This Student Resource Guide is an official publication of the Division of Student Affairs. Nothing in this Resource Guide 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.

<table>
<thead>
<tr>
<th>Property of:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone #:</td>
<td></td>
</tr>
</tbody>
</table>

In case of emergency, please notify:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone #:</th>
</tr>
</thead>
</table>

The information in this book was the best available at press time. Watch for additional information and changes.

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A Brief History of the College

Catawba College, a private/coeducational liberal arts institution, was established in 1851 in Newton, NC by the Reformed Church, whose members were predominantly German settlers in the area. The school served as an Academy during the Civil War and after. In 1885, the institution resumed operations under its original charter as Catawba College. Catawba became coeducational in 1890, graduating its first woman in 1893. The campus in Newton was closed in 1923 when the college accepted an offer of land and facilities to move to Salisbury. Catawba College re-opened in Salisbury in 1925. In 1957, the Evangelical and Reformed Church, Catawba’s original parent body, merged with the Congregational Christian denomination to form the United Church of Christ, with which the college maintains an affiliation. The College, however, has no sectarian restriction, and serves students of all faiths and religions. Since Catawba College opened its doors in the Salisbury community, the institution has established a tradition of successful graduates who honor the college by their achievements and who enable it through their support to strengthen that tradition with each entering class. The college serves a diverse body of students through the services of a well-qualified faculty made up of a distinguished group of teaching scholars who are genuinely committed to accomplishing the mission of the college. Catawba College also serves the Salisbury-Rowan County community through special programs and services. The School of Evening and Graduate Studies represents a special effort to reach out to the adult learner.

Catawba College Mission Statement

Catawba College is committed to providing students an education rich in personal attention that blends the knowledge and competencies of liberal studies with career preparation. Catawba College draws strength from Judeo-Christian values, sustains a dynamic community of learners and seeks to unite a diverse population of students, faculty and staff as active co-participants in scholarship and service. Catawba College prepares students to reach their highest potential while becoming responsible citizens with a zeal to enrich human life.

Important Campus Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>704-637-4470</td>
</tr>
<tr>
<td>Corriher Career Services</td>
<td>704-637-4384</td>
</tr>
<tr>
<td>Information Technology</td>
<td>704-637-4666</td>
</tr>
<tr>
<td>Counseling and Disability Services</td>
<td>704-637-4307</td>
</tr>
<tr>
<td>Dean of Students, Office of the</td>
<td>704-637-4410</td>
</tr>
<tr>
<td>Dean of Evening and Graduate Studies</td>
<td>704-637-4721</td>
</tr>
<tr>
<td>Dining Hall</td>
<td>704-637-4400</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>704-637-4416</td>
</tr>
<tr>
<td>Business Office</td>
<td>704-637-4388</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>704-637-4474</td>
</tr>
<tr>
<td>Intramural and Recreational Sports</td>
<td>704-645-4577</td>
</tr>
<tr>
<td>Library</td>
<td>704-637-4448</td>
</tr>
<tr>
<td>Mail Services</td>
<td>704-637-4107</td>
</tr>
<tr>
<td>President, Office of the</td>
<td>704-637-4414</td>
</tr>
<tr>
<td>Proctor Student Health Center</td>
<td>704-637-4404</td>
</tr>
<tr>
<td>Provost</td>
<td>704-637-4466</td>
</tr>
<tr>
<td>Public Safety, Office of</td>
<td>704-637-4000</td>
</tr>
<tr>
<td>Registrar</td>
<td>704-637-4411</td>
</tr>
<tr>
<td>Retention and Academic Support Services</td>
<td>704-637-4210</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>704-637-4410</td>
</tr>
<tr>
<td>Vice President for Finance</td>
<td>704-645-4550</td>
</tr>
<tr>
<td>Associate Provost</td>
<td>704-637-4353</td>
</tr>
<tr>
<td>Sr. Vice President for Development</td>
<td>704-637-4394</td>
</tr>
<tr>
<td>Sr. Vice President and Chaplain</td>
<td>704-637-4446</td>
</tr>
<tr>
<td>Title IX Coordinator for Athletics</td>
<td>704-637-4455</td>
</tr>
</tbody>
</table>
## Academic Calendar

### Day Program – First Semester (Fall 2015)

<table>
<thead>
<tr>
<th>AUGUST</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10-14 Monday-Friday</td>
<td>Pre-term Meetings</td>
</tr>
<tr>
<td>15 Saturday</td>
<td>First-year Students Arrive/Residence Halls Open at 9am</td>
</tr>
<tr>
<td>15-18 Saturday-Tuesday</td>
<td>Orientation for NEW Students</td>
</tr>
<tr>
<td>17 Monday</td>
<td>Transfer Registration</td>
</tr>
<tr>
<td>18 Tuesday</td>
<td>Upper-class Students Arrive/FIRST-YEAR Students Register/Opening Convocation</td>
</tr>
<tr>
<td>19 Wednesday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>26 Wednesday</td>
<td>Last Day to Add a Class (4pm)/Last Day to File for December &amp; January Graduation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Monday</td>
<td>Labor Day Holiday/No Classes</td>
</tr>
<tr>
<td>25-27 Friday-Sunday</td>
<td>Family Weekend</td>
</tr>
<tr>
<td>28 Monday</td>
<td>Last Day to Remove &quot;I&quot; Grades Outstanding from Spring or Summer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Thursday</td>
<td>Progress Reports Due</td>
</tr>
<tr>
<td>10-13 Saturday-Tuesday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>16 Friday</td>
<td>Last Day to Drop a Class (4pm)/Credit by Exam for Fall 2015 Must Be On File in Registrar's Office</td>
</tr>
<tr>
<td>23-25 Friday-Sunday</td>
<td>Homecoming Weekend</td>
</tr>
<tr>
<td>26-29 Monday-Thursday</td>
<td>Registration for Spring Semester and Winter Term</td>
</tr>
<tr>
<td>30 Friday</td>
<td>Last Day for Voluntary Withdrawal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25-29 Thursday</td>
<td>Wednesday-Sunday</td>
</tr>
<tr>
<td>30 Monday</td>
<td>Classes Resume</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Friday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>5 Saturday</td>
<td>Study Day</td>
</tr>
<tr>
<td>7-11 Monday-Friday</td>
<td>Final Exams</td>
</tr>
<tr>
<td>11 Friday</td>
<td>Residence Halls Close for Christmas Break at 5pm</td>
</tr>
<tr>
<td>14 Monday</td>
<td>All Grades Due at 7:00am</td>
</tr>
<tr>
<td>21-31 Monday-Thursday</td>
<td>Holiday Break/College Closed</td>
</tr>
</tbody>
</table>
### Winter Term 2015-16

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>DECEMBER</td>
<td>Winter Term Classes Begin</td>
</tr>
<tr>
<td>14 Monday</td>
<td>Winter Term Classes Begin</td>
</tr>
<tr>
<td>15 Tuesday</td>
<td>Last Day to Add a Winter Term Class (4 pm)</td>
</tr>
<tr>
<td>28 Monday</td>
<td>Last Day to Drop a Winter Term Class (4 pm)</td>
</tr>
<tr>
<td>JANUARY</td>
<td>Last Day of Winter Term Classes/Winter Term Grades are Due (4pm)</td>
</tr>
<tr>
<td>7 Thursday</td>
<td>Last Day of Winter Term Classes/Winter Term Grades are Due (4pm)</td>
</tr>
</tbody>
</table>

#### Day Program – Second Semester (Spring 2016)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>New Year’s Day/College Closed</td>
</tr>
<tr>
<td>01 Friday</td>
<td>New Year’s Day/College Closed</td>
</tr>
<tr>
<td>10 Sunday</td>
<td>Residence Halls Open at 12pm</td>
</tr>
<tr>
<td>11 Monday</td>
<td>Orientation for transfer students/Registration for new students/Advising for returning students</td>
</tr>
<tr>
<td>12 Tuesday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>18 Monday</td>
<td>Martin Luther King, Jr. Holiday/College Closed</td>
</tr>
<tr>
<td>20 Wednesday</td>
<td>Last Day to Add a Class (4pm)/Last Day to File for May &amp; August Graduation</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>Last Day Remove &quot;I&quot; Grades Outstanding from First Semester</td>
</tr>
<tr>
<td>22 Monday</td>
<td>Last Day Remove &quot;I&quot; Grades Outstanding from First Semester</td>
</tr>
<tr>
<td>29 Monday</td>
<td>Progress Reports are Due</td>
</tr>
<tr>
<td>MARCH</td>
<td>Spring Break</td>
</tr>
<tr>
<td>5-13 Saturday-Sunday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>14 Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>15 Tuesday</td>
<td>Last Day to Drop a Class (4pm)/Credit by Exam Must Be on File in Registrar's Office</td>
</tr>
<tr>
<td>24 Thursday</td>
<td>Last Day for Voluntary Withdrawal</td>
</tr>
<tr>
<td>25-28 Friday-Monday</td>
<td>Easter Break/College Closed</td>
</tr>
<tr>
<td>21-31 Monday-Thursday</td>
<td>Holiday Break/College Closed</td>
</tr>
<tr>
<td>APRIL</td>
<td>Registration for Summer Session and Fall Semester 2016</td>
</tr>
<tr>
<td>4-7 Monday-Thursday</td>
<td>Registration for Summer Session and Fall Semester 2016</td>
</tr>
<tr>
<td>21 Thursday</td>
<td>Spring Awards Convocation</td>
</tr>
<tr>
<td>MAY</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>2 Monday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>03 Tuesday</td>
<td>Study Day</td>
</tr>
<tr>
<td>04-10 Wednesday-Tuesday</td>
<td>Final Exams (No Saturday Examinations)</td>
</tr>
<tr>
<td>11 Wednesday</td>
<td>Senior Grades Due by Noon</td>
</tr>
<tr>
<td>12 Thursday</td>
<td>All Grades Due at 4pm/Senior Investiture</td>
</tr>
<tr>
<td>13 Friday</td>
<td>Baccalaureate</td>
</tr>
<tr>
<td>14 Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>Block 1</td>
<td>Date</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------</td>
</tr>
<tr>
<td>August 5</td>
<td>Wednesday</td>
</tr>
<tr>
<td>August 6</td>
<td>Thursday</td>
</tr>
<tr>
<td>August 6</td>
<td>Thursday</td>
</tr>
<tr>
<td>August 10</td>
<td>Monday</td>
</tr>
<tr>
<td>August 13</td>
<td>Thursday</td>
</tr>
<tr>
<td>August 17</td>
<td>Monday</td>
</tr>
<tr>
<td>August 20</td>
<td>Thursday</td>
</tr>
<tr>
<td>August 22</td>
<td>Saturday</td>
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<td>August 24</td>
<td>Monday</td>
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<tr>
<td>August 27</td>
<td>Thursday</td>
</tr>
<tr>
<td>August 31</td>
<td>Monday</td>
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<thead>
<tr>
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<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3</td>
<td>Thursday</td>
<td>Registration/1st Class</td>
<td></td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>Labor Day Holiday</td>
<td></td>
</tr>
<tr>
<td>September 10</td>
<td>Thursday</td>
<td>Last Day to Add a Class</td>
<td></td>
</tr>
<tr>
<td>September 14</td>
<td>Monday</td>
<td>3rd Class Meeting</td>
<td></td>
</tr>
<tr>
<td>September 17</td>
<td>Thursday</td>
<td>4th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>September 19</td>
<td>Saturday</td>
<td>5th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>September 21</td>
<td>Monday</td>
<td>6th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>September 24</td>
<td>Thursday</td>
<td>Last Day to Drop a Class (1)</td>
<td></td>
</tr>
<tr>
<td>September 28</td>
<td>Monday</td>
<td>8th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>October 1</td>
<td>Thursday</td>
<td>Last Class (Final Exam)</td>
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</tr>
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<table>
<thead>
<tr>
<th>Block 3</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 5</td>
<td>Monday</td>
<td>Registration/1st Class</td>
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<tr>
<td>October 8</td>
<td>Thursday</td>
<td>Last Day to Add a Class</td>
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<tr>
<td>October 12</td>
<td>Monday</td>
<td>Fall Break — No Class</td>
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</tr>
<tr>
<td>October 15</td>
<td>Thursday</td>
<td>3rd Class Meeting</td>
<td></td>
</tr>
<tr>
<td>October 17</td>
<td>Saturday</td>
<td>4th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>October 19</td>
<td>Monday</td>
<td>5th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>October 22</td>
<td>Thursday</td>
<td>6th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>October 26</td>
<td>Monday</td>
<td>Last Day to Drop a Class (1)</td>
<td></td>
</tr>
<tr>
<td>October 29</td>
<td>Thursday</td>
<td>8th Class Meeting</td>
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</tr>
<tr>
<td>November 2</td>
<td>Monday</td>
<td>Last Class (Final Exam)</td>
<td></td>
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<tr>
<td>Block 4</td>
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<tr>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
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</tr>
<tr>
<td>November 5</td>
<td>Thursday</td>
<td>Registration/1st Class</td>
<td></td>
</tr>
<tr>
<td>November 9</td>
<td>Monday</td>
<td>Last Day to Add a Class</td>
<td></td>
</tr>
<tr>
<td>November 12</td>
<td>Thursday</td>
<td>3rd Class Meeting</td>
<td></td>
</tr>
<tr>
<td>November 16</td>
<td>Monday</td>
<td>4th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>November 19</td>
<td>Thursday</td>
<td>5th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>November 21</td>
<td>Saturday</td>
<td>6th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>November 23</td>
<td>Monday</td>
<td>Last Day to Drop a Class(1)</td>
<td></td>
</tr>
<tr>
<td>November 26</td>
<td>Thursday</td>
<td>Thanksgiving Holiday</td>
<td></td>
</tr>
<tr>
<td>November 30</td>
<td>Monday</td>
<td>8th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>December 3</td>
<td>Thursday</td>
<td>Lessons &amp; Carols No Class</td>
<td></td>
</tr>
<tr>
<td>December 7</td>
<td>Monday</td>
<td>Last Class (Final Exam)</td>
<td></td>
</tr>
</tbody>
</table>

| Block 5 (Classes Meet Every Other Tuesday) |
|-----------------|-----------------|-----------------|
| August 11       | Tuesday         | 1st Class       |
| August 25       | Tuesday         | Last day to Add |
| September 8     | Tuesday         | 3rd Class       |
| September 22    | Tuesday         | 4th Class       |
| October 6       | Tuesday         | 5th Class       |
| October 20      | Tuesday         | 6th Class       |
| November 3      | Tuesday         | Last Day to Drop (1) |
| November 17     | Tuesday         | 8th Class       |
| December 1      | Tuesday         | Final Exam      |

| Block 6 (ONLINE) |
|-----------------|-----------------|-----------------|
| August 6        | Thursday         | First Class     |
| August 13       | Thursday         | Last Day To Add |
| October 22      | Thursday         | Last Day To Drop (1) |
| December 7      | Monday           | Final Exam      |

(1) This deadline pertains to the grade (i.e. last day to drop and receive a “W”), not the refund. Check the School of Evening and Graduate Studies Refund Policy for more information.

(2) Classes scheduled to meet on Tuesday evenings will meet on the dates printed above for Fall 2015 and Spring 2016 semesters beginning on the first Tuesday of each semester.

**Spring Semester 2016**

<p>| Block 1 |
|-----------------|-----------------|-----------------|
| January 7       | Thursday         | Registration (New Students) |
| January 11      | Monday           | Registration (Continuing) |
| January 11      | Monday           | 1st Class Meeting   |
| January 14      | Thursday         | Last Day to Add a Class |
| January 18      | Monday           | MLK Day — No Classes |
| January 21      | Thursday         | 3rd Class Meeting   |
| January 23      | Saturday         | 4th Class Meeting   |
| January 25      | Monday           | 5th Class Meeting   |
| January 28      | Thursday         | 6th Class Meeting   |
| February 1      | Monday           | Last Day to Drop a Class (1) |
| February 4      | Thursday         | 8th Class Meeting   |
| February 8      | Monday           | Last Class (Final Exam) |</p>
<table>
<thead>
<tr>
<th>Block 2</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 11</td>
<td>Thursday</td>
<td>Registration/1st class</td>
<td></td>
</tr>
<tr>
<td>February 15</td>
<td>Monday</td>
<td>Last Day to Add a Class</td>
<td></td>
</tr>
<tr>
<td>February 18</td>
<td>Thursday</td>
<td>3rd Class Meeting</td>
<td></td>
</tr>
<tr>
<td>February 22</td>
<td>Monday</td>
<td>4th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>February 25</td>
<td>Thursday</td>
<td>5th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>February 27</td>
<td>Saturday</td>
<td>6th Class Meeting</td>
<td></td>
</tr>
<tr>
<td>February 29</td>
<td>Monday</td>
<td>Last Day to Drop a Class (1)</td>
<td></td>
</tr>
<tr>
<td>March 3</td>
<td>Thursday</td>
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<tr>
<td>March 17</td>
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<tr>
<td>March 19</td>
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<tr>
<td>March 21</td>
<td>Monday</td>
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<tr>
<td>March 24</td>
<td>Thursday</td>
<td>5th Class Meeting</td>
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<tr>
<td>March 28</td>
<td>Monday</td>
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<td>March 31</td>
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<tr>
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<tr>
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<tbody>
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<tr>
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</tr>
<tr>
<td>April 21</td>
<td>Thursday</td>
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<td></td>
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<tr>
<td>April 23</td>
<td>Saturday</td>
<td>4th Class Meeting</td>
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</tr>
<tr>
<td>April 25</td>
<td>Monday</td>
<td>5th Class Meeting</td>
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<tr>
<td>April 28</td>
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<td>6th Class Meeting</td>
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<tr>
<td>May 2</td>
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<tr>
<td>May 5</td>
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<tr>
<td>May 9</td>
<td>Monday</td>
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<td>May 13</td>
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<tr>
<th>Block 5 (Classes Meet Every Other Tuesday)</th>
<th>Date</th>
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<td>January 12</td>
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<td>January 26</td>
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</tr>
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<td>February 9</td>
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<td>February 23</td>
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<td>March 22</td>
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<tr>
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<tr>
<td>April 19</td>
<td>Tuesday</td>
<td>8th Class</td>
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<tr>
<td>May 3</td>
<td>Tuesday</td>
<td>Final Exam</td>
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</table>
Block 6 (ONLINE)

Online classes may begin on the first day of the semester or later. Students must complete all assignments on or before the last day of the semester. For further questions regarding online courses, students should contact the School of Evening and Graduate Studies at 704-627-4772 or 1-800-CATAWBA.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11</td>
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<tr>
<td>January 19</td>
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<tr>
<td>March 28</td>
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<td>Last Day to Drop(1)</td>
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<tr>
<td>May 5</td>
<td>Thursday</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

(1) This deadline pertains to the grade (i.e. last day to drop and receive a “W”), not the refund. Check the School of Evening and Graduate Studies Refund Policy for more information.
(2) Classes scheduled to meet on Tuesday evenings will meet on the dates printed above for Fall 2015 and Spring 2016 semesters beginning on the first Tuesday of each semester

**Summer Session 2016**

**Block 1**

Classes scheduled for Block 1 of the 2016 Summer Session will meet from 6:00-9:45 PM Monday and Thursday evenings and designated Saturday mornings from 8:00-11:45 AM.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>May 26</td>
<td>Thursday</td>
<td>Registration/1st Class Meeting</td>
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<tr>
<td>May 30</td>
<td>Monday</td>
<td>Memorial Day—No Class</td>
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<td>June 2</td>
<td>Thursday</td>
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<tr>
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<td>3rd Class Meeting</td>
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<tr>
<td>June 9</td>
<td>Thursday</td>
<td>4th Class Meeting</td>
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<tr>
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<td>Monday</td>
<td>5th Class Meeting</td>
</tr>
<tr>
<td>June 16</td>
<td>Thursday</td>
<td>6th Class Meeting</td>
</tr>
<tr>
<td>June 18</td>
<td>Saturday</td>
<td>Last Day to Drop a Class(1)</td>
</tr>
<tr>
<td>June 20</td>
<td>Monday</td>
<td>8th Class Meeting</td>
</tr>
<tr>
<td>June 23</td>
<td>Thursday</td>
<td>Last Class (Final Exam)</td>
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</tbody>
</table>

**Block 2**

Classes scheduled for Block 2 of the 2016 Summer Session will meet from 6:00-9:45 PM Monday and Thursday evenings and designated Saturday mornings from 8:00-11:45 AM.

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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>June 27</td>
<td>Monday</td>
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<tr>
<td>June 30</td>
<td>Thursday</td>
<td>Last Day to Add a Class</td>
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<tr>
<td>July 4</td>
<td>Monday</td>
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<tr>
<td>July 7</td>
<td>Thursday</td>
<td>3rd Class Meeting</td>
</tr>
<tr>
<td>July 11</td>
<td>Monday</td>
<td>4th Class Meeting</td>
</tr>
<tr>
<td>July 14</td>
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<tr>
<td>July 16</td>
<td>Saturday</td>
<td>6th Class Meeting</td>
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<tr>
<td>July 18</td>
<td>Monday</td>
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<td>July 21</td>
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<tr>
<td>July 25</td>
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<td>Last Class (Final Exam)</td>
</tr>
</tbody>
</table>

**Block 3 (Online Classes)**

Online classes may begin on the first day of the 2016 Summer Session. Students must complete all assignments on or before the last class day of the term. Students with further questions regarding online courses should contact the School of Evening and Graduate Studies offices at 704-627-4772 or 1-800-CATAWBA.

