

2008 STUDENT HANDBOOK AND PLANNER 2009



CATAWBA COLLEGE

DIVISION OF STUDENT AFFAIRS

Property of: _____
Campus Box: _____
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Email Address: _____

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A Brief History of Catawba College

Catawba College, a private/coeducational liberal arts institution, was established in 1851 in Newton 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 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

Dean of General Education(HAB)	637 - 4279
Bookstore (CSC)	637 - 4470
Chaplain (ODC)	637 - 4446
Corriher Career Development Center (CSC).....	637 - 4384
Computer Services	637 - 4666
Counseling and Academic Support Center.....	637 - 4373
Deans of Students, Office of the (CSC).....	637 - 4410
Dean of Evening and Graduate Studies (KH).....	637 - 4772
Dining Hall (CSC)	637 - 4400
Financial Assistance (HAB)	637 - 4416
Finance, Office of (HAB).....	637 - 4388
Intercollegiate Athletics (APEC).....	637 - 4474
Intramural and Recreational Sports (CSC).....	637 - 4410
Library.....	637 - 4448
Mail Room (CSC)	637 - 4107
President, Office of the (HAB)	637 - 4414
Proctor Student Health Center (CSC)	637 - 4404
Provost (HAB).....	637 - 4466
Public Safety, Office of (Jann House).....	637 - 4000
Registrar (HAB)	637 - 4411
Student Affairs (CSC)	637 - 4410
Vice President for Finance (HAB).....	645 - 4550
Vice President for Student Academic Development (HAB)	637 - 4353
Sr. Vice President for Development and Athletics (HAB)	637 - 4394
Sr. Vice President and Chaplain (ODC)	637 - 4446

Building Key:

HAB: Hedrick Administration Building

ODC: Omwake-Dearborn Chapel

CSC: Cannon Student Center

APEC: Abernethy Physical Education Complex

2008-2009 Academic Calendar

FIRST SEMESTER (Fall 2008)	
AUGUST	
11-15 Monday-Friday	Pre-term Meetings
16 Saturday	FIRST-YEAR Students Arrive/Residence Halls Open
16-20 Saturday-Wednesday	Orientation for New Students
18 Monday	Transfer Registration
19 Tuesday	UPPER-CLASS Students Arrive/First-year Students Register
20 Wednesday	Registration for Returning Students
21 Thursday	Classes Begin
27 Wednesday	Last Day to Add a Course/Last Day to File for December Graduation
28 Thursday	Opening Convocation
SEPTEMBER	
1 Monday	Labor Day Holiday/No Classes
26-28 Friday-Sunday	Family Weekend
29 Monday	Last Day to Remove "I" Grades Outstanding from Spring or Summer
OCTOBER	
9 Thursday	Progress Reports Due
11-14 Saturday-Tuesday	Fall Break
17 Friday	Last Day to Drop a Class/Credit by Exam for Fall 2008 Must Be On File in Registrar's Office/Writing Competency Exams
17-19 Friday-Sunday	Homecoming Weekend
27-30 Monday-Thursday	Registration for Spring Semester
31 Friday	Last Day for Voluntary Withdrawal
NOVEMBER	
26-30 Wednesday-Sunday	Thanksgiving Break
DECEMBER	
1 Monday	Classes Resume
5 Friday	Last Day of Classes
6 Saturday	Study Day
8-12 Monday-Friday	Final Examinations
12 Friday	Residence Halls Close for Christmas Break
15 Monday	All Grades Due at 8:00 a.m.
22 Monday - January 2	College Closed

SECOND SEMESTER (SPRING 2009)	
JANUARY	
5 Monday	College Reopens
11 Sunday	Residence Halls Open
12 Monday	Registration for NEW Students
13 Tuesday	Registration for RETURNING Students
14 Wednesday	Classes Begin
19 Monday	Martin Luther King, Jr. Holiday/College Closed
21 Wednesday	Last Day to Add a Course/Last Day to File for May Graduation
22 Thursday	Spring Opening Convocation
FEBRUARY	
23 Monday	Last Day to Remove "I" Grades Outstanding from First Semester
MARCH	
2 Monday	Progress Reports Due
6 Friday	Registrar's Office Last Day to Drop a Class/Last Day for Voluntary Withdrawal/ Credit by Exam Must Be on File in
7-15 Saturday-Sunday	Spring Break
16 Monday	Classes Resume
30-Apr 2 Monday-Thursday	Registration for Fall Semester 2009/Writing Competency Exams
APRIL	
10-13 Friday-Monday	Easter Break/College Closed
16 Thursday	Spring Awards Convocation
27 Monday	Last Day of Classes
28 Tuesday	Study Day 29-May
MAY	
5 Wednesday-Tuesday	Final Examinations (No Saturday Examinations)
6 Wednesday	Senior Grades Due
7 Thursday	Senior Investiture Day
8 Friday	Baccalaureate
9 Saturday	Commencement

College Administration

Dr. W. Craig Turner is President of the College responsible for the administration of the College.

The President's Council includes the following administrative officers of the College:

Dr. Edith Bolick, Interim Provost of the College & Dean of Evening and Graduate Studies, is the chief academic officer and is responsible for academic programs and the faculty who deliver those programs as well as academic support services. She is also responsible for programs offered to non-traditional students in the evening.

Dr. Phillip Cavalier, Dean of General Education, assists the Provost in the supervision of academic programs.

Dr. Carl A. Girelli, Vice President for Student Academic Development, coordinates academic affairs operations with admissions, directs orientation of new students, coordinates retention efforts and leadership programs, and supervises the Center for International Studies.

Mr. W. Dan Sullivan, Jr., Dean of Students, is the College's chief student affairs officer and is responsible for the offices of Housing and Residential Life, Campus Activities, Chartwell's Dining Services, Public Safety, Student Conduct, Intramural and Recreational Sports, the Proctor Student Health Center, the Lerner Wellness Center, Center for Career Services, and the Counseling and Academic Support Center.

Ms. Joanna Jasper, Chief Information Officer, responsible for information technology operations and computer services.

Dr. Kenneth Clapp, Senior Vice President and Chaplain, responsible for campus religious life and serves as the Director of the Lily Center.

Mr. Tom Childress, Senior Vice President, responsible for development operations and intercollegiate athletics.

Ms. Tonia Black-Gold, Chief Communications Officer, responsible for Catawba's publications, the College website and the College's news bureau which originates news stories that are sent to hometown newspapers. Catawba Conferences is also under her oversight.

Mr. Larry Farmer, Human Resource Officer.

Dr. Michael Bitzer, Dean of Admissions.

Mr. Phillip J. Kirk, Vice President for External Relations.

Mr. Charles Williams, Vice President of Finance, responsible for the College's financial offices and operations, including the Office of Finance and the college bookstore. Mr. Williams also oversees campus facilities, grounds, construction and renovation projects, physical plant housekeeping, Public Safety and Catawba Conferences.

Division of Academic Affairs

Dr. Edith Bolick, Interim Provost

Dr. Phillip Cavalier, Dean of General Education

Dr. Carl Girelli, Vice President for Student Academic Development

Academic Advisors

Your primary contact for all academic issues should be your academic advisor. Questions regarding your **schedule, course selection, declaring or changing a 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

The purpose of classroom attendance is the interaction of the student with the professor, of the student with other students, and the communication of material. Therefore, every student has an obligation not only to himself/herself, but also to the professor and to other students to attend class regularly. The following specific responsibilities and conditions should be noted:

1. The attendance regulations at Catawba specifically place the responsibility for regular and punctual class attendance upon the individual student.
2. Each faculty member shall set an attendance policy for each course, and provide this policy to students in writing at the beginning of the course.
3. Whenever possible, students should make arrangements concerning absences ahead of time. Faculty are under no obligation to allow or facilitate make-up work for any absences. Students bear the full responsibility for making up missed work, material covered in classes missed, and learning of subsequent assignments.
4. Students should remain in class for at least ten minutes after the class is scheduled to begin, after which, if the professor has not arrived or has not given word that he or she will be late in arriving, the students may leave.
5. Students must register for their courses promptly at the time set for this purpose and should make certain that they are formally enrolled during the first days of classes.

Course Load

If you wish to **drop below 12 credit hours and remain in campus housing** you will need permission of the Dean of Students.

Transcripts

You may obtain copies of your official academic transcript from the Office of the Registrar in the Hedrick Administration building.

Academic Grievances

The following procedures should be followed to resolve an academic grievance (excluding charges of Academic Dishonesty):

1. The student should try to resolve the grievance with the faculty member, staff member or student in question.
2. If no resolution is achieved, the student may appeal his or her complaint to the chair or head of the department in whose department the complaint originated.
3. If the grievance remains unresolved, the student may appeal his or her complaint to the Provost or his or her designee.
4. If the grievance is still unresolved, the Provost or his or her designee may refer the grievance to an ad hoc academic grievance panel. The student does not have the privilege of self-referral to a panel or of any other administrative recourse.

Withdrawal and Suspension

Withdrawal from College can occur on a voluntary or involuntary basis.

Withdrawal/Voluntary includes:

Withdrawal from the College: 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. Any exceptions to this policy must be approved by the Academic Policies and Standards Committee.

Voluntary Medical 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 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.

Withdrawal/Involuntary includes:

Administrative Withdrawal: 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.

An 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”.

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.

Suspension from the College of either 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 more than 19 hours of study. See The Catawba College Catalog for a list of semester hour and GPA thresholds. The Provost or his or her designee(s) is responsible for activating this process at the end of the fall and spring semesters upon recommendation from the Academic Policies and Standards Committee.

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.

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.

Division of Student Affairs

W. Dan Sullivan, Jr., Dean of Students

The Office of the Student Affairs

Mr. W. Dan Sullivan, Jr. is the Dean of Students.

Mr. Shane Flowe is Director of Public Safety. The Office of Public Safety exists to help ensure a safe environment for all members of the Catawba community with the full cooperation of the Salisbury Police Department.

Ms. Jan Gillean is Assistant Dean for Campus Activities and Programs. Dean Gillean is the Director of the Cannon Student Center, serves as the advisor to Wigwam Productions, and the Inter-Club Council. She can provide you with information about existing organizations, help you to get a new organization started, and would love to get your input on campus entertainment.

Ms. Lesley Hill is an Assistant Director for Residence Life and Student Conduct Administrator. Her buildings of responsibility include: Stanback, Barger-Zartman and Hollifield

Ms. Jennifer Johnson is the Director of Housing and Residential Life, responsible for programs and activities within the residence halls, including the supervision of the Resident Assistant program. She can help you with questions or concerns about your room, roommate, becoming a Resident Assistant, or programs in the residence halls. Her buildings of responsibility include: Salisbury-Rowan and Woodson Halls.

Mrs. Marcia Miller is the Director of Career Services.

