13 Carson-Newman College (Away), TBA 10/5/13 Tusculum College (Away), TBA Wingate University (Home), 1:30 PM 10/12/13 10/19/13 UNC-Pembroke (Home), 1:30 PM 10/26/13 Brevard College (Away), TBA 11/2/13 Mars Hill College (Home), 1:30 PM 11/9/13 North Greenville (Away), TBA 11/16/13 Lenoir-Rhyne (Home), 1:30 PM

# **TENNIS**

9/18/13 J.C. Smith (Home), 3:00 PM 9/21/13 Lees-McRae College depart @ 10 AM (Away), 2:00 PM

10/4/13 Barton College Tournament depart @ 9 AM

(Away), TBA

10/5/13 Barton College Tournament depart @ 9 AM (Away), TBA

10/9/13 North Greenville (Home), 2:00 PM

10/10/13 Lenoir-Rhyne depart @ 11:30 AM (Away), 2:00 PM

2/5/14 J.C. Smith depart @ 1 PM (Away), 3:00 PM 2/13/14 Lees-McRae College (Home), 2:00 PM

2/15/14 Anderson (Home), 1:00 PM

 2/21/14
 Mars Hill College (Home), 2:00 PM

 2/22/14
 Queens University (Home), 11:00 AM

 2/25/14
 North Greenville depart @ 10 AM (Away), 2:00 PM

2/27/14 Coker College depart @ 10 AM (Away), 2:00 PM

3/4/14 Wingate University depart @ 11 AM (Away), 2:00 PM

3/18/14 Barton College (Home), 2:00 PM

3/21/14 Carson-Newman College depart @ 9 AM

(Away), 3:00 PM 3/22/14 Tusculum College

3/22/14 Tusculum College (Away), 11:00 AM 3/25/14 Newberry College (Home), 2:00 PM 3/27/14 Lenoir-Rhyne (Home), 2:00 PM

4/9/14 Brevard College depart @ 10 AM (Away),

2:00 PM

#### W TENNIS

9/25/13 Pfeiffer University depart @ 1 PM (Away), 3:00 PM 2/6/14 UNC-Pembroke depart @ 10 AM (Away), 2:00 PM 2/10/14 Limestone College depart @ 10 AM (Away), 2:00 PM

#### **M TENNIS**

2/19/14

9/26/13 Pfeiffer University depart @ 1 pm (Away), 3:00 PM

Pfeiffer University (Home), 3:00 PM

2/11/14 Pfeiffer University (Home), 3:00 PM

# **CALENDAR YEARS**

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January	6 13 20 27	7 14 21 28	T 1 8 15 22 29	2 9 16 23 30		F 4 11 18 25		February	3 10 17 24	4 11 18 25	5 12 19	6 13 20 27	7 14 21 28	F 1 8 15 22	S 2 9 16 23	March	3 10 17 24 31	M 4 11 18 25	5 12 19	6 13 20 27	7 14 21 28		S 2 9 16 23 30	April	7 14 21 28	22	T 9 16 23 30	W 3 10 17 24	T 4 11 18 25		S 6 13 20 27
Мау	5 12 19 26	6 13 20 27	7 14 21 28	W 1 8 15 22 29	T 9 16 23 30	F 3 10 17 24 31	S 4 11 18 25	June	9 16 23 30	3 10 17 24	4 11 18	5 12 19 26	6 13 20 27	7 14 21	S 1 8 15 22 29	July	7 14 21 28	M 1 8 15 22 29	T 2 9 16 23 30		T 4 11 18 25	F 5 12 19 26	S 6 13 20 27	August	4 11 18 25	5 12 19 26		7 14 21 28	T 1 8 15 22 29	16 23	
September	S 1 8 15 22 29	M 2 9 16 23 30		W 4 11 18 25			S 7 14 21 28	October	6 13 20 27	7 14 21 28	T 1 8 15 22 29	W 2 9 16 23 30		F 4 11 18 25	S 5 12 19 26	November	3 10 17 24	4 11 18	5 12 19	6 13 20	7 14 21 28	F 1 8 15 22 29	S 2 9 16 23 30	December	S 1 8 15 22 29	M 2 9 16 23 30	T 3 10 17 24 31	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27	

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January	5 12 19 26	6 13 20 27	7 14 21 28	W 1 8 15 22 29	T 9 16 23 30	F 3 10 17 24 31	18	February	2 9 16 23	3 10 17 24	4 11 18	5 12 19 26	6 13 20	7 14 21 28	S 1 8 15 22	March	2 9 16 23 30	3 10 17 24 31	T 4 11 18 25	5 12 19 26	T 6 13 20 27	7 14 21 28	S 1 8 15 22 29	April	6 13 20 27	7 14 21 28	T 1 8 15 22 29	W 2 9 16 23 30	T 3 10 17 24	F 4 11 18 25	5 12 19 26
May	4 11 18 25	5 12 19 26	6 13 20	7 14 21 28	T 8 15 22 29	F 9 16 23 30	S 3 10 17 24 31	June	S 1 8 15 22 29	M 2 9 16 23 30	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27		July	6 13 20 27	7 14 21 28	T 1 8 15 22 29	W 2 9 16 23 30	T 3 10 17 24 31	F 4 11 18 25	5 12 19 26	August	3 10 17 24 31	4 11 18 25		6 13 20 27		22	S 2 9 16 23 30
September	7 14 21 28	M 1 8 15 22 29	T 9 16 23 30	W 3 10 17 24	T 4 11 18 25	F 5 12 19 26	S 6 13 20 27	October	5 12 19 26	6 13 20 27	7 14 21 28	W 1 8 15 22 29	T 9 16 23 30	17	S 4 11 18 25	November	S 2 9 16 23 30	3 10 17 24	T 4 11 18 25	5 12 19 26	T 6 13 20 27	7 14 21 28	S 1 8 15 22 29	December	7 14 21 28	M 1 8 15 22 29	T 2 9 16 23 30	W 3 10 17 24 31	T 4 11 18 25	F 5 12 19 26	S 6 13 20 27

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January	4 11	5 12 19		7 14 21	1 8 15 22	2	24	February	5 1 8 15 22	2 9 16	T 3 10 17 24	4 11 18 25	5 12	F 6 13 20 27	7 14 21	March	5 1 8 15 22 29	M 2 9 16 23 30	3 10 17 24	4 11 18	5 12 19	6 13 20	7 14	April		6 13	7 14 21	1 8 15 22	T 9 16 23 30	10 17	S 4 11 18 25
May	3 10 17		5 12 19		7 14 21	F 1 8 15 22 29		June	7 14 21 28		9 16 23	17	4 11		20	July	5 12 19 26		21	W 1 8 15 22 29	16	17 24		August	16		T 4 11 18 25	5 12 19 26	6 13 20	7 14	S 1 8 15 22 29
September	6 13	21					5 12 19 26	October	4 11 18 25	5 12 19	6 13 20	7 14 21	T 1 8 15 22 29	F 9 16 23 30		November	S 1 8 15 22 29	M 2 9 16 23 30	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27	21	December		7 14 21 28	T 1 8 15 22 29	2 9 16 23 30	T 3 10 17 24 31	F 4 11 18 25	5 12 19 26