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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 26</td>
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<tr>
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<tr>
<td>July 11</td>
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<td>Last Day to Drop a Class(1)</td>
</tr>
<tr>
<td>July 25</td>
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<td>Last Class (Final Exam)</td>
</tr>
</tbody>
</table>

(1) This deadline pertains to the grade (i.e. last day to drop and receive a “W”), not the refund. Check the School of Evening and Graduate Studies Refund Policy.
(2) Students must adhere to the “Revised Drop/Add Policy (August 9, 2002) when dropping and/or adding courses.
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<thead>
<tr>
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<tbody>
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<tr>
<td>Office Hours: _____________________</td>
<td>Office Hours: _____________________</td>
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<tr>
<td>Attendance Policy: _______________</td>
<td>Attendance Policy: _______________</td>
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<tr>
<td>Email/ phone #: _________________</td>
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<table>
<thead>
<tr>
<th>Course: __________________________</th>
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<tbody>
<tr>
<td>Professor: _______________________</td>
<td>Professor: _______________________</td>
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<tr>
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<thead>
<tr>
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### Weekly Schedule: Fall 2015

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<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
<th>Sat</th>
<th>Sun</th>
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</table>
| Assignment  
/ Test | Date/ Time | Point/ % Value | Points/ % Earned |
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| Assignment  
/ Test | Date/ Time | Point/ % Value | Points/ % Earned |
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| Final Exam |            |                |                  |
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<th>Assignment / Test</th>
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1. Where can the Catawba College Catalog be found? __________________________ 

2. The minimum cumulative GPA required for freshman to remain in academic good standing is a ______. Anything below a _______ GPA means the student is placed on academic probation.

3. Name three places student can go for academic support __________________________

4. How do you check your student audit? __________________________

5. The minimum number of hours required to be considered a full time student ____________.

6. How many credit hours must you earn in order to be considered a sophomore? _________________

7. How do students finalize their schedule? __________________________

8. When can you first declare a major? __________________________
   When must you declare a major by? __________________________

9. The last day to drop a course with a “W” for the fall of 2015 is ____________.

10. If a student decides to change his or her major, he or she needs to go to the following office __________________________

11. What is the minimum GPA to be placed on the Dean’s List if you took 15 credit hours? ____________

12. How many historical and social courses must you complete? _____ . What would be an example of one of these types of classes? __________________________

13. How many interpretive courses must you complete? ____ . What would be an example of this type of course? __________________________

14. How many credit hours of creative courses must you complete? _______. What would be an example of this type of course? __________________________

15. How many credit hours of scientific courses must you complete? _______.
   What would be an example of this type of course? __________________________

16. How many non-western courses must you complete? _______.
   What would be an example of this type of course? __________________________

17. How many classes can you miss in a Tuesday Thursday class before you automatically fail the course? __________________________.
**The Study Cycle... Study Smarter, Not Harder**

**PREVIEW BEFORE EACH CLASS:** Review your syllabus for prompts. Skim the chapters to be covered in class. Review chapter objectives/introductions and conclusions. Highlight headings and boldface words. Scan diagrams and charts. Make an outline of the chapter(s) you read. Develop written questions that you would like answered during the lecture. Get organized for the next class.

**ATTEND CLASS:** Go to every class (arrive 5-10 minutes early), even if it isn't required! Take meaningful notes and ask questions during lecture. Be an active listener. Sit near the front. Consider utilizing a note-taking system, such as the Cornell method. Capture all that is said in class and what is on the board/Powerpoint. Synthesize lecture and reading material.

**REVIEW:** Within 24 hours of each class, go over your notes and identify where you have gaps or correct any misunderstandings of the material. Go over notes and review highlighted material in your textbook. Summarize the main ideas and put them into your own words. Be sure to understand all of the material covered in class that day and grasp the big picture.

**STUDY:** Repetition is the key. Organize your notes into different formats such as outlines, flashcards, or mind gaps to supplement your notes. Make connections to show hierarchies, similarities/differences, and cause/effect. Utilize the Intense Study Session method: set a goal, study with focus, reward yourself and review. Clarify unclear concepts with your professor during office hours or make an appointment.

**SELF-TEST:** Periodically perform reality checks to see if you are retaining information. Predict and answer practice test questions. Boost memory with mnemonic devices. Apply concepts to yourself or to real-world situations. Utilize resources, such as tutoring, to make sure you can talk about concepts aloud to another student to confirm that you have mastered the material.
Academic Policies

Classification:
Freshman 0-29 credit hours earned
Sophomore 30-59 credit hours earned
Junior 60-89 credit hours earned
Senior 90 or more credit hours earned

Dropping and Adding Courses:
After a student has completed registration, he or she may add courses during the designed “add” period pending approval. A student may drop a course with a grade of “W” up to the date posted in the academic calendar pending approval. Any student who has a pending charge of academic dishonesty may not drop the course in which the alleged offence has occurred. A course may not be dropped after the designated date.

Transferring Credit:
In general, Catawba College accepts transfer course credit from other institutions of higher education under the following conditions:
1. The course work was taken at a regionally accredited college or university where the Catawba College Registrar determines to be acceptable for transfer credit.
2. The subject matter and the level of the course must be appropriate to Catawba’s curriculum.
3. The grade that is earned for the course must be at least a C-

Academic Grievances:
The student should try to resolve the grievance with the faculty member, staff member or student in question. If no resolution is achieved, the student may appeal his or her complaint in writing to the chair or head of the department in which the complaint originated. If the grievance remains unresolved, the student can then appeal his or her complaint in writing to the Associate Provost.

Withdrawals:
A student who wishes to withdraw completely from the College after the last day to add a class must complete the withdrawal process before the end of the tenth week of the semester. A student must initiate the process by requesting a withdrawal form from the office of the Dean of Students and complete the process with the Office of the Registrar by the deadline. For further information please refer to the online resource guide found at http://catawba.edu/about/our-campus/offices/registrar/policies/policy-withdrawal-college/
There’s ONLY so much TIME!

There are 168 hours in a week.

Catawba’s faculty and staff recommend at least two hours of preparation outside of class for every one hour spent in class.

Often, students response is similar to the following:

“What?? TWO hours? I don’t have that kind of time!”

Let’s check and see if that might not be true. See below.
**Where Does My Time Go?**

As a college student, you have many activities to balance. In addition to being a student, you may work, volunteer, and have extracurricular commitments. While each role enriches the college experience, it also makes a demand on a scarce commodity: your time. Effective time management skills can help make sure you have time for school, work, and play.

Calculate the number of hours you spend on the following activities based on an average week (7 days). After you complete the calculations, review each activity and decide whether you would like to increase, decrease, or maintain the amount of time you spend on each activity during the week.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours Per Week</th>
<th>Increase/ Decrease/ Same</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending Class (sitting in the classroom)</td>
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<tr>
<td>Working (paid job) or work-study</td>
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<tr>
<td>Studying (reading, HW, preparing for tests, etc.)</td>
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<tr>
<td>Eating (including meal prep)</td>
<td></td>
<td></td>
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<tr>
<td>Sleeping</td>
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<tr>
<td>Shower/ Getting Dressed</td>
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<tr>
<td>Commuting (including walking to class)</td>
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<tr>
<td>Personal Errands (grocery store, etc.)</td>
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<tr>
<td>Chores at Home/ Residence Hall</td>
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<tr>
<td>Extracurricular Activities (clubs, teams, organizations)</td>
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<tr>
<td>Exercising</td>
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<tr>
<td>Hanging Out with Friends/ Socializing</td>
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<td></td>
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<tr>
<td>Watching TV/ E-mail/ Internet Browsing</td>
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<td></td>
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<tr>
<td>Any Additional Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</table>
**Professional Emails**

As a college student, it is important that you use professional communication throughout your academic career. Be sure to check your Catawba e-mail account DAILY as this is the address Catawba administration and faculty will use to send you important information about registration, course-work, and financial aid. It is also important to consider the following guidelines when preparing a professional email.

- Include a subject in “subject line” of each e-mail
- Address the recipient (Ex: Dear Professor Smith)
- If requesting a meeting with your professor, suggest his or her office hours first
- Use complete sentences
- Clearly communicate your request or question
- Thank the recipient for his or her time
- Provide information regarding a follow-up meeting, time, e-mail, etc.
- Do not use e-mail when a face-to-face meeting is more appropriate
- Proofread before sending!
Academic Advisement

How Do I Find Out Who My Advisor Is??
- Go to CatLink.catawba.edu
- Click on the Academic tab
- Below your Academic Profile, your Advisor will be listed

My Academic College is:

My Catalog Year is:

Note the following information about your ACADEMIC ADVISOR:

Advisor’s Name:

Email:

Phone:

Office Location:

REGISTRATION WORKSHEET

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Semester Hours</th>
<th>Class Meeting Times</th>
<th>Class Meeting Days</th>
</tr>
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<tbody>
<tr>
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# Class Schedule Worksheet

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>8:00- 8:50</td>
<td>8:00- 9:15</td>
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Mid-Semester Grades GPA Calculation

We hope that you will use this information to plan for further success or to seek assistance in courses in which you are having difficulty. If you have concerns with your performance in a class thus far, please make an appointment to see your professor(s) during office hours to proactively discuss possible ways to improve.

The last day to drop a course with a “U” is . If you have questions or concerns, please visit the Retention & Academic Support Services Office in Student Affairs or make an appointment with your advisor.

<table>
<thead>
<tr>
<th>Course Grade</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A = 4</td>
<td>D+ = 1.3</td>
</tr>
<tr>
<td>A- = 3.7</td>
<td>D = 1.0</td>
</tr>
<tr>
<td>B+ = 3.3</td>
<td>D- = 0.7</td>
</tr>
<tr>
<td>B = 3.0</td>
<td>F = 0.0</td>
</tr>
<tr>
<td>B- = 2.7</td>
<td>I = Incomplete</td>
</tr>
<tr>
<td>C+ = 2.3</td>
<td>S = Satisfactory</td>
</tr>
<tr>
<td>C = 2.0</td>
<td>M – Marginal</td>
</tr>
<tr>
<td>C- = 1.7</td>
<td>U = Unsatisfactory</td>
</tr>
<tr>
<td>D+</td>
<td>W - Withdrawn</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Grade Points</th>
<th>Quality Points (Credit Hour x Grade Points)</th>
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<tbody>
<tr>
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| Total Quality Points | |

GPA = Quality Points / Total Credit Hours
Class Schedule Worksheet

My fall 2015 Midterm GPA: ____________________________

GPA required for my major: ____________________________

I receive financial aid: YES NO

The minimum GPA requirement to maintain all of my financial aid is: ____________________________

My Midterm grade response: To respond effectively to my midterm grades, I plan to:

- Speak with my professor (email to schedule an appointment)
- Consider enrolling in a second-half semester or final third semester course
- Consider signing up for a tutor through the Office of Retention & Academic Support Services
- Use support services (Writing Center, Math Center, Supplemental Instruction, Tutor, Library, etc.)
- Schedule a meeting with my advisor to discuss my options:
- Dropping a class
- Re-taking a class next semester OR over the summer
- Changing my major
- Ensure that my current course load is manageable (approximately 15 hours)
- Other (be specific): ____________________________
Studying for Finals

The end of the semester has come, and it is time for you to think about final exams. Use the P.O.W.E.R. method to study for exams – Prepare, Organize, Work, Evaluate, and Rethink.

PREPARE:

• What will be on the final exam? Is it going to be comprehensive and cover all the material in the semester, or is it an exam that covers only part of the semester? Before you can begin to study, you need to know where to focus on studying.

• If the professor has not given information about the final exam yet, make an appointment with the professor to find out what will be covered on the exam. Additionally, many professors host exam review sessions.

• Once the focus for the exam is established, it is time to begin the actual preparation—studying. The second step in the P.O.W.E.R. method is very helpful for this—organization and being organized.

ORGANIZE:

• Find out when and where your exams are, and write them in your planner!

• Step two is appropriately grouping material covered in the class (group by chapter, section, division, or theme.) Re-arrange lecture notes into easily remembered sections. Find all graded material from the class and place that graded material in the appropriate section. When it is time to actually begin studying, having organized material will make that task easier.

• Once you know what material to study and have grouped material accordingly, the actual work of studying begins.

WORK:

• Study groups are beneficial in helping students retain information.

• “Self-test” to see what concepts need additional review.

• Stay calm and make sure not to get distracted by phone calls, e-mails, and texts.

EVALUATE & RE-THINK:

• Evaluate the material missed on tests and the self-tests you prepared. Why was the material missed or answered incorrectly? What can help you remember the correct approach? By evaluating missed material and re-thinking your approach to the material, you can be more successful during final exams.

THESE TIPS WILL HELP YOU P.O.W.E.R. THROUGH FINALS WEEK!
Important Places You Need to Know

BUSINESS OFFICE
http://catawba.edu/about/our-campus/offices/business-finance

Jessica Watson
704-637-4488, jcwatson15@catawba.edu
• Students can pick up work study and campus employment checks from this office
• Student can pay outstanding balances
• Student can cash checks under $50.00

CAMPUS ACTIVITIES AND PROGRAMMING
http://catawba.edu/about/our-campus/offices/student-affairs/student-life/clubs-organizations

Jan Gillean
704-637-4410, jgillean@catawba.edu
• Students can attend the club fair to learn more about the organizations available at Catawba or check out the website for a listing of the opportunities
• Wigwam Productions plans and produces campus entertainment and special events for the campus community
• Students interested in forming new organizations can contact the office for further information

COUNSELING AND DISABILITY SERVICES
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

Mrs. Debbie Insley, College Counselor
704-637-4734, dminsley14@catawba.edu

COUNSELING SERVICES
• Personal counseling and treatment for help with family conflict, feeling lonely, substance abuse, relationship issues, anxiety and stress, sexual assault, financial worries, depression, grief and many other concerns
• Psychological testing covers the areas of psychological disorders, career interests, attention-deficit/ hyperactivity disorders and personality testing
• Appointments are necessary and can be made by stopping by the office or calling

DISABILITIES SERVICES
• Provided for those students with physical, psychological or learning disabilities
• Students with IEPs or 504 plans in high school may be eligible for accommodations at Catawba. It is the student’s responsibility to request accommodations, to provide the appropriate documentation of the disability, and to complete the accommodations process outlined in our webpage.
**WELLNESS PROMOTION**
- Provides outreach and education to empower Catawba students to make safer life decisions
- Collaborative partnership with Residential Life to provide wellness-themed programs in residence halls by Resident Assistants.
- Works with students to implement and maintain a peer run Collegiate Recovery Community for students in recovery from addiction

**FINANCIAL AID**
[http://catawba.edu/finaid](http://catawba.edu/finaid)
*Kelli Hand*
(704) 637-4416, kmhand@catawba.edu
- Students can apply for work study through the financial aid office
- Students can see if they are eligible for any additional loans, grants or scholarships

**MATH CENTER**
[www.catawba.edu/mathcenter](http://www.catawba.edu/mathcenter)
*Dr. John Zerger, Professor of Math, Math Center Director*
704-637-4426, jzerger@catawba.edu
- Provides individual and group tutoring to all Catawba students enrolled in the college’s general education math courses.
- All sessions are conducted face-to-face in the CLB Library, Study Room # 2. No appointments are necessary. Visit the Math Center’s website to find out when it will be opened.

**OFFICE OF RETENTION AND ACADEMIC SUPPORT SERVICES**
[www.catawba.edu/retention](http://www.catawba.edu/retention)
*Andie Overbeck, Director of Initiatives for Student Success*
704-637-4210, aolynch@catawba.edu
*Kelly Heinemann, Director of Mail Services, Assistant Director for Housing and Supplemental Instruction*
704-637-4382, kheinema@catawba.edu

**RETENTION**
- 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.

**ACADEMIC SUPPORT**
- Offers an extensive peer-tutoring program, subject-specific tutors and elf-help study materials. Tutors can be requested through the Tutoring Coordinator.
- Supplemental Instruction (SI) targets courses that students tend to find particularly challenging. SI leaders are students who have already taken the course and done well in the class. Sessions are conducted weekly and made available to all sections of the class with the same professor.

**PROCTOR STUDENT HEALTH CENTER**
[http://catawba.edu/health](http://catawba.edu/health)
*Kathryn Welborn, R.N., Director*
704-637-4404, kwelborn@catawba.edu
Monday- Friday: 8:00 a.m. – 4:30 p.m.

**HEALTH SERVICES**
- Basic medical services provided to all full time day students
- Staffed by two Registered Nurses
- Student must complete a Health History, Immunization record, and Physical Examination form and file it with the Health Center. Without these records students will not be able to register for classes.

**PHYSICIAN SERVICES**
- Salisbury Pediatric Associates will provide the clinic physicians to full time day students through the age of 25.
- Physicians are available Monday, Wednesday, and Friday between 11:00 am and noon. Allergy injections and other required physician supervised services on campus will be administered on Wednesday clinic hours only.
College Administration

Mr. Brian Lewis, President of the College: Responsible for the administration of the College.

Mr. Rex Otey, Vice President for Development: Responsible for development operations.

Dr. J. Michael Bitzer, Provost of the College: Chief Academic Officer and is responsible for academic programs and the faculty who deliver said programs as well as academic services.

The Rev. Dr. Ken Clapp, Senior Vice President and Chaplain: Responsible for overseeing the religious and spiritual life of the College, directing the Lilly Center for Vocation and Values, providing faith based counseling services, working with leadership programs, and working closely with volunteer services.

Mr. Nelson Murphy, Vice President of Finance: Responsible for the College’s financial offices and operations. Also responsible for overseeing campus facilities including grounds, construction and renovation projects, and house-keeping, Human Resources and payroll.

Mrs. Cindy L. Barr, Vice President for Enrollment Management: Responsible for Admissions and Financial Aid.

Mrs. Joanna Jasper, Chief Information Officer: Responsible for the Information Technology infrastructure of the College. This includes data, voice and cable networks and all computers, devices, software systems and databases that connect to these networks.

Mr. G. Ben Smith, Dean of Students: Responsible for Student Services, such as Public Safety, Dining Services, Health Services, Student Conduct, Housing and Residential Life, Campus Activities and Programming, Career Services, Counseling and Disability Services, Academic Support, Mail Services, Intramural Sports and Wellness Programming, Orientation and Retention.

Ms. Tonia Black-Gold, Chief Communications Officer: Oversees the College’s Public Relations, News Service, Media Communications and online presence for the institution, including the College website and social media. She also has oversight for Catawba Conferences and Chairs the College’s Emergency Response Group.

Mr. Larry Leckonby, Athletic Director: Responsible for the management of the Department of Athletics, including but not limited to oversight of eighteen varsity sports, athletic training, sports information, compliance, fund raising, business operations and home game operations.

Division of Academic Affairs

www.catawba.edu/provost

Office of the Provost
704-637-4466

Academic Administration

Dr. J. Michael Bitzer, Provost
Dr. Steve Coggin, Associate Provost
Ms. Carol Gamble, Registrar
Mr. Steve McKinzie, Professor and Director of Library Services

Academic Advisors

Your primary contact for all academic issues should be your academic advisor. Questions regarding your schedule, course selection, declaring or changing major, adding or dropping classes, or your academic standing should all be directed to your advisor. This person is experienced in guiding students through academic journeys at Catawba and maintains a comprehensive file of your academic activities on campus.
CLASS ATTENDANCE

Effective learning is facilitated by an interaction between the professor and students regarding course material. The classroom is the principal arena for such interaction. Thus students have an obligation to themselves, to fellow students and to the faculty member to attend and participate actively in classroom sessions. The class attendance policy followed by the College assigns to each faculty member the responsibility for establishing and communicating to students the specific attendance requirements for his or her courses consistent with the objectives of the course. Thus specific course attendance policies will vary from course to course. The attendance policy for each course will be presented to the student in written form, usually as part of the course syllabus, at the beginning of the course and before the end of the drop-add period. The course attendance policy and practices, however, will subscribe to the following general guidelines:

1. Each student is personally responsible for regular and punctual class attendance.
2. A student who misses a class bears personal responsibility for completing any assignment presented during that class to the extent permitted by the nature of the assignment and/or the course syllabus.
3. The faculty member has the option of assigning a failing grade to any student who misses more than one-quarter of the class meetings, but this option must be stated in the course syllabus.
4. Whenever possible, the student should inform the faculty member about an absence and make arrangements concerning missed assignments due to that absence.
5. The student is responsible for initiating discussions with the faculty member about a make-up opportunity for missed assignments or examinations.
6. The faculty member has no obligation to allow or facilitate make-up work except for absences due to “extenuating circumstances”. Three sets of extenuating circumstances are recognized by the College: severe personal illness, death in the immediate family or (when announced in advance through the Dean of Students’ Office) authorized representation of the College.
7. If an extenuating circumstance is the cause of a student missing a class period (or an examination), the student should not view the absence as an exception to the course attendance arrangements, as outlined in the course syllabus, but as a “just cause” for arranging a make-up opportunity. The faculty member, however, will determine the means of compensating for the missed course work or examination.
8. Students should remain in a class for at least ten minutes after the class is scheduled to begin, after which, if the faculty member has not arrived or given word about arriving late, the students may leave without penalty.

COURSE LOAD

A full-time student is one who enrolls in at least 12 credit hours each semester. If you wish to drop below 12 credit hours and remain in campus housing, you will need permission of the Dean of Students.

ACADEMIC GRIEVANCES

ACADEMIC GRIEVANCE PANELS: Principle and Procedures

Faculty Approval: April, 1985 (Revisions approved: March, 1995; April, 2000; March, 2014)

PREAMBLE

The academic grievance process is designed to efficiently and effectively resolve complaints outside the purviews of the Faculty Grievance Committee and the Student Conduct Board between any and all parties involved. The process has specific procedures of due process that must be followed by a party in initiating a complaint. The design for resolution of the complaint reflects a concept of mediation and not binding arbitration. The parties involved in the grievance may be student-faculty, student- student and faculty-faculty.