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

Mr. G. Ben Smith is an Assistant Director for Residence Life and Coordinator of Wellness Programming. His buildings of responsibility include: Abernathy Village, Pine Knot, Hurley and Foil.

Ms. Dee Woodie is the Administrative Assistant in the Office of Student Affairs.

Proctor Student Health Center

Ms. Kathi Welborn is the Director of the College's Proctor Health Center and a Registered Nurse.

Ms. Candy Fesperman is a Registered Nurse.

Chartwell's Dining Service

Mr. Corey Fischer is Director of Dining Services for Chartwell's, Catawba's food service provider. Mr. Fischer welcomes your suggestions and feedback regarding campus dining, and would be happy to work with you regarding special dietary needs you may have.

The Counseling and Academic Support Center

Dr. Nan Zimmerman is the Director of the Counseling and Academic Support Center and coordinates all programs within the center.

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

Ms. Julia Baranski is the Administrative Assistant for the Counseling and Academic Support Center.

Student Rights and Responsibilities, Honor Code and Student Conduct Code

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, and of 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 Handbook, and on line. 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 create a Student Conduct 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 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.

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 (ADA), 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 the individual to bring to the College's attention the need for academic accommodation due to a qualifying disability. Requests for reasonable variation in degree requirements to accommodate a student's disability should be submitted in writing at the earliest possible time to the student's dean, who reviews all requests for such variation. If the student's disability precludes attainment of licensure or certification in the desired degree program, that information will be so noted in replying to the request.

Students seeking accommodations should contact the Counseling and Academic Support Center for a copy of the College's Policy on Disability and Procedures. The student must submit a disclosure form and a recent report (less than three years old) from a qualified professional evaluator documenting the disability and making recommendations regarding accommodations. Documentation should be sent to the Counseling and Academic Support Center. Requests should be supported by appropriate documentation of the relevant disability filed with the learning needs and evaluation center. Personnel at the center are available to counsel students in preparing their requests for academic accommodation Assistance in preparing requests for reasonable academic accommodation is also available through the College.

Students who have disabilities that may interfere with their performance in a course or may require special and reasonable accommodation in the conduct of the course are encouraged to inform the instructor of that fact at the beginning of the course. Any questions concerning the propriety of particular accommodations should be referred to the Counseling and Academic Support Center's Disabilities Program.

For additional information contact the Counseling and Academic Support Center (704-637-4373).

Non-discrimination policy

The College values a community atmosphere that is free from all forms of discrimination and harassment, and will endeavor to prevent discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability or military service. The college prohibits conduct which prevents free academic interaction and opportunities or which creates an intimidating, hostile or offensive study or work environment.

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 endeavor 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 term “Student Conduct Board” means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
8. The term “Student Conduct Administrator” means a College official authorized on a case-by-case basis by the Dean of Students to impose sanctions upon any student(s) found to have violated the Student Code. The Dean of Students may authorize the Student Conduct Administrator to serve simultaneously as the Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Dean of Students may authorize the same Student Conduct Administrator to impose sanctions in all cases.
9. The term “Appellate Board” means any person or persons authorized by the Dean of Students to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Board.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.
12. The Dean of Students is that person designated by the College President to be responsible for the administration of the Student Code.
13. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code, Student Handbook, the College web page and computer use policy, and Graduate/Undergraduate Catalogs.
14. 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.
15. The term “plagiarism” is 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.
16. “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.
17. 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.
18. The term “Accused Student” means any student accused of violating this Student Code.

ARTICLE II: STUDENT CODE AUTHORITY

1. The Student Conduct Administrator shall determine the composition of the Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.
2. The Dean of Students shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

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 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, if a student contests a charge by a faculty member involving such matters, or in 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. The faculty member may chose to determine the disposition of conduct involving academic dishonesty privately if the student accepts responsibility. The outcome in such circumstances must be reported to the Provost and Student Conduct Administrator, either of which can pursue further sanctions on behalf of the community.

In matters involving sexual harassment, if a student feels that he or she has been sexually harassed, the student should refer to the College Sexual Harassment Policy and Appeals Procedures, which shall govern such matters.

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, 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. 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.

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 can not 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.*

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. 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, restricts 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.
- 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.

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. The Student Conduct Administrator 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 on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating 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 Board Hearing, not less than three calendar days after the student has been notified.
4. All notification of student conduct board hearings will be issued through campus post office boxes at least two weekdays prior to any proceedings. All students are responsible for checking campus post office boxes regularly.
5. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:
 - a. Student Conduct Board Hearings normally shall be conducted in private.

- b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
 - c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
 - d. 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 Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. 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 Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. 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 Board 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 chairperson of the Student Conduct Board.
 - f. Pertinent records, exhibits and any written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
 - g. Only information presented during a Student Conduct Board hearing may be considered in determining student responsibility and/or violations.
 - h. All procedural questions are subject to the final decision of the Student Conduct Administrator.
 - i. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
 - j. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
 - k. 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.
6. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board. Deliberations shall not be recorded. The record shall be the property of the College.
 7. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
 8. The 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. 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.
 - 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. (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 seven (7) 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.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV(B)(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.
5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. 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.

C. 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.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board 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 Board Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Board 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 determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. 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 Board hearing.
3. When a request for appeal is granted, the Appellate Board will review all Student Conduct Board findings and will have the authority to reverse a decision or revise the sanctions issued. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

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 Information, 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 of 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, 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

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.

College 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 window sills 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 container 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 Deans 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.

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, 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.

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. Participation in drinking games/possession or use of drinking devices;
- d. Consumption of alcohol in a public area;
- e. Intoxication or public drunkenness;
- f. Presence of alcohol containers in an under-aged student's room;
- g. Use of false identification to purchase or gain access to an establishment at which alcohol is served.

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. Showing disrespect to a College employee;
- d. Possession of a common source container;
- e. Providing or distributing alcohol to an underage person;
- f. Illegally operating a vehicle after having consumed alcohol.

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.

Alcohol Sanctioning Schedule:

First Offense: Written Warning, Parental Notification & Education Component

Second Offense: \$50 Fine, Parental Notification & 10 Hours Community Service

Third Offense: \$100 Fine, Parental Notification, 20 Hours Community Service & Off Campus Alcohol Assessment.

Fourth Offense: Suspension

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

Clemency Clause:

Students who are sanctioned beyond a First Offense alcohol violation will have one violation removed from their record upon accumulating one calendar year free of further alcohol or substance abuse violations. Students will be eligible for one reduction during their college tenure.

Notification Policy:

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

Catawba College Provisions Regarding the Use of Drugs

Illegal Drug Use

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 staff who encounters the possession, use, distribution or sale of a drug by a student on the campus.

Standards of Conduct Related To Drugs and 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.

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.

Guidelines for College Drug Violation Sanctions

Students found responsible for the use or possession of any illegal drug or drug paraphernalia will be subject to fines, community restitution, probation, suspension or expulsion.

Students found responsible for the distribution or sale of illegal drugs or controlled substances or the possession with intent to distribute or sell will be subject to the immediate suspension or expulsion from the College.

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: includes 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: is defined 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.

Sexual Harassment Policy and Appeals 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.

WHAT IS SEXUAL HARASSMENT?

“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.

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.

HARASSMENT 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:
 - a. 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.
 - c. A request that the conduct cease. Frequently such a communication will cause the unwelcome behavior to stop.
3. 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.
4. 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.

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

The College's Human Resources Officer is responsible for the 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.

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 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 HARASSMENT 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 sexually 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 helplessness 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. 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 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 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.

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 professional and a consensual amorous relationships 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.

AMOROUS CONSENSUAL RELATIONSHIPS BETWEEN FACULTY AND STAFF

To preserve the integrity, respect, and professionalism among faculty and staff at Catawba College, both the fact and semblance of any exploitation must be avoided. The relative difference in power—actual or perceived—in working relationships must be recognized by the faculty and staff and must not be employed to anyone's advantage or disadvantage. Therefore, a faculty or staff member shall not exercise direct supervisory, evaluative, instructional, and/or advisory responsibilities, or participate in hiring, retention, promotion, or award decisions, for someone with whom there exists or has existed a consensual amorous relationship within the previous three years. Faculty or staff who believe that this policy has been violated should report the incident to the appropriate College official(s) (i.e., Dean of Students, Provost, Human Resources Officer), who will follow the Catawba College Sexual Harassment Policy for the investigation and initial resolution of the complaint to conduct an investigation and resolve the problem as expeditiously and confidentially as possible. Employees will not be retaliated against for good-faith reporting of violations of the policy or for providing information truthfully in connection with an investigation. Disciplinary actions under the appropriate policies concerning personal misconduct will be taken against any person bringing a malicious or frivolous complaint in bad faith.

Smoking Regulations

Due to the acknowledged hazards arising from exposure to tobacco smoke, it is the policy of Catawba College to provide a smoke-free environment in all common areas of the campus. This policy covers the smoking of any tobacco product and the use of smokeless tobacco and applies to students, employees and visitors of the College. Smoking 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. Those areas are: 1) Facing Ketner Hall from interior of campus, the entry on the left; 2) The patio area on the interior campus side of Hoke Hall; 3) The area behind the Hedrick Administration Building in the center of the building; 4) The apron at the rear parking lot entrance to the lobby of the College Community Center, also the loading dock area of the CCC; 5) The area outside the front entrance to the Catawba Experimental Theatre; 6) The area between the Shuford Science Building and the greenhouse; 7) The apron on the Ruth Richards House side of the Kirkland Lobby of the Abernethy Physical Education Center; 8) The area outside the lobby doors for the Florence Busby Corriher Theatre; 9) The area between the Shuford Science Building and the Environmental Science Building where the benches are located under the trees; and 10) Outside the lobby doors for Hedrick Little Theatre (the patio area) and outside Keppel Auditorium (doors facing the Shuford Science Building). **Smoking outdoors on the campus is only permitted in these designated areas.**

Student Exchange Visitor Information System (SEVIS)

SEVIS is an on-line 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 statuses 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 these events.

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

Visitors

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

Weapons On Campus Or Other Educational Property

It is against North Carolina law and College policy to possess weapons on College property. 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 student shall possess, or carry, whether openly or concealed, any gun, rifle, dynamite cartridge, bomb, grenade, mine, explosive, 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. 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 students who violate these provisions, and violators are subject to suspension and/or expulsion from the College.

Online WebPages

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

Other Violations

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

Notification Policy

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

Campus Activities, Organizations and Programs

Campus Ministry and Religious Life

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

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.

Corriher Center for Career and Service Learning

Marcia Miller, Director of Career Services

The Center for Career and Service Learning offers an opportunity for Catawba College students to develop a personalized career strategy—one that satisfies their unique individual career needs.

The Center helps first-year students begin the career exploration process. This includes learning about the different majors the college offers, identifying occupations of interest and meeting with the career counselor to help identify areas of interest, skills and values.

Once decisions have been made, it is important for students to learn how their academic experience can be enhanced through experiential learning opportunities such as internships, practica or community service. The Center for Career and Service Learning can also help students identify alumni working in their field of interest who will provide valuable insight into the day-to-day specifics of their career. The Center for Career and Service Learning also prides itself on the individualized assistance it offers students of all majors in identifying new and existing internship opportunities.

Of course no career center would be complete without specialized services for the graduating senior. These services include job search workshops, resume and cover letter assistance, job fairs and career programming, and interview coaching—as well as the Catawba Job Network, our web-based resume referral and job posting system.

Counseling and Academic Support Center

Dr. Nan Zimmerman, Director

The Counseling and Academic Support Center (CASC) provides services to students in the areas of mental health and academic assistance. These services include: personal counseling, psychological testing, disabilities services, study skills coaching, tutoring program and a self-help library. The Center is located in the Cannon Student Center, in the Student Affairs suite.

Personal Counseling services are available for day students, 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 704-637-4373 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 day students. Such testing covers the areas of cognitive abilities, achievement, psychological disorders, career interests, attention-deficit/hyperactivity disorder, some learning disabilities 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 CASC and to complete the accommodations process as outlined in greater detail on our webpage on the Catawba College website. This webpage also outlines the appeal procedure for grievance

resolution for student accommodations due to disability. 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 (ADA), 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.

Study Skills Coaching is available to day students who are interested in improving their study skills or learning more about their own learning styles. The counseling staff offers brief, individual sessions on topics such as test-taking skills, handling test anxiety, reading a textbook, taking notes, outlining, time management and college survival skills.

The Tutoring Program provides peer tutors for fellow day students, free of charge. Any student may request a tutor for a particular course or subject matter and then is matched up with a peer tutor in that field of study. Tutors are paid by the College. For more information on requesting a tutor or on becoming a tutor, please access our webpage on the Catawba website or contact our office.

A Self-Help Library of materials for use by students is available on counseling topics such as depression, eating disorders, grief and anxiety. There are also many self-help materials for students on improving study skills and being a successful student. These materials are all available in the CASC. Books are available on a lending library basis, and many handouts and brochures are free for students to take with them.

Contact Information

Dr. Nan Zimmerman, CASC Director

704-637-4307, nzimmer@catawba.edu

Mr. Avery L. Barber, College Counselor

704-637-4259, albarber@catawba.edu

Mrs. Julia Baranski, Assistant

704-637-4373, jbaransk@catawba.edu

Find the webpage for The Counseling and Academic Support Center on the College website at www.catawba.edu.

Campus Activities and Programs

Jan Gillean, Assistant Dean of Students

Policies for Campus Social Functions and Fund Raisers

Organizations – Any social function, fund raiser 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 Programs 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 Programs and provide information regarding the nature of the proposed function, cost and use of any revenue generated by the function.

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

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

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

Clubs and Organizations

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

Eligibility To Hold Office

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

Alpha Program

Upper-class students known as Alphas work with faculty advisors during Orientation to assist new students in adjusting to the academic, co-curricular, and social environment of Catawba. These Alphas provide peer assistance with academic and personal needs, help with questions, listen to concerns and serve to welcome new students into the Catawba community. Selection is conducted through an application and interview process in the spring semester. A 2.5 GPA is required for participation.

Alpha Chi

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

Alpha Psi Omega

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

Alpha Sigma Lambda

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

American Chemical Society – Student Affiliates

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

Arrowhead

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

Athletic Training Club

The Athletic Training Club is open to all Athletic training majors and students who are interested in promoting health and wellness. Members perform community Service projects, plan social events to educate the public on health issues and promote careers in allied health.

Beta Beta Beta

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

Blue Masque

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

Campus Crusade for Christ

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

Catawba Ambassadors

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

Catawba Crazies

Catawba Crazies is a student service organization designed to promote athletics and school spirit at Catawba College.

Catawba Music Educators in North Carolina (CMENC)

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

Catawba Outdoor Adventures (COA)

Catawba Outdoor Adventures provides opportunities for the college community to participate in outdoor pursuits. COA also emphasizes the importance of protecting the natural environment and seeks to instill appreciation and respect for the outdoors. Activities sponsored by the group include: whitewater river trips, day hikes, backpacking trips, film festivals and community service. Membership is open to anyone in the Catawba College community.

Catawba Political Science Association (CPSA)

CPSA serves as an academic and professional focal point for students majoring, minoring and/or interested in Political Science as a discipline and related careers. Members meet regularly for scholastic and social activities. Delegations regularly attend professional meetings and conferences.

Catholic Campus Ministry

Catholic Campus Ministry provides students opportunities for personal growth, fellowship, church relationships and community service. The organization is ecumenical in focus and is open to all students.

Cheerleaders

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

Choral and Instrumental Music Ensembles

Three choral and two instrumental musical ensemble groups participate in various College and community programs. The choral groups include the Catawba Singers, Madrigal Singers and Chapel Choir. The instrumental groups include the Jazz Band and Community Band, both of which have members from the Salisbury-Rowan community as well as students. Membership is by audition, with non-music majors strongly encouraged to participate.

Dance Ensemble

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

Dance Team

Students interested in dance have an opportunity to perform at athletic events and the annual Danceworks presentation. Auditions are held each year for membership in the group.

Dead Athenian Society (D.A.S.)

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

Delphinian Society

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

Divine Unity

Divine Unity is a student led and directed multicultural ensemble spreading a message of hope through inspirational music. The ensemble meets weekly and travels throughout the year performing in the community. The group's repertoire includes gospel, contemporary Christian and inspirational music. All students are welcome regardless of musical ability.

Fellowship of Christian Athletes

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

Gamma Sigma Epsilon

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

The Gay-Straight Alliance (GSA)

GSA is a student-initiated and student-run club at Catawba College. The goal of GSA is to provide a safe, supportive environment for lesbian, gay, bisexual, transgender, questioning (LGBTQ) and straight ally youth to meet and discuss sexual orientation and gender issues and to work to create a school environment free of discrimination, harassment and intolerance of all kinds of people. The group meets on a monthly or bi-monthly basis and schedules events throughout the school year. The club is open to everyone.

Helen Foil Beard Society

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

Kappa Delta Pi

Kappa Delta Pi is a national honor society in teacher education. Membership is composed of students, faculty and educators from the community. The purpose of the organization is to further the cause of good teacher education. Juniors and seniors majoring or minoring in Teacher Education with a 3.2 GPA and are recommended by the Department of Teacher Education faculty are eligible for membership

Majors Club

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

Math Club

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

Music and Entertainment Industry Students Association (MEISA)

The Catawba Chapter of MEISA promotes interest in the music and entertainment industry among Catawba students. MEISA's mission includes the following goals as they relate to the music industry: provide a forum for students to interact with educators and industry professionals; advance student knowledge; organize programs and activities, including performances, conferences, seminars and workshops that are open to the Catawba community; and provide students with opportunities to acquire pre-professional experience and develop industry-relevant skills.

NatureSAFE

NatureSAFE is concerned about the care and nurturing of the environment. Membership is open to all students.

ONE

ONE Catawba is Catawba's chapter of the ONE Campaign, a national movement to fight global poverty. They seek to raise awareness of and advocate solutions to such problems as hunger, poverty, disease and poor education in the US and all over the globe. ONE Catawba holds awareness events, community service and works with other clubs who have similar goals.

The Order of The Blue and The White

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

Phi Epsilon

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

Phi Sigma Iota

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

Philomathean Society

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

Pi Gamma Mu

Pi Gamma Mu is the international social science honorary society. The purpose of Pi Gamma Mu is to improve scholarship in the social sciences and to achieve synthesis therein; to honor outstanding students majoring in Economics, History, Political Science, Psychology and Sociology, and to supplement and support these majors.

The Pioneer

The Pioneer is the college newspaper published bi-weekly by journalism and other students. The policy of the paper is to report campus news and activities as well as to provide a means by which members of the campus community may share ideas and opinions that are based on solid and verifiable information. *The Pioneer* office is located on the second floor of Hoke Hall, and any student with journalistic ability and interest is eligible for staff membership.

Pre- Health Organization

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

Psi Chi

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

Psychology Club

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

Salisbury Symphony Orchestra

The Orchestra is a community organization composed of professional musicians, teachers, students and members of the community having the ability to perform in a symphony. Membership is by audition only. The symphony presents a series of three symphonic concerts during the season.

Sayakini

The Sayakini is the College yearbook. Published annually by students, this volume provides a photographic record of an academic year. Membership is open to all students. Registration for COM 2500 Sayakini is encouraged, but not mandatory for yearbook staff. The Sayakini office is located on the third floor of Hoke Hall.

Society of Lifelong Learners (S.O.L.L.)

Catawba's adult education program organized the group to support and promote networking opportunities for its members. Students in the Evening and Graduate Studies program who have 18 credit hours at Catawba are eligible for membership. Graduates of the program will have permanent membership in the society.

Student-Athlete Advisory Club

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

Student Education Association

Catawba's prospective teachers club, the SEA is open to upperclassmen who are interested in the teaching profession. The regular monthly meetings are devoted to the professional and social enrichment of the members and to the advancement and refinement of the profession.

Student Government Association (SGA)

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

Officers

2008-09 Student Government Cabinet Officers

President:	Cecilia Runge
Vice-President:	Katie Hill
Secretary:	Stephanie Hill
Treasurer:	Kevin Flebbe

Student Honors Advisory Council

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

Volunteer Catawba

Volunteer Catawba is a program designed to offer community service opportunities to Catawba students. There are many situations available in the local community to suit your schedule, including programs that work with schools, social agencies and the elderly. All students are encouraged to participate in this worthwhile effort. Please contact Volunteer Catawba if you are interested in volunteering!

Wigwam Productions

Wigwam Productions is the student-run organization that provides students the opportunity to select, plan, promote and produce campus entertainment and special events for the campus community. Members of Wigwam have the opportunity to experience the many aspects of college programming from working with agents and artists to learning the nuts and bolts of sound, lights and contract negotiation. Wigwam Productions provides many social, cultural and educational activities on campus including movies, comedians, musicians and other artists. The goal of these programs is to enhance student involvement as well as to develop leadership skills. Getting involved with Wigwam Productions could be one of the most rewarding experiences you have while at Catawba. Students interested in participating in Wigwam Productions should contact the Office of Campus Activities and Programs.

Intramural and Recreational Sports

***G. Ben Smith, Assistant Director of Residence Life and
Coordinator for Wellness Programming***

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 following website from the Catawba College homepage: <http://www.catawba.edu/stucentral/intramural.htm>.