The specific procedure for due process of the resolution of a complaint is as follows:

1. The parties shall first attempt to resolve the grievance between them.
2. If no resolution of the grievance is achieved, a party may appeal her/his complaint to the chair of the department in whose department the complaint originated for further attempt at resolution.
3. If the grievance still is not resolved, a party may appeal her/his complaint in writing to the Provost of the College for further attempt at resolution. The Provost may hear the complaint his or herself, or appoint an administrative designee to do so. A complaint regarding a final grade must be made in writing to the Provost of the College within 40 calendar days of the next regular (non-summer) date of registration after the end of the semester in which the grade was earned. In the case of I grades, a party must make the complaint in writing within 40 calendar days after the “I” grade was changed. The letter should confirm that steps 1 and 2 were accomplished.
4. If the grievance is yet unresolved, the Provost of the College may convene an ad hoc Academic Grievance Panel (AGP). A party does not enjoy the privilege of self-referral to an AGP or of any other administrative recourse. The AGP is considered by the faculty to be the last source of appeal for an academic grievance. Any further recourse would take the form of a legal process.

i. PURPOSE

The purpose of the AGP is to receive and mediate complaints lodged by students and professors regarding academic behavior. It is understood that the AGP will hear complaints only after due process procedures (outlined in 1-4, above) has been exhausted.

ii. RATIONALE

The basic concept that governs the function of the AGP is mediation. This concept of mediation implies the AGP believes a resolution of grievance can be satisfactorily achieved through consultation with the parties involved in the complaint. Because of basic rights accorded to students and faculty by academia preclude any arbitrary decisions, the AGP cannot assume any mandatory powers in the resolution of complaints.

iii. MEMBERSHIP, APPOINTMENT AND TERM OF OFFICE

An AGP shall be composed of eight members: four professors and four students. The faculty membership shall represent the ranks of assistant professor, associate professor, and professor with one member-at-large from any rank. The student membership shall represent the classes of sophomore, junior, and senior with one member-at-large from any class.

An AGP will be convened by the Provost in the event that a complaint remains unresolved by steps 1-3 under the Preamble. Panel members will be drawn from the Faculty Senate and the SGA. If the complaint is filed outside the regular fall and spring academic sessions, action will be deferred until the following regular session when a pool of Panel members becomes available. However, if both parties agree, the Provost of the College can establish an AGP composed of fewer members (the exact number and specific composition to be approved by both parties) to consider the complaint between regular academic sessions.

Panel members will serve only until a recommendation about the complaint is issued.

iv. OPERATIONAL PROCEDURES

Procedures for processing grievances by the AGP are as follows:

1. The Provost of the College will convene an AGP and designate one faculty panel member to serve as chair, to whom the Provost will refer the complaint;
2. The chair will request two members of the AGP (a professor and a student) to conduct a preliminary hearing of the grievance. If this hearing deems the grievance valid, the full AGP will be scheduled to hear the grievance within seven days;
3. The party lodging the grievance will be asked to present supporting evidence for her/his grievance. A copy of this material will be presented, prior to the AGP hearing, to the party against whom the grievance is lodged; and
4. The AGP will attempt to resolve the grievance. If no resolution of the complaint is achieved, the AGP will make a recommendation to both parties involved. Compliance with the recommendations of the AGP is voluntary. Both parties are requested to accept or reject the recommendations within 10 days. The failure of either party to respond will be considered an act of rejection by that party. Rejection of the recommendations by either or both parties implies the action of the AGP is null and void.

v. CONFIDENTIALITY OF RECORDS

All proceedings of the AGP will be held in confidence. Records will be stored in locked files in the Office of the Provost and maintained for five calendar years from the date of ACP recommendations, after which time they will be destroyed.

WITHDRAWAL AND SUSPENSION

Withdrawal from College can occur on a voluntary or involuntary basis. A student seeking to withdraw from the College should follow the proper withdrawal process starting in the Office of Student Affairs. The process includes completing a withdrawal form that is circulated and signed by various offices at the College. Please note that when a student withdraws from the college for any reason (voluntary or involuntary) or if he or she is suspended, the student is responsible for his or her student account.
VOLUNTARY WITHDRAWAL

A student who wishes to withdraw completely from the College after the last day to add a class must complete the withdrawal process before the end of the tenth week of the semester. (See the “Academic Calendar” for the precise date each term.)

A student must initiate the process by requesting a withdrawal form from the Office of the Dean of Students and completing the process with the Office of the Registrar by the deadline. Students who comply with the deadline will receive transcripts showing “W” grades for all courses. Failure to withdraw officially will result in receipt of the letter grades earned in each course.

A student who has withdrawn from the College under this provision more than once will not be readmitted. The Academic Policies and Standards Committee must approve any exceptions to this policy.

Voluntary Medical or Compassion Withdrawal

Upon presentation of documentation deemed adequate and compelling by the Dean of Students or his or her designee(s), a student may be permitted to withdraw from the College during the semester and receive the grade of “W” for coursework being attempted at the time of withdrawal. Students seeking Voluntary Medical or Compassion Withdrawal after the last day for voluntary withdrawal from the College will be subject to particular scrutiny as such withdrawals entail relief from the academic consequences of late withdrawal. Students should submit documentation no less than two weeks prior to the last day of class unless there are unforeseen circumstances at the end of the semester.

INvoluntary Withdrawal

Administrative Withdrawal from the College

This type of academic intervention is imposed in response to poor performance within a semester by the student; specifically, the student has not withdrawn from the College but is making no appreciable attempt to attend and pass classes. Students who fail to meet these basic academic standards or policies in a given semester will be withdrawn by the Provost or his or her designee(s) and a letter put in their file indicating the academic issues that necessitated the withdrawal.

Any Administrative Withdrawal that is carried out on or before the last day to voluntarily withdraw from classes will result in grades of “W”. After the last day to voluntarily withdraw, Administrative Withdrawal will result in grades of “F”.

Administrative Withdrawal from a Class

This type of academic intervention is imposed in response to poor performance, disruptive or other inappropriate behaviors that hinder the normal conduct of the class. Upon referral from a faculty member, the Dean of Students will work in concert with the Offices of the Provost and Registrar to assess the documented facts and determine an appropriate intervention.

Medical Withdrawal

The College, upon advice from its professional staff, may require a student to withdraw for medical or psychological reasons. In these cases, the student will be encouraged to seek professional care. Such action is not taken for punitive reason, but because the welfare of the individual and the community mandates the procedure. A Medical Withdrawal will result in grades of “W” regardless of when the withdrawal occurs.

Short-term Leave of Absence

The Provost may, at his or her discretion and upon the advice of College health care providers and Student Affairs staff, authorize the absence of a student from the College for up to two weeks in order for the student to receive treatment for a medical condition or respond to a crisis that necessitates absence. There must be reason to believe the circumstances can be resolved in the short-term, and this provision is limited by the faculty’s ability to make accommodations, which may vary considerably. The Provost will verify the student’s circumstances to faculty and request consideration for accommodations. The student will be responsible for managing specific plans for make-up work during the absence and/or upon return.

Suspension

Suspension from the College of any type is, by definition, involuntary.

Social Suspension

A student suspended under the provisions of this category has committed transgressions of the Student Code of Conduct or the Honor Code serious enough to make the student “ineligible to continue enrollment and/or to re-enroll at the College for a specific period of time.” The Dean of Students or his/her designee(s) is responsible for activating this process at any time during the semester.

A Social Suspension that is carried out on or before the last day to voluntarily withdraw from classes will result in grades of “W.” After the last day to voluntarily withdraw, Social Suspension will result in grades of “W” or “F” at the discretion of the Dean of Students.
**Academic Suspension**

This type of academic sanction is imposed in response to a prolonged period (typically at least two complete semesters) of poor academic performance by the student. A student in this category has failed to meet minimum GPA standards after attempting 19 or more hours of study. Refer to the Catawba College Catalog for a list of semester hour and GPA thresholds. The Provost is responsible for activating this process at the end of the fall and spring semesters upon recommendation from the Academic Policies and Standards Committee. **Please refer to the College catalog regarding appeals to Academic suspension.**

**Interim Suspension**

In certain circumstances, the Dean of Students, or a designee, may impose a College or residence hall suspension prior to the Student Conduct Board hearing.

1. **Interim suspension may be imposed only:** a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Student Conduct Administrator may determine to be appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.

**APPEALS PROCESS**

Students wishing to appeal the initial decision must submit a letter of appeal with all supporting documentation to the Dean of Students within 48 hours. The Dean of Students will convene faculty and/or staff members to review the appeal within seven business days.

**DIVISION OF STUDENT AFFAIRS**

[www.catawba.edu/studentaffairs](http://www.catawba.edu/studentaffairs)

*Office of the Dean of Students*

704-637-4410

**THE OFFICE OF STUDENT AFFAIRS**

Mr. G. Ben Smith, Dean of Students

Ms. Kara L. Oslund, Associate Dean for Conduct Administration, Director of Housing and Residential Life

Ms. Jan Gillean, Assistant Dean for Campus Activities and Programs

Mr. Shane E. Flowe, Director of Public Safety

Ms. Kelly Heinemann, Director of Mail Services, Assistant Director for Housing and Supplemental Instruction

Ms. Robin Perry, Director of Career Services

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

Ms. Andie Overbeck, Director of Initiatives for Student Success

Ms. Sharon Newsome, Administrative Assistant for the Dean of Students

Ms. Dee Woodie, Administrative Assistant for the Office of Student Affairs

**PROCTOR STUDENT HEALTH CENTER**

Ms. Kathryn Welborn, Director of the Proctor Student Health Center and a Registered Nurse.

Ms. Candy Fesperman, Registered Nurse.

*Physician Services are contracted through Salisbury Pediatric Associates in Salisbury.*

**CHARTWELLS DINING SERVICE**

Mr. John Eddings, Director of Dining Services for Chartwells, Catawba’s food service provider.

**COUNSELING AND DISABILITY SERVICES**

Dr. Nan Zimmerman, Director of Counseling and Disability Services.

Mr. Avery Barber is a College Counselor and provides varied counseling services for students.

Mrs. Debbie Insley, Director of Wellness Promotion is a College Counselor and provides outreach and education to empower students to make safer life choices.
STUDENT RIGHTS AND RESPONSIBILITIES, HONOR CODE AND STUDENT CONDUCT

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. As a college of liberal arts committed to Judeo-Christian values, Catawba College seeks to liberate men and women of humane instincts, disciplined and creative minds for lives of leadership, service and self-fulfillment. Recognizing that the educational process encompasses more than academic activities, Catawba College believes that its purpose is promoted or hindered by the quality of the total life of a college community. The Code of Student Rights and Responsibilities is based upon the belief that Catawba’s educational purpose can best be advanced in a context that emphasizes the responsible use of freedom. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

The core values of the College include faith, integrity, respect, excellence, scholarship, responsibility, freedom, confidence, service and community building. Catawba students are expected to be diligent and sincere in the pursuit of education, open to learning and change and striving to achieve academic excellence. Students shall be honest and have integrity in all that they do, especially in personal relationships and academic performance. Catawba students should have respect for their own bodies, minds and spirits, avoiding behaviors and substances that could have a negative effect on their personal well-being. Students shall exercise their freedom with responsibility in keeping with the general principles of decency and good taste and in conformity with guidelines as determined by the Board of Trustees, interpreted by the Administration, and published in the Catawba College Catalog, Student Resource guide and online. By adherence to this Code and in recognition of the core values, it is hoped that all students will develop an appreciation for college traditions and enjoy the experiences and privileges that help them to learn, live and grow by preparing for life after they depart Catawba.

STUDENT RIGHTS AND RESPONSIBILITIES

All students of Catawba College enjoy the same basic rights and are bound by the same standards of conduct.

Student Rights in the College Community

1. To establish a representative student government.
2. To establish qualifications for officers of student government.
3. To establish impeachment procedures for officers of student government.
4. To recommend to the Administration and Board of Trustees, through appropriate processes, rules that regulate, control and dictate student conduct on campus and student organizations.
5. To recommend to the Administration and Board of Trustees, through appropriate processes, changes in overall Catawba College policy and regulations.
6. To advise in the selection of a Student Conduct Board, through an elected representative on SGA executive board, to hear matters not retained by the Student Conduct Administrator of alleged violations of the Student Code and other College rules and regulations.
7. To recommend to the President of the College (or his/her designated representative) appropriate actions for those students who violate the Student Conduct Code and/or other College rules and regulations when such actions might be warranted.
8. To be treated as a respected member of the college community, with freedom from discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability or military service.
9. To strict regulation regarding the access to student education records.
10. To learn through freedom of inquiry and expression of views in a reasonable and civil manner.

THE HONOR CODE

(Adopted November 11, 1993)

In order to educate individuals to live responsibly in community and to create an environment that encourages respectful expression of values, without censorship, the Catawba community has developed and endorsed The Catawba College Honor Code. It is intended that the Honor Code will promote a climate of trust, concern and respect conducive to learning and personal growth in community.
Everyone who is a member of the Catawba community has responsibilities to respect others, to communicate honestly, to seek excellence and to participate in creating a fair and compassionate atmosphere on campus. Faculty, administrators and staff have responsibilities to strive to enhance the personal and intellectual development of other persons; to be compassionate, thorough and fair in evaluating the performance of students and professional associates; to use the authority of their office in ways that respect persons and avoid the abuse of power; and to conduct their professional activities in ways that uphold the ideals of virtue and excellence.

Therefore, Catawba College students, faculty, staff and administrators are committed to the Catawba College Honor Code, which is set forth as follows:

As a member of the Catawba College community, I will practice academic honesty, communicate truthfully, and show respect for the rights and property of others. I will also encourage others in the community to behave honorably.

The Honor Code does not condone dishonorable actions within any sector of Catawba College. Such actions include academic dishonesty as well as social disrespect and any action harmful to the Catawba College community and its members. Violations of the law are also violations of the Honor Code. The Honor Code applies to students, faculty, administrators, and staff members. The responsibilities are stated in Reynolds and Smith, “Academic Principles of Responsibility” in William W. May, Ethics and Higher Education (Macmillan, 1990) pp. 37-38.

STUDENT CONDUCT CODE

ARTICLE I: DEFINITIONS

1. The term college means Catawba College.

2. The term student includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in College residence halls, although not enrolled in this institution.

3. The term faculty member means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

4. The term college official includes any person employed by the College, performing assigned administrative or professional responsibilities.

5. The term member of the college community includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Dean of Students. The term college premises includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).

6. The term organization means any number of persons who have complied with the formal requirements for College recognition as an organization.

7. The Student Conduct Board is one student conduct hearing resource. This group consists of five (5) students and four (4) faculty and/or staff members.

8. The term Student Conduct Officer and Conduct Officer means a College official or officials authorized on a case-by-case basis by the Dean of Students to hold an administrative hearing and impose sanctions upon any student(s) found to have violated the Student Code.

9. The Appellate Board is a committee of four (4) faculty or staff and two (2) students that serve as a hearing resource for the student conduct process.

10. The appeals review process is a person or persons authorized by the Dean of Students to consider an appeal from a Student Conduct Hearing determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Board.

11. The term shall is used in the imperative sense.

12. The term may is used in the permissive sense.

13. The Dean of Students is that person designated by the College President to be responsible for the administration of the Student Code.

14. The term policy means the written regulations of the College as found in, but not limited to, the Student Code, Student Resource guide, the College web page and computer use policy and Graduate/Undergraduate Catalogs.
15. The term *cheating* is a form of academic dishonesty which includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

16. The term *plagiarism* refers to a form of academic dishonesty that includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

17. *Lying about academic work* is also a form of academic dishonesty, which involves providing dishonest information about class attendance, written work or other matters pertinent to the student-instructor relationship. Examples include, but are not limited to, claiming to have submitted an assignment when the student has not submitted the assignment; responding dishonestly to an instructor’s inquiries into potential honor code violations; falsely implicating another student in an honor code violation, or lying to protect another student; and submitting the same paper to more than one instructor for credit without the permission of each instructor.

18. The term *complainant* means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself. The Student Conduct Administrator or student conduct board may serve as the complainant for any case.

19. The term *accused student* means any student accused of violating this Student Code.

**ARTICLE II: STUDENT CODE AUTHORITY**

1. The Student Conduct Administrator shall advise and assist in determining the composition of the Student Conduct Board and Appellate Board and assist in the determination of which Student Conduct Hearing, Student Conduct Administrator and Appellate process shall be used to hear each matter.

2. The Dean of Students or his/her designee shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are consistent with provisions of the Student Code.

**ARTICLE III: PROSCRIBED CONDUCT**

A. **Jurisdiction of the College Student Code**

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students or designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

In matters involving academic dishonesty, the faculty member usually arranges a meeting with the student during which he/she notifies the student of the charge and presents him or her with a penalty. A standardized form that is available from the Dean of Students (or the Provost) should be completed for each instance of academic dishonesty. If the student admits responsibility and accepts the penalty, the outcome must be reported, and the form forwarded, to the Provost and Dean of Students, either of whom can pursue further sanctions on behalf of the community. If the student contests either the charge of academic dishonesty or the penalties proscribed, or at the discretion of the faculty member involved, such matters will be referred to the Student Conduct Administrator for possible consideration by the Student Conduct Board, which may hear the matter and determine the outcome. If the student is found responsible for a violation involving academic dishonesty, the Student Conduct Board has access to the full range of sanctions, including recommendation for suspension or expulsion. Any student who has a pending charge of academic dishonesty may not drop the course in which the academic dishonesty is alleged to have occurred.

Each instance of academic dishonesty is treated as an individual violation of the Student Conduct Code. However, second and subsequent offenses are automatically reviewed by the Dean of Students and will usually result in further sanctions which may include suspension from the College.
B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, lying about academic work or other forms of academic dishonesty.
   b. Furnishing false information to any College official, faculty member or office.
   c. Forgery, alteration, or misuse of any College document, record or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other College activities, including its public service functions on or off campus or of other authorized non-College activities when the conduct occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

4. Violation of College policy against sexual violence specific to any sexual act that is perpetrated against someone’s will. Sexual violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment).

5. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus and/or possession of stolen property.

6. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Any individual or group found responsible for hazing will be subject to sanctions outlined in the Student Conduct Code, including but not limited to probation, social suspension, suspension/revocation of charter, restrictions on member recruitment and/or group activity, removal of the individual from the group, loss of housing privileges or expulsion. Hazing is also a misdemeanor under North Carolina law.

7. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

8. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

9. Violation of any College policy, rule or regulation published in hard copy or available electronically on the College website to include Housing and Residential Life Policies and Procedures and the College Alcohol Policy and Regulations.

10. Violation of any federal, state or local law.

11. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.

12. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations) or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

13. Violation of College policy against the possession of weapons on campus, including but not limited to firearms, explosives, other weapons or dangerous chemicals, when not used solely for instructional or College-sanctioned ceremonial purposes.

14. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

16. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom.
17. Theft or other abuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual’s identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of the College Computer Use Policy.
18. Abuse of the Student Conduct System, including but not limited to:
   a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
   b. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
   c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding. d. Institution of a student conduct code proceeding in bad faith.
   e. Attempting to discourage an individual’s participation in, or use of, the student conduct system.
   f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
   g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
   h. Failure to comply with the sanction(s) imposed under the Student Code.
   i. Influencing or attempting to influence another person to commit an abuse of the Student Conduct code system.
19. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.
20. Breaking a vertical plane of a window, balcony, breezeway or similar structure is not permitted. Unauthorized access to rooftops would be classified as an endangerment of one’s self and so would be a violation.

C. Violation of Law and College Discipline
1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. The College reserves the right to file a criminal complaint with the proper law enforcement officials for any alleged violation of federal or state law.
ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

A. Charges and Student Conduct Board Hearings

1. Any member of the College community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within one week.

2. Student Conduct Administrator/Designated Conduct Officer(s) may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator/Conduct Officer may later serve in the same matter as the Student Conduct Board. If the student violates institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Hearing, not less than two calendar days after the student has been notified.

4. All notification of student conduct hearings will be issued in email at least two weekdays prior to any proceedings. All students are responsible for checking email regularly.

5. Student Conduct Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:

6. Student Conduct Hearings normally shall be conducted in private.
   a. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Hearing shall be at the discretion of the Student Conduct Board and/or the Student Conduct Administrator.
   b. In Student Conduct Hearings involving more than one Accused Student, the Dean of Students, in his or her discretion, may permit the Student Conduct Hearings concerning each student to be conducted either separately or jointly.
   c. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearing before a Student Conduct Board or Conduct Administrator. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. All Advisors must be approved at least on day before the hearing by the Student Conduct Administrator or his/her designee.
   d. The Complainant, the Accused Student and the Conduct Hearing Officer may arrange for witnesses to present pertinent information to the Student Conduct Hearing. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the hearing administrator(s). Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Hearing Officer with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the Student Conduct Administrator or chairperson of the Student Conduct Board.
   e. Pertinent records, exhibits and any written statements may be accepted as information for consideration at a Student Conduct Hearing at the discretion of the administrator or board chairperson.
   f. Only information presented during a Student Conduct hearing may be considered in determining student responsibility and/or violations.
   g. All procedural questions are subject to the final decision of the Dean of Students.
   h. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Conduct Administrator or Student Conduct Board shall determine (by majority vote if heard by the Student Conduct Board) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
   i. The determination of responsibility shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
j. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

7. There shall be a single record, such as a tape recording, notes or completed forms, of all Student Conduct Board Hearings. Deliberations shall not be recorded. The record shall be the property of the College.

8. If an Accused Student, with notice, does not appear for a Student Conduct Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

9. The Student Conduct Administrator and/or Student Conduct Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant. Accused Student and/or other witness during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

B. The Student Conduct Board

1. The Student Conduct Board is comprised of five (5) students and four (4) faculty and/or staff members.

2. A Student Conduct Board hearing shall consist of at least three (3) students and two (2) faculty and/or staff members for no less than five (5) members to maintain a hearing quorum.

3. Any student is eligible to apply or be nominated for a Student Conduct Board position upon notification of a board vacancy.

4. To be eligible to serve on the Student Conduct Board students must maintain at least a 2.2 cumulative GPA, be enrolled as a Catawba College student (three (3) hours or more), have no major conduct or dishonesty violations. In addition, members of the Student Government Association and Resident Assistant staff are not eligible to serve on the Student Conduct Board.

5. All students applying for a Student Conduct Board vacancy will complete an application form and give the Student Conduct Advisory Board permission to review their academic and social files.

6. The Student Conduct Board will be selected by the Advisory Board consisting of the Student Conduct Administrator, a Student Government Executive Officer, a faculty member and the Dean of Students for four (4) board members.

7. Student Conduct Board members will be selected to serve for the duration of the current academic year.

8. Student Conduct Board members will be prohibited from serving on a student conduct hearing if the Dean of Students or board chairperson determines that a conflict of interest may exist.

9. Student Conduct Board members may be removed at any time by the advisory board for violation of the academic or conduct policy, violation of confidentiality, failure to attend scheduled conduct board training or meetings, failure to maintain a 2.2 cumulative GPA, and other reasons as determined by the advisory board.

10. The Dean of Students or his or her designee will coordinate, train, manage, and advise the Student Conduct Board with the option to be present during the hearing.

11. The findings and sanctions from a Student Conduct Board Hearing are a recommendation and the Dean of Students will still have Executive Authority to make the final decision.

C. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
   a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
   b. Probation—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
   c. Loss of Privileges—Denial of specified privileges for a designated period of time.
   d. Fines—previously established and published fines may be imposed.
   e. Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
   f. Discretionary Sanctions—Work assignments, essays, service to the College or other related discretionary assignments. Failure to complete assigned service and/or work assignments will result in a $25 per hour charge of hours not completed.
   g. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
h. Residence Hall Expulsion—Permanent separation of the student from the residence halls.

i. Social Suspension—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

j. College Expulsion—Permanent separation of the student from the College.

k. Revocation of Admission and/or Degree—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation or other violation of College standards in obtaining the degree or for other serious violations committed by a student prior to graduation.

l. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Failure to complete sanctions will result in a $50 fine per sanction not complete, unless otherwise noted above.

4. (a) Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than College suspension, College expulsion or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student’s confidential record five (5) years after graduation or withdrawal from the College. (b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

5. The following sanctions may be imposed upon groups or organizations:

   a. Those sanctions listed above in article IV(C)(1)(a)–(e).

   b. Loss of selected rights and privileges for a specified period of time.

   c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

6. In each case in which a Student Conduct hearing determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the hearing administrator(s). In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

D. **Interim Suspension**

In certain circumstances, the Dean of Students, or a designee, may impose a College or residence hall suspension prior to the Student Conduct hearing.

1. Interim suspension may be imposed only:

   a. to ensure the safety and well-being of members of the College community or preservation of College property;

   b. to ensure the student’s own physical or emotional safety and well-being; or

   c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Student Conduct Administrator may determine to be appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.
E. Appeals
1. A decision reached in the Student Conduct hearing may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Hearing within two (2) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his/her designee.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Student Conduct Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
   c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct hearing.

3. When a request for appeal is submitted, an appeals hearing will first determine whether or not the appeal meets the guidelines listed above and if an appeal hearing will be granted. When an appeal is denied, the hearing will not consider further information or review the process or findings from the original student conduct hearing and will be considered final.

4. When a request for appeal is granted, an Appeal hearing will review all Student Conduct hearing findings and will have the authority to reverse a decision or revise the sanctions issued. Upon the decision of the Appeals hearing, the Dean of Students will still have Executive Authority to make the final decision.

5. Appellate Board
   a. The appellate board is a resource for hearing a student conduct appeal.
   b. The appellate board shall consist of two (2) faculty, two (2) staff and two (2) student members. These members may not serve concurrently on the Student Conduct Board.
   c. The faculty and staff members will be selected by the Student Conduct Administrator in consultation with the Dean of Students.
   d. The student members will be selected by the Student Conduct Advisory Board and under the same guidelines as specified above in IV(B).
   e. An Appellate Board hearing shall consist of at least three (3) members; one (1) student, one (1) faculty and one (1) staff member for no less than three (3) members to maintain a hearing quorum.

ARTICLE V: INTERPRETATION AND REVISION
Any question of interpretation or application of the Student Code shall be referred to the Dean of Students or his or her designee for final determination. The Student Code shall be reviewed every three (3) years under the direction of the Student Conduct Administrator.

Executive Authority
To maintain discipline and promote safety in the College community, the Dean of Students may exercise his/her authority to take action against an individual student or organization as an alternative or in addition to the procedures outlined in the Student Conduct Code when he/she believes such action is warranted.

GENERAL POLICIES AND PROCEDURES

ADVERTISING
Solicitation: Business enterprises or agencies or student(s) acting as their representative(s) may not advertise, solicit or sell merchandise on campus without written permission from the Dean of Students. Permission to advertise and/or sell any product will be allowed only to promotions that are in the best interest of Catawba students.

Posting of Advertisements, Signs and Other Materials: Bulletin boards are an important means of communication among the members of the Catawba College community. Students are encouraged to use bulletin boards in a responsible manner. All posted materials shall be of good quality, clean and may not in any way discriminate, harass or infringe on anyone’s rights in accordance with College policies. Any legal liability or damage resulting from the posting will be the sole responsibility of the person, organization or group sponsoring the posted material.
All posters and announcements must be placed only on bulletin boards. Posters, signs, etc. may not be posted on doors of College buildings, walls, and etc. All advertising to be posted in the residence halls must be approved by the Director of Housing and Residential Life. All posters must be removed the day following the date of the advertised event. All advertising and publicity for both on and off-campus events must conform to state and local laws and the policies of the College, and include the name of the sponsoring organization. Publicity is not permitted for off-campus events that do not conform to College policy or that promote the consumption of alcohol.

**ALCOHOL AND DRUG USE POLICY**

**CATAWBA COLLEGE PROVISIONS REGARDING THE USE OF ALCOHOL**

**INFORMATION ON NORTH CAROLINA LAWS REGARDING ALCOHOL**

The purchase or possession of beer, wine, liquor or mixed beverages by a person less than 21 years old is illegal in the state of North Carolina. It is also illegal to sell beer, wine, liquor or mixed beverages to those less than 21 years old or to aid and abet a person less than 21 years old in obtaining alcoholic beverages. It is illegal to use a fraudulent ID or to permit the use of one’s ID by a person less than 21 years old to purchase alcoholic beverages. It is illegal to give alcoholic beverages to an intoxicated person.

Driving with any amount of alcohol in the body is illegal for anyone under 21; driving with a blood alcohol concentration of .08%, “Driving While Impaired,” carries a range of sentences and fines and may result in a suspended license. A person can be charged with “Driving While Impaired” with blood alcohol concentrations under .08% if police observe erratic driving. And, if you become disruptive in public (violent, insulting, using profanity, urinating, etc.) as a result of being drunk, you can be fined and spend time in jail.

Penalties for alcohol offenses range in seriousness from a significant fine to imprisonment or both. Penalties vary depending on the age of the offender and the nature of the offense. A criminal record (misdemeanor or felony) may preclude admission to graduate or professional schools, professional licensure and certification or security clearance of certain professions and positions.

**ALCOHOL AND DRUG POLICY DEFINITIONS**

**Alcohol:** any spirituous malt, fermented, brewed or other liquors or any other mixture that contains alcohol and is used as a beverage

**Common Area:** any campus area outside of a student’s residence hall room

**Common Source Container:** any keg, mixed punch or other communal dispensers from which a quantity of beverage is distributed to more than one person

**Container:** any cup, can, bottle or other device that may be used to hold (whether opened or unopened) an alcoholic beverage

**Controlled Substances:** include, but are not limited to, substances that are prescribed by a physician that are being distributed to others even though the distributor may have a prescription from a physician for that particular controlled substance.

**Distribution/The Sale of/Intent to Sell:** any amount of illegal drugs, narcotics or controlled substances with the intention to supply another person either through financial, trade or other means

**Drinking Games/Drinking Devices:** any possession or participation in gaming or challenge activities used to promote the consumption of alcohol. Drinking devices include but are not limited to funnels, beer pong tables, etc.

**False Identification:** any document with information that contradicts the legal name, birth date or other personal information

**Illegal Drugs:** any non-prescribed narcotic, mind-altering, hallucinogenic or illicit illegal drug as defined by state and federal laws.

**Paraphernalia:** equipment, products and materials of any kind that are used to facilitate violations of the Controlled Substance Act, including planting, growing, harvesting, producing, preparing, testing, analyzing, packaging, repackaging, storing, containing and concealing controlled substances and injecting, ingesting, inhaling or otherwise introducing controlled substances into the human body

**Possession:** to include the transportation, carrying on person, within immediate proximity or storage of alcohol, drugs or other paraphernalia

**Substance Free Residence Halls:** a residence hall that has been designated free from the consumption, possession or use of alcohol. These halls are Hollifield Hall, Salisbury-Rowan Hall and Woodson Hall.
ALCOHOL POLICY AND REGULATIONS

The following regulations are based on the Alcohol Beverage Control laws of North Carolina and on the College’s intent to encourage moderation if alcohol is consumed.

1. Students under the age of 21 may not purchase, possess or consume any alcoholic beverage.

2. Students over the age of 21 may consume legal alcoholic beverages only in the privacy of residence hall rooms where at least one resident is 21. Residence hall areas such as entrances, lobbies and hallways are considered to be public areas and, therefore, alcoholic beverages may not be consumed and/or displayed in these areas.

3. Alcohol containers, whether empty or full, may not be displayed in public areas, to include windowsills and other areas in private residence rooms that may be observed from outside. Public areas include residence hall entrances, lobbies and hallways, as well as non-residence buildings on campus and the campus grounds. Possession of alcohol containers, even though they are empty, may not be in rooms where the occupants are under the age of twenty-one (21). In addition, students residing in a room where both residents are under the age of twenty-one may not host an of age student possessing or consuming an alcoholic beverage.

4. Alcohol may not be dispensed or consumed during any student social function.*
   a. College funds may not, under any circumstances, be used for the purchase of alcoholic beverages to be dispensed or consumed at any student social function on or off the campus.
   b. Kegs or any other common source containers of alcohol are strictly prohibited on campus for student consumption.
   c. The consumption or display of alcoholic beverages is prohibited in all areas except those specifically approved by the Office of the Dean of Students.
   d. Student organizations may not sponsor or co-sponsor a function cooperatively with any alcoholic beverage distributor or brewing company, nor lend its name to any such activity at which an alcoholic beverage is to be dispensed as a promotion for a brewing company or alcohol distributor.

International Implications:
As always, students traveling both domestically and internationally are expected to uphold Catawba College policies. Depending on the legal drinking age of the country visited, alcohol may be consumed by the student only if that student is of drinking age in the visiting country. Alcohol consumption during Catawba College sponsored trips will be at the discretion of the faculty and/or staff supervisor.

ALCOHOL POLICY RELATING TO STUDENT ORGANIZATIONS
Distribution, possession or consumption of alcohol beverages, including public drunkenness, at student organization events are in violation of the College’s alcohol policy. In addition to individual students being charged with a violation of the College alcohol policy, student organizations and groups are also responsible for and subject to meeting all regulations governing their charter or sponsorship. This includes all student organizations, clubs, athletic teams and etc.

ALCOHOL AND DRUG POLICY RELATING TO STUDENT ATHLETES
In addition to the policies listed here, student athletes are also accountable for the policies as listed in the Student Athlete Alcohol and Drug Policy distributed by the Athletic Department. Athletes will receive a copy of the Student Athlete Alcohol and Drug Policy from the Athletic Department. Student athletes are encouraged to speak with their coaches or the Athletic Director for more information about this policy. This policy is meant to supplement the Code of Student Conduct and offer additional educational opportunities on an individual basis. Student Athletes who fail drug tests will also be subject to conduct action in addition to sanctions received by the Athletic Department.

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. Therefore, College administrators reserve the right to notify and inform 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, the 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.
GUIDELINES FOR ALCOHOL POLICY VIOLATION SANCTIONS

Violations of the College Alcohol Policy are sanctioned on two levels.

Level 1

General violations of the College Alcohol Policy, including but not limited to the following:

a. Underage consumption or possession of alcohol;

b. Consumption or possession of alcohol in a substance free residence hall;

c. Consumption of alcohol in a public area;*

d. Intoxication or public drunkenness;

e. Presence of alcohol containers in an under-aged student’s room;

f. Participation in drinking games/possession (Unless under age of 21)

g. Possession or use of drinking devices.

Level 2

Violations of the College Alcohol Policy related to more serious or harmful behavior, including but not limited to the following:

a. Causing harm to oneself, others or damage to College property;

b. Engaging in physical violence or vandalism;

c. Participation in drinking games (under age of 21)

d. Showing disrespect to a College employee;

e. Providing or distributing alcohol to an underage person;

f. Illegally operating a vehicle after having consumed alcohol;

g. Use of false identification to purchase or gain access to an establishment at which alcohol is served;

h. Possession of a common source container.

Level 2 violations are of a more serious nature and a violation will therefore carry a two-offense penalty. Students who are issued a Level 2 alcohol violation will be responsible for the next two offenses as listed in the sanctioning schedule. The violation will count as two offenses in determining the student’s scheduled sanction.

The College reserves the right to issue an alcohol violation based on information received from outside agencies such as law enforcement officers or other colleges.

The Student Affairs Office is charged with the enforcement of all College policies. The following sanctions will be assessed when students accept responsibility or are found responsible for a violation of the College alcohol policy. Any sanction may be accompanied by a required educational component.

* Football Tailgating Policy As Applied to Alcohol Consumption

Tailgaters must be respectful of those around them and mindful that students are subject to policies in the Student Handbook. Everyone else is subject to rules and regulations of the State of North Carolina, the City of Salisbury, Catawba College and the Catawba College Athletic Department.

ALCOHOL SANCTIONING SCHEDULE

Alcohol Education Option: Formal Written Warning

The Alcohol Education Option is available once to students with no prior alcohol or drug violations. Students must complete the Alcohol Education Option within 30 days of selecting the option. If a student fails to complete the requirements of the Alcohol Education Option, the Catawba College Conduct Director will notify the student is not in good standing and further sanctions will ensue. Completion of the Alcohol Education Option will be noted in the student’s record maintained within the Student Affairs office. The charge against the student will be rescinded after one full year if no further substance abuse violations occur. Requirements of the Alcohol Education Option:

1. Education: The student will be required to complete an alcohol educational workshop addressing the issue of alcohol use and abuse. This workshop is conducted by the Alcohol and Substance Abuse Coordinator in Student Affairs. BASICS (Brief Alcohol Screening and Intervention for College Students) – The BASICS program consists of one 15 minute Intake, then two one-hour one-on-one sessions with a staff member. During these sessions, students will complete alcohol drug assessments, discuss their history of substance use, analyze their current use, and review alcohol and drug information. The initial fifteen (15) minute Intake appointment is at no charge; however students who are required to complete BASICS will be required to pay the fee ($100.00) for the program,
2. Fine: A $100.00 fine must be paid to Catawba College which will be used to fund educational speakers, programs, services, and supplies to address the challenge of alcohol or drug use and abuse.

3. A letter will be sent to the parent(s) or guardian(s) of the student notifying them of the election to complete the Alcohol Education Option in response to a charge of the student violating the general provisions of the Alcohol Policy.

**Second Offense or First after Clemency:** $125.00 fine, Parental Notification, 10 Hours Community Service and completion of an Online Education Class ($50.00 fee).

**Third Offense:** $175 Fine, Parental Notification, 20 Hours Community Service and Substance Abuse Assessment with Counseling Services staff ($50.00 fee).

**Fourth Offense:** Suspension

*The Online Education Component will be added to all new sanctions for students who are issued an alcohol violation passed their first and have not completed the Online Education Component.*

**In regards to all alcohol and drug violations that would result, by our sanction schedule, in suspension, the Dean of Students or his or her designee will have the ability to review and revise the final outcome based on the situation**

***All fines will be placed in the Substance Abuse programming account.***

**Amnesty Clause**

Catawba College wants to prevent any tragedy from occurring due to alcohol or drug abuse. Therefore, when a student dials 911, contacts an RA or Public Safety to seek medical help for another student who is intoxicated, that individual will not be subject to judicial record. Although students will have to complete an educational component and the victim may be mandated for substance abuse evaluation and counseling, neither will receive violations. This educational component will allow the student to learn more about drug and alcohol abuse to help prevent future incidents. The assessment of the victim will allow for physical and mental evaluations and treatments as needed. The incident will go into their file and only be activated if a second incident occurs, or if the educational sanctions are not completed.

(A greater emphasis through programing and recourse dedication to ensuring student awareness.)

**DRUG USE POLICY**

Catawba College is an academic community that believes that the life of the mind is intrinsically alluring and worthy of pursuit. The abuse of drugs seriously runs counter to that deeply held value and is clearly detrimental to the individual’s welfare. Thus, consistent with the beliefs and purposes of this institution, the use of any drugs in the College community must be within the limits of federal and state laws.

The College reminds students of their responsibility to be aware of and to obey those federal and state statutes that prohibit the use of various drugs. While the College is not specifically responsible for the enforcement of federal and state drug laws, those agencies charged with this legal responsibility have the authority to carry out their duties on the campus. The College cannot, nor does it wish to, provide a haven for illegal drug activity. Thus, individuals who illegally possess, use or supply prohibited drugs within the academic community risk action by the appropriate civil authorities and consequent penalty.

In addition, there is considerable evidence that prolonged use of such drugs can be harmful to the individual’s psychological or physical health. Students whose use of drugs results in academic difficulties or psychological/physical health problems will be advised to seek professional assistance and may be required to withdraw from the College.

Students who actively promote, supply or sell illegal drugs thereby engage in behavior that may infringe on the rights of others, endanger the well-being or safety of others, or result in psychological or physical injury to others. They will, therefore, be subject to the full range of College disciplinary action as defined in this Handbook, including permanent expulsion. The local police may be summoned by a member of the College who encounters the possession, use, distribution or sale of a drug by a student on the campus.

**STANDARDS OF CONDUCT RELATED TO ALCOHOL**

The College has long had a personal conduct regulation that addresses improper behavior with respect to alcoholic beverages. Members of the College community are reminded that the following will subject an individual to College disciplinary review and action: distribution, possession, or consumption of alcoholic beverages in violation of stated College policy and/ or local ordinances and state law.
STANDARDS OF CONDUCT RELATED TO DRUGS

In accordance and compliance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), effective October 1, 1990, the following behavior is prohibited: the unlawful possession, use or distribution of drugs by students and employees on College property or as part of any College activity.

Performance-Enhancing Drugs

The use of performance-enhancing drugs (e.g. anabolic steroids, amphetamines, etc.) by athletes in an attempt to gain a possible athletic advantage is a threat to their health and undermines the spirit of sportsmanship. Such drug use also threatens the health of others because of the pressure it may put on them to experiment with dangerous substances.

The Catawba Department of Athletics states emphatically that the use of such drugs will not be tolerated, and that anyone using them will not be permitted to represent the College in intercollegiate athletic competition. When an athlete is found to be using such drugs, that individual may be referred to the Office of the Dean of Students.

Controlled Substances

The unlawful distribution, possession or use of controlled substances on property owned or controlled by the College, or as part of any College activity, or off campus when the interests of the College are involved, is strictly prohibited. Controlled substances include, but are not limited to, substances that are prescribed by a physician that are being distributed to others even though the distributor may have a prescription from a physician for that particular controlled substance. Health Services must be notified of any medications taken on a daily basis. Students are required to complete this information on the health history form and to notify Health Services of any additions or changes that may occur.

The Abuse of Prescription and Over-the-Counter Drugs

Individuals should follow the instructions of the prescribing physician in using prescription and/or over-the-counter drugs. Abuse of such drugs can result in serious physical and mental disability.

College Drug Regulations

The use, possession, distribution or sale of any illegal drug or controlled substance for which the student does not possess a prescription from a physician is strictly forbidden on the Catawba College campus. The distribution of a controlled substance for which a student has a prescription from a physician is also a violation of this policy. The use or possession of any drug paraphernalia is prohibited.

Drug Violation Sanctions

Marijuana Violations

A student found responsible for possessing or using marijuana will be subject to the following set of progressive sanctions. In the residence halls, the minimum evidence required for finding someone in violation of marijuana use is two (2) staff members identifying odor originating from a given room or area. Judicial outcomes may include, but are not limited to, the following.

First Violation (minimum sanction):

- $75 fine
- Online educational component
- Notification letter to student’s parents
- Put on notice that if s/he is subsequently found in a room or situation where marijuana is identified as being used, s/he will be subject to second violation sanctions
- Twenty (20) hours of substance abuse counseling

Second Violation (minimum sanction):

- $150 fine
- Disciplinary Probation for two (2) years
- Notification letter to student’s parents
- Forty (40) hours of substance abuse counseling

Third Violation (minimum sanction):

- Immediate suspension from the College
- Notification letter to student’s parents
Students found responsible for possessing, using, manufacturing or distributing illegal or un-prescribed drugs will be subject to strict College sanctions. These policies include, but are not limited to the use, possession, or distribution of marijuana. These sanctions may include immediate suspension and/or dismissal from on-campus housing and/or the College.