Student Services and Resources

Bookstore

Cindy Most, Manager

The Catawba College Bookstore is located in the Cannon Student Center. The bookstore is open Monday and Thursday 9:00 am – 6:00 pm, Tuesday and Wednesday 9:00 am – 5:00 pm and Friday 9:00 am – 4:00 pm. The store is open prior to all home football games and occasional Saturdays during the school year from 10:00 am – 2:00 pm. The college bookstore is open throughout the summer. The store offers a wide range of apparel, food, drink, health and beauty products, computer software, gifts, greeting cards, novelties as well as your essential textbooks and supplies for class. A variety of spirit items and apparel are available for purchase at the Shuford Stadium during home football games. Acceptable forms of payment are cash, checks, MasterCard, Visa, Discover, American Express and debit cards. Access to the bookstore web-site is found at www.catawba.edu.

Computer Services

Joanna Jasper, Director

Hours and Location

Computer Services 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, 7:45-5 and until 6:30 p.m. on Mondays and Thursdays when the School of Evening and Graduate Studies is in session.

Help

To report computer problems, please email help@catawba.edu. The email sent to help is monitored by several staff members to ensure prompt service. If you cannot send email, call 704-637-4666. To report a campus-wide interruption of a mission-critical service that occurs outside normal business hours, contact the Public Safety office at 704-637-4000. This office will page on-call Computer Services personnel.

Technology Information and Tutorials

For the most up-to-date and complete technology information and tutorials, refer to Blackboard's *Catawba Technology Information* course. You should be enrolled in this class automatically when you log in to Blackboard (see directions below), but if you are not, use the Blackboard Course Search to find this course and enroll in it.

Computer Account Setup

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

Changing Passwords

1. Log in to CatLink (see directions below). Click on the "Options" icon in the top right corner and then select "Change Password". Type your new password in the New Password text box and then confirm your password. Your password will update within 10 minutes of changing your password.
2. If you are a student with a Windows personal computer that has been through the CatNet Connect process or an employee with an R60 ThinkPad, your Windows password must be changed to match your new Catawba network password. To do this, click the "Start" button on your computer. Select "Control Panel", then "User Accounts", then "Change an account", then the account whose name matches your Catawba network username. Select "Change my password" and follow the prompts to change your Windows password. Now restart your computer. Once 10 minutes have elapsed from the time you changed your password in CatLink, you should be able to successfully login to your computer using your Catawba username and your new password.

CatLink

CatLink is a web-based software package (aka web portal) that allows students to view their personal information, class schedules, grades, housing information, degree audits and more. Faculty and staff can view basic student information, class rosters and more. To access CatLink, type *catlink.catawba.edu* using Internet Explorer as your web browser. Alternatively, choose the CatLink link from the Catawba homepage (www.catawba.edu) Cat-U tab.

Email

Your email address is *username@catawba.edu*. Faculty, staff and students can check their Catawba email anywhere there is internet access by typing *webmail.catawba.edu* on the web browser address line. A link to WebMail is also available on the CatLink homepage. Maximum email storage space for faculty and staff is 300 MB; for students, 25MB. Maximum email message size is 7MB for internal email (@catawba.edu) and 5MB for external email. Check out the WebMail help system and the online tutorial in Blackboard's *Catawba Technology Information* course for more information on how to use WebMail. 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 "Options" icon in the top right corner and then select "Change Email".

Outlook

- For on-campus employees, Microsoft Outlook is another option for interfacing with the Catawba email system. A one-time Outlook user profile setup is necessary on the employee's computer. Tutorials on this setup and the basics of Outlook are available in Blackboard's *Catawba Technology Information* course.
- Students who own Microsoft Outlook (or any other email client that supports secure IMAP or POP) may elect to use it to read their Catawba email. On-campus students can do secure IMAP access, while off-campus students can do secure POP access. Tutorials on how to do this Outlook setup are available in Blackboard under the *Catawba Technology Information* course.

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, type *blackboard.catawba.edu* from Internet Explorer. Alternatively, choose the Blackboard link from the Catawba homepage (www.catawba.edu) Cat-U tab.

Computer Labs

- Two labs are available in Ralph W. Ketner Hall. Ketner 322 is open 24 hours, with 17 computers. Ketner 340 is available daily until 11 p.m., except during scheduled class times, with 25 computers. Ketner 340 includes a color laser printer. Ketner 322 includes a scanner.
- The newly renovated Library has 24 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 2007 (Word, Excel, PowerPoint, Access), Project, Publisher, Visio, Visual Studio.NET, and Adobe Creative Suite 3 Design Standard (Acrobat, Photoshop, Illustrator, and more).
- Many departments have labs with discipline-specific hardware and software, such as Biology, Chemistry, Environmental Science, Music, Teacher Education, and Theatre Arts.

Computer Drives When Logged In To A Catawba College Computer

Most campus computers have at least 2 USB ports on the front to facilitate the use of USB thumb drives and other USB peripherals.

- A:\ 3½" Floppy Drive B:\ Zip Drive (these are not available on most computers)
- C:\ Hard Drive locally installed within the computer
- D:\ DVD player/burner with CD player/burner or DVD player with CD player/burner, depending on computer model

- **H:** Personal Network Drive Space; Faculty/staff have 250MB of space. Students have 100MB of space.
- **I:** Departmental Network Drive Space; 50MB per employee
- **T:** Public Network Drive Space; Files can be read by all Catawba faculty, staff and students. Only faculty and staff can write to this drive, up to 50MB per person.

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

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

Backups

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

Paper Quotas

There are no limits on faculty/staff printing. Students are given 400 free pages for printing every semester. Check your quota in CatLink (*Resources* tab, *Quotas* service). Note that for all print requests sent to a color printer, each page counts as two. Students running low on pages may click the **Add** link next to their CatLink print quota information to buy additional pages online. Each additional page costs \$0.10. The charge is automatically posted to the student's Business Office account. Students using their personal print quota while employed by Catawba College or for Catawba-sponsored club activities should ask their department or club supervisor to contact Computer Services to discuss having pages added to their quota for these printing purposes.

Network Access for Personal Computers

Wired and wireless network access is available in almost all campus buildings. To connect to the secure wired or wireless network in the residence halls, student personal computers running Windows XP or Vista must be certified as a trusted system through the one-time-per-computer CatNet Connect procedure. Commuting students and employees with personal laptops running Windows XP or Vista may connect to the secure wireless network by installing Catawba's 802.1x authentication software. Procedures are also available to allow Apple Mac computers to connect to the secure wired and wireless network. A less secure guest wireless network is also available that can be accessed with just a Catawba username and password. Refer to Blackboard's *Catawba Technology Information* course, the Student Computers folder, to learn more about Catawba network access, the CatNet Connect process for Windows computers, and Catawba's PC requirements and recommendations. Refer to the Wireless Network Access folder for more information about wireless access at Catawba College.

Policies & Procedures

Members of the College community will be expected to abide by the College's *Acceptable Usage Policy* at all times. For your convenience, the complete policy as of May 12, 2008, is printed below. The most current and complete *Acceptable Usage Policy* can be found in Blackboard's *Catawba Technology Information* course and on the Computer Services web page at <http://www.catawba.edu/administrative/computerservices/>.

Acceptable Usage Policy

General

1. Catawba College, within the scope of its operations, provides computer resources to authorized users only.
2. Any person using Catawba College computing or network resources must abide by this *Acceptable Usage Policy*.

Authorized Users

1. Faculty, staff and enrolled students may be authorized to utilize College computer resources. Under special circumstances, members of the general public may be so authorized with the prior consent of the Chief Information Officer.
2. Each authorized user of the system will be provided a distinct username and password. The default password assigned at account creation must be changed within 30 days.
3. All users are required to change their system password every 120 days.
4. Users are expected to memorize their passwords (highly recommended) or to store written password clues in a highly secure location. Users are expected to change their password immediately if they have any reason to suspect that the integrity of their password has been compromised.
5. If you are unable to reset your password online, you may be required to come by Computer Services during business hours and present a picture id to have it reset.
6. Users may not attempt to gain access to another user's account or files, and may not erase or modify any application, configuration, or data file not specifically belonging to the user.
7. If your username does not access any system resource in 60 days (network, email, Blackboard, CatLink), you will be emailed a warning. If another 60 days go by with no system access, your username will be flagged as inactive and will not work until you contact Computer Services. If another 60 days go by and you have not contacted Computer Services to reactivate your account, your username will be deleted.
8. Computer accounts and their associated information are deleted 45 days after students withdraw or graduate. For employees, accounts are deleted on the effective date of the resignation or termination, unless alternate arrangements are made with Computer Services. Employee email, H: drive, and C: drive information are archived and made available to the employee's immediate supervisor.
9. The username assignment algorithm used to create new system accounts is based on the user's legal name at the time of account creation. After initial creation, usernames will **not** be changed to match legal name changes, because of the time-consuming and error-prone nature of moving files, email and permissions from one username to another. Upon request, Computer Services will set up an email alias that is based on the new legal name. The new legal name associated with the existing username will appear in system address books and directories.

Copyrighted Digital Content

1. Each user acknowledges that the College licenses the use of proprietary software from a variety of companies. Unless specifically authorized by the owner of the software through the licensing agreement, software and/or documentation relating to the use of the software, may not be duplicated.
2. No software may be loaded onto any Catawba College computer without clear licensing authorization. In the event an employee purchases proprietary software for employee's office/classroom, a copy of the license agreement or other written documentation must be forwarded to the Computer Services Department prior to the installation of the software on the computer system. Computer Services will transmit a confirming statement acknowledging receipt of the license to the initiating department or employee. At that time, Computer Services will load the software onto the College system or grant permission to do so. Computer Services will maintain the license as a part of its master license library. The software becomes the property of Catawba College.
3. Each authorized user agrees that he or she is transferring all licensing rights associated with any personal software loaded onto a Catawba College system to Catawba College. The user is agreeing that any duplicate installation of the software onto another system may be a violation of the licensing agreement and that the employee will be liable for any costs associated with the unauthorized installation.
4. No copyrighted content (music files, movies, etc.) should be illegally downloaded or shared using the Catawba College computer network.

Electronic Mail

1. Using electronic mail to send fraudulent, harassing, obscene, indecent, profane, intimidating or unlawful messages is prohibited.
2. Transmitting chain letters or commercial solicitations via email is prohibited.