**Positive drug test results in athletics will be referred to judicial action in addition to sanctions imposed by Catawba Athletics or the NCAA. The Conduct Office will dictate sanctions depending on the number of drug violations committed.**

**In regards to all alcohol and drug violations that would result, by our sanction schedule, in suspension, the Dean of Students or his or her designee will have the ability to review and revise the final outcome based on the situation.**

**TOBACCO POLICY**

The 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 that 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.

Due to the acknowledged hazards arising from exposure to and use of tobacco products, it is the policy of Catawba College to provide a smoke-free environment on campus except for the specified areas listed below. This policy covers the smoking of any tobacco product or smokeless tobacco product 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 them. Cigarette receptacles are located only in established smoking areas. Those areas are:

1. The area on the sidewalk between Lerner Wellness Center (in the Cannon Student Center) and Ketner Hall.
2. 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).
   c. 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.
6. Florence Busby Corriher Theatre: Immediately outside of the lobby entrance.
7. 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.
CESSATION RESOURCES

Catawba College strongly encourages all members of the community to utilize resources to assist in the cessation of tobacco related products. Members of the Catawba College community who need additional information or resources related to tobacco cessation programs should visit the Proctor Student Health Center.

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. These may include 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.

ADDITIONAL POLICIES

1. 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.

2. 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;
   b. 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.
   c. Smoking advertisements, 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.

Smoking and the use of tobacco products are prohibited in buildings of Catawba College being used for private events.

*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

1. 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 resource guides, 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.

5. 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.

**CATAWBA COLLEGE POLICIES REGARDING SEXUAL VIOLENCE, STALKING, DOMESTIC AND DATING VIOLENCE, BULLYING AND BIAS INCIDENTS**

**SEXUAL VIOLENCE POLICY**

The following policy is based on federal and state laws of North Carolina, and on the College’s intent to ensure the safety of the community.

Sexual assault, including but not limited to threats of, or deliberate physical contact of a sexual nature that is against another person’s will or without consent.

- Committing a sexual invasion, sexual assault, or sexual misconduct, as those terms are defined herein.
- Committing sexual harassment as defined herein.
- Inflicting severe mental or emotional distress upon a person through a course of conduct involving repeated harassment, intimidation, abuse or disparagement.

The term *sexual act* means sexual intercourse, cunnilingus, fellatio, anilingus or knowingly inserting an object or part of one’s body into another’s genital or anal opening.

The term *sexual assault* means intentionally touching the sexual parts (breasts, genitals or buttocks) of another or intentionally touching another with one’s sexual parts, without that person’s consent.

The term *sexual harassment* means engaging in unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when the employment or academic advancement of another is made contingent upon submission to such conduct or when submission to or a rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or when such conduct has the purpose or effect of interfering with the other’s work or academic performance, or of creating an intimidating, hostile, or offensive working or academic environment.

The term *sexual invasion* means knowingly engaging in a sexual act with another person without the other’s consent.

The term *sexual misconduct* means engaging in a sexual act or exposing the private parts of one’s person in any public place in the presence of other persons.

**NOTE:** *Use of alcohol and/or drugs by a Complainant is not an excuse for violation of the sexual assault conduct standard. An intoxicated person cannot provide informed consent to sexual activity if their judgment is impaired. Nor can a perpetrator who is intoxicated or under the influence of drugs be capable of confirming consent to the sexual activity. Thus, if your partner has been drinking or taking drugs, getting a “yes” may not be sufficient. Finally, silence, previous sexual relationships or current relationship between the parties may not be taken as an indication of consent.*

**NO RETALIATION**

It is a violation of this policy to retaliate against a person for complaining of alleged harassment, or for assisting, participating or cooperating in an investigation of sexual harassment. When a member of the College community believes retaliation has occurred, the complainant may bring a complaint under this policy. The College also has the right to make such a determination on its own. Retaliation is a basis for corrective or disciplinary action.
CONFIDENTIALITY

The College will make reasonable efforts to keep all information relating to sexual harassment allegations and investigations confidential on a “need-to-know” basis, to the extent consistent with the College’s legal obligations, the need to investigate allegations of sexual harassment and the need to take corrective and/or disciplinary action. Any person who violates provisions of this policy including confidentiality provisions will be subject to disciplinary and/or corrective action.

If you have been sexually assaulted

Sexual assault is an act of violence. Students who are victims of an assault may be in a state of shock and disbelief and may be feeling a variety of emotions such as fear, anger and helpless- ness as well as shame and guilt. A victimized student may not know who to trust or turn to for help. This guide is designed to give students resources to help in recovery as well as to reduce the risk of an assault from happening again. Students are encouraged to seek help from the resource people in this guide. There are trained professionals available at Catawba College who can provide information and support. Students are encouraged to use these resources. The College will respect the wishes of the student and will not force them toward any action.

If a student is sexually assaulted, she or he is encouraged to:

1. Get to a safe place as soon as possible.
2. Understand that the assault was not your fault, nor did you do anything to cause it or deserve it. One hundred (100%) percent of the responsibility lies with the person who assaulted you.
3. Try to preserve all physical evidence. Do not wash, douche, use the toilet or change clothing if it can be avoided. If changing clothes is a must, put all clothing worn at the time of the attack in a paper bag, not plastic (this is important for evidence collection).
4. Contact any one of the following Catawba College offices to report the crime and receive assistance: Public Safety at 704-637-4000, College Chaplain at 704-637-4446 or 704-231-3128, Student Affairs at 704-637-4410, Health Services at 704-637-4404, Counseling Services at704-637-4307 or a Residence Life staff member. A call to one of these offices does not mean that one has chosen to bring criminal charges. These officials are trained to assist in securing medical attention and professional counseling while assuring that evidence of the incident is collected and preserved in the event of a later decision to prosecute.
5. Report the crime to the Salisbury Police Department at 911 (non-emergency calls 704-638-5333). This is a personal decision that only the student who has been assaulted can make. Understand that making a report does not require the victim to press charges. Consider that the perpetrator may have had previous victims, and if attention is not brought on their behavior, it is possible that there will be more victims in the future.
6. Get medical attention as soon as possible to address physical health needs and to collect important evidence in the event of a later decision to take legal action. For the purpose of effective evidence collection, physical examination at a local emergency room must take place as soon as possible and no later than seventy-two (72) hours after the assault. For on campus services, call Health Services at 704-637-4404. For off-campus services, call the Rowan Regional Medical Center Emergency Department at 704-210-5035.
7. Talk with a counselor who can provide emotional support and give information about resources while clarifying confidentiality. For on-campus services, call Counseling Services at 704-637-4307. For off-campus counseling and support services, call the Family Crisis Council at 704-636-4718 or the Rape/Sexual Assault Hotline at 800-656-4673.
8. Confide in someone who can be trusted, a close friend or Resident Assistant, to turn to for support through recovery. If preferred, a member of the College staff who is knowledgeable about recovery resources can be chosen as a support person. To receive information on the Catawba College Student Conduct Code and procedures, please contact the Dean of Students or the Student Conduct Administrator at 704-637-4410.

CATAWBA COLLEGE STALKING POLICY

Stalking and cyber stalking are behaviors prohibited by Catawba College. Stalking includes a willful and malicious knowing pattern of conduct or acts over a period of time, directed at a specific person which alarms or annoys the person which causes a reasonable person to suffer substantial emotional distress, and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Conduct which does not include a threat of death or bodily injury is also illegal and considered harassment by Catawba College.

Stalking is defined as repeated harassing behavior, such as:

- Following a person
- Appearing at a person’s home, class or work
- Making harassing phone calls and e-mails
• Leaving written messages or objects
• Vandalizing a person’s property

Stalking can be accomplished in person or by mail, telephone, electronic mail, social media, and internet communications etc.

Students, staff, and faculty may turn to a Title IX Liaison (available to receive reports of sexual assault, sexual harassment and discrimination, including stalking) listed in the policy on sexual harassment and sexual assault for help in dealing with incidents of stalking or harassment.

Anyone can be stalked, including college students from any economic, ethnic, or religious group. A few victims are picked at random by their stalker, but most stalking victims know their stalker, having had some type of present or past relationship. The perpetrator can be an intimate partner, former partner, classmate, roommate, or other acquaintance. A victim can be stalked for several days or for many years. The stalker’s actions can also affect family, friends, and coworkers. Stalking and criminal harassment can be difficult to distinguish. Talk to one of the individuals listed on our Resource page for help.

If you or someone you know is experiencing a similar situation, please get help by contacting any of the resources listed. If you feel frightened or uncomfortable about someone’s specific behavior, pay attention to your instincts. Seek help.

WHAT CAN A STALKING VICTIM DO?

• Report the stalking to Public Safety, Student Affairs and/or local police and follow their advice
• Inform others close to you (family, friends, residential life staff, coworkers) about the stalking
• Do your best to safely avoid all contact with the stalker
• Keep a journal or log of all incidents connected to the stalking
• Keep any letters, packages, taped telephone messages, or e-mails received from the stalker
• Provide police with photographs of the suspect, a description, and other information
• Inform the Office of the Dean of Student Affairs and learn about other options

Follow basic safety tips

- Try not to walk alone
- Know your surroundings and locations of emergency phones and panic buttons
- Lock your car and house doors when alone
- Consider using different routes to drive or walk to class or other routine places, keeping close friends informed
- Park your vehicle in well-lit areas
- Check your vehicle including front and rear passenger seat areas before getting in
- Change locks to your home and car
- Contact Public Safety for escorts
- Utilize the blue lights on campus if you feel someone is following you

DATING VIOLENCE

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The relationship between the alleged perpetrator and the victim is determined based on the following factors:

1. The length of the relationship
2. The type of relationship; and/or
3. The frequency of interaction between the persons involved in the relationship

DOMESTIC VIOLENCE

Domestic violence is defined as abuse or violence committed by:

1. a current or former spouse of the victim;
2. a person with whom the victim shares a child in common; and/or
3. a person who is cohabitating with or has cohabitated with the victim as a spouse.

Dating and domestic violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
The state definition of domestic violence can be found in North Carolina General Statute §50B-1
(www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_50B.html), which
is applicable to criminal prosecutions for domestic violence in North Carolina, but may differ from
the definition used by the university to address policy violations.

**BULLYING POLICY**

“Bullying or harassing behavior” is any pattern of gestures, communication (written, verbal, or electronic), or
physical act that takes place by a Catawba College community member that:

Places another Catawba College community member in actual and reasonable fear of harm to his/her person or
damage to his/her property; or creates or is certain to create a hostile environment by substantially interfering with
or impairing a student’s educational performance, opportunities, or benefits. A hostile environment is defined as
the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe
or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to acts reasonably perceived as being motivated by
any actual or perceived differentiating characteristic such as race: color, religion, ancestry, national origin,
gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or
mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived
to have one or more of these characteristics.

- No student or College employee shall be subjected to bullying or harassing behavior by College employees
  or students.
- No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable
  information about an act of bullying or harassing behavior.
- A College employee who has witnessed or has reliable information that a student or College employee has been
  subject to any act of bullying or harassing behavior shall report the incident to the appropriate College official.
- A student or volunteer who has witnessed or has reliable information that a student or College employee
  has been subject to any act of bullying or harassing behavior should report the incident to the appropriate
  College official.

**CYBERBULLYING POLICY**

Cyberbullying is the use of internet, mobile phones, social media, or other digital technologies to harm others.
Communicating threats of any violence via any medium (including electronic communication) which the College
interprets as posing a danger to Catawba College property, people, or the community. This Policy applies to all
computer and computer communication facilities owned, leased, operated, or contracted by Catawba College.
The policy compliments the Catawba College Information Technology’s Acceptable Usage Policy.

**BIAS INCIDENT POLICY**

**DEFINITION**

Catawba College defines a bias incident as an act of bigotry, harassment or intimidation involving a member of
the Catawba community that is directed at a member or group based on any of, but not limited to, the following:

- race, color, ethnicity, nationality, economic background, age, physical/mental health or ability, sexual orientation,
- sex, gender identity or expression, height, size, weight, marital status, veteran status or religious practice.

A bias incident can occur whether the act is intentional or unintentional. Speech or expression that is consistent
with the principles of academic freedom does not constitute a bias incident.

Bias-related incidents, while abhorrent and intolerable, are not necessarily crimes. Hate crimes are also motivated
by bias, but they include a definable crime, such as: threats of violence, property damage, personal injury and
other illegal conduct. A hate crime is an infraction of the law and will be addressed accordingly.

**Note:** All hate crimes are bias incidents, but not all bias incidents are hate crimes.
REPORTING A BIAS INCIDENT

Any member of the Catawba Community may report an incident.
1. Log into CatLink
2. Click on the “CatWatch” link in the “Make a Request” box (located on both the “Home” and “Services” tabs)

Once reported, an investigation of the incident will be conducted in a timely manner and appropriate actions will be taken.

SEXUAL HARRASSMENT POLICY AND APPEALS

Incidents of actual or attempted sexual assault or rape may be considered sexual harassment but are typically of a much more serious nature and so should warrant more appropriate action (e.g., bringing criminal charges, reporting to the Office of Public Safety) than this policy provides for and other policies (e.g., Sexual Assault Student Policy) may be applicable. Additionally, any student accusing another student of a violation of these policies will use the process outlined in the Student Code of Conduct, which can be located under Student Policies and Procedures of this resource guide.

PROCEDURES

The Catawba College community values a positive community environment of tolerance, civility and mutual respect. The College is committed to providing and promoting an atmosphere in which faculty and staff can realize their maximum potential in the workplace and students can engage fully in the learning process. Sexual harassment creates an environment incompatible with its values, is a form of discrimination and is illegal. Sexual harassment is unacceptable conduct and will not be condoned in any form at the College.

SEXUAL HARRASSMENT DEFINED

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment or status in an educational course, program or activity;
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or
3. Such conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from an educational program or activity. By way of example, sexual harassment can include sexual innuendoes, off-color jokes, sexually-suggestive comments, offensive remarks about another person’s clothing, or body, or sexual characteristics, suggestive or insulting sounds, implied or overt sexual propositions or pressure for sex, leering or ogling, obscene gestures, inappropriate touching, fondling or kissing and coerced sexual contact, physical intimidation, (e.g., blocking, cornering, leaning too close); and placing sexually suggestive objects, pictures or cartoons in the work or study area. Sexual harassment can be perpetrated upon members of the opposite gender or one’s own gender. Occasional compliments of a socially acceptable nature do not normally constitute sexual harassment. Similarly, depending upon the circumstances (including the nature or the context of an action), not all verbal or physical conduct will be considered sexual in nature.

The academic setting is distinct in the workplace and the College will maintain and encourage academic freedom. Academic setting will be considered in regard to complaints in the teaching context and to be sexual harassment such behavior must be persistent, pervasive and not germane to the subject matter.

HARRASSMENT COMPLAINTS

Catawba College encourages any person who feels he or she has been sexually harassed to take informal or formal steps to deal with sexual harassment. Complaints may be resolved through an informal or formal process as described below. Informal means are encouraged as the beginning point, but the choice of where to begin rests with the Complainant. Among the informal steps that may be taken to deal with sexual harassment are:

1. Clearly say “NO” to the person whose behavior is unwelcome.
2. Communicate either orally or in writing with the person whose behavior is unwelcome. The most useful communication will have three parts:
3. A factual description of the incident(s) including date, time, place and specific action. b. A description of the writer’s feelings, including any consequences of the incident.
4. A request that the conduct cease. Frequently such a communication will cause the unwelcome behavior to stop.
5. Speak with the supervisor – department chair, dean or director – who may speak to the person whose behavior was unwelcome. The name of the Complainant need not be disclosed. The purpose for such conversation is cessation of the unwelcome behavior.

6. Contact the appropriate College official listed below to facilitate a meeting with the alleged harasser. If the informal process does not resolve the complaint to the Complainant’s satisfaction, or if the Complainant prefers, the Complainant may begin the formal process. The first step in the formal process to deal with a sexual harassment complaint is for the Complainant to file a verbal report of the incident to the appropriate College official. Any student, faculty member or staff employee who knows of, receives information about, or receives a complaint of sexual harassment should report the information or complaint to the Human Resources Officer in a timely manner. The College also reserves the right to act as “Complainant” and institute formal proceedings.

<table>
<thead>
<tr>
<th>If the alleged harasser is:</th>
<th>Report harassment to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Dean of Students or Human Resource Officer</td>
</tr>
<tr>
<td>Staff</td>
<td>Human Resource Officer or Vice President for Finance</td>
</tr>
<tr>
<td>Faculty Member</td>
<td>Provost or Human Resources Officer</td>
</tr>
<tr>
<td>Human Resources Officer</td>
<td>Vice President for Finance or President of the College</td>
</tr>
<tr>
<td>Other (vendor, guests)</td>
<td>Human Resource Officer or Vice President for Finance</td>
</tr>
<tr>
<td>Vice President</td>
<td>Human Resource Officer or President of the College</td>
</tr>
<tr>
<td>President</td>
<td>Chair of Board of Trustees</td>
</tr>
</tbody>
</table>

The College’s Human Resources Officer is responsible for coordinating the College’s efforts to comply with and carry out its responsibilities with respect to sexual harassment complaints. If an employee or student has any questions about how to file a sexual harassment complaint, he/she should contact the Human Resources Officer or the appropriate official listed above.

Catawba College will change a victim’s academic and living situation after an alleged sex offense if these changes are requested by the victim and are reasonably available. This assistance should be arranged through the Office of Student Affairs. Procedures for on-campus disciplinary action in cases of alleged sexual offenses include the following: (1) the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing; (2) both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceedings brought alleging a sexual offense. Possible sanctions for sexual assault include, but are not limited to, censure, disciplinary probation, visitation restriction, suspension, expulsion, counseling, and any combination of these sanctions.

**INVESTIGATION AND RESOLUTION**

The appropriate College official contacted or his/her designee(s) will conduct the investigation with the Office of Human Resources. The investigation will include interviews of the Complainant, the alleged harasser and other persons believed to have knowledge of the allegations as well as a review of any other information pertinent to the allegations.

The alleged harasser will be afforded an opportunity to respond to the allegations. Investigations of formal complaints should be concluded within twenty (20) calendar days after they are made. When it is not reasonably possible to conclude the investigation within that amount of time, the Office of Human Resources will notify the Complainant and the alleged harasser in writing of the delay and the reasons for the delay.

Additionally, a Complainant may elect to withdraw a complaint at any time. However, the College reserves the right to complete the investigation of all complaints where it deems necessary to protect the interests of the College and the community. The Human Resource Officer will maintain a record of the final disposition of all formal complaints, even when such investigations result in a finding of no harassment or insufficient information to find a violation of this policy.

**NO RETALIATION**

It is a violation of this policy to retaliate against a person for complaining of alleged harassment, or for assisting, participating in or cooperating in an investigation of sexual harassment. When a member of the College community believes retaliation has occurred, the Complainant may bring a complaint under this policy. The College also has the right to make such a determination on its own. Retaliation is a basis for corrective or disciplinary action.

**CONFIDENTIALITY**

The College will make reasonable efforts to keep all information relating to sexual harassment allegations and investigations confidential on a “need-to-know” basis, to the extent consistent with the College’s legal obligations, the need to investigate allegations of sexual harassment, and the need to take corrective and/or disciplinary action. Any person who violates provisions of this policy including confidentiality provisions will be subject to disciplinary and/or corrective action.
CORRECTIVE AND/OR DISCIPLINARY ACTION

Following the College’s investigation of any alleged sexual harassment, the College will determine the appropriate corrective or disciplinary action. This may result in immediate sanctions, up to and including termination of employment for employees and immediate dismissal from the College for students if they are determined to have engaged in sexual harassment. Conduct approaching sexual harassment may also result in corrective and/or disciplinary action. For faculty members with continuous tenure, any decision to terminate shall then follow procedures for termination with adequate cause. The President of the College, or his/her designee, may impose a summary suspension prior to the resolution of the informal or the formal proceedings. A summary suspension may be imposed when, in the judgment of the President, the accused individual’s presence on campus would constitute a threat to the safety and well-being of the members of the College community. During the summary suspension, the accused individual will not be permitted on College property without the approval of the President of the College.

IMPROPER COMPLAINTS

This policy shall not be used to bring frivolous or malicious complaints against anyone. Making a knowingly false complaint subjects the Complainant to disciplinary or corrective action. However, failure to prove a claim of sexual harassment does not constitute proof of a false and/or malicious accusation.

THE APPEAL PROCESS (SEXUAL HARRASSMENT GRIEVANCE COMMITTEE)

In the event a person is found in violation of this policy, he or she may appeal the decision and/or the sanction. Such appeal must be made within ten (10) days of notice of that decision and/or sanction. Such appeal must be made in writing and submitted to the Chair of the Sexual Harassment Grievance Committee. The Sexual Harassment Grievance Committee will be comprised of:

- Two students appointed by the President of the Student Government Association, or the Dean of Students. The student representatives will serve on the Committee only when a student is involved in the sexual harassment appeal being heard.
- Two representatives of the College staff appointed by the President of the College
- Two representatives of the College faculty appointed by the Provost
- The H.R. Officer shall serve in an ex-officio (non-voting) capacity
- The Provost and the Dean of Students or their designees
- The Secretary of the Sexual Harassment Grievance Committee shall be the Administrative Assistant assigned to the Provost’s Office.
- The Chair of the Committee shall be approved by majority vote by the committee members.

Sexual Harassment Grievance Committee Procedures

a. Confidential notice in the form of the written appeal will be provided to the Committee and the alleged harasser and complainant. The date and time of the hearing will be provided to all persons involved (alleged harasser, complainant, committee members, and any witnesses such as the investigators of the formal complaint).

b. A verbatim record of the hearing including documentary or other evidence, but not the deliberation, will be made and kept secure and confidential as College property in the Human Resources Office for a period of no less than three years.

c. All parties will be afforded an opportunity to obtain and present necessary witnesses and documentary or other evidence. Neither the alleged harasser nor the complainant may be represented by legal counsel at the hearing. A member of the College community (any non-lawyer faculty, staff or student being otherwise uninvolved in the matter) may attend at the request of a party but may not speak or participate directly in the appeal. If a committee member investigated the complaint being appealed, or otherwise was involved in the matter in a manner that makes it difficult to be impartial, he or she will not participate in Committee deliberations or vote but shall be available to testify.

d. All parties will have the right to raise questions to the Committee to be asked of witnesses including other parties. The Committee will not be bound by strict rules of legal evidence and may hear any evidence that it deems of probative value in determining the issues involved. Decisions about procedural questions are subject to final decision by majority of the Committee. Every effort will be made to keep said evidence confidential within the proceedings. Committee decisions are determined by consensus when possible; otherwise, a simple majority rules.

e. The Sexual Harassment Grievance Committee will make findings about the appropriateness of the decision and/or sanctions and, if it determines sanctions should be different, it will provide a clear and specific list of charges and recommended sanctions in a report to the President of the College. This will stand as the College’s final decision unless timely appeal is made per the procedures below.
All steps of inquiries into complaints by the Sexual Harassment Grievance Committee will be closed and will be confidential. All members of the committee, the complainant, the alleged harasser and all other parties involved in the hearing will be reminded of their obligation to maintain confidentiality of the complaint and evidence presented at the hearing. The Committee may affirm the prior decision and/or sanctions, remand the matter for further investigation as to specific matters or reverse the prior decision.

**RIGHT TO APPEAL**

The complainant and the harasser shall have the right to appeal the decision of the Sexual Harassment Grievance Committee to the President of the College if either party feels the actual process identified in this document has been violated or disagrees with the sanctions. In exercising the right of appeal to the President of the College, a written appeal must be made within ten (10) days after written notification of the decision being appealed. The President of the College may receive additional information if he/she believes the information will aid in the decision. A decision will be made within ten (10) days. The complainant and the harasser will be notified of the decision. The decision of the President of the College will be final. During the time of appeal and review by the President of the College, disciplinary action recommended as a result of the original complaint will not be implemented and/or enforced.

**MORE INFORMATION**

Please refer to the full College Sexual Harassment Policy including the appeals process which is available on the College intranet site, or contact the Office of Human Resources or Student Affairs.

**If You Have Been Sexually Assaulted**

Sexual assault is an act of violence. Students who are victims of an assault may be in a state of shock and disbelief and may be feeling a variety of emotions such as fear, anger and helpless- ness as well as shame and guilt. A victimized student may not know who to trust or turn to for help. This guide is designed to give students resources to help in recovery as well as to reduce the risk of an assault from happening again. Students are encouraged to seek help from the resource people in this guide. There are trained professionals available at Catawba College who can provide information and support. Students are encouraged to use these resources.

The College will respect the wishes of the student and will not force them toward any action. If a student is sexually assaulted, he or she is encouraged to:

1. Get to a safe place as soon as possible.
2. Understand that the assault was not your fault, nor did you do anything to cause it or deserve it. One hundred percent (100%) of the responsibility lies with the person who assaulted you.
3. Try to preserve all physical evidence. Do not wash, douche, use the toilet or change clothing if it can be avoided. If changing clothes is a must, put all clothing worn at the time of the attack in a paper bag, not plastic (this is important for evidence collection).
4. Contact any one of the following Catawba College offices to report the crime and receive assistance: Public Safety at 704-637-4000, College Chaplain at 704-637-4446 or 704-231-3128, Student Affairs at 704-637-4410, Health Services at 704-637-4404, Counseling Services at 704-637-4307, or a Residence Life staff member. A call to one of these offices does not mean that one has chosen to bring criminal charges. These officials are trained to assist in securing medical attention and professional counseling while assuring that evidence of the incident is collected and preserved in the event of a later decision to prosecute.
5. Report the crime to the Salisbury Police Department at 911 (non-emergency calls 704-638-5333). This is a personal decision that only the student who has been assaulted can make. Understand that making a report does not require the victim to press charges. Consider that the perpetrator may have had previous victims, and if attention is not brought on their behavior, it is possible that there will be more victims in the future.
6. Get medical attention as soon as possible to address physical health needs and to collect important evidence in the event of a later decision to take legal action. For the purpose of effective evidence col- lection, physical examination at a local emergency room must take place as soon as possible and no later than seventy-two (72) hours after the assault. For on campus services, call Health Services at 704-637-4404. For off-campus services, call the Rowan Regional Medical Center Emergency Department at 704-210-5035.
7. Talk with a counselor who can provide emotional support and give information about resources while clarifying confidentiality. For on-campus services, call Counseling Services at 704-637-4307. For off-campus counseling and support services, call the Child and Family Abuse Crisis Council at 704-636-4718 or the Rape/Sexual Assault Hotline at 800-656-4673.
8. Confide in someone who can be trusted, a close friend or resident assistant, to turn to for support through recovery. If preferred, a member of the College staff who is knowledgeable about recovery resources can be chosen as a support person. To receive information on the Catawba College Student Conduct Code and procedures, please contact the Dean of Students or the Student Conduct Administrator at 704-637-4410.
TITLE IX POLICY

Catawba College is committed to providing equal opportunities for all students, employees, applicants for student admission and applicants for employment regardless of sex or sexual orientation unless allowed by law and deemed necessary to the operation of the College. The College complies with all applicable federal, state and local laws governing non-discrimination. Catawba College will comply with Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX). Title IX prohibits discrimination on the basis of sex in any education program or activity operated by a recipient of federal financial assistance. Catawba College receives financial assistance from the U.S. Department of Education, thus the College is subject to Title IX and its implementing regulations.

CATAWBA COLLEGE TITLE IX POLICY

1. Ensure that individuals are treated in a non-discriminatory manner in all educational and recreational programs or opportunities, including but not limited to intercollegiate and intramural athletics.

2. Ensure that individuals are treated in a non-discriminatory manner in any proposed educational and recreational programs or opportunities, including but not limited to intercollegiate and intramural athletics.

3. Inform the College’s population that any individual who believes he or she has been discriminated against on the basis of sex, should file a grievance with the Title IX Coordinator.

TITLE IX GRIEVANCE PROCEDURES

To provide for the prompt and equitable resolution of complaints alleging action prohibited by Title IX.

1. Grievance is brought to Title IX Coordinator by the Complainant or the Complainant’s colleague (friend, faculty member, staff member, etc.).

2. Complainant is interviewed by the Title IX Coordinator. If a grievance is filed, all parties should be notified immediately.

3. Complaint is heard by Title IX Committee, which is chaired by the Title IX Coordinator, within 10 days of the date that the grievance was filed.

4. Any witnesses for the grievant and the recipient of the complaint are interviewed by the Title IX Committee.

5. A decision is rendered by the Title IX Committee and the findings are forwarded to the College’s Office of the President. The entire grievance process should not take more than 30 days.

TITLE IX COMMITTEE SELECTION

The Title IX Coordinator, with the President’s approval, will select three individuals to serve on the Title IX Committee. The appointment will be for two fiscal years.

TESTIMONY AND INVESTIGATION

The Title IX Committee interviews the grievant, the recipient of the grievance and any witnesses with relevant information about the case. Only one witness is present before the committee at any given time. Any information can be submitted in written or oral presentations.

DELIBERATION

After all evidence has been reviewed, the committee votes by secret ballot to agree or disagree that the grievance is a violation of Title IX. The Title IX Coordinator counts the votes until a majority of like votes are found. Each committee member agrees to support the final decision, regardless of his or her personal decision about the case. Committee members are also reminded of their confidentiality commitment regarding all information about the case. The Title IX Coordinator sends the committee’s decision to the President of the College as a recommendation as to whether an individual has been discriminated against or not.

NOTIFICATION

Both parties involved in the grievance will be notified of the committee’s decision in writing within five days of the conclusion of the case.

ACCOUNTABILITY

All matters associated with the Title IX Committee process and hearings are confidential. The College will treat any violation of confidentiality as a serious offense and will maintain zero tolerance for such violations. All persons participating must maintain confidentiality and the complainant, witnesses and committee members are afforded complete privacy. All records and proceedings are considered confidential and will be maintained separate from personnel and student files, available only on a “need to know” basis and will be stored in the President’s Office.
All attempts to influence witnesses or committee members and any harassment of any of the parties involved in the case will not be tolerated.

Any violation of the accountabilities referenced above will result in disciplinary action up to and including termination of employment in the case of a faculty or staff member, or in the case of a student, expulsion from the college.

WEAPONS POLICY

North Carolina State Law (G.S. 14-269.2) gives the following definition and penalties for bringing or possessing a weapon on campus. Campus by General Statute includes private colleges such as Catawba College.

It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property.

It shall be a Class I felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property.

It shall be a Class I misdemeanor to any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, any type of knife to include a pocket knife, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

It shall be a Class I misdemeanor for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

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.

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.

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, any type of knife to include a pocket knife, bowie knife, dirk, dagger, slingshot, 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.

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.

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.
CATAWBA COLLEGE POLICIES & PROCEDURES FOR THE USE, SAFE HANDLING AND STORAGE OF STAGE WEAPONS

Catawba College Weapons Policy prohibits the possession of weapons (concealed or otherwise) on the College campus. This includes any illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals. The College policy provides a limited exception for school-approved educational programs conducted under the supervision of an adult whose supervision has been approved by College authorities as permitted by state law (N.C.G.S. § 14-269.2(g)(1)). (See: College Weapons Policy, updated 2013).

The following procedures are designed to permit a limited exception to the College Weapons Policy granted to the college community for the use of Stage Weapons.

For the purposes of this policy, a Stage Weapon is defined as: traditional weapons (guns, knives, swords) that have been specifically and professionally altered to meet Society of American Fight Directors (SAFD) standards for safe theatrical use. For guns, this includes non-firing replicas as well as blank-firing traditional firearms. For knives and swords, this includes dull-edged and rounded or button-tipped replicas or purpose-built stage weapons. Only Stage Weapons are permitted under this policy and only in accordance with the requirements in this policy.

Failure to follow these procedures may subject the violator to discipline by the College and may be a violation of state law.

PROCEDURES:

Administrative Approval

• A COLLEGE PERMIT IS REQUIRED FOR STAGE WEAPONS TO BE ON CAMPUS.
• Faculty directors must obtain a permit from Catawba Public Safety when a Stage Weapon will be used in stage business of any kind. This includes even the use of starter pistols for offstage sound effects.
• Directors should submit a photo of each weapon to be used along with a completed “Permit Request.”
• This permit must be displayed back stage for the length of the rehearsal and production period and then returned to Public Safety IMMEDIATELY following the closing of the production. [What happens to the weapon at this point?]
• Public Safety will notify the appropriate College administrative bodies that a permit has been issued and will keep a copy of the permit on file in the Public Safety Office.
• All weapons and blanks will be locked up at all times in an approved gun cabinet or a secure closet in the performance space.
• An authorized faculty member will provide the key to this cabinet to the Production Stage Manager who will maintain control of it for the length of rehearsals and production.
• They key will be turned into the authorized faculty member during strike so that he/she may remove and secure the weapon(s) for future use.

Weapons Use

• SAFETY IS A PRIMARY CONCERN IF A STAGE WEAPON IS USED IN A PRODUCTION
• An authorized faculty member (typically the Director or Fight Director) will train the student Production Stage Manager, the Assistant Stage Manager, and the student actors directly involved in the use of the Stage Weapon(s) to safely operate, maintain, and store the Stage Weapon.
• In the case of Stage Weapons that are firearms, prior to the first use in a rehearsal the Stage Manager, in coordination with the Director and/or the Fight Director, will arrange a demonstration of the weapon firing onstage (or offstage if it is for a sound effect) under work lights with the full cast and crew present. A representative of Public Safety should also be present.
• During the actual running of a rehearsal/performance, the Stage Management staff will give a verbal and headset warning backstage as well as a dressing room paged warning prior to the gunshot. Adequate ear protection will be made available to those crew/actors in close proximity.
• When a performer must fire a weapon onstage, the Stage Manager will require the performer to be present each time the blanks are loaded into the gun.
• Guns will always be kept with Stage Management staff and given to the actor just prior to their entrance or until it is used backstage for a sound effect. Guns are never to be left on a props table or unsupervised backstage. The Stage Manager should assign one person with cleaning, storage and preparation of the State Weapons.
• The Stage Manager is responsible to ensure that the weapon is retrieved from the performer directly after their exit from stage (or after the sound effect). The weapon is then returned, empty/disarmed, to the locked cabinet/closet. In the case of weapons designed to fire blanks, the weapons should be stored separately from the blank loads. Both the weapon and the blank loads must be under separate lock and key.

• In the case of swords, knives, or other purpose-built, non-prop stage weapons: Stage Management will ensure that affected performers participate in a fight call prior to each use of the weapon(s) on stage in rehearsal and production.

• Either the affected actors or Stage Management will keep control of these weapons at all times: When they are part of a costume, the responsibility of control lies with the actor; if weapons must be placed on a props table for retrieval, Stage Management will maintain control of the weapon until it is retrieved by the appropriate actor for use on stage. The actor will return the weapon to the props table immediately following his/her scene, where Stage Management will again take control of it until it is safely locked away in the weapons cabinet.

**GENERAL INFORMATION**

**EMERGENCY RESPONSE PLAN AND GROUP**
The Catawba College Emergency Response Group Plan formally establishes and documents a coordinated plan for responding to crises, whether large or small, which may arise in spite of all mitigation efforts. The aim for this plan is to provide a flexible framework of procedures, which will be periodically reviewed and regularly exercised so that when crises occur, the College’s response will be effective and efficient in protecting human life and health and in preserving College property and resources. The protection of human life and health is of the utmost importance and shall take precedence throughout this combined effort. The Emergency Response Group (ERG) is a group of employees from across various areas of campus who meet regularly to keep the emergency response plan up to date, who work with local emergency response groups, and who undergo training for all types of campus emergencies. You can contact this group through Tonia Black-Gold, Chair, at tblackgo@catawba.edu. Catawba College emergency response information can be found at www.catawba.edu/emergencyresponse.

**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.

**PROFESSIONAL BOUNDARIES**
One of Catawba College’s objectives is to help students achieve personal goals through an education rich in personal attention. To achieve that objective, Catawba College maintains a low student-faculty ratio which provides faculty with opportunities to counsel students and offer support. Flexible office hours, one-on-one guidance and genuine concern for students are hallmarks of Catawba College’s faculty and staff.

While faculty and staff are encouraged to foster wholesome and appropriate relationships with students, amorous relationships between faculty or staff members and students, even of a consensual nature, are inherently problematic due to the unequal status of faculty or staff, and students. Such relationships have the potential to threaten the trust and respect that are necessary for wholesome and appropriate faculty/staff/student relationships by creating:

• Perceived and actual undue favoritism that benefits students in consensual relationships with faculty or staff members;

• A hostile and unacceptable environment for other students, faculty and staff, in which obtaining benefits appears contingent on amorous or sexual favors; and

• Relationships that are less consensual than the faculty or staff member believes because of the complex and subtle effects of the power differential between faculty/staff members and students.

• By jeopardizing the quality of faculty/staff-student interaction, these problems interfere with the mission of Catawba College.

For these reasons, **faculty and staff shall not engage in consensual amorous relationships with students, even if the faculty or staff member has no immediate position of authority with respect to the student. A “consensual amorous relationship” is any romantic or physically intimate relationship. An “amorous consensual relationship” is any romantic or physically intimate relationship.**

**PROCEDURES**

*Implementation*

It is essential that faculty and staff members of the College be aware of their responsibilities under this policy.
Central to the implementation of this College policy is avoidance of situations that may result in developing such consensual amorous relationship or even the appearance of such a relationship. Professional activities with students are of course fitting and proper; personal or private activities with students should be approached with great caution.

Informal resolution attempts will be made to resolve the situation through informal and mutually satisfactory means. If the situation can be resolved, and a professional and consensual amorous relationship properly separated, and if there is no reason to believe that further problems exist, the matter will be ended.

Formal Complaint Procedures

Any member of the College community who believes that this faculty-staff-student policy is being violated may lodge a formal complaint to this effect with the appropriate College official(s) (i.e., students report a complaint to the Dean of Students, faculty to the Provost, staff to the Human Resources Officer unless one of these persons is involved in such instance the report can go to any of the other reporting avenues). All complaints must be in writing and will be held in the strictest confidence. Disclosure concerning the existence, source or substance of a complaint will be solely at the discretion of the College official(s) investigating the complaint and will be limited to those who have an immediate need to know. The Dean of Students, Provost and the Human Resources Officer will follow a process like that in the Catawba College Sexual Harassment Policy for the investigation and initial resolution of the complaint to resolve the problem as expeditiously and confidentially as possible. This is a serious issue and has strong ramifications for both the students and the faculty/staff members involved. Students or employees will not be penalized or discriminated against in any way for reporting incidents, but knowingly filing a false or malicious complaint will be considered a violation of the Honor Code or College policy. Violation of this policy may result in sanctions up to and including termination of employment for employees. For faculty members with continuous tenure, any decision to terminate employment will follow procedures for termination with adequate cause.

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 residence halls (if you are a resident student), dining hall, athletic events, gym facilities and for borrowing library materials. Cards are also necessary for purchase of books from the Catawba College Bookstore. 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.

THREAT ASSESSMENT TEAM (TAT)

The purpose of Catawba College’s Threat Assessment Team (TAT) is to promote (1) the health and safety of the campus community, and (2) community members’ health, well-being and successful experiences by coordinating information and developing support plans for people of concern. The TAT serves both students and employees and is charged with the task of determining if an individual poses, or may pose, a threat of violence to self, others or to the Catawba College community and to intervene to avert the threat and maintain the safety of the situation. The TAT responds to behaviors exhibited by students, employees, visitors and non-affiliated persons prior to a critical incident in an attempt to prevent violence so that the Catawba College campus remains a safe and secure learning and working environment.

In addition, the TAT assesses and coordinates the response to bias-related campus incidents. The Threat Assessment Team will investigate reported bias-related incidents to determine whether an incident is bias-related, and to recommend appropriate outcomes for the incident, including the necessity of involvement from law enforcement or other outside agencies.

Threat Assessment Team Members
• Dean of Students
• Associate Dean and Director of Conduct, Housing and Residence Life
• Director of Campus Safety
• Director of Counseling and Disability Services
• College Counselor
• Director of Health Services
• Student Affairs Administrative Assistant

Reporting a Bias Incident
Any member of the Catawba Community may report an incident by:
1. Logging into CatLink
2. Clicking on the “Cat Watch” link in the “Make a Request” box (located on both the “Home” and “Services” tabs)

CatWatch
Our safety at Catawba College will only be as effective as its reporting mechanisms for people and situations of concern. Through CatWatch, the Catawba community can report behaviors of one thinks may pose a threat of violence. No one wants to be a victim of vandalism, theft, discrimination or assault; and all must do their part to keep the campus community safe. The information shared will be used to investigate and intervene in situations of concern. Four reporting methods are available for threatening behaviors or situations:

• If there is an emergency in progress, call Public Safety at 704-637-4000 or dial 911.
• To report an incident or a concern online, go to: www.catawba.edu/catwatch and complete the online report form.
• To report an incident or a concern by telephone, call 704-637-4000 Public Safety or 704-637-4410 Student Affairs.
• To make a report in person, contact any administrative office on campus for assistance.

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.

STUDENT SERVICES AND RESOURCES

BOOKSTORE
www.catawba.edu/bookstore
Stephanie Taylor, Manager
704-637-4470, sataylor@catawba.edu

The Catawba College bookstore is located in the Cannon Student Center. The store is open year round, including Saturdays when the college hosts home football games and admissions events. Along with textbooks and other classroom supplies, the store also sells apparel, food, drinks, health and beauty products, computer software, laptops, tablets, gifts, and novelties. Textbook rentals are also available through the bookstore. For specific hours of operation and other information, please visit the bookstore’s website.

THE BUSINESS OFFICE
www.catawba.edu/finance

Jessica Watson, Student Accounts Receivable
jcwatson15@catawba.edu

OFFICE OF BUSINESS AND FINANCE

The Business Office in the Hedrick Administration Building can cash a personal check valued up to $50.00 daily, deposit and transfer funds to your Catawba ONE card, and give you information about your student account. The business office can also accept tuition payments, parking ticket payments, and payments for other charges. Work-study checks are available for pick-up in the Business Office on the 6th of each month, or the preceding Friday when the 6th falls on a weekend and prior to semester breaks and holidays that fall before the 6th. The Financial Aid Office processes documentation and acquires student signatures on Catawba Loans and Federal Perkins Loans, and the Business Office can accept repayments for these two loans. For other rules and regulations, please see the College Catalog.
TUITION
Tuition overload charges, tuition charges for graduate, evening students and students taking less than 12 hours are not refundable until after the last day to “add a course” (see academic calendar). During shorter academic terms like summer sessions, winter term or other abbreviated intensive study periods, NO REFUND WILL BE MADE AFTER THE FIRST DAY OF SESSIONS/CLASS.