3. An approved list of campus community members has access to send email to large internal distribution lists, such as allcatawba. Email transmissions to these large distribution lists are reserved for communications related to official College business and campus-wide official College events. Email about charitable, social, or political causes or events can also be sent directly to these lists provided the cause or event is sponsored by a group or department officially associated with Catawba College. Anyone emailing the large internal distribution lists inappropriately is subject to having their access to these distribution lists revoked.
4. Catawba's email system should not be used to send email to large groups of people (100 or more) outside of the Catawba College community. Such activity may be in violation of anti-spam laws and may result in the @catawba.edu domain being blacklisted as a spam site by external email systems. Admissions and the Development office have systems in place to send email to large numbers of prospective students and alumni and friends of the College without violating anti-spam laws. All bulk email communications should be coordinated through one of these offices.
5. Because of the volume of email that may result, users should use good judgment when joining email lists, and remember to remove themselves from email lists that they are no longer actively monitoring.
6. Because mailboxes have limited storage capacity, and because exceeding that capacity causes subsequent incoming mail to be lost, users agree to read and delete their mail on a regular and timely basis. The system will automatically delete any unread mail sitting in the Inbox folder for 90 days or more. Items in the Deleted Items folder are automatically purged after 30 days.
7. If email directed to your catawba.edu email address is being permanently forwarded to another email address, the forwarded email must be deleted from the Catawba email server and will not be accessible from the Catawba email account.

Internet/Network Use

1. College technology resources are reserved first and foremost for teaching and learning and other official College business. Personal use of these resources is allowed to resident students and employees to the extent that such use does not interfere with the primary mission of the College. These resources may not be used in support of any outside business venture, profit or non-profit.
2. The receipt or transmission of materials on the Internet in violation of any U.S. law, law of the state of North Carolina or policy of Catawba College is strictly prohibited.
3. Internet resources may not be used to transmit or to receive any materials that may be judged objectionable based upon generally applied standards set by the College. Specifically prohibited is the receipt or transmission of materials whose subject matter is excessively violent, contains explicit sexual content and/or obscene language.
4. College resources may not be used to attempt to gain access to any computer system, on or off-campus, to which the user does not have proper authorization.
5. The use of port scanners and other computer hacking tools is specifically prohibited.
6. Wireless access points and/or devices that enable your computer to function as a wireless access point may not be connected to the Catawba network by anyone outside of Computer Services.
7. Computer Services reserves the right to block access to internet sites and/or software applications that are classified as significant information security threats by the SANS institute.
8. For security reasons, employees must use Catawba's Barricuda Instant Messaging (IM) software, which is capable of communicating with all major IM software, such as AIM. No IM software other than Barricuda IM is allowed on the employee segment of the network.
9. For security reasons, employees and resident students are required to use the secure wireless network (CatUSkyNet). The guest wireless network (CatUSkyNet-Portal) should only be utilized by very occasional users of campus wireless.

Laboratory Regulations and Care of Facilities

1. Smoking or bringing food or drinks into the computing laboratories is prohibited unless otherwise noted.
2. Loading programs on the local hard drive of any College computer is prohibited without prior authorization from Computer Services.
3. Users may not move or in any way tamper with computer laboratory equipment without prior authorization from Computer Services.

4. Users agree to help maintain a reasonable state of cleanliness and order in all Catawba College computing facilities.
5. Course homework and other academic work have priority over other computer uses such as game-playing, chat rooms and non-course-related emailing or web browsing. Users agree to relinquish lab stations, when needed, to those pursuing higher priority activities.
6. Loud music, loud games, talking or any other activities that disturb other users are prohibited.
7. Users agree to comply with all reasonable requests from College personnel, including requests to relinquish equipment for a higher priority activity, to cease disruptive activity or to leave the computing laboratory.
8. Users agree to report any equipment problems to the student laboratory assistant on duty (if available), or by email to help@catawba.edu or by calling the help desk at 704-637-4666.

Monitoring

1. Each individual user must recognize and acknowledge that the Computer Services Department may observe, log, monitor and track all use of computer resources in order to assure that the computer resources are only being used by authorized users for authorized purposes.
2. The College reserves the right to determine, through monitoring, whether any user is utilizing the system for a possible improper activity. In the event that a possible improper activity is discovered, Computer Services personnel may provide evidence obtained by monitoring to the College and/or law enforcement personnel. If the activity disclosed is criminal, the College may request that prosecution be undertaken by the appropriate authorities. In any event, the individual's right to utilize the system may be suspended until a determination has been made as to whether or not the use was improper. If improper use occurred, the individual may be notified that his/her right to access has been terminated.
3. Monitoring may further be utilized to assure that users are not sharing system logins. Every user assumes full responsibility for use of his/her system login, whether authorized or not, and recognizes that his/her system access may be suspended or terminated for improper use, regardless of who actually perpetrated the improper use.
4. Each authorized user acknowledges that his/her authority to utilize computer resources is limited. If, during the monitoring process, it is determined that an individual may have exceeded his/her authority, the individual will be subject to further monitoring and recording, and Computer Services personnel will have the right to terminate the use of the computer system by that individual.
5. Computer Services may gain access to user accounts, home directories and email directories if needed to correct account problems or potential problems such as quota violations or virus-infected files. Computer Services may check any component of the College computing system at any time for virus-infected files or illegally installed software.

Printing

1. Students are allotted 400 pages per semester. Additional pages can be purchased online via CatLink – Resources – Quota for .10 per page.
2. It is recommended that products approved by the manufacturer or Computer Services be used when changing toner cartridges or inkjet cartridges in printing devices. Low-cost products sometimes equal low-quality products that can cause damage that will not be covered by printer warranty or maintenance contracts.
3. It is recommended that approved brand-name labels be used.
4. It is recommended that 20lb bond paper be used for laser printing. Paper with high rag content can cause damage that will not be covered by printer warranty or maintenance contracts.

Virus Protection

1. Users agree to virus-scan any media used on any College computer before it is accessed for any other purpose. Users also agree to virus-scan any files downloaded from the Internet.
2. Any computer attached to the Catawba College computer network must have a current version of virus-protection software installed and be current with Microsoft Critical Security patches.

Violation of the Agreement

1. Members of faculty, staff or enrolled students who violate this policy may be subject to having privileges suspended or terminated. The Chief Information Officer may also refer the faculty member, staff member or student whose conduct violates this policy to another appropriate individual or college body for discipline in accordance with the Faculty, Staff or Student Handbook.

- In the event that this procedure is violated by a member of the general public, the Chief Information Officer may suspend or terminate computing privileges. Additionally, if the action of the individual violating the policy places the College at risk of financial liability, the member of the general public may be subject to a civil action to recover those financial losses.

Revised on May 8, 2008

Approved by Catawba College's President's Council on May 12, 2008

Financial Issues

Charles Williams, Vice President of Finance

Office of Financial Aid

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

The Business Office, in the Hedrick Administration Building, can cash a personal check for you for up to \$50.00 daily, give you information about your student account and can accept tuition payments, and payments for parking tickets, phone bills and other charges. Work study checks are available for pick-up in the Business Office on the 15th of each month, or the preceding Friday when the 15th falls on a weekend, and prior to semester breaks and holidays that fall before the 15th. The Business Office processes documentation and acquires student signatures on Institutional Loans and Federal Perkins Loans, and can accept repayments for these two loans. For other rules and regulations, please see the College Catalog.

Mail Services

Lori Sipes, Director

All registered full-time Catawba College students are assigned a numbered post office box. Once assigned, the student will keep the same box for their entire stay at Catawba. Commuting students who are full-time also have a campus mail box – and should check their mailbox periodically. Mail is distributed Monday-Friday in student boxes by 3:00 pm. Students who have received packages that are too large to fit in a box or require a signature receive a package slip in their mailbox. Packages may be picked up at the Post Office window Monday-Friday from 7:30 am to 4:00 pm.

Proctor Student Health Center

Kathryn Welborn, R.N., Director

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 8:00 AM- 4:30 PM Monday through Friday. A consulting physician maintains regularly scheduled hours during the week. 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. This fee does not cover the services of off-campus physicians, lab tests or prescriptions. When it is necessary to charge a student for services in the Health Center, every effort is made to keep the charges to a minimum. The following fees are charged for commonly required services in the Health Center:

Strep Test	\$10.00	IV Therapy	\$15.00	Immunization/each	\$17.00
Blood Sugar	\$5.00	Nebulization	\$15.00	Tuberculin Skin Test	\$5.00
Pregnancy Test	\$5.00	Steroid Injection	\$5.00 / \$10.00		

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

Health Insurance

Catawba College is dedicated to assisting you in reaching your educational goals. Catawba recognizes the importance of good health and its potential impact on your success in school.

The College recognizes the ultimate risk you face with inadequate or the absence of insurance. In order to minimize this risk, the College offers to the students an accident and health insurance policy. This can be purchased through the College. It is **mandatory** all full time undergraduate students be covered by personal or school insurance. If a student cannot provide proof of coverage to Health Services and

the Business Office, the student **will be** charged for school insurance. The coverage for the 2008-2009 school year will be provided by United Health care.

If a student's coverage is an out of state HMO, parents are strongly advised to inquire about "guesting privileges" from their private insurance company.

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

Non – Emergency Medical Transportation

Catawba College is committed to the total health and safety of our students. If a student is not able to provide or obtain transportation for a doctor's appointment, the college has contracted with a local transit company to provide this service at no charge to the student. This company is operated by Rowan County. Drivers are subject to background checks and random drug screening. Liability coverage is provided by the transit company. Students **must** report to Proctor Student Health Center to be picked up for these appointments. Students are returned to campus at Proctor Student Health Center.

Public Safety

Shane Flowe, Director of Public Safety

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. 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 Deans 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 Clery Act

Catawba College is pleased to comply with The Jeanne Clery 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 in accordance with The Jeanne Clery Act and the FBI's Uniform Crimes Report definitions and publishes them annually in coordination with the Salisbury Police Department.

Copies of the current Catawba College crime statistics may be obtained from the Office of Public Safety or you can view the statistics on the Catawba College web page under Public Safety.

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 pm through Monday at 7 am

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 academic year and summer when classes are in session.

General Parking Regulations

- 1) **DISPLAY OF PARKING REGISTRATION HANG TAG:** Parking registration window decals should be attached inside to the lower right-hand corner (passenger's side) of the vehicle's front windshield.
- 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, UNMARKED PAVEMENT:** Parking is not permitted in fire lanes, on the grass or 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 am and 4 pm daily both when classes are in session and during the summer. Between 4 pm and 7 am daily, resident students may park in any lot on campus with the exception of the Hoke Hall and the Shuford Science lots, which are designated as a Faculty – Staff Parking Lot, 24 hours a day, seven days a week when classes are in session and summer.
- 5) **COMMUTER STUDENT PARKING:** Commuter students may park in lots designated on the Parking Map as "**General Parking**" between the hours of 7 am and 4 pm daily both when classes are in session and during the summer. Between 4 pm and 7 am, students may park in any lot on campus with the exception of the Hoke Hall and Shuford Science lots, which are designated as a Faculty – Staff Parking Lot, 24 hours a day, seven days a week both when classes are in session and during the summer.
- 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 am and 4 pm daily. Between 4 pm and 7 am, 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 from 7 am to 4 pm daily and on weekends. Visitors to the College may park in the circle in front of the Hedrick Administration Building. All visitors, including guests of students (friends, relatives, 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 hang tag, 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 hang tags 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 hang tags are available through the Office of Student Affairs or Public Safety.

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, in writing, using a **Parking Appeal Form** available from the Offices of Student Affairs (Cannon Student Center), Evening and Graduate Studies (Hoke Hall) or Public Safety (Jann House). The Parking Appeal Form can also be found on the Public Safety section of the Catawba College website. Telephone appeals cannot be accepted. Appeals must be submitted by the individual registering the vehicle. All appeals must be submitted within ten (10) 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

Carol Gamble, Registrar

The Office of the Registrar 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. Grades are posted immediately as grades are entered by the Office of the Registrar. The grade processor that calculates semester and cumulative grade point averages will be run no later than three (3) working days after the last scheduled exam each semester.

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 educational 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 consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative; supervisory; academic or research; or support staff position (including law enforcement unit personnel and health staff; a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee; or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
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, Date and Place of Birth, Dates of Attendance, Major and Minor Fields of Study, Degree and Date Awarded, Academic Honors, Classification, e-mail address, photographs, parents' names, religion, 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.

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

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

Dining Services

Corey Fischer, Director

Catawba College Cafeteria

All-you-care-to-eat restaurant dining. A great place to take a break and get away from it all with a friend. Specializing in comfort foods like mom used to make, ethnic cuisines, hot subs and more.

Hours of Operation:

Breakfast:

7:30 am – 10:00 am..... Hot Breakfast M-F

8:00 am – 10:00 am..... Continental Breakfast Sat.

Lunch:

11:00 am – 1:30 pm..... M-F

Dinner:

5:00 pm – 7:30 pm..... M-Th

5:00 p.m. – 7:00 p.m..... Fri, Sat, Sun

Brunch:

11:00 am – 1:30 pm..... Sat, Sun

McCorkle's Snack Bar- upstairs in the Cannon Student Center

McCorkle's will be closed during the fall semester for renovations. Beginning in the Spring, we will reopen with a Mama Leon's Pizza and a Mondo Subs. For the 2007-2008 year, students will be allowed to roll any unused flex dollars from the fall to the spring semester.

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 meal 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 may 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 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, silver and soiled napkins to the dish return area. Leave your table in a neat, orderly condition.

Meal Plan Options

19 Meals Per Week: This plan enables you to access the dining hall one time for each of the 19 meals/week. Missed meals and unspent credits are forfeited.

14 Meals Per Week: Provides access to 14 meal service periods per week. You will also receive \$75.00 in credit per semester to be used as cash at any campus dining service facility. Missed meals and unspent credits are forfeited.

10 Meals Per Week: This plan enables you to access the dining hall one time for any 10 of the 20 meals per week. Additionally, you will receive \$125.00 credit on your meal card to be spent at McCorkle's or in the dining hall during the semester. Missed meals and unspent credits are forfeited.

7 Meals Per Week: Provides access to 7 meal service periods per week. You will also receive \$150.00 in credit per semester to be used as cash at any campus dining service facility. Missed meals and unspent credits are forfeited.

In addition to each of these plans, students can add \$100 to the declining balance by paying \$100 to the business office using their student account.

Declining Balance Plan: Also called CatCash, this is a good plan for faculty, staff, commuter students as well as board students who enjoy meals and snacks in addition to their meal plans. When purchasing CatCash points by cash or check, you will receive an additional 10% value, so \$50.00 spent = \$55 in food. Purchased CatCash will carry over from fall semester to spring semester (i.e. academic year), but not spring semester to the following fall. You may also purchase CatCash by using your Visa or MasterCard: the 10% discount does not apply for charges. We ask that you purchase a minimum of \$20.00 at a time. Stop by the Dining Services office to purchase this plan. You will need to have a valid Catawba College id to take advantage of this or any other meal plan.

Chartwells Suggestion: For those students who enjoy 3 meals a day and then some, Chartwells Dining suggests that you get the 19 meals per week plan and add declining balance points to your meal card. This allows you to treat a friend or treat yourself to a snack at one of the dining facilities without the hassle of cash.

Lost/Misplaced Meal Card/ID

A lost or misplaced card can be replaced in the Office of the Deans of Students for a fee of \$20.00. Temporary meal cards can be obtained in the cafeteria or at McCorkle's snack bar. The office is located in the lower level of the Cannon Student Center. Temporary meal cards will be issued a maximum of 3 times per semester as a courtesy. After this courtesy has been used, you will need to get your card replaced or you will have to pay cash for your meals. If you cannot get a temporary ID during regular hours, you must fill out a form at the checker station and you must present some type of identification at that time. Should you find your card, please remember to have it reactivated in the Dining Services office, located in the lower level of the Cannon Student Center.

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 will make arrangements in advance for your meal/s. If you miss meals due to class or other academically related conflicts, see the Office of the Deans of Students in advance. The student affairs staff will work with the Director of Dining Services, to make arrangements to assist you.

DineOnCampus.com

This interactive health and wellness resource was awarded a Nation's Restaurant News Technology Innovator Award for its innovative approach to integrating technology with campus dining

At 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.

Nutrition Charts

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

Nutrition Journal

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

Nutrition Tools

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

Manage Meal Plan

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

Health and Wellness Links

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

Myth vs. Reality

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

Nutrition Questions

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

Recipes

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

The Corriher-Linn-Black Library

Mr. Steve McKinzie, Director

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>. The library is temporarily housed in Hoke Hall through the fall of 2007. The staff and collection will return to their newly-renovated facility in spring 2008.

BORROWING POLICIES

The Library has established the following loan policies applicable to students:

1. A book may be borrowed for a 30-day period and may be renewed unless another person reserves it for use. Books may be renewed by calling 637-4448, Monday-Friday, 8:00 a.m.-5:00 p.m. You are permitted one renewal.
2. Reference books, periodicals, documents, microform, CD-ROMs, and books from the SPECIAL COLLECTION generally do not circulate, but may be used in the library. Compact Discs, Videos, DVDs and Phonodisks (recordings) circulate for 7 days.
3. If a borrower has had a book for the normal checkout period, a student may ask circulation staff to place a "hold" on the book. This reserves the book for your use and prevents it from being renewed by the person who borrowed the item originally.
4. Materials placed on Reserve by faculty for courses may be requested at the Circulation Desk. The basic loan periods consist of the following: 2-hour in library use, overnight use or 24-hour use. The Library reserves the right to recall at any time materials that are checked out if these materials are needed for Reserve use.
5. Your current student I.D. card is required for all loan transactions. You are responsible for all materials checked out in your name. You should not use your student I.D. card to borrow materials for other persons. As a security measure, your I.D. card may be held at the desk while Reserve material is checked out.

BOOK DROP

All materials (except Reserve items) borrowed for use inside or outside of the library are to be returned to the book return slot at the Circulation Desk. Reserve items should be returned to staff at the circulation desk. When the Library is closed, materials may be returned to the Book Drop located on the wall near the entrance to the library (**While the library is temporarily located in Hoke Hall during fall semester 2007, all materials that have been checked out must be returned to the circulation desk**).

RESHELVING

Books and periodicals from the general stacks that have been used in the library and have not been checked out should not be reshelved, but placed on designated "reshelve" tables for reshelving by the library staff. Periodical issues from current display shelves and individual volumes of encyclopedias, however, should be reshelved immediately after use (**While the library is temporarily located in Hoke Hall during fall semester 2007, all materials used in the library or checked out of the library must be returned to the circulation desk**).

INDEPENDENT STUDIES (Extended Loans) AND INTERLIBRARY LOAN

Special extended loan arrangements are available for students pursuing independent studies and writing honors program papers. Interlibrary Loan service is available for materials that are not in the library's collection. Interlibrary Loan request forms are available at the Circulation Desk and on the library web page.

FINES AND FEES

The library has established the following policies regarding overdue, lost or defaced materials and borrowing privileges for students:

1. Fines on overdue materials are assessed to encourage their return for others to use. Fines are as follows:
 - 30-day loans: 10 cents per day, up to a maximum of \$10 per item
 - Reserve loans: 50 cents per hour, or fraction thereof, up to a maximum of \$10
 - Video/DVD loans: \$1.00 per day, up to a maximum of \$10 per item
2. Borrowers are encouraged to pay fines promptly. You are automatically blocked from borrowing further materials if fines are in excess of \$1.00.
3. Materials are due the date/time indicated on the date due slip. Overdue notices are sent as a courtesy. Failure to receive such a notice is not grounds for nonpayment of a fine. Except for extreme verifiable cases, illness is not grounds for nonpayment of a fine.
4. Fees for replacement of lost or defaced materials include:
 - the cost of the item (\$25 minimum, some items cost considerably more);
 - \$25.00 processing fee; and
 - any accrued fine at the time the item was reported lost.
5. Students should report a loss immediately to avoid the accrual of overdue charges. If the item is found and returned to the Library within six months, the replacement cost only will be returned.
6. The Library may restrict borrowing privileges for students who have fines and/or fees outstanding or who otherwise fail to comply with borrowing policies. This includes borrowing for students via Interlibrary Loan. At the end of each semester the Library sends the college business office the names of students with outstanding charges.
7. All books checked out by students are due on the last day of final exams each semester. Students who need to clear incomplete grades should check at the Circulation Desk to arrange for an extended loan. Students who want to borrow between terms must be enrolled for the next semester and must have returned all books and paid all fines/fees.

PUBLIC COMPUTERS

Computers for student use are located on the main floor of the library. Copies made at these computers go to a printer near the computers. The copies are automatically charged to your school laser printing allowance.

Library policies and regulations are subject to change by the Library as the need arises. Information on all borrowing transactions and on library services and resources in general can be secured at the circulation desk, the information desk and online at <http://libweb.catawba.edu>

Housing and Residence Life

Jennifer Johnson, Director of Housing and Residential Life

The Office of Housing and Residential Life is a department of the Division of Student Affairs responsible for providing an environment that supports and enhances academic performance, social development, and a sense of community for Catawba College students. The Residence Life Staff includes the Director, two Assistant Directors of Residence Life (AD) and 26 student Resident Assistants (RA). Resident Assistants provide support, social and educational programming, advice, guidance, and act as a resource for every aspect of the college experience. These students are trained to be knowledgeable in campus resources, crisis intervention, counseling referral, leadership development, and communication, and are the first recourse in the case of conflict resolution and an emergency on the hall.

Housing and Residence Life Policies and Procedures

Housing and Residence Life Professional Staff

Jennifer Johnson, M.Ed., Director of Housing and Residence Life

G. Ben Smith, M.Ed., Assistant Director of Residence Life and Coordinator of Wellness Programs

Lesley Hill, M.Ed., Assistant Director of Residence Life and Student Conduct Administrator

Residence Life Staff

Director/Assistant Directors of Residence Life (ADs) – The College employs three professional staff members to live in and supervise the buildings. The ADs supervise the Resident Assistants and are also responsible for a programming area in the Student Affairs Office. Resident Assistants (RAs) – The Residence Life Office hires upper-class students referred to as Resident Assistants to live in each hall. RAs serve as a resource for residents to advise, assist, enforce policies, report maintenance concerns, and respond to emergency situations. RAs work closely with the Residence Life Office and residents to create a healthy and safe community in the buildings.