CAMPUSS ACTIVITIES AND PROGRAMS

www.catawba.edu/wigwam
Jan Gillean, Assistant Dean for Campus Activities and Programming
704-637-4410, jgillean@catawba.edu

POLICIES FOR CAMPUS SOCIAL FUNCTIONS AND FUND RAISERS

Student 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.

Fundraisers – Student organizations involved in fundraising must register the fundraiser with the Assistant Dean for Campus Activities. A Fundraiser Request Form, available in the Student Activities Office, must be completed at least two weeks prior to the date of the fundraiser. The fundraiser must be approved by the Assistant Dean for Campus Activities before beginning the program. In the event that solicitation of the community, alumni, Catawba parents/families, or friends of the college is desired, prior approval for such activity must also be received from the college’s Vice President of Development.

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

Solicitation: Business enterprises or agencies or student(s) acting as their representative/s may not advertise, solicit or sell merchandise on campus without written permission from the Dean of Students. Permission to advertise and/or sell any product will be allowed only to promotions that are in the best interest of Catawba students.

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 to its students. Descriptions of campus organizations are listed below. For additional information on any of these groups, or 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
A student must maintain a minimum cumulative GPA of 2.0 in order to hold an office in any student organization. Student Government officers must maintain a minimum cumulative GPA of 2.2 at the time of the election and during the term of office.

Alpha Program
Alphas, a group made up of upper class students, work with faculty advisors during the First Year Orientation programs to assist new students in adjusting to the academic, co-curricular, and social environment of Catawba. Alphas provide peer assistance with academic and personal needs. They also help with questions, listen to concerns, and serve to welcome new students into the Catawba community.
Alpha Chi

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

Alpha Psi Omega

Alpha Psi Omega, a national honorary society for theatre students, provides membership for those doing a high standard of work in dramatics. Election to membership is based on character, leadership, exceptional performance of production responsibilities, and scholarship.

Alpha Sigma Lambda

Alpha Sigma Lambda, a national honorary society, promotes academic excellence in non-traditional programs and recognizes the academic accomplishments of outstanding students in the Evening and Graduate Studies on Campus. Membership is limited on the basis of academic standing (3.5 GPA, rank in the top 10 percent of Evening and Graduate Studies, completed 24 semester hours at Catawba, and completed 12 semester hours in liberal arts subjects). 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

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

The Arrowhead

The Arrowhead, the literary magazine published by Catawba students, allows students, faculty and staff to submit poetry, prose, art, or photography for publication. Membership is open to anyone interested. The publication consists of one issue per semester. Other activities include an annual poetry and prose reading and an awards reception.

Beta Beta Beta

Beta Beta Beta, a national honorary and professional society for biology students, improves the appreciation of biological study and undergraduate research. Membership is open for students who show great interest in biology and demonstrate superior academic achievement. Induction proceedings take place in March. Members attend the annual regional meeting in April.

Blue Masque

Blue Masque, a theatrical club, welcomes students interested in any element of theatre production. Membership is open to anyone, including students outside the theater department. Activities include regular meetings, Blue Masque productions, student-directed projects, various one-act plays, and an annual Blue Masque Awards Banquet.

Catawba Anime and Gaming Club

The Catawba Anime and gaming Club is an organization for all students who love the art of anime and playing video games. This group is also for those who are interested in the rich culture of Japan. The club offers movie nights featuring classic anime movies and hosts gaming tournaments throughout the year.

Catawba Athletic Training Club

Catawba Athletic Training Club (CATS), an athletic training society that promotes health and wellness. Membership is open to all athletic training majors as well as any interested students. CATS activities include service projects, educational events and symposiums on health issues, and promotion of allied health careers.

Campus Crusade for Christ

Campus Crusade for Christ, a student-led worship organization, provides opportunities to study and discuss the Bible, worship at weekly services, and pray together. Fellowship, encouragement, and spiritual development are key components of Campus Crusade for Christ. Membership is open to anyone.
Catawba Guides
Catawba Guides, a student outreach organization for the Office of Admissions, lead campus tours for prospective students and their parents. Catawba Guide activities include opportunities to visit hometown high schools, attend receptions, and take prospective students to observe Catawba classes. Catawba Guides may also choose to welcome a perspective student to attend an overnight housing event to experience dorm life. Membership is limited to approximately 40 students based on academic standing (2.25 GPA). The application and interview process takes place in January and is open to all interested freshmen, sophomores and juniors.

Catawba Herpetology Club
Catawba Herpetology Club is focused on students of all majors who have an enthusiasm for the study of reptiles and amphibians. Members take various trips into the college preserve and around Salisbury to look for herpetofauna. Activities include night hikes in the preserve, trips to Dan Nicholas Park, the Repticon conference, and other trips in pursuit of finding “herps”. A fun and encouraging club environment welcomes all students

Catawba American Marketing Association
The Catawba American Marketing Association (Cat-AMA) is a student organization affiliated with the professional American Marketing Association. This club provides students interested in marketing with experiential learning and professional development opportunities. In addition, they will gain valuable networking opportunities with the hundreds of chapters internationally through the organization. Cat-AMA also has access to professional resources that provide learning and scholarship competition opportunities.

Catawba Outreach for Biology (COB)
This group focuses on teaching young children and sparking an interest in the local and global ecosystem via live animal demonstrations, creative activities and outreach oriented projects. The club extends to both biology majors and non-majors with an interest in animals and children.

Catawba PRIDE Band
Catawba PRIDE, the College’s marching band, entertains audiences at football and basketball games. Membership is open to students from all academic disciplines through auditions and interviews held by the Director of the Band. Activities include performing half time shows, displaying school spirit during games, and hosting the annual Catawba Pride Band Competition.

Catawba Supernatural Investigators
Catawba Supernatural Investigators, a paranormal investigation club, conducts various paranormal investigations on campus and around the Salisbury community. Membership is open to anyone interested in the research and study of the paranormal. Activities include monthly meetings, club events, and community service projects.

Cheerleading
Cheerleaders promote spirit for teams during athletic events. Membership is open to all interested students through a series of tryouts held before a panel of judges during the spring semester. Activities include inspiring spirit during games, conducting cheerleading camps and traveling for athletic events.

Choral and Instrumental Music Ensembles
Choral and Instrumental Music Ensembles, Catawba’s choral, instrumental, and popular music groups, perform and participate in a number of campus and community programs. Membership is open to all interested students by audition.

Dance Ensemble
Dance Ensemble, a campus dance company, performs a variety of dances once per semester. Membership is open to all interested students by audition. Activities include occasional performances for local schools, organizations, and art events.

Dead Athenian Society
The Dead Athenian Society (DAS), a society of male students, provides opportunities for fellowship, service, and growth in social and spiritual nature. Membership is by invitation only. Activities include hosting and assisting with campus social activities, attending overnight retreats, participating in community service activities, and helping with special events.

Delphinion Society
Delphinion Society, a society of female students, provides opportunities for creating friendships, serving the college community, and extending aid to fellow students. Membership is by invitation only. Activities include: social activities, community service, and special events.

Diversity Club
Diversity Club, a cultural appreciation organization, strives to create the awareness of diversity of races, creeds, and religions. Membership is open to all interested students. Activities include hosting events during Black History Month, Diversity Week, and other programs.

Environment Catawba Outreach (ECO)
Environment Catawba Outreach (ECO), the campus environment club, strives to educate and encourage the campus community to practice environmentally sound habits and techniques. Membership is open to all interested students. Activities include raising environmental awareness, planning events, and hosting community service opportunities.

Fellowship of Christian Athletes
Fellowship of Christian Athletes (FCA), a student athlete led worship service, promotes fellowship, encouragement, and social development. Membership is open to all interested students. Activities include: meetings, fellowship, and activities involving other FCA groups and spiritual emphasis.

Gamma Sigma Epsilon
Gamma Sigma Epsilon, a national honor society in chemistry, unites those with a high scholastic grade in Chemistry. Membership is open to chemistry majors and minors on the basis of academic standing (3.0 GPA in Chemistry/overall).

Helen Foil Beard Women’s Society
Helen Foil Beard Women’s Society (HFBWS), an organization for female students, faculty, and staff, encourages the exploration and celebration of the accomplishments of women. Membership is open to all interested female students. Activities include hosting forums and presentations on women’s issues and promoting service projects that benefit women.

International Club
The International Club strives to enhance international spirit on campus. The club supports international students on campus and Americans seeking opportunities to study/work abroad. The group works closely with the Center for International Studies. Membership is open to all students.

Iota Tau Alpha
Iota Tau Alpha, a national honor society for athletic training students, recognizes individuals in the field of Athletic Training who have been accredit to their studies. Membership is limited on the basis of academic standing (3.2 overall GPA and Junior or Senior standing).

Kappa Delta Pi
Kappa Delta Pi, an international honor society in teacher education, supports the cause of bettering teacher education and all educators. Membership is by invitation only and is limited to the basis of academic standing (juniors and seniors majoring or minoring in Teacher Education with a minimum 3.2 GPA with a recommendation by the Department of Teacher Education.)

Kappa Mu Epsilon
Kappa Mu Epsilon, a national honor society for students and faculty in mathematics and related fields, sponsors activities for Catawba students with a mathematical theme. Membership is limited on the basis of academic standing (completed at least three semesters at Catawba College and completed three mathematical courses maintaining a “B” average, ranking among the upper 35% of their class). Activities include celebrating Pi Day, watching movies with mathematical content, participating in problem contests, and other campus events.

Lambda Pi Eta
Lambda Pi Eta (LPH), an honor society of the National Communication Association (NCA). Membership is limited on the basis of academic standing (60 semester hours and credit courses, 3.0 GPA, 12 credit hours of communication courses, maintaining a 3.25 GPA in these courses, and rank amongst the to 35% of their class).

Math Club
Math Club, an honorary math organization, encourages fellowship among students with common interests and provides information for graduate schools and employment opportunities for mathematics majors. Membership is limited by invitation only.

National Association for Music Educators
The National Association for Music Educators, a national organization that promotes involvement in performing and teaching music in local schools, serves many facets of music performance and education on and off campus. Membership is limited to students with an interest in promoting music and education in schools, participation in one or more Catawba music ensembles, and the payment of an annual membership fee.
The Order of The Blue and The White
The Order of The Blue and The White recognizes young men who have manifested scholarship, character, culture and service in their lives. Membership is limited to fifteen rising juniors who are invited and initiated each spring.

Phi Beta Lambda (PBL)
Phi Beta Lambda (PBL), a student group, gives members the opportunity to acquire leadership skills, business savvy and technical knowledge that will set them apart from the average graduate. Membership is open to all interested students. Activities include participating in “Real World” experiences, travel, and monthly meetings.

Phi Epsilon
Phi Epsilon, an honors society, promotes scholarly and cultural activities for its members and other students of the college community. Membership is based upon the character, leadership, and service of students who are eligible. The purpose of this society is to unite the outstanding members of the student body as a unified group.

Phi Sigma Iota
Phi Sigma Iota, a national honors society for foreign language studies, recognizes outstanding achievement in the study of foreign languages. Membership is limited on the basis of academic standing among advanced foreign language students (overall average of at least A or B).

Philomathean Society
The Philomathean Society, a society of male students, provides opportunities for fellowship, service, and social and spiritual growth. Membership is by invitation only. Activities include participating in enrichment sessions, social activities, overnight retreats, and community service.

The Pioneer
The Pioneer, Catawba College’s online student newspaper, covers campus and local news. Students meet weekly to receive story assignments and discuss ideas for newspaper content. Membership is open to all interested students.

Pre-Health Organization
Pre-Health Organization, a student preparation group, assists students who are pursuing a career in the healthcare industry. Activities include informing students about health career options, assisting students in choosing courses, helping students obtain internships, organizing forums and lectures by professional in the medical field, and emphasizing the importance of preparing for graduate admissions exams.

Psi Chi
Psi Chi, a psychology honors society, accepts students who show exceptional progress and ability in the psychology department.

Psychology Club
The Psychology Club, a major-based organization, accepts majors and underclassmen that may be interested in majoring in this field.

Residence Hall Association
The Residence Hall Association (RHA), a community building group, provides campus wide activities and programs. Membership is open to all interested students. Activities include participating in campus sponsored events, 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 seek to promote the study of the English language and its literature. Membership is by invitation only. Sigma Tau Delta is open to English majors and minors of high academic standing.

Spanish Club
Spanish club, a culture based organization, seeks to encourage positive interactions on campus with Spanish speaking culture. Membership is open to all interested students. Activities include participating in events and community service.

Sport and Health Sciences Society (SHSS) mission
The Catawba College Sport and Health Sciences Society (SHSS) strives to engage and support students within the fields of sports and health sciences. SHSS also promotes health and wellness on campus and in the community. Membership is open to all declared majors within the Sport and Health Sciences Department. SHSS activities include social and service events, attending professional development workshops and conferences and maintaining alumni connections.
**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.

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**Student North Carolina Association of Educators**

Student North Carolina Association of Educators (SNCAE), a prospective teachers club, promotes the professional and social advancement and refinement of the profession. Membership is open to anyone majoring or minoring in education. Activities include: monthly meetings, a pinning ceremony, and many others.

**Student Government Association**

The Student Government Association (SGA), led by student-selected representatives, stands for a variety of students’ needs and interests. SGA promotes self-government and participation through many types of structures. A full text of the SGA Constitution is available on the Catawba College website.

**2015-16 Student Government Cabinet Officers**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Justin Burroughs</td>
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<tr>
<td>Vice-President</td>
<td>Blake Brewer</td>
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<tr>
<td>Secretary</td>
<td>David Stevenson</td>
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<tr>
<td>Treasurer</td>
<td>Caroline Graham</td>
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**Student Honors Advisory Council**

Student Honors Advisory Council (SHAC), an honors program, promotes the activities and programs of the Ralph W. Ketner School of Business. Membership is open to Business majors. This club participates in activities promoting excellence, success, and ownership.

**Volunteer Catawba**

Volunteer Catawba, a Lilly Center program, provides opportunities for students to serve those in need. Volunteer efforts are open to anyone. Activities include working with schools, hospitals, nursing homes, homeless shelters, and other non-profit organizations.
Wigwam Productions
Wigwam Productions, the student programming board, promotes and produces campus entertainment and events for the campus community. Membership is open to any students interested that have completed one full semester at Catawba. Activities include programming, working with agents and artists, and learning set up of sound and lights.

CAMPUS MINISTRY AND RELIGIOUS LIFE

www.catawba.edu/religionphilosophy

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.

CENTER FOR CAREER SERVICES

www.catawba.edu/careers

Robin M. Perry, Director of Career Services
704-637-4384, rmperry@catawba.edu

Career Services serves Catawba students with their individual career development — getting them ready for “life after Catawba.” We assist with all phases — from making “major” decisions, to how to write a resume, to internships and how to network. We want our students to be ready for the real world, taking the best of the experience and knowledge gained here at Catawba College and converting that into post graduate success in whatever field they choose.

We can help students begin their career exploration process. This includes learning about the different majors the college offers, identifying occupations of interest, and helping discover areas of interest, skills and values. We want students to start building their resumes early in their college career, not waiting until their senior year. Once decisions have been made, it is important for students to learn how their academic experience can be enhanced through internships, shadowing, community service and extra-curricular activities. These combine to build skills and behaviors that will increase the student’s marketability for internships, jobs and graduate school.

Special services we provide include job search resources, resume and cover letter writing skills, career and graduate school fairs, mock interviews, networking techniques business etiquette and how to dress in a professional setting. We host recruiters on campus — both professional and academic, and an annual Manners Matter dinner.

Our Catawba2Career program has students identify strengths, weaknesses and experiences in relation to future career goals. It helps students identify skills needed to support future career choices through: Focus®, a computer-assisted career guidance system where students explore career paths based on values, skills and personality; resume writing workshops, career awareness activities, events and speakers.

We are here for the students to help them achieve their best using the knowledge and skills acquired during their Catawba College experience.

Career Services is located in the Student Affairs office in the Cannon Student Center.
THE CORRIHER-LINN-BLACK LIBRARY

www.catawba.edu/library

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, electronically, by email 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

www.catawba.edu/writingcenter

Dr. Margaret L. Stahr, Associate 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 Conference Room on the Mezzanine Level (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

www.catawba.edu/mathcenter

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 www.catawba.edu/mathcenter.
TUTOR CENTER

www.catawba.edu/tutoring

The Tutoring Center provides free small group tutoring sessions to all Catawba students who seek assistance in their classes. Our peer tutors are hired based on their academic performance in the class in which they wish to tutor. Tutors are paid for their services. Tutoring is available to almost every class at Catawba. All tutoring is conducted in the library. Tutoring is not offered for English or Math courses unless special permission is granted.

COUNSELING AND DISABILITY SERVICES

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

Debbie M. Insley, MS, LCAS
704-637-4734, dminsley14@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.

ACCOMMODATION POLICY FOR STUDENTS WITH DISABILITIES

Catawba College is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended 2008 (ADAAA), the College does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in College programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

It is the responsibility of students who wish to request services and/or accommodations to inform the College of the disability and provide appropriate documentation of the disability to Counseling and Disability Services. The accommodation process is outlined in greater detail on the Counseling and Disability Services webpage at the Catawba College website. The Disabilities Resource guide for students may be found on the website with any pertinent forms. This webpage also explains the appeal procedure for grievance resolution for student accommodations due to disability.
WELLNESS PROMOTION

Debbie M. Insley, MS, LCAS

Director of Wellness Promotion, Catawba College
704-637-4734, dminsley14@catawba.edu

The Office of Wellness Promotion provides outreach and education to empower Catawba students to make safer life choices. Using a harm reduction approach, Wellness Promotion helps students who are participating in risky health behaviors to practice safer, thus healthier behaviors. Programs include “Wellness Wednesdays” each week on varying topics such as domestic violence, alcohol awareness, breast cancer awareness, etc. There is also a collaborative partnership with Residential Life to provide wellness-themed programs in residence hall programs by the Resident Assistants. Programs such as Blood Alcohol Content are offered annually and are proven effective educational models for college students who drink alcohol heavily and have experience with alcohol related problems. This office also works with students to implement and maintain a peer run Collegiate Recovery Community for students in recovery from addiction.

DINING SERVICES

www.catawba.edu/dining

Mr. John Eddings, Director
704-637-4400,

1. Beginning the 2014-2015 school year Chartwells will begin the full Board Plan on Tuesday, August 12, 2014. (Move in Day for freshmen is Saturday 16th) Any arrivals before that date will be charged the daily Camp rate and billed as we have done in the past. All early arrivals on or after August 12, including; freshman, commuter students, Athletes, Orientation staff, RA Housing and coaching staff will be allowed to eat in the dining hall through Monday Dinner service, August 18, 2014 for no fee.

2. Chartwells will cover the cost of the traditional Saturday Luncheon for all families of the incoming freshman class. Chartwells requests the ability to set up a table to allow students and parents to add additional declining balance money to their cards.

3. Chartwells will be open during Spring Break; students will need to sign-up in advance. Chartwells will provide Brunch service between 11:00 AM to 1:00 PM, and students will have the option to take a boxed meal for dinner. The students will be charged $15.00 per day to their student account in order to receive this service. All faculty and staff that wish to participate will be charged the special meal rate, board plan meals will not be honored during Spring Break.

4. Chartwells will end the Spring Board Plan on Tuesday, May 9, 2016.

Catawba College Dining Hall

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.

Cashless Dining

The Dining Hall and McCorkle’s are cashless. We are no longer accepting cash. We accept Master Card, Visa, Discover and Catawba One Cards.

Concessions

Chartwells manages concessions at all home football, basketball and baseball games. Students may use their Declining balance dollars at these events. We Accept; Master Card, Visa, Discover and Catawba One Card. We also accept cash only in concessions.

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 and silverware to keep. You can keep your box and silverware until you are ready to use it again or you can trade it in for another box and silverware. As before, you do not have to wash your box or silverware upon returning, we will give you a new sanitized box and silverware 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. Beginning in 2014-2015 school year, the Dining Hall will become paperless. You may purchase a reusable to-go cup that is yours to keep; you will not have to trade the cup in like to to-go box and silverware. You may only use the reusable Chartwells cup to take beverages out of the café.

Under no circumstances is our china and small wares to leave the dining hall.
Hours of Operation: Monday – Friday

**Breakfast**
7:30 am – 10:00 am

**Light Breakfast**
10:00am - 11:00 am

**Lunch**
11:00 am – 1:30 pm

**Light Lunch**
1:30 pm – 5:00 pm

**Dinner**
5:00 pm – 7:30 pm

Saturday

**Light Breakfast**
8:00 am – 11:00 am

**Lunch**
11:00 am – 1:30 pm

**Dinner**
5:00 pm – 7:00 pm

*The Dining Hall, Smokestack Grill and Starbucks will be closed during spring Break.*

McCorkle’s

Starbucks Hours of Operation

- **Monday – Thursday**: 7:00 am – 10:00 pm
- **Friday**: 7:00 am – 2:00 pm
- **Saturday**: Closed
- **Sunday**: 5:00 pm – 10:00 pm

Smoke Stack Grill Hours of Operation:

- **Monday – Thursday**: 10:30 am – 10:00 pm
- **Friday**: 10:30 am – 2:00 pm
- **Saturday**: Closed
- **Sunday**: 5:00 pm – 10:00 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 meal plans will be charged 7% NC sales tax when purchased.

**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: http://bbcs.catawba.edu

**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.

**Dine On Campus**
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 www.DineOnCampus.com/catawba, 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.

**Manage Meal Plan**
Purchase meal plans and fund declining balance accounts through an online, secure transaction.

**FINANCIAL AID**

www.catawba.edu/finaid

*Kelli Hand, Director of Financial Aid*
704-637-4416, knhand@catawba.edu

**Office of Financial Aid**
Students who receive ANY form of financial aid (federal, state, or institutional) automatically agree to accept all terms and conditions associated with their financial aid.

Terms & Conditions include the following but are not limited to: Estimations, Catawba Email Policy, Satisfactory Academic Progress, Enrollment Freeze, Withdrawal or Leave of Absence, Housing Status, and Outside Scholarships. All students have access to view the Terms & Conditions of their financial aid on their Student CatLink Account.
Questions regarding financial aid, work-study opportunities, and scholarships should be directed to the Financial Aid office in Hedrick Administration Building. Additional information can also be found in the Catawba College Catalog.

FINANCIAL AID DISBURSEMENT & REFUND DATES

The Financial Aid and Business Offices announce disbursement and refund dates before the beginning of each semester to all students. Announcements are sent each semester via Catawba email and also via CatLink ‘My Announcements’. Students will also receive an email from the Business Office notifying them when their refund check is available to pick up. Students who do not pick up their refund check within two weeks of the notification will have their check mailed to the student’s permanent home address on file with the College.

SATISFACTORY ACADEMIC PROGRESS

Undergraduate students are required to maintain satisfactory academic progress and to remain in academic good standing to retain eligibility for financial aid. Both full-time and part-time students are subject to the Satisfactory Academic Progress policy. Students enrolled less than full-time must notify the Office of Financial Aid and may be subject to reductions in financial assistance. Federal regulations require a College’s Standards of Academic Progress (SAP) to include the following 2 components for students to receive Federal, State, and Institutional Financial Assistance: Qualitative Component (GPA Requirement) and Quantitative Component (percentage completion of credit hours).

Students who lose their financial aid due to Satisfactory Academic Progress have the right to appeal; however, the appeal must be based on special circumstances that prevent them from meeting the minimum standards such as illness, injury, death of a relative, or other extenuating circumstances.

The complete Satisfactory Academic Progress Policy can be viewed online at www.catawba.edu/finaid or the Catawba College Catalog.

VETERANS EDUCATION BENEFITS

The Department of Veteran Affairs provides and administers education benefits to eligible service members, Veterans, and certain dependents and survivors. Contact the Department of Veterans Affairs at 1-888-442-4551 or go to www.benefits.va.gov/gibill for specific eligibility requirements and the application process. The Veterans Benefits School Certifying Officials for Catawba College are Kelli Hand (day program), Associate Director of Financial Aid, 704-637-4416 or kmhand@catawba.edu and Karen Setliff (SEGS program), Coordinator of Recruitment and Advising, 704-637-4772 or ksetliff@catawba.edu.

HOUSING AND RESIDENCE LIFE

www.catawba.edu/residencelife

Ms. Kara L. Ostlund, Associate Dean for Housing & Residential Life and Conduct Administration, 704-637-4114, kostlund@catawba.edu

Ms. Emily L. Schneider, Assistant Director for Housing, Director for Intramural Sports, and Alcohol and Wellness Programs, 704-645-4577, eschneider@catawba.edu. Emily also serves as hearing officer.

Ms. Kelly Heinemann, Director of Mail Services, Assistant Director of Housing and Supplemental Instruction, 704-637-4382; kheinem@catawba.edu. Kelly also serves as hearing officer.

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 students. The Residence Life Staff consists of the Associate Dean (AD), 2 Assistant Directors (AD) and 29 student Resident Assistants (RA).

STAFF

Associate Dean and Director of Residence Life (AD) – The AD supervises the Assistant Directors and Resident Assistants and is responsible for overseeing the department.

Assistant Directors (AD) – The ADs are professional staff members who live in and supervise the buildings and RA staff. The ADs are responsible for programming within the residence halls through the Office of Student Affairs. The ADs report to the Associate Dean.

Resident Assistants (RAs) – The RAs are hired upper-class students who live in each hall. RAs serve as a resource for residents to advise, assist, and enforce College policies. RAs also 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 residence buildings.
POLICIES AND PROCEDURES

The Residency Requirement Policy
Catawba College requires all full-time students 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.

• Transfer 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 within a 25 mile radius of Catawba College.

• 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.

Request to Move Off Campus
Returning students must notify the Office of Housing and Residence Life, in writing, by April 1 for fall semester and November 1 for spring semester of intent to live off campus prior to the beginning of the appropriate semester. Students who are denied to live off-campus will be given a chance to appeal the decision by providing additional written documentation stating the reasons for their appeal. A committee will review each on a case by case basis. Failure to obtain approval to reside off campus in accordance with this policy may subject a student to full payment of housing fees.

Changing Rooms 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. Students are expected to occupy only ½ of their residence hall room (one bed, one dresser, one desk, one closet). If a student is found responsible of occupying more than ½ of their room, the student could be subject to disciplinary or monetary fines. The Office of Housing and Residence Life also has the right to request students to move rooms to consolidate space. Room changes will begin the day after the last day to drop/add a class each semester (August 27, 2015 and January 21, 2016).

The Office of Housing and Residence Life is responsible for keeping accurate housing records and rosters for all housing assignments. Professional staff and RAs will routinely check rosters to verify their accuracy. Room or roommate changes may only be made with the prior approval of the AD. 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.

In order to reside in Abernethy Village (Graham, Fuller, Purcell, Goodman East, Goodman West), the student must have completed 60 credit hours.

Housing Selection

• If students wish to reside in Abernethy Village (Graham, Fuller, Purcell, Goodman East, Goodman West), they must have completed 60 credit hours by the end of the spring semester. (Summer courses DO NOT count towards credit hours.)

• In order to go through housing selection, students must be registered for 12 credit hours for the upcoming fall semester.

• In order to go through housing selection, students must sign up with a roommate.

Single Rooms
Single rooms are optional and only available when residential capacity allows. There is an additional 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.
The Room Condition Report

The Room Condition Report (RCR) is very important. A Housing Administrator will validate any discrepancy between your comments and those of your RA. Any attempt to falsify the information submitted on this form will result in its invalidation, and charges will be made as if the form were never submitted. Do not forget to sign the RCR. Failure to sign the RCR will forfeit the 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 RA.

Tips for Conducting Your Own Room Inspection

When inspecting your room, 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
- 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 staff member 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 RCR will be billed to the student as damage. RAs 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. 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/suitmates.

Residence Hall Check-In and Check-Out

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 will also apply if you wish to change rooms or roommates at any time during the semester. Check-in and out through the RAs in your hall. (Please see policies below). You will be expected to observe published dates for residence hall openings and closings. Do 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 AD for Housing and Residential Life. The early arrival room charge is $50 per night payable by cash or check.

Room Check-In and Check-Out

Students will meet with their RAs upon arrival to campus to complete a RCR. The RCR inventory’s the furniture provided by the College and records the existing condition/damage to the rooms and all their furnishings. In order to avoid charges for damages to the rooms or for missing items, 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 the student’s responsibility to report any discrepancies in the RCR. Students are responsible for the condition and furnishings in their rooms. Students will be charged for any discrepancies after check-out. If a student moves from the assigned room, it is his or her responsibility to properly check out with a Residence Life Staff member.

In order to check-out of a residence hall room at the end of the year or when making a room change, the student must schedule a “check-out time” with the RA. After removing all personal items from the room, cleaning the room, and returning all contents to their original position, the student is considered ready for checkout. Failure to clean and/or restore the room to its original arrangement will result in a charge. Failure to schedule a check-out time or leave without signing the RCR will result in a charge of $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.
**Mandatory Departure Dates/Times**

If a student has completed his or her course work and exams at the end of the fall semester and will not be returning the following semester, the student must check-out of the residence hall within 24 hours after his or her last exam. If the student withdraws from the College at any time during the semester, he or she must check-out of your residence hall within 24 hours of giving withdrawal notice. At the end of the spring semester, students must check out of their room within 24 hours after their last exam times. If the student is a graduating senior, he or she will have until 5 p.m. the day of commencement to check out of the residence hall.

Failure to depart the housing 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.

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

**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 15, 2015</td>
<td>First Year Students Arrive/Residence Halls open for new students</td>
</tr>
<tr>
<td>Aug 18, 2015</td>
<td>Upperclassmen arrive/Residence Halls open for all students</td>
</tr>
<tr>
<td>Aug 27, 2015</td>
<td>Room changes begin</td>
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<tr>
<td>Nov 1, 2016</td>
<td>Last day to apply to live off campus for spring semester</td>
</tr>
<tr>
<td>Dec 11, 2015</td>
<td>Residence Halls close for Christmas break at 5 pm</td>
</tr>
<tr>
<td>Jan 10, 2016</td>
<td>Residence Halls open for all students at 12 pm</td>
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<tr>
<td>Jan 21, 2016</td>
<td>Room changes begin</td>
</tr>
<tr>
<td>Apr 1, 2016</td>
<td>Last day to apply to live off-campus for fall semester</td>
</tr>
<tr>
<td>May 12, 2016</td>
<td>Residence Hall close for NON-GRADUATING students at 5 pm</td>
</tr>
<tr>
<td>May 16, 2016</td>
<td>Residence Halls close for ALL GRADUATES at 5 pm</td>
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**Room Personalization Guidelines**

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. Students 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.

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.
- All 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 and approved by Student Affairs.
- 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.

**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. All College issued furniture must remain inside the room all year long and may not be removed from the residence hall room to which it was assigned. 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.
**Damage and Vandalism Charges**

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.

**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.

**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. Report missing or stolen keys immediately to the Student Affairs Office to ensure proper measures are taken to notify roommates and/or suitmates. Students (except those living in Abernethy Village) will be charged a $50.00 fee for lock changes. In Abernethy Village, because two sets of locks will need to be changed, the fee will be $100.00.

**Lock Out Policy**

When locked out of a residence hall room, students can either come to the Student Affairs Office and check out an extra key to their room during office hours or contact an RA in the building they live in. If students check out an extra key they must return the key to the office within 24 hours. If locked out after office hours or on the weekends, students may contact public safety if the building’s RA is unavailable. The RA Staff and Public Safety Officers will keep a record of lock-outs requested by each student.

**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. All students must escort their guests at all times.

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. 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/suitmates 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/suitmate 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.

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

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 Violation Policy
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.
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. 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-visititation hours or overnight.

Visitation Hours for Freshman Residence Halls:
- Sunday – Thursday: 9:00 a.m. – 1:00 a.m.
- 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, as long they are escorted/or with their host at all times. 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.

RESPONSIBILITY FOR DAMAGED, MISSING, LOST OR STOLEN PERSONAL 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 between 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;
2. 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.

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 STORAGAE

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.

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 RA. 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 (RA, 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.

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. Students may check the status of laundry facilities by looking into LaundryView.

MICROFRIDGE PROGRAM

Although Residence Halls are not furnished with MicroFridge units, students may rent a unit from Catawba College’s designated partner, Standards for Living. MicroFridge is a combination appliance consisting of a compact refrigerator – freezer – microwave oven and features a patented electrical control system (SafePlug) that allows only one appliance to draw electricity at a time and is Energy Star rated. Visit their website: www.standardsforliving.com for more information about how to acquire a unit for your room. Students should collaborate with their roommate to decide who will bring the microwave/refrigerator since each residence hall room is limited to one microwave oven (1.1 cubic feet or smaller) and one refrigerator (no larger than 3.0 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

Salisbury-Rowan, Heath Hill, Hollifield, and Woodson Halls 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. Please refer to the Smoking Policy.

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 and treat the 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 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 SERVICES
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.

COURTESY 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 as well assessed $50 disciplinary fine.

FIRE SAFETY

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
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 campus. 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. All violations 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.

The following items are not allowed in the traditional or suite style buildings: foreman-type grills, quesadilla makers, toaster ovens, toasters, hot plates/hot pots, bread makers, slow cookers/crock pots, electric skillets/woks, deep fryers (of any kind), popcorn makers, panini maker, waffle maker, food dehydrators, rotisserie, electric fondue pots, electric candle warmer, lava lamps, Christmas-type lights, black lights (of any kind), multi-plug wall outlets.

The following items are not allowed in the apartment style buildings: foreman-type grills, quesadilla makers, hot plates/hot pots, bread makers, electric skillets/woks, deep fryers (of any kind), popcorn makers, panini maker, waffle maker, food dehydrators, rotisserie, electric fondue pots, electric candle warmer, lava lamps, Christmas-type lights, black lights (of any kind), multi-plug wall outlets

INFORMATION TECHNOLOGY (IT)

www.catawba.edu/IT
Joanna Jasper, Chief Information Officer
704-637-4666, jj.jasper@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, see student schedules, and more. Online grading for faculty and online course evaluations for students and instructors are offered through CatLink. To access CatLink, visit www.catawba.edu/catlink. Alternatively, login to CatLink from the Catawba homepage (www.catawba.edu) Cat-U tab.

Help
• 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 request no matter how it was submitted.
• Other ways to reach the IT help desk:
  ➢ call 704-637-4666
  ➢ email or text ithelp@catawba.edu (include your username in your message)
  ➢ visit in person during business hours
• 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 www.catawba.edu/IT.
Accounts are automatically created for students. Once created, your Catawba username is emailed to your personal email address on record in the Banner system. If you do not receive this email, students should contact Admissions. Your initial password is your social security number with dashes. For anyone without a social security number on record, your initial password is your nine-character Banner id formatted with dashes (e.g. C###-####). This Banner id, which begins with a ‘C’, can be found on most documents sent to you by Admissions or Financial Aid and is also printed on the front of your Catawba ONE photo identification card. This Catawba username and password gives you access to the network, email, Blackboard, CatLink, and most Catawba IT systems. Refer to the next section to reset your password to something more secure.

Changing Passwords

1. Log in to CatLink. Click the My Account tab. In the User Information channel, click the Change Password link, scroll down, enter your new password and then confirm your password.

2. 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.

3. For more information, peruse the documentation in the User information channel.

Forgotten or expired Passwords - DO STEP #1 BEFORE YOUR PASSWORD IS FORGOTTEN OR EXPIRED

1. Log in to CatLink. Click the My Account tab. In the User Information channel, click the Change Password & Secret Question Guide link, and follow the instructions to set up your secret question and alternative (non-Catawba) email address.

2. To reset your password, click the Forgot your password? Link at https://CatLink.catawba.edu. Answer your secret question. Validate the link in the email sent to your alternative (non-Catawba) email address. Your password will be reset to your default password (typically social security number with dashes). Within 7 days, change this default password to something more secure.

3. If you are unable to self-remediate your forgotten/expired password, you will need to call/visit the IT help desk to have your password reset. You will be required to provide valid picture identification.

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 25 MB 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 USER INFORMATION channel, click the Change Email Forward link and follow the instructions to set up an email forward in WebMail.

Smartphone Email Access
• Any smartphone can be set up to read Catawba email. Smartphones that support ActiveSync can also keep your contacts and calendars in sync with your smartphone and the Catawba email system.

• See the CatLink Technology tab, the Email channel, for more details on all of the above.

Office and Office 365
• The Microsoft Office software suite, which includes Word, Excel, PowerPoint, and more, is installed on all College-owned equipment.

• Students and employees can install Microsoft Office on up to 5 computing devices (including PC, Mac, most smartphones and tablets) AT NO COST.

• Office 365 includes OneDrive for Business: unlimited cloud-based file storage that you can access from any device, anywhere you have access to the internet. You can optionally sync your OneDrive in the cloud to a folder on your computer called OneDrive@Catawba College and access your files using the file management tools on your local computer. You can also choose to share files with others and collaborate on a document online.

• Office 365 includes Lync: Provides availability information and chat access to any member of the Catawba community who also has Lync installed. Allows you to do a web conference with other members of the Catawba community, and to invite anyone with an email address to join the web conference as well. Allows members of the web conference to share their computers, be presenters, and to make an audio-video capture of the conference that can be viewed later.

• Visit the OFFICE and OFFICE 365 channels on the Technology tab of CatLink to learn more.
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. A Blackboard Learn mobile app is also available, and free to all Catawba students and employees. For more information, visit the BLACKBOARD channel on the CatLink Technology tab.

COMPUTER LABS

• Two labs are available in Ralph W. Ketner Hall. Ketner 322 is open 24 hours, with 13 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.
• The Corriher-Linn-Black Library has 28 desktop computers on the main floor available for campus 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 products such as Acrobat and Photoshop.
• 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 2 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:\ CD & DVD player/burner
• 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:
  • They get backed up by a regularly scheduled network process.
  • Files saved to the H: drive can be accessed from any computer on campus (and from off-campus using WebDAV or secure FTP).
  • 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 Quotas

Students are given 450 free pages for printing in the computer labs every semester. Check your quota in CatLink (My Account tab, QUOTAS channel). Note that when you print a 2-page document on one sheet of paper front and back, that counts as two pages. Note that for all print requests sent to a color printer or copier, each page counts double (e.g. 4-page document printed on a color printer/copier counts as 8 pages even if it is a black and white document). 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 IT 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 or Mac OS must authenticate via the 802.1x protocol with a valid Catawba username and password. Gaming consoles must also be registered for network access. Visit https://catnetconnect.catawba.edu for more information on getting connected to the network.

Network Access for Personal Printers
Network access for personal printers is not currently supported. Students should plan to connect their personal computer to their personal printer via a USB connection.

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 USER INFORMATION channel on the CatLink Home tab. For more information, visit www.catawba.edu/emergency.

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 at https://catnetconnect.catawba.edu/aup/

INTRAMURAL AND RECREATIONAL SPORTS
www.catawba.edu/intramurals
www.catawba.edu/wellness

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. Registration for all Intramural events takes place on IMLeagues – www.imleagues.com/Catawba_College.

THE LILLY CENTER FOR VOCATION AND VALUES

www.catawba.edu/lillycenter

The Lilly Center provides numerous opportunities for students to explore what they will do with their lives after graduation. This guidance and exploration begins on the Freshman Retreats and continues with vocation and values dinners and vocational mini-retreats 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. Other offerings of the Lilly Center which contribute to this goal are the making available internships, leadership development programs, “Life-Journey” retreats where students examine where they are and where they want to be in their mental, spiritual and vocational development and volunteer and service opportunities. The Lilly Center also operates a coffee house on the lower level of the Omwake-Dearborn Chapel where students come to socialize and study and participate in a variety of programs.
MAIL SERVICES

www.catawba.edu/postoffice

Kelly Heinemann, Director of Mail Services, Assistant Director for Housing and Supplemental Instruction
704-637-4107, kheinema@catawba.edu

The Department of Mail Services provides mailing services to the Catawba College community, which include U.S. Mail, FedEx Ground and Express, UPS and DHL. All full-time Catawba students, both residential and commuters, have an assigned mailbox. Students can find their mail box number and combination on their CatLink under the Life tab. Mail is distributed to student boxes Monday-Friday. Students who receive a package that is too large to fit in the mailbox or that requires additional signature will receive a package slip in their mailbox. Mail Services is located in the lower level of the Cannon Student Center across the hall from the Lerner Wellness Center.

Hours of Operation: Monday-
Friday: 9 am – 4 pm Saturday
and Sunday: Closed

PROCTOR STUDENT HEALTH CENTER

www.catawba.edu/health

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 coordinate with students over 25 years of age 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 that all full time undergraduate students be covered by personal or school insurance. If a student cannot provide proof of coverage to Health Services the student will be charged for school insurance. The charge for school insurance will be placed on all students’ accounts at the start of the semester. 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.

All International students are required to have health insurance with coverage in North Carolina. In order to be waived out of the school insurance, the student must present the insurance card to Health Services at the start of the semester for approval. 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 administered 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 “guesing 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 cannot 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.

**PUBLIC SAFETY**

www.catawba.edu/publicsafety

*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 annual 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 2014-2015 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.

2. **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, and 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.

10. **SPECIAL EVENT PARKING** – Please be aware that during special events, certain parking lots may be blocked off or you may be asked to move your car (i.e. Board of Trustees Meeting affects Ketner parking lot in October and February, Football Saturdays in the fall affects the parking lot beside Goodman gymnasium and Shuford Stadium and CatawbaPalooza affects Ketner parking lot). Parking lot P22 (the parking lot beside Newman Park and Shuford Stadium) closes at 6pm on the Fridays before home football games. All vehicles must be removed from lot P22 before posted time. Vehicles in violation are subject to being ticketed and towed at owner's expense.
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/parkingappeal. 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

www.catawba.edu/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 designed 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, the appropriate form, housed in the Registrar’s Office, must be signed and received in the Registrar’s Office at Catawba College on or before the last day to add a class for the semester the student wants to start exercising the right to withhold disclosure of directory information. Catawba College assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.
TRANSCRIPTS
You may obtain copies of your official academic transcript from the Registrar’s office in the Hedrick Administration building. Each official transcript costs $5.00; unofficial transcripts are free. Official transcript requests are denied if there is any debt owed to the College.

OFFICE OF RETENTION AND ACADEMIC SUPPORT SERVICES
www.catawba.edu/retention
Andie Overbeck, Director of Initiatives for Student Success
704-637-4210, aolynch@catawba.edu
Kelly Heinemann, Director of Mail Services, Assistant Director for Housing and Supplemental Instruction
704-637-4382, kheinema@catawba.edu

RETENTION
The Office of Retention and Academic Support Services is located in Student Center in the Student Affairs suite. Retention is about engaging 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.

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 (Corrheer-Linn-Black Library), Corrheer-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 weekly 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 to provide students the best opportunities for success.
THE ALMA MATER

“FAIR CATAWBA”

WORDS AND MUSIC BY BERNICE AND ALVIN R. KEPEL 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 than 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 Resource guide is an official publication of the Division of Student Affairs. Nothing in this Resource guide 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.