The Residency Requirement Policy

(For students admitted prior to the fall of 2006)

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

- Students who are 21 years of age or whose 21st birthday occurs during the semester in which the student wishes to live off campus. The student's 21st birthday must occur prior to the last day of final exams during the fall semester, and prior to the date of commencement during the spring semester.
- Students who live at home with their parents or legal guardians.
- Students who are married or have a child.
- Students who have attained senior status even though they may not be 21 years of age.
- Students enrolled in fewer than 12 semester hours may request on-campus housing through the Office of Housing and Residential Life.

(For students admitted for the fall of 2006 and beyond)

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

- Students who are 23 years of age or whose 23rd birthday occurs before the semester in which the student wishes to live off campus are eligible to move off campus.
- Students who live at home with their parents or legal guardians.
- Students who are married or have a child.

Deadlines

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

Residence Hall and Room Assignments

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

Changing Rooms

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

Single Rooms

There is an additional cost for a single room. The single room rate is \$1,400 per semester. If you receive a single room within four weeks of the first day of classes, a full charge for a private room will be assessed. If a single room is requested in the second four weeks, the charge will be 75% of the semester single room rate. If the room is requested in the weeks after the first eight, then the charge will be 50% of the semester single room charge. Single room charges will not be prorated for withdrawals, dismissals, suspensions, expulsions, or change of status after the private room has been secured. Single rooms are optional and priority is given to upper-class students.

Residence Hall Check-In and Check-Out

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

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

Room Check-In

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

Room Check-Out

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

The Room Condition Report

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

Tips For Conducting Your Own Room Inspection

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

- the location of any damages to doors (both sides) and door frames.
- any scratches or dents, nail or dart holes, tape residue.
- malfunctioning or missing hardware.
- cleanliness of and damage to any walls, including holes, tape, and plastered areas.
- size and location of any stains, holes, or tape in ceilings or ceiling tiles and stains.
- tears or burns in the tile flooring.
- the condition of windows, window screens, blinds, shades (cracks, tears, holes, 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, or 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.

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

Room Personalization Guidelines

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

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

The following will result in substantial damage charges:

- The removal of shelves, fixed furniture, doors, the attempt to rewire any outlets or lighting, sawing doors to accommodate carpeting, etc.
- Fixing lofts or other personal furnishings/belongings to current walls, ceiling, floor, or other furniture for support by nails, screws, 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, includes but not limited to the use of nails, screws, adhesive, drilling holes, sawing, marking in any way, etc.

Room Decoration/Public Display

The Residence Life Office reserves the right to restrict any belonging, picture, sign, decoration or other item regarded as potentially destructive, harmful, or offensive to the College community. 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.

Keys

If a student loses their keys or they are stolen, a lock change is necessary and required to maintain the safety and security of persons and belongings. A student must report missing or stolen keys immediately to the Student Affairs Office to ensure proper measures are taken to notify roommates and/or suitemates. Students (except those living in Abernathy Village) will be charged a \$35 fee for all lock changes. In Abernathy Village, because two sets of locks will need to be changed, the fee will be \$50.

Fire Safety

Fire Fighting Equipment/Systems

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

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

Fire Safety- North Carolina Statute

Tampering with fire equipment, or giving a false alarm is a serious offense and may result in suspension from the College. North Carolina General Statute 14-286 reads as follows: *Giving false fire alarms; molesting fire-alarm, fire-detection or fire-extinguishing system. It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving, a false alarm or fire, or to break the glass key protector, or to pull the slide, arm, or lever of any pull station or signal box of any fire-alarm system, except in case of fire, or willfully misuse or damage a portable fire extinguisher, or in any way to willfully interfere with, damage, deface, molest, or injure and 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 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.

Unintentional Alarm: Overcooking food in a microwave, excessive steam from a shower, accumulation of dust on a fire alarm head, etc.

Intentional Alarm: Any form or source of an open flame, tampering with fire equipment, discharge of a fire extinguisher, pulling an alarm, arson, etc.

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

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, 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 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 per violation and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

Electrical Equipment

In the event that students need additional electrical outlets or plugs, surge protectors with an automatic circuit breaker are an accepted electrical device for use. All other plug extenders or multipliers are prohibited. Extension cords may not contain multiple plug ends, be connected to other extension cords, or create a walking hazard. First violation will result in a fine of \$25 per violation and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

Fire Safety Terms

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

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

Flame: Any form or source of a flame.

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

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

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

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

Appliances and Cooking

The College has approved only a limited number of appliances that may be used in the residence halls. The following appliances are strictly prohibited: Open coil burners (hot plates), griddles or grills, regular toasters, electric hamburger or hotdog cookers (including George Foreman grills), indoor/outdoor grills or hibachis, and any high heat appliance capable of heating cooking oil to the boiling point. Violation of this policy will result in a fine of \$50 per violation and immediate confiscation of banned items.

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

General Housing and Residential Life Policies

Room Responsibility

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

Residence Hall Access

Access to the residence halls is controlled by a card key system maintained by the Office of Public Safety. Every student is issued an identification card that controls access to areas the student has been granted permission to enter. Students will only be given card access to the hall they are assigned to. 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

Members of the opposite sex may visit you in your residence hall during predetermined hours. Visitors in residence halls with community bathrooms should never enter the restroom if they are of a different gender than the residents of the building/hallway. No opposite gender guests are permitted on a floor or in a building during non-visitation hours.

Visitation Hours

All Halls

Sunday – Thursday: 9:00 am – 1:00 am

Friday – Saturday: 9:00 am – 4:00 am

The administration may suspend residence hall visitation privileges individually, by room, suite or floor if violations justify such action. If you are found to be in violation of visitation hours, 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.

Significant penalties will be assessed for violations of the residence hall visitation policy including the following:

1st Offense: Written Warning

2nd Offense: \$25 fine and 10 hours of College Service

3rd Offense: \$50 fine and 20 hours of College Service, and loss of visitation rights for the rest of the academic year.

In-hall Visitation

Overnight Guests

You are responsible for your overnight guests (as well as those visiting for day visits). Accommodations for friends and family members of the same sex can be provided for a limited number of nights. If you invite guests, you should first make sure your roommate or suitemate agrees, then inform the Resident Assistant so our staff will be aware of a “stranger” to the building or hall. Overnight guests are limited to 2 consecutive nights, preferably on a weekend. You, as the host student, are responsible for the guest and this includes any damages, disturbances, infractions to College policy, etc. All overnight guests must be at least 16 years of age.

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 AM and 5:00 PM. 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.

Responsibility for Damaged, Missing, Lost, Or Stolen Property

The College will not be responsible for personal property that is damaged, missing, lost or stolen. The College will not replace, refund, or reimburse students under any circumstances regardless of past experiences or precedent. The College's only responsibilities will be to facilitate a report 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 locked at all times (even when you are in the room) and LOCK the door whenever you leave;
4. Be aware of and monitor all guests you allow into your room;
5. Take valuable and irreplaceable property with you when leaving campus for an extended period of time;
6. Don't keep cash or large amounts of jewelry or other valuables in your residence hall room, other common areas, or your vehicle;
7. Purchase or verify insurance, the College will not file an insurance claim on your behalf.

Room-to-Room Solicitations

The College does not permit room-to-room solicitation in the residence halls. If you encounter someone selling any product, conducting polls, or advertising, please alert a Resident Assistant. This is often an attempt to enter the residence halls to find unlocked rooms, valuable property, or persons. The Director of Residence Life must approve solicitors of any kind and will notify RAs and ADs of those individuals who have been approved to be in the halls and the date and time of their presence.

Room Inspection/Entry Policy

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

Search Policy

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

Inspection of Personal Items

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

Damage and Vandalism Charges

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

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

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

Furnishings and Furniture Removal

The College provides each resident student a room, key, bed, dresser, lighting, closet or wardrobe, desk, desk chair, phone jack and cable television outlet. We would prefer that you keep all College furniture assigned to a room in the room; therefore, furniture may not be removed from your room for any reason. In addition, the Office of Housing and Residential Life reserves the right to restrict any furnishings that it regards as potentially destructive or dangerous to person or property or obstructive to the academic mission of the College (e.g., waterbeds, bars, fountains, etc). You may not leave any personal furniture in the room during the summer break nor can this furniture be stored by the College. Any and all personal furnishings found in rooms upon checkout will be considered abandoned. You will be charged for removal of any such items, and they will be discarded. Students may not use common area or lounge furniture in their rooms.

Personal Items in Public Areas

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

Abandoned Personal Belongings and Summer Storage

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

Maintenance

Residents should report all request for services and repairs to the Resident Assistant or directly to the maintenance department using the catlink system.

Laundry Services and the MicroFridge Program

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 maintenance department immediately. The following residence halls are provided with MicroFridges, which are a combination of refrigerator with freezer and microwave; Barger-Zartman, Foil House, Pine Knot, Salisbury-Rowan, Stanback, Woodson and Hollifield. The remaining traditional residence halls are not equipped with MicroFridges. Please report any maintenance concern with the unit to the Office of Housing and Residential Life immediately. The units cannot be removed from the room and stored for any reason. All units must be cleaned, defrosted, unplugged and doors left open for the semester and summer break. Failure to clean the unit will result in a \$50 fee. Damaged or missing units also will be charged accordingly.

Substance Free Housing

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

Smoking

Smoking in or around the perimeter of residence halls is strictly forbidden. If you are a smoker, you should not smoke in your room or residence hall at any time or under any circumstance. In addition, the entrances to the residence halls are not designated smoking areas; therefore, smoking is strictly prohibited in these areas. Violation of this policy will result in a fine of \$50 per violation.

Pest Control

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

Pets

The only pets that are allowed in the residence halls are common aquarium fish. All other pets or animals are prohibited for health and humane purposes. "Visiting" pets are not permitted. Students found in violation will be fined \$75 and are subject to additional disciplinary action. Students will be given 24 hours to remove the animal from campus.

Hall Sports

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

Bicycles

Fire codes make hallways, lounges, stairwells, and other common areas unacceptable places for storing bicycles. The Residence Life staff will make every effort to notify the owner to remove the item by a specified date (usually within 24-48 hrs.). If the items are not removed by the specific date, students will be fined \$50 and the bicycle will be confiscated and become property of the College. If there is a storage issue, contact the Office of Housing and Residence Life to inquire about what possibilities are available.

Telephone Service

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

Consideration and Quiet Hours

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

Mandatory Departure Dates/Times

If you have completed your course work and exams at the end of the fall semester and you are not returning the following semester, you must check-out of your residence hall within 24 hours after your last exam. If you withdraw from the College at any time during the semester, you must check-out of your residence hall within 24 hours of your withdrawal notice. At the end of the spring semester, you must checkout of your room within 24 hours after your last exam. If you are a graduating senior, you will have until 8:00 pm the day of commencement to check out of your residence hall.



The Alma Mater

“Fair Catawba”

WORDS AND MUSIC BY BERNICE AND ALVIN R. KEPPEL

Arr. Jeremy Krider '95; transcribed for brass quintet by J.G. Poolos

(Dr. Alvin R. Keppel was president of Catawba College 1942-63)

Down in the verdant Southland,
High on the Piedmont plains,
There's a tower that is piercing the heavens,
And a campus of fond mem'ry lanes.
Higher than the walls of man's making
Are the thoughts of my sojourn there.
Brighter 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 Handbook is an official publication of the Division of Student Affairs. Nothing in this Handbook may be considered as setting forth the terms of a contract between a student or prospective student and Catawba College. The College reserves the right to modify the requirements for admission and graduation; to amend any regulation affecting the student body; and to dismiss from the College any student if it is deemed by the College to be in its best interest or in the best interest of the student to do so.

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

RALEIGH 504440v3

RALEIGH 504440v5





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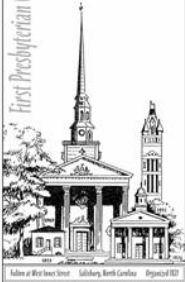
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704-637-3610

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Salisbury, NC 28144

****Show your Student ID and
receive a discount!!****

First Presbyterian Church



First Presbyterian Church

308 West Fisher Street
Salisbury, NC 28144
(704) 636-1321

Sunday Worship Schedule
8:30am—Sanctuary Worship
8:50am—Life Center
Contemporary Worship
10:00am—Sunday School
11:00am—Sanctuary Worship




10% off w/ Student ID!
(excludes Brighton)

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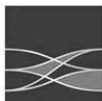
217 South Church Street
Salisbury, NC 28144
(704) 636-3121
www.fumcsalisbury.org



Sunday Worship Schedule

8:45am—Sanctuary Worship
9:30am—Fellowship Gathering
9:45am—Sunday School
10:55am—Sanctuary Worship

Wachovia Free Student Checking



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**130 S. Main St.
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**1300 West Innes St.
Salisbury, NC 28144
(704) 636-6690**

**866 Jake Alexander Blvd. W
Salisbury, NC 28147
(704) 630-1000**

www.wachovia.com



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Hours:

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11:00 am – 9:00 pm

129 Statesville Blvd.
Salisbury, NC 28144



Maranatha Bible Church

“A Friendly, Christ Centered, Bible Teaching Church”

**2320 Statesville Blvd.
Salisbury, NC 28147**

Phone: (704)637-1995

www.mbiblechurch.org

Free transportation available to students interested in visiting! Several small group Bible studies available that meet twice a month within 1 mile of Catawba’s campus. See our website or call for more information!

Worship Schedule:

Sunday 9:00am—Sunday School

Sunday 10:00am—Worship

Sunday 6:00pm—Worship

Wednesday 6:30pm—Worship

Check out our brand new Young Adults Ministry and Sunday School Class!



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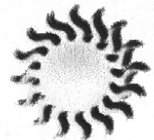
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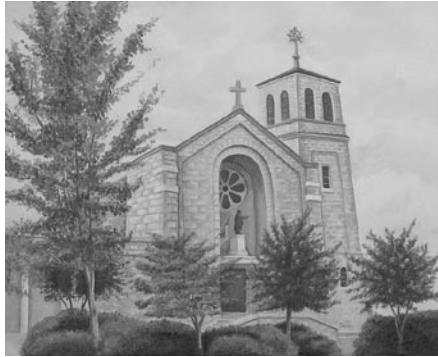


\$12 for any performance (with student ID)
\$10 Value Night - Wednesday performances only

The Meroney Theatre
213 S. Main Street
Salisbury, NC 28144
704-633-5471

Fall Musical	November 13-16 and 19-22
Winter Drama	January 22-25 and 28-31
Spring Musical	March 26-29 and April 1-4
Spring Drama	May 14-17 and 20-23
Summer Comedy	July 16-19 and 22-24

www.piedmontplayers.com



SACRED HEART CATHOLIC CHURCH

128 N. Fulton Street Salisbury, North Carolina 28144
Phone: (704) 633-0591 • Fax: (704) 647-0126 • Website: www.salisburycatholic.org

Fr. John T. Putnam, Jr. - Pastor
Fr. Nohe Torres - Parochial Vicar
Fr. James Ebright - In Residence
Rev. Dr. James Mazur - Deacon
Sr. Mary Robert Williams - Pastoral Associate
Chris Beal-Campus Minister (chrisbeal@hotmail.com)

Schedule of Masses:

Sunday Masses

Saturday: 5:30 p.m.;

7:00 p.m. (Spanish)

Sunday: 7:45, 9:00, 10:30 a.m.; 4:00 p.m.;

12:00 p.m. (Spanish)

Weekday Masses

Monday thru Friday: 7:00 a.m.

Saturday: 8:00 a.m.

Sacrament of Penance:

Saturday 4:00-5:00 p.m. or by appointment

A place to be, a place to become...

First Baptist Church of Salisbury - College Ministry



We want F.B.C. – Salisbury to be your church home away from home. We know this is a special time in your life and want to help you to make the most of it. We have activities for college students including: Study breaks in our ministry center, Tailgate party, Whitewater trip, Laser tag, Swim parties, and an awesome Ski Retreat at Snowshoe.

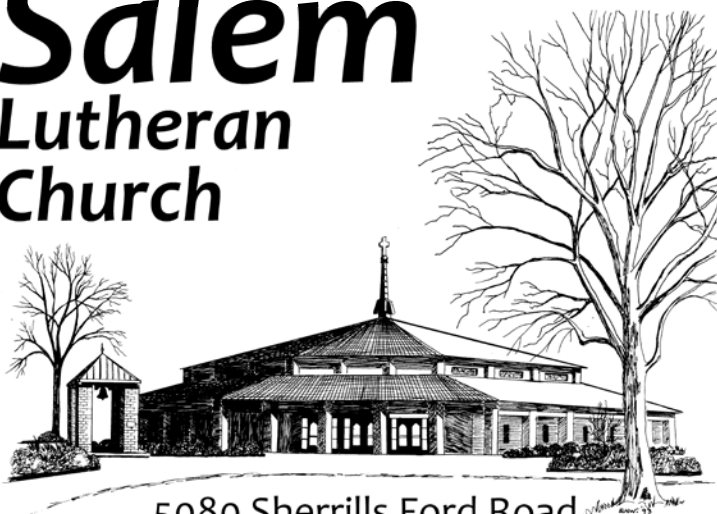
Each Sunday morning we offer a Bible study class at 9:45 and two services, a traditional worship style at 8:30 and a blended style at 11.

Join us September 14th for “Fall College Day” in the 11 a.m. service and a FREE lunch to follow!

For more information call 704-633-0431 or check out our website: www.fbcsalisbury.org

Welcome Catawba Students and Staff!

Salem Lutheran Church



5080 Sherrills Ford Road

Salisbury, NC 28147

(704) 636-0352 • www.salemelca.org

Pastors Don Phillips & Doug Hefner

Each Sunday:

8:30 AM Praise Worship led by Salem Spirit Band & Singers

9:30 AM Sunday School • 10:30 AM Traditional Worship

Tired of college food? Just show up at 6 on Wednesday evenings! Get a home-cooked meal (donations accepted), followed by small group Bible study, choirs, bells, band, etc. Other study and service opportunities are available throughout each week.

Directions: WEST on STATESVILLE BLVD 4.3 mi., LEFT on HURLEY SCH. RD., RIGHT on SHERRILLS FORD ROAD. (less than 7 miles-- worth the trip!)

Salem is a congregation of the Evangelical Lutheran Church in America. The ELCA is a mainline protestant denomination in full communion with the United Church of Christ, the Presbyterian, Moravian, Episcopal, and Reformed Churches; and has been approved by the United Methodist Church as a full communion partner. You will be welcome!

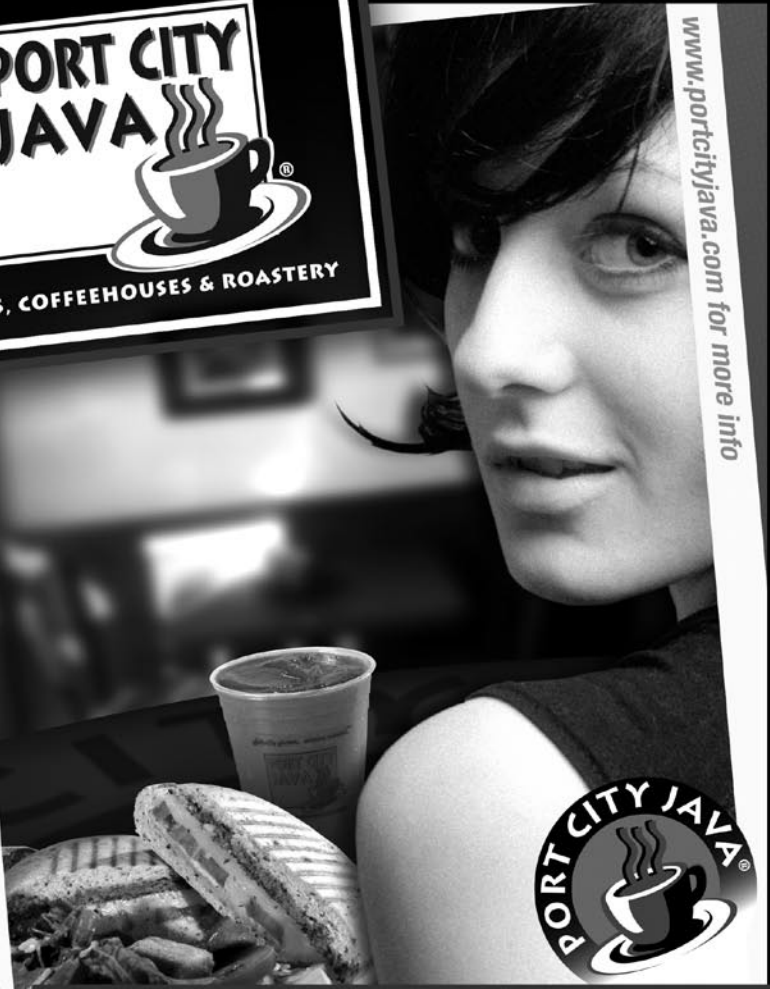
(Check us out: www.salemelca.org • www.nclutheran.org • www.elca.org)



